USER' S GUIDE

(Version 1.2)

COMPLETE CORDLESS SOLUTION FOR SMART OFFICE KEYBOARD AND MOUSE

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Table of Contents

1. Introduction:.....2

2. System Requirement:.....2

3. Quick Hardware Installation:.....3

4. Software Driver or Application Installation:.....5

5. Feature and Function Description:.....6

6. Smart Office Keyboard Software:.....15

7. Troubleshooting:.....18

8. Patent Descriptions:.....26

Congratulations on your purchase of this cordless RF keyboard and mouse kit. This keyboard and mouse will finally free you of the constraints of your desktop by providing a cordless connection between your keyboard/mouse and your PC. This User's Guide contains all information that helps you to operate your cordless keyboard/mouse. In order to enjoy your cordless RF Smart Office keyboard and mouse to their full potential we recommended you read this Guide carefully prior to installation. Please keep the CD Title in a safe place for future maintenance after installation.

1. Introduction:

This cordless RF keyboard and mouse kit consists of a Smart Office Keyboard, a mouse and a compact receiver（build with optional three feet pedestal）. The cordless smart office keyboard and mouse can operate freely within a radius of at least 6.5 feet （Typical）from the compact receiver, which itself use radio frequencies to transmit the cordless signal it has no constriction on viewing angles. The kit also offers more extra functionality greater efficiency and productivity when working with a PC. Now you have more hot keys including "Office Key Zone", "Internet Key Zone", "Multimedia Key Zone", "Clipboard Key Zone" and "Application Key Zone" that make your job more easy and quick access by a simple press of a key.
The Navig. Wheel bar builds on the keyboard, it allow you to scroll up & down and with an optional "Pop-up" function that provides you an OnScreen Menu for quick access to frequently used text, tasks or application--with a simple scroll and click as if you were using a mouse. When using computer, as with many activities, you may experience occasional discomfort to your hands, arms, shoulders, neck, or other parts of the body. When using Smart Office Keyboard; eventually, you will not need taking your hand off the keyboard as frequently as when using a mouse. It saves up to 70% of the time and effort involved in continually changing over from the keyboard to the mouse. Moreover, reduced typing activities and movements between keyboard and mouse can prevent "Repetitive Stress Injure". By using Smart Office Keyboard you will not only experience and enjoy the most powerful and user-friendly input device, but also the personalized configuration and comfort.
Smart Office Keyboard is compatible with Office 97/2000/2002XP、Some future applications and Win95/98/ME/NT/2000/XP or later operation systems. NO driver is required except the models with scrolling function, as scroll wheel requires the driver in order to activate this function. The "Word", "Excel", "Power Point", "Calendar" and "Calculator" keys also require a shortcut. Basically you can just install "Smart Office Keyboard" per plug and play without necessitating a driver, or install the driver to empower the keyboard with additional functions.

What's in this package：

- **A cordless smart office keyboard**
- **A cordless mouse**
- **A compact receiver（build with three feet pedestal）**
- **A driver CD**
- **Quick Installation Guide**
- **Batteries（3pcs of AA；2pcs of AAA）**

Go Top

2. System Requirement:

- Microsoft Windows 95 / 98 / ME/ 2000/ XP or later；NT4.0 with Service Pack 6 or later

- Microsoft Office 97 / 2000 / XP or later (Recommended not require)
- Microsoft Internet Explorer 5.0 or later (Win98 or later build-in already)
- CD-ROM or DVD drive（for CD and Video operation）
- Standard sound card for CD and Video operation (Recommended not require)
- Two available PS/2 port, If build with optional "PS2 to USB adapter", it require one available USB port support.

Note:

- "Sleep" hot key functionality on the keyboard that is only available if your system supports power management (ACPI), if this is enabled and all the peripherals (e.g. VGA, Sound card…) are compatible with the power management.
- The Windows NT cannot support USB function. So, the Keyboard only supports PS2 port while running on Windows NT system.

Go Top

3. Quick Hardware Installation:

- **PS2 only and without optional "PS2 to USB adapter"**

1. **Make sure your PC is switch off. Connect the receiver to your PC by plugging in the receiver's green connector into the mouse port of your PC and the purple connector into the keyboard.**
2. **Take the Keyboard and make sure the batteries on the back are installed correctly.（Follow the polarity signs in the battery compartment.）**
3. **Take the mouse and make sure the batteries on the back are installed correctly.（Follow the polarity signs in the battery compartment.）**
4. **Turn On your PC, the mouse and keyboard (expect special hot key and wheel）will work properly.**
5. **In case you got trouble, try the alternate channel for the receiver, keyboard and mouse in case the initially selected channel（by factory）appears to work improperly, other devices in the vicinity of the receiver may cause interference. You can follow the below description to change channel and ID and fix the problem.**

- **Channel and ID Setting**

1. **Press connection push button on the top side of receiver once. The receiver connection light will flash and wait for connect with keyboard and mouse.**
2. **Press connection push button on bottom side of the keyboard once. The connection process start（set new channel and ID）and receiver connection light will change the flashing speed then back to normal speed after the connection successful.**
3. **Press connection push button on the bottom side of the mouse once. The connection process start（set new channel and ID）and receiver connection light will change the flashing speed then remain steadily lit after keyboard /mouse connection successful**

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together.

4. **For normal operation, the receiver connection light for show data transmition status, got one data package will flashing once while keyboard or mouse in used.**
5. **When the keyboard/mouse batteries are low, the receiver will alert by flashing the connection light also.**
6. **Hold connection push button on the top side of receiver at least 5 sec. It will reset the channel & ID to factory default setting.（normally not require you to set this function）**

- **Keyboard bundle with "PS2 to USB adapter" (option accessory)**

Keep System power on and Windows OS in active mode. Plug the PS2 connector into adapter and then Plug the USB connector into System USB port (hot plug).After a while, Windows OS will search the new USB HID product and load the USB HID device driver automatic. Sometimes it needs the Windows operation CD. Follow the instruction for the installation. The keyboard basic function will work properly（except some adding hot key functions） after the USB HID device driver installed.

Special Skill for installs the USB product:

PS2 is plug and play but for USB peripheral devices that need "HID" recognization process.

If you use the USB product for the first time, the hot-plug process will need your Windows operation CD and "mouse or keyboard" for selection. Please keep one of your old input device (keyboard or mouse) plugs in System original port; it will help you to complete the hardware install process. If not, the "PS2 to USB adapter" cannot work before complete the process. However, you can remove all old product from System after complete the install process.

You can install the USB keyboard or mouse step by step and just plug in one product one time; keep another product (like mouse) still on System PS2 port for select the "install select items", It is the best way and easier to complete the hardware install process.

- **Remarks：**

1. **The keyboard uses 3pcs standard alkaline（AA）1.5V batteries, and the mouse uses 2pcs standard alkaline（AAA）1.5V batteries**
2. **Battery life is approximately 3-4 months, depending on the intensity of usage.**
3. **Make sure the receiver is placed in a location relatively free of strong electromagnetic or transmission sources in order to ensure optimal reception of the keyboard and mouse signal. It is strongly recommended, don' t place the receiver near the monitor, as the magnetic field produced by monitor will interfere the receiver working and cause data reading error or missing; however, the PC system metal housing will interfere the receiver working also, to place the receiver in front of the monitor in order to prevent signal disturbance from the monitor.**

Warning：
Standard alkaline may explode or leak if recharged or disposed of in fire.

Go Top

4. Software Driver or Application Installation:

In order to take advantage of the special button functionality of the keyboard and more function for mouse you will have to install the keyboard/mouse driver which is located on the driver CD included in the box. The software installation is done simply using the enclosed CD. In the follow steps:

- Any existing keyboard drivers must be completely removed, if you have it.
- Insert the driver CD in the CD-ROM drive. And the CD title will run automatically. The first screen is an introduction and some selected items. To select the "installation" or select "target product's driver", the installation process will start automatically. If the CD does not run automatically, please open the "Start" menu, click on "Run", then select the right driver, e.g. "D:\Autorun", and confirm with ENTER.
- An introduction appears in the first window. Click on "Continue".
- The keyboard software is automatically installed in the following sub-directory: "C:\Programs\Files\Netropa".
- You should install the keyboard and mouse driver one by one. Restart your PC once after each installation is completed. Please note that you must restart your computer in any case so that the "Smart Office Keyboard" software is executed and you can use your keyboard to its full extent. You can found the mouse/keyboard user's guide from this CD.
- You can re-assign hot keys from 3D OnScreen Display picture to launch any applications or web site for personal need.
- This installation takes over a minimum size of your OS resources and requires little space on the hard disk.

