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

By installing, copying, downloading, or otherwise using any software product preinstalled on this tablet, you agree to be bound by the terms of the HP End User License Agreement (EULA). If you do not accept these license terms, your sole remedy is to return the entire unused product (hardware and software) within 14 days for a full refund subject to the refund policy of your seller.

For any further information or to request a full refund of the price of the tablet, please contact your seller.

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1 Starting right

NOTE: For basic operating instructions, see the printed *Quick Start* guide poster that is 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.

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 logo is displayed.

   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 logo is displayed.

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

2. Follow the on-screen instructions to:
   - Select a language.
   - Connect to a wireless network.

Best practices

To get the most from your smart investment, we recommend the following steps:

- If you haven't already done so, connect to a wired or wireless network. See details in Connecting on page 9.
- Become familiar with the tablet hardware and software. For more information, see Getting to know your tablet on page 3 and Using apps and widgets on page 20.
- Update or purchase antivirus software at the Google Play™ store (select tablets only) .

  NOTE: On select tablets, you may find a different online marketplace app.

- Set a screen lock for the tablet. See Securing your tablet on page 30.

More HP resources

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

Resource	Contents
HP support For worldwide support, go to http://welcome.hp.com/country/us/en/wwcontact.us.html. – or – Use the **HP Support Assistant** app (select countries only). To access from the Home screen, touch the **All Apps** icon, and then touch the **HP Support Assistant** app. Follow the on-screen instructions to contact support.	• Telephone numbers • HP service center locations
Quick Start guide. The *Quick Start* guide is located in the tablet box.	• Overview of tablet setup and features
Product Notices The Notices document may be provided the in following ways: • With the **HP User Guides** app provided on your tablet. To access, touch the **All Apps** icon, and then touch the **HP User Guides** app. Select the document.	• Important regulatory notices, including information about proper battery disposal
*Limited Warranty** This document may be provided in the following ways: • With the **HP User Guides** app provided on your tablet. To access, touch the **All Apps** icon, and then touch the **HP User Guides** app. Select the document. • On the HP website. Go to http://www.hp.com/go/orderdocuments. • In the box with your tablet	• Warranty information about this tablet
* For products purchased in Asia Pacific, you can write to HP at Hewlett Packard, POD, P.O. Box 200, Alexandra Post Office, Singapore 911507. Include your product name, and your name, phone number, and postal address.	

2 Getting to know your tablet

Using the Home screen

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

Touch an icon on the Home screen to perform the action described in the table.

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

Icon	Description
	All apps—Displays a list of all apps.
	Widgets—Displays a list of all widgets. To see all widgets, touch and hold on the Home screen until the **Widgets** icon displays, and then touch the **Widgets** icon.
	Back—Opens the previous screen.
	Home—Opens the central Home screen. • To see a left or right Home screen, swipe to the left or right. • To quickly return to the Home screen, touch the **Home** icon.
	Overview—Opens a list of apps that you have used recently. • Touch an app to open it. • To remove an app from the list, swipe it to the left or right. NOTE: For some apps, you can touch the **X** on the top right of the app screen to close the app.
	Settings—Allows you to connect to networks, set preferences, and find information about your tablet. To display settings: ▲ Touch the **All Apps** icon, and then touch the **Settings** icon. – or – Swipe down twice from the top edge, and then touch the **Settings** icon.
	Menu—Displays a list of additional options relevant to your current activity. For some functions and apps, Menu provides access to help information.
	Notifications—Appear as different icons at the top of the screen to notify you about new messages or events. To display notifications, swipe down from the top edge. Notifications also can display on the lock screen.

