

TouchPad and Keyboard

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This guide explains the touchpad and keyboard.

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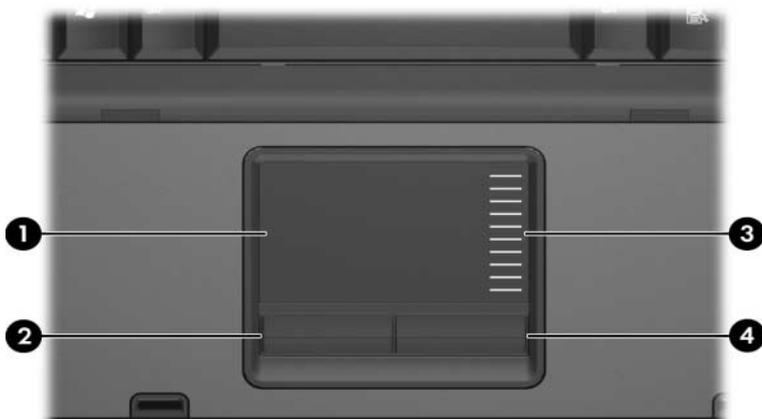
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TouchPad

Using the TouchPad

The following illustration and table describe the computer TouchPad.



Component	Description
1 TouchPad*	Moves the pointer and selects or activates items on the screen. Can be set to perform other mouse functions, such as scrolling, selecting, and double-clicking.

(Continued)

Component	Description
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 and change TouchPad preferences, select **Start > Control Panel > Hardware and Sound > Mouse**.

To move the pointer, slide your finger across the TouchPad surface in the direction you want the pointer to go. Use the TouchPad buttons as you would 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.



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.

Using an external mouse

An external USB mouse can be connected to the computer using one of the USB ports on the computer. A USB mouse can also be connected to the computer using the ports on an optional docking device (select models only).

Setting TouchPad preferences

Mouse Properties in Windows® allows you to customize pointing device settings, including

- TouchPad tapping, which enables you to tap the TouchPad once to select an object or twice to double-click an object (enabled by default).
- Edge motion, which enables you to continue to scroll even though your finger has reached the edge of the TouchPad (disabled by default).
- Button preference, which allows you to switch between left-hand and right-hand use (right-hand preference is enabled by default).

Other features, such as mouse speed preferences and mouse trails, are also found in Mouse Properties as are special TouchPad preferences, such as virtual scrolling and sensitivity settings.

To access Mouse Properties:

- » Select **Start > Control Panel > Hardware and Sound > Mouse**.

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Keyboard

The following sections provide information on the keyboard features of the computer.



Your computer may look slightly different from the illustrations in this chapter.

Hotkeys

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

The icons on the **f3**, **f4**, and **f8** through **f10** keys represent the hotkey functions. Hotkey functions and procedures are discussed in the following sections.



Hotkey quick reference

To perform this function	Press
Initiate Sleep	fn+f3
Exit Sleep	Power button
Alternate between computer display and external display	fn+f4
Display battery information	fn+f8
Clear battery information	fn+f8
Decrease screen brightness	fn+f9
Increase screen brightness	fn+f10
Display system information	fn+esc
Clear system information	fn+esc
Print screen content when in text mode or CGA graphics mode	fn+prt sc
Turn scroll lock on and off	fn+scroll
Pause process on screen such as scrolling or the operation of a program or command	fn+pause
Reset the keyboard or change from one session to another	fn+sys rq
Turn num lock on and off	fn+num lk
Break away or halt operation in progress	fn+break

Hotkey procedures

To use a hotkey command on the computer keyboard, either

- 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.

Initiate Sleep (fn+f3)

Press **fn+f3** to initiate Sleep.

When Sleep is initiated, your information is stored in random access memory (RAM), the screen is cleared, and power is conserved. While the computer is in the Sleep state, the power light blinks.



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

The computer must be on before you can initiate Sleep.



If a critical battery level occurs while the computer is in the Sleep state, the computer initiates Hibernation and the information stored in RAM 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 Sleep, briefly press the power button.

The function of the **fn+f3** hotkey can be changed. For example, you can set the **fn+f3** hotkey to initiate Hibernation instead of Sleep.



In all Windows operating system windows, references to the *sleep button* apply to the **fn+f3** hotkey.

Switch 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, each time you press **fn+f4**, the image switches among the computer display, the monitor display, and a 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, such as S-Video.

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)
- S-Video (televisions, camcorders, VCRs, and video capture cards with S-Video-in jacks)
- Composite video (televisions, camcorders, VCRs, and video capture cards with composite-video-in jacks)



Composite video devices can be connected to the system only by using an optional docking device.