Go Top

5. Feature and Function Description:

5-1. Overview of Feature

- **RF frequency：27 Mhz.**
- **Dual channel（each channel contain 256 sets ID） radio frequency selection automatic. The dual channel and extra ID-recognition functions help to protect against interference from other RF product in the same environment.**
- **Easy installation and low data lose：Default channel and ID support, it not require user to press any Connection button while first installation.**
- **Battery life：Keyboard for 4 months（typical）, mouse 4 months（typical） .**
- **3 key、5 key mouse support（ball or optical optional）.**
- **The receiver unit has LEDS to indicate when data is being transmitted, and Number lock、Caps lock、Scroll lock and battery low alert are in operation.(optional)**
- **OnScreen display for show Number lock、Caps lock、Scroll lock、Office lock and battery low alert are in operation.(optional)**
- **Special power key support that with capability to update and report the battery low information. (optional)**
- **Effective distance：base on different environment, Keyboard 2M/6.5’（typical） and Mouse 2M/6.5’（typical）; Keyboard 3M/9’（Max.） and Mouse 3M/9’（Max.）**
- **Special Sleep/Awake and power key support：User should press and hold the Sleep or Power key 3 sec at least for generates functions, it refrain error action from user involuntary touch.**
- Special Connection button support, it let user can setup hardware back to factory default or change channel or ID code.
- User friendly design for anti-RSI (Repetitive Stress Injure)
- 70% of time saving on typing and movements between keyboard and mouse
- 1 office lock + 12-15 office keys for “Office Key Zone” (Enhanced Function Keys)
- Up to 4 hot keys for “Office Application Key Zone”
- Up to 8 hot keys for “Internet Key Zone”
- Up to 7 hot keys for “Multimedia Key Zone”
- Up to 8 hot keys for “Clipboard Key Zone”
- Up to 5 hot keys for “Application Key Zone”
- ”Navig. Wheel” can scroll up & down, with an optional “Pop-up” function.
- “€” Euro dollar sign one key direct access
- PS2 and USB port combination functions available (PS2 to USB adapter--option)
- Compatible with Win95/98/ME/NT/2000/XP、Office 97/2000/XP and some applications.
- No driver required for Win ME/2000/XP or later except the scrolling function and the office application keys.
- FCC, CE, Windows Logo approved

5-2. Overview of all hot keys

Hot keys are unique keys for fast and direct access to programs, files or commands. Using hot keys can increase your productivity as you do not have to take your hands off the keyboard so frequently, e.g. to use the mouse.

The type of Hot keys available depend on the keyboard model and the operating system used. The following list shows the icon on each hot key and the standard assignment of the hot keys, many of which can, however can be reconfigured using the Smart Office Keyboard Software (see 6-1-1).

Icon & Hot Key Descriptions			Ez-800RF serials	Ez-7000RF serials				
Office & Office Application Key Zone		**Office Lock Key**	✣	✣				
		Help	✣	✣				
		New	✣	✣				
		Open	✣	✣				
		Save	✣	✣				
		Replace	✣	✣				
		Spell	✣	✣				
		Undo	✣	✣				
		Redo	✣	✣				
		Reply	✣	✣				
		Reply All	✣	✣				
		Forward	✣	✣				
		Send	✣	✣				
		Print	✣	✣				
		*Bold	◆	◆				
		Word	✣	✣				
		Excel	✣	✣				
		Power Point	✣	✣				
		Calendar	✣	✣				
		Euro Sign	✣	✣				
		Back	✣	✣				
		Forward	✣	✣				
Internet Key Zone		Stop	✣	✣				
		WWW	✣	✣				
		Email	✣	✣				
		My favorite	✣	✣				
		Refresh	✣	✣				
		Search	✣	✣				
		Play/Pause	✣	✣				
		Stop	✣	✣				
Multimedia Key Zone		Volume up	✣					
		Volume down	✣					
		Mute	✣					
		Pre-track	✣	✣				
		Next track	✣	✣				
		Eject		✣				
		Volume Wheel, Mute		✣				
		Volume Wheel, Mute		✣				
		Power	✣	✣				
		Sleep	✣	✣				
Application Key Zone		Log Off	✣	✣				
		My computer	✣	✣				
		Calculator	✣	✣				
		Cut	✣	✣				
		Paste	✣	✣				
		Copy	✣	✣				

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		Copy	✦	✦				
		Mark	✦	✦				
		Forward	✦					
		Toggle	✦	✦				
		Close	✦	✦				
		Navig. Wheel		✦				
		Navig. Wheel Bar	✦					

Note:

- *Bold---due to Windows OS only available for Brazilian, Spanish, Portuguese and Ez6000 US version.
- *Bullets---due to Windows OS only available for Ez6000 US version.
- *Task Pane--- due to Windows OS only available for Ez6000 US version.
- ✦ The BLUE keys require no driver support under Win95 or later.
- ✦ The GREEN keys require no driver support under Win ME / 2000 / XP.
- ✦ The RED keys or functions require a driver support under any Windows operation system.

5-3. Description of Office Key Zone

For the enhanced function keys, there are12-15 embed office keys that are switched by "" Office Lock Key to assign the normal function keys or the office keys.

	Office Lock Key	Switch the function from the normal function keys (LED off) to the enhanced function keys (LED on)
	Help	Open the Help file in the active application that provides this feature.
	New	Create a new document in the active application that provides this feature.
	Open	Open a document in the active application that provides this feature.
	Save	Save the document currently open and in focus. The target application should provide this feature.
	Replace	Search for, replace and go to the specified text and formatting in the active application.
	Spell	Star the spell-checking program in the active application that provides this feature.
	Undo	Undoes the last action you carried out in the application you are working in. You can press this key several times to undo multiple actions.
	Redo	Reverses the action of the Undo command. If you have used undo several times, you can press this key several times to reverse all of the undo actions. Note: If got some problems, please refer to the below trouble-shooting (The embedded Office keys do not work).
	Reply	Creates a Reply to an e-mail you have received. The reply is created to either the e-mail currently open and in focus, or the e-mail highlighted in your Inbox；For MS Outlook and Outlook Express recommended.

	Reply All	Creates a 「Reply All」 to an e-mail you have received. The 「reply all」 is created to either the e-mail currently open and in focus, or the e-mail highlighted in your Inbox；For MS Outlook and Outlook Express recommended.
	Forward	Forwards an e-mail you have received. The e-mail forwarded is either tha currently open and in focus, or the e-mail highlighted in your Inbox；For MS Outlook and Outlook Express recommended.
	Send	Sends an e-mail you have written. The e-mail sent is that currently open and in focus；For MS Outlook and Outlook Express recommended. Note: Press the Send button completes the e-mail and moves it to your Outbox for transmission. Depending on your setup, e-mail in your Outbox may be sent automatically to the recipients, or you may have to manually establish a dialup connection to send them.
	Print	Prints the document currently open and in focus. The Windows print dialog box is displayed for you to specify your print requirement.
	*Bold	Bold or un-bold the characters you marked in the active application.
€	Euro Sign	Press one key to display Euro sign mark.

5-4. Description of Office Application Key Zone

	Word	Open Microsoft Word This hot key can be configured to another application for user' s need
	Excel	Open Microsoft Excel This hot key can be configured to another application for user' s need
	Power Point	Open Microsoft PowerPoint This hot key can be configured to another application for user' s need
	Calendar	Open the Calendar of Microsoft Outlook This hot key can be configured to another application for user' s need

5-5. Description of Internet Key Zone

	Back	Go back to the previously viewed item in programs that support the "Back" command, such as a Web browser
	Forward	Go 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
	Stop	Stop loading or refreshing a Web page or the contents of a particular window
	WWW	Start the default Web browser or go to the Home Web page. If the Web browser is already activated it opens the Home Web page. You can reassign the WWW key to start another Web browser, another Home Web page or another application.
	Email	Start the default e-mail program. If you are not sure what the default e-mail program is, press this key to find out. You can reassign the Email key to start another e-mail program or another application.
	My favorite	Open the Internet Explorer Favorites pane. This is where you can store shortcuts to frequently used files, websites or other items for easy access.
	Refresh	Update the information on an active Web page or the contents of a particular window.

