*Power*

### When No Power Source Is Available

To resolve a low-battery condition when no power source is available, initiate hibernation, or save your work and shut down the tablet PC.

### When the Tablet PC Cannot Restore from Hibernation

To resolve a low-battery condition when the tablet PC lacks the power to exit hibernation:

1. Insert a charged battery pack or connect external power.

2. Exit hibernation by sliding the power switch toward the rear of the tablet PC.

# Calibrating a Battery Pack

This section describes when and how to calibrate a battery pack.

## When to Calibrate

Even if a battery pack is heavily used, it should not be necessary to calibrate it more than once a month. It is not necessary to calibrate a new battery pack before first use. Calibrate the battery pack under the following conditions:

■ When battery charge displays seem inaccurate.

■ When you observe a significant decrease in battery run time.

■ When the battery pack has been unused for one month or more.

## How to Calibrate

To calibrate a battery pack, you must fully charge, fully discharge, then fully recharge the battery pack.

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## Charging the Battery Pack

A battery pack can charge whether the tablet PC is off or in use, but it will charge faster when the tablet PC is off.

To charge the battery pack:

1. Insert the battery pack into the tablet PC.

2. Connect the tablet PC to an AC outlet or an optional HP 90W Auto Adapter. The battery light on the tablet PC is turned on.

3. Leave the tablet PC connected to external power until the battery pack is fully charged. The battery light on the tablet PC is turned off.

## Discharging the Battery Pack

Before you begin a full discharge, disable hibernation.

To disable hibernation:

1. Select **Start > Control Panel > Performance and Maintenance > Power Options > Hibernate** tab.

2. Clear the **Enable hibernation** check box.

3. Select **Apply.**

The tablet PC must remain on while the battery pack is being discharged. The battery pack can discharge whether or not you are using the tablet PC, but will discharge faster while the tablet PC is in use.

■ If you plan to leave the tablet PC unattended during the discharge, save your work before beginning the discharge procedure.

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■ If you use the tablet PC occasionally during the discharge procedure and have set energy-saving timeouts, expect the following performance from your system during the discharge process:

❑ The monitor will turn off after 1 minute.

❑ The hard drive will turn off after 3 minutes.

❑ System-initiated standby will occur after 2 minutes.

To fully discharge a battery pack:

1. Right-click the **Power Meter** icon on the notification area and select **Adjust Power Properties.**

   – or –

   Access the Power Schemes tab by selecting **Start > Control Panel > Performance and Maintenance > Power Options > Power Schemes** tab.

2. Make a note of the 4 settings in the Plugged In column and the 4 settings in the Running on Batteries column so that you can reset them after the calibration.

3. Use the drop-down lists to set the 8 options (4 in each column) to **Never.**

4. Select **OK.**

5. Disconnect the tablet PC from the external power source, but do *not* turn off the tablet PC.

6. Run the tablet PC on battery power until the battery pack is fully discharged. The battery light begins to blink when the battery pack has discharged to a low-battery condition. When the battery pack is fully discharged, the battery light is turned off and the tablet PC shuts down.

## Recharging the Battery Pack

To recharge the battery pack:

1. Connect the tablet PC to external power and maintain the connection until the battery pack is fully recharged. The battery light on the tablet PC is turned off.

   You can use the tablet PC while the battery pack is recharging but the battery pack will charge faster if the tablet PC is off.

2. If the tablet PC is off, turn it on when the battery pack is fully charged and the battery light is turned off.

3. Access the Power Schemes tab by selecting **Start > Control Panel > Performance and Maintenance > Power Options > Power Schemes** tab.

4. Refer to the settings you recorded earlier. Reenter the settings that you recorded for the items in the Plugged In column and the Running on Batteries column.

5. Select **OK.**

⚠ **CAUTION:** After calibrating the battery pack, reenable hibernation. Failure to reenable hibernation may result in a complete battery drain and potential data loss.
To reenable hibernation, select **Start > Settings > Control Panel > Performance and Maintenance > Power Options > Hibernate** tab. Select the **Enable hibernation** check box, and then select **Apply.**

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# Conserving Battery Power

Using the battery conservation procedures and settings described in this section extends the time that a battery pack can run the tablet PC from a single charge.

## Conserving Power As You Work

To conserve power as you use the tablet PC:

■ Turn off wireless connections and exit modem applications when you are not using them.

■ Turn off the local area network (LAN) device when you are not using the LAN connection. You can turn off the LAN device with LAN Power Save mode by disconnecting the network cable. For more information, see the "Using LAN Power Save Mode" section in this chapter.

■ Disconnect external devices you are not using that are not connected to an external power source.

■ Stop or remove a PC Card you are not using. For more information, refer to Chapter 6, "Drives."

■ Use the **fn+f9** and **fn+f10** hotkeys to adjust screen brightness as you need it.

■ Use optional powered speakers instead of the internal speakers, or use the volume buttons to adjust system volume as you need it.

■ Turn off a device connected to the S-Video-out jack by using the **fn+f4** hotkey or by turning off support for the device in Windows.

■ Run the tablet PC on external power while formatting a diskette.

■ If you leave your work, initiate standby or hibernation or shut down the tablet PC.

## Selecting Power Conservation Settings

To set the tablet PC to conserve power:

■ Select a short wait for the screen saver and select a screen saver with minimal graphics and motion. To access screen saver settings, select **Start > Control Panel > Appearance and Themes > Display > Screen Saver** tab.

■ Through the operating system, select a Power Scheme with low-power-use settings. Refer to the "Setting or Changing a Power Scheme" section in this chapter.

## Using LAN Power Save Mode

Your tablet PC is equipped with LAN Power Save mode, which enables you to conserve battery power. LAN Power Save mode turns off the LAN device when the tablet PC is not connected to external power and the network cable is disconnected.

LAN Power Save mode is *enabled by default.* You can change the LAN Power Save mode settings in Computer Setup. For more information, refer to the "Advanced Menu" section in Chapter 15, "Computer Setup."

To initiate LAN Power Save mode:

» Disconnect the network cable.

✎ The LAN device is not listed in Device Manager while LAN Power Save mode is activated. To access the LAN device, do one of the following:

■ Connect external power.

■ Connect a network cable.

■ Disable LAN Power Save mode in Computer Setup.