View battery charge information (fn+f8)

Press **fn+f8** to display charge information for all installed batteries. The display indicates which batteries are charging and reports the amount of charge remaining in each battery.

Battery locations are indicated by number:

- Location 1 is the primary battery.
- Location 2 is the optional battery.

Decrease screen brightness (fn+f9)

Press **fn+f9** to decrease screen brightness. Hold down the hotkey to decrease the brightness level incrementally.

Increase screen brightness (fn+f10)

Press **fn+f10** to increase screen brightness. Hold down the hotkey to increase the brightness level incrementally.

Display and clear 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.

To clear the **fn+esc** display, press **esc**.

Print screen contents (fn+prt sc)

Press **fn+prt sc** to have the computer send a character-based “picture” of the screen contents to the printer. The print screen feature works only when the display is in text mode or set to the lowest graphics mode available (CGA). Some programs use the prt sc key to capture a screen image and record it as a file independent of the graphics mode setting.

Turn scroll lock on and off (fn+scroll)

Press **fn+scroll** to turn the scroll lock feature on and off. Many programs ignore the scroll lock setting.

Pause program or command (fn+pause)

Press **fn+pause** to temporarily stop the operation of a program or command. For example, the pause key may be used to halt scrolling so that a multiscreen listing or document can be read.

Reset keyboard or change session (fn+sys rq)

Press **fn+sys rq** to reset the keyboard or to change from one session to another. The sys rq hotkey provides the same function as the System Request key on an IBM mainframe computer terminal.

Turn num lock on and off (fn+num lk)

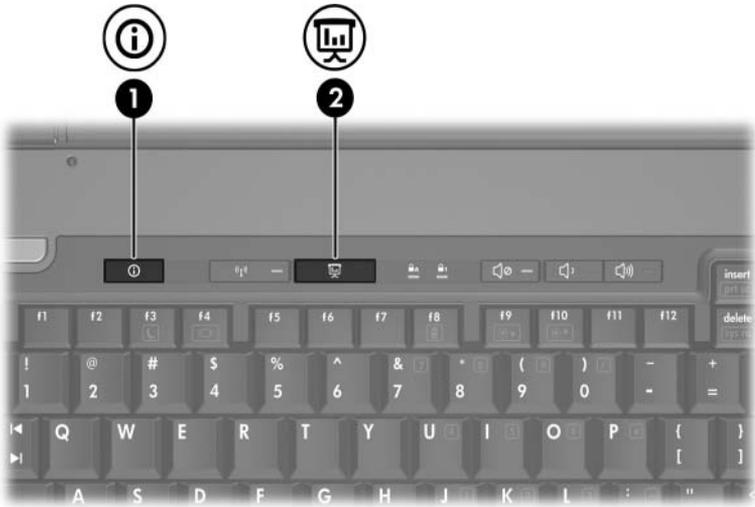
Press **fn+num lk** to turn the num lock feature on and off. When the **num lk** hotkey is toggled on, it activates the embedded numeric keypad allowing those keys to be used for calculator-style data entry. When the num lk hotkey is toggled off, the keys resume their original functions.

Halt operation (fn+break)

Press **fn+break** to tell the computer to halt or break away from whatever operation is in progress.

HP Quick Launch Buttons (select models only)

Use the HP Quick Launch Buttons to open frequently used programs, sometimes called *applications* in the HP Quick Launch Buttons control panel.



Component	Description
<p>1 Info Center button</p>	<p>Launches Info Center, which enables you to open various software solutions. You can also reprogram this button to perform one of the following actions:</p> <ul style="list-style-type: none"> ■ Start the presentation feature or opens the Q Menu. ■ Open an e-mail editor. ■ Open a search box that allows you to search for a Web site.

(Continued)

Component	Description
② Presentation button	<p>Starts the presentation feature. This feature opens a program, folder, file, or Web site, and simultaneously displays it on both the computer screen and on an external device.</p> <p>The presentation button can be reprogrammed to perform one of the following actions:</p> <ul style="list-style-type: none">■ Open the Q Menu or Info Center.■ Open an e-mail editor.■ Open a search box that allows you to search for a Web site.

Presentation button



When you press the presentation button the first time, the Presentation Settings dialog box opens. In this dialog box, you can set the button to perform one of the following actions:

- Open a program, folder, file, or Web site that you specify.
- Choose a display setting.

The image simultaneously displays on the computer screen and on an external device connected to one of the following:

- The external monitor port
- The S-Video-out jack on the rear panel
- Ports and jacks on an optional docking device (select models only)

If you choose not to use the presentation button default settings, you can reprogram the button to perform one of the following:

- Open the Q Menu or the Info Center.
- Open an e-mail editor.
- Open a search box that allows you to search for a Web site.

