Wireless OfficeMedia Pro

Keyboard and Ergo Optical Mouse

User's Manual

Version 1.1 2003/02

ID NO: GM8MS9000E



About This Manual

This manual is designed to assist you in installing and using the Wireless Office Keyboard and Mouse. Information in this document has been carefully checked for accuracy; however, no guarantee is given to the correctness of the contents. The information in this document is subject to change without notice.

Edition

1st Edition,

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FEDERAL COMMUNICATIONS COMMISSION STATEMENT

This Equipment has been tested and found to comply with the limits for a class B digital device, pursuant to Part 15 of the Federal Communications Commission (FCC) rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into and outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

This device complies with Part 15 of the 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 that may cause undesired operation.

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INTRODUCTION

Thank you for purchasing the **WIRELESS OFFICE KEYBOARD AND ERGO OPTICALl MOUSE**. This User's Manual contains information that will help you to operate your keyboard as well as answer questions about certain special keys and buttons. Please keep this manual and the Setup CD in a safe place for future reference.

Package Contents

A. Batteries B. Receiver C. Software D. Ergo Optical Mouse E. Keyboard

A



B



C



D



E



SYSTEM REQUIREMENTS

Before installing the Wireless Office Keyboard and Ergo Optical Mouse software, please make sure that the following hardware and software components are installed and correctly set up. The following system specifications are required:

- Pentium 133 or higher processor.
- Microsoft Windows® 98/ME/2000/XP operating system or later.
- Microsoft Internet Explorer 4.0 or later.
- 64MB of RAM is recommended.
- CD-ROM or DVD drives.
- Two AA alkaline batteries for keyboard and two AA alkaline batteries for the mouse.
- To use the new enhanced Office features, you also need:
  - Microsoft Office 97 or later is recommended. (With Word, Excel, Power Point or MS Outlook installed, the wireless Office Keyboard will perform more functions).
  - The enhanced Office features are compatible with a number of other leading applications as well. (If the application function name is the same as the Hot Key printed name, pressing that Hot Key should perform the same function).

Wireless Office Keyboard:

1. INSTALLATION

- Package Contents: Batteries; Receiver; Software; Keyboard; Mouse
- Install the batteries in the keyboard.
- Turn off the computer. Connect the receiver to the desktop.
- Turn on your PC, and then install the software.

INSTALLATION FOR WINDOWS® 98/ME/2000/XP

- Before installing the Wireless Office Keyboard driver, check to see if there are any other keyboard drivers already installed on your system. All other keyboard drivers must be uninstalled BEFORE installing the Wireless Office Keyboard drivers.
- Insert the Driver CD into your CD-ROM drive and the CD will Auto Run. If it does not, please choose (Run) from the Start Menu. The file name on the CD is "**AUTORUN**". The first screen is an introduction. Read it before proceeding to the next step. The software will automatically begin to install to your hard disk in a sub-directory titled **C:\PROGRAM FILES\NETROPA\.** After installation, you will be prompted to restart your computer in order to enable the Wireless Office Keyboard software.
- Click (Finish) and restart your computer. The Wireless Office Keyboard Icon will be activated automatically after Windows restarts.

NOTE: After installing the Wireless Office Keyboard drivers, you must restart your computer, or the Wireless Office Keyboard software will not be enabled.

UN-INSTALLATION

To remove the Wireless Office Keyboard drivers from your system, simply go to **Setting → Control panel → Add/remove programs** and remove "**Office Keyboard**" application software.

2. Wireless Office Keyboard Button Functions

- **Office Application Keys**: Word, Excel, PowerPoint, and Calendar.
- **Internet Buttons**: Back, Forward, Stop, WWW, Email, Favorite, Refresh, and Search.
- **Application Buttons**: My Computer, Calculator, Log Off, Sleep and Power.
- **Multimedia Buttons**: Play/Pause, Stop, V+, V-, Mute, Next track and Pre-track.
- **Clipboard Buttons**: Cut, Copy, Paste, Mark, Back, Forward, Application Switch, Close and Scroll wheel.
- **Enhanced Function Buttons**: Help, New, Open, Save, Replace, Spell, Undo, Redo, Reply, Reply All, Forward, Send and Print.

