

Learning About the HP Vectra Computer and Keyboard



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Contents

1. What's in this Manual	
2. Using Flexible Discs	
5.25-Inch Discs	2-2
3.5-Inch Discs	2-3
3. Learning About the HP Vectra Enhanced Keyboard	
An Overview of the Keyboard . . .	3-2
The Typewriter Keypad	3-4
The Function Keypad	3-5
The Cursor Keypad	3-6
The Numeric Keypad	3-7
The Computer Control Keys . . .	3-9
The Status Indicator Lights . . .	3-11
4. Controlling Computer Functions	
Computer Control Key Sequences .	4-1
Canceling commands	4-1
The Keyboard Click	4-2
Resetting the Computer	4-3
Typing Extended Characters . .	4-3
Methods for Controlling Computer	
Speed	4-4
Method 1: Using Computer Control	
Keys	4-5
Method 2: Using the HPMODE	
Command	4-6

Method 3: Using the SETUP Program	4-7
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5. Keyboard Layouts

Special Keys on European Keyboards	5-2
Positions 1 and 2	5-2
Positions 3 and 4	5-2
Position 5	5-2
U.S.	5-3
German	5-4
Spanish	5-5
French	5-6
Norwegian	5-7
Swiss French/Swiss German	5-8
Swedish/Finnish	5-9
U.K./English	5-10
Danish	5-11
Italian	5-12
French Canadian	5-13
Belgian	5-14

What's in this Manual

This manual provides information on the following:

- Which discs may be used with which flexible disc drives. (Chapter 2)
- Where keys are on the keyboard and what they do. (Chapter 3)
- What Computer Control Sequences are and how to use them - such as those used for computer speed control, cancelling or interrupting a command, adjusting keyboard click volume. (Chapter 4)
- Keyboard layouts for U.S. and European language keyboards. (Chapter 5)

Using Flexible Discs

Your computer can use various types of flexible disc drives that are technologically different and not completely compatible with each other. The most common types of internal flexible disc drives are:

- The 1.2 MB drive which uses 5.25-inch flexible discs
- The 360 KB drive (has * on front of it) which uses 5.25-inch flexible discs
- The 1.44 MB drive which uses 3.5-inch flexible discs

Read the following sections to find out more about each

5.25-Inch Discs

For the 5.25-inch internal flexible disc drives, the discs you should use are:

- For the 360 KB drive, specify “Hewlett-Packard 5.25-inch, double-sided flexible discs” part no. 92190A for a package of ten. (These have a white and black label on the disc.)
- For the 1.2 MB drive, specify “Hewlett-Packard 5.25-inch, high capacity, double-sided 96 TPI flexible discs” part no. 92190X for a package of ten. (These have a red and white label on the disc.)

Data on these discs can be shared with other HP Vectras and IBM PC, XT or AT personal computers that use 5.25-inch discs. The table below shows how these discs **can** and **cannot** be interchanged between the different disc drives. This applies to all HP Vectra computers.

Matching 5.25-Inch Discs with Drives

Discs	In 360 KB drive	In 1.2 MB drive
360 KB disc (Double-sided)	Read and Write	Read ONLY
1.2 MB disc (High-capacity)	Do not use in this drive	Read and Write

3.5-Inch Discs

The 1.44 MB internal flexible disc drive can use **ONLY** double-sided 3.5-inch discs. These discs come in two types:

- 710/720 KB discs, specify “Hewlett-Packard 3.5-inch, double-sided flexible discs” part no. 92192A for a package of ten. (These discs are grey in color.)
- 1.44 MB discs, specify “Hewlett-Packard 3.5-inch, high density flexible discs” part no. 92192X for a package of ten. (These discs are black in color.)

HP Vectra computers with the 1.44 MB internal flexible disc drive have full interchange capabilities with discs formatted as either HP 710 KB, IBM 720 KB or IBM 1.44 MB.



Learning About the HP Vectra Enhanced Keyboard

This chapter provides you with a *general* description of the keyboard and its uses.

Note

Since application programs can change the function of the keyboard, the information presented here may not hold true in all situations.

This chapter explains:

- what the keyboard looks like
- how to use the special keys on the typewriter keypad
- how to use the function keys
- how to move the cursor on the screen
- how to insert and delete characters from text
- how to use the numeric keypad
- how to use the computer control keys
- the meaning of the status indicator lights

An Overview of the Keyboard

The keys on the keyboard are grouped according to their function, and for ease of use. The keyboard also contains a status indicator area.

The figure below shows the grouping of the keys and status indicators. The following text will refer to this figure.