Info Center button



When you press the Info Center button the first time, the Info Center opens, enabling you to open preset software solutions. If you choose not to use this default setting for the Info Center button, you can reprogram the button to perform one of the following actions:

- Open the Q Menu or start the presentation feature.
- Open an e-mail editor.
- Open a search box that allows you to search for a Web site.

HP Quick Launch Buttons control panel



Some of the preferences listed in the HP Quick Launch Buttons control panel may not be supported by your computer.

You can use the HP Quick Launch Buttons control panel to

- Program the presentation button and the Info Center button, and change the settings for each button.
- Add, modify, and remove items on the Q Menu.
- Set preferences for tiling windows on the Windows desktop.
- Specify other preferences, including the following:
 - ❑ Preferences for the display of the HP Quick Launch Buttons icon.
 - ❑ Display of HP Quick Launch Buttons desktop notifications.
 - ❑ Enabling or disabling automatic mode change.
 - ❑ Enabling or disabling quick switch.
 - ❑ Enabling or disabling the display resolution change detection feature.

The following sections provide instructions for setting preferences within the control panel. For additional on-screen information about any item on the control panel, click the **Help** button in the upper-right corner of the window.

Opening the HP Quick Launch Buttons control panel

You can open the HP Quick Launch Buttons control panel in any of the following ways:

- Select **Start > Control Panel > Hardware and Sound > Quick Launch Buttons**.
- Double-click the **HP Quick Launch Buttons** icon in the notification area, at the far right of the taskbar.

Setting button preferences

You can program a button to open the Q Menu, open Info Center, open an e-mail editor, search for a Web site, or open a program, folder, file, or Web site when the button is pressed.

To open the Q Menu or to open the Info Center when the button is pressed:

1. In the HP Quick Launch Buttons control panel, click the **Programmable Buttons** tab.
2. Click the down arrow next to the button you want to set, and click **Q Menu** or **Info Center**.
3. To save your preferences and close the control panel, click **Apply**, and then click **OK**.

To open an e-mail editor or to search for a Web site when the button is pressed:

1. In the HP Quick Launch Buttons control panel, click the **Programmable Buttons** tab.
2. Click the down arrow next to the button you want to set, and click **Launch eMail** or **Search URL**.
3. To save your preferences and close the control panel, Click **Apply**, and then click **OK**.

To open a program, folder, file, or Web site when the button is pressed:

1. In the HP Quick Launch Buttons control panel, click the **Programmable Buttons** tab.
2. Click the down arrow next to the button you want to set, and click **Presentation**.
3. Click the **Configure** button.
4. In the box under Program to Start, type the name of the program, folder, or file, or the URL of the Web site.

– or –

Click **Browse** to search for available programs, folders, files, or Web sites, and then click to select one.

5. To save your preferences and close the control panel, click **Apply**, and then click **OK**.

Displaying the Q Menu

The Q Menu provides quick access to many of the system tasks accessed with the buttons, keys, or hotkeys found on most computers.

To display the Q Menu on the desktop:

- » Right-click the **HP Quick Launch Buttons** icon and select **Launch Q Menu**.

Setting Q Menu preferences

The Q Menu can display up to 40 items. Several system-defined items are displayed by default. You can choose to display these items or choose not to display them. Only user-defined items can be added, modified, and removed.

The items on the Q Menu are managed from the **Items to display on Q Menu** list.

Removing a Q Menu item

To remove an item from the Q Menu:

1. In the HP Quick Launch Buttons control panel, click the **Q Menu** tab.
2. On the **Items to display on Q Menu** list, clear the check box for each item you want to remove.
3. To save your preferences and close the control panel, click **Apply**, and then click **OK**.

Adding a listed item to the Q Menu

To add an item from the **Items to display on Q Menu** list to the Q Menu:

1. In the HP Quick Launch Buttons control panel, click the **Q Menu** tab.
2. Select the check box for the item you want to add.
3. To save your preferences and close the control panel, click **Apply**, and then click **OK**.

Adding a user-defined item to the Q Menu

To add an item to both the **Items to display on Q Menu** list and to the Q Menu when it is not on the **Items to display on Q Menu** list—for example, an item on a drive, network, or the Internet:

1. In the HP Quick Launch Buttons control panel, click the **Q Menu** tab.
2. Click **Add**.
3. In the **Add New Menu Entry** dialog box, you can add the item by typing or by browsing:
 - To add the item using the keyboard, type a name for the item in the **Display Name** box and type the path to the item in the **File Name** box. If you prefer to type the Display Name, but browse for the File Name, leave the **File Name** box blank.
 - To add an item by browsing, click the **Browse** button.
In the window, select the item. (The full name of the item is displayed in the **File Name** box and, if you did not type a name earlier in the **Display Name** box, a Display Name is generated from the item name and displayed in the **Display Name** box.)
4. To save your preferences and close the dialog box, click **Apply**, and then click **OK**.