Please make sure that both the hardware and software requirements referenced on Page 4 are met prior to using any of the Wireless Office Keyboard Buttons.

Function Name		Function Description
	Word	Open Microsoft Word. You can also reassign the Word Hot Key to use a different Application.
	Excel	Open Microsoft Excel. You can also reassign the Excel Hot Key to use a different Application.
	Power Point	Open Microsoft Power Point. You can reassign the PowerPoint Hot Key to use a different Application.
	Calendar	Open Microsoft Outlook, The default is set to Calendar. You can also reassign the Calendar Hot Key to open a different Application.
	Back	Goes back to a previous item that was already viewed in programs that support the “Back” command, such as a Web browser
	Forward	Goes to the next item—if it was previously viewed in the same session, in programs that support the “Forward” command, such as a Web browser.

	WWW	Starts the default Web browser and goes to the home page. If the Web browser is active, it opens the home page. You can reassign the WWW key to start another Web/Home or use a different Application.
	Email	Starts the default e-mail program. Pressing the Mail Hot Key will tell you what the default e-mail program is. You can reassign the mail Hot Key to start another email Program or use a different Application.
	Refresh	Updates the Information on an active Web page or the contents of certain windows.
	Favorite	Opens the Internet Explorer Favorites pane. This is where you can store shortcuts to frequently used files, Web Sites, or other items, for easy access.
	Search	Open the Internet Explorer Search pane.
	My Computer	Opens My Computer. This shows the contents of the floppy disk, hard disk, CD-ROM drive and network drives, etc.
	Calculator	Starts Microsoft Calculator
	Log Off	Opens the log off Windows dialog box. Logging off closes all programs, disconnects the computer from the network, and prepares the computer to be used by someone else.
	Sleep	Puts the system into Sleep mode if the PC supports power management and it is enabled. You can put your computer to sleep by pressing this button directly on your desktop, protecting your data and saving energy. If power management is not enabled, this Hot Key will not work.
	Power	Puts the system into Power-Off mode if the PC supports power management and it is enabled. You can power off your computer with the press of a button. If power management is not enabled, this Hot Key will not work. The Power-On function available depends on how the Motherboard is set

		up. For more information about how your system resumes operation, see the documentation that accompanied your computer or contact the dealer or manufacturer.
	Stop	Stops loading or refreshing a Web page or the contents of certain windows.
	Play/Pause	Switches between Play and Pause of DVD/VCD/MP3/Audio media. Once Pause is pressed, pressing this button again resumes play.
	Stop	Stops playing the media.
	V-	Decreases the computer's sound volume. Turn left to decrease volume.
	V+	Increases the computer's sound volume. Turn right to increase volume.
	Mute	Mutes the computer's sound volume. Press it again to turn the system volume back on.
	Next track	Switches to the next media track. Press once for each subsequent media track.
	Pre-track	Switches to the previous media track. Press once for each preceding media track.
	Cut	Cuts the selected item(s) to the Clipboard.
	Copy	Copies the selected item(s) to the Clipboard.
	Paste	Pastes the previously cut or copied item(s) from the Clipboard.
	Mark	Use the cursor movement directional arrow keys and Mark key to select and Mark item(s).
	Back	Goes back to a previous item you already viewed in programs that support the "Back" command, such as a Web browser.
	Forward	Goes to the next item—if it was previously viewed in the same session in programs that support the "Forward" command, such as a Web browser.

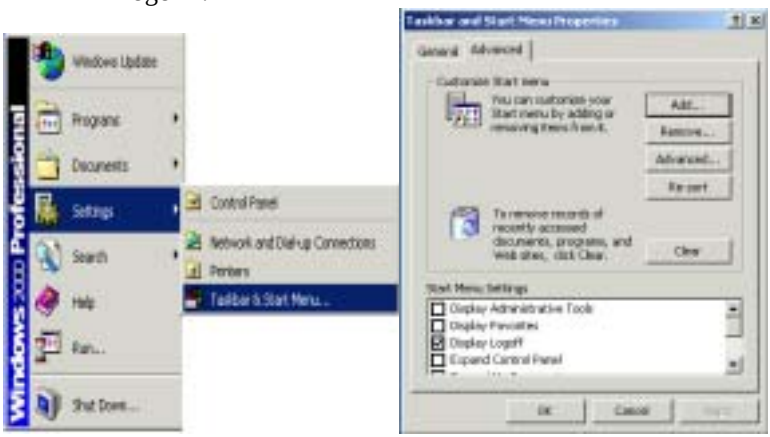
	App Sw	Switches between the active window and a previously opened window.
	Close	Closes the active Windows® Application.
	Scroll Wheel	Provides the same functions as a scrolling mouse.