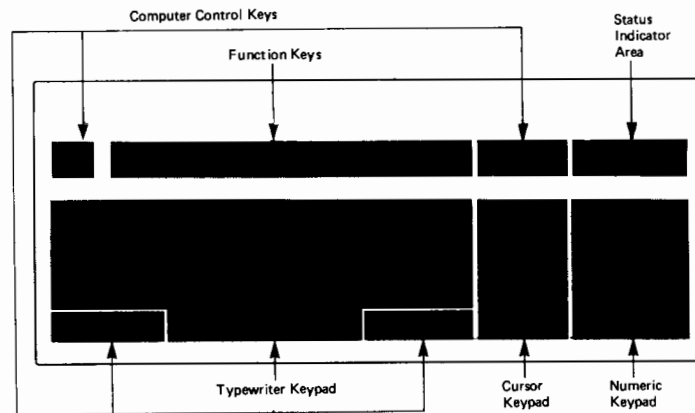


Figure 3-1. Key Groups

- The **typewriter keypad** contains keys that correspond to a standard electric typewriter. In addition, this keypad contains a few keys that are specific to computers.
- The **cursor keypad** contains keys that allow you to move the cursor.
- The **numeric keypad** at the far right is arranged like a calculator to allow you to enter numbers quickly and easily.
- The **function keys**, when programmed appropriately, perform commands or functions associated with specific programs.
- The **computer control keys** perform certain computer functions. Please note that a few of those keys are located close to the typewriter keypad.
- The **status indicator area** contains three indicator lights to indicate when “Caps Lock”, “Num Lock”, and “Scroll Lock” are on.

The Typewriter Keypad

The typewriter keypad contains keys that you find on a standard typewriter. The keys on this keypad that act differently than their corresponding keys on the standard typewriter are described in this section.

Shift

The **Shift** key can be used to shift lower case letters to make them upper case. When “Caps Lock” is on, the **Shift** key shifts uppercase letters to lower case. For certain countries, the **Shift** key will turn off “Caps Lock”. When the numeric pad is set to “Num Lock” (for typing numbers), holding down the **Shift** key will temporarily change its operation back to a cursor keypad.

← Backspace

The **← Backspace** key moves the cursor one space to the left every time you press it. It also erases the characters from the screen as the cursor passes over them.

Tab

The **Tab** key moves the cursor from one tab marker to the next (from left to right). When used in conjunction with the **Shift** key, the cursor moves to the previous tab marker (from right to left).

Enter

The **Enter** key works much like the Return key on a typewriter. **Enter** signifies that you have finished typing a line of data.

Caps Lock

The **Caps Lock** key locks the alphabetic keys into capital letters until you press **Caps Lock** again. For certain countries, the “Caps Lock” function is terminated by pressing **Shift**.

This key differs from the **Shift** key in that it does not shift the numeric keys. If Caps Lock is on, you still have to press the **Shift** key to type the characters associated with the numeric keys.

The Function Keypad

The function keys may be defined so that you press a single key to perform certain tasks. These tasks might otherwise require several keystrokes. The task assigned to the function keys depends on the program that is running. Different programs may assign different tasks to each set of function keys. The documentation that comes with the program can tell what tasks are assigned to the function keys.





The Function Keys are **F1** through **F12**. These keys are located in the top-most row of the keyboard.



The Cursor Keypad

The cursor keys control the movement of the cursor on the screen. Normally, the position of the cursor indicates where the next character you type will appear on the screen.



The  and  keys move the cursor sideways on your display screen. The  and  keys move the cursor straight up and down the screen. You can use the cursor keys to move the cursor for editing purposes. The cursor keys do not delete or erase characters.

Insert

The **Insert** key allows you to insert characters into a line of text. Characters you type are inserted at the cursor position. Characters to the right of the inserted characters are moved to the right. To stop inserting characters, press the **Insert** key again.

Delete

When you press the **Delete** key, the character on which the cursor is positioned is erased. In addition, all characters to the right of the deleted character move one character to the left.

Page Up and **Page Down** These keys control which page (screen of data) from the file is displayed. Pressing **Page Up** will usually display the previous page, with the cursor at the top left corner of the screen. Pressing **Page Down** will usually display the next screen.

Home The **Home** key moves the cursor to the beginning of a file.

End The **End** key moves the cursor to the end of a file.

The Numeric Keypad

The numeric keypad contains a calculator arrangement of numbers and symbols. It can be used for number entry only when the **Num Lock** key has been pressed and the “Num Lock” indicator light is lit.

Note



When you start your computer, the “Num Lock” indicator light is ON and the numbers and symbols are operational. To remove the “Num Lock” function, press the **Num Lock** key and the Num Lock indicator light turns OFF.

Num Lock

This key causes the numeric keypad to function in numeric mode. When you press **Num Lock**, the Num Lock status light comes on and remains lit until you press **Num Lock** again to return the numeric keypad to cursor control function.

Enter

This key works like the **Enter** key of a calculator. You press the **Enter** key when you are finished with a calculation. **Enter** on the numeric keypad functions exactly like **Enter** on the typewriter keypad.

/ ***** **-** **+**

These keys provide calculations:

/ Press this key for division

***** Press this key for multiplication

- Press this key for subtraction

+ Press this key for addition

The Page Up, Page Down, Insert and Delete keys on the numeric keypad function exactly like the keys on the cursor control pad. Note that, on the Numeric Keypad, these keys have a slightly different notation than the keys on the Cursor Keypad:

The Page Up key is **Pg Up**

The Page Down key is **Pg Dn**

The Insert key is **Ins**

The Delete key is **Del**

3-8 Learning About the HP Vectra Enhanced Keyboard

The Computer Control Keys

The computer control keys are located on the typewriter keypad and at left and right of the function keys.

Many of the Computer Control Keys are combined in sequence to perform various computer functions. These key sequences are described in the chapter "Controlling Computer Functions."

Ctrl

This key is used in conjunction with other keys to perform certain computer functions. Generally, you hold this key down while pressing another key. The operation of this key is described in the user manuals for programs that use it.

