



## User Guide

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# Table of contents

<b>1 Getting to know your keyboard .....</b>	<b>1</b>
Special keys .....	1
Action keys .....	3
Hot keys .....	4
Buttons .....	6
Lights .....	6
<b>2 Accessibility .....</b>	<b>7</b>
Accessibility .....	7
Finding the technology tools you need .....	7
Our commitment .....	7
International Association of Accessibility Professionals (IAAP) .....	7
Finding the best assistive technology .....	8
Assessing your needs .....	8
Accessibility for HP products .....	8
Standards and legislation .....	9
Standards .....	9
Mandate 376 – EN 301 549 .....	9
Web Content Accessibility Guidelines (WCAG) .....	9
Legislation and regulations .....	9
United States .....	10
21st Century Communications and Video Accessibility Act (CVAA) .....	10
Canada .....	10
Europe .....	11
United Kingdom .....	11
Australia .....	11
Worldwide .....	11
Useful accessibility resources and links .....	12
Organizations .....	12
Educational institutions .....	12
Other disability resources .....	12
HP links .....	12
Contacting support .....	13








# 1 Getting to know your keyboard

## Special keys



**Table 1-1** Special keys and their descriptions

Component	Description
(1) <b>Esc</b>  <b>esc</b> key	Displays system information when pressed in combination with the <b>fn</b> key.
(2) Action keys	Execute frequently used system functions. See <a href="#">Action keys on page 3</a> .
(3) <b>Home</b>  Home key	Moves the cursor to the beginning of the current line in a text editing program.
(4) <b>End</b>  End key	Moves the cursor to the end of the current line in a text editing program.
(5) <b>num lock</b> key	Alternates between the navigational and numeric functions on the integrated numeric keypad.
(6)  Windows® key	Opens the Start menu. <b>NOTE:</b> Pressing the Windows key again will close the Start menu.
(7) <b>fn</b> key	Executes specific functions when pressed in combination with another key.
(8)  Windows application key	Displays options for a selected object.
(9) Integrated numeric keypad	A separate keypad to the right of the alphabet keyboard. When <b>num lock</b> is pressed, the keypad can be used like an external numeric keypad.

**Table 1-1 Special keys and their descriptions (continued)**

Component	Description
	<b>NOTE:</b> If the keypad function is active when the computer is turned off, that function is reinstated when the computer is turned back on.

## Action keys

An action key performs the following functions, depending on your computer operating system and the active program. This section provides details about each action key.

- ▲ To use an action key, press and hold the key.

**Table 1-2 Action keys and their descriptions**

Key	Description
f1	Opens Help.
f2	Renames the highlighted icon, file, or folder.
f3	Opens Search.
f4	Opens the address bar of a web browser.
f5	Refreshes the webpage.
f6	Moves the cursor to the address bar in a web browser.
f7	Opens the spell check feature.
f8	Opens the Windows startup menu. This can be used to restart Windows in Safe Mode.
f9	Sends and receives email in Microsoft Outlook.
f10	Displays the menu of the active program.
f11	Enters and exits full-screen mode in a web browser.
f12	Opens the Save as window in Microsoft Word.












# Hot keys

A hot key is the combination of the **fn** key and another key.

To use a hot key:















- ▲ Press the **fn** key, and then press one of the keys listed in the following table.

**Table 1-3 Hot keys and their descriptions**

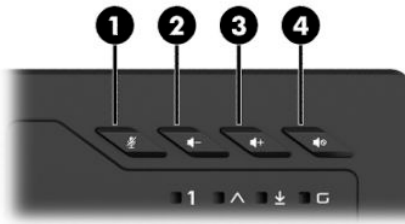
Key	Description
<b>Esc</b>	Restores default settings. Press and hold for 5 seconds.
	
