



Microsoft

Getting Started

Microsoft® Keyboards

www.microsoft.com/keyboard



Health Warning

Use of a keyboard or pointing device may be linked to serious injuries or disorders. When using a computer, as with many activities, you may experience occasional discomfort in your hands, arms, shoulders, neck, or other parts of your body. However, if you experience symptoms such as persistent or recurring discomfort, pain, throbbing, aching, tingling, numbness, burning sensation, or stiffness, **DO NOT IGNORE THESE WARNING SIGNS. PROMPTLY SEE A QUALIFIED HEALTH PROFESSIONAL**, even if symptoms occur when you are not working at your computer. Symptoms such as these can be associated with painful and sometimes permanently disabling injuries or disorders of the nerves, muscles, tendons, or other parts of the body. These musculoskeletal disorders (MSDs) include carpal tunnel syndrome, tendonitis, tenosynovitis, and other conditions.

While researchers are not yet able to answer many questions about MSDs, there is general agreement that many factors may be linked to their occurrence, including: medical and physical conditions, stress and how one copes with it, overall health, and how a person positions and uses his or her body during work and other activities (including use of a keyboard or pointing device). Some studies suggest that the amount of time a person uses a keyboard may also be a factor. Some guidelines that may help you work more comfortably with your computer and possibly reduce your risk of experiencing an MSD can be found in the "Healthy Computing Guide" section later in this document. If you have questions about how your own lifestyle, activities, or medical or physical condition may be related to MSDs, see a qualified health professional.

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Microsoft Corporation grants the purchaser of this product the right to reproduce one (1) copy of this "Getting Started" printed guide for each hardware device you purchased in the package.

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Welcome

Congratulations on your purchase of a Microsoft® keyboard.

Connecting your keyboard

The connection procedure depends on your keyboard model and the connectivity supported for your keyboard as specified on the package.



Important

Only adapter plugs included in the package are supported for use with Microsoft keyboards.

PS/2 connection

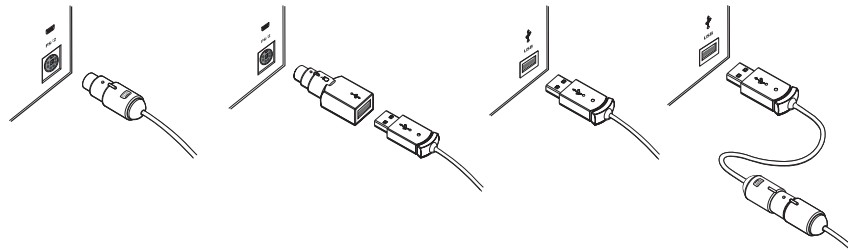
1. Shut down and turn off your computer.
2. If your keyboard cable has a round **PS/2 connector**, plug it into your computer's round PS/2 keyboard port.

If your keyboard has a **USB-to-PS/2 adapter**, attach it to the rectangular Universal Serial Bus (USB) connector, and then plug it into your computer's round PS/2 keyboard port.

USB connection

1. Turn on your computer.
2. If your keyboard cable has a rectangular **USB connector**, plug it into your computer's rectangular USB port.

If your keyboard has a **PS/2-to-USB adapter**, attach it to the round PS/2 connector, and then plug it into your computer's rectangular USB port.



PS/2 connector

USB-to-PS/2 adapter

USB connector

PS/2-to-USB adapter

Using your keyboard

The features for your keyboard depend on the model you are using.

Adjusting your keyboard legs


The keyboard legs are designed to accommodate various body sizes, chairs, and desks. For more information, see the “Healthy Computing Guide” section later in this document.















- Pull out or push in the keyboard legs to a position that minimizes bending of your wrists while typing.

Connecting the palm rest (certain keyboard models only)


- On a level surface, insert the tabs on the palm rest into the slots on the front of the keyboard, and then snap them together.


Using the Windows Logo key

The  key provides quick access to the Windows® Start menu from your keyboard. It also provides convenient keyboard shortcuts that enable you to more easily use Windows operating system features, for example:

	Opens the Windows Start menu
 +BREAK	Opens the System Properties control panel
 +E	Opens Windows Explorer
 +F	Searches for a file or folder
 +CTRL+F	Searches for a computer
 +F1	Starts Windows Help
 +M	Minimizes all open windows (that have minimize buttons)
 +SHIFT+M	Maximizes all windows that were minimized using the  +M shortcut combination
 +R	Displays the Run dialog box
 +TAB	Selects the next open program listed in the taskbar; continue to hold the  key while pressing and releasing the TAB key to select each consecutive program on the taskbar. Press ENTER to make the selected program active.
 +SHIFT+TAB	Selects the previous open program listed in the taskbar; continue to hold the  +SHIFT key while pressing and releasing the TAB key to select each preceding program on the taskbar. Press ENTER to make the selected program active.