Note: for the "Log Off" key:

- **For Win 95 / 98 / ME / XP**: Some applications require a great deal of system resources. This can lead to the delayed reaction of the "Log Off" key. If the Log Off dialog window does not open when the key is pressed or only the "Start" menu opens, press "ESC", then press the "Log Off" key again.

- **For Win NT**: The "Log Off" key feature is not available under Win NT.

- **For Win 2000**: The "Log Off" key has to be activated. To do so, proceed as follows: "Settings-Taskbar-Advanced-Display Logoff":



Description of “Pop-up” function (Optional function of Scroll Wheel or Bar)
This is an optional function of the Scroll Wheel. When you press the “Scroll Wheel” or “Scroll Wheel Bar”, it will pop up an Onscreen Menu on your screen. See below:



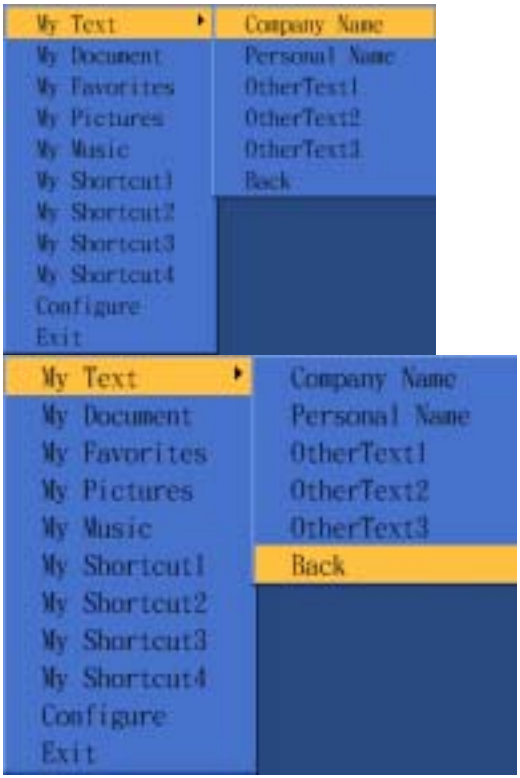
(On Top)

The Onscreen Menu will provide you a quick access to the frequently used text, document or music, etc. You can immediately edit or insert the sentence, name or text with a simple key press, or select the favorite application as if you were using a mouse to scroll and click. You can also shortcut for any frequently used task. Before using the Onscreen Menu, you should configure the frequently used text, task or application first. Please move the scroll wheel to select (click) the “Configure” on the Menu. It will open a dialog box for pre-setting. Please write down the sentence, name or text that you use constantly, or shortcut the application you use frequently. Click “OK” after the setting is done.




(On Top)

Now you can scroll and get a quick access from the Menu. If you select (click) “My Text”, it will pop up another selected items for further choices. See below:



(On Top)

You can insert or paste the frequently used sentence, name or text into any Windows application that on the background (Word, Excel…). If you select “Back”, it will go back to the previous selected items. If you select “Exit”, the Onscreen Menu will close and disappear automatically. See below:



(On Top)

Enhanced Function Keys: (13 Embedded Office Keys that are controlled by the "Office Lock Key")

Office Lock	Office Lock key	Enables the 13 Embedded Office Keys. By default, the function is ON.
	F1: Help	Opens the Help file (if any) for the active window.
	F2: New	Creates a new document in programs that support this command.
	F3: Open	Opens a document in programs that support this command.
	F4: Save	Saves the file in the active window.
	F5: Replace	Searches for and replaces the specified text and formatting.
	F6: Spell	Starts the spell-checking program in the active document, if the document's program has this feature.
	F7: Undo	Reverses the last command or deletes the last entry typed or action taken.
	F8: Redo	Redoes the previously undone action.