	Opens the My Computer folder.
	Opens the Home page of your default web browser.
	Opens Calculator.
	Starts playback of the audio source.
	Plays the previous track of an audio CD or the previous section of a DVD or a Blu-ray Disc (BD).
	Plays the next track of an audio CD or the next section of a DVD or a BD.
	Starts, pauses, or resumes playback of an audio CD, a DVD, or a BD.
	Stops playback of an audio CD, a DVD, or a BD.
	Locks all keys.
	Locks the Windows key and starts Gaming Mode.
<b>M1</b>	Turns off the backlight feature for all keys except for W, A, S, D, and the four direction keys.
<b>M2</b>	Turns off the backlight feature for all keys except for 1, 2, 3, 4, 5, 6, Q, W, E, R, A, S, D, and F.
<b>M3</b>	Turns off the backlight feature for all keys except for the alphabet keys and the four direction keys.







**Table 1-3 Hot keys and their descriptions (continued)**

Key	Description
	Turns on customized backlight mode 1.
	Turns on customized backlight mode 2.
<b>Home</b> 	Starts configuration of a custom backlight mode when pressed after <b>fn+cm1</b> or <b>fn+cm2</b> . Press a key to turn the backlight on or off.
<b>End</b> 	Stops and saves the configuration of a custom backlight mode.
 	Changes the backlight pattern in the following cycle: <ul style="list-style-type: none"><li>• Wave (default)</li><li>• Raindrop</li><li>• Rolling</li><li>• Pulsing</li><li>• Rainbow</li><li>• Single color</li><li>• Breathing</li><li>• Key backlight turns on when pressed</li><li>• Key backlight turns off when pressed</li><li>• Single-color wave</li><li>• Single-color roll</li><li>• Starlight</li><li>• Waterfall</li></ul>
 	Decreases the speed of the backlight pattern by one level. There are five levels.
 	Increases the speed of the backlight pattern by one level. There are five levels.
 	Decreases the screen brightness by one level. There are five levels.
 	Increases the screen brightness by one level. There are five levels.

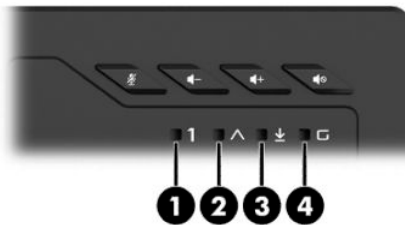
# Buttons







**Table 1-4 Buttons and their descriptions**

Component	Description
(1)  Microphone mute button	Mutes or restores microphone sound.
(2)  Volume down button	Decreases speaker volume incrementally while you hold down the button.
(3)  Volume up button	Increases speaker volume incrementally while you hold down the button.
(4)  Volume mute button	Mutes or restores speaker sound.

# Lights



**Table 1-5 Lights and their descriptions**

Component	Description
(1)  Num lock light	On: Num lock is on, which allows key input only through the integrated numeric keypad.
(2)  Caps lock light	On: Caps lock is on, which switches the key input to all capital letters.
(3)  Scroll lock light	On: Scroll lock is on, which disables scrolling.
(4)  Windows lock light	On: The Windows key is disabled and Gaming Mode is active.

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## 2 Accessibility

### Accessibility

HP is working to weave diversity, inclusion and work/life into the fabric of our company, so it is reflected in everything we do. Here are some examples of how we are putting differences to work to create an inclusive environment focused on connecting people to the power of technology throughout the world.

#### Finding the technology tools you need

Technology can unleash your human potential. Assistive technology removes barriers and helps you create independence at home, at work, and in the community. Assistive technology helps increase, maintain, and improve the functional capabilities of electronic and information technology. For more information, see [Finding the best assistive technology on page 8](#).

#### Our commitment

HP is committed to providing products and services that are accessible for people with disabilities. This commitment supports our company's diversity objectives and helps us ensure that the benefits of technology are available to all.

Our accessibility goal is to design, produce, and market products and services that can be effectively used by everyone, including people with disabilities, either on a stand-alone basis or with appropriate assistive devices.

To achieve our goal, this Accessibility Policy establishes seven key objectives to guide our actions as a company. All HP managers and employees are expected to support these objectives and their implementation in accordance with their roles and responsibilities:

- Raise the level of awareness of accessibility issues within our company, and provide our employees with the training they need to design, produce, market, and deliver accessible products and services.
- Develop accessibility guidelines for products and services, and hold product development groups accountable for implementing these guidelines where competitively, technically, and economically feasible.
- Involve people with disabilities in the development of accessibility guidelines, and in the design and testing of products and services.
- Document accessibility features and make information about our products and services publicly available in an accessible form.
- Establish relationships with leading assistive technology and solution providers.
- Support internal and external research and development that will improve assistive technology relevant to our products and services.
- Support and contribute to industry standards and guidelines for accessibility.

#### International Association of Accessibility Professionals (IAAP)

IAAP is a not-for-profit association focused on advancing the accessibility profession through networking, education, and certification. The objective is to help accessibility professionals develop and advance their careers and to better enable organizations to integrate accessibility into their products and infrastructure.

HP is a founding member, and we joined to participate with other organizations to advance the field of accessibility. This commitment supports our company's accessibility goal of designing, producing, and marketing products and services that can be effectively used by people with disabilities.

IAAP will make our profession strong by globally connecting individuals, students, and organizations to learn from one another. If you are interested in learning more, go to <http://www.accessibilityassociation.org> to join the online community, sign up for newsletters, and learn about membership options.

## Finding the best assistive technology

Everyone, including people with disabilities or age-related limitations, should be able to communicate, express themselves, and connect with the world using technology. HP is committed to increasing accessibility awareness within HP and with our customers and partners. Whether it's large fonts that are easy on the eyes, voice recognition that lets you give your hands a rest, or any other assistive technology to help with your specific situation—a variety of assistive technologies make HP products easier to use. How do you choose?

## Assessing your needs

Technology can unleash your potential. Assistive technology removes barriers and helps you create independence at home, at work, and in the community. Assistive technology (AT) helps increase, maintain, and improve the functional capabilities of electronic and information technology.

You may choose from many AT products. Your AT assessment should allow you to evaluate several products, answer your questions, and facilitate your selection of the best solution for your situation. You will find that professionals qualified to do AT assessments come from many fields, including those licensed or certified in physical therapy, occupational therapy, speech/language pathology, and other areas of expertise. Others, while not certified or licensed, may also provide evaluation information. You will want to ask about the individual's experience, expertise, and fees to determine if they are appropriate for your needs.

## Accessibility for HP products

The following links provide information about accessibility features and assistive technology, if applicable, included in various HP products. These resources will help you select the specific assistive technology features and product(s) most appropriate for your situation.

- [HP Elite x3—Accessibility Options \(Windows 10 Mobile\)](#)
- [HP PCs—Windows 7 Accessibility Options](#)
- [HP PCs—Windows 8 Accessibility Options](#)
- [HP PC's—Windows 10 Accessibility Options](#)
- [HP Slate 7 Tablets—Enabling Accessibility Features on Your HP Tablet \(Android 4.1/Jelly Bean\)](#)
- [HP SlateBook PCs—Enabling Accessibility Features \(Android 4.3,4.2/Jelly Bean\)](#)
- [HP Chromebook PCs—Enabling Accessibility Features on Your HP Chromebook or Chromebox \(Chrome OS\)](#)
- [HP Shopping—peripherals for HP products](#)

If you need additional support with the accessibility features on your HP product, see [Contacting support on page 13](#).

Additional links to external partners and suppliers that may provide additional assistance:

- [Microsoft Accessibility information \(Windows 7, Windows 8, Windows 10, Microsoft Office\)](#)
- [Google Products accessibility information \(Android, Chrome, Google Apps\)](#)

- [Assistive Technologies sorted by impairment type](#)
- [Assistive Technologies sorted by product type](#)
- [Assistive Technology vendors with product descriptions](#)
- [Assistive Technology Industry Association \(ATIA\)](#)

## Standards and legislation

### Standards

Section 508 of the Federal Acquisition Regulation (FAR) standards was created by the US Access Board to address access to information and communication technology (ICT) for people with physical, sensory, or cognitive disabilities. The standards contain technical criteria specific to various types of technologies, as well as performance-based requirements which focus on functional capabilities of covered products. Specific criteria cover software applications and operating systems, web-based information and applications, computers, telecommunications products, video and multi-media, and self-contained closed products.

