

# User Guide

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### **Product notice**

This guide describes features that are common to most models. Some features may not be available on your tablet.

### **Software terms**

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For any further information or to request a full refund of the tablet, please contact your local point of sale (the seller).

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# 1 The basics

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 **NOTE:** For basic operating instructions, see the printed *Quick Start* guide included in the box with your tablet.

 **IMPORTANT:** Before using the tablet for the first time, connect it to external power, and then charge the battery for at least 15 minutes.

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To start using your tablet, follow these instructions:

1. After charging the battery, and while the battery image is displayed on the screen, turn on the tablet by pressing and holding the power button for up to 5 seconds until the HP or Compaq logo is displayed.

The first time you turn on the tablet, you will see a Welcome screen.

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 **IMPORTANT:** If the battery image is not displayed on the screen, press the power button briefly to display the image, and then press and hold the power button until the HP or Compaq logo is displayed.

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2. Follow the on-screen instructions to select a language and connect to a wireless network.

## Lock and unlock the screen

**Lock**—Press the power button.

**Unlock**—Press the power button to turn on the tablet, then place your finger on  and slide the icon to .

## 2 Using the Home screen

The Home screen provides a central location where you can customize the information, media, and applications you would like to access quickly.

 **NOTE:** The icons on the Home screen and the appearance of the Home screen may vary.

- To display notifications, swipe down from the top left.
- To display settings, swipe down from the top right (select models only).
- Touch an icon to perform the action described in the table.

Icon	Description
	<p><b>All apps</b> (select models only)—Displays a list of all apps.</p> <p>To see all widgets, touch the <b>Widgets</b> tab.</p> <p>– or –</p> <p>Touch and hold the Home screen to display the <b>Set Home Screen</b> menu, and then select <b>Widgets</b>.</p>
	<p><b>Back</b>—Opens the previous screen.</p>
	<p><b>Home</b>—Opens the central Home screen.</p> <ul style="list-style-type: none"><li>• To see a left or right Home screen, swipe to the left or right.</li><li>• To quickly return to the Home screen, touch .</li></ul>
	<p><b>Recent apps</b>—Opens a list of apps that you have used recently.</p> <ul style="list-style-type: none"><li>• Touch an app to open it.</li><li>• To remove an app from the list, depending on the tablet model, swipe it to the left or right, or swipe it up or down.</li></ul>

### Search\*

Icon	Description
	<p><b>Search</b>—Allows you to type one or more keywords to search with the installed search app.</p>
	<p><b>Voice search</b>—Allows you to touch , and then speak one or more keywords to search with the installed search app.</p>

\*The search feature varies by model and country.

## 3 Using apps and widgets

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 **NOTE:** The icons on the Home screen and the appearance of the Home screen may vary.

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Touch an app to open an application installed on your tablet.

Widgets are apps with special functionality that displays content that is updated frequently. You can view the updated content without opening the widget.

To see all apps, touch  (select models only).

- To open an app, touch the icon. To return to the Home screen, touch .
- To add an app to the Home screen, touch and hold the app icon until the Home screen appears, and then slide it to the location where you want it to be.
- To remove an app from the Home screen, touch and hold the app icon, and then drag it to the **X Remove** icon at the top of the screen.

To see all widgets, touch  (select models only), and then touch the **Widgets** tab.

– or –

Touch and hold the Home screen to display the **Set Home Screen** menu, and then select **Widgets**.

- To open a widget, touch the icon. To return to the Home screen, touch .
- To add a widget to the Home screen, touch and hold the widget icon until the Home screen appears, and then slide it to the location where you want it to be.
- To remove a widget from the Home screen, touch and hold the widget icon, and then drag it to the **X Remove** icon at the top of the screen.

## Using the on-screen keyboard

The on-screen keyboard is displayed by an application when you need to enter information.

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 **NOTE:** The appearance of the keyboard may vary.

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## Using email

1. Touch .
2. Under **ACCOUNTS**, touch **Add account**.
3. Touch the installed email app, and then follow the on-screen instructions.
4. To access your email account, touch the email icon.

## Using the calendar

Touch the **Calendar** icon, and then follow the on-screen instructions.



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**NOTE:** When you add an email account, the email, calendar, and people associated with the account are synchronized automatically.

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## Using the clock

To add an alarm, touch the clock icon, touch the alarm icon, and then follow the on-screen instructions.

## Printing

Before you can print to a printer on the same network as your device, a printing service must be installed on your device. To select a printing service, touch , and then under **System**, touch **Printing**.

You can open each available service to turn it on or off, see which printers are available, add new printers, and adjust the service's settings.