	F9: Reply	Replies to the e-mail in the active window. (For MS Outlook or Outlook Express.)
	F10: Reply all	Replies all to the e-mail in the active window. (For MS Outlook or Outlook Express.)
	F11: Forward	Forwards the e-mail in the active window. (For MS Outlook or Outlook Express.)
	F12: Send	Send the e-mail in the active window. (For MS Outlook or Outlook Express.)
	Print Scn: Print	Prints the file in the active window.

IMPORTANT NOTES REGARDING SOFTWARE SUPPORT:

- Keys that don't need any software support while running under Windows®98 or later are: Enhanced Function Keys, Cut, Copy, Paste, Mark, Application Switch, Close, My Computer, Log Off, Sleep and Power.
- Keys that don't need any software support while running under Windows® ME/2000/XP are: Back, Forward, Internet Keys and Multimedia Keys.
- Keys that need software support while running under any windows OS are: Office Applications Keys, Scroll Pad and Calculator.

About the PLAY Function

The **PLAY** function can play all Audio/Video/DVD compact discs, and video files (.AVI, .MPG, .MOV). Once a disc is inserted into the CD-ROM drive, press the **PLAY** button and the software automatically detects whether the disc is an Audio CD or a Video/DVD CD. If there is no disc inserted and the **PLAY** button is pressed, a dialog box will appear to help you find and select a video file to play.

NOTE: If two CD-ROM drives are installed in your system, only the default drive can be controlled.

About the function

This function will be changed when the status alter, as below:

status "ON"→ When you press the key, you can input the "**€".**

status "OFF"→You can change the "Num Lock" status.

3. Setting Wireless Office keyboard and Program

A. Make sure the receiver cable (purple) is plugged into the PS/2 keyboard port and the other cable (green) is plugged into the PS/2 mouse port.

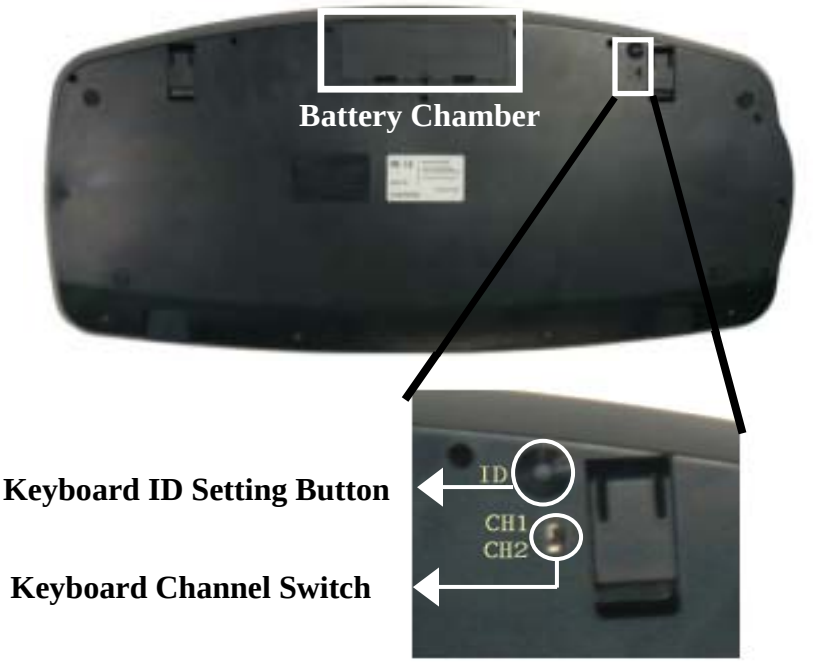
B. Establish communication between the receiver and keyboard. The bottom of the receiver has a channel switch. The bottom of the keyboard also has a channel switch. When the receiver's switch setting on CH1, then the keyboard and mouse's channel switch should be setting on CH1 (The channel default setting is on CH1). See the photograph below. **If the keyboard and mouse setting different channel with receiver, then they won't work normally.**