Alt

U.S. keyboards have two of these keys, non-U.S. keyboards have only one. This key is used much like the **Ctrl** key in that you hold it down while pressing another key. For U.S. keyboards, both **Alt** keys (on the right and left side) do the same thing. However, the operation of the **Alt** key(s) may differ from one program to another, so you will need to refer to the program documentation to ensure proper use.

AltGr

(This key is only found on non-U.S. keyboards.) This key is used like the **Shift** key, except that it allows you to type the symbols that are found on the side (or vertical face) of some keycaps. You hold it down while pressing the key that has the symbol you desire on it. Note that this key is not the same as the **Alt** key.

Esc

Usually, this key interrupts a function or process. You should however, use this key as described in the manuals that come with the applications that use it.

Scroll Lock

When you press the **Scroll Lock** key, the Scroll Lock indicator light turns ON. The Scroll Lock function remains ON until you press the **Scroll Lock** key again. The function of Scroll Lock depends on the application you are using.

Pause

Pressing this key stops scrolling of data on the screen. This allows you time to read data that might otherwise scroll by too fast; for example, a long directory listing. Press **Ctrl Pause** to resume scrolling.

SysRq

This key is used in some application programs to return to the Operating System environment. Its exact use is described in the manual that comes with your application.

Print Screen

When you press the **Print Screen** key, the contents of the screen are printed on your printer.

The **Print Screen** key works with a parallel printer. If you have some other kind of printer (Serial or HP-IB), refer to the documentation for your operating system and application programs to find out how to print.

The Status Indicator Lights

The status indicator lights show that the keyboard is in a special mode.

The Caps Lock Indicator Light

When you press the **Caps Lock** key, the Caps Lock indicator light turns on. This indicates that any typewriter key you press will be displayed and stored as a capital letter. The indicator light remains on until you press either the **Caps Lock** or the **Shift** key again, depending on the country.

If you want to type a lower-case character while the Caps Lock indicator is on, hold down **Shift** before typing the character or letter.

The Num Lock Indicator Light

When you press the **Num Lock** key, the Num Lock indicator light turns on. This indicates that you can use the numeric keypad for numeric data entry. The indicator light remains on until you press the **Num Lock** key again.

If you want to use the cursor keys on the numeric pad while the Num Lock indicator is on, hold down **Shift** before using the cursor.

The Scroll Lock Indicator Light

When you press the **Scroll Lock** key, the Scroll Lock indicator light turns on. The indicator light remains on until you press the **Scroll Lock** key again.

Controlling Computer Functions

This chapter explains how to control certain computer functions by pressing a sequence of keys on your keyboard. The computer functions are:

- Cancelling MS-DOS commands
- Changing the processing speed of your computer
- Changing the volume of the key “click”
- Resetting or restarting your computer
- Typing extended or international characters that are not shown on your keyboard

Before reading this chapter, make sure you read the previous chapter so that you are familiar with the keys on your keyboard, particularly the computer control keys.

Computer Control Key Sequences

You can use the following key sequences to control functions on your computer:

Canceling commands

If you type an MS-DOS command and wish to cancel it *before* you press **Enter**, hold down **Ctrl** and press **Pause**. This key sequence cancels the command and returns you to the MS-DOS prompt.

The Keyboard Click

If your computer generates a clicking sound everytime you press a key, you can use the following key sequences to temporarily change the volume of the click during your work session. When you reset your computer, the click volume returns to normal.

- **To Decrease the Volume, press** **Ctrl** **Alt** **-**

*You must use the **-** key on the numeric keypad. Both **Alt** and **AltGr** (only found on non-U.S. keyboards) can be used. Release the keys when you reach a satisfactory volume. The volume decreases until the keystrokes are silent.*

- **To Increase the Volume, press** **Ctrl** **Alt** **+**

*You must use the **+** key on the numeric keypad. Either **Alt** or **AltGr** (only found on non-U.S. keyboards) can be used. Release the keys when you reach a satisfactory volume. The volume increases to the maximum level, then automatically goes to the lowest volume and continues to increase.*

You can set the keyboard click so that it is either ON or OFF all the time by running the SETUP program as described in the *SETUP Program Guide*.

Resetting the Computer

To reset (or restart) your computer, hold down **Ctrl** while pressing the **Alt** and **Del** keys at the same time. This performs a soft reset. Use **Ctrl Alt Del** instead of turning the power to your computer OFF and ON. Also:

- either **Ctrl** key (on the left or right side) can be used.
- either the **Delete** key on the cursor keypad or the **Del** key on the numeric keypad can be used.
- only the **Alt** key can be used - not **AltGr**. Note: **AltGr** is not on the U.S. keyboard. On the U.S. keyboard either **Alt** will work for reset.

Caution



Be careful not to reset your computer when you are in an application program and have created data which has NOT yet been saved onto a disc. To reset at this time will cause the loss of that data.

Typing Extended Characters

The keys on your keyboard cannot type all the possible character codes that are supported by your computer. A set of extended characters that include international, math, and line drawing characters can be typed using a special key sequence. If you have MS-DOS 3.2, or an earlier version, you can type extended characters by first holding down **Alt** and typing the decimal code for the character on the numeric keypad, then releasing the **Alt** key. (**AltGr** cannot be used.)

The decimal code for all supported characters (000 to 255) is listed in the *MS-DOS 3.2 User's Reference* manual. If you have a later version of MS-DOS, please refer to your MS-DOS manual to find out how you can access these characters.