To print a document, such as a webpage:

1. Touch , and then touch **Print**.
2. In the dialog that appears, you can select the printer, the number of copies, orientation, and so on.
3. Touch **Print**.

## Downloading apps

Download apps, music, books, games, and more from the app marketplace for your region or country.



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**NOTE:** You must be connected to the Internet and signed into an email account to download apps.

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- Touch the icon for the app marketplace, and then touch a category, or type a keyword in the search field.
- To download and install an app, follow the on-screen instructions.

## Uninstalling apps

1. Touch .
2. Under **DEVICE**, touch **Storage**, and then touch **Apps**.
3. Touch the app that you want to uninstall, and then touch **Uninstall**.
4. Touch **OK**, and then touch **OK** again.

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# 4 Using the cameras

 **NOTE:** The icons on the Home screen and the appearance of the Home screen may vary.

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Take your own photo or take screenshots with the front camera.

## Taking your own photo

- Touch .
- To take a photo, touch the camera icon.  
The photo is saved in the Gallery.

## Recording a video

- Touch .
- To record a video, touch the video camera icon.
- To start or stop recording, touch the red button.  
The video is saved in the Gallery.

## Taking a screenshot

- To take a screenshot, press the power button and the volume down button at the same time for about 1 second.  
A message is displayed when the screenshot is saved in the Gallery.

## Viewing photos or videos

- To view the photos or videos in your Gallery, touch the **Gallery** icon.
- To delete a photo or video, touch the photo or video, and then touch **Delete**.

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## 5 Connecting to networks

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 **NOTE:** The icons on the Home screen and the appearance of the Home screen may vary.

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You can connect the tablet to a wireless network or Bluetooth® devices (select models only).

### Connect to a wireless network

Browse the Web, read your email, or perform other online activities.

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 **NOTE:** You must be connected to a wireless network before you can connect to the Internet.

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To connect to a wireless network:

1. Touch .
2. Under **WIRELESS & NETWORKS**, be sure that Wi-Fi is turned on.
3. Touch **Wi-Fi**, and then touch one of the available networks that is displayed.
4. Type the security key if required, and then touch **Connect**.

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 **NOTE:** To delete the security key for a wireless network to which you have previously connected, touch the name of the network, and then touch **Forget**.

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### Connect to Bluetooth (select models only)

Pair a Bluetooth device, such as a headset, keyboard, or mouse with your tablet.

To connect to a Bluetooth device:

1. Turn on the Bluetooth device.
2. Touch .
3. Under **WIRELESS & NETWORKS**, turn on **Bluetooth**, and then touch **Bluetooth**.
4. Touch your device name to make it visible to all nearby Bluetooth devices.
5. To find available Bluetooth devices, touch **SEARCH FOR DEVICES**.
6. When the device name appears, touch it to pair the device to your tablet.

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 **NOTE:** To maximize battery life, turn off Bluetooth when not in use.

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### Streaming content to a high-definition TV or monitor (select models only)

Cast screen technology allows you to stream or display content, such as a movie, wirelessly from your tablet to a compatible display device, such as a high-definition TV or monitor.

## Tips and recommendations for best performance

- Store media content locally on your tablet or on an installed micro SD memory card.
- Close apps that are not in use.
- Place your tablet and the display device in the same room.



**NOTE:** Cast screen video stream performance may be impacted by wireless environment factors, including Bluetooth usage and/or other wireless network congestion within close proximity.

## Connecting to a wireless display (select models only)

To connect to a wireless display:

1. Touch .
2. Touch **Wireless & Networks**, and then touch **Cast screen**.
3. Select your wireless display device from the list, and then follow the on-screen instructions to complete the connection.
4. To adjust the resolution, touch **Resolution**, and then touch the slider to increase or decrease the resolution.

If your adapter does not appear in the list of detected adapters, check the following:

- Make sure the display or adapter is compatible to work with your adapter.
- Make sure the display or adapter is connected to external power.
- Make sure your firewall is not blocking the software.
- Update the adapter firmware using the manufacturer's instructions that came with your adapter or from the manufacturer's website.
- Consult the adapter manufacturer for support.

## Improve the display resolution

- Adjust the display properties on your tablet to match the native display resolution of your TV.
- Search the Internet or read the user guide that was included with your TV or display adapter to find the native display resolution.
- The display adapter may have a maximum display resolution that does not match the native display resolution of the TV.

## Improve the connection speed to improve performance

When video streaming is not smooth or the audio cuts in and out, the wireless connection to your adapter may have lost bandwidth.

