

2. Using an external mouse, click the **Touchpad** button.

If you are not using an external mouse, press the **Tab** key repeatedly until the pointer rests on the **touchpad** button. Then press the **spacebar** to select the button.

Touchpad components

Use the illustration and table to identify the touchpad components.

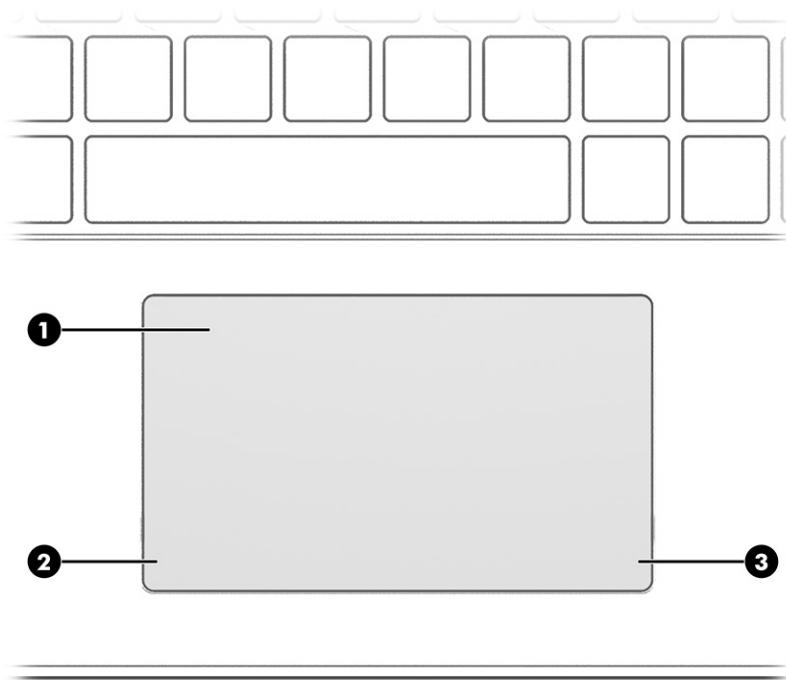


Table 2-5 Touchpad components and their descriptions

Component	Description
(1) Touchpad zone	Reads your finger gestures to move the pointer or activate items on the screen. NOTE: For more information, see Using touchpad and touch screen gestures on page 24 .
(2) Left touchpad zone	Functions like the left button on an external mouse.
(3) Right touchpad zone	Functions like the right button on an external mouse.

Lights

Use the illustration and table to identify the lights on the computer.

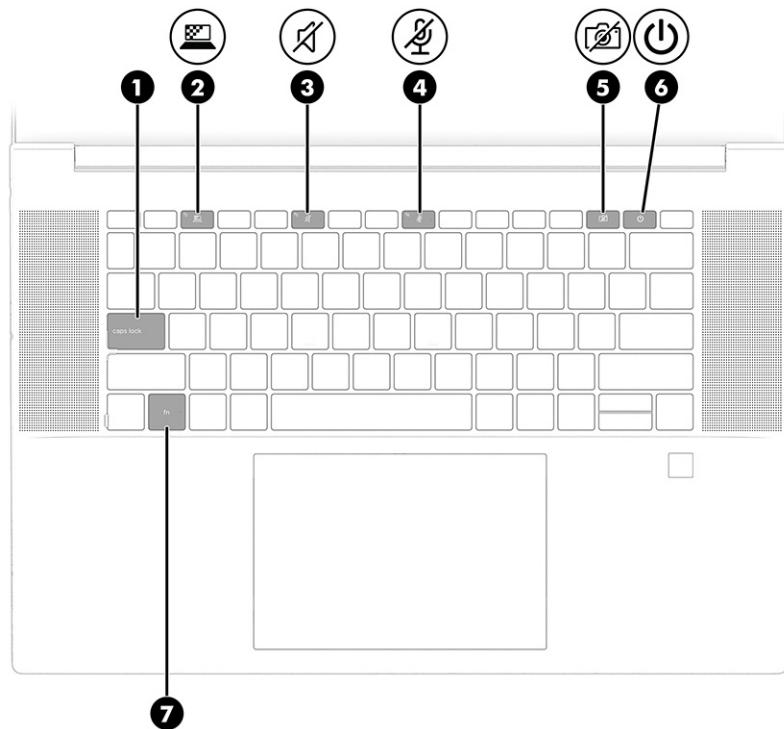


Table 2-6 Lights and their descriptions

Component	Description
(1) Caps lock light	On: Caps lock is on, which switches the key input to all capital letters.
(2)  Privacy key light (select products only)	On: Privacy screen is on, which helps prevent side-angle viewing.
(3)  Mute light	<ul style="list-style-type: none"> On: Computer sound is off. Off: Computer sound is on.
(4)  Microphone mute light	<ul style="list-style-type: none"> On: Microphone is off. Off: Microphone is on.
(5)  Camera privacy light	<ul style="list-style-type: none"> On: Camera is disabled. Off: Camera is enabled.
(6)  Power light	<ul style="list-style-type: none"> On: The computer is on. Blinking (select products only): The computer is in the Sleep state, a power-saving state. The computer shuts off power to the display and other unnecessary components. Off: Depending on your computer model, the computer is off, in Hibernation, or in Sleep. Hibernation is the power-saving state that uses the least amount of power.
(7) Fn lock light	On: The fn key is locked. For more information, see Hot keys (select products only) on page 15 .

