

# Pointing Devices and Keyboard

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User Guide

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ANTENNA HOUSE XSL FORMATTER (EVALUATION)

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# 1 Using the Pointing Devices

## Using the TouchPad

The following illustration and table describe the computer TouchPad.



Component	Description
(1) TouchPad light	Blue: TouchPad is enabled. Amber: TouchPad is disabled.
(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 scroll zone*	Scrolls up or down.
(6) TouchPad on/off button	Enables/disables the TouchPad.

\*This table describes factory settings. To view and change pointing device preferences, select **Start > Control Panel > Hardware and Sound > Mouse**. In the Windows Security dialog box, click **Allow**.

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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## Using the pointing stick

Press the pointing stick in the direction you want to move the pointer on the screen. Use the left and right pointing stick buttons as you would the left and right buttons on an external mouse.



## Setting pointing device preferences

Mouse Properties in Microsoft® Windows® allows you to customize pointing device settings such as mouse speed preferences.

To access Mouse Properties, select **Start > Control Panel > Printers and Other Hardware > Mouse**.

## 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.

## Using the pen

You can write with the pen in pen-specific programs, such as the Tablet PC Input Panel **[DOES SPUTNIK SUPPORT THIS?]**, in all Microsoft Office applications, and in most other Windows programs and utilities. The information you write on the screen with the pen can be filed, searched, and shared among most Windows programs.

### Identifying the pen components

The pen interacts with the computer whenever the tip **(1)** of the pen is approximately 1.27 cm (0.5 inch) from the screen. **[IS THIS TRUE FOR SPUTNIK OR DOES THE PEN HAVE TO TOUCH THE SCREEN?]**

The pen tether eyelet **(2)** allows you to connect a tether from the pen to the computer.



### Holding the pen

Hold the pen as if you were writing with a standard pen or pencil. Position the pen in your hand so that you will not accidentally press the pen button.

As you monitor the movements of the pen, focus on the pointer, not on the tip of the pen.

### Performing mouse clicks with the pen

To select an item on the screen as you would with the left button of an external mouse:

- Tap the item with the tip of the pen.

To double-click an item on the screen as you would with the left button of an external mouse:

- Tap the item twice with the tip of the pen.

**[HOW DOES ONE RIGHT-CLICK? DRAG & DROP?]**

### Performing other procedures with the pen

- To display the pointer location, hold the pen tip immediately over any location on the screen without touching the screen with the pen tip.
- To display the menu options related to an item on the screen, tap the screen with the pen tip.
- To write with the pen, write on the screen with the tip of the pen.
- To press a pen-activated button, tap the button with the tip of the pen.

## Pressure-sensitivity

**[DOES THIS SECTION APPLY?]** The pen is equipped with a pressure-sensitive feature. This means that you can manipulate the pen to create lines of various thickness, depending upon the amount of pressure you use to write.



**NOTE** This feature is only available if the Tablet PC Input Panel software program is enabled.

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## Calibrating the pen

The pen can function at the default calibration or at a calibration set by another user. However, HP highly recommends that you use the pen only while it is calibrated to your personal handwriting and mouse action motions. Calibration optimizes pen performance for all users and particularly for left-handed users.

To calibrate the pen: **[THESE STEPS MAY CHANGE WITH VISTA]**

1. Select **Start > Control Panel > Printers and Other Hardware > Tablet and Pen Settings > Settings** tab.
2. Select **Calibrate**.
3. Follow the instructions on the screen.
  - Tap the pen in the exact center of each of the calibration markers. The calibration markers are displayed on the screen as plus signs (+).
  - Be sure to calibrate the pen for use in both portrait and landscape orientations.



**NOTE** You can display information about any setting in the Tablet and Pen Settings window by selecting the question mark button in the upper-right corner of the window, and then select a setting.

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## Using the pen holder

To protect the pen when you are not using it, insert the pen, tip first, into the pen holder on the computer.

[I JUST REALIZED THIS GRAPHIC SHOWS THE COMPUTER UPSIDE DOWN. I'LL HAVE IT CORRECTED FOR THE NEXT REVIEW.]



## Setting pen preferences

[THESE STEPS MAY CHANGE WITH VISTA]

Pen preferences are set in the Tablet and Pen Settings window of the operating system. The preferences include settings that optimize handwriting recognition and the location of on-screen menus for either right-handed or left-handed users.

To access the pen settings:

- Select **Start > Control Panel > Printers and Other Hardware > Tablet and Pen Settings > Pen Options** tab.

The preferences you set in the Tablet and Pen Settings window are specific to the pen and the computer.

Pointing device preferences, such as pointer speed, click speed, and mouse trails, are set in the Mouse Properties window. These preferences apply to any pointing device in the system.


To access Mouse Properties:

- Select **Start > Control Panel > Printers and Other Hardware > Mouse**.

## Using the touchscreen (select models only)

The touchscreen (select models only) allow you to make selections or activate items on the screen using your fingers.

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 **CAUTION** To prevent damage to the touchscreen:

Do not use your fingernails or other sharp objects to make selections.

