

OFFICE KEYBOARD (MT1210 & MT1405)

OFFICE FEATURES

Thank you for purchasing OFFICE KEYBOARD. This User's manual contains all information that helps you to operate your keyboard. Please keep the software CD-ROM in a safe place for future maintenance after installation.

System Requirement:

Pentium 133 MHz or higher processor

Microsoft Windows 95 / 98 / ME / NT4.0 with Service Pack 6 or later / 2000 / XP or later

Microsoft Office 97 / 2000 / XP or later

Microsoft Internet Explorer 5.0 or later. (Win98 or later build-in already)

For Windows 95 / 98 / ME: 32 MB of RAM are recommended

For Windows NT / 2000 / XP: 64 MB of RAM are recommended

4MB of available hard disk space

CD-ROM or DVD drive

An available PS/2 port or USB port (require an optional PS2 to USB adapter).

Note:

“Sleep” hot key function is available if your system supports power management (ACPI) and all the peripherals (e.g. VGA, Sound card...) are compatible with the power management.

The Windows NT cannot support USB function. So, the Keyboard only supports PS2 port while running on Windows NT system.

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Installation:

The installation is very simple by using the enclosed CD Title. Follow the steps:


1. Windows must be started before you begin with the installation. Any existing keyboard drivers must be completely removed.
2. Insert the driver CD in the CD-ROM drive. Wait a moment. The CD title will run automatically. The first screen is an introduction and some selected items. To select the "installation" or select "target model number driver", the installation process will start automatically. If the CD does not to Run automatically, please open the "Star" menu, click on "Run", then select the drive letter for your CD-ROM drive, e.g. "d:\autorun", and confirm with ENTER.
3. An introduction appears in the first window. Click on "Continue".
4. The software is automatically installed in the following sub-directory:
"C:\Programs\Files\Netropa".
5. Restart your PC once installation is completed. Please note that you must restart your computer in any case so that the "OFFICE KEYBOARD " software is executed and you can use your keyboard to its full extent.
6. You can reassign hot keys from 3D On Screen Display photo to launch applications or web site for personal need.
7. This installation uses a minimum of your operating system's resources and requires little space on the hard disk.




Description of Office Key Zone

For the enhanced function keys, there are 13 embed office keys that are switched by "F" Office Lock Key to assign the normal function keys or the office keys.







F	Office Lock Key	Switch the function from the normal function keys (LED off) to the enhanced function keys (LED on)
	Help	Open the Help file (if available) for the active window
	New	Create a new document in programs that support the command
	Open	Open a document in programs that support this command
	Save	Save the file in the active window
	Replace	Search for and replace the specified text and formatting
	Spell	Star the spell-checking program in the active document if the document's program provides this feature
	Undo	Cancel the previous action
	Redo	Cancel the previous undo
	Reply	Reply to the e-mail in the active window
	Reply All	Reply to all the e-mails in the active window
	Forward	Forward the e-mail in the active window
	Send	Send the e-mail in the active window
	Print	Print the document in the active window

Description of Office Application Key Zone









	Word	<p>Open Microsoft Word</p> <p>This hot key can be configured to another application for user's need</p>
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	Excel	<p>Open Microsoft Excel</p> <p>This hot key can be configured to another application for user's need</p>
	Power Point	<p>Open Microsoft PowerPoint</p> <p>This hot key can be configured to another application for user's need</p>
	Calendar	<p>Open the Calendar of Microsoft Outlook</p> <p>This hot key can be configured to another application for user's need</p>



5-4. Description of Internet Key Zone




	Stop	Stop loading or refreshing a Web page or the contents of a particular window
	WWW	Start the default Web browser or go to the Home Web page. If the Web browser is already activated it opens the Home Web page. You can reassign the WWW key to start another Web browser, another Home Web page or another application.
	Email	Start the default e-mail program. If you are not sure what the default e-mail program is, press this key to find out. You can reassign the Email key to start another e-mail program or another application.
	My favorite	Open the Internet Explorer Favorites pane. This is where you can store shortcuts to frequently used files, websites or other items for easy access.
	Refresh	Update the information on an active Web page or the contents of a particular window.
	Search	Open the Internet Explorer Search pane