Power key, speakers, and fingerprint reader

Fingerprint readers can be located on the touchpad, on a side panel of the computer, or on the top cover below the keyboard.

IMPORTANT: To verify that your computer supports fingerprint reader sign-in, select the **Search** icon in the taskbar, type **Sign-in options** in the search box, and then select the **Sign-on options** app. If **Fingerprint recognition** is not listed as an option, then your notebook does not include a fingerprint reader.

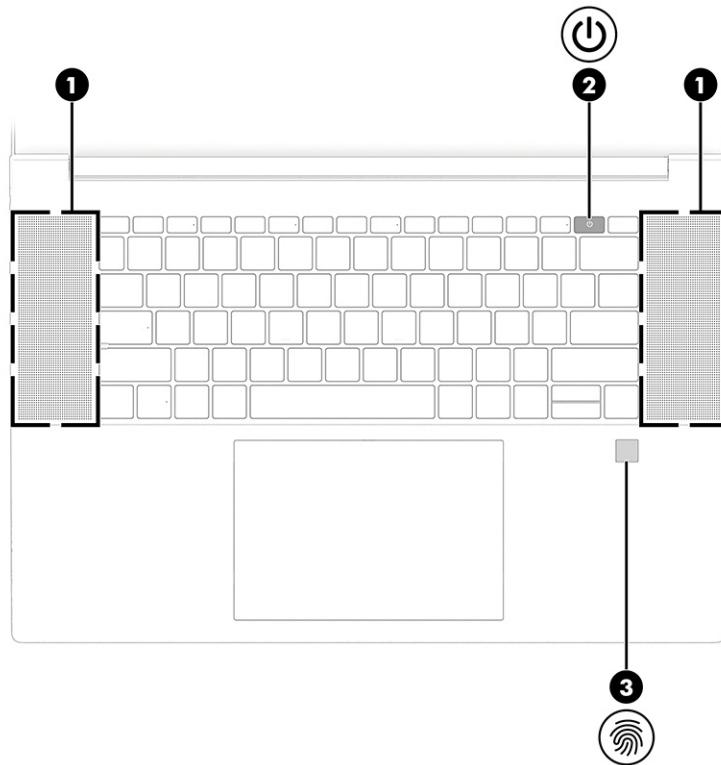


Table 2-7 Power key, speakers, and fingerprint reader and their descriptions

Component	Description
(1) Speakers	Produce sound.

Table 2-7 Power key, speakers, and fingerprint reader and their descriptions (continued)

Component	Description
(2) 	<p>Power key</p> <ul style="list-style-type: none"> When the computer is off, press the key briefly to turn on the computer. When the computer is on, press the key briefly to initiate Sleep. When the computer is in the Sleep state, press the key briefly to exit Sleep (select products only). When the computer is in Hibernation, press the key briefly to exit Hibernation. <p>IMPORTANT: Pressing and holding down the power key results in the loss of unsaved information.</p> <p>If the computer has stopped responding and shutdown procedures are ineffective, press and hold the power key for at least 4 seconds to turn off the computer.</p> <p>To learn more about your power settings, use the Power icon.</p> <ul style="list-style-type: none"> Right-click the Power icon , and then select Power and sleep settings.
(3)	<p>Fingerprint reader (select products only)</p> <p>Allows a fingerprint logon to Windows, instead of a password logon.</p> <ul style="list-style-type: none"> Swipe down across the fingerprint reader. See Windows Hello (select products only) on page 48 for details. <p>IMPORTANT: To prevent fingerprint logon issues, make sure when you register your fingerprint that all sides of your finger are registered by the fingerprint reader.</p>

Special keys

Use the illustration and table to identify the special keys.

