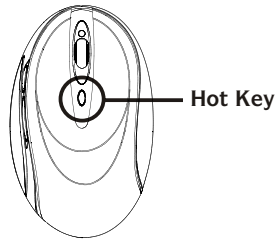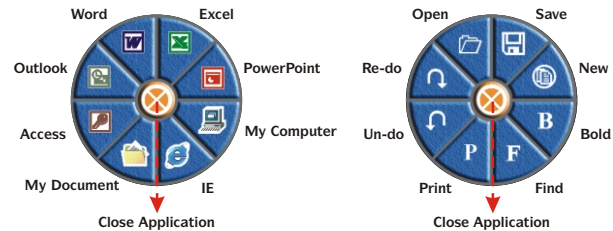6. **The functions of the 4th and 5th mouse buttons must be enable and set through the Mouse Setting application. Please do not select the function "System Default" for the 4th and 5th buttons.**
7. **Introduction of the Office Application Software: You can simply apply the Office application functions through the hot key on the top of the Office mouse.**

Hot Key

Notice:
The mouse shape
may be different due
to various mouse models.

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

Open   Save
Re-do   New
Un-do   Bold
Print   Find
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.*

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