Description of Multimedia Key Zone

	Play/Pause	Play or Pause media. Once paused, press this key again to resume playing.
	Stop	Stop playing media
	Volume up	Increase the volume. Hold down to increase the volume more quickly.
	Volume down	Decrease the volume. Hold down to decrease the volume more quickly.
	Mute	Turn off the sound. Press again to turn the sound back on.
	Pre-track	Switch to the next media track. Press once for each subsequent track.
	Next track	Switch to the previous media track. Press once for each preceding track
	Volume knob	Volume control with MUTE function

Description of Application Key Zone

	Power	Put the system into power-off mode if the PC supports power management and has it enabled. The user can switch off the computer directly by pressing this key. If power management is not enabled, this key will not work. Power-on function availability depends on the motherboard setup function. For more information on such functions, read the computer manual or contact the computer manufacturer.
	Sleep	Put the system into sleep mode if the PC supports power management and has it enabled. The user can put the computer to sleep at the press of any button, protecting data and saving energy. If power management is not enabled, this key will not work.

	Log Off	Open the Log Off Windows dialog box. Logging off closes all of programs, disconnects the computer from the network and prepares the computer to be used by someone else.
	My computer	Open My Computer. My computer shows the contents of your floppy disk, hard disk, CD-ROM drive and network drives. You can also search for and open files and folders, and gain access to options in Control Panel to modify the computer's settings.
	Calculator	Start Microsoft Calculator.

Note: for the “Log Off” key:









For Win 95 / 98 / ME / XP: Some applications require a great deal of system resources. This can lead to the delayed reaction of the “Log Off” key. If the Log Off dialog window does not open when the key is pressed or only the “Start” menu opens, press “ESC”, then press the “Log Off” key again.


For Win NT: The “Log Off” key feature is not available under Win NT.

For Win 2000: The “Log Off” key has to be activated. To do so, proceed as follows: “Settings-Taskbar-Advanced-Display Logoff”:



Description of Clipboard Key Zone

	Cut	Cut out the selected item
	Paste	Copy the selected item
	Copy	Paste the previously cut out or copied item at the cursor position
	Mark	Mark the selected item
	Back	Go back to the previously viewed item in programs that support the "Back" command, such as a Web browser
	Forward	Go to the next item – if it was previously viewed in the same session – in programs that support the "Forward" command, such as a Web browser.
	Toggle	Switch the focus to a previously opened window. Press the key and select the window to be activated.
	Close	Close the active Windows application when the key is pressed.

	Scroll Bar	Move around in a scrollable document as if you were using the scroll arrows or a mouse wheel, but without taking your hand off the keyboard. *Optional function: Press the Navig Wheel Bar to “Pop-up” an OnScreen Menu (see 5-8).
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OFFICE KEYBOARD Software:

The OFFICE KEYBOARD Software is packed in a CD Title come with the OFFICE KEYBOARD. After installation, the OFFICE KEYBOARD Software will work in the background and control the functions of special hot keys.

Key Icon

When the software is activated, “key” icon appears on the right of the taskbar. Right-click on the “key” icon and you will have “OFFICE KEYBOARD”, “OnScreen Display”, “About” and “Exit” selected items.