Icon	Description
	TIP: If you touch and hold on an individual notification you can access the app's notification controls.
	Quick Settings menu—Provides quick access to the following tasks: • Open the main Settings menu • Select users • Enable or disable Airplane mode • Change display brightness and rotation settings • Enable or disable wireless settings • View battery information and access power settings • Enable or disable location • Access other media devices To display the Quick Settings menu, swipe down twice from the top edge. For more information about using settings, see Using Settings on page 23. **TIP:** The Quick Settings menu is the faster path to Settings. You can also access Settings using these steps: ▲ Touch the **All Apps** icon, and then touch the **Settings** icon.
	Interruptions mode—The icon displays when the interrupt mode for notifications is turned on and set at priority. For information about setting interruption sound and notifications, see Device on page 23.
	Wi-Fi—The icon displays when Wi-Fi is turned on, which allows you connect to a Wi-Fi network. For information about connecting to a wireless network, see Connecting to a wireless network on page 9.
	Mobile broadband—The icon displays when mobile broad is turned on, which allows you to connect to a mobile broadband network. For information about connecting to a wireless network, see Connecting to a mobile broadband network (select tablets only) on page 9
	Bluetooth—The icon displays when Bluetooth® is turned on and the tablet can be paired with Bluetooth-capable devices such as keyboards, pointing devices, and headsets (all purchased separately). For information about connecting to a wireless network, see Using Bluetooth wireless devices on page 11
	Airplane mode—The icon displays when airplane mode is turned on and wireless features are turned off. For information about enabling or disabling airplane mode, see Turning off data connections on page 11.
	Battery—Displays information regarding the current state of your tablet's battery.
	Google Play store (select tablets only)—Accesses Android apps for your tablet in this online marketplace featuring both free and paid downloadable content. **NOTE:** On select tablets, you may find a different online marketplace app.
	Search (varies by country)—Allows you to type one or more keywords to search with the installed search app.
	Voice search (select tablets only; varies by country)—Allows you to touch , and then speak one or more keywords to search with the installed search app.

HP Apps

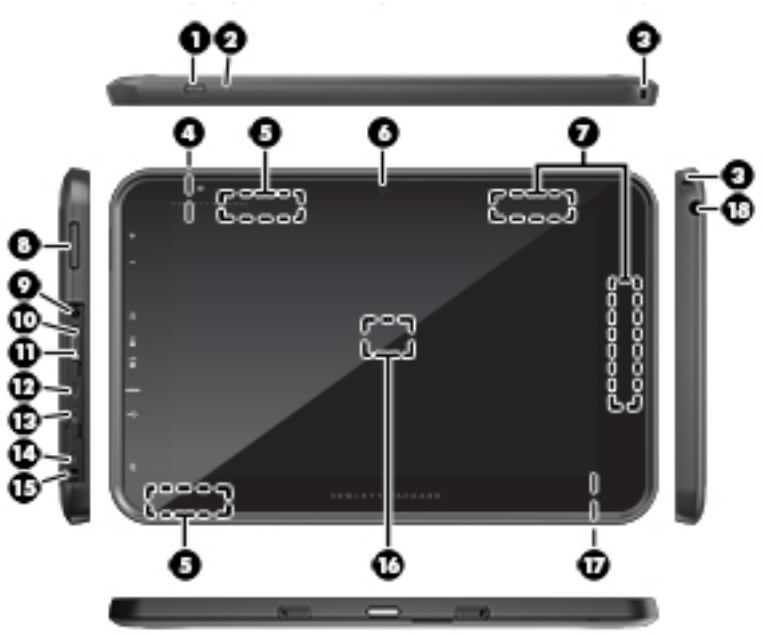
Your tablet may have some of the following apps, or these may be available from the Google Play store (select tablets only).

NOTE: On select tablets, you may find a different online marketplace app.

To select these apps, touch the **All Apps** icon, and then touch the HP App you want.

Icon	Description
	HP Media Player—Allows you to view images and photos, listen to music, and use the camera.
	HP Notes—Allows you to create notes, to-do lists, draw diagrams.
	HP Print Service—Allows you to print directly to certain HP printers. For more information, see Multimedia on page 13.
	HP Support Assistant (select tablets only)—Provides instant access to tablet information, help resources, and support.
	HP Touchpoint Manager (select tablets only)—Provides a cloud-based IT solution that enables businesses to effectively manage and secure their company assets. HP Touchpoint Manager helps protect tablets against malware and other attacks, monitors tablet health, and enables you to reduce time spent solving end-user tablet and security issues. You can quickly download and install the software, which is highly cost effective relative to traditional in-house solutions.
	HP User Guides app—Provides access to HP Product Notices, Warranty, and User Guide.

Identifying components



Component		Description
(1)	Power button	• When the tablet is off, press the button to turn on the tablet. • When the tablet is on, press the button briefly to initiate Sleep. • When the tablet is in the Sleep state, press the button briefly to exit Sleep. **CAUTION:** Pressing and holding down the power button without waiting for the **Power off** message can result in the loss of unsaved information.
(2)	Microphone	Receives sound.
(3)	Stylus connector	Connect stylus
(4)	Rear camera	Records video and captures photographs.
(5)	WLAN (wireless local area network) antennas	Send and receive wireless signals to communicate with WLANs. **NOTE:** The antennas are not visible from the outside of the tablet. For optimal transmission, keep the areas immediately around the antennas free from obstructions. For wireless regulatory notices, see the section of the *Product Notices* that apply to your country or region.
(6)	Front camera	Records video and captures photographs.
(7)	WWAN (wireless wide area network) antennas (select devices only)	Send and receive wireless signals to communicate with WWANs.