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	Search	Open the Internet Explorer Search pane

5-6. Description of Multimedia Key Zone

	Play/Pause	Play or Pause music or a movie. Once paused, press this key again to resume playing.
	Stop	Stop the music or movie that is playing.
	Volume up	Hold down this key to quick increase the volume.
	Volume down	Hold down this key to quick decrease the volume.
	Mute	Turn off the sound. Press again to turn the sound back on.
	Pre-track	Switch to the next media track. Press once for each subsequent track.
	Next track	Switch to the previous media track. Press once for each preceding track
	Eject	Eject the CD from the CD-Rom drive
	Volume Wheel, Mute	Increase, decrease, Mute the volume.

5-7. Description of Application Key Zone

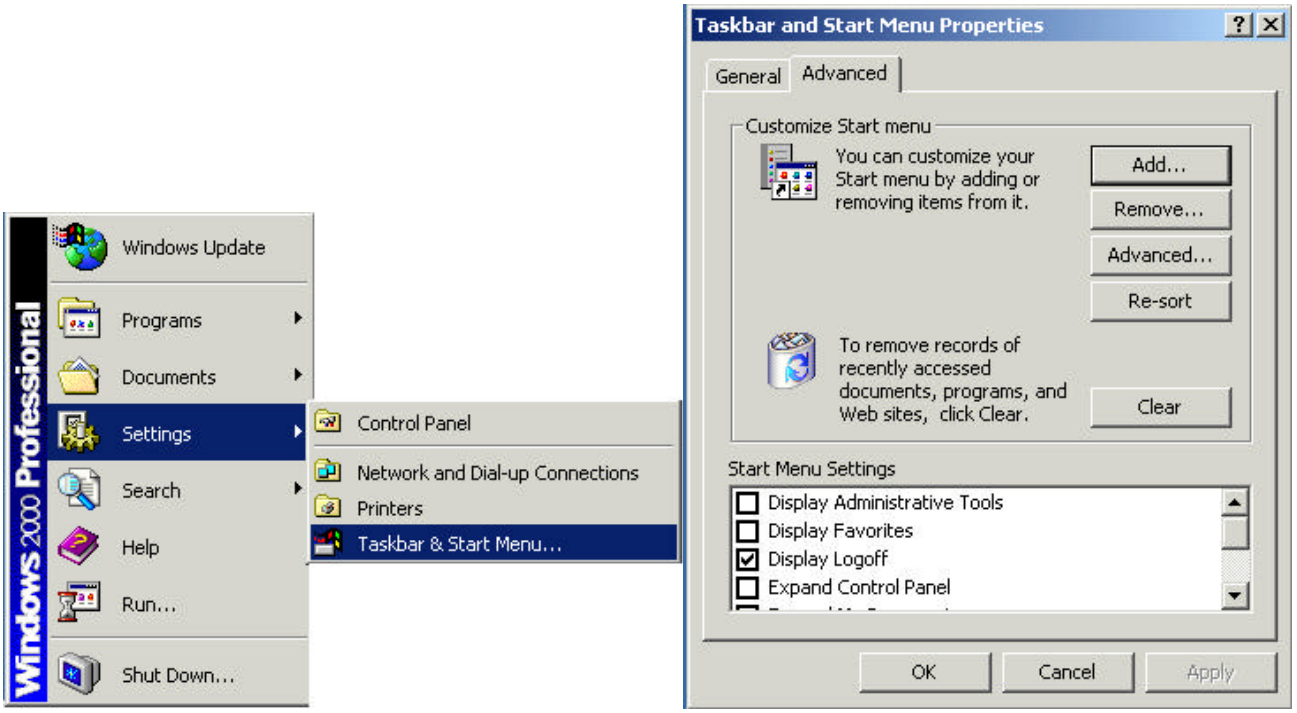
	Power	Put the system into power-off mode if the PC supports power management and has it enabled. The user can switch off the computer directly by holding this key at least 3 sec. If power management is not enabled, this key will not work. Power-on function availability depends on the motherboard setup function. (In some case, press the Power key will put the computer to sleep) For more information on such functions, read the computer manual or contact the computer manufacturer. Optional function：Press this will report the batteries status on the screen.
	Sleep	Put the system into sleep mode if the PC supports power management and has it enabled. The user can put the computer to sleep by press this key. It will protect data and saving energy. **To press the power key or sleep key again will awake the computer (In some case, press any key will awake computer also).** If power management is not enabled, this key will not work.
	Log Off	Open the Log Off Windows dialog box. Logging off closes all of programs, disconnects the computer from the network and prepares the computer to be used by someone else.
	My computer	Open My Computer. My computer shows the contents of your floppy disk, hard disk, CD-ROM drive and network drives. You can also search for and open files and folders, and gain access to options in Control Panel to modify the computer' s settings.
	Calculator	Start Microsoft Calculator.

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":



5-8. Description of Clipboard Key Zone

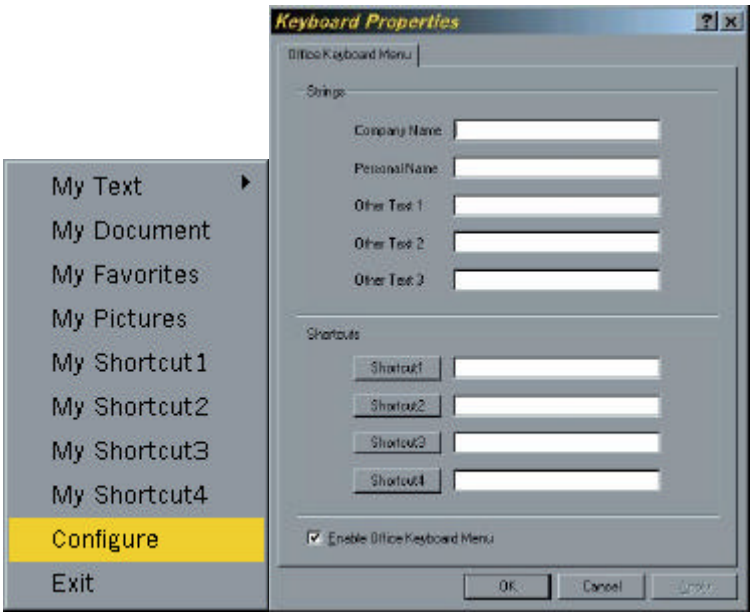
	Cut	Cut out the selected item
	Paste	Copy the selected item
	Copy	Paste the previously cut out or copied item at the cursor position
Mark	Mark	Mark the selected item, and use arrow to mark the text. If "Mark" is located at "Shift" keycap, press "Mark" and arrow key together to mark.
	Back	Go back to the previously viewed item in programs that support the "Back" command, such as a Web browser
	Forward	Go to the next item – if it was previously viewed in the same session – in programs that support the "Forward" command, such aw a Web browser.
	Toggle	Switch the focus to a previously opened window. Press the key and select the window to be activated.
	Close	Close the active Windows application when the key is pressed.
	Navig. Wheel	Move around in a scrollable document as if you were using the scroll arrows or a mouse wheel, but without taking your hand off the keyboard. Turn the wheel towards you to move down in a document and away from you to move up. *Optional function: Press the Scroll Wheel to "Pop-up" an OnScreen Menu (see 5-8).
	Navig. Wheel Bar	Move around in a scrollable document as if you were using the scroll arrows or a mouse wheel, but without taking your hand off the keyboard. *Optional function: Press the Scroll Wheel Bar to "Pop-up" an OnScreen Menu (see 5-8).