Methods for Controlling Computer Speed

This section only applies to HP Vectra models that support multiple speeds. You can tell if your computer supports multiple speeds by looking at the nameplate on the front of the computer. You should see the name *Vectra* followed by the PC type and, if it supports multiple speeds, its highest speed in megahertz. Some examples are:

Vectra ES/12 has a high speed of 12 MHz.

Vectra QS/16 has a high speed of 16 MHz.

Vectra RS/25 has a high speed of 25 MHz.

HP Vectra personal computers that support multiple speeds come preset from the factory to run at their highest speed. However, there are some copy-protected applications and video games that must be started, or continuously run, at the computer's low speed to work correctly.

All HP Vectra computers that support multiple speed operation may be switched from high to low speed (or from low to high speed) using one or more of the following methods:

Method 1: Using a computer control key sequence.

Method 2: Using the HPMODE command.

Method 3: Using the SETUP program.

Read the next section to find out more about each.

Method 1: Using Computer Control Keys

You can toggle the computer speed between high and low by using a computer control key sequence. One use for this method would be if you were using an application that had to be *started* at low speed, but could then be switched to high speed during normal use (such as some copy-protected applications).

For the U.S. keyboard, you switch speeds by first holding down **Ctrl**, then pressing **Alt** and **↵** at the same time. You will hear the computer beep once to indicate when it has been set to low speed, and twice to indicate when it has been set to high speed.

Note



If you have an RS/20C or an RS/25C, there is a high setting and two alternate settings. The setting which will be specified as the alternate setting is determined by how you set option 6 in the SETUP menu. However, you can use the HPMODE command to temporarily change your alternate speed to either low or medium.

Example: If you initially set the alternate speed in the SETUP program as medium, **Ctrl Alt ↵** toggles between high and medium. Then, if you use the command HPMODE SPEED LOW, the alternate speed will be set to low and **Ctrl Alt ↵** will toggle between high and low. To again toggle between high and medium, give the command HPMODE SPEED MEDIUM (or reset or restart the system).

Key sequences for most non-U.S. keyboards are listed in the table below:

Table 4-1. Switching Computer Speeds

Keyboard	Key Sequence
Belgian	Ctrl Alt μ
Danish	Ctrl Alt ' (grave)
French	Ctrl Alt * (asterisk)
French Canadian	Ctrl Alt } (right bracket)
German	Alt Strg # (hash)
Italian	Ctrl Alt ù (grave accent)
Norwegian	Ctrl Alt ' (grave)
Spanish	Control Alt Ç (cedilla)
Swedish / Finnish	Ctrl Alt ' (grave)
Swiss	Ctrl Alt \$ (dollar)
U.K./English	Ctrl Alt # (hash)

Method 2: Using the HPMODE Command

HPMODE is an MS-DOS command utility that comes shipped on the Vectra SETUP and Utilities Program Disc that is found at the back of your computer's *Setting Up Your Vectra* binder. You can use the HPMODE command in two ways:

- Use HPMODE directly as an MS-DOS command.
- Use HPMODE as a command in a batch file.

If an application or game cannot start or run properly at the computer's high speed, you can use HPMODE like an MS-DOS command to switch to low speed by simply typing `HPMODE SPEED LOW` at the MS-DOS prompt.

4-6 Controlling Computer Functions

Note

RS/20C and RS/25C users may also type
HPMODE SPEED MEDIUM.

However, the HPMODE command is particularly useful when placed in a batch file to automatically lower the computer's speed when you start the application, and to reset the computer to its high speed when you exit the application. (You can learn about batch files in the *MS-DOS User's Reference* manual.)

The contents of such a batch file would look something like this:

```
hpmode speed low
123.exe
hpmode speed high
```



Where, on the first line of your batch file, HPMODE SPEED LOW lowers the speed to the lowest setting. On the second line is the run command to execute your program (this example is for Lotus^R 1-2-3^R). On the third line, HPMODE SPEED HIGH sets the computer back to high speed when you exit the application.

When you've created your batch file, you may run your application or game by simply entering the name of your batch file at the MS-DOS prompt.

**Method 3: Using the
SETUP Program**

The SETUP Program (found on the Vectra SETUP and Utilities Program Disc at the back of your computer's *Setting Up Vectra* binder) can be used to change the speed in effect when you start your computer. This is called the "default" speed. To change the default speed, run Option 6 of the SETUP Program and follow the instructions on your screen.

Note

RS/20C and RS/25C users will also specify which of the two speeds (low or medium) should be designated the alternate speed.

Keyboard Layouts

This chapter shows illustrations of the following HP Vectra PC Enhanced Keyboard layouts:

U.S.

German

Spanish

French

Norwegian

Swiss French/Swiss German

Swedish/Finnish

U.K./English

Danish

Italian

French Canadian

Belgian

Special Keys on European Keyboards

Some keycaps on these keyboards can have up to five symbols on them. This section explains how to access these symbols. The following explanation makes reference to the illustration below.

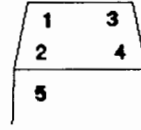


Figure 5-1. The symbol positions on a key

Positions 1 and 2

These positions are common to most keyboards. To type the symbols at **position 1** you must hold down one of the **Shift** keys while pressing the key with the symbol you require.

To type the symbols at **position 2** you simply press the key with the symbol you require.