Receiver ID Setting Button



Receiver Channel Switch



C. The bottom of the receiver and keyboard both has an ID setting button. Press the ID button on the receiver first; then the receiver's Bat. Low LED will glitter (about 0.5 second glitter one time). Then press the ID button under the keyboard. The receiver's Bat. Low LED will stop glitter; it means the keyboard's setting up is completed. **NOTE: When you replace the batteries, remember to reset again!**

D. This type of wireless keyboard and mouse can work in two radio frequency channels. You may need to switch channel, for example, if the signal from your keyboard is conflicting with that from other users close by. To change channel, please refer to Step B.

Setting Program:

This section describes how to use the Wireless Office Keyboard setting program. Once the software installation for the Power Office Keyboard is

completed, the icon  is shown on the Windows® taskbar. It allows you to launch any application and several functions of your computer by simply clicking a single button on your **KEYBOARD**. Right click on the (**Office Keyboard Icon)** to activate a menu with options to configure the **Onscreen Display** and **Office Keyboard Software**.

LED ICONS

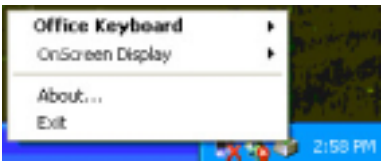
Those three Icons (as below) will be showed on system tray when the Office Keyboard installation is completed, you can know their status on screen.

	Number Lock ON		Number Lock Off
	Caps Lock ON		Caps Lock Off
	Scroll Lock ON		Scroll Lock Off

OFFICE KEYBOARD BUTTONS



Left-click the icon  on the taskbar of Windows® to activate the Office Keyboard Buttons. The 12 Office Keyboard buttons and an Exit button are labeled according to their corresponding Icons. Left-click an Onscreen button to define a key and then press the Hotkey on the keyboard to perform the function that you defined.



WIRELESS OFFICE KEYBOARD

➢ Configure Buttons

When you activate the **Wireless Office Keyboard** and select **the Configure Buttons Item**, you will see a 3D image on the screen. In this mode, you can customize the functions of the **Wireless Office Keyboard**. With your mouse, click one of the Hot Key Buttons and you will see the default functions of that button. When the **Wireless Office Keyboard** is in Button Configuration Mode, **left-clicking one of the 3D Keyboard Image Keys** that is user definable will bring up a dialog box for customizing that button or key.

➢ Enable Taskbar Icon

Click this option to show or hide the Office Keyboard Icon on the Taskbar. Clicking the 3D image option will also enable the Taskbar Icon.

➢ Close

Click this option to stop the **Wireless Office Keyboard** functions. All hot key functions will be disabled and the **Wireless Office Keyboard icon** will change color. When you left-click the **Wireless Office Keyboard icon** again, the hot key functions will be enabled.

ONSCREEN DISPLAY

➢ Enable/Disable

This option toggles the Onscreen Display on and off.

➢ Select Color of Text

This option opens a dialog box that will help you select a color for the Onscreen Display text.

➢ Select Font

This option invokes a dialog box for selecting the font for the Onscreen Display. You may select any installed True-Type font for Windows® 98, ME, 2000 and XP.

➢ Settings

This option allows you to select the size of the characters and icons used in the Onscreen Display. You may also change the time-out value for the

display. This is the time that the display remains on the screen after a hot button is pressed.

ABOUT

Click this option to get information about the **Office Keyboard** software version.

EXIT

Clicking the **EXIT** button will close **Office Keyboard Software** and remove it from your computer's memory. If you want to reload the **Office Keyboard Software**, you must restart your system or click on the *Start Menu* and select *Programs* to locate the **Office Keyboard Icon** and click it.

4. Patent List for Office Keyboard

Patent Name	Country	Patent Nor.	Patent Owner
Office Clipboard Block	China	01219701.7 Pending	ORtek
	USA	09/838223 Pending	ORtek
	Germany	20106926.1	ORtek
	Taiwan	Pending	ORtek
	Japan	Pending	ORtek
Office Purpose Keyboard	Germany	20113043.2 Pending	ORtek
	USA	09/917690 Pending	ORtek
	Japan	Pending	ORtek
	China	ZL01227259.0	ORtek
	Taiwan	Pending	ORtek

Other Patent Names are in the process of pending.
*All other brand or product names are trademarks or registered trademarks of their respective owners.

