

14 Function Keys

(Directly provided the assigned or usual applications.)

Function Key Descriptions			
	Help	F1	Open the Help file (if available) for the active window.
	New	F2	Create a new document in programs that support the command * Notice for the keyboard versions of Brazil, Portugal and Spain: The function key "New" is defined as "Bold".
	Open	F3	Open a document in programs that support this command.
	Save	F4	Save the file in the active window.
	Replace	F5	Search for and replace the specified text and formatting.
	Spell	F6	Star the spell-checking program in the active document if the document's program provides this feature.
	Undo	F7	Cancel the previous action.
	Redo	F8	Cancel the previous undo. * The function key "Redo" applied under Excel: "Redo" can be enabled after you highlight and copy the content of a cell.
	Reply	F9	Reply to the e-mail in the active window.
	Reply All	F10	Reply to all the e-mails in the active window.
	Forward	F11	Forward the e-mail in the active window.
	Send	F12	Send the e-mail in the active window.
	Print	Print Screen	Print the document in the active window.
	Euro Sign	Num Key	Directly access to the Euro sign.

LED Indicator

(Specially designed for low-battery notice.)

Other Notice

This equipment is intended for use in the following countries.  
18 European Countries: Austria, Belgium, Denmark, Finland, France, Germany, Greece, Iceland, Ireland, Italy, Luxembourg, Netherlands, Norway, Portugal, Spain, Sweden, Switzerland and United Kingdom.

The LED indicator or the scroll wheel on the mouse will light while the mouse is low battery. Please change or recharge the batteries immediately.

Press any key to wake up the keyboard while it is in the sleeping mode.

Press any key to wake up the mouse while it is in the sleeping mode.

If the keyboard or the mouse does not work properly, please make sure the PS/2 port of the computer is valid. Besides, check the connector or the cable of the receiver if there is broken or tangled.

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The optical technology can precisely detect the mouse motion on most surfaces. Please avoid using the optical mouse on any reflective, transparent, metallic or complex-pattern surface. If the product is malfunction, please change or recharge the batteries, or move the receiver away from the computer and the monitor.

Please avoid using the keyboard and the mouse under direct sunlight, extreme hot, cold or dusty environment.

Please view the file "Readme.doc" in the driver CD-ROM for more detailed introduction of hot keys and keyboard operation.

Trouble Shooting for Office Keyboard

Notice:

- Please refer to the Driver CD-ROM for detailed answers of the keyboard questions as below.

- Please contact your local distributor or dealer for any keyboard questions that do not mention below.

The Office Keyboard Software cannot work properly.  
Add, Remove or Re-install the Office Keyboard Software.  
Other application software cannot be installed properly.  
The commands of Onscreen Display response too slow.  
"Pre-track" and "Next-track" do not stop.  
VCD, DVD, MP3 or Video Player cannot be started.  
VCD tracks or MPEG files cannot be played.  
The default shortcut keys by Microsoft Windows cannot be assigned.  
"Word", "Excel", "PowerPoint" or "Calendar" hot key cannot work.  
"Log Off" key cannot work.  
The embedded Office keys do not work.  
The embedded "Send" key does not work.  
How to disable embedded Office key functions?  
The "Task Pane" key can not work.  
The target items cannot be unmarked.  
"€" Euro Sign key cannot work.  
The "Num Lock" key cannot wor  
The keyboard cannot work properly.

Office Keyboard Patents

- Internal Hot Keys: China ZL97243196.9, Germany 29706281.6, USA and Taiwan Patent Pending

- Auxiliary device for editing document: China ZL01219701.7, USA 09/838223 Pending, Thailand 0203000218 Pending, Germany 20106926.1, Taiwan, UK and Japan Patent Pending

- Edit & Clipboard Document Auxiliary Device for Software: China 02116144.5 Pending, 02231501.2 Pending, Taiwan Patent Pending

- Office Purpose Keyboard: Germany 20113043.2, USA 09/917690 Pending, UK 0127691.4 Pending, China ZL01227259.0, Taiwan 9020598 Pending, Japan Pending

- Multimedia Pointing Device: Germany 20119955.5 Pending, USA 90/860862 Pending, Thailand 0203000217 Pending, China ZL01207586.8, Taiwan and Japan Pending

- Euro Sign: Germany 20202657.4 Pending, China 01279547.X Pending, USA, Taiwan and Japan Pending

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PMU-CKM00061 / Made in China

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Office Wireless Keyboard Combo  
with Wireless Optical Mouse

User's Quick Guide

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Notice:

Federal Communications Commission (FCC) requirements, Part 15

This equipment has been tested and found to comply with the limits for a class B digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation.

This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

--Reorient or relocate the receiving antenna.

--Increase the separation between the equipment and receiver.

--Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.

--Consult the dealer or an experienced radio/TV technician for help.

CAUTION: Any changes of modifications not expressly approved by the grantee of this device could void the users authority to operate the equipment.

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) this device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

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

Contents of Package

Office Wireless Keyboard

Wireless Optical Mouse

Keyboard Battery: AA \* 2

Mouse Battery: AAA \* 2 or AA \* 2

Receiver (PS/2)

Driver CD-ROM

User's Quick Guide

Install Hardware

Notice:

- The locations of the channel switch and the link button may be different due to various keyboard shapes.

- Some models may be designed as one-channel version, which will not have a channel switch, please skip the channel-setting step.

Install the Receiver with PS/2 Connectors

1. Please turn off your PC.

2. Plug the mouse PS/2 connector on the receiver into the PS/2 mouse port of the PC.

3. Plug the keyboard PS/2 connector on the receiver into the PS/2 keyboard port of the PC.

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Select the Keyboard Channel  
**Notice:**  
*- Please skip this section if the keyboard is the one-channel version.*

1. The two-channel switch is located on the back of the keyboard. Select Channel "1" or "2".

2. Put the batteries into the battery case.

Select the Mouse Channel  
**Notice:**  
*- Please skip this section if the mouse is the one-channel version.*

1. The two-channel switch is located at the back of the mouse. Select Channel "1" or "2".

2. Put the batteries into the battery case.

Link the Wireless Keyboard and the Wireless Mouse with the Receiver  
**Notice:**  
*- Please link the keyboard and the mouse within the effective distance.*

1. Please turn on your PC. 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 keyboard and the mouse.

3. Press the ID Link Buttons of the keyboard and the mouse.

4. The LED indicator on the receiver is light while you successfully finish the keyboard and the mouse linkage.

5. The LED indicator of the receiver will blink while you use the keyboard or the mouse.

6. If you need to re-link the mouse, the keyboard or after changing the batteries, please repeat the steps 2~4.

7. If the selected channel is interfered by other wireless-mouse or keyboard users nearby, please change the Link ID by re-linkage or select the other channel immediately.

8. There are 256 changeable IDs for each channel.

Install Mouse Driver  
**Notice:**  
*- The driver supports Windows 95/ 98/ NT/ 2000/ ME and XP.*  
*- The driver may be automatically installed.*  
*- The CD-ROM contents the drivers of the keyboard and the mouse. Please select to install the mouse driver at the pop-up window.*

1. Remove any existing mouse drivers completely.

2. Insert the driver CD-ROM to your PC → If the driver CD-ROM does not be automatically installed, please double click "Setup.exe" to install the mouse driver.

F1~F10

Auto Scroll

Backspace

Close Application

Connect to Internet

Control Lock

Control Panel

Copy

Cut

Delete

Double Click

Down

Drag Lock

End

Enter

Esc

Explorer

Find Computer

Find File

Home

Horizontal Wheel

Internet Explorer Backward

Internet Explorer Forward

Launch Default Browser

Launch Default E-mail

Left

Maximize Windows

Middle Button

Minimize All Windows

Minimize Windows

Page Down

Page Up

Paste

Redo

Right

Universal Scroll

Universal Zoom

Up

Space

Start Menu

System Help

System Property

Tab

Undo

Undo Minimize All Windows

Universal Scroll

Universal Zoom

Up

Mouse Driver

400 Elementary Mouse

Setup

Version: 1.1

OK

Cancel

Quit

Mouse Driver

400 Elementary Mouse

Setup

Version: 1.1

OK

Cancel

Quit

3. Restart the PC → The Mouse Setting icon will appear on the task bar of Windows → Double click the icon to set the mouse programmable button functions.

Install keyboard Driver  
**Notice:**  
*- The driver supports Windows 95/ 98/ NT/ 2000/ ME and XP.*  
*- The driver may be automatically installed.*  
*- The CD-ROM contents the drivers of the keyboard and the mouse. Please select to install the keyboard driver at the pop-up window.*

1. Remove any existing keyboard drivers completely.

2. Insert the driver CD-ROM to your PC.

3. If the driver does not be automatically installed, please open the folder "Keyboard", double click the file "Setup.exe" and then follow the setup instructions to complete the driver installation.

4. Restart the PC → A Keyboard Setting icon will appear on the task bar of Windows → Double click the icon to set the programmable hot keys.

5. The application software "Office Keyboard" is executed and you can use the keyboard to its full extent.

6. There are 3 icons shown on the taskbar while "Scroll Lock", "Caps Lock" and "Num Lock" are enabled.

Introduction of Hot Keys & Scroll Wheel

31 useful hot keys, one scroll wheel and 14 function keys provide a time saving way to access Office applications, Web/ Internet shortcuts and PC/ multimedia control.

Office Hot Keys  
(One-touch access to launch Word, Excel, PowerPoint and Calendar)

**Notice:**  
*- The keys of Word, Excel, PowerPoint and Calendar require a driver support under any Windows operation system.*

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

PC Hot Keys  
(Function Lock, Calculator, My Computer, Log Off, Power Off and PC Sleep)

- Press **Function Lock** to use the standard F functional keys.

- Press **Log Off** to close all the programs, to disconnect the computer from network and to prepare the computer for the next user.

**Notice:**  
*- The key of Calculator requires a driver support under any Windows operation system. "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.*

	Power Off	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.
	PC 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.
	Function Lock	Office Lock Key Switch the function from the normal function keys (LED off) to the enhanced function keys (LED on).  * The LED indicator is located on the receiver for the wireless Office keyboard version.

Web & Internet Hot Keys  
(Web Page Backward, Web Page Forward, Web Stop, Web Refresh, Web Search, E-mail, Web Home and My Favorites)

	Web Backward	Go back to the previously viewed item in programs that support the "Back" command, such as a Web browser.
	Web 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.
	Web Stop	Stop loading or refreshing a Web page or the contents of a particular window.
	Home	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 Home 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.
	Web Refresh	Update the information on an active Web page or the contents of a particular window.
	Web Search	Open the Internet Explorer Search pane.

Multimedia Hot Keys  
(Totally control Play/Pause, Volume Up, Volume Down, Pre Track, Mute and Stop)

	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 previous media track. Press once for each preceding track.
	Next Track	Switch to the next media track. Press once for each subsequent track.

Clipboard and Other Application  
(Copy, Cut, Paste, Mark, Application and Close)

	Cut	Cut out the selected item.
	Paste	Paste the previously cut out or copied item at the cursor position.
	Copy	Copy the selected item.
	Mark	Mark the selected item, and use "s" or "a" to mark the text. If "Mark" is located at "Shift" keycap, press "Mark" and arrow key together to mark.
	Application	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 Wheel  
(Located at the left-hand side to offer one more option to navigate through either hand)

**Notice:**  
*- The scroll wheel requires a driver support under any Windows operation system.*

	Scroll Wheel	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.
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