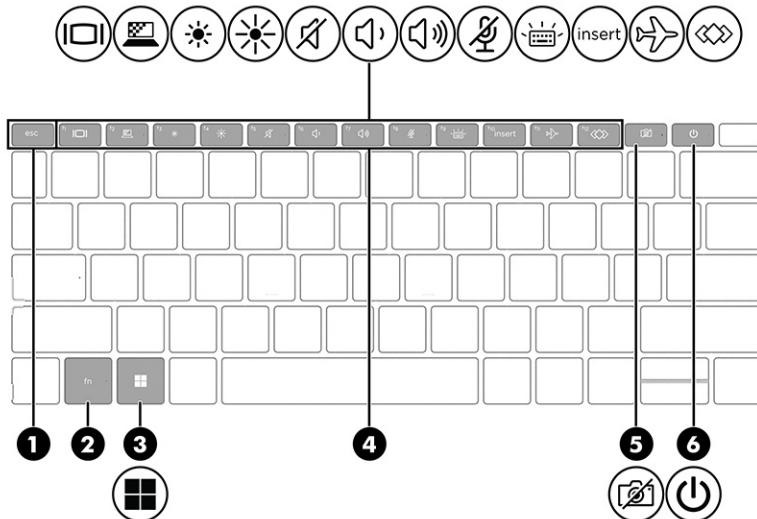


Table 2-8 Special keys and their descriptions

Component	Description
(1)  esc key	Displays system information when pressed in combination with the fn key.
(2)  fn key	Executes frequently used system functions when pressed in combination with another key. Such key combinations are called <i>hot keys</i> . See Hot keys (select products only) on page 15 .
(3) Windows key	Opens the Start menu. NOTE: Pressing the Windows key again will close the Start menu.
(4) Action keys	Execute frequently used system functions. See Action keys on page 13 .
(5)  Power button	<ul style="list-style-type: none">When the computer is off, press the button briefly to turn on the computer.When the computer is on, press the button briefly to initiate Sleep.When the computer is in the Sleep state, press the button briefly to exit Sleep (select products only).When the computer is in Hibernation, press the button briefly to exit Hibernation. IMPORTANT: Pressing and holding down the power button results in the loss of unsaved information. If the computer has stopped responding and shutdown procedures are ineffective, press and hold the power button for at least 4 seconds to turn off the computer. To learn more about your power settings, use the Power icon. <ul style="list-style-type: none">Right-click the Power icon , and then select Power and sleep settings.
(6)  Camera privacy switch	Turns the camera off and on. NOTE: For more information, see Using a camera (select products only) on page 28

Action keys

Action keys perform specific functions and vary by computer. To determine which keys are on your computer, look at the icons on your keyboard and match them to the descriptions in this table.

- To use an action key, press and hold the key.

 **NOTE:** On some products, you must press the **fn** key in combination with the action key.

Table 2-9 Action keys and their descriptions

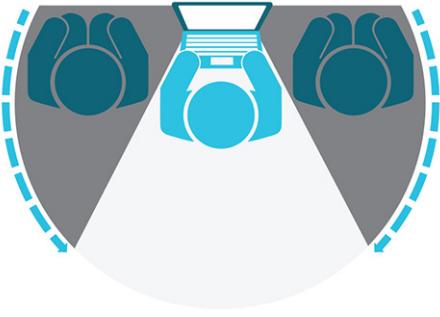
Icon	Description
	Switches the screen image among display devices connected to the system. For example, if a monitor is connected to the computer, repeatedly pressing the key alternates the screen image from computer display to monitor display to simultaneous display on both the computer and the monitor.
	Helps prevent side-angle viewing from onlookers. If needed, decrease or increase brightness for well-lit or darker environments. Press the key again to turn off the privacy screen. NOTE: This feature is available only on select products. If the feature is not available on your computer, a message is displayed when you press this key. NOTE: To quickly turn on the highest privacy setting, press fn+p .
	
	Decreases the screen brightness incrementally as long as you hold down the key.
	Increases the screen brightness incrementally as long as you hold down the key.
	Mutes or restores speaker sound.
	Decreases speaker volume incrementally while you hold down the key.
	Increases speaker volume incrementally while you hold down the key.
	Mutes the microphone.
	Turns the keyboard backlight off or on. On select products, you can adjust the brightness of the keyboard backlight. Press the key repeatedly to adjust the brightness from high (when you first start up the computer), to low, to off. After you adjust the keyboard backlight setting, the backlight will revert to your previous setting each time you turn on the computer. The keyboard backlight will turn off after 30 seconds of inactivity. To turn the keyboard backlight back on, press any key or tap the touchpad (select products only). To conserve battery power, turn off this feature.
	Press to switch between overtype mode and insert mode. <ul style="list-style-type: none"> ● Overtype mode: The cursor overwrites any existing text. ● Insert mode: The cursor inserts characters at its current position.

Table 2-9 Action keys and their descriptions (continued)

Icon	Description
	Turns the wireless feature on or off. NOTE: A wireless network must be set up before a wireless connection is possible.
	Executes frequently used tasks. Some tasks might not be available on all products. <ul style="list-style-type: none">• Opens an application, file, or website• Enters frequently used text into a permanent clipboard• Ability to change system profiles• Ability to change system properties• Executes user-defined key sequences

 **NOTE:** The action key feature is enabled at the factory. On select products only, you can disable this feature by pressing and holding the **fn** key and the left **shift** key. The **fn** lock light will turn on. After you have disabled the action key feature, you can still perform each function by pressing the **fn** key in combination with the appropriate action key.

Hot keys (select products only)

A hot key is the combination of the **fn** key and another key. Use the table to identify the hot keys.

To use a hot key:

- Press the **fn** key, and then press one of the keys listed in the following table.

Table 2-10 Hot keys and their descriptions

Key	Description
C	Turns on scroll lock.
E	Turns on the insert function.
R	Breaks the operation.
S	Sends a programming query.
W	Pauses the operation.

Bottom

Use the illustration and table to identify the bottom components.