4860 HD (250-3540) Keyboard Functions and Controls Faxback Doc. # 1118

Your computer's keyboard has four sections: arrow keys, function keys, typewriter keys, and the numeric keypad area.

Arrow (Cursor) Keys:

The arrow keys at the lower right of the keyboard move the cursor. Pressing an arrow key moves the cursor one position in the direction of the arrow. Holding down an arrow key repeats the action.

Note: In some programs, the arrow keys perform a separate function.

Function Keys:

How the function keys (F1-F12) operate depends on the program you run. Some of these keys perform special functions when you use them in combination with the FN key. See "Special Keyboard Functions" in this document.

## Typewriter Keys:

The main section of the keyboard is similar to a standard typewriter's keyboard. However, there are some non-standard keys on the computer. The following non-standard keys have special functions on your computer.

- CTRL Use CTRL (control) in combination with other keys to perform specific operations. To use a CTRL key combination, hold down CTRL while you press the other key(s).
- FN Use FN (function) in combination with certain keys to control special hardware functions. See "Special Keyboard Functions".
- ALT Use ALT (alternate) in combination with other keys to perform specific operations. To use an ALT key combination, hold down ALT while you press the other key(s).

Numeric Keypad:

The keyboard's numeric keypad area is similar to a calculator keyboard. Press FN + NUMLK to use the keypad to enter numbers. When you press FN + NUMLK, the # icon turns on to show that the computer will recognize the keypad area as a keypad instead of normal keyboard characters.

When the 1 icon is lighted, pressing a key on the numeric keypad gives the values 0-9, decimal (.), plus (+), minus (-), multiplication (\*), and division (/). Those values are printed in red on the keyboard.

When the 1 icon is not lighted, the numeric keypad copies the other keypad functions of a 101-key keyboard (alternate cursor keys, HOME, END, PGUP, PGDN, INS, and DEL). Some programs require you to use these alternate keys rather than the separately provided keys. See the diagram below for the alternate function. Press NUMLK to switch between numeric key entry and the alternate functions.

&	* /\	(	)	
7 Home	8	9 PgUp	0 *	
I	11	11		



To enter one of the alphabet characters when you have turned on the keypad, press FN while you press the letter you want to enter.

To enter a number from the keypad when the keypad is turned off, press FN while you press the number you want.

To turn off the keypad area, press FN + NUMLK so the # icon turns off.

Special Keyboard Functions:

You can quickly activate some of your computer's functions by pressing FN and the function's quick-key. The following table describes each option.

FN+F1 Sends the F11 keystroke to your application.

FN+F2 Sends the F12 keystroke to your application.

- FN+F5 Turns the battery-low bep on and off.
- FN+F7 Cycles through the display options in this order:

Use the built-in screen Use an external monitor Use both the built-in screen and an external monitor.

- FN+NUMLK Activates the embedded numeric keypad
- FN+S Turns off the built-in screen. Press any key to restore the display. The key you press is ignored by any application the computer is running. Does not affect an external monitor.