Component		Description
		NOTE: The antennas are not visible from the outside of the tablet. For optimal transmission, keep the areas immediately around the antennas free from obstructions. For wireless regulatory notices, see the section of the *Product Notices* that applies to your country or region.
(8)	Volume button	Press to increase or decrease sound.
(9)	Audio-out (headphone) jack	Connects optional powered stereo speakers, headphones, earbuds, a headset, or a television audio cable. Also connects an optional headset microphone. This jack does not support optional microphone-only devices. **WARNING!** To reduce the risk of personal injury, adjust the volume before putting on headphones, earbuds, or a headset. **NOTE:** When a device is connected to the jack, the tablet speakers are disabled. **NOTE:** Be sure that the tablet cable has a 4-conductor connector that supports both audio-out (headphone) and audio-in (microphone).
(10)	MicroSD card reader	Reads optional microSD cards that store, manage, share, or access information. For installation instructions, see Using storage on page 33.
(11)	Micro SIM card slot (select devices only)	Supports a wireless subscriber identity module (SIM) card. If a micro SIM card was not pre-installed in your tablet, see Installing a micro SIM (select tablets only) on page 10.
(12)	Micro-HDMI port	Permits you to connect to power using micro-B USB extension cable. You can use the cable to connect to a USB power source or AC adapter.
(13)	Micro-B USB 2.0 port	Permits you to connect to power using micro-B USB extension cable. You can use the cable to connect to a USB power source or AC adapter.
(14)	AC adapter/battery light	• White: The AC adapter is connected and the battery is fully charged. • Blinking white: The AC adapter is disconnected and the battery has reached a low battery level. • Amber: The AC adapter is connected and the battery is charging. • Off: The battery is not charging.
(15)	Power connector	Connects an AC adapter.
(16)	NFC (Near Field Communications) area	Allows you to share data and files with another device that has NFC by simply touching the tablets together.
(17)	Speaker	Produces sound.
(18)	Stylus storage	Stores stylus.

Display

Users with visual impairments can enter full-screen magnification by touching the screen three times.

To turn on this feature:

1. Swipe down twice from the top edge, and then touch the Settings icon .
2. Under **System**, touch **Accessibility**, and then touch **Magnification gestures**.
3. Slide the switch to the right to turn on the setting.

Labels

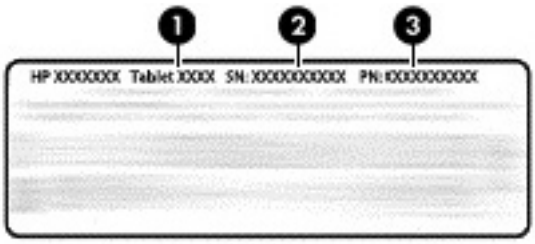
The labels affixed or etched onto the tablet provide information you may need when you troubleshoot device problems or travel internationally with the tablet.

IMPORTANT: Check the following locations for the labels described in this section:

The bottom of the tablet, on the back of the display, the back, or the bottom edge of the tablet. Tablet information may be provided on only one or two labels.

NOTE: Your label may look slightly different from the illustration in this section.

- Service label—Provides important information to identify your tablet. When contacting support, you will probably be asked for the serial number, and possibly for the product number or the model number. Locate these numbers before you contact support.



Component	
(1)	Model number
(2)	Product number
(3)	Serial number

- Regulatory label(s)—Provide(s) regulatory information about the tablet.
- Wireless certification label(s)—Provide(s) information about optional wireless devices and the approval markings for the countries or regions in which the tablets have been approved for use.

3 Connecting

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

Connecting your tablet to the Internet, networks, and other devices is quick and easy. Follow the directions in the sections below to connect by using one or more of the capabilities of your tablet:

- Wireless antennas–Connect you to a wireless local area network (WLAN)
- Mobile broadband module (select tablets only)–Connects you to a wireless wide area network (WWAN)
- Bluetooth—Connects you to components that are in close proximity to your tablet
- NFC–Connects you to another device by touching your tablet to that device
- USB–Connