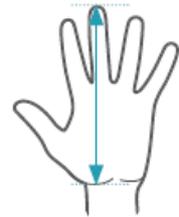


## Penguin® Mouse - Wireless Version

**Q: How do I know which size Penguin® I need?**

The Fellowes Penguin® is available in small, medium and large.

To choose the correct size, simply measure your hand from the first crease on your wrist to the tip of your middle finger.



Small: 0-16cm (0-6 ins approx) | Medium: 16-18cm (6-7 ins approx) | Large: 18cm + (7 ins + approx)

**Q: Which computer systems is the Penguin® compatible with?**

### **Linux and Windows**

The Penguin® is compatible with Linux, Windows 2000, Windows XP, Windows Vista, Windows 7, Windows 8, Windows 8.1, Windows 10 and versions of these.

### **Mac OS X**

The Penguin is compatible with Mac OS X 10.6 and above.

**Q: Do I need any software?**

The Penguin® Mouse uses Plug & Play technology. No additional software is required.

**Q: How do I set up my Penguin®?**

### **2.4 GHz USB Micro Receiver**

The micro receiver (H) is located inside the housing on the underneath of the Penguin® (J). Remove the micro receiver and insert into a spare USB port of your computer or laptop. Wait for a short time for your PC to recognize the penguin® mouse.

### **On/off switch**

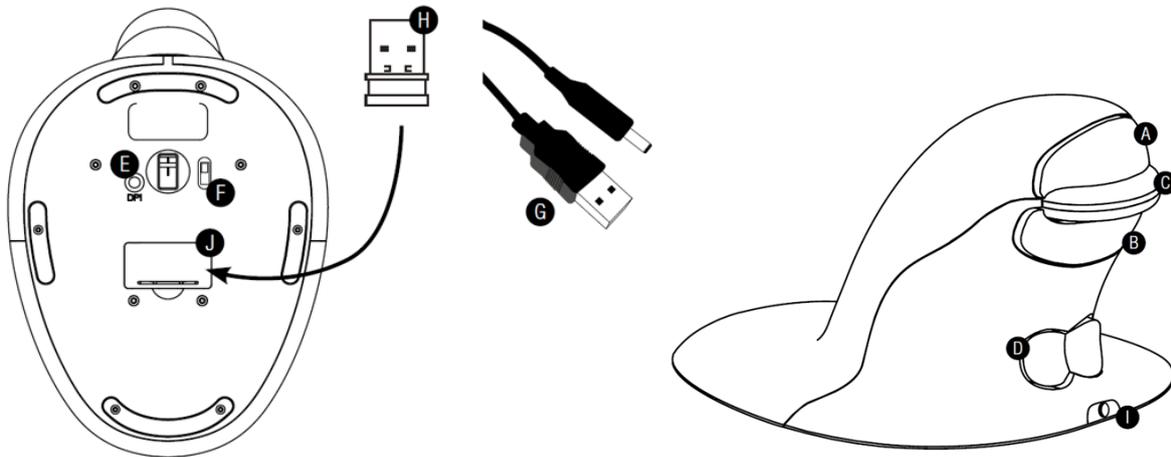
For normal working conditions, make sure the ON/OFF switch (F) is turned to the 'ON' position. The ON/OFF switch is located on the base of the Penguin®.

Note: It is advised to switch to the 'OFF' position if the Penguin® is to be transported as this will conserve power.

## Rechargeable battery

The Wireless Penguin® has an internal rechargeable battery. There may be a certain amount of charge already in the battery. To fully charge the battery, insert the USB end of the cable (G) into a spare USB port of your computer and the DC end of the cable into the front of your mouse (I).

See diagram.



**Q: What should I do if my Penguin® is on but the clicks do not work / the cursor won't move / the cursor moves erratically or slowly / the Penguin® loses connection / the scroll wheel doesn't work?**

1. Remove the USB Dongle and turn 'OFF' the Penguin® switch
2. Plug the USB Penguin® charging cable firmly into your computer, not via any multi USB hubs
3. Plug the other end of the charging cable firmly into your Penguin® mouse – orange light should show on 'P' logo
4. Wait for the Penguin® to fully charge – orange light on 'P' logo will turn off when fully charged
5. Once fully charged, unplug the Penguin® charging cable
6. Reboot your computer make sure your computer is up to date with the latest drivers / operating software for pointing devices
7. Now firmly re-insert the USB dongle directly into your computer, wait 10/15 seconds and turn Penguin® switch back 'ON'
8. Click and move the Penguin® until the cursor moves on the screen
9. If the cursor does not move, plug the Penguin® USB cable into a different USB port on your computer
10. If it still does not work, plug the Penguin® into another computer to check it is operational
11. Try using the Penguin® on a mouse mat / unreflective surface