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## Storing a Battery Pack

If a tablet PC will be unused and unplugged for more than 2 weeks, remove any battery packs and store them separately.

△ **CAUTION:** To prevent damage to a battery pack, do not expose it to high temperatures for extended periods of time.

High temperatures accelerate the self-discharge rate of a stored battery pack. To prolong the charge of a stored battery pack, place it in a cool, dry place.

Use the following table to estimate how long you can safely store a battery pack. The storage times provided are based on a battery pack that contains 50 percent of a full charge. A fully charged battery pack can be safely stored for longer times; a battery pack containing a lower charge can be safely stored for less time.

Calibrate a battery pack that has been stored for one month or more before using it.

| Temperature Range °F | Temperature Range °C | Safe Storage Time |
| --- | --- | --- |
| 115° to 140° | 46° to 60° | Less than 1 month |
| 79° to 113° | 26° to 45° | No more than 3 months |
| 32° to 77° | 0° to 25° | 1 year |

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# Disposing of a Used Battery Pack

⚠️ **WARNING:** To reduce the risk of fire or burns, do not disassemble, crush, or puncture a battery pack; short the external contacts on a battery pack; or dispose of a battery pack in fire or water. Do not expose a battery pack to temperatures higher than 60°C (140°F). Replace only with the HP battery pack approved for this computer.

When a battery pack has reached the end of its useful life, do not dispose of the battery pack in general household waste. Follow the local laws and regulations in your area for computer battery pack disposal.

In Europe, dispose of or recycle the battery packs by using the public collection system or by returning them to HP, an authorized service partner, or their agents.

# 3

# Pointing Devices and Keyboard

## Pointing Devices

The pointing stick and TouchPad controls can be used
interchangeably.



| Component | | Description |
|---|---|---|
| ❶ | Pointing stick | Moves the pointer. |
| ❷ | Left pointing stick button | Functions like the left button on an external mouse. |
| ❸ | TouchPad* | Moves the pointer. Can be set to perform functions. Refer to "Setting Mouse Properties" in this chapter. |

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| Component | | Description |
|---|---|---|
| ❹ | Left TouchPad button* | Functions like the left button on an external mouse. |
| ❺ | Right TouchPad button* | Functions like the right button on an external mouse. |
| ❻ | Touchpad scroll zone* | Scrolls upward or downward. |
| ❼ | Right pointing stick button | Functions like the right button on an external mouse. |

*This table describes default settings. For information about changing the functions of TouchPad features, refer to the "Setting Mouse Properties" section in this chapter.

# Using the TouchPad

To move the pointer, slide your finger across the TouchPad surface in the direction you want the pointer to go. Use the left and right TouchPad buttons as you would the left and right buttons on an external mouse. To scroll up and down using the TouchPad vertical scroll zone, slide your finger up or down over the raised area.

# Using the Pointing Stick

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

To change the pointing stick cap:

1. Turn off the tablet PC.

2. Gently pull off the used pointing stick cap.

3. Press a replacement cap into place.

✎ Replacement caps are not included with the tablet PC.
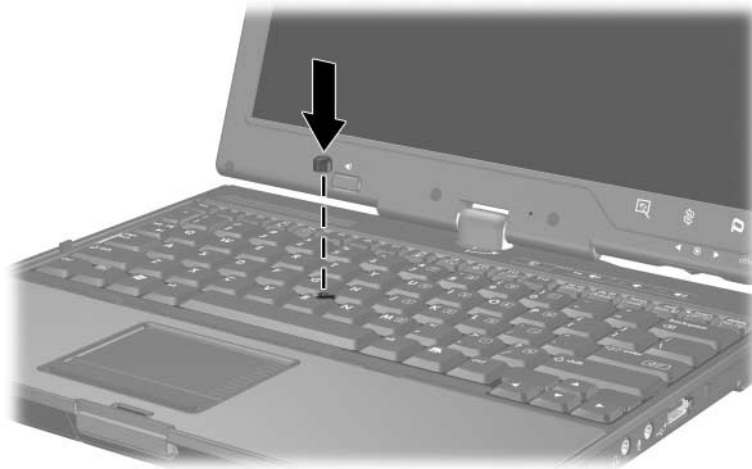
# Setting Mouse Properties

Mouse Properties in Windows enables you to customize settings for pointing devices, including

■ Enabling or disabling a pointing device (enabled by default).

■ 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).

■ Palm Check, which helps prevent moving the pointer unintentionally if your palms contact the TouchPad as you type (disabled by default).

Other features, such as mouse speed preferences and mouse trails, are also found in the **Mouse Properties** window.

To access Mouse Properties:

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

# Hotkeys

Hotkeys are preset combinations of the **fn** key ❶, one of the function keys ❷, or the **esc** key ❸.

The icons on the **f3**, **f4**, and **f8** through **f11** keys represent the hotkey functions. Hotkey functions and procedures are discussed in the following sections.

*Pointing Devices and Keyboard*
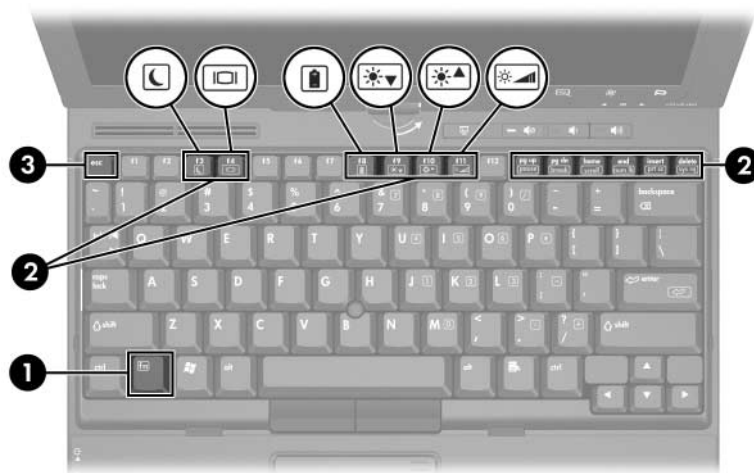
# Hotkey Quick Reference

| Function | Key Combination to Activate Function | Key Combination to Deactivate Function |
|---|---|---|
| Initiate standby | **fn+f3** | Power switch |
| Switch between tablet PC display and external display | **fn+f4** | **fn+f4** |
| View battery information | **fn+f8** | **fn+f8** |
| Decrease screen brightness | **fn+f9** | **fn+f10** |
| Increase screen brightness | **fn+f10** | **fn+f9** |
| Turn ambient light sensor on and off | **fn+f11** | **fn+f11** |
| Display system information | **fn+esc** | **fn+esc** |

# Using Hotkey Commands

## Initiating Standby (fn+f3)

When the tablet PC is on, press the **fn+f3** hotkey to initiate standby. When standby is initiated, your work is saved in random access memory (RAM), the screen is cleared, and power is conserved. While the tablet PC is in standby, the power/standby lights blink.