- Move the tablet closer to your adapter. The closer your tablet is to the adapter, the better the connection speed will be.
- Make sure there are no major obstacles, such as walls, between the tablet and the receiver.
- Stream media files directly from your tablet, not wirelessly from the Internet. Streaming from the Internet uses the tablet's wireless connection for both screen cast and Internet, and it can reduce the wireless bandwidth.
- Consult the adapter manufacturer for support.

# 6 Using Settings

 **NOTE:** The icons on the Home screen and the appearance of the Home screen may vary.

Use Settings for connecting to networks, setting preferences, and finding information about your tablet.

- On the Home screen, touch .
- or –
- Swipe down from the top, and then touch .

## WIRELESS & NETWORKS

Select preferences for connecting your tablet to wireless and other types of networks.

- **Wi-Fi**—Enable or disable **Wi-Fi**, and connect to a wireless network to check email, search the Web, or access social media websites.
- **Cast screen** (select models only)—Enable or disable connection to a wireless network to stream content from your tablet to a wireless display device.
- **Bluetooth** (select models only)—Enable or disable **Bluetooth**, and pair a Bluetooth device, such as a headset or keyboard, with your tablet.
- **Data usage** (select models only)—View a graph of the data used during the selected period. The data usage by each installed app is also displayed.
- **More...**—Enable or disable **Airplane mode**, **VPN**, **Tethering & portable hotspot**, or **Mobile networks**.

## DEVICE

- **Sound**—Select volume, ringtone (select models only), and vibration preferences for your tablet.
  - **Volumes**—Touch **Volumes**, touch **Music, video, games, & other media, Notifications, or Alarms**. Touch the slider to select the desired volume, and then touch **OK**.
  - **Phone ringtone** (select models only)—Touch **Phone ringtone**, touch a ringtone to select it, and then touch **OK**.
  - **Vibrate when ringing** (select models only)—Select the check box to enable vibration or clear the check box to disable it.
- **Controller** (select models only)—Enable or disable a game controller.
- **Sound**—Select notification, touch, and screen lock sound preferences for your tablet.
  - **Default notification sound**—Touch **Default notification sound**, touch a sound to select it, and then touch **OK**.
  - **Dial pad touch tones** (select models only)—Select the check box to enable, or clear the check box to disable.

- **Touch sounds**—Select the check box to enable, or clear the check box to disable.
- **Screen lock sound**—Select the check box to enable, or clear the check box to disable.
- **Display**—Select display brightness, wallpaper, and font size for your tablet.
  - **Brightness**—Touch the slider to select the desired brightness.
  - **Wallpaper**—To select an image to be displayed on the Home screen, select **Gallery**, **Live Wallpapers**, or **Wallpapers**, and then select **Set Wallpaper**.
  - **Sleep**—Select a time period after which the tablet will go to sleep.
  - **Daydream**—Select an image to display when the tablet is daydreaming, and then touch **Start now**, or touch **When to daydream**, and then select **While docked**, **While charging**, or **Either**.
  - **Font size**—Select **Small**, **Normal**, **Large**, or **Huge**.
  - **Cast screen** (select models only)—Touch to display a list of available wireless devices.
- **Storage**—View available space in the tablet memory and the micro SD™ card memory (if installed).
- **Battery**—View battery charge percentage and battery usage by various features.
- **Apps**—View downloaded apps and running apps. To view information or uninstall an app, touch the app.

## PERSONAL

- **Location**—Enable or disable **High accuracy**, **Battery saving**, or **Device only Mode selection**.
- **Security**—Select preferences for the following features:
  - **Screen security**—Touch **Screen lock**, touch **Slide**, **Face unlock**, **Pattern**, **Pin**, or **Password**, and then follow the on-screen instructions. For more information, see [Securing your tablet on page 12](#).
  - **Owner info**—To show owner information on the lock screen, touch the check box, and then type the text to be displayed. To disable this feature, clear the check box.
  - **SIM card lock** (select models only)—If a SIM card is installed, select a PIN to lock the SIM card.
  - **Make passwords visible**—Touch the check box to enable this feature, or clear the check box to disable it.
  - **Device administration**—Touch to view or deactivate device administrators.
  - **Unknown sources**—Touch the check box to allow installation of apps from unknown sources, or clear the check box to disable this feature.
  - **Verify apps**—Touch the check box to disallow or warn before installation of apps that may cause harm, or clear the check box to disable this feature.
  - **Trusted credentials**—Touch to display trusted credential certificates.
  - **Install from**—Touch to install certificates from internal storage.
- **Language & input**—Select language, spelling, keyboard, and search preferences for your tablet.