Changing a user-defined item

User-defined items can be changed, but system-defined items cannot be changed. If you select a system-defined item on the **Items to display on Q Menu** list, the **Modify** button is unavailable.

To change the display name and/or file name of a user-defined item:

1. In the HP Quick Launch Buttons control panel, click the **Q Menu** tab.
2. Click the item on the **Items to display on Q Menu** list.
3. Click **Modify**.
 - ❑ To change the Display Name or File Name of the item using the keyboard, type the new name for the item in the **Display Name** box or type the new path to the item in the **File Name** box. If you prefer to type the Display Name, but browse for the File Name, leave the **File Name** box blank.
 - ❑ To change the Display Name or File Name by browsing, click the **Browse** button.

In the window, select the item. (The full name of the item is displayed in the **File Name** box and, if you did not type a name earlier in the **Display Name** box, a Display Name is generated from the item name and displayed in the **Display Name** box.)

4. To save your preferences and close the dialog box, click **Apply**, and then click **OK**.

Repositioning a Q Menu item

To change the location of an item on the Q Menu:

1. In the HP Quick Launch Buttons control panel, click the **Q Menu** tab.
2. Select the item on the **Items to display on Q Menu** list. Then
 - To move the item up in the list, click the **Move Up** button.
 - To move the item down in the list, click the **Move Down** button.
3. To save your preferences and close the control panel,click **Apply**, and then click **OK**.

Removing an item from the Items to display on Q Menu list

System-defined items cannot be removed from the **Items to display on Q Menu** list.

To remove a user-defined item:

1. In the HP Quick Launch Buttons control panel, click the **Q Menu** tab.
2. Click the item you want to remove.
3. Click **Remove**.
4. To save your preferences and close the control panel,click **Apply**, and then click **OK**.

Setting tiling preferences

To set tiling preferences on the Windows desktop:

1. In the HP Quick Launch Buttons control panel, click the **Quick Tile** tab.
2. Click **Vertical Tile** or **Horizontal Tile**, and then click the programs you want to be tiled in the **Applications currently running** box.
3. To save your preferences and close the control panel, click **Apply**, and then click **OK**.

Setting other preferences

You can set other preferences from the HP Quick Launch Buttons Preferences tab.



Some of the preferences listed on the Preferences tab may not be supported by your computer.

To set a preference:

1. In the HP Quick Launch Buttons control panel, click the **Preferences** tab.
2. To display or enable a preference, click the check box next to the item.

– or –

To clear or disable a preference, clear the check box next to the item.

3. To save your preferences and close the control panel, click **Apply**, and then click **OK**.
-



For on-screen information about any item on the Preferences tab, click the help button in the upper-right corner of the window, and then click the item.

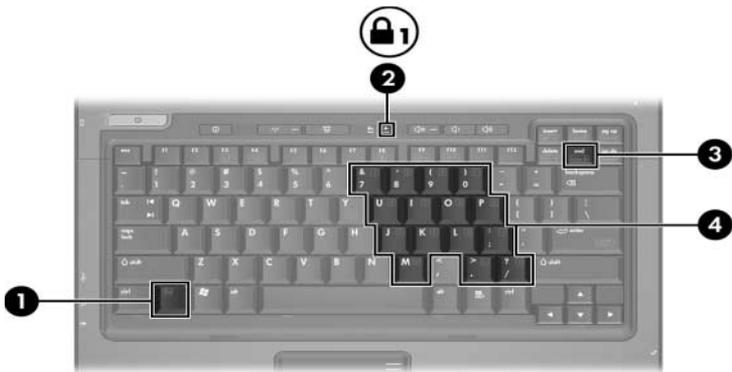
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Keypads

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.



Your computer may look slightly different from the illustration in this section.



Component	Description
①	fn key
②	num lock light
③	num lk key
④	Embedded 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. The num lock light is turned on. Press **fn+num lk** again to return the keys to their standard keyboard functions.



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 external numeric keypad

Most keys on most external keypads function differently according to whether num lock mode is on or off. (By default num lock mode is off.) 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.

If the external keypad is connected, the embedded numeric keypad cannot be turned on.

Enabling or disabling num lock mode as you work

To turn num lock on or off on an external keypad as you work:

- » Press the **num lk** key on the external numeric keypad, not on the computer.

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