To exit standby, slide the power switch toward the rear of the tablet PC.

The **fn+f3** hotkey is set at the factory to initiate standby. The function of the **fn+f3** hotkey, called the "sleep button" in Windows, can be changed. For example, the **fn+f3** hotkey can be set to initiate hibernation instead of standby. For more information about standby, hibernation, and changing the function of the **fn+f3** hotkey, refer to Chapter 2, "Power."

## Switching Displays (fn+f4)

The **fn+f4** hotkey switches the image among display devices connected to the external monitor port or the S-Video-out jack on the tablet PC. For example, if an external monitor is connected to the tablet PC, pressing the **fn+f4** hotkey multiple times toggles the image between the tablet PC display, the external monitor display, and a simultaneous display on both the tablet PC and the monitor.

Most external monitors receive video information from the tablet PC using the external VGA video standard. The **fn+f4** hotkey can also toggle images among other devices receiving video information from the tablet PC.

The following five video transmission types, with examples of devices that use them, are supported by the **fn+f4** hotkey:

■ LCD (tablet PC display)

■ External VGA (most external monitors)

■ S-Video (televisions, camcorders, VCRs, and video capture boards with S-Video-in jacks)

■ Composite video (televisions, camcorders, VCRs, and video capture boards with composite-video in jacks)

■ DVI-D (external monitors that support the DVI-D interface)

✎ Composite video and DVI-D can be connected to the tablet PC only when the tablet PC is docked in an optional docking device.

## Viewing Battery Charge Information (fn+f8)

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

Battery pack locations are indicated by number:

■ Location 1 is the primary battery pack.

■ Location 2 is the travel battery pack.

*Pointing Devices and Keyboard*

### Decreasing Screen Brightness (fn+f9)

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

### Increasing Screen Brightness (fn+f10)

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

### Activating the Ambient Light Sensor (fn+f11)

Press **fn+f11** to turn on and off the ambient light sensor. For more information about the ambient light sensor, refer to the "Using Ambient Light Sensor" section in this chapter.

### Displaying System Information (fn+esc)

Press **fn+esc** to display information about system hardware components and software version numbers. Press **fn+esc** a second time to remove the system information from the screen.

✎ The system BIOS date is the version number of the system ROM. The BIOS date may display in a decimal format, such as 10/19/2002 F.07.

## Using Hotkeys with External Keyboards

The hotkeys available for use with optional external keyboards differ depending on the type of external keyboard you use. USB keyboards support only the hotkey functions controlled by the Quick Launch Buttons control panel. For more information about the Quick Launch Buttons control panel, refer to the "Quick Launch Buttons Software" section later in this chapter.

The following table describes how certain hotkeys and shortcut keys are used on external keyboards:

| Tablet PC Keys | External Keyboard Keys |
|---|---|
| **fn+f3** | **scroll lock+scroll lock+f3** (PS/2 keyboards only) |
| **fn+f4** | **scroll lock+scroll lock+f4** (PS/2 keyboards only) |
| **fn+f8** | **scroll lock+scroll lock+f8** |
| **fn+f9** | **scroll lock+scroll lock+f9** (PS/2 keyboards only) |
| **fn+f10** | **scroll lock+scroll lock+f10** (PS/2 keyboards only) |
| **fn+f11** | **scroll lock+scroll lock+f11** |
| **fn+esc** | **scroll lock+scroll lock+esc** |

*Pointing Devices and Keyboard*

# Quick Launch Buttons

## Identifying Quick Launch Buttons

The tablet PC has two Quick Launch buttons that open frequently used applications when you press them.
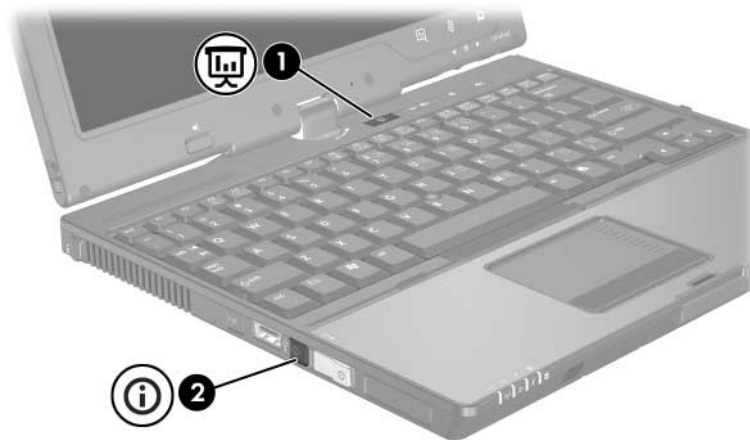


| Item | Component | Description |
|------|-----------|-------------|
| ❶ | Presentation mode button | Starts Presentation mode, which optimizes for an external monitor or projects and opens a user-defined program such as Microsoft PowerPoint. |
| ❷ | Info Center button | Enables you to view a list of commonly used software solutions. |

# Quick Launch Buttons Software

You can use the Quick Launch Buttons software to

■ Change Presentation mode settings.

■ Set advanced preferences, including

❏ Preferences for the display of the Quick Launch Buttons icon.

❏ Preferences for the ambient light sensor.

The following sections provide instructions for setting preferences within the control panel. For additional on-screen information about any item on the control panel, select the Help button in the upper-right corner of the window. The help button is identified by a question mark icon.