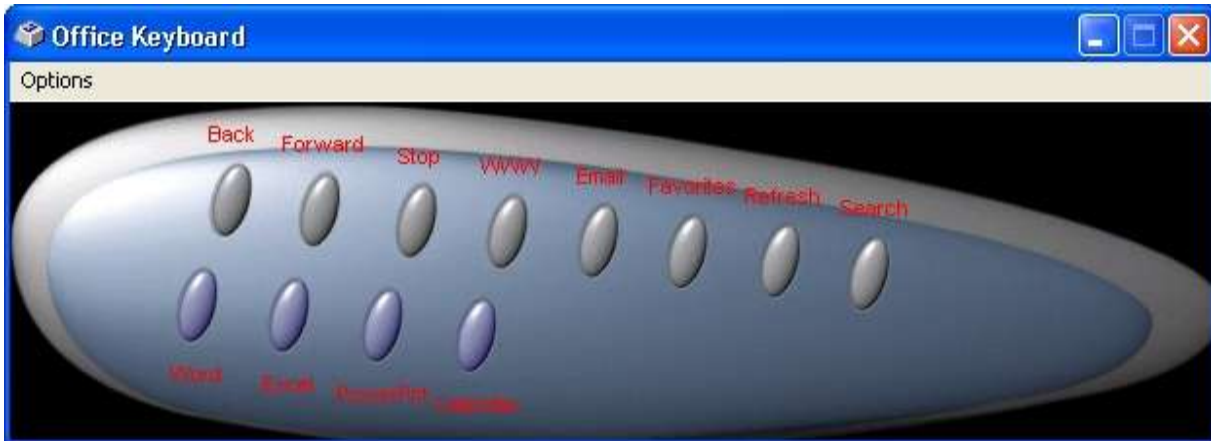
Select “OFFICE KEYBOARD”

When you click the „key” icon, it appears the menu box. Select “OFFICE KEYBOARD”. You will have another menu box of “Configure Button”, “Enable Taskbar Icon” and “Close” selected items.



Select “Configure Button”

When you select “Configure Button”, the 3D OnScreen Display Photo of hot keys will appear on the screen. You can use the mouse to click each screen hotkey to modify the default function and customize a new application or web site for your personal need.

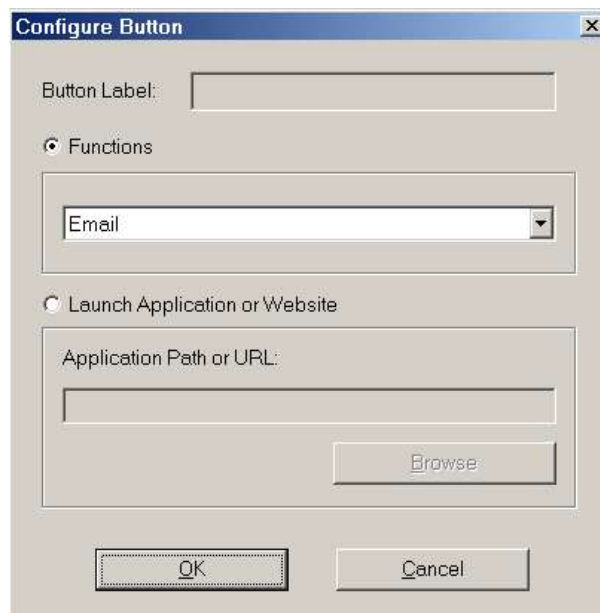


How to customize the hot keys

Click the screen hotkey that you want to modify the function. It will appear the dialog box. There are 2 methods to define and launch a new function.

Select “**Functions**” and you will have the choice of the pre-defined functions or applications. Choose one and confirm with “**OK**”. The hot key on your keyboard will be customized to the function you chose.

If you don’t want any pre-defined function, you can select “**Launch Application or Website**” to launch any other application. If you don’t know the application path or file name, click “**Browse**” to search for the application path or the file name or web site, and confirm with “**OK**”. The hot key on your keyboard will be customized to the function you chose.



Select “Enable Taskbar Icon”

Click this selected item to show or hide the „key” icon on taskbar. Click “Options” on the 3D OnScreen Display Menu” also can enable the „key” icon on taskbar.