Positions 3 and 4

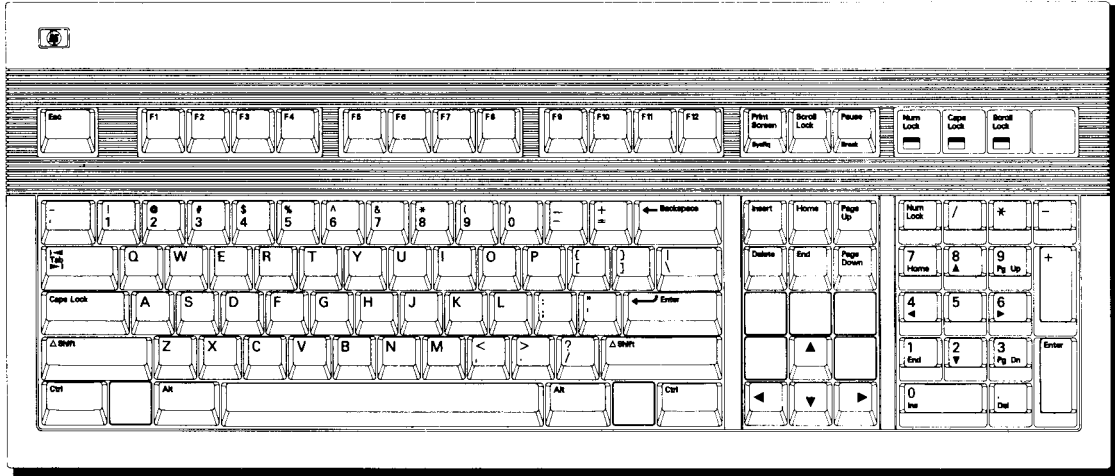
These positions are only used on the **Swiss/French keyboard**. To type the symbol at **position 3** you must hold down one of the **Shift** keys while pressing the key with the symbol you require.

To type the symbol at **position 4** you simply press the key with the symbol you require.

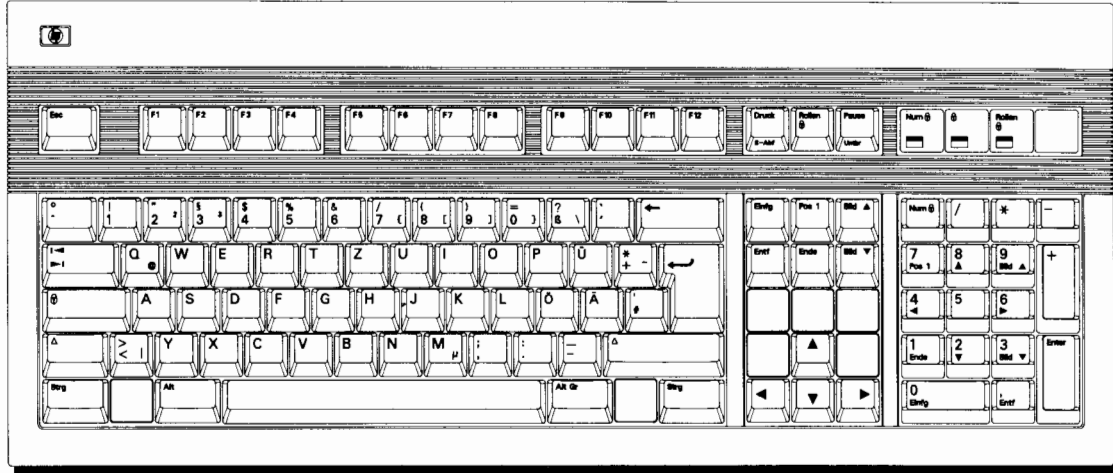
Position 5

This position is common to most European keyboards. To type symbols at **position 5** you must hold down the **AltGr** key while pressing the key with the symbol you require.

U.S.