## Accessing the Quick Launch Buttons Software

You can access the Quick Launch Buttons software from the Start button or from an icon that you can display in the notification area (at the far right of the taskbar) or Windows desktop. To access the Quick Launch Buttons software from the Start button:

» Select **Start > Control Panel > Printers and Other Hardware > Quick Launch Buttons.**

## Displaying the Quick Launch Buttons Icon

To show or hide the Quick Launch Buttons Properties icon in the notification area (at the far right of the taskbar) or your Windows desktop:

1. Open the Quick Launch Buttons control panel:

❏ Select **Start > Control Panel > Printers and Other Hardware > Quick Launch Buttons.**

– or –

❏ Select the Quick Launch Buttons icon in the notification area (at the far right of the taskbar) or Windows desktop.

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2. Select the **Advanced** tab.

   On the Advanced tab you can

   ❏ Display or hide the Quick Launch Buttons icon in the notification area (at the far right of the taskbar), or on the desktop.

   ◆ To display the icon, select the **Show icon on the taskbar** or **Show icon on the desktop** check box.

   ◆ To hide the icon, clear the **Show icon on the taskbar** or **Show icon on the desktop** check box.

3. To save your preferences and close the display, select **OK.**

## Using Presentation Mode

The Presentation mode button toggles Presentation mode on and off. Turning Presentation mode on opens an application, folder, file, or Web site that you specify. The image simultaneously displays on the tablet PC screen and on an external device connected to the external monitor port or S-Video-out jack on the rear panel, or to display ports and jacks on an optional docking device.
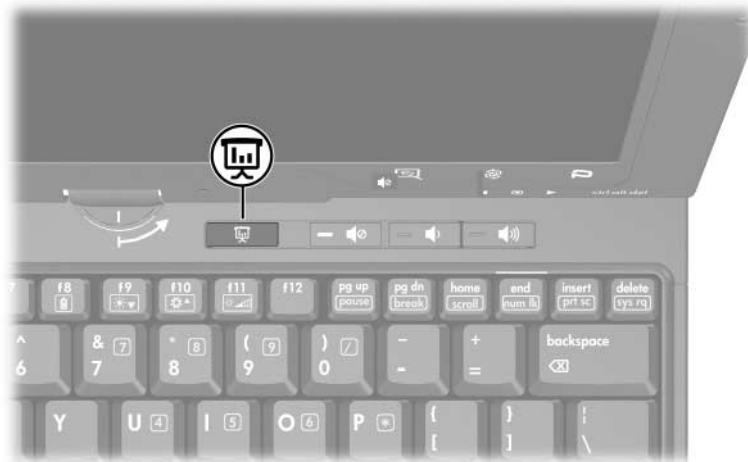
When you first select the Presentation mode button, the **Presentation Settings** dialog box displays. In this dialog box, you can

■ Set the program to start when the button is pressed.

■ Choose a power scheme.

■ Choose whether you want to show the **Presentation Settings** dialog box each time you press Presentation mode button.

> ✎ If you do not select this option, each time you press the Presentation mode button, the **Presentation Settings** dialog box displays and you have to select **Continue** to open the program, application, folder, file, or Web site you have selected to start when the button is pressed.

■ Automatically switch to an external display.

You can modify the Presentation mode settings using the Quick Launch Button control panel. Refer to "Setting the Presentation Mode Button" in this chapter for information on setting Presentation mode settings.

## Setting the Presentation Mode Button

To set an application, folder, file, or Web site to start when the Presentation mode button is pressed:

1. Open the Quick Launch Buttons control panel:

   ❏ Select **Start > Control Panel > Printers and Other Hardware > Quick Launch Buttons.**

   – or –

   ❏ Select the Quick Launch Buttons icon in the notification area (at the far right of the taskbar) or Windows desktop.

2. Select the **Presentation** tab.

3. In the box under Program to Start, add the application, folder, file, or Web site you want to start when the Presentation mode button is pressed, or select **Browse** to view available applications, folders, files, or Web sites.

4. To save your preferences and close the display, select **OK.**

## Changing the Power Scheme

By default the Presentation power scheme is selected when the Presentation mode button is pressed. To change the power scheme:

1. Open the Quick Launch Buttons control panel:

   ❏ Select **Start > Control Panel > Printers and Other Hardware > Quick Launch Buttons.**

   – or –

   ❏ Select the Quick Launch Buttons icon in the notification area (at the far right of the taskbar) or Windows desktop.

2. Select the **Presentation** tab.

3. Select an option from the drop-down list box, or select **Power Options** to open the Microsoft Power Options control panel to view or change the current power scheme.

4. To save your preferences and close the display, select **OK.**

## Showing the Welcome Screen

You can choose to show the **Quick Launch Buttons Properties** dialog box each time you press the Presentation mode button. By default, this option is turned off.

To turn it on, select the check box next to **Show Welcome Screen when Presentation mode button is pressed.**

## Switching to an External Display

By default, the Automatically switch to external display setting in the Presentation tab is not selected. When you press the Presentation mode button, the application, folder, file, or Web site you selected in the Program to Start setting opens.

If you select the **Automatically switch to external display setting** and press the **Presentation mode** button, the display is switched to the external display connected to your tablet PC and the application, folder, file, or Web site you selected in the Program to Start setting opens.

## Using Ambient Light Sensor

The tablet PC features a built-in light sensor that enables the tablet PC to automatically adjust the screen brightness according to the ambient lighting level. When the lighting of your environment changes, the ambient light sensor detects the change and automatically adjusts the screen brightness.

You can turn the ambient light sensor on and off in 3 ways:

■ By pressing **fn+f11**

■ Through the Quick Launch Buttons control panel

■ By using the Quick Launch Buttons icon in the notification area (at the far right of the taskbar) or Windows desktop.

✎ To turn on and off the ambient light sensor using the Quick Launch Buttons control panel or the Quick Launch icon, the Quick Launch Buttons software must be installed.

To turn the ambient light sensor on and off using the ambient light sensor hotkeys, press **fn+f11.**

*Pointing Devices and Keyboard*

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You can turn the ambient light sensor on and off using the Quick Launch Buttons software:

1. Open the Quick Launch Buttons software:

   ❑ Select **Start > Control Panel > Printers and Other Hardware > Quick Launch Buttons.**

   – or –

   ❑ Select the Quick Launch Buttons icon in the notification area (at the far right of the taskbar) or Windows desktop.

2. Select the **Advanced** tab.

3. Select or clear the **Enable Ambient Light Sensor** check box.

4. Select **Apply,** and then select **OK.**

You can turn the ambient light sensor on and off using the Quick Launch Buttons icon:

1. Right-click the Quick Launch Buttons icon in the notification area (at the far right of the taskbar) or Windows desktop.