Select “Close”

Click “Close” to stop the OFFICE KEYBOARD function. The function of hot keys will be disabled and the “key” icon will change color. You can left-click the “key” icon to enable the function of hot keys again.

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Select “OnScreen Display”

Click “OnScreen Display” and you will have a menu box to enable or disable, select color, select font or settings for the text of OnScreen Display.

Select Color

You can modify the color for the text of OnScreen Display.

Select Font

You can modify the font for the text of OnScreen Display. You may select any installed True-Type font of Win 95 / 98 / NT / 2000 / ME / XP.

If you use Chinese version windows, please select Chinese Font. Otherwise, the OnScreen Display may not work properly.

Settings

You can modify the size of the characters and icons for the text of On-Screen Display. You may also change the time-out value for the display. This is the time period that the OnScreen Display remains on the screen when you press a hot key.



Select “About”

Click “About” that can get information about the OFFICE KEYBOARD XP Software version.

Select “Exit”

Click “Exit” that can close the OFFICE KEYBOARD XP Software and release it from your computer’s memory. If you want to reload the OFFICE KEYBOARD XP Software, restart your system or click “Start” menu and select “Program” and “Netropa” and “OFFICE KEYBOARD XP”.



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Troubleshooting:

The OFFICE KEYBOARD XP Software cannot work properly

Make sure all other keyboard drivers have been removed from you PC. Alternatively, remove the OFFICE KEYBOARD XP Software, restart your computer and reinstall the driver.

Add, Remove or Reinstall the OFFICE KEYBOARD XP Software

Once you have installed the OFFICE KEYBOARD XP Software, the „key” icon will appear on the right of the taskbar. If you want to re-install the software for some reasons, you must delete the driver from your operation system first. Right-click the mouse button on the „key” icon and select “Exit”. Next step, open the “Start” menu and select “Add/Remove” to delete the OFFICE KEYBOARD XP Software. It will remove the software completely.

Note: If you want to upgrade or the OFFICE KEYBOARD XP Software does not work properly, you can reinstall the driver to fix this problem.

Other application software cannot be installed properly

This may be due to the OFFICE KEYBOARD XP Software. Remove the driver as above point. Install the required application, and then reinstall the OFFICE KEYBOARD XP Software.

The commands of Onscreen Display response too slow

This is due to the speed of your CD-ROM drive. The speed should be at least 4X or faster in order to achieve a reliable multimedia performance.

“Pre-track” and “Next-track” do not stop

When these hot keys are held down the CD player normally continues searching for the next of previous track. If this does not work it is due to the speed of your CD-ROM drive. The use of a high-performance CD-ROM drive is recommended.

CD or Video Player cannot be started

Make sure that the software and hardware provided for these devices have been correctly installed in your system.

VCD tracks or MPEG files cannot be played

Make sure that you have installed Windows Media Player 6 or later. You can download the Media Player 7 from Microsoft Web site.

The shortcut keys default by Microsoft Windows cannot be assigned

The OFFICE KEYBOARD XP Software has taken over some system resources for the shortcut keys the following 5 combination keys cannot be used again.

“Ctrl + Alt + E”, “Ctrl + Alt + P”, “Ctrl + Alt + O”, “Ctrl + Alt + D”, “Ctrl + Alt + C”

“Word”, “Excel”, “PowerPoint”, or “Calendar” hot key cannot work

Make sure that the Office Applications were installed fully. In case, the system only installed Word and Excel, the Word, Excel key will work, but the Power Point and Calendar key can not launch or work and only can see in the onscreen display.

“Log Off ” key cannot work

Some software share a lot of system resources. It will cause the system lose to catch the function of the “Log Off” key. When you press the “Log Off” key, if the dialog box does not appear or just open the “Start” menu, press the “Log Off” key again. For Win2000, you have to enable the function of the “Log Off” key by yourself because the default is disabled. For Win NT, the “Log Off” does not work.