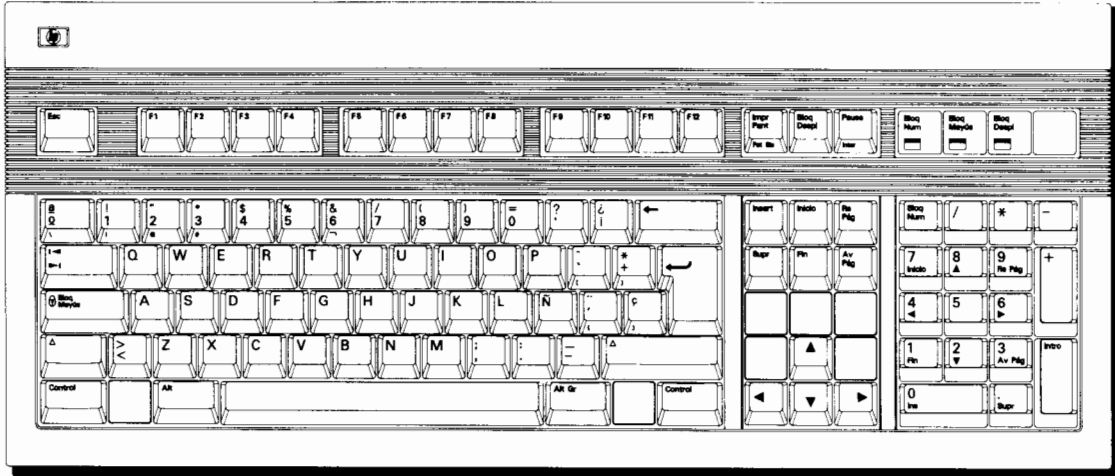


German

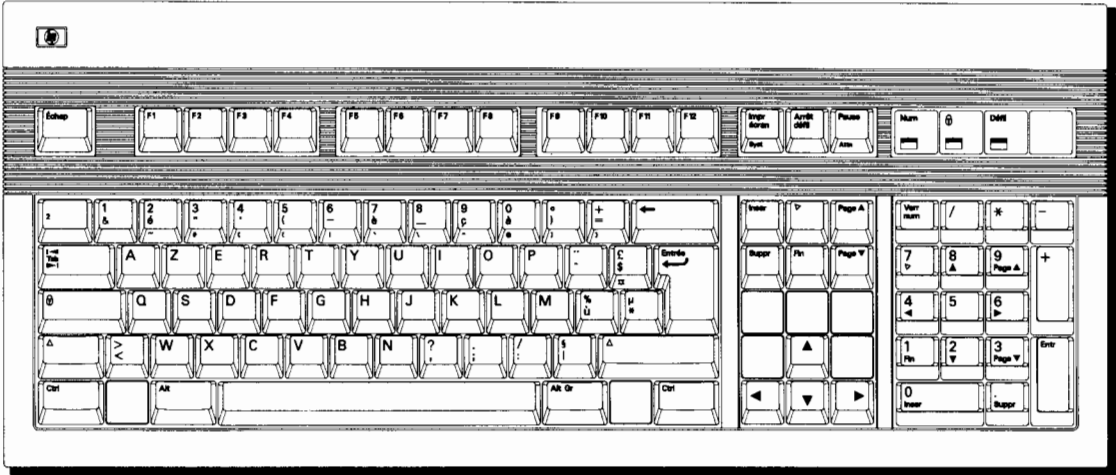


5-4 Keyboard Layouts

Spanish

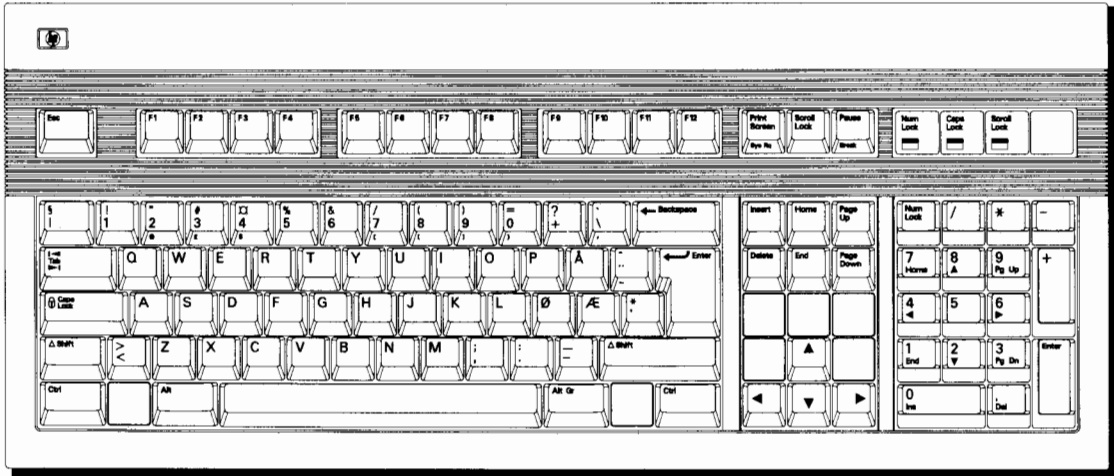


French

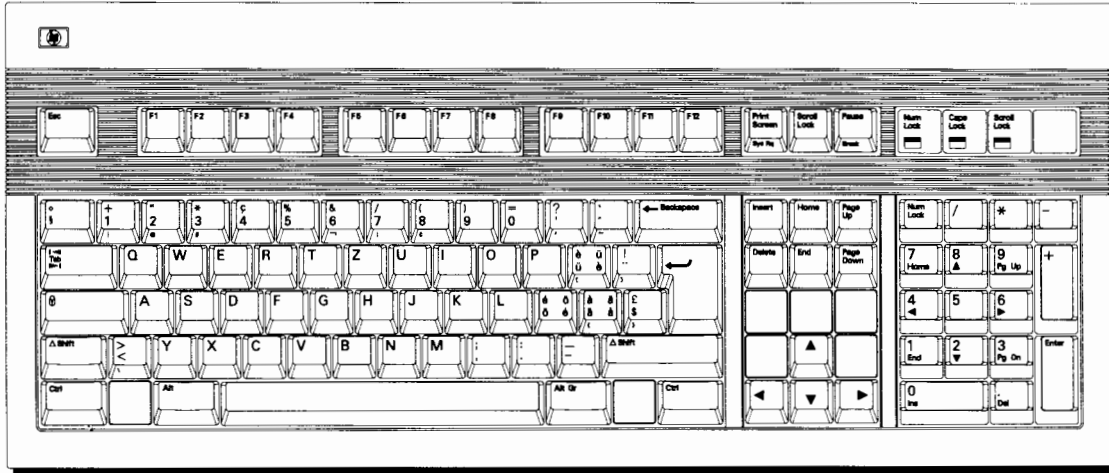


5-6 Keyboard Layouts

