



B31 Wireless Mechanical Keyboard

IN THE BOX:

Keychron B31 Wireless Keyboard x 1

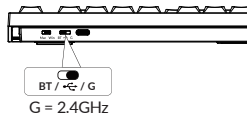
Type-A to Type-C Cable x 1

Type-A 2.4GHz Receiver x 1

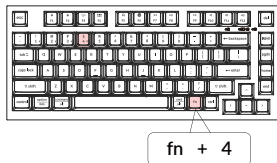
Quick Start Guide x 1

1 Connect 2.4GHz Receiver

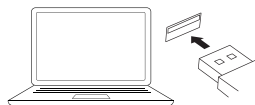
Switch toggle to 2.4GHz mode



Press fn + 4 (for 3 seconds)



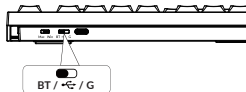
Connect the 2.4GHz receiver to the device USB port.



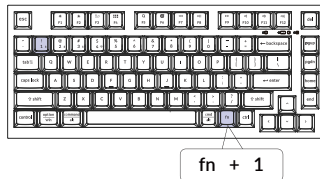
2 Connect Bluetooth



Switch toggle to Bluetooth



Press fn + 1 (for 3 seconds) and pair with device named Keychron B31.

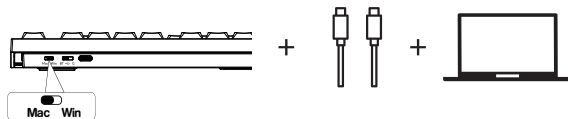


3 Connect Cable



4 Switch To The Right System

Please make sure the system toggle on the top right corner has been switched to the same system as your computer's operating system.



7 The Keychron Launcher App

Please visit launcher.keychron.com to use the online Launcher web app to remap the keys, create macro commands, or flash the firmware. If the Launcher cannot recognize your keyboard, please reach our support to get the instructions.



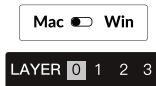
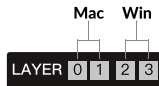
* The online Launcher can only run on the latest version of Chrome, Edge, and Opera browsers.

8 The Layers

There are four layers of key settings on the keyboard. The layer 0 and layer 1 are for the Mac system. The layer 2 and layer 3 are for the Windows system.

If your system toggle is switched to Mac, then the layer 0 will be activated.

If your system toggle is switched to Windows, then the layer 2 will be activated. Remember that if you are using it in Windows mode, please make changes to the layer 2 instead of the top layer (the layer 0). This is a common mistake people are making.



B31 WIRELESS MECHANICAL KEYBOARD SPECIFICATIONS

Number of keys: 82

Battery: 800 mAh

Battery life: 400 hours

Charging time: Around 2.5 hours

Charging port: Type-C

Mode: 2.4GHz / Bluetooth / Wired

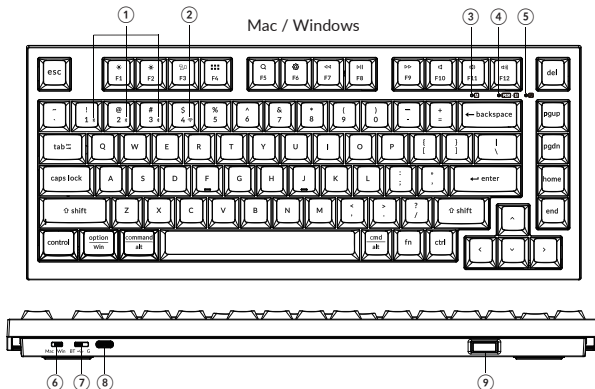
2.4GHz / Bluetooth operating distance: Within 10 meters (open space)

Name of Bluetooth device: Keychron B31

Operating environment: -10 to 50°C

Technical specifications can be subjected to change without notice, we apologize for any inconvenience caused.

B31 WIRELESS MECHANICAL KEYBOARD OVERVIEW



① Bluetooth Channel

② 2.4GHz Channel

③ Caps Lock Indicator

④ 2.4GHz / Bluetooth Indicator

⑤ Power Indicator

⑥ Mac / Win (OS Toggle)