- **Language**—Touch to select a language.
- **Spell checker**—Touch the check box to enable this feature, and then touch  to select a language.
- **Personal dictionary**—Follow the on-screen instructions to add words to your personal dictionary.
- **Keyboard & input methods**—Touch **Default** to select a keyboard.
- **Voice typing**—Touch the check box to enable this feature, and then touch  to select preferences. Clear the check box to disable this feature.
- **Voice search**—Select voice search preferences for your tablet.
- **Mouse/trackpad**—Touch **Pointer speed**, touch the slider to select the desired speed, and then touch **OK**.
- **Backup & reset**—Select **BACKUP & RESTORE**, and **PERSONAL DATA** preferences for your tablet. For more information, see [Backing up and recovering your data on page 13](#).

## ACCOUNTS

Existing accounts are displayed.

- **Add account**—To add an email account or another type of account, touch **+ Add account**, and then follow the on-screen instructions.
- **Sync an account**—To sync an account, touch the name of the account, touch it again, and then touch **Sync now**.
- **Remove an account**—To remove an account, touch the name of the account, touch it again, and then touch **Remove account**.

## SYSTEM

- **Date & time**—Enable or disable **Automatic date & time**, and select preferences for time zone, time format, and date format.
- **Accessibility**—Enable or disable **TalkBack**, **Magnification gestures**, **Large text**, **Auto-rotate screen**, **Speak passwords**, **Accessibility shortcut**, **Text-to-speech output**, or **Touch & hold delay**.
- **Printing**—Enable or disable printing to a connected printer.
- **About tablet**—Display the system status, legal information, model number, and operating system version for your tablet.

To check for system updates, touch **Update**, and then touch **Check now**.

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# 7 Transferring files

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 **NOTE:** For voice tablets only, USB tethering must be turned off before you can use USB to transfer files between your tablet and a Windows® computer (see [Activate tethering or a portable hotspot \(select models only\) on page 16](#)).

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1. Connect the micro USB cable to your tablet and to a Windows computer.  
The USB storage appears as a drive on the computer. You can copy files back and forth as you would with any other external device.
2. When you have finished transferring files, disconnect the USB cable.

---

## 8 Securing your tablet

To prevent others from accessing the data on your tablet, select a screen lock method.

1. Touch .
2. Under **PERSONAL**, touch **Security**, and then under **SCREEN SECURITY**, touch **Screen lock**.
3. Under **Choose screen lock**, select one of the following types of screen locks, and then follow the on-screen instructions.



**NOTE:** If you have previously selected a screen lock, you must unlock the screen before changing the lock settings.

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- **Slide**—Unlock the screen by swiping to the right.
- **Face Unlock (select models only)**—Unlock the screen by looking at the screen.
- **Pattern**—Draw a simple pattern to unlock the screen.
- **Pin**—Enter four or more numbers to unlock the screen.
- **Password**—Enter four or more letters or numbers. This option provides the most protection, if a strong password is selected.

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# 9 Backing up and recovering your data

## Updating apps, widgets, and the operating system

HP recommends that you update your apps, widgets, and the operating system on a regular basis to the latest versions. Updates can resolve issues and bring new features and options to your tablet. Technology is always changing, and updating apps, widgets, and the operating system allows your tablet to run the latest technology available. For example, older apps and widgets might not work well with the most recent operating system.

If you download the latest versions of HP and third-party apps and widgets, the operating system will download system updates automatically and notify you when it is ready to install these updates. If you want to update the operating system manually, go to <http://www.hp.com/support>.

## Back up and reset

HP strongly encourages that you periodically back up your personal data on your tablet to another computer, a dedicated storage device, or to the cloud using one of several commercially available solutions.

You can select preferences for backing up and restoring your data in case of loss.

1. Touch .
2. Under **PERSONAL**, touch **Back up & reset**.
3. Under **BACKUP & RESTORE**, select one or more of the following:
  - **Back up my data**—Select the check box to enable backing up app data, wireless passwords, and other settings to Internet servers, or clear the check box to disable this feature.
  - **Backup account**—Select an email account for backing up data.
  - **Automatic restore**—Select the check box to enable backed up settings and data to be restored when an app is reinstalled, or clear the check box to disable this feature.

## Factory data reset

### Resetting with the tablet turned on

If the tablet starts normally, and if you are able to sign in to the owner account (the first account added to the device), follow the steps in this section.

To reset all settings and delete all data on the device:

1. Touch .
2. Under **PERSONAL**, touch **Back up & reset**.

3. Under **PERSONAL DATA**, select **Factory data reset**.

---

 **CAUTION:** All data saved on your device is deleted when you perform a factory reset. All apps are uninstalled. It may be possible to restore data in your email account. Back up all important files with an external storage device or to the cloud using one of several commercially available solutions, before resetting the tablet.