The embed office keys do not work

These keys are according to the standard definition of Microsoft shortcut combination keys. Make sure that your office software supports these keys. Recommend using Office2000 and IE5 or later.

The “Task Pane” key can not work

The key only works in Office XP Application.

The target items cannot be unmarked

When you use the mouse to mark the target items, the “Mark” key will always activate. Press “Esc” key to release the function of the “Mark” key.

Scrolling function left & right does not move smoothly

All versions of the Microsoft Windows OS just can support the Scroll Wheel up & down. MEDIAX OFFICE KEYBOARD not only can support the Scroll Wheel up and down, but also left and right. This function should be improved when Microsoft releases the standard control specification. You can upgrade and download the updated OFFICE KEYBOARD XP Software to improve the function.

The Num lock key cannot work

Turn off the Office Lock Key. The Num lock key will return to the normal function.

The keyboard cannot work properly

Disconnect the PS/2 keyboard plug from the PC, wait a few seconds and then reconnect it.

■ The embed office keys do not work

It will give the F1-F12, Print...keys new functions while the Office Lock LED indicator turned on. Those keys are according to the worldwide standard definition of Microsoft shortcut combination keys and not require any software driver support. So, the new functionality is only support under Microsoft Office (Microsoft Outlook, Word, Excel, and Power Point), IE and some new release applications. If the new embed Office keys are used under any older or other application, it may cause unexpected results. However, The Microsoft recommends third-party Software applications to support Microsoft shortcut combination keys now. Almost software application will support it in the future. Make sure that your software application supports these kinds of functions. Recommend using Office2000, XP (2002) and IE5, IE6 or later.

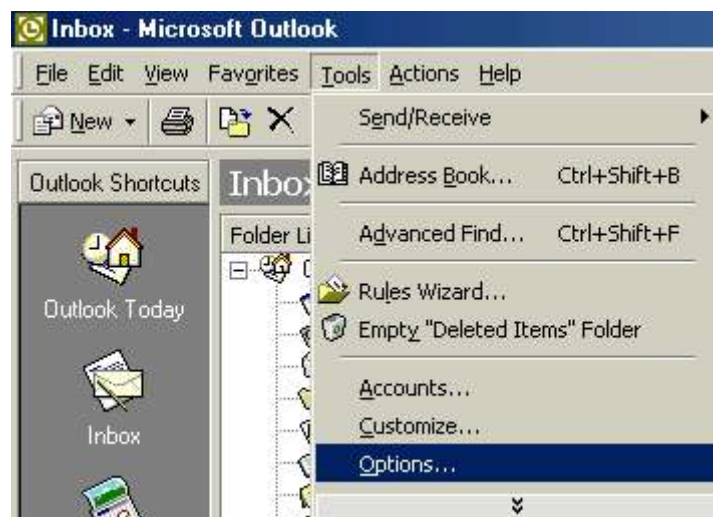
Some software applications not support embed office keys, example:

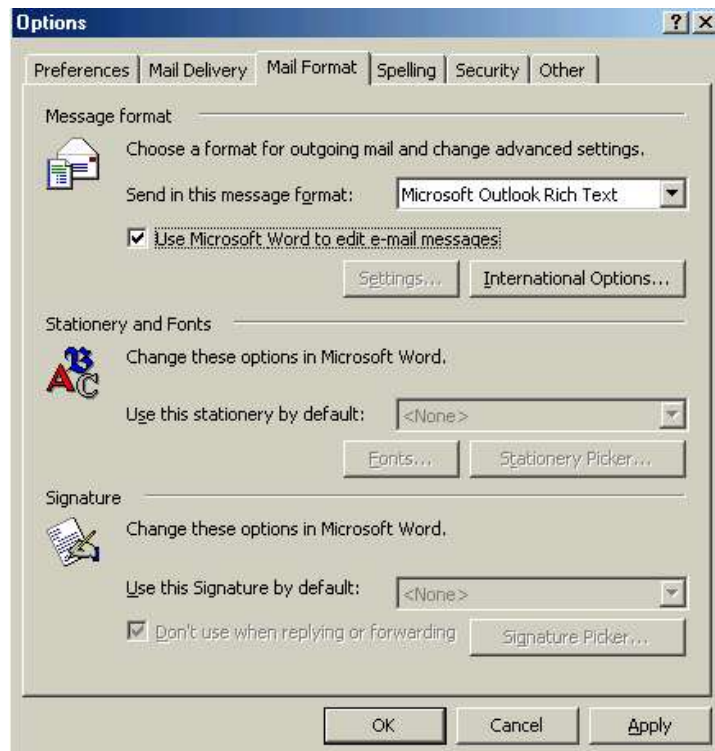
- ✿ Applications such as Notepad or WordPad do not support the “Redo” function, therefore is not supported by embed “Redo” key.