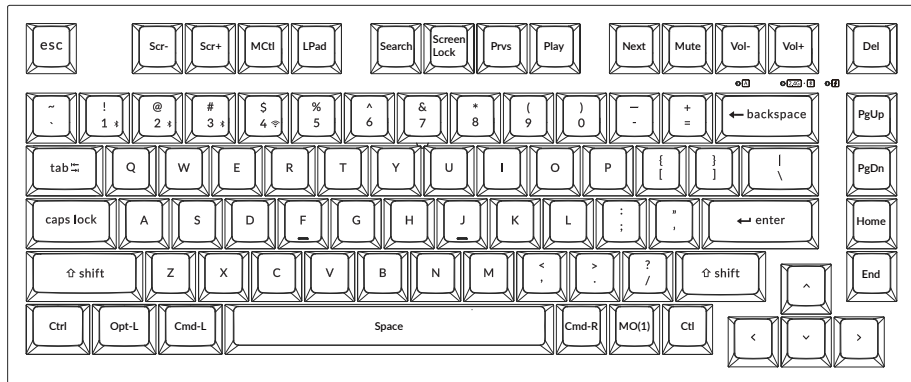
⑦ BT / Cable / 2.4GHz (Mode Toggle)

⑧ Type-C Charging Port

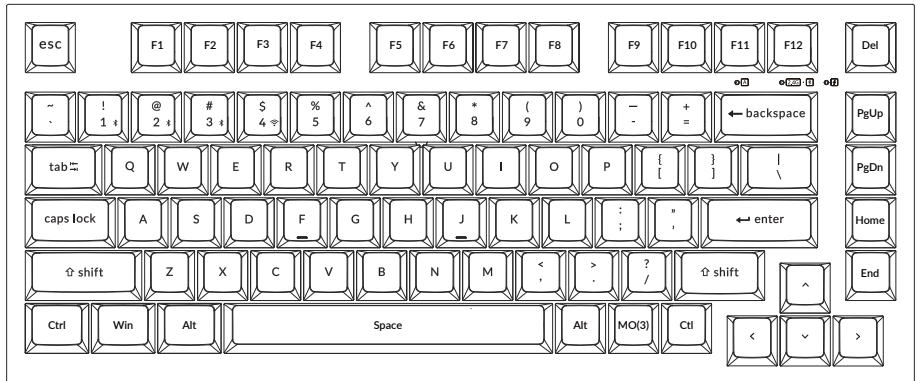
⑨ Receiver Compartment

DEFAULT KEY LAYOUT:

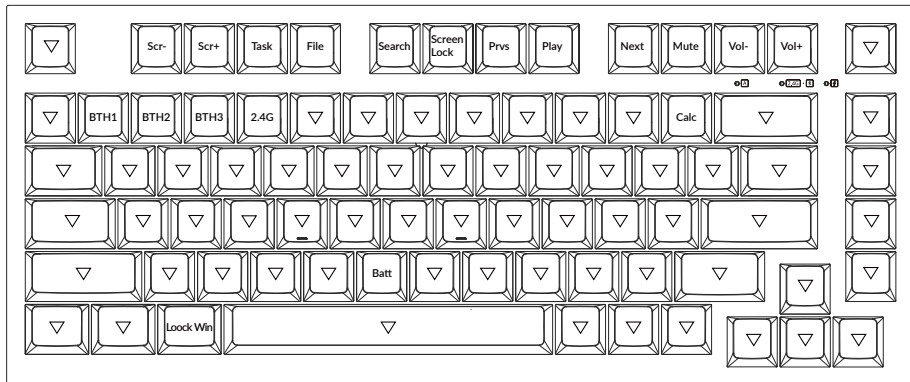
LAYER 0: This layer will be activated when your keyboard's system toggle is switched to Mac.



LAYER 2: This layer will be activated when your keyboard's system toggle is switched to Windows.



LAYER 3: This layer will be activated when your keyboard's system toggle is switched to Windows and press the fn/MO(3) key.



KEY DESCRIPTION

Key Description	
Scr-	Screen Brightness Decrease
Scr+	Screen Brightness Increase
MCtl	Mission Control in macOS
LPad	Launch Pad in macOS
Search	Search
ScrLk	Screen lock
Prvs	Previous
Play	Play/Pause
Next	Next
Mute	Mute
Vol-	Volume Decrease
Vol+	Volume Increase

Key Description	
MO(1)	Layer 1 will be activated when holding this key
MO(3)	Layer 3 will be activated when holding this key
BTH1	Bluetooth Host 1
BTH2	Bluetooth Host 2
BTH3	Bluetooth Host 3
2.4G	2.4GHz Host
Task	Task View
File	File Explorer
Lock Win	Lock Windows Key
Batt	Battery Life
Calc	Calculator

LED STATUS OVERVIEW

Function	LED Location	Status
Charging	Power Indicator	Charging - Static Red Fully Charged - Static Green Low Power - Flashes Red
Bluetooth / 2.4GHz	Bluetooth / 2.4GHz Indicator	Pairing - Slow Blinking Paired - Static Light and then Off (Bluetooth Blue, 2.4GHz Green) Reconnecting - Fast Blinking
Caps Lock	Caps Lock Indicator	Enable Caps Lock - Static Blue Disable Caps Lock - Light Off

FUNCTION DESCRIPTION: CHARGING

Plug the cable into a USB port and plug the other end into the keyboard port. Power indicator: a red light will stay on while charging; fully charged in around 2.5 hours, the light turns green.