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4. Touch **Reset tablet**.
5. If you set a lock screen password for your tablet, enter your password when prompted.
6. Touch **Erase everything** to begin the reset.

The tablet turns off. When the reset is complete, the tablet starts.

## Resetting with the tablet turned off

If the tablet does not start normally, or if you do not remember the lock screen password, you can reset the tablet without turning it on.

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 **CAUTION:** All data saved on your device is deleted when you perform a factory reset. All apps are uninstalled, but it may be possible to restore data in your email account. Back up all important files with an external storage device or to the cloud using one of several commercially available solutions, before resetting the tablet.

 **NOTE:** The touch screen is disabled when the device is in recovery mode. Use the volume up (+) and volume down (-) buttons to navigate up or down in the recovery menu.

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1. Charge the tablet for at least half an hour, and then disconnect the AC adapter from the tablet.
2. If a micro SD card is installed in the tablet, remove the memory card before resetting the tablet.
3. With the tablet turned off, press and hold the power button, and then press the volume up (+) button at the same time.
4. Press and hold the power button and the volume up (+) button for several seconds.
5. When the Select Boot Mode appears, press the volume up (+) button to highlight **Recovery**, and then press the power button to select **Recovery**.
6. Press and hold the power button, and then press the volume up (+) button once to enter Recovery mode.
7. Press the volume down (-) button to highlight **wipe data/factory reset**, and then press the power button to begin the reset.
8. Press the volume down (-) button to select **Yes –delete all user data**, and then press the power button.

A recovery system screen shows the reset process.

9. When the screen displays the message **Data wipe complete**, press the volume down (-) button to highlight **Reboot system now**, and then press the power button to select.

The tablet will restart.

# 10 Voice tablet features (voice tablets only)

## Using voice calling features (voice tablets only)

 **NOTE:** The icons on the Home screen and the appearance of the Home screen may vary.

Icon	Description
	<b>Make a call</b> —Touch the  icon on the Home screen or the Apps screen, touch the keys to enter the phone number, and then touch the icon.  – or –  Touch  , touch a contact name, and then touch the  icon.
	<b>Answer a call</b> —Slide the  icon outside the circle.
	<b>End a call</b> —Touch the  icon at the bottom of the screen.
	<b>Send a call to voicemail</b> —Slide the  icon outside the circle.
	<b>Return a recent call</b> —Touch the  icon, and then touch a recent call to return it.
	<b>People</b> —Allows you to store frequently called phone numbers. The phone numbers that you contact most often are listed first.

## Connecting to a mobile network (voice tablets only)

If a micro SIM card is not preinstalled, a micro SIM card can be purchased from a mobile carrier. To insert the micro SIM card, see the *Quick Start* guide included with your product.

1. Touch .
2. Under **WIRELESS & NETWORKS**, touch **More ...**, touch **Mobile Networks**, and then touch **Access Point Names**.
3. Swipe down from the top, touch **Select New APN**, and then follow the on-screen instructions.

## Activate data transfer (select models only)

To enable data transfer over a mobile network:

1. Touch .
2. Under **WIRELESS & NETWORKS**, touch **More ...**, touch **Mobile Networks**, and then touch **Mobile data**.

## Activate tethering or a portable hotspot (select models only)

To share your product's mobile data connection via USB or as a portable wireless hotspot:

1. Touch .
2. Under **WIRELESS & NETWORKS**, touch **More ...**, and then touch **Tethering and portable hotspot**.
3. To set up a portable wireless hotspot, touch **Portable Wi-Fi hotspot**.
4. To share your product's mobile data connection, touch **Bluetooth tethering** or **USB tethering**.

To disable tethering:

1. Touch .
2. Under **WIRELESS & NETWORKS**, touch **More ...**, and then touch **Tethering and portable hotspot**.
3. To disable tethering, touch **USB tethering**, and then disconnect the USB device, or touch **Bluetooth tethering**.

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# 11 More HP resources

To locate product details, how-to information, and more, use this table.

Resource	Contents
HP support Go to <a href="http://welcome.hp.com/support">http://welcome.hp.com/support</a> .	<ul style="list-style-type: none"><li>• Online chat with an HP technician.</li><li>• Find telephone numbers.</li><li>• Locate HP service center locations.</li></ul>
<i>Quick Start</i> The <i>Quick Start</i> guide is located in the tablet box.	<ul style="list-style-type: none"><li>• Basic operating instructions.</li></ul>
<i>Product Notices</i> The <i>Product Notices</i> document is located in the document folder of the tablet box.	<ul style="list-style-type: none"><li>• Important regulatory notices.</li></ul>

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