1. **Charge from PC**
   Connect the mouse to the USB port of the computer with the USB to DC cable.
2. **Charge from Adapter**
   Connect the mouse with the AC to DC adapter.
3. **Charge from Cradle**
   The cradle must be connected with the required AC to DC adapter in advance and then place the mouse on the cradle precisely.

Charging Notice

At the first time of usage, please charge the AAA batteries at least 6 to 8 hours or 10 to 12 hours for the AA batteries.
The LED indicator or the scroll wheel on the mouse will light while the mouse is low battery. Please recharge or change the batteries immediately.
Press any button to wake up the mouse while the mouse is in the sleeping mode.

OfficeMouse™

Office Wireless Optical Mouse

User's Quick Guide

Office Wireless Optical Mouse
User's Quick Guide

Congratulations on your purchase of this Office Wireless Optical Mouse. Please carefully read the User's Quick Guide to learn about the installation and the powerful functions of your new Office Wireless Optical Mouse.

Contents of the Package

Office Wireless Optical Mouse (Ergonomic or Symmetric)
Chargeable Mouse Cradle (PS/2, USB or UP Combo)
Two AA or AAA Batteries
Office Mouse Driver CD-ROM
User's Quick Guide
Optional Parts for Wireless Optical Mouse
(The optional parts may be different due to various wireless optical mice.)
- AC to DC Adapter
- USB to DC Cable

Install Hardware

Connect the Receiver to Your Computer
1. Please turn off your computer.
2. Plug the connector of the receiver into the PS/2 or USB port of the computer.

Select the Channel
Notice:
- *Please skip this section if the mouse has only one channel.*
- *The location of the mouse channel switch may be different due to various mouse shapes.*

1. The two-channel switch is located at the back of the mouse or inside the battery case. Select Channel "1" or "2".
2. Put the batteries into the battery box.
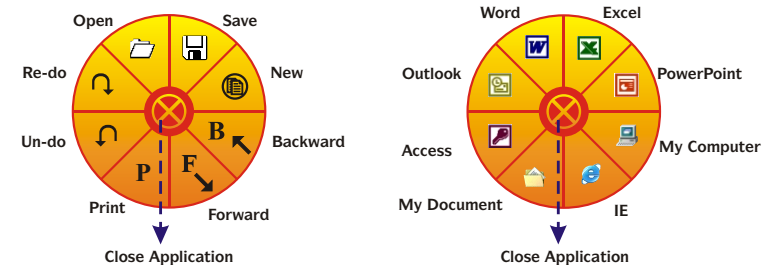
Link the Mouse with the Receiver
1. Turn on the computer. The LED indicator on the receiver will light.
2. Press the ID Link Button on the receiver and the LED indicator will blink. The receiver is ready to automatically link with the mouse.
3. Press the ID Link Button on the back of the mouse. The indicator will stay in light while successfully finish the linkage.
4. The LED indicator will blink while you move the mouse.
5. If you need to re-link the mouse or after changing the mouse batteries, please repeat the above linkage step 2~3.
6. If the selected channel is interfered by other wireless-mouse users nearby, please change the Link ID by re-linkage or select the other channel immediately.
7. There are 256 Link IDs per channel.

Install Driver
Notice:
- *The driver supports Windows 98, Windows NT, Windows 2000, Windows ME and Windows XP.*

1. Insert the driver CD-ROM to your computer. The PC system may automatically install the driver through selecting the PC auto-install function.
2. If the PC system does not set the auto-install function, please double click the file "Setup.exe" and follow the setup instructions to complete the driver installation.
3. A Mouse Setting icon will appear on the task bar of Windows after you successfully finish the installation.
4. Restart the computer.
5. Double click the Mouse Setting icon and then follow the instructions of the selection items to set the mouse properties.
6. Introduction of the Office Application Software: You can simply apply the Office application functions through the one-touch hot key on the top of the Office mouse.

Open Save Re-do New Un-do Backward Print B F Forward P
Close Application

Word Excel Outlook PowerPoint Access My Computer My Document IE
Close Application

Optional Charging Modes
Notice:
- *There are three charge modes. Some mice may have only one or two charge modes.*
- *Please use rechargeable batteries for the chargeable mouse.*