2. Select **Turn Ambient Light Sensor On** or **Turn Ambient Light Sensor Off.**

## Using Quick Tile

Quick Tile enables you to quickly organize and view open windows on your desktop.

1. Open the Quick Launch Buttons software:

   ❑ Select **Start > Control Panel > Printers and Other Hardware > Quick Launch Buttons** icon.

   – or –

   ❑ Double-click the Quick Launch Buttons software icon in the notification area.

2. Select the **Quick Tile** tab.

3. Select the vertical tile or horizontal tile option.

4. Select the software to include from the **Applications currently running** list.

5. Select **OK.**

## Using Info Center (Select Models Only)

The Info Center enables you to quickly open the following solutions:

■ Contact HP

■ Data Protection Solutions

■ Help and Support

■ Documentation

■ Options Demo

■ Software Setup

■ System Configuration

■ Wireless Assistant

To access Info Center:

1. Press the Info Center button.

– or –

Select **Start > Info Center.**

2. In the Info Center window, select the software application you want to open.

For more information, refer to the Info Center online Help.

# Keypads

The tablet PC has an embedded numeric keypad and also supports an optional external numeric keypad or an optional external keyboard that includes a 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.

| Item | Component |
|------|-----------|
| ❶ | **fn** key |
| ❷ | Num lock light |
| ❸ | **num lk** key |
| ❹ | Embedded numeric keypad |

## Enabling and Disabling

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 does not work while an external keyboard or numeric keypad is connected to the tablet PC or to an optional docking device.

## Switching Key Functions

You can temporarily switch 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 mode is on or 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.

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When num lock on an external numeric keypad is turned on, the num lock light on the tablet PC is turned on. When num lock on an external numeric keypad is turned off, the num lock light on the tablet PC is turned off.

If the external numeric 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 numeric keypad as you work, press the **num lk** key on the external numeric keypad, not on the tablet PC.

# 4

# Pen and Command Controls

You can enter and access information on the tablet PC by voice (supported in English only), pen, and command controls. This chapter provides information about using the pen and command controls.

## Pen

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

To access basic information about using the pen within the operating system, refer to the printed *Windows XP Tablet PC Edition Start Here* guide included with the tablet PC.

*Pen and Command Controls*

# Entering Information with the Pen

## Identifying the Pen Tip and Pen Button

The pen interacts with the tablet PC whenever the tip or eraser of the pen ❶ is approximately 1.27 cm (0.5 inch) from the screen. The pen button ❷ emulates the functions of the right-click button on an external mouse.
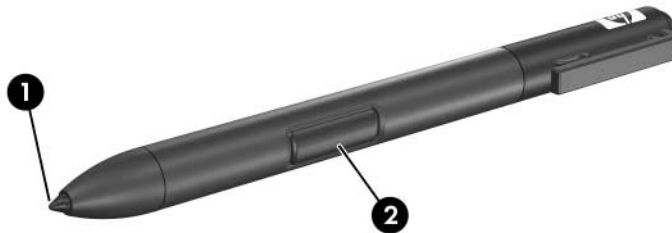


## Holding the Pen

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.

To select an item as you would with the right button of an external mouse:

» Press and hold down the pen button, then tap the item with the tip of the pen.

## Performing Other Procedures with the Pen

In addition to emulating mouse clicks, the pen can be used for the following tasks:

■ To display the pointer location, hold the pen tip immediately over any location on the tablet PC 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.

■ To erase with the pen, hold the pen with the eraser-side down and move the eraser over the writing that you want to delete.

*Pen and Command Controls*

## Pressure-Sensitivity

The tablet PC 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.

✎ This feature is only available if the software application is enabled.

## 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:

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.

✎ 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, then selecting a setting. A definition, explanation, or procedure is displayed.

## 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 tablet PC.
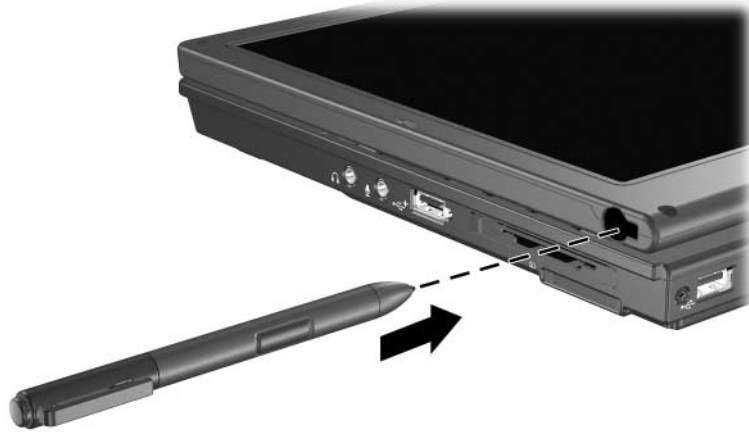
# Setting Pen Preferences

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 tablet PC.

Pointing device preferences, such as pointer speed, click speed, and mouse trails, that apply to any pointing device in the system, are set in the **Mouse Properties** window. For instructions, refer to Chapter 3, "Pointing Devices and Keyboard."
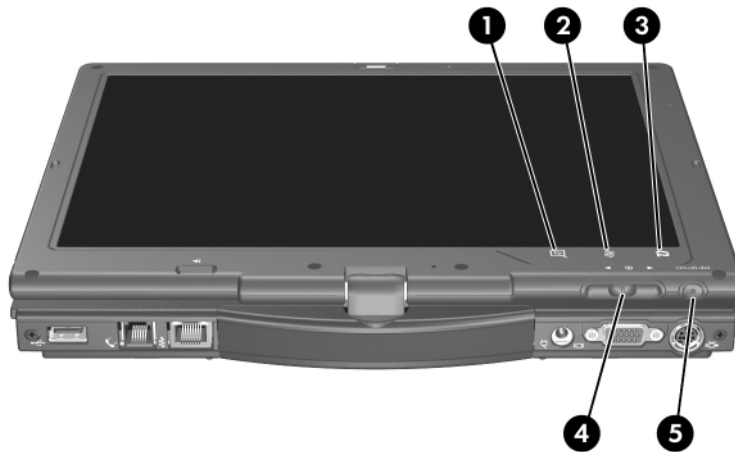
# Command Controls

The 5 command controls enable you to enter commands, that are usually entered with keyboard keys, while you are using the tablet PC. The command controls can also be used while you are using the on-screen keyboard or the tablet PC keyboard.