WIRELESS ERGO OPTICAL MOUSE:

1.INSTALLATION

- Install the batteries in the mouse.
- Turn off the computer. Connect the receiver to the desktop.
- Turn on your PC, and then install the software.

INSTALLATION FOR WINDOWS® 98/ME/2000/XP

- Before installing the Wireless Ergo Optical Mouse driver, check to see if there are any other mouse drivers already installed on your system. All other mouse drivers must be uninstalled BEFORE installing the Wireless Ergo Optical Mouse drivers.
- Insert the Driver CD into your CD-ROM drive and the CD will Auto Run. If it does not, please choose (Run) from the Start Menu. The file name on the CD is "**AUTORUN**". The first screen is an introduction. Read it before proceeding to the next step. The software will automatically begin to install to your hard disk in a sub-directory titled **C:\PROGRAM FILES\Magic Function\.** After installation, you will be prompted to restart your computer in order to enable the Wireless Ergo Optical Mouse software.
- Click (Finish) and restart your computer. The Wireless Ergo Optical Mouse Icon will be activated automatically after Windows restarts.

NOTE: After installing the Wireless Ergo Optical Mouse drivers, you must restart your computer, or the Wireless Ergo Optical Mouse software will not be enabled.

UN-INSTALLATION

To remove the Wireless Ergo Optical Mouse drivers from your system, simply go to **Starting → Program Files → Magic Function** and choose "**Uninstall Magic Function program**" application software.

2. WIRELESS ERGO OPTICAL MOUSE FUNCTIONS

An Optical Mouse Function icon will be shown in system tray after Magic Function has been installed. Appears " ERGO Optical Mouse" as the Hint when mouse comes over it.

- A Pop-up Menu will appear with a mouse right-clicking of Ergo Optical Mouse icon in system tray.

The Pop-up Menu contains:

- Option: To bring up the options dialog box for you to program Mouse AP.
- Show/Hide Ergo Optical Mouse Icon: Show/Hide Ergo Optical Mouse Icon and the default setting is "Show"
- Help: Launch Help file of Magic function.
- About: Information about the driver
- Exit: Exit “Magic function” program

- Magic Function Configuration:
  - The Magic Function configuration tool will be located in the "Mouse Properties" from the MS "Control Panel"

3. SETTING WIRELESS ERGO OPTICAL MOUSE AND PROGRAM

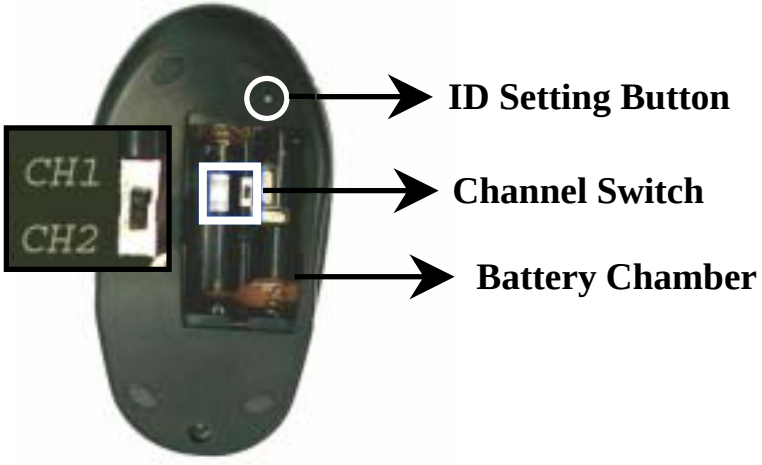
Setting Wireless Ergo Optical Mouse:

A. Make sure the receiver cable (purple) is plugged into the PS/2 keyboard port and the other cable (green) is plugged into the PS/2 mouse port.