Norwegian

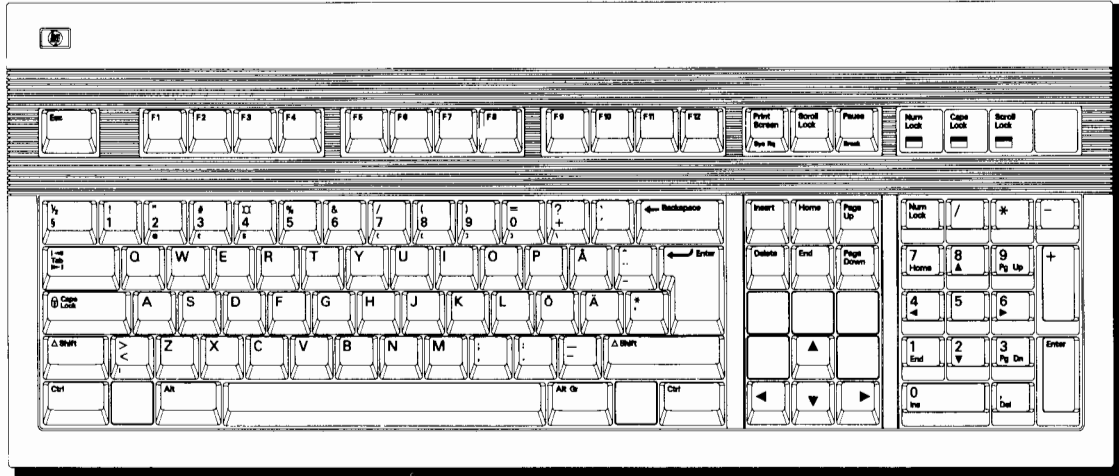


Swiss
French/Swiss
German

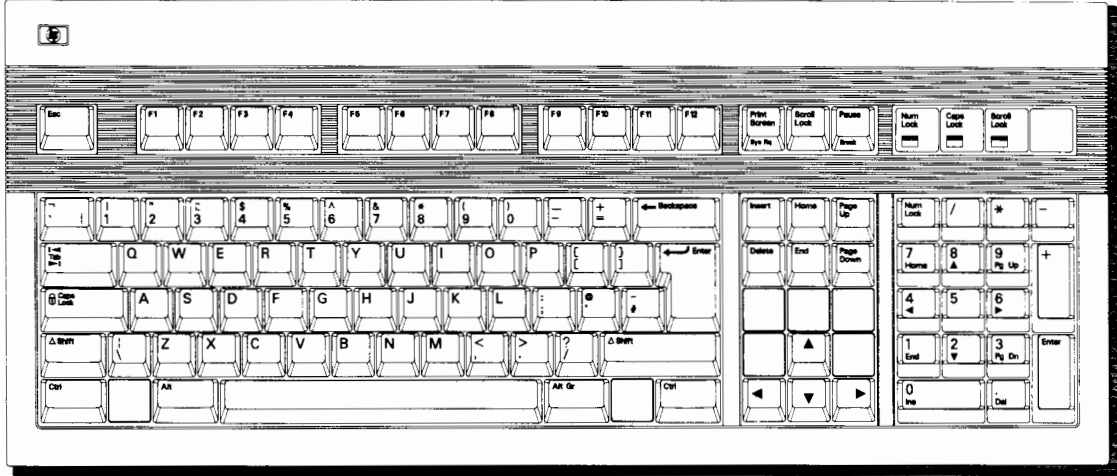


5-8 Keyboard Layouts

Swedish/Finnish

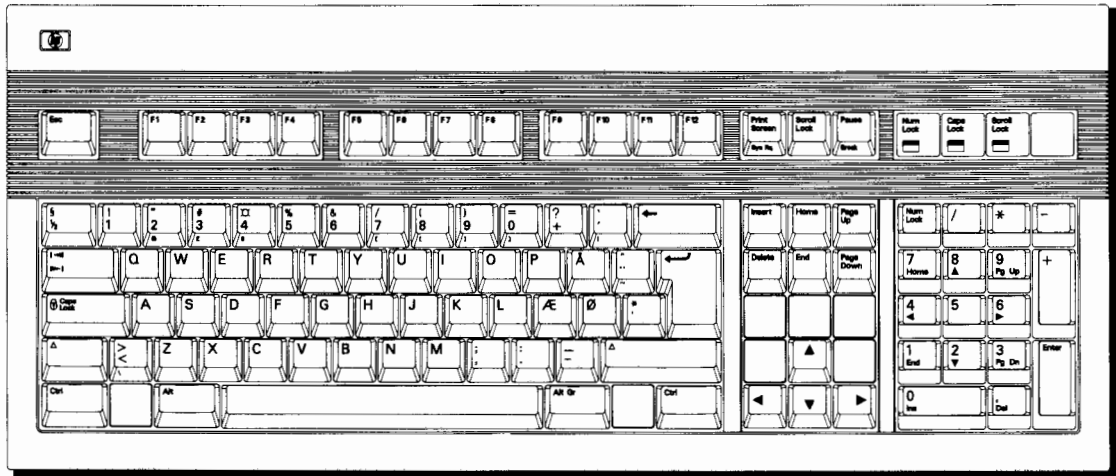


U.K./English