*The Keychron keyboard is compatible with all USB ports. Please use a 5V 1A adapter or USB 3.0 for the best performance. The Keychron B31 can be charged in 2.4GHz/Cable/Bluetooth mode.

**This product supports up to 5V charging voltage. We are not responsible for any problems caused by improper charging.

POWER QUERY

Function	LED Location	Status
Power Query (Press and hold "fn+B")	Power Indicator	70%~100% - Static Green 30%~70% - Static Blue 0%~30% - Static Red

2.4GHZ / BLUETOOTH / WIRED MODE (MODE TOGGLE)

2.4GHZ MODE

1. Switch the toggle to the "G" option. Press "fn" + "4" on your keyboard for 3 seconds to activate the 2.4GHz pairing status.
2. Connect the 2.4GHz receiver to your device's USB Port. The keyboard will automatically connect to your device.

FORCED PAIRING:

1. Remove the receiver from your device and switch the keyboard to "G" option to activate the keyboard.
2. Press "fn" + "4" on your keyboard for 3 seconds to activate the 2.4GHz pairing status. Under this status, the 2.4GHz indicator will flash for 3 minutes.
3. Reinsert the receiver into the device and then the keyboard starts to pair with the device. After successful pairing, the 2.4GHz indicator will be off.

*Keep the keyboard within 20 cm of the receiver for optimal pairing.

BLUETOOTH MODE

1. Switch the toggle to the “BT” option.
2. Hold “fn”+“1” key for 3 seconds to activate Bluetooth pairing (the Bluetooth indicator fast flashes for 3 minutes to detect pairing).
3. Search for the Bluetooth device “Keychron B31” on your device and connect it (the Bluetooth indicator goes off after successful pairing).

Note: This keyboard supports pairing up to 3 devices simultaneously via key combination “fn” + “1” / “fn” + “2” / “fn” + “3”.

**The Bluetooth indicator will continue to flash for 3 minutes.*

***Slow or failed connections may exist due to different Bluetooth versions, please make sure all the settings are correct.*

SWITCH BLUETOOTH DEVICES

Short press key combination “fn” + “1” / “fn” + “2” / “fn” + “3” to switch to other device.

RECONNECT:

1. Switch the keyboard to the “BT” option to activate the keyboard.
2. The Bluetooth indicator flashes for 3 seconds and automatically pairs with the last paired device.
3. If the Bluetooth indicator is off, press any key to enter the reconnection mode again.

** The keyboard must have been paired with the device to perform this function.*

WIRED MODE:

1. Switch the toggle to the “” option (it only works when a USB cable is plugged in).
2. Connect our cable with your PC and keyboard.

*Under Wired Mode, keyboard will not enter into Battery Saver Mode.

TURN OFF THE KEYBOARD

Switch the keyboard to the “” option and unplug the power cable.

TROUBLESHOOTING

If unable to pair keyboard to device, confirm that the device you're trying to pair with is Bluetooth-capable. If so, restart the device and try pairing it with the keyboard again.

Note: On a Windows computer, a new Bluetooth connection will sometimes require additional software updates—a process that may still be ongoing after a message appears indicating a successful completion. Wait at least 20 minutes after pairing to make sure all updates are completed before restarting the computer.

Confirm that the device is configured to accept Bluetooth connections (Windows) and supports an external keyboard (HID profile).

Go to Bluetooth Devices > Open Settings and select the following:

Allow Bluetooth devices to find this computer

Allow Bluetooth devices to connect to this computer

Alert me when a Bluetooth device wants to connect

My keyboard isn't working in Bluetooth mode.

For the computer/smartphone:

Go to your device Bluetooth settings>Select the keyboard and remove/delete/unpair it.

Then restart your device.

For the keyboard:

Turn the keyboard off and back on. Then reconnect it to your device.

My keyboard isn't working in 2.4 GHz mode.

Ensure the toggle is set to 2.4 GHz, remove the receiver from your device, and press "fn" + "4" for 3 seconds to force pair, then reinsert the receiver into the device, keeping the keyboard within 20 cm of the receiver for optimal pairing.

Bluetooth connection is interrupted even within 10 meters.

Check if the keyboard is resting on a metal surface that can interfere with the Bluetooth signal.

Third-party input tools are not compatible with the keyboard.

Due to compatibility, versions, brands and drivers of Windows/Android OS, functions of third-party input tools may be affected while using the keyboard. Please make sure your operating system and drivers are up to date.

Certain multimedia keys or function keys do not work.

Functions of certain multimedia keys may be disabled due to compatibility, versions, brands, and drivers of devices.