Do not slide your finger or any other object across the screen.

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To select an item on the screen as you would with the left button of an external mouse:

- Lightly tap the item with your finger.

To double-click an item on the screen as you would with the left button of an external mouse:

- Lightly tap the item twice with your finger.

I am assuming that finger touching is the same as pen touching. Please let me know where the differences are.

## 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 **f12** keys represent the hotkey functions. Hotkey functions and procedures are discussed in the following sections.



Function	Hotkey
Display system information.	<b>fn+esc</b>
Clear system information.	<b>fn+esc</b> or press <b>enter</b>
Open the Help and Support Center.	<b>fn+f1</b>
Open the Print Options window.	<b>fn+f2</b>
Open a Web browser.	<b>fn+f3</b>
Alternate between computer display and external display.	<b>fn+f4</b>
Initiate standby.	<b>fn+f5</b>
Initiate QuickLock.	<b>fn+f6</b>
Decrease screen brightness.	<b>fn+f7</b>
Increase screen brightness.	<b>fn+f8</b>
Play, pause, or resume an audio CD or a DVD.	<b>fn+f9</b>

Function	Hotkey
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

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 the Help and Support Center (fn+f1)

Press **fn+f1** to open the Help and Support Center.

In addition to providing information about your Windows operating system, the Help and Support Center provides

- 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 HP support specialists.

## Opening the Print Options window (fn+f2)

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

## 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)
- 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)



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**NOTE** Composite video devices can be connected to the system only by using an optional expansion product.

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## Initiating standby (fn+f5)

Press **fn+f5** to initiate standby.

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



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

The computer must be turned on before you can initiate standby. If the computer is in hibernation, you must restore from hibernation before you can initiate standby.



**NOTE** To restore from hibernation, briefly press the power button.

To resume from standby, briefly press the power button, press any key on the keyboard, or press a Quick Launch 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 standby.



**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 the Help and Support Center.

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.

# Using the HP Quick Launch Buttons control panel

The HP Quick Launch Buttons control panel manages the following settings:

- Programming of the Media button and the DVD button
- Preferences for the operating system and program font and icon settings
- Preferences for the display of the HP Quick Launch Buttons icon on the taskbar
- Button assignments for non-administrator users
- Button assignments for the Easy Access buttons on an optional external keyboard



**NOTE** Quick Launch buttons are called Easy Access buttons on an optional external keyboard.

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. The Help button is identified with a question mark icon.

## 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 > Printers and Other Hardware > Quick Launch Buttons**.
- Double-click the **HP Quick Launch Buttons** icon in the notification area, at the far right of the taskbar.
- Right-click the **HP Quick Launch Buttons** icon in the notification area, and select **Adjust HP Quick Launch Buttons Properties**.

## Setting button preferences

You can program the Media button to open the Media Menu, or you can program the Media button to open media programs from a defined list when the button is pressed. You can also program the DVD button to open media programs from a defined list when the button is pressed.

To program the Media button to open the Media Menu when the button is pressed, follow these steps:

1. In the HP Quick Launch Buttons control panel, click the **Media** tab.
2. Click the button next to **Open the Media Menu and let you select an application from the list**.
3. To save your preferences and close the control panel, click **OK**.

To program the Media button or the DVD button to open a media program from a defined list, follow these steps:

1. In the HP Quick Launch Buttons control panel, click the **Media** tab.
2. Click the down arrow next to the button you want to set, and click a program from the list.



3. To add a program, click the **Add** button.
  - a. In the **Add media applications** dialog box, enter the program file name or click **Browse** to search for available programs.
  - b. Click **OK**.
4. To save your preferences and close the control panel, click **OK**.

## Setting Zoom preferences

To change operating system and application font and icon settings:

1. In the HP Quick Launch Buttons control panel, click the **Zoom** tab.
2. Use the sliders to adjust the font and icon size in the operating system, and to adjust title and menu font size in programs.
3. To synchronize operating system and program settings, click the **Synchronize OS and application settings** box.
4. To save your preferences and close the control panel, click **OK**.



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**NOTE** To restore the factory settings, click the **Default** button.

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## Setting other preferences

You can set icon and external keyboard assignments in the Quick Launch Button control panel.



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

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To set a preference:

1. In the HP Quick Launch Buttons control panel, click the **Preferences** tab.
2. To display or enable a preference, select 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 **OK**.



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**NOTE** 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. The Help button is identified with a question mark icon.

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### 3 Using the 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.



Component	Description
(1) <b>fn</b> key	Executes frequently used system functions when pressed in combination with a function key or the <b>esc</b> key.
(2) num lock light	On: Num lock is on.
(3) <b>num lk</b> key	Press with the <b>fn</b> key to enable the embedded numeric keypad.
(4) Embedded 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. The num lock light is turned on. 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 A USB mouse can also be connected to the system using the ports on an optional docking device or expansion product.

### 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 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.

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

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.

## 4 Cleaning the TouchPad, keyboard, and touchscreen (select models only)

Clean the touchscreen (select models only) regularly with non-abrasive wipes intended for this purpose.

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 could 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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