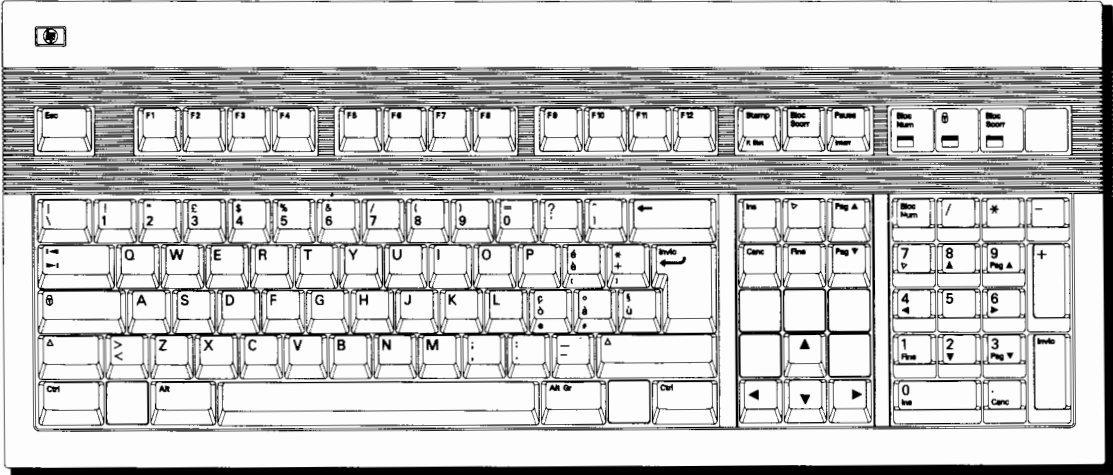


5-10 Keyboard Layouts

Danish

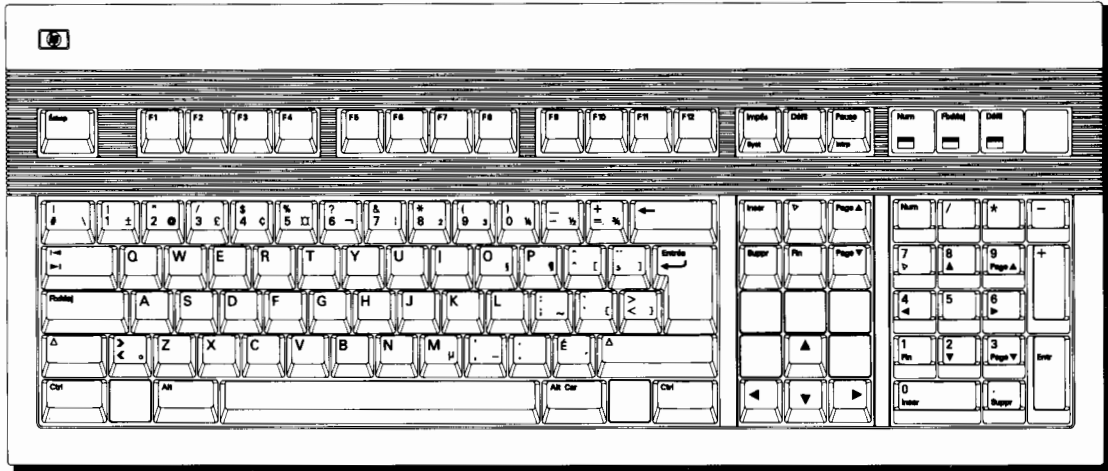


Italian

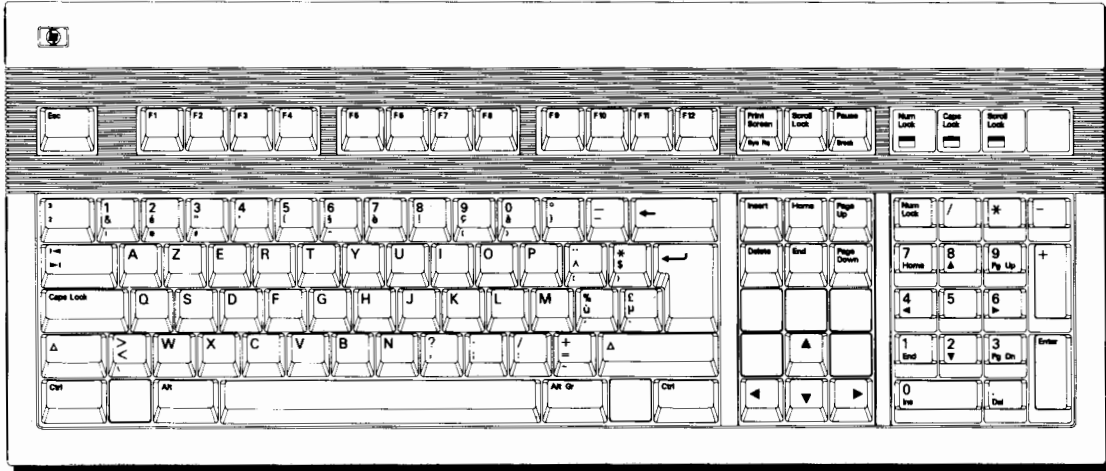


5-12 Keyboard Layouts

French Canadian



Belgian



5-14 Keyboard Layouts