Using the application key

The  key displays shortcut menus or other program-specific features, if available.

- Press the  key, and then select the appropriate item from the shortcut menu.

Using the Hot Keys (certain keyboard models only)

Hot Keys are special shortcut keys situated along the top of the keyboard that provide quick, one-press access to programs, files, or commands. Using Hot Keys can increase your productivity because you do not have to take your hand off the keyboard—to use a mouse for example—as frequently.

About the keyboard lights

The keyboard lights indicate the status of the following toggle keys: NUM LOCK, CAPS LOCK, and SCROLL LOCK. For example, if NUM LOCK is on, the NUM LOCK light is on; if CAPS LOCK is off, the CAPS LOCK light is off.

Healthy Computing Guide



This guide is designed to help you be comfortable and productive while using your computer. It may also help you reduce your risk of experiencing painful and disabling injuries or disorders described in the “Health Warning” section. It only takes a moment to read, but the benefits can be lasting.

Position Yourself

Using your body in comfortable, not awkward, postures is important, whether you are working or playing. Not only can this affect your overall productivity, but also it can influence how comfortable you are while using your computer and may help you avoid MSDs. Keep in mind that changing your posture during extended tasks may also help you avoid discomfort and fatigue. When working or playing at the computer, adapt your surroundings and arrange your computing equipment to promote a comfortable and relaxed body posture. Because everyone has a unique body size and work environment, we cannot tell you exactly how to set up your workstation to avoid discomfort; however, the following suggestions may help to provide you with a more comfortable environment.

To support your back, consider the following:



- Choose a chair that provides support for your lower back.
- Adjust your work surface height and your chair to assume a comfortable and natural body posture.

To promote comfortable leg postures, consider the following:

- Clear away items from beneath your desk to allow comfortable leg positions and movement.
- Use a footrest if your feet do not rest comfortably on the floor.

To minimize reaching and to promote comfortable shoulder and arm postures, consider the following:



- Place your keyboard and mouse or trackball at the same height; these should be at about elbow level. Your upper arms should fall relaxed at your sides.
- When typing, center your keyboard in front of you with your mouse or trackball located close to it.
- Place frequently used items comfortably within arm's reach.

To promote proper wrist and finger postures, consider the following:



- Keep your wrists straight while typing and while using a mouse or trackball. Avoid bending your wrists up, down, or to the sides. Use the keyboard legs if they help you maintain a comfortable and straight wrist position.
- Type with your hands and wrists floating above the keyboard, so that you can use your whole arm to reach for distant keys instead of stretching your fingers.

To minimize neck bending and twisting, consider the following:



- Center your monitor in front of you. Consider placing your documents directly in front of you and the monitor slightly to the side. If you refer to your documents more frequently than your monitor, consider using a document holder to position your documents near eye level.
- Position the top of the screen near eye level. Bifocal wearers may need to lower the screen or talk to a qualified health professional about glasses customized for computer work.

To minimize eyestrain, consider the following:

- Place your monitor at a distance of about arm's length when seated comfortably in front of the monitor.
- Avoid glare. Place your monitor away from light sources that produce glare, or use window blinds to control light levels.
- Remember to clean your screen; if you wear glasses, clean them, also.
- Adjust your monitor brightness, contrast, and font size to levels that are comfortable for you.

Go Lightly

Physical forces continuously interact with our bodies. We may only think of high-impact forces, such as car crashes, as injuring our bodies. However, low forces may also result in injuries, discomfort, and fatigue if they are repeated or experienced over long periods of time.

Consider the following types of low forces:

- Dynamic force, or a force that you exert through movement. For example, pressing the keys while typing or clicking the mouse buttons.
- Static force, or a force that you maintain for a period of time. For example, holding your mouse or cradling the phone.
- Contact force, or pressure that occurs when you rest on an edge or hard surface. For example, resting your wrists on the edge of your desk.

Consider the following suggestions to reduce the effects of low forces on your body:

- Type with a light touch, keeping your hands and fingers relaxed, as it takes little effort to activate keyboard keys. Also, use a light touch when clicking a mouse button or when using a joystick or other gaming controller.
- Avoid resting your palms or wrists on any type of surface while typing. The palm rest, if provided, should only be used during breaks from typing.
- Relax your arms and hands when you are not typing. Do not rest on edges, such as the edge of your desk.
- Hold the mouse with a relaxed hand. Do not grip the mouse tightly.
- Adjust your chair so the seat does not press into the back of your knees.