### Mandate 376 – EN 301 549

The EN 301 549 standard was created by the European Union within Mandate 376 as the basis for an online toolkit for public procurement of ICT products. The standard specifies the functional accessibility requirements applicable to ICT products and services, together with a description of the test procedures and evaluation methodology for each accessibility requirement.

### Web Content Accessibility Guidelines (WCAG)

Web Content Accessibility Guidelines (WCAG) from the W3C's Web Accessibility Initiative (WAI) helps web designers and developers create sites that better meet the needs of people with disabilities or age-related limitations. WCAG advances accessibility across the full range of web content (text, images, audio, and video) and web applications. WCAG can be precisely tested, is easy to understand and use, and allows web developers flexibility for innovation. WCAG 2.0 has also been approved as [ISO/IEC 40500:2012](#).

WCAG specifically addresses barriers to accessing the web experienced by people with visual, auditory, physical, cognitive, and neurological disabilities, and by older web users with accessibility needs. WCAG 2.0 provides characteristics of accessible content:

- **Perceivable** (for instance, by addressing text alternatives for images, captions for audio, adaptability of presentation, and color contrast)
- **Operable** (by addressing keyboard access, color contrast, timing of input, seizure avoidance, and navigability)
- **Understandable** (by addressing readability, predictability, and input assistance)
- **Robust** (for instance, by addressing compatibility with assistive technologies)

### Legislation and regulations

Accessibility of IT and information has become an area of increasing legislative importance. This section provides links to information about key legislation, regulations, and standards.

- [United States](#)
- [Canada](#)
- [Europe](#)

- [United Kingdom](#)
- [Australia](#)
- [Worldwide](#)

## United States

Section 508 of the Rehabilitation Act specifies that agencies must identify which standards apply to the procurement of ICT, perform market research to determine the availability of accessible products and services, and document the results of their market research. The following resources provide assistance in meeting Section 508 requirements:

- [www.section508.gov](http://www.section508.gov)
- [Buy Accessible](#)

The U.S. Access Board is currently updating the Section 508 standards. This effort will address new technologies and other areas where the standards need to be modified. For more information, go to [Section 508 Refresh](#).

Section 255 of the Telecommunications Act requires telecommunications products and services to be accessible to people with disabilities. FCC rules cover all hardware and software telephone network equipment and telecommunications equipment used in the home or office. Such equipment includes telephones, wireless handsets, fax machines, answering machines, and pagers. FCC rules also cover basic and special telecommunications services, including regular telephone calls, call waiting, speed dialing, call forwarding, computer-provided directory assistance, call monitoring, caller identification, call tracing, and repeat dialing, as well as voice mail and interactive voice response systems that provide callers with menus of choices. For more information, go to [Federal Communication Commission Section 255 information](#).

## 21st Century Communications and Video Accessibility Act (CVAA)

The CVAA updates federal communications law to increase the access of persons with disabilities to modern communications, updating accessibility laws enacted in the 1980s and 1990s to include new digital, broadband, and mobile innovations. Regulations are enforced by the FCC and documented as 47 CFR Part 14 and Part 79.

- [FCC Guide on the CVAA](#)

Other U.S. legislation and initiatives

- [Americans with Disabilities Act \(ADA\), Telecommunications Act, the Rehabilitation Act and others](#)

## Canada

The Accessibility for Ontarians with Disabilities Act was established to develop and implement accessibility standards to make goods, services, and facilities accessible to Ontarians with disabilities and to provide for the involvement of persons with disabilities in the development of the accessibility standards. The first standard of the AODA is the customer service standard; however, standards for transportation, employment, and information and communication are also being developed. The AODA applies to the Government of Ontario, the Legislative Assembly, every designated public sector organization, and to every other person or organization that provides goods, services, or facilities to the public or other third parties and that has at least one employee in Ontario; and accessibility measures must be implemented on or before January 1, 2025. For more information, go to [Accessibility for Ontarians with Disability Act \(AODA\)](#).

