



Full Office Keyboard

Quick Guide

Model: KBS-26

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Getting Started

Step 1: Plug the purple PS/2 connector on your keyboard to the purple PS/2 socket

on your desktop computer

Step 2: The keyboard will automatically be recognized by your computer.

Step 3: If you can't find or see the device on the screen, follow the steps below:

1. Unplug and re-plug the keyboard.
2. Test the device on another PS/2 port or computer.


Step 4: In order to use the hot keys on your multimedia keyboard, Please install the enclosed driver(CD) first.

Step 5: Restart the computer after the installation is complete. All the multimedia & internet hot keys should now work.


















F-Lock Indicator

The F-Lock hot key is to be used to switch the F-Key's default function and the special Office Hotkey function. This switch can be indicated by a LED (N), shared by the ID Locking LED. When the F-Lock is on, the standard function keys F1~F12 are enabled. When the F-Lock is off, the enhanced Office function keys are enabled.






Using the iKeyWorksOffice Software









To launch the iKeyWorksOffice software, double-click the  iKeyWorksOffice icon on the Windows Taskbar. The iKeyWorksOffice software brings you closer to your desktop, allowing you to set up and organize your keyboard as you wish. Using the Hotkeys and the iKeyWorksOffice software, customize your keyboard to access your Internet home page, or favorite chat room, and run your e-mail application with the push of a button.

Using 17 Multi-media Hotkey

Hot Keys	Default Functions	Microsoft Office program functions
 Back	Back to previous page	- Font Size: Decrease font size in Microsoft Word.
 Forward	Forward to next page	+ Font Size: Font size in Microsoft Word.
 Stop	Stop download the page	New Office Document.
 Refresh	Refresh the page	Open Office Document
 Search	Web search	Address Book
 Favorites	My favorite	WinZip
 Web/Home	My Home key: Accesses your home web page.	Microsoft Word
 Mail	E-mail key: Launches an e-mail application.	Open default Email Software. (Ex: Outlook Express)
 Mute	Mute key: Stop/Start the sound volume.	Open Microsoft Outlook
 Volume -	Volume Down key: Decreases the sound volume.	Zoom Out
 Volume +	Volume Up key: Increase the sound volume.	Zoom In
 Play	Play/Pause key: Plays or pauses the CD/DVD.	Microsoft Excel
 Stop	Stop key: Stops play.	Internet Brower
 Previous	Previous Track Key: Plays the previous track.	Previous Document
 Next	Next Track key: Plays the next track.	Next Document
 My Computer	Open My Computer folder	Open My Document folder
 Calculator	Calculator: Display online calculator	Office Tools

Using 12 Office Hotkey

Hot Keys	Default Functions	Microsoft Office program functions
 File	Open a new Office file	Editing key by user
 Word	Open Microsoft Word Programmer	Editing key by user
 Excel	Open Microsoft Excel Programmer	Editing key by user
 Calendar	Open calendar in Microsoft Outlook	Open Microsoft Excel Programmer
 Log Off	Open Microsoft FrontPage	Editing key by user

 Toggle	Switch the current Windows application	Editing key by user
 Close	Close the current Windows application	Editing key by user
 Undo	Use in Office as “undo” command	Editing key by user
 Cut	Use in Office as “cut” command	Editing key by user
 Copy	Use in Office as “copy” command	Editing key by user
 Paste	Use in Office as “paste” command	Editing key by user
 Office	Office F-lock key: Control office enhanced function keys	Editing key by user
 Navig- wheel	Scroll up and down through application	Editing key by user

Using Office F-lock Key

The Office F-lock key offers your keyboard with more functionality by providing two command sets for the top row of keys. When the F-Lock is on, the standard function keys F1–F12 are enabled. When the F-Lock is off, the enhanced Office function keys are enabled.

Hot Keys	Default Functions	Office Functions
F1	F1	Help
F2	F2	New file
F3	F3	Open a file
F4	F4	Save a file
F5	F5	Replace
F6	F6	Spelling check
F7	F7	Undo
F8	F8	Redo
F9	F9	Reply an email
F10	F10	Reply to all
F11	F11	Forward an email
F12	F12	Send an email



Using Office Easy Key & Navig-wheel

There is four Office Easy Keys: COPY, UNDO, PASTE and CUT, on the left of keyboard layout. The four Office Easy keys are especially designed for to simplify the use of Office functions. Under a Office environment, pressing any of the keys instead of the mouse button allows you to quickly perform a function.

The Navig-wheel on the keyboard works just like the wheel of mouse, to scroll up and down through application.

System Requirements

- Windows 98SE, ME, 2000 › XP,MCE2005,XP(x64)2003(x64), Vista x86

Tech Support

For additional product information and tech support, visit <http://support.a4tech.com>; or e-mail,

support@a4tech.com