Take Breaks

Taking breaks can go a long way in helping your body recover from any activity and may help you avoid MSDs. The length and frequency of breaks that are right for you depend on the type of work you are doing. Stopping the activity and relaxing is one way to take a break, but there are other ways, also. For instance, just changing tasks—perhaps from sitting while typing to standing while talking on the phone—can help some muscles relax while others remain productive.

To vary your daily activities and to work productively, consider the following:

- Plan your work and play so that one activity is not performed for extended periods of time.
- Use different input devices, such as your mouse and keyboard, to accomplish the same task. For example, to perform a scrolling task, you can use the wheel on the mouse or the arrow keys on the keyboard.
- Work more efficiently by using software and hardware features to reduce your effort and increase your productivity. For example, you can press the Windows logo key to open the Start menu.
- Learn about software and hardware features by reading the information that came with your software and hardware products.

Be Healthy

A healthy lifestyle can help you perform and enjoy your everyday activities, including the time spent at your computer.

For overall good health, consider the following:

- Eat a balanced diet and get adequate rest.
- Exercise for overall fitness to give strength and flexibility to your body. Keep in mind that you should consult a qualified health professional to help you choose the stretches and exercises that are right for you.
- Learn to manage stress. One way to reduce stress at work is to plan your work area and schedule so that noise and distractions are kept to a minimum.
- See a qualified health professional if you have questions about how your medical and physical conditions may be related to MSDs. While researchers are not yet able to answer many questions about MSDs, there is general agreement that many factors may be linked to their occurrence, including previous injuries, diabetes, hormonal changes (such as pregnancy), and rheumatoid arthritis.

Learning more about your health is an important step in staying comfortable and productive while using your computer. Enjoy your computer experience.

Microsoft Product Support Services in the United States and Canada

The services and prices listed are available in the United States and Canada only. Support outside the United States and Canada may vary. Microsoft support services are subject to then-current prices, terms, and conditions, which are subject to change without notice.

Self-help

Help yourself with Microsoft Personal Online Support. Go online and get the most up-to-date answers from Online Support at:
<http://microsoft.com/support/>

No-charge assisted personal support

If you acquired this product as a standalone retail product, you are eligible for 90 days (starting the first day you contact a Support Professional) no-charge assisted Personal Support for this product during business hours. You may receive no-charge personal support via the Web or telephone. Be prepared to provide your Product ID ("PID") number. For Hardware, the PID is a 20-digit number that is typically located on the bottom of the hardware device or within the battery compartment of the hardware.

In the United States: **(425) 635-7040**

Regular business hours for no-charge assisted Personal Support are 5:00 A.M. to 9:00 P.M. Pacific time, Monday through Friday, and 9:00 A.M. to 3:00 P.M. Pacific time, Saturdays (excluding holidays). This number is based in Redmond, Washington so your phone company may charge you for your call. Contact your long distance provider for rate information.

In Canada: **(905) 568-3503**

Regular business hours for no-charge assisted support are 8:00 A.M. to 8:00 P.M. eastern time, Monday through Friday (excluding holidays). This number is based in Mississauga, Ontario, so your phone company may charge you for your call. Contact your long distance provider for rate information.

Paid assisted personal support

If you need help after hours, or if you have used up or are not eligible for no-charge Personal Support, you can use Pay-Per-Incident Support via Personal Online Support or telephone. Support fees are billed to your VISA, MasterCard, or American Express card. In the US: \$35 US per incident. In Canada: \$45 CDN + tax per incident. Both available 24 hours a day, seven days a week, including holidays.

In the United States: **(800) 936-5700**. Available 24 hours a day, seven days a week, including holidays.

In Canada: **(800) 668-7975**. 8:00 A.M. to 8:00 P.M. eastern time, Monday through Friday only.

Text telephone (TTY/TDD) is available 24 hours a day, 7 days a week including holidays. In the United States and Canada, call: (425) 635-4948.

Assisted support via the Web

Web-based support on Microsoft's Personal Online Support is available 24 hours a day, 7 days a week. For information on submitting a no-charge or paid incident via the Web to a Microsoft Support Professional, go to:
<http://microsoft.com/support/>

Radio and TV interference regulations for the United States and Canada

This Class B digital apparatus complies with Canadian ICES-003.

Cet appareil numérique de la classe B est conforme à la norme NMB-003 du Canada.

This device also complies with Part 15 of the U.S. Federal Communications Commission (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.

Your Microsoft hardware device(s) can radiate radio frequency (RF) energy. If not installed and used in strict accordance with the instructions given in this printed documentation, the device may cause harmful interference with other radio-communications devices (for example AM/FM radios, televisions, baby monitors, cordless phones, etc.). Any cable that is connected to the device must be a shielded cable that is properly grounded. There is, however, no guarantee that RF interference will not occur in a particular installation.