## Europe

EU Mandate 376 ETSI Technical Report ETSI DTR 102 612: "Human Factors (HF); European accessibility requirements for public procurement of products and services in the ICT domain (European Commission Mandate M 376, Phase 1)" has been released.

Background: The three European Standardization Organizations have set up two parallel project teams to carry out the work specified in the European Commission "Mandate 376 to CEN, CENELEC and ETSI, in Support of Accessibility Requirements for Public Procurement of Products and Services in the ICT Domain."

ETSI TC Human Factors Specialist Task Force 333 has developed ETSI DTR 102 612. Further details about the work performed by STF333 (e.g., Terms of Reference, specification of the detailed work tasks, time plan for the work, previous drafts, listing of comments received and means to contact the task force) can be found at the [Special Task Force 333](#).

The parts relating to the assessment of suitable testing and conformity schemes were carried out by a parallel project, detailed in CEN BT/WG185/PT. For further information, go to the CEN project team website. The two projects are closely coordinated.

- [CEN project team](#)
- [European Commission mandate for e-accessibility \(PDF 46KB\)](#)

## United Kingdom

The Disability Discrimination Act of 1995 (DDA) was enacted to ensure that websites are accessible to blind and disabled users in the United Kingdom.

- [W3C UK Policies](#)

## Australia

The Australian government has announced their plan to implement [Web Content Accessibility Guidelines 2.0](#).

All Australian government websites will require Level A compliance by 2012, and Double A by 2015. The new standard replaces WCAG 1.0, which was introduced as a mandated requirement for agencies in 2000.

## Worldwide

- [JTC1 Special Working Group on Accessibility \(SWG-A\)](#)
- [G3ict: The Global Initiative for Inclusive ICT](#)
- [Italian accessibility legislation](#)
- [W3C Web Accessibility Initiative \(WAI\)](#)

## Useful accessibility resources and links

The following organizations may be good resources for information about disabilities and age-related limitations.



**NOTE:** This is not an exhaustive list. These organizations are provided for informational purposes only. HP assumes no responsibility for information or contacts you may encounter on the Internet. Listing on this page does not imply endorsement by HP.

### Organizations

- American Association of People with Disabilities (AAPD)
- The Association of Assistive Technology Act Programs (ATAP)
- Hearing Loss Association of America (HLAA)
- Information Technology Technical Assistance and Training Center (ITTATC)
- Lighthouse International
- National Association of the Deaf
- National Federation of the Blind
- Rehabilitation Engineering & Assistive Technology Society of North America (RESNA)
- Telecommunications for the Deaf and Hard of Hearing, Inc. (TDI)
- W3C Web Accessibility Initiative (WAI)

### Educational institutions

- California State University, Northridge, Center on Disabilities (CSUN)
- University of Wisconsin - Madison, Trace Center
- University of Minnesota computer accommodations program

### Other disability resources

- ADA (Americans with Disabilities Act) Technical Assistance Program
- Business & Disability network
- EnableMart
- European Disability Forum
- Job Accommodation Network
- Microsoft Enable
- U.S. Department of Justice - A Guide to disability rights Laws

### HP links

[Our contact webform](#)

[HP comfort and safety guide](#)

[HP public sector sales](#)



# Contacting support



**NOTE:** Support is in English only.

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- Customers who are deaf or hard of hearing that have questions about technical support or accessibility of HP products:
  - Use TRS/VRS/WebCapTel to call (877) 656-7058 Monday through Friday, 6 a.m. to 9 p.m. Mountain Time.
- Customers with other disabilities or age-related limitations who have questions about technical support or accessibility of HP products, choose one of the following options:
  - Call (888) 259-5707 Monday through Friday, 6 a.m. to 9 p.m. Mountain Time.
  - Complete the [Contact form for people with disabilities or age-related limitations](#).