5-9. Description of "Pop-up" function (Optional function of Navig. Wheel or Bar)

This is an optional function of the Navigation Wheel. When you press the "Navig. Wheel" or "Navig. Wheel Bar", an OnSreen Menu will pop up on your screen. See below:

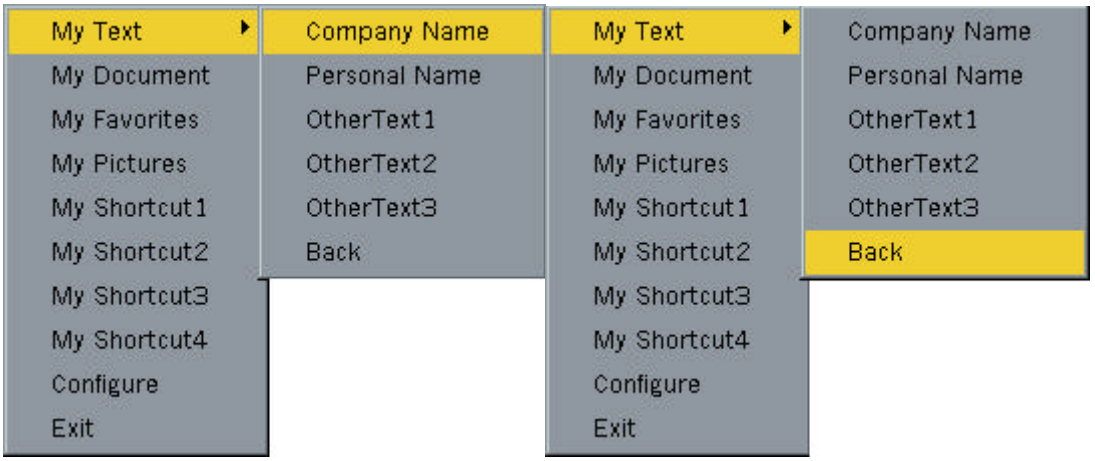
(On Top)

The OnScreen Menu will provide you a quick access to the frequently used texts, documents or images, etc. You can immediately edit or insert the sentence, name, address or text with a simple press of a key, or select the favorite application as if you were using a mouse to scroll and click. You can also create shortcuts for any frequently used task. Before using the OnScreen Menu, you should configure the frequently used text, task or application. Move the scroll wheel to select (click) the "Configure" in the Menu. It will open a dialog box for pre-setting. Insert the sentence, name, address or text that you regularly use, or shortcut the application you use frequently. Click "OK" after the setting has been completed.



(On Top)

Now you can scroll and obtain 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)

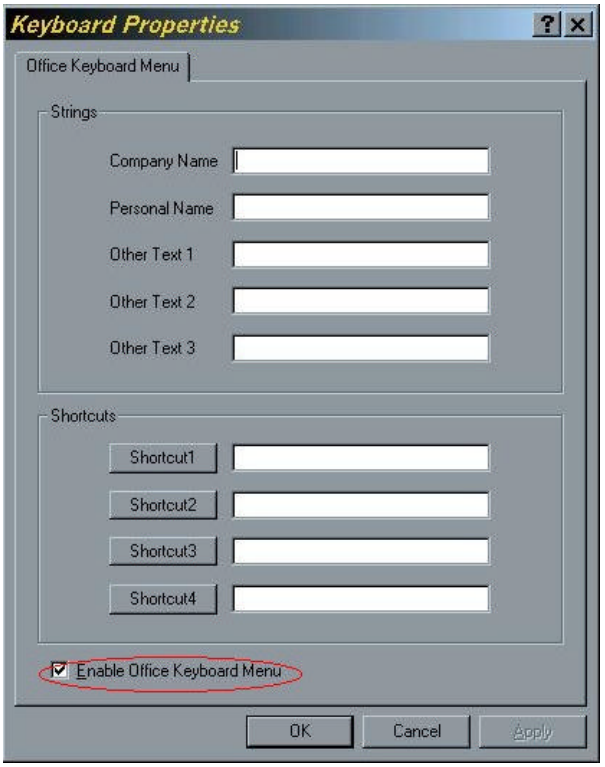
You can insert or paste the frequently used sentence, name, address or text into any Windows application that is running in the background (Word, Excel…). If you select "Back", it will return to the previous selected items. If you select "Exit" or "Esc key", the OnScreen Menu will close and disappear automatically. See below:

(On Top)

Note:

- The "Pop-up" function is available for both PS/2 and USB keyboards. When using a PS/2 keyboard, you can press the scroll wheel (on the keyboard) to pop up the OnScreen menu, and scroll and click to select items. However, when using the PS/2 to USB adapter you should use your mouse to click and select items. The scroll wheel bar roller function on the keyboard will disable automatically with USB device. By press the standard PS2 or USB mouse scroll wheel (PS2 mouse plug into a "PS2 to USB adapter") you can pop up the OnScreen Menu and also select items, but cannot scroll the select items, which means that you must move the mouse courser to select and left-click the item of your choice. However, using the mouse to pop-up the OnScreen Menu and left-click the select items is a very user-friendly solution also.

- If your mouse (mouse driver) is also equipped with a similar pop-up function, the pop up functions of the keyboard and mouse may sometimes conflict. In this case you should disable this feature in the mouse driver by setting the mouse wheel button to "standard mouse third button"; the keyboard pop-up function should then work smoothly. But, you can also retain the mouse function and disable the keyboard pop-up function by canceling the highlighting of the "Enable Office Keyboard Menu" item, sees below:



You can re-activate the keyboard pop-up menu function by clicking the "Control Panel, Keyboard Icon, Office Keyboard Menu" and highlighting the "Enable Office Keyboard Menu" item again.

5-10. Description of "€" Euro Sign Key

The direct access "€" Euro currency sign key is located on the "Num Lock" key and is controlled by the Office Lock Key ("$"). The "€" key will work when both of the Office Lock and the Num Lock are switched on (LED indicator is turned on). Basically, in most PC system defaults the "Num Lock" is always switched on, and after keyboard driver has been installed, the Office Lock defaulted is also active. Thus, with the simple press of a key the "€" Euro currency sign can be quickly and easily accessed. For normal Number Pad function, simply turn off the Office Lock Key (Office LED indicator turned off). The "€" sign will no longer appear. The Num lock key will return to normal function.

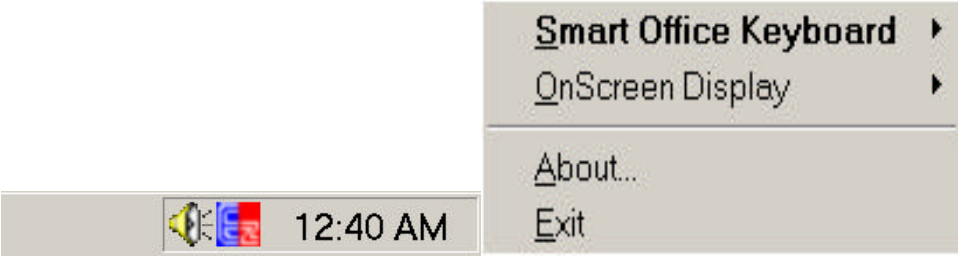
Go Top

6. Smart Office Keyboard Software:

The Smart Office Keyboard Software is packed in a CD Title come with the Smart Office Keyboard. After installation, the Smart Office Keyboard Software works in the background and controls the functions of special hot keys. When this software is activated a blue and red "Ez" symbol appears on the right in the taskbar.

6-1. "EzKey" Icon

Right-click on the Symbol to modify the "OnScreen Display (OSD)" or the assignment of hot keys.

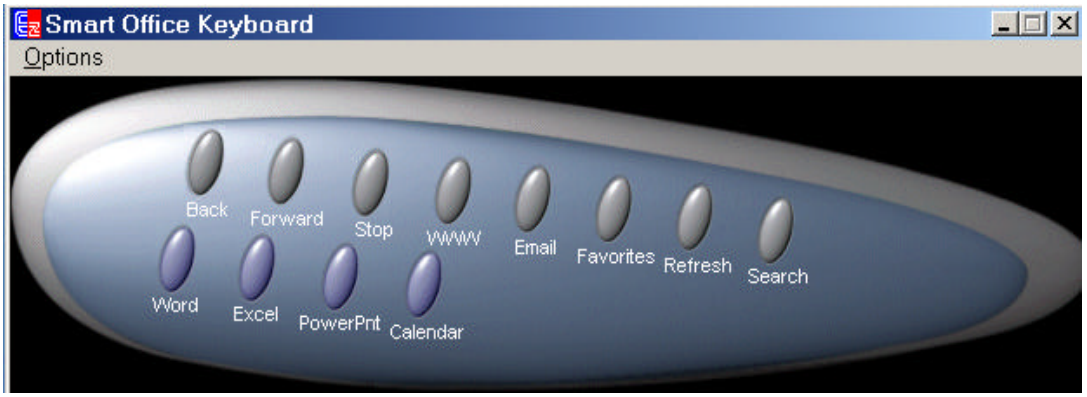


6-1-1. Select "Smart Office Keyboard"

When you right-click the "EzKey" icon, it appears the menu box. Select "Smart Office Keyboard". You will have another menu box of "Configure Button", "Enable Taskbar Icon" and "Close" selected items.