Your Microsoft hardware device has been tested, and it complies with the limits for a Class B digital device in accordance with the specifications in Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful RF interference in a residential installation.

To determine if your hardware device is causing interference to other radio-communications devices, disconnect the device from your computer. If the interference stops, it was probably caused by the device. If the interference continues after you disconnect the hardware device, turn the computer off and then on again. If the interference stopped when the computer was off, check to see if one of the input/output (I/O) devices or one of the computer's internal accessory boards is causing the problem. Disconnect the I/O devices one at a time and see if the interference stops.

If this hardware device does cause interference, try the following measures to correct it:

- Relocate the antenna of the other radio-communications device (for example AM/FM Radios, televisions, baby monitors, cordless phones, etc) until the interference stops.
- Move the hardware device farther away from the radio or TV, or move it to one side or the other of the radio or TV.
- Plug the computer into a different power outlet so that the hardware device and radio or TV are on different circuits controlled by different circuit breakers or fuses. If necessary, ask your computer dealer or an experienced radio-TV technician for more suggestions. For more information about interference issues, go to the FCC Web site at:
<http://www.fcc.gov/cgb/consumerfacts/interference.html>

You can also call the FCC at 1-888-CALL FCC to request Interference and Telephone Interference fact sheets.

Note Any changes or modifications not expressly approved by Microsoft could void the user's authority to operate this device.

For use with UL Listed and GS approved personal computers. Not intended for use in machinery or industrial applications.

Tested to comply with FCC standards. For home and office use. Model Number: Basic Keyboard (all models), Natural[®] Keyboard Elite (all models).

In addition, the following models have been approved under FCC certification rather than under the FCC Declaration of Conformity Process: KB3, KB4, KB5, KB6, KB8, KB9, KB10.

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Patent Information

May be covered by one or more pending patent applications.

Manufacturer's Guarantee and Limitation of Liability

Please read this manufacturer's guarantee carefully to understand your rights and obligations

NOTE The following guarantee is not restricted to any territory and does not affect any statutory rights that you may have.

The term "Hardware Device" means the enclosed Microsoft Hardware Device. This Manufacturer's Guarantee does not cover your data, or any separate software, whether or not packaged or included with the Hardware Device.

MICROSOFT GUARANTEE. Microsoft guarantees (this "Guarantee") that on the day you receive the Hardware Device and for the next 3 years thereafter (a) the Hardware Device will be substantially free from defects in materials and workmanship, and (b) any support services provided by Microsoft will be substantially as described in applicable written materials provided to you by Microsoft, and Microsoft support engineers will use reasonable efforts, care and skill to solve any problem issues. In the event that the Hardware Device fails to comply with this Guarantee, Microsoft shall either, at Microsoft's option, (a) repair or replace the Hardware Device or (b) return the price you paid for the Hardware Device (if any), provided that you return the Hardware Device to Microsoft with a copy of your receipt of purchase. You may exercise this remedy without charge, except that you are responsible for any expenses you may incur. This Guarantee is void if failure of the Hardware Device results from any accident, abuse or misapplication. Any replacement Hardware Device shall be guaranteed for the remainder of the original Guarantee period or thirty (30) days, whichever is longer. Microsoft shall not be liable for any loss or damage that you could have reasonably avoided, for example, by backing up your software and files regularly.

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REGISTRATION. You need not return the registration card for this Guarantee to be effective.

BENEFICIARY. To the extent allowed by applicable law, this Guarantee is only made to you, the first user of the Hardware Device, and there are no third party beneficiaries of this Guarantee. It is not intended for and does not apply to anyone else (except as required by law).

GOVERNING LAW. If you acquired the Hardware Device in the United States of America, the laws of the State of Washington, U.S.A., apply to this agreement. If you acquired this Hardware Device in the European Union, Iceland, Norway or Switzerland then local laws apply. If you acquired this product in Canada, except where expressly prohibited by local laws, the laws in force in the Province of Ontario, Canada apply to this agreement and each of the parties hereto irrevocably attorns to the jurisdiction of the courts of the Province of Ontario and further agrees to commence any litigation which may arise hereunder in the courts located in the Judicial District of York, Province of Ontario.

If you acquired this Hardware Device outside of the countries listed above, then local laws may apply.

QUESTIONS. Should you have any questions concerning this agreement, or if you desire to contact Microsoft for any reason, please use the address information enclosed in this Hardware Device to contact the Microsoft subsidiary serving your country, or visit Microsoft on the World Wide Web at: <http://www.microsoft.com>.



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