- ☀ The embed “Redo” key function can not support “repeat input text” while used Microsoft Excel USA language version & some Europe language version. It just supports “command Redo” function (example: repeat redo Add line, row, cut, paste...). The problem will fix on next release Microsoft Excel version or service pack.

💡 **Special Skill for give the embed office keys with best compatibility:**

The different “Microsoft Outlook” application version require different shortcut key to support, if you found some embed office keys cannot work under “Microsoft Outlook”. You should change the setup for “Microsoft Outlook” (mail format) that will give the embed office keys with best compatibility. The following steps for change the setup---- Click “Microsoft Outlook”----“Tools” & “Options” and mark the **“Use Microsoft Word to edit email messages”** select item. Click the “OK” to close the dialog box. The below is “Microsoft Outlook2000” setup photo for you reference. (**The Microsoft Outlook2002 default mark already**). To test those embed office keys while completed the setup process; those embed office keys should be work properly almost. If the problem cannot be fixed, you should go to Microsoft web site and find the “Microsoft Office service pack” for upgrade. Recommend using Office2000 or Office 2002 (XP). The Office2000 service pack3 & Office2002 service pack2 release already.

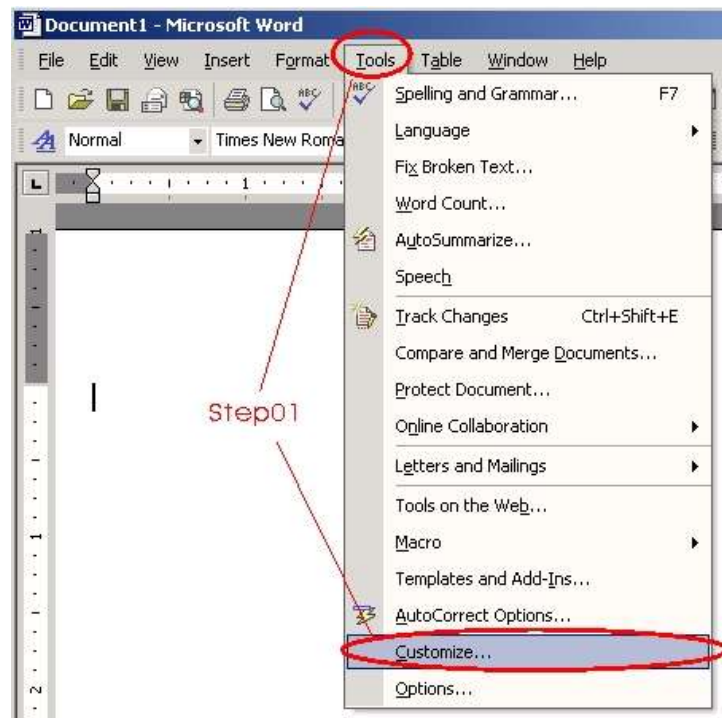




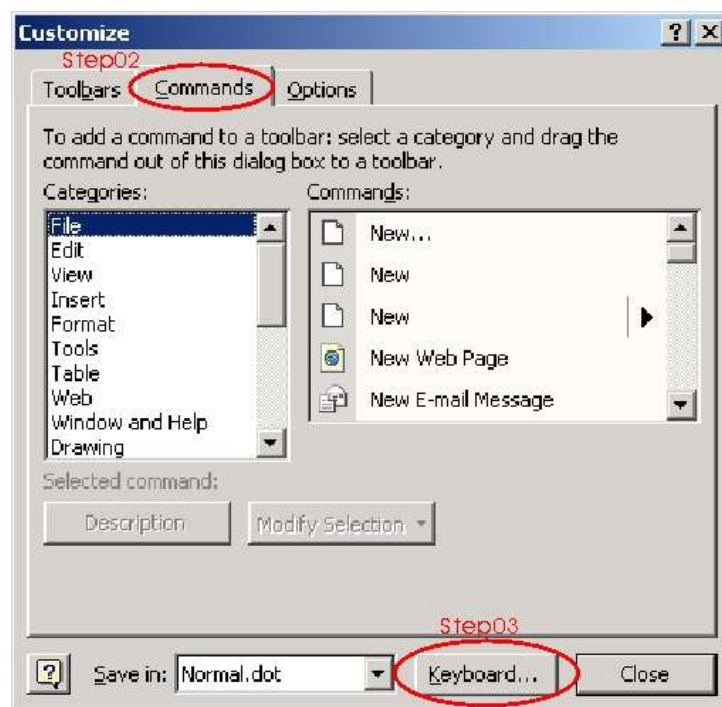
■ The embed SEND key function do not work

In few case for some Europe languages, the SEND key cannot work under “Microsoft Outlook2000 or Outlook2002” while mark the “**Use Microsoft Word to edit email messages**” select item from “Microsoft Outlook”. You should following the steps to assign the shortcut key for SEND key, see below:

1. Open “**Microsoft Word**” application and click the “**Tools**”, “**Customize**” select items.

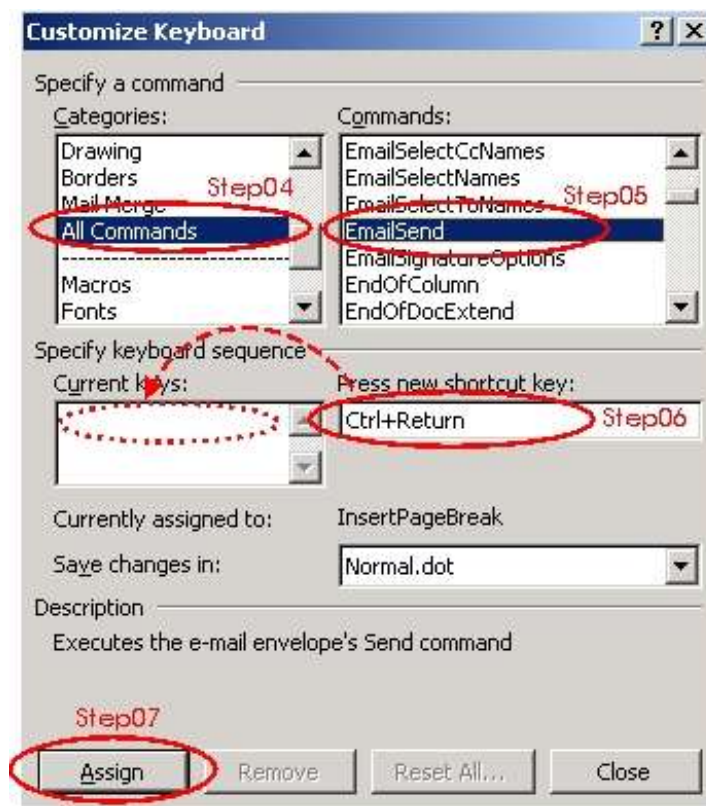


2. Click “Commands” & “Keyboard” select items.

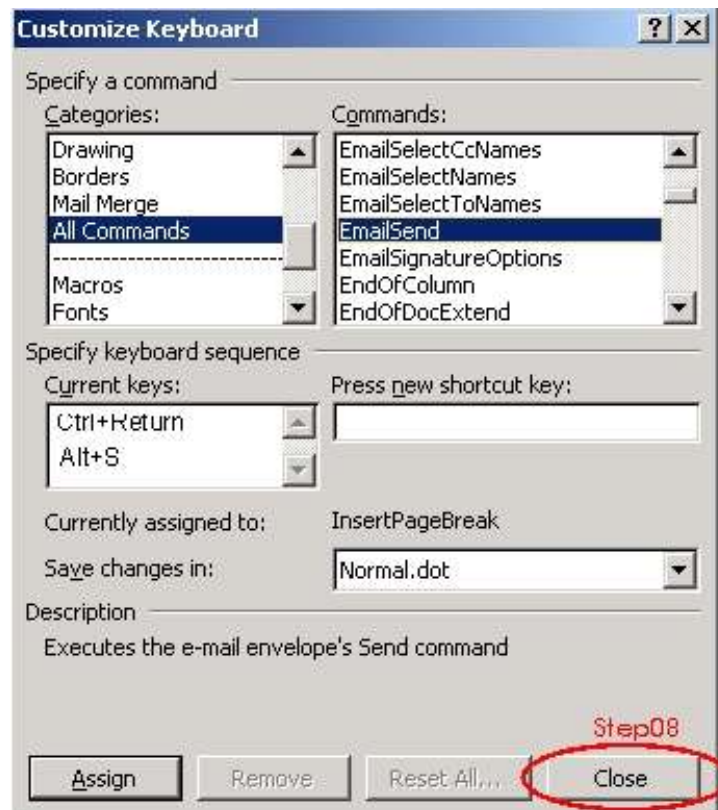


3. Select “All Commands” from “Categories” & “EmailSend” from “Commands”. To Click and move cursor to “Press new shortcut key” blank area then **Press the SEND key (the SEND key build on the Keyboard, Please make sure Keyboard office lock indicator turn on already also)**. You will see the “Ctrl+Return” or “Alt+S”

replace blank area after press the SEND key. To click the “Assign” select item, the “Ctrl+Return” or “Alt+S” will show under “Current keys”.



4. To click the “Close” select item & “Word” application for complete all setup process. Re-test the SEND key function under “Microsoft Outlook” ; The SEND key function should be work properly.



Warning:

Please don't click the "Reset All" select item; it will let you lose all shortcut key function.

Note:

It is the best way for use the SEND key. You should press "Shift+Tab" to let the cursor jump to "Subject" after complete your email edit then press the "SEND" key. Otherwise the "SEND" cannot work sometimes.

■ How to disable embed office key functions?

To disable the embed office key functions (locate on F1-F12) by press the office lock key and turn off office lock indicator. The function will enable automatic while first power on PC system or start Windows OS. The keyboards with capability to remember the office lock indicator status. So, if you turn off the office lock indicator first then software reset (re-start) Windows OS, The Office lock indicator status will keep same status and not turn on automatic. The feature will support by the ACPI PC system. However, all the new PC system builds ACPI function already. To turn off the PC system or Windows OS, the power source still support Keyboard; it let Keyboard keep all status while power off. You can change the PC system BIOS default setup for enable this feature. To enable this feature, you should be can use "POWER Key" (build on the keyboard) to turn ON and Turn off your Windows OS also.

■ The “Task Pane” key can not work

The key only works in Office XP Application.

■ The target items cannot be unmarked

When you press the “Mark” key and roller keys to mark the target items, the “Mark” key will always activate. Press Cut, Paste, Copy keys for edit your document that will release the “Mark” key function at same times. However, it can release the function of the “Mark” key also by press “Esc” key.

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