

# 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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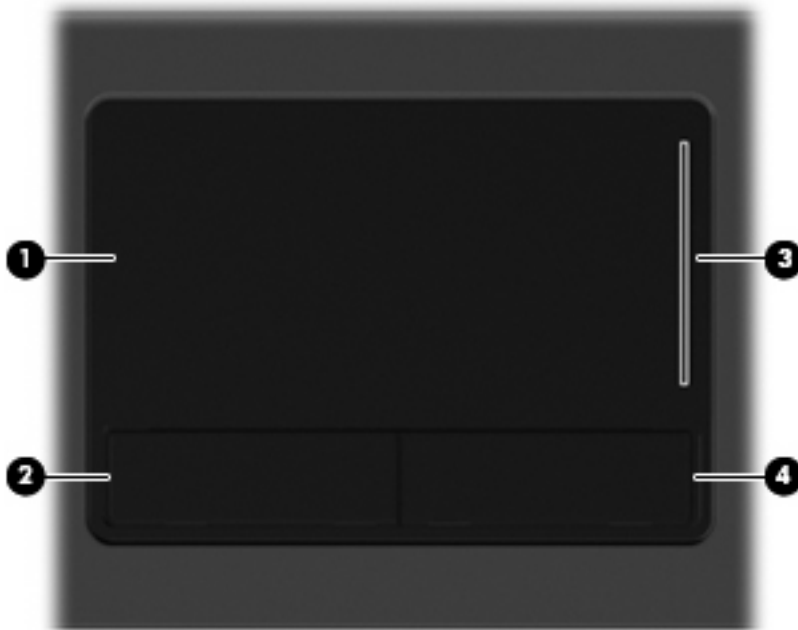
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# 1 Using pointing devices



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 and change pointing device preferences, select **Start > Devices and Printers**. Then, right-click the device representing your computer, and select **Mouse settings**.

## 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 > Devices and Printers**. Then, right-click the device representing your computer, and select **Mouse settings**.

## 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.

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 **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. A USB mouse can also be connected to the system using the ports on an optional docking device or expansion product.

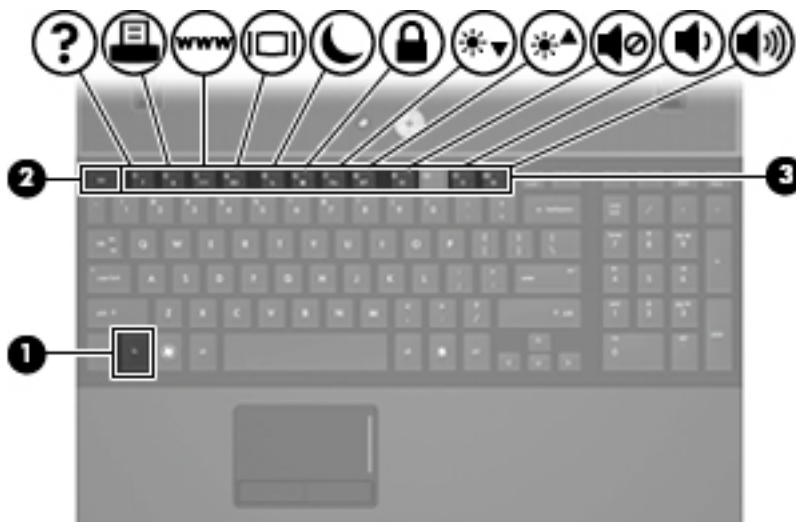
## 2 Using the keyboard

### 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 **f9** and **f11** and **f12** 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 between computer display and external display.	fn+f4
Initiate Sleep.	fn+f5
Initiate QuickLock.	fn+f6
Decrease screen brightness.	fn+f7
Increase screen brightness.	fn+f8

Function	Hotkey
Mute speaker sound.	fn+f9
Decrease speaker sound.	fn+f11
Increase speaker sound.	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

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

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

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

## Opening a Web browser

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

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

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


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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.

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 **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.

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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.

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

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## Initiating QuickLock

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.



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**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.

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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

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

## Increasing screen brightness

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

## Muting speaker sound

Press **fn+f9** to mute speaker sound. Press the hotkey again to restore speaker sound.

## Decreasing speaker sound

Press **fn+f11** to decrease speaker sound. Hold down the hotkey to decrease speaker sound incrementally.

## Increasing speaker sound


Press **fn+f12** to increase speaker sound. Hold down the hotkey to increase speaker sound incrementally.