- **Select "Configure Button"**

When you left –click and select "Configure Button", a 3D image OnScreen Display Photo of hot keys will appear on the screen. You can use the mouse to left-click each screen hotkey to modify the default function and customize a new application or web site for your personal need.

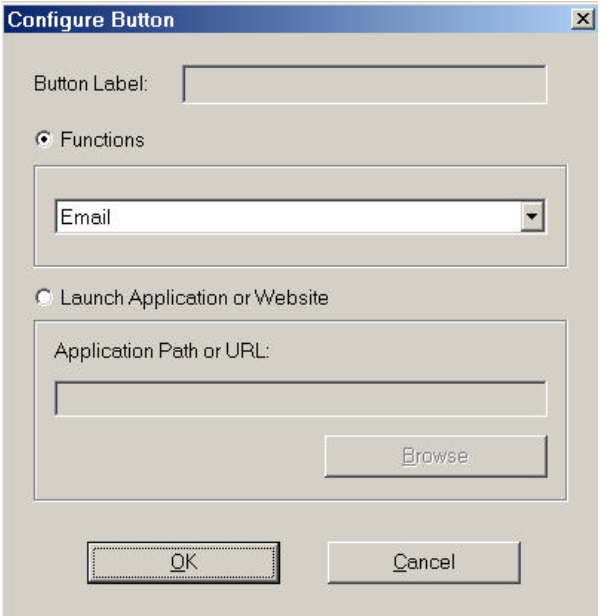


- **How to customize the hot keys**

Left-click "the screen hotkey" that you want to modify the function. It will appear the dialog box. There are 2 methods to define and launch a new function.

Select "**Functions**" and you will have the choice of the pre-defined functions or applications. Choose one and confirm with "**OK**". The hot key on your keyboard will be customized to the function you chose.

If you don't want any pre-defined function, you can select "**Launch Application or Website**" to launch any other application. If you don't know the application path or file name, click "**Browse**" to search for the application path or the file name or web site, and confirm with "**OK**". The hot key on your keyboard will be customized to the function you chose.



- **Select "Enable Taskbar Icon"**

Click this selected item to show or hide the "EzKey" icon on taskbar. Click "Options" on the 3D OnScreen Display Menu" also can enable the "EzKey" icon on taskbar.

- **Select "Close"**

Click "Close" to stop the Smart Office Keyboard function. The function of hot keys will be disabled and the "EzKey" icon will change color. You can left-click the "EzKey" icon to enable the function of hot keys again.

6-1-2. Select "OnScreen Display"

Click "OnScreen Display" and you will have a menu box to enable or disable, select color, select font or settings for the text of OnScreen Display.

- **Select Color**

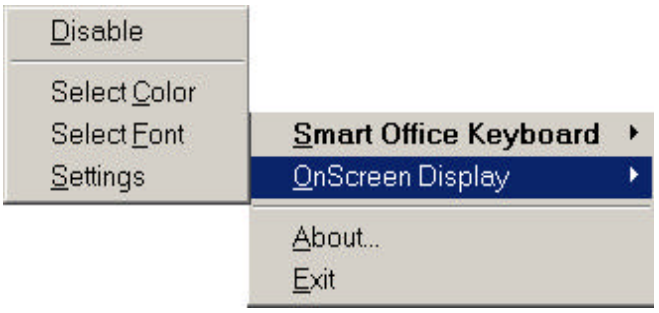
You can modify the color for the text of OnScreen Display.

- **Select Font**

  You can modify the font for the text of OnScreen Display. You may select any installed True-Type font of Win 95 / 98 / NT / 2000 / ME / XP.
  If you use Chinese version windows, please select Chinese Font. Otherwise, the OnScreen Display may not work properly.

- **Settings**

  You can modify the size of the characters and icons for the text of On-Screen Display. You may also change the time-out value for the display. This is the time period that the OnScreen Display remains on the screen when you press a hot key.

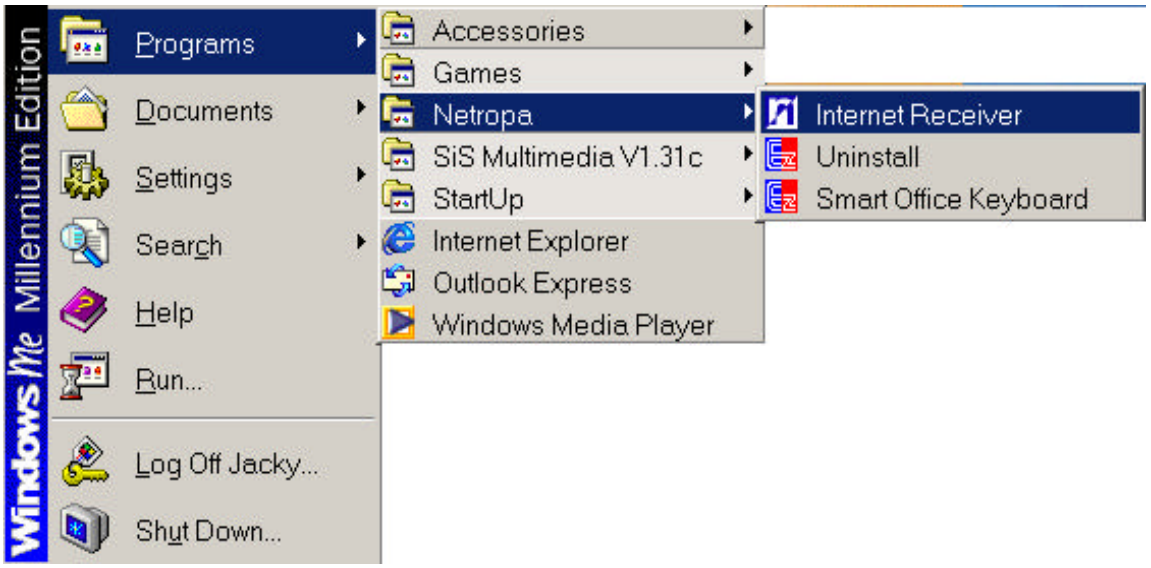


6-1-3. Select "About"

Click "About" that can get information about the Smart Office Keyboard Software version.

6-1-4. Select "Exit"

Click "Exit" that can close the Smart Office Keyboard Software and release it from your computer's memory. If you want to reload the Smart Office Keyboard Software, restart your system or click "Start" menu and select "Program" and "Netropa" and "Smart Office Keyboard".



Go Top

7. Troubleshooting:

If you are experiencing problems with your keyboard or mouse please check the following：

■ The keyboard or mouse does not work properly

1. Take out the receiver's connector and check both the receiver's mouse and keyboard plug for possible broken pins. If the plugs appear normal then reinsert the plugs into their respective connectors on your PC.
2. Make sure the mouse plug is inserted in the mouse connector on your PC and keyboard plug is inserted into the keyboard connector on your PC. Compare the icons on both the cable and backside of your PC if necessary.
3. Check to see if the batteries in the keyboard and mouse are installed correctly. Make sure the polarity of the batteries corresponds with the polarity signs in the battery compartment.
4. Replace the batteries to make sure the batteries are not low in power.
5. It is strongly recommended, **don't place the receiver near the monitor, as the magnetic field produced by monitor will interfere the receiver working and cause data reading error or missing; however, the PC system metal housing will interfere the receiver working also,** to place the receiver in front of the monitor in order to prevent signal disturbance from the monitor.
6. Try the alternate channel for the receiver, keyboard and mouse in case the initially selected channel（by factory）appears to work improperly, other devices in the vicinity of the receiver may cause interference. Please refer as the described in this guide：Quick Hardware Installation---Channel and ID setting.

■ The Smart Office Keyboard Software does not work properly

Make sure all other keyboard and Hot key drivers have been removed from your PC. Alternatively, remove the Smart Office Keyboard Software, restart your computer and reinstall the software driver.

■ Removing, adding or de-installing the Smart Office Keyboard Software

Once you have installed the Smart Office Keyboard Software, the blue and red "EzKey" icon will appear on the right of the taskbar. If you wish to remove the software, right-click on this symbol and select "Exit". Next step, open the "Start" menu, Control Panel and select "Add/Remove Software" to un-install the Smart Office Keyboard Software. Restart the PC. All driver components have now been deleted.