B. Establish communication between the receiver and keyboard. The bottom of the receiver has a channel switch. The bottom of the keyboard also has a channel switch. When the receiver’s switch setting on CH1, then the keyboard and mouse’s channel switch should be setting on CH1. **If the keyboard and mouse setting different channel with receiver, then they won’t work normally**. See the photograph in next page.

C. The bottom of the receiver and mouse both has an ID setting button. Press the ID button on the receiver first; then the receiver’s Batt Low LED will glitter (about 0.5 second glitter one time). Then press

the ID button under the mouse. The receiver's Batt Low LED will stop glitter; it means the mouse's setting up is completed.
NOTE: When you replace the batteries, remember to reset again!



D. This type of wireless keyboard and mouse can work in two radio frequency channels. You may need to switch channel, for example, if the signal from your mouse is conflicting with that from other users close by. To change channel, please refer to Step B.

Setting Program:

This section describes how to use the Wireless Ergo Optical Mouse setting program. Once the software installation for the Wireless Ergo Optical Mouse is completed, the icon is shown on the Windows® taskbar. Right click on the **(Ergo Optical Mouse Icon)** to activate a menu with options to configure the **Magic Function Software**.

5-1. ***Magic Function:*** Configuration tool provided for you to design the mouse functions.

5-2. ***Mouse Buttons:*** There are 4 buttons of Magic function for Wireless Ergo Optical Mouse. And you can select the functionality of these buttons.

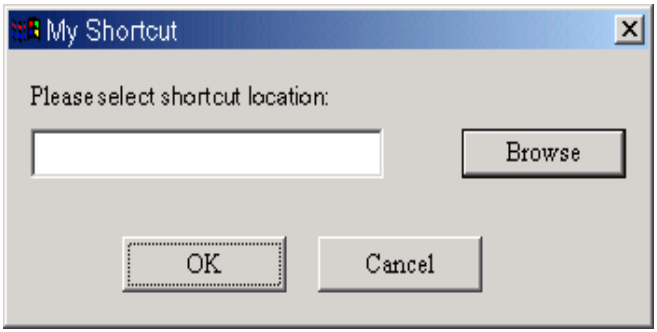
5-3. ***Function Assignment:*** There are totally 27 functionalities listed as the following and you can select one of them easily in this drop-pop menu.

1.Calculator	2.Copy	3.Copy/Paste	4.Control Panel
5.Cut	6.Display Property	7.Dos Shell	8.Eject
9.Email	10.Enter	11.File Explore r	12.F1-F12
13.Media Wheel	14.My Document	15. My Shortcut	16.Next Track
17.Paste	18.Play/Pause	19.Previous Track	20.Property
21.Screen Saver	22.Stop	23.Switch Window	24.System Property
25.Undo	26.Volume Control	27.WWW	

5-4. ***Load Default Setting:*** Easily for you to get the Default Setting of Media Wheel

For *My Shortcut functionality:*

When you select this functionality, the dialog, as the following will pop-up.

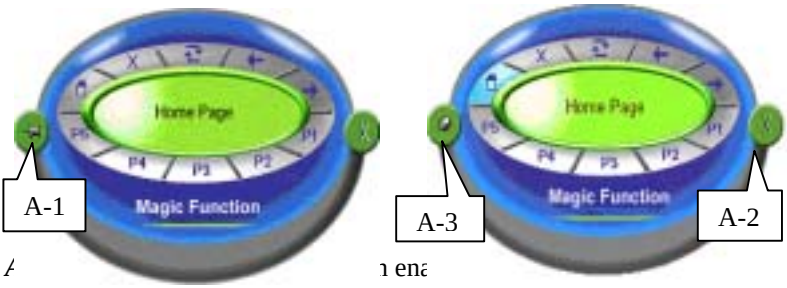


By clicking the browse button Browse, end-user can select an execution file to be launched by the assigned button.

After you assigned the shortcut, below dialog box will appear to indicate you that Shortcut location you selected.

MAGIC FUNCTION

The below Interface will pup-up when you assign the button function as "Magic Function".



A-1: To enable Magic Function UI to appear on the screen or disappear when mouse move away.

A-2: To close the Magic Function.