## Identifying Command Controls

| Component | | Description |
|---|---|---|
| ❶ | Tablet PC Input Launch button | When Windows is running, opens the Microsoft Tablet PC Input Panel application, which includes a handwriting pad and an on-screen keyboard. |
| ❷ | Rotate button | Switches the image between landscape and portrait orientation. |
| ❸ | **Q** button | When Windows is running, opens or closes the Q Menu. |

| Component | Description |
|---|---|
| ❹ Jog dial | Functions like **enter** and the up and down arrow keys on a standard keyboard. |
| | ■ Press inward to enter a command. |
| | ■ Rotate upward to scroll upward. |
| | ■ Rotate downward to scroll downward. |
| ❺ Windows Security button* | When pressed while |
| | ■ Windows is open, enters the ctrl+alt+delete command.[†] |
| | ■ The Setup utility is open, enters the reset command. |

[†]To protect your work and the system, the ctrl+alt+delete command cannot be entered using the **ctrl, alt,** and **del** keys on the on-screen keyboard.

# Command Controls Quick Reference

The following table identifies the default setting and activation procedure for each command control.

■ To activate a pen-activated button, tap the button with the tip of the pen.

■ To activate a manually activated button, press and release the button.

*Pen and Command Controls*

| Button | Default Function | Activation |
|--------|------------------|------------|
| Tablet PC Input Panel Launch button* | Opens and closes the Tablet PC Input Panel application, which includes a writing pad and the on-screen keyboard. | Pen |
| Rotate button* | Switches the image between landscape and portrait orientation. | Pen |
| Q button* | Opens and closes the Q Menu. | Pen |
| Windows Security button* | In Windows, functions like the ctrl+alt+delete command on a standard keyboard.<br>In the Setup utility, functions like the reset button on some computers. | Manual |
| Jog dial* | Enters commands or scrolls the image upward or downward. | Manual |

*These controls are programmable. For instructions, refer to "Setting Command Control Preferences," later in this chapter.

# Using Command Controls

## Tablet PC Input Panel Launch Button

Tap the Tablet PC Input Panel Launch button with the pen tip when the tablet PC is in Windows to open the Tablet PC Input Panel application. The Tablet PC Input Panel application displays a writing pad, which supports handwriting, and can also display a keyboard.

### Rotate Button

Tap the rotate button with the pen tip when the tablet PC is in Windows to rotate the image on the screen 90 degrees. For example, if the image is in landscape orientation, tap the rotate button to rotate the image to portrait orientation.

### Q Button

Press the **Q** button with the tip of the pen when Windows is running to open or close the Q Menu. The Q Menu provides quick access to programmable tasks and destinations, including

■ System controls, such as volume and screen brightness.

■ Key simulations such as Capture Screen, which functions like the **prt scr** key on a standard keyboard.

■ Applications, files, or folders on a drive, a network, or the Internet.

For more information about using the Q Menu, refer to Chapter 12, "Q Menu Software."

### Windows Security Button

Press the Windows Security button to enter the ctrl+alt+delete command while you are in Windows, or the reset command while you are in the Setup utility.

#### Ctrl+Alt+Delete Command

When the tablet PC is in Windows, the Windows Security button displays the Windows Task Manager in which you can lock, log off, or shut down the tablet PC, initiate standby or hibernation.

■ The Shut Down option in the ctrl+alt+delete window enables you to safely shut down the tablet PC if the system has become unresponsive.

■ Task Manager displays the status of all open applications and enables you to close an application that has become unresponsive.

If the system remains unresponsive after selecting **Shut Down** in the Windows Security window, slide and hold the power switch for 4 seconds. For additional shut down procedures, refer to Chapter 2, "Power." For information about using the ctrl+alt+delete command in non-Windows applications, refer to the application documentation.

## Reset Command

The Windows Security button simulates the reset button found on most computers. When the Setup utility is open and the Windows Security button is pressed, the tablet PC will reset and all unsaved information is lost.

The reset function can be used to restore functionality when the system has become unresponsive. For information about the Setup utility, which is a non-Windows utility, refer to Chapter 15, "Computer Setup."

## Jog Dial

Press or rotate the jog dial manually to enter commands or scroll vertically:

■ Press inward to simulate the function of the **enter** key on a standard keyboard.

■ Rotate upward or downward to scroll toward the top or bottom of an image.

At the default setting, the jog dial scrolls line by line like the up and down arrow keys on a standard keyboard. The jog dial can be set to scroll page by page like the page up and page down keys on a standard keyboard or three lines at a time like a mouse wheel. Other settings, in addition to scroll functions, are also available. For instructions, refer to "Setting Command Control Preferences," next in this chapter.

# Setting Command Control Preferences

All command controls except the enter function of the jog dial can be customized to launch applications, simulate key combinations, or perform preset system functions.

Each programmable command control can be assigned to 4 settings. Each setting applies only to 1 of 4 views:

■ Portrait-Primary

■ Portrait-Secondary

■ Landscape-Primary

■ Landscape-Secondary

Command control preferences are set in the **Tablet and Pen Settings** window. You must select a view before setting a preference. Each view is illustrated in the Button Location pane of the **Tablet and Pen Settings** window as you select it.

If you are unfamiliar with the four views, you may want to read "Selecting a View" next in this section, before setting a command control preference.

## Selecting a View

In the Portrait-Primary and Portrait-Secondary views, the image is displayed vertically, in portrait orientation. In the Landscape-Primary and Landscape-Secondary views, the image is displayed horizontally, in landscape orientation.

■ A portrait view is often optimal when you are using the tablet PC as a handheld.

■ A landscape view is often optimal when you are displaying the image on an optional external monitor or projector.

In the primary views (Portrait-Primary and Landscape-Primary), the image switches clockwise between vertical and horizontal. In the secondary views (Portrait-Secondary and Landscape-Secondary), the image switches counterclockwise between vertical and horizontal.

■ Left-handed users may find the secondary views more convenient.