Note: If you want to upgrade or the Smart Office Keyboard Software, you should un-install the old version Software first.

■ Other application software cannot be installed correctly

This may be due to the Smart Office Keyboard Software. Remove the driver as above described. Install the required application, and then reinstall the Smart Office Keyboard Software.

■ The commands in the OSD (Onscreen Display) appear very slowly

This is due to the speed of your CD-ROM drive. The speed should be at least 4X.

■ "Pre-track" and "Next-track" do not stop

When these hot keys are held down the CD player normally continues searching for the next or previous track. If this does not work it is due to the speed of your CD-ROM drive. The use of a high-performance CD-ROM drive is recommended.

VCD, DVD, MP3 or Video Player cannot be started

Make sure that the software support the format and hardware provided for these devices have been correctly installed.

VCD tracks or MPEG files cannot be played

Make sure that you have installed Windows Media Player 7 or later. You can down load it from Microsoft website.

Not all Short Cut keys can be assigned

The Smart Office Keyboard Software uses a small amount of your computer' s operation system resources. The following 5 combination keys cannot be used.

"Ctrl + Alt + E", "Ctrl + Alt + P", "Ctrl + Alt + O", "Ctrl + Alt + D", "Ctrl + Alt + C"

"Word", "Excel", "PowerPoint", or "Calendar" hot key does not work

Ensure that the Office Applications were installed completely. If only Word and Excel are installed on the system, a press the target key will launch the Word, Excel applications, but the Power Point and Calendar key cannot launch the problems and will only show the onscreen display.

"Log Off " key does not work

Some software share a lot of system resources. It will sometimes cause the system lose to catch the function of the "Log Off" key. If the dialog box does not appear or the "Start" menu is only opened when you press the "Log Off" key, you should press the "Esc" key and "Log Off" key again. With Win2000, you should enable the function of the "Log Off" key manually yourself because the default is disabled. The Win NT dose not supports the "Log Off" function.

The embedded office keys do not work

It will give the F1-F12, Print keys new functions, if the Office Lock LED indicator is turned on. These keys are according to the worldwide standard definition of Microsoft shortcut combination keys and do not require any software driver support. Therefore, the new functions are only supported under Microsoft Office (Microsoft Outlook, Word, Excel, and Power Point), IE and other newer applications. If the new embed Office keys are used under any older versions or other applications, unexpected results may occur or some embed key functions will not work at all. However, in the meantime Microsoft recommends that all software applications should support Microsoft shortcut combination keys. Many software applications will support these functions in the future. Please ensure that the software application you are using supports these functions. We recommend using Office2000, XP (2002) and IE5, IE6 or later versions.

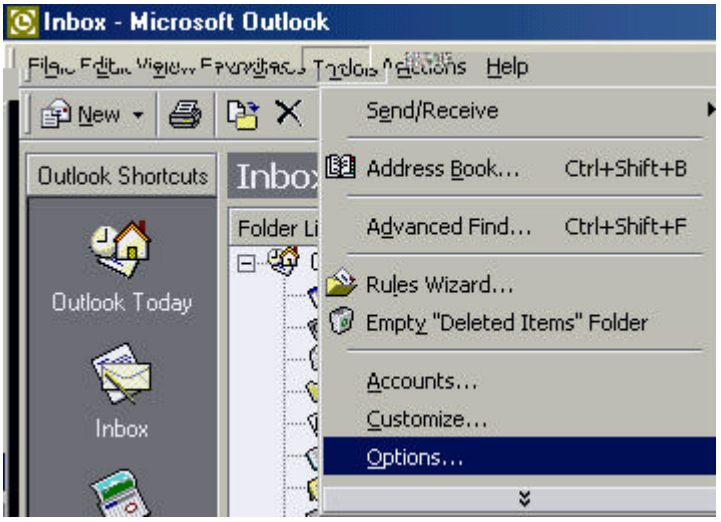
Older software applications that do not support embed office keys, for example:

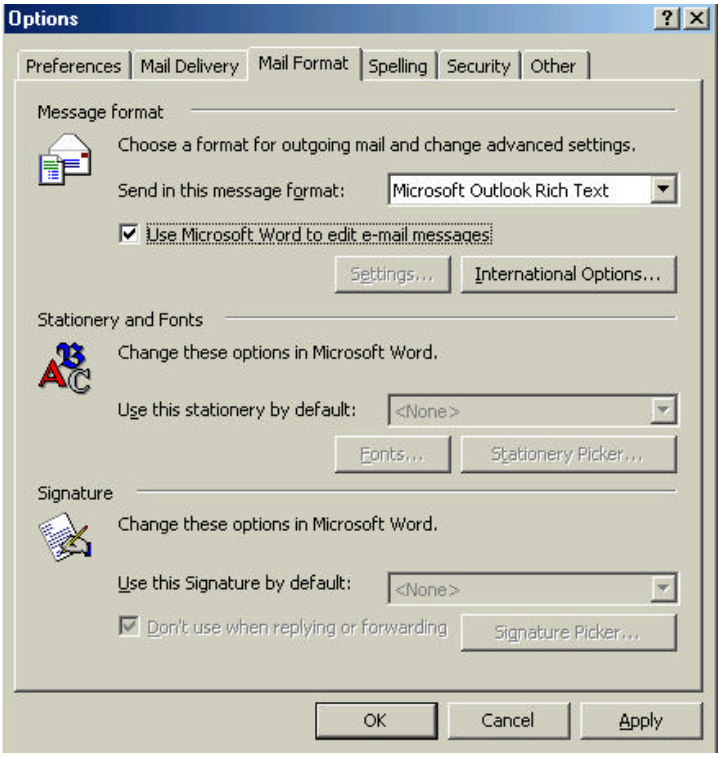
- Applications such as Notepad or WordPad do not include the "Redo" function and therefore not supported by embed "Redo" key.

- The embed “Redo” key function cannot support “repeat input text” whilst using Microsoft Excel on some language versions. It just supports “command Redo” function (example: repeat redo Add line, row, cut, paste…). The problem will fix on next release Microsoft Excel version or service pack.

Special Skill for giving the embed office keys optimum compatibility:

The different “Microsoft Outlook” application version require different shortcut keys to support, this in case you have found that some embed office keys do not work in “Microsoft Outlook”. You should change the setup for “Microsoft Outlook” (mail format) that will give the embed office keys optimum compatibility. To change the setup, you should proceed as follows: Click “Microsoft Outlook”----“Tools” & “Options” and highlight the menu item **“Use Microsoft Word to edit email messages”**. Click “OK” to close the dialog box. The “Microsoft Outlook2000” setup screen is shown below for reference. (**The Microsoft Outlook2002 default is highlighted already**). On testing these embed office keys when the setup process is completed; they should be found to function properly on the whole. If the problem cannot be fixed, you should go to Microsoft web site and find the “Microsoft Office service pack” for an upgrade. Recommend applications are Office2000 or Office 2002 (XP).The Office2000 service pack3 & Office2002 service pack2 have already been released.

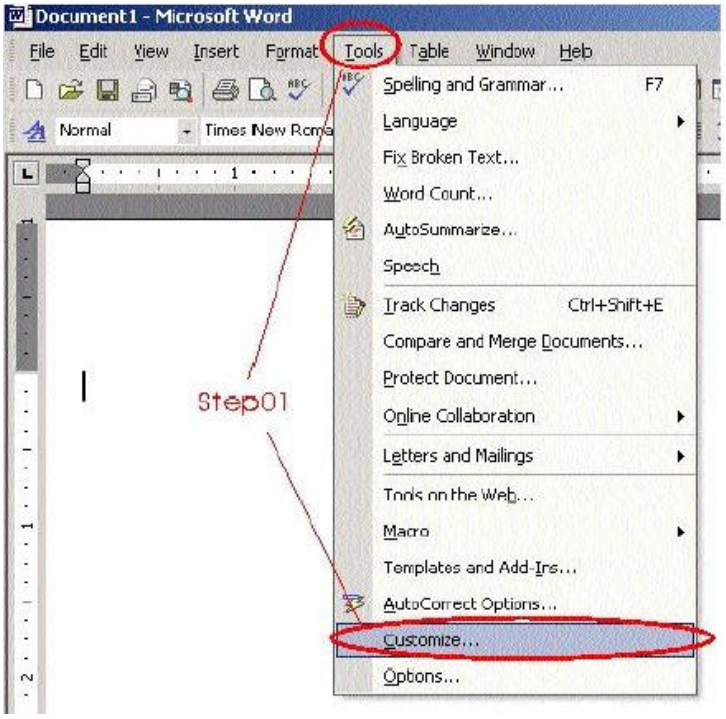




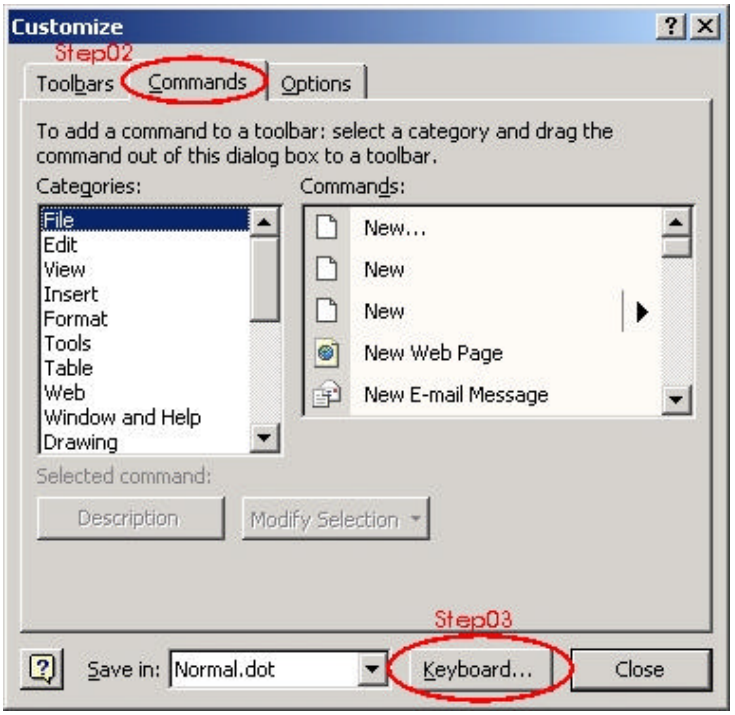
■ The embed SEND key function does not work

In few case and with some European languages, the SEND key cannot work in "M icrosoft Outlook2000 or Outlook2002" when the Microsoft Outlook menu item **"Use Microsoft Word to edit email messages"** is highlighted. To assign the shortcut key for the SEND function, you should carry out the following steps:

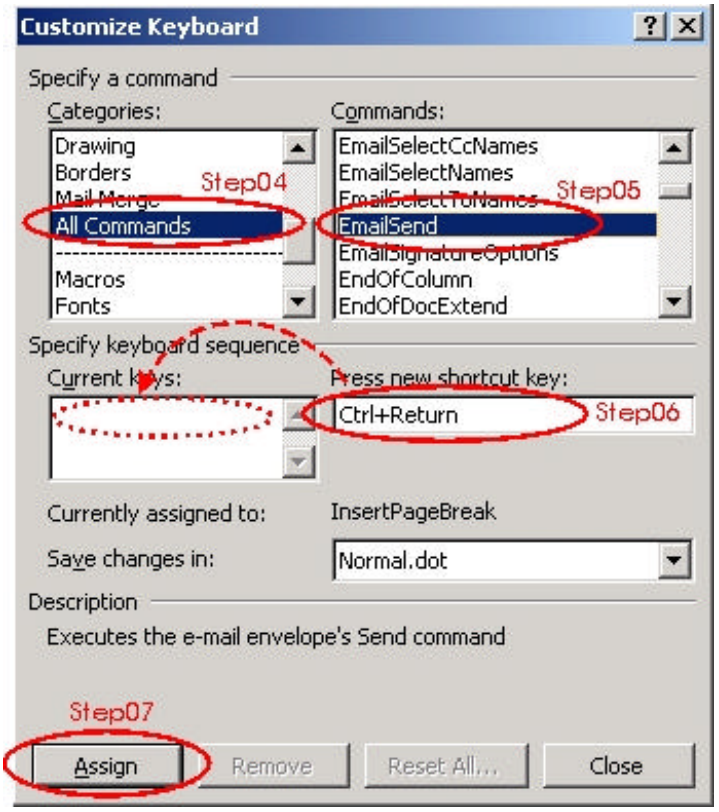
1. Open "**Microsoft Word**" application and click on "**Tools**", "**Customize**".



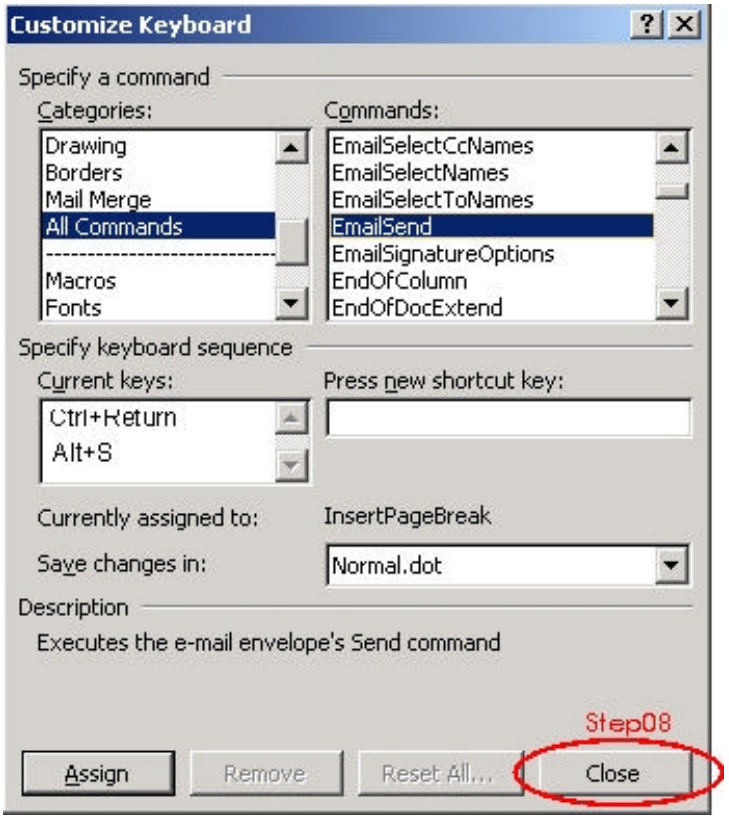
2. Click on "**Commands**" and "**Keyboard**".



3. Select "**All Commands**" from "**Categories**" and "**EmailSend**" from "**Commands**". Click and move cursor to "Press new shortcut key" blank area then **Press the SEND key (the SEND key build on the Keyboard, that is; please make sure Keyboard office lock indicator is already enabled)**. You will see the "**Ctrl+Return**" or "**Alt+S**" replace blank area after you press the SEND key. When you click the "**Assign**" select item, the "**Ctrl+Return**" or "**Alt+S**" will show under "**Current keys**".



4. Click on "Close" and "Word" application to complete the setup process. Re-test the SEND key function under "Microsoft Outlook"**;** The SEND key function should now be working properly.



Warning:

Please don't click the "Reset All" select item; or you will lose all shortcut key functions.

Note:

It is the best way of using the SEND key. You should press "Shift+Tab" to let the cursor jump to "Subject" after completing your email edit, and then press the "SEND" key. Otherwise the "SEND" sometimes fails to work.

■ How do I disable embed office key functions?

To disable the embed office key functions (function associated with keys F1-F12, Print), you should press the office lock key and turn off office lock indicator. The functionality will be automatically enabled when you power on PC or start Windows first time. The keyboard is capable to remembering the office lock indicator status. So, if you turn off the office lock indicator first and then reset the software by restarting Windows, the Office lock indicator status will stay the same and not be turned on automatically. This feature will be supported by the ACPI PC system. However, all modern PC systems include ACPI functionality already. When you turn off the PC system or leave Windows, the power source still support Keyboard functions; thus the Keyboard will keep the same status when the power is off. You can change the PC system BIOS default setup to enable this feature. To enable this feature, you should be able to use the "POWER Key" (included on the keyboard) to turn on and turn off Windows or PC.

■ Impossible to remove highlighting from target items

When you press the "Mark" key and roller keys to highlight the target items, the "Mark" key will always be activated. Press Cut, Paste, Copy keys so as to edit your document- this will release the "Mark" key function at same times. However, it is also possible to release the function of the "Mark" key by pressing the "Esc" key.

■ The Pop-up function does not work

In few cases, if you have attached the keyboard or mouse with "PS2 to USB adapter" to the system after having installed the CD software, the pop up function will disable. You should right-click the EzKey Icon and select "Exit" to close the Smart Office Keyboard Software and release it from your computer's memory. To remedy the problem you sshould reload the Smart Office Keyboard Software, by clicking the "Start" menu and select "Program" and "Netropa" and then "Smart Office Keyboard" to fix the problem. But, plugging-in the keyboard or mouse into the System before installing the CD software is the best method of avoiding such problems.

The Scroll wheel cannot scroll the Pop-up function of selecting items

The "Pop-up" function is available for both PS/2 and USB keyboard. You can press the scroll wheel (on keyboard) to pop up the OnScreen menu, scroll and click for select items when using a PS/2 keyboard. But, when using the "PS/2 to USB adapter" you should use mouse to click and select items. The scroll wheel bar roller function on the keyboard will disable automatically with USB device. By pressing the standard PS2 or USB mouse (PS2 mouse plugged into a "PS2 to USB adapter") you can pop-up the OnScreen Menu and also select items, but you cannot scroll the select items, which means that you must move the mouse courser to select and left-click the item of your choice. However, using the mouse to pop up the OnScreen Menu and left-click the OnScreen Menu select items is very user-friendly solution.

Mouse is equipped with a similar pop-up function that conflicts with the keyboard pop-up function

In few cases, your mouse (mouse driver) is equipped with a similar pop-up function, the pop up functions of the keyboard and mouse may conflict. In this case you should disable such a feature in the mouse driver by set the mouse wheel button as "standard mouse third button"; the keyboard pop-up function should then work smoothly. But you can also retain the mouse function and disable the keyboard pop-up function by canceling the highlighting of the "Enable Office Keyboard Menu" item; the keyboard pop-up function can be re-activated by clicking the "Control Panel, Keyboard Icon, Office Keyboard Menu" and highlighting the "Enable Office Keyboard Menu" item again.

"€" Euro Sign key does not work

If you press the "€" key for the first time and the "€" sign is not displayed, first of all ensure that both the "Office Lock & Num Lock" are switched on. If both LED's are on, press the "€" key again and wait for few seconds. Recent versions of the Windows family, such as Windows XP and Windows 2000 and Windows ME and Windows98 provide the "€" Euro sign in the selection of the font types and currency user settings. However, for previous versions, such as Microsoft Windows 95, Windows NT 4.0 and Windows 3.x do not support this sign. You should update the operation system in order to input, display, and print the font correctly. You can download the upgrade file from Microsoft web site:

http://www.microsoft.com/windows/euro.asp

The Num lock key does not work

Turn off the Office Lock Key (" "). The Num lock key will return to its normal function.

The "PS2 to USB adapter" does work (Optional part)

- If you have "PS2 to USB adapter", but it does not work; please alter settings in the System BIOS to enable the USB function.

- If the BIOS USB function is already enabled, you should disconnect the “PS2 to USB adapter” from the PC, wait a few seconds and then reconnect it.

The arrow keys lock up shift key, mark key, Caps Lock function

In a number of cases, When running under WIN98, the noise from PC system or power source will cause the “PS2 to USB adapter” to lock up the shift key, mark key or Caps Lock function. It will sometime occur when pressing two arrow keys on the keyboard simultaneously. The actual problem lies in the Windows 98 default USB keyboard driver, which prevents repeating the last keys pressed. By pressing the left Shift key you can easily unlock the keys again and remedy the problem. This problem never occurs however when using a PS2 keyboards, WIN Me, WIN2000, WIN NT, WIN XP or later versions of Windows OS.

If you have any further queries, please contact your dealer.

Go Top

8. Patent Descriptions:

The List and Description of Smart Office Keyboard Patent

Patent Name	Country	Patent No.	Patent Owner	Patent description
Internal Hot Keys	China (Utility model)	ZL97243196.9	EzKey	Adding one key to toggle standard KB key function to multimedia, internet or other functions. With adding one LED indicator support.
	Germany	29706281.6	EzKey	
	USA, Taiwan	Pending	EzKey	
Auxiliary device for edit document	China (Utility model)	ZL01219701.7	EzKey	● Device with Cut, Paste, Copy, Mark, Redo, Undo, Open, New, Bold, Save, Find, F' wd, Reply, Send etc. functions • Hardware solution for China & Taiwan patent. It transfers combination code to system directly. ● Software plus Hardware solution for Germany & USA patent. The software will transfer code to combination code information to system (windows) ----Software application (driver) solution.
	USA	09/838223 Pending Patent Application Publication already	EzKey	
	Germany	20106926.1	EzKey	
	Taiwan (Utility model)	Pending	EzKey	
	Japan	Pending	EzKey	
Edit & Clipboard Auxiliary Device (for software application or driver solution, hardware solution)	China (Utility model)	ZL02231501.2	EzKey	● Device build-in clipboard and Office embeds office keys on (F1-F12) function key. Devices send any usage code or scan code to system. The software will transfer code to combination code information to system (windows)—Software
	China (Invention patent)	021161445.5 Pending Patent Application Publication already	EzKey	
	Taiwan (Utility model)	Publication already	EzKey	

	Thailand	0203000218 Pending	EzKey	(windows)—Software application (driver) solution. • Cut, Paste, Copy…keys that can be put on keyboard right site, left site, near to roller keys… • Hardware solution for China & Taiwan patent. It transfers combination code to system directly.
Office Purpose Keyboard (Hardware and software solution)	Germany	20113043.2	EzKey	Keyboard build-in clipboard, Office embeds office keys on (F1-F12) function key, Scroll wheel pad or bar, shortcut keys for launch Word, Excel, Power Point, Calendar applications, Log Off key. It can use software application to transfer combination code information. It can send combination code to system directly (hardware solution).
	USA	09/917690 Pending Patent Application Publication already	EzKey	
	Japan	Pending	EzKey	
	China (Utility model)	ZL01227259.0	EzKey	
	Taiwan (Utility model)	Publication already	EzKey	
	UK	0127691.4 Pending Patent Application Publication already	EzKey	
Multimedia Pointing Device (Note: Scroll Wheel to select software hot key)	Germany	20119955.5	EzKey	Use Scroll Wheel or any push button to pop up and launch Software application, text or functions. It can build on Keyboard, Notebook keyboard, PDA or another input device.
	USA	90/860862 Pending	EzKey	
	Japan	Pending	EzKey	
	Thailand	0203000217 Pending	EzKey	
	China (Utility model)	ZL01207586.8	EzKey	
	Taiwan (Utility model)	Pending	EzKey	
Euro-Sign & Program keys (Note: European dollar will issuance on 1/1/2002, direct press one single along key can display Euro-Sign	USA	Pending	EzKey	Press one single along key can display Euro-sign mark on Windows applications (for all Country version Windows OS). Four adding keys can be programmable "Pass word, sentence, text or
	Germany	20202657.4	EzKey	
	Japan	Pending	EzKey	
	China (Utility model)	ZL01279547.X	EzKey	

can display Euro-Sign mark on windows Applications (for all Country version Windows OS). Four adding keys can be program "Pass word, sentence or user name.)	Taiwan (Utility model)	Pending	EzKey	"Pass word, sentence, text or user's name.), It is no driver needed or can use software control also.
Disco Wheel	Taiwan	Pending	EzKey	Scroll Wheel build with adding LED indicator, with at least one color. To scroll the wheel will flash the indicator light. The wheel light can be disable/enable or adjust the flash speed.
	China（PTC）	Pending	EzKey	
Adding Ext USB port	Taiwan	Pending	EzKey	Device Build with Ext USB port, no any adding part require.
	China（PTC）	Pending	EzKey	

Patent Name	Country	Patent No.	Patent Owner
External Hot keys (Multimedia & internet keys)	USA	5,935,225	Cross license w/Silitek
	USA	5,986,586	
	China	ZL 96 2 20743.8	
	Germany	29615333.8	
	Japan	3036131	
	Taiwan	155329	

All other brand or product names are trademarks or registered trademarks of their repetitive owners.

Go Top

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 received, including interference that may cause undesired operation.

Per FCC 15.21, you are cautioned that changes or modifications not expressly approved by the part responsible for compliance could void the user's authority to operate the equipment.