- The Media Wheel UI will come with function Hint in the central and change the color when you move mouse over the UI.
- The 10 functions of Magic Function includes:
  - 1-5 → 5-fix functions for Internet control functions, such as Home, Stop, Refresh, Back and Forward.
  - P1-P5 → 5 programmable functions for you to define easily.

  And the default functionality of P1-P5 is as the following:
  P1: Launch the application of E-mail
  P2: Launch File Explorer
  P3: Open Control panel
  P4: Open My document
  P5: Open the Help file of Ergo Optical Mouse

Right-click the button of UI to bring the Magic Function setting dialog box.

TROUBLESHOOTING

If you have any problems using the Wireless office keyboard and optical Mouse, please consult the Troubleshooting Guide below to see if your problem is listed.

➢ **Wireless Product Does Not Work**

- Make sure you have connected the receiver correctly (please refer the setting up a wireless optical mouse). **For optimal performance, place the receiver at least 8 inches or 20 centimeters away from other electrical devices, such as the computer, the computer monitor, or external storage drives.**
- Make sure you have installed the batteries correctly. Check to make sure the batteries you have installed are not dead. Try the batteries in another device.
- If you are working on a metallic surface, try moving the receiver closer to the mouse or standing the receiver on its side.
- Try unplugging then reconnecting the receiver cable to the computer.

➢ **Wireless Product Is Not Detected**

- Make sure the receiver cable (purple) is plugged into the PS/2 keyboard port and the other cable (green) is plugged into the PS/2 mouse port .**Do not plug or unplug the receiver cable while the computer is running.**
- In Windows you may have other system devices that conflict with the mouse, trackball, or keyboard. Check the IRQ/address settings of these devices for conflicts, and change the settings as required. Refer to your computer documentation to make these changes.
- Try unplugging then reconnecting the receiver cable to the computer.

➢ **Non-Wireless Pointing Device Is Not Detected**

- Make sure the mouse cable is plugged into the right port - PS/2.
- In Windows you may have other system devices (e.g., a modem card) that conflict with the mouse. Check the IRQ/address settings of these devices for conflicts, and change the settings as required. If the problem persists, please contact technical support.

➢ **Screen Cursor Does Not Move Properly**

For wireless devices, try changing the position of the receiver. It is possible that the receiver may be too far from the mouse. Or the computer monitor (or a large metal object) may be interfering with the receiver's radio reception. Also, the batteries may be low. Check the batteries as described previously. You may also need to re-establish the connection between the mouse and its receiver. To do this, first press the Channel button on the receiver, and then press the Channel button on the bottom of the mouse.

If you are using a mouse with optical technology and your tabletop surface is red in color or is highly reflective like a mirror, your tabletop surface may be interfering with the optical sensor of the mouse. Try using a traditional mouse pad, or use the mouse on a different tabletop surface.

➢ **The Office Keyboard software is not working properly.**

The Hot Key functions do not work after installing the Office Keyboard Software. Please make sure you have no other drivers installed for another brand of keyboard that uses Hot Key drivers. If so, you must un-install the other driver and then reinstall the Office Keyboard Software to fix the problem. (See next item)

➢ **Add/Remove Office Keyboard Software and Re-Install**

After you have installed the Office Keyboard software, the Office Keyboard Icon will display on system tray. If you want to re-install the software for any reason, you must delete the Office Keyboard software drivers from your system. Right-click the mouse button on the Office Keyboard Icon and choose EXIT. Next, open the Control panel from the Start menu and then select (Add/Remove) to delete the Office

Keyboard software. This will remove the drivers from your system. Now you must restart your system and re-install the software drivers.

Note: You must use this procedure if you want to upgrade your Office Keyboard functions or the software does not work properly.

- **Cannot use the Microsoft Windows default shortcut keys function.**

The OFFICE KEYBOARD software driver will share some Windows OS default short cut key function resources. Once the OFFICE KEYBOARD drivers are installed, the following five (5) combination keys cannot be used; you must choose another combination.
"CTRL+ALT+E", "CTRL+ALT+P", "CTRL+ALT+O", "CTRL+ALT+D", "CTRL+ALT+C".

****If you still cannot solve your problem, please contact with your local dealer. ****