■ It is recommended that you not use a secondary view while using the internal wireless. The positions commonly occupied by the tablet PC, external devices, and users while the tablet PC is in a secondary view may obstruct the antennae.

   When you are facing the tablet PC screen with the tablet PC in portrait orientation, the antennae, not visible from the outside of the tablet PC, are on the right and left sides of the tablet PC, near the upper corners.

To switch the system among the Portrait-Primary, Landscape-Primary, Portrait-Secondary, and Landscape-Secondary views:

1. Press the **Q** button.

2. Select a view from the Q Menu.

For more information about using the Q Menu, including instructions for adding or removing items from the Q Menu, refer to Chapter 12, "Q Menu Software."

## Assigning or Changing a Preference

To assign or change the function of a programmable command control:

1. Select **Start > Control Panel > Printers and Other Hardware > Tablet and Pen Settings > Tablet Buttons** tab.

2. In the Button Settings For drop-down list, select the view in which you want to use your preference.

3. In the **Tablet Button** dialog box, select the button you plan to assign.

   ❑ To assign or change the function of rotating the jog dial upward, select **Up.**

   ❑ To assign or change the function of rotating the jog dial downward, select **Down.**

4. Select **Change.**

5. Select your preference in the **Action** dialog box, and then select **OK** or **Apply** to save your preferences.

## Returning All Command Controls to Default Settings

To return the settings on *all* command controls to their default settings:

1. Select S**tart > Control Panel > Printers and Other Hardware > Tablet and Pen Settings > Tablet Buttons** tab.

2. In the Button Settings For field, select the view in which you want to change all command controls to their default settings.

3. Select **Reset.**

4. Select **Apply,** and then select **OK.**

# On-Screen Keyboard

The Tablet PC Input Panel application displays a keyboard on the screen. This on-screen keyboard simulates the functions of the standard keyboard.

To open the Tablet PC Input Panel application, tap the Tablet PC Input Panel Launch button with the pen and then select the On-Screen Keyboard icon on the lower-left corner of the screen.

■ To type, tap a key.

■ To switch the keys displayed in the top row between number keys and function keys, tap **Func.**

■ To enter the ctrl+alt+delete command, press the Windows Security button on the tablet PC. To protect your work and the system, the ctrl+alt+delete command cannot be entered using the **ctrl, alt,** and **del** keys on the on-screen keyboard.
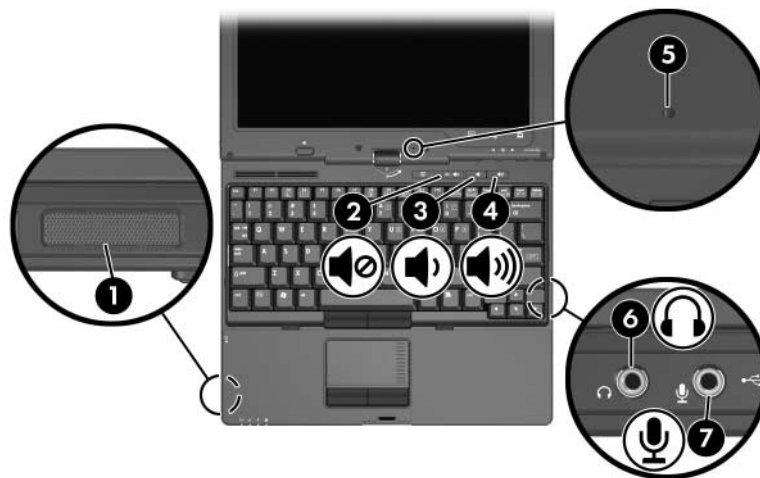
For more information about using the Tablet PC Input Panel application, refer to the"Tablet PC Input Panel Launch Button" section, earlier in this chapter.

# 5

# Multimedia

## Audio Features

The following figure and table describe the audio features of the tablet PC.



| Component | | Description |
|---|---|---|
| ❶ | Speaker | Produces tablet PC sound. |
| ❷ | Volume mute button | Mutes or restores volume. |
| ❸ | Volume down button | Decreases tablet PC sound. |
| ❹ | Volume up button | Increases tablet PC sound. |

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| Component | | Description |
| --- | --- | --- |
| ❺ | Internal microphone | Records sound. |
| ❻ | Audio-out (headphone) jack | Connects optional headphones or powered stereo speakers. Also connects the audio function of an audio/video device, such as a television or VCR. |
| ❼ | Audio-in (microphone) jack | Connects an optional monaural (single sound channel) or stereo (dual sound channel) microphone. |

# Using the Audio-In (Microphone) Jack

The tablet PC is equipped with a stereo microphone jack. When connecting a microphone to the microphone jack, use a microphone with a 3.5-mm plug.

■ If you connect a stereo (dual-channel) microphone, stereo sound will be recorded.

■ If you connect a monaural (single-channel) microphone, left-channel sound will record on both channels.

■ If you connect a dynamic microphone, the recommended sensitivity may not be achieved.

✎ When an external microphone is connected to the tablet PC, the tablet PC internal microphone is disabled.

# Using the Audio-Out (Headphone) Jack

⚠ **WARNING:** To reduce the risk of personal injury, adjust the volume before putting on headphones or a headset.

⚠ **CAUTION:** To prevent possible damage to an external device, do not plug a single sound channel (monaural) connector into the headphone jack.

The stereo (dual-channel) headphone jack is used to connect headphones, and also to connect the audio input connector of an audio/video device such as a television or VCR.

When connecting a device to the headphone jack:

■ Use only a 3.5-mm stereo plug.

■ For best sound quality, use 24-ohm to 32-ohm headphones.

✎ When the a device is connected to the headphone jack, the internal speaker is disabled.

# Adjusting the Volume

To adjust the volume, use any of the following controls:

■ Tablet PC volume buttons

❏ To mute or restore volume, press the volume mute button.

❏ To decrease the volume, press the volume down button.

❏ To increase the volume, press the volume up button.

■ Windows volume control:

1. Click the Volume icon in the notification area (at the far right of the taskbar).

2. Increase or decrease the volume by moving the slider up or down. (You can also select the check box next to **Mute** to mute the volume.)

– or –

1. Double-click the Volume icon.

2. In the Volume Control column, increase or decrease the volume by moving the Volume slider up or down. You can also adjust the balance or mute the volume.

✎ Volume can also be adjusted within some applications.