**Q: What should I do if I don't see a laser light on my Penguin®?**

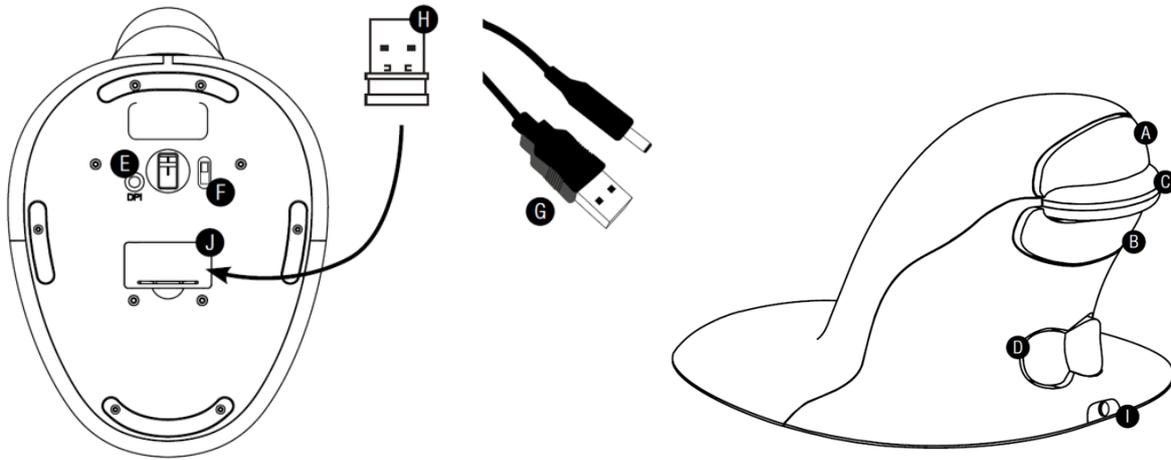
Your Penguin® mouse uses an infrared (IR) laser, which is invisible to the human eye.

**Q: What should I do if my Penguin® illuminated 'P' does not stay on?**

There is an auto 'power save' with the Wireless Penguin® (only) that will turn the illuminated 'P' logo off after approximately 20 seconds of the mouse being inactive. When the Penguin® is moved, or clicked, the 'P' logo will re-illuminate and the mouse will be active.

**Q: How do I charge my Penguin®?**

To charge the battery, insert the USB end of the cable (G) into a spare USB port of your computer and the DC end of the cable into the front of your mouse (I) see diagram.



**Q: How do I know when my Penguin® needs charging, or is fully charged?**

The Penguin® has a low power level indicator. The 'P' light will turn ice blue and begin flashing when the Penguin® has low battery (approximately 20% charge remaining).

The Penguin® has a charging light sequence. When the charging cable is connected, a series of coloured lights in the illuminated 'P' logo will indicate different battery levels.

**When the Penguin® is in active mode:**

Orange light + flashing ice blue light means that the battery is charging and is below 20% charge

Orange light + constant ice blue light means that the battery charging and is above 20% charge

Ice blue light only means that the battery is fully charged

**When the Penguin® is in inactive mode:**

The orange 'P' light means that the battery is charging

The orange 'P' light turns off once the Penguin® is fully charged.

**Q: How long does the Penguin® battery last once fully charged?**

Once fully charged, the Penguin® battery will last for approximately 1 months' worth of normal usage.

**Q: How long does it take to fully charge the Penguin®?**

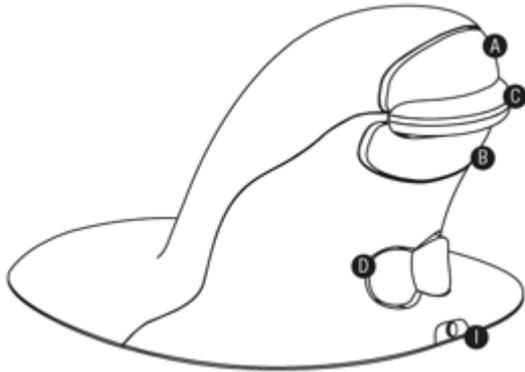
It may take up to 2 hours to fully charge the Penguin®.

**Q: Can I still use the Penguin® while it is being charged?**

Yes, the Penguin® can still be used while it is being charged.

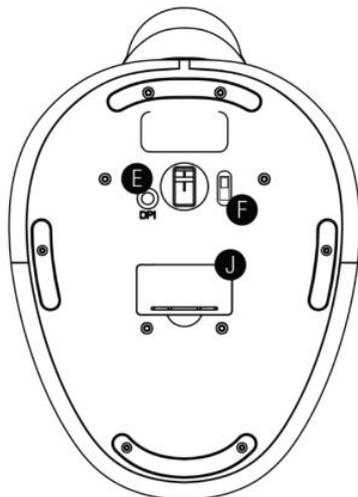
**Q: How do I change the Penguin® from Right handed to left handed use?**

The Penguin® is set as a Right-Handed mouse by default. To use with your left hand, simply depress the raised section of the rocker switch - 'Bow Tie' (D) at the front of the Penguin®. This will adjust the direction of the scroll wheel. See diagram.



**Q: How many speed settings are there and how do I change them?**

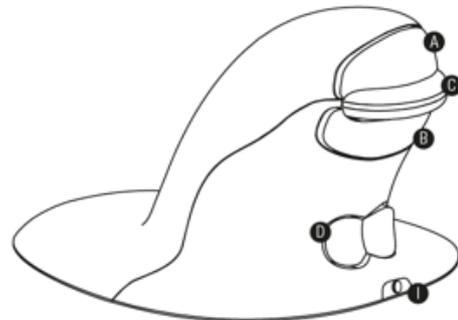
The default setting is 400 DPI. To adjust, press and release the DPI button (E) on the base of the Penguin®. The illuminated 'P' logo will flash to indicate the DPI has been changed.



DPI (Pointer Speed)	Number of Flashes	Speed
400 DPI	1 'P' Flash	Slow
600 DPI	2 'PP' Flash	Medium
800 DPI	3 'PPP' Flash	Fast
1200 DPI	4 'PPPP' Flash	Fastest

**Q: How do I use the auto scroll feature?**

As well as a soft touch and feel Precision Scroll Wheel (C), the Penguin® Mouse has an Auto Scroll feature. To activate this, click the Scroll Wheel (C) inwards or downwards. Move the Penguin® forwards or backwards to start auto scrolling at the desired speed. Click the scroll wheel again and the Auto Scroll is stopped.



**Q: How long is the charging cable?**

The charging cable is 49" long from the base of the Penguin® to the end of the USB.

**Q: I've lost the charging cable. How can I get a new one?**

For new parts, please contact Fellowes customer service.

**Q: I've lost the USB micro receiver. Can I get a new one?**

Unfortunately, no. The USB micro receivers are specifically programmed to the mice during production and can't be replaced.

**Q: What is BioCote® and how does it work? Does it wash/wear off?**

Fellowes Penguin® Ambidextrous Vertical Mouse contains built in biocidal products for the protection against the growth of bacteria which cause mould, odour and product deterioration.



Based on silver ions, BioCote® is proven to offer antimicrobial protection for the expected lifetime of the product. BioCote® keeps your Penguin® Ambidextrous Vertical Mouse fresher and cleaner for longer, protecting against odour causing and staining microbes, such as bacteria and mould. BioCote® has been proven to reduce bacteria/microbes on products by up to 99.5% in two hours OR 99.99% in 24hrs. BioCote® protected products are quality control checked to the appropriate test standard. Please Note BioCote® technology does not protect users or others against disease causing bacteria, germs, viruses or other harmful organisms. This technology is not a substitute for good hygiene and/or cleaning practices.

The treated article contains the following biocide:

- Silver phosphate glass

**Q: How do I clean my Penguin®?**

Clean the device with a dry cloth. DO NOT attempt to open the device. Keep the device away from moisture and do not use with wet hands. Moisture in or on the device may lead to electrical shock. Regularly remove dust and dirt build-up from the underneath of your Penguin® mouse to ensure a smooth glide movement.

**Q: What warranty does my Penguin® come with?**

Fellowes, Inc. (the "Company") warrants this product to be free from defects in material and workmanship appearing within two (2) year from the date of the original purchase of the product. If such a defect appears during the warranty period, the Company will (at its sole option) either repair or replace the defective product with no charge for service or parts or refund the purchase price. The Company may require that the product be returned at the customer's expense to a location designated by Customer Service.

This warranty applies only to the initial retail purchaser and does not cover claims resulting from misuse, failure to follow instructions on installation and use, neglect, use of unauthorized attachments, commercial use, use on a current or voltage other than specified on the product, or unauthorized service during the warranty period on conditions otherwise covered by warranty.

THE DURATION OF ANY IMPLIED WARRANTIES, INCLUDING BUT NOT LIMITED TO ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, IS EXPRESSLY LIMITED TO THE DURATION OF THIS LIMITED WARRANTY. UNLESS REQUIRED BY APPLICABLE LAW,

THE CUSTOMER'S EXCLUSIVE REMEDY FOR BREACH OF THIS WARRANTY OR ANY IMPLIED WARRANTY OR OF ANY OTHER OBLIGATION ARISING BY OPERATION OF LAW OR OTHERWISE SHALL BE LIMITED AS SPECIFIED HEREIN TO REPAIR, REPLACEMENT OR A REFUND OF THE PURCHASE PRICE, AT THE COMPANY'S SOLE OPTION. UNDER NO CIRCUMSTANCE WILL THE COMPANY, ITS AFFILIATES, SUBSIDIARIES, RELATED ENTITIES, RESELLERS OR THEIR RESPECTIVE OFFICERS, DIRECTORS OR EMPLOYEES OR THOSE PERSONS FOR WHOM THEY ARE BY LAW RESPONSIBLE, BE LIABLE FOR CONSEQUENTIAL OR INCIDENTAL DAMAGES SUBSTAINED IN CONNECTION WITH THE PRODUCT. THE COMPANY AND THESE OTHER PARTIES DO NOT ASSUME OR AUTHORIZE ANY REPRESENTATIVE OR OTHER PERSON TO ASSUME FOR ANY OF THEM ANY OBLIGATION OR LIABILITY OTHER THAN AS IS EXPRESSLY SET FORTH HEREIN.

The duration, terms and conditions of this warranty are valid worldwide, except where different limitations, restrictions or conditions may be required by local law.