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## 3 Using HP QuickLook

HP QuickLook allows you to save calendar, contact, inbox (select models only), and task information from Microsoft® Outlook to the hard drive of your computer. Then, when the computer is off or in Hibernation, you can press the Info Center/QuickLook button on the computer to view this information without waiting for the operating system to restart. Use QuickLook to manage contact information, calendar events, e-mail information, and tasks without restarting your computer.

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 **NOTE:** QuickLook does not support the Sleep state in Windows® 7.

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# Configuring QuickLook

1. Open Microsoft® Outlook.

When QuickLook is installed, the following icons are displayed on the Outlook toolbar:



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



The QuickLook Capture icon enables you to manually initiate QuickLook information capture.



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**NOTE:** For most tasks, use the QuickLook Preferences icon.

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2. Click the **QuickLook Preferences** icon on the Outlook toolbar.

The QuickLook Preferences dialog box opens.

3. Set the following preferences:

- When you want QuickLook to capture information from Outlook and save it on your hard drive
- What types of data you want to be captured in calendar, contact, inbox (select models only), and tasks


4. Select a security level and, if needed, set a personal identification number (PIN).

## Using manual information collection

Even if you have configured QuickLook to collect information at preset intervals, you can also manually collect and save new Outlook information to the hard drive any time you are logged in to your Outlook account.

Click the **QuickLook Capture** icon on the Outlook toolbar.

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 **NOTE:** A progress indicator is displayed when you manually initiate information capture.


**NOTE:** Information capture may take some time when there is a large amount of information to be collected.

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## Opening QuickLook

1. While the computer is turned off or in Hibernation, press the Info Center/QuickLook button on the computer.

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 **NOTE:** If there is more than one user account on the computer, the user account names are displayed for users who are using QuickLook.

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2. Click your user account name.
3. If data encryption is enabled, a keypad is displayed. Enter your PIN by typing it or by clicking the keypad, and then click **Enter**.

The QuickLook Today window opens.

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 **NOTE:** QuickLook is enabled at the factory, but you can disable it using Computer Setup. If you disable QuickLook in the system BIOS (Computer Setup), 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.

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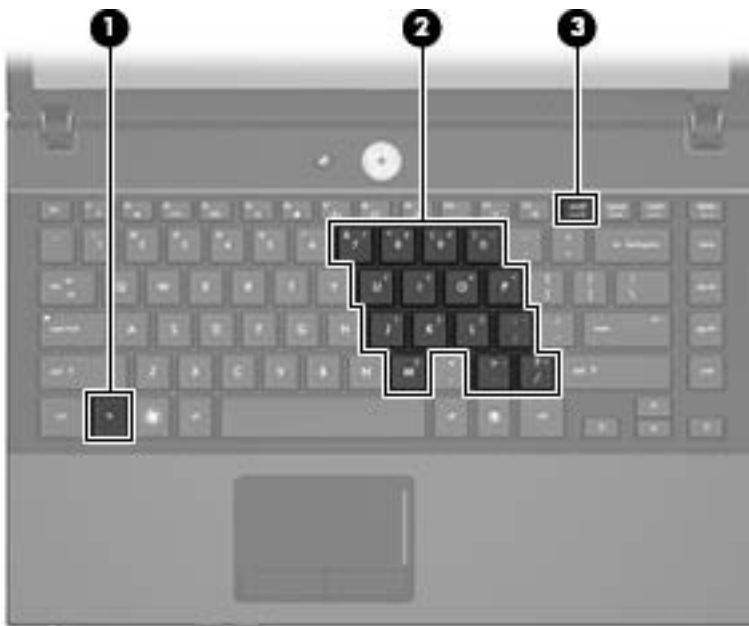
## For more information

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

## 4 Using keypads

 **NOTE:** Refer to the illustration that most closely matches your computer.

The computer depicted in the illustration and described in the following table 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) <code>fn</code> key	Executes frequently used system functions when pressed in combination with a function key or the <code>esc</code> key.
(2) Embedded numeric keypad	Can be used like the keys on an external numeric keypad when pressed in combination with the <code>fn</code> and <code>num lk</code> keys.
(3) <code>num lk</code> key	Alternates between the navigation and numeric functions on the embedded 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.

The computer depicted in the illustration and described in the following table has an integrated numeric keypad and also supports an optional 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) Integrated numeric keypad	Can be used like the keys on an external numeric keypad.

## 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 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.

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## 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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