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If the Volume icon is not in the notification area, follow the steps below to place it in the notification area.

1. Select **Start > Control Panel > Sounds, Speech, and Audio Devices > Sounds and Audio Devices.**

2. Select the **Volume** tab.

3. Select the check box for **Place volume icon in the taskbar.**

4. Select **Apply.**

# Video Features

The tablet PC features a 7-pin, dual-purpose S-Video-out jack that connects the tablet PC to an optional S-Video device, such as a television, VCR, camcorder, overhead projector, or video capture card, using an optional, standard (4-pin) S-Video cable. The S-Video-out jack features 3 extra pins that enable an optional S-Video–to–composite adapter to be used with the tablet PC.

The tablet PC can support one S-Video device connected to the S-Video-out jack while simultaneously supporting an image on the tablet PC display and on any other supported external display. The S-Video connection usually provides an image of higher quality than a composite-video connection provides.

To transmit video signals through the S-Video-out jack, you need an S-Video cable, available from most electronics retailers. If you are combining audio and video functions, such as playing a movie from a DVD in an optional MultiBay drive to display on a television, you also need a 3.5mm to RCA audio cable, available from most electronics retailers.

# Using the S-Video-Out Jack

To connect a video device to the S-Video-out jack:

1. Plug either end of the S-Video cable into the S-Video-out jack on the tablet PC.



2. Connect the other end of the cable to the video device, as instructed in the documentation included with the device.

✎ If the S-Video-out jack on the tablet PC is not accessible because the tablet PC is docked into an optional docking device, you can connect the device to the S-Video-out jack on the docking device.

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# Connecting a Monitor, Projector, or Television

To connect an external monitor, projector, or television to the tablet PC, insert the monitor cable into the external monitor port on the back of the tablet PC.

✎ If a properly connected external monitor, projector, or television does not display an image, try pressing the **fn+f4** hotkey to switch the image to the monitor. You can toggle between displays by pressing the Presentation mode button.

# Multimedia Software

✎ To use optical discs (CDs and DVDs), you must use the optical drive in the MultiBay of an optional tablet PC Docking Station, or an external MultiBay.

The multimedia software included with your tablet PC is determined by your region and tablet PC model.

The following list describes the capabilities of some of the multimedia software that may be included with your tablet PC.

■ Windows Media Player—Plays audio CDs and DVDs, and copies audio and data CDs. It also plays common audio and video file types, such as MP3, WMA, AVI, MPG, and WMV. This software is included with the Windows operating system.

■ InterVideo WinDVD—Plays video CDs and DVD movies. This software is preinstalled on select tablet PCs. You can also obtain this software by any of the following methods:

❏ Install WinDVD from the *Application and Driver Recovery* disc provided with most HP tablet PCs.

❏ If you do not have the *Application and Driver Recovery* disc, contact Customer Care for a copy of the restore solution for your tablet PC.

❏ Download the software from the HP Web site at http://www.hp.com

■ InterVideo WinDVD Creator Plus—Provides the ability to create, edit, and burn movies to a DVD or video CD. This software is located on the *InterVideo WinDVD Creator* CD, included with select tablet PCs.

■ Sonic RecordNow!—Enables you to create copies of data and audio CDs and DVDs, and create personalized audio CDs and DVDs. RecordNow! is preinstalled on select tablet PCs.

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✎ For more information about using multimedia software, refer to the online Help for the software.

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Your tablet PC may include additional multimedia software. Be sure to explore

■ Your desktop icons.

■ The software listed at **Start > All Programs.**

■ The preloaded items that may be available at **Start > All Programs > Software Setup.**

# Observing the Copyright Warning

It is a criminal offense, under applicable copyright laws, to make unauthorized copies of copyright-protected material, including computer programs, films, broadcasts, and sound recordings. This tablet PC should not be used for such purposes.

# Installing Software

To install software included with the tablet PC from a CD:

1. Insert an appropriate optical drive into an optional external MultiBay or MultiBay II.

2. Connect the tablet PC to a reliable electrical outlet.

3. Close any open applications.

4. Insert a software CD into the optional external optical drive.

   ❏ If Autorun is enabled an installation wizard is displayed.

   ❏ If Autorun is disabled, select **Start > Run.** Enter:

     x:\setup.exe

     where *x* is your CD drive designation

     and then select **OK.**

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5. When the installation wizard is displayed, follow the installation instructions on the screen.

6. Restart the tablet PC if prompted.

✎ Repeat the installation procedure for all software you want to install.

✎ WinDVD Creator has special drive requirements for proper installation. To install WinDVD Creator, refer to the instructions provided with the *InterVideo WinDVD Creator* CD.

# Enabling AutoPlay

AutoPlay is an option in Windows that turns the Autorun feature on or off. Autorun starts a program or plays a title on a disc as soon as it is inserted into the drive and the drive door is closed. By default, AutoPlay is enabled on the tablet PC.

To disable AutoPlay or to enable AutoPlay if the feature has been turned off, refer to your operating system documentation or visit the Microsoft Web site at: http://www.microsoft.com.

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# Changing DVD Region Settings

⚠ **CAUTION:** The region settings on your DVD drive can be changed only 5 times.

■ The region setting you select the fifth time becomes the permanent region setting on the DVD drive.

■ The number of allowable region changes remaining on the drive is displayed in the Remaining Times Until Permanent field in the WinDVD window. The number in the field includes the fifth and permanent change.

Most DVDs that contain copyrighted files also contain region codes. The region codes help protect copyrights internationally.

You can play a DVD containing a region code only if the region code on the DVD matches the region setting on your DVD drive.

If the region code on a DVD does not match the region setting on your drive, a "Playback Of Content From This Region Is Not Permitted" message is displayed when you insert the DVD. To play the DVD, you must change the region setting on your DVD drive. DVD region settings can be changed through the operating system or through some DVD players.

## Using the Operating System

To change settings through the operating system:

1. Open Device Manager by selecting **Start > My Computer.** Right-click in the window and select **Properties > Hardware** tab > **Device Manager.**

2. Select **DVD/CD-ROM drives,** right-click the DVD drive for which you want to change region settings, and then select **Properties.**

3. Make the desired changes on the DVD **Region** tab.

4. Select **OK.**

5. For additional information, refer to the Windows operating system Help and Support.