Manuals+

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 Apple

Apple A3118 Magic Keyboard

Welcome to your Magic Keyboard

Your Magic Keyboard has a rechargeable battery and uses Bluetooth® technology to connect wirelessly to your Mac.

This guide shows you how to use your Magic Keyboard, including pairing, setting up

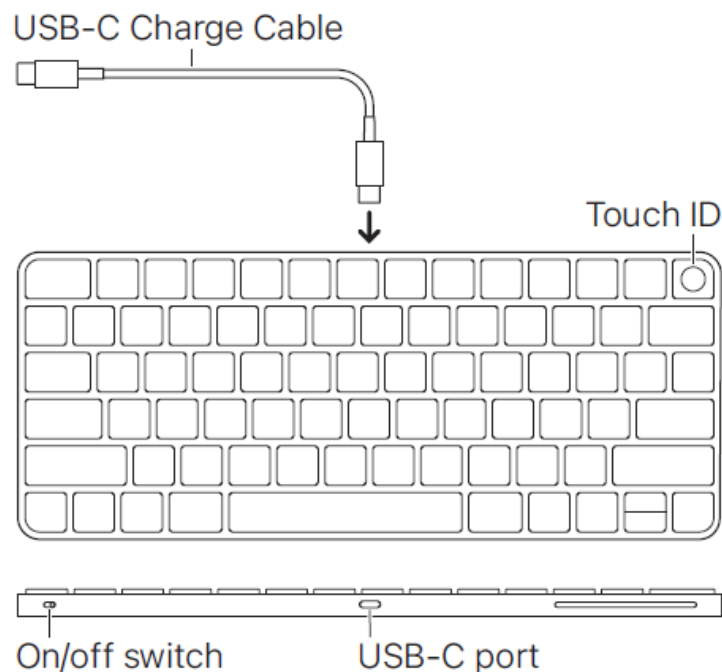Touch ID, customization, and recharging the battery.

Update your software

To use your Magic Keyboard and its full range of features, update your Mac to the latest version of macOS.

To check for updates to macOS, choose Apple menu > System Settings > General > Software Update (or Apple menu > System Preferences > Software Update).

Set up your Magic Keyboard

USB-C Charge Cable

To pair your Magic Keyboard with your Mac, use the USB-C Charge Cable that came with your keyboard. Plug one end of the cable into the USB-C port on your keyboard, and the other end into a USB-C port on your Mac. Slide the keyboard on/off switch to on (so green is visible).

Your keyboard will pair automatically with your Mac.

After the keyboard is paired, you can disconnect the cable and use your keyboard wirelessly.

Lock your Mac

Quickly press Touch ID to lock your Mac. To unlock your Mac, lightly touch Touch ID, or press any key, then type your password.

Set up Touch ID

You can use Touch ID to unlock your Mac, or make purchases from the App Store, Apple TV app, Apple Books, and on websites using Apple Pay.

To set up Touch ID:

1. Choose Apple menu > System Settings (or System Preferences), then click Touch ID & Password (or Touch ID).
2. Click Add Fingerprint, enter your password, then follow the onscreen instructions.
3. Turn the options under Touch ID on or off to customize how you want to use Touch ID.

Customize your Magic Keyboard

Change the modifier keys, set keyboard shortcuts for macOS apps and the Finder, and more.

To customize your Magic Keyboard:

1. Choose Apple menu > System Settings (or System Preferences), then click Keyboard.
2. Drag the "Key repeat rate" slider to set how quickly characters repeat when you hold down a key.
3. Drag the "Delay until repeat" slider to set how long you must hold down a key before it starts repeating.
4. Use other settings to add keyboard shortcuts, set up text replacements, add layouts for typing in other languages, and set up dictation.

Use the function keys

Use the function keys at the top of the keyboard to perform shortcuts for these common system functions.

☼ ☀	Decrease ☼ or increase ☀ the brightness of the Mac display.
吕◻	Open Mission Control to view what's running on your Mac, including your spaces and open windows.
Q	Open Spotlight to easily search for something on your Mac.
🎤	Activate dictation with a press. Press and hold to activate Siri.
☾	Turn Do Not Disturb on or off.
◁◁	Rewind or go to the previous song, movie, or slideshow.
▷‖	Play or pause songs, movies, or slideshows.
▷▷	Fast-forward or go to the next song, movie, or slideshow.
◁	Mute the sound coming from the speakers or headphone port on your Mac.
◁· ◁»)	Decrease ◁· or increase ◁») the volume of sound coming from the speakers or headphone port on your Mac.
⊕	Switch to a different keyboard or show emoji options.
fn	Use with function keys with a press and hold.

Recharge the battery

Use the USB-C Charge Cable that came with your keyboard. Plug one end of the cable into the USB-C port on your keyboard, and the other end into a USB-C port on your Mac or a USB-C power adapter.

To check the battery status, choose Apple menu > System Settings (or System Preferences), then click Keyboard. The battery level is shown at the top of the window (or in the lower-left corner).

Note: When you aren't using your Magic Keyboard, it goes to sleep to conserve battery power. If you won't be using your keyboard for an extended period, turn it off to conserve even more power.

Rename your Magic Keyboard

Your Mac gives your Magic Keyboard a default name the first time you pair it.

You can rename it in Bluetooth settings.

To rename your keyboard:

1. Choose Apple menu > System Settings (or System Preferences), then click Bluetooth.
2. Control-click the keyboard, then choose Rename.

Remove a pairing

After you pair your Magic Keyboard with a Mac, you can pair it again with a different Mac. To do this, remove the existing pairing and then pair the keyboard again.

To remove a pairing:

1. Choose Apple menu > System Settings (or System Preferences), then click Bluetooth.
2. Control-click the keyboard, then choose Forget (or Remove).

Clean your Magic Keyboard

To clean the outside of your keyboard, use a lint-free cloth. Don't get moisture in any openings or use aerosol sprays, solvents, or abrasives.

Ergonomics

When using your Magic Keyboard, it's important to find a comfortable posture, change your position often, and take frequent breaks.

For information about ergonomics, health, and safety, visit the ergonomics website at apple.com/about/ergonomics

Battery

Your Magic Keyboard contains no user-serviceable parts. Don't attempt to open or disassemble your Magic Keyboard, remove, crush, or puncture the battery in your Magic Keyboard, or expose it to high temperatures or liquids.

Disassembling your Magic Keyboard may damage it or may cause injury to you.

The lithium-ion battery in your

Magic Keyboard should be serviced or recycled by Apple or an authorized service provider, and disposed of separately from household waste. For information about Apple lithium-ion batteries, go to apple.com/batteries

More information

For more information about using your keyboard, search for "keyboard" in the macOS User Guide at support.apple.com/guide/mac-help

For support, go to apple.com/support

FAQ

- **Q: How can I check the battery status of my Magic Keyboard?**

  A: Navigate to Apple menu > System Settings (or System Preferences), then click on Keyboard to view the battery level.

- **Q: Can I rename my Magic Keyboard**

  A: Yes, you can rename your Magic Keyboard in Bluetooth settings.

Documents / Resources

Apple A3118 Magic Keyboard [pdf] User Manual

A3118, BCGA3118, A3118 Magic Keyboard, A3118, Magic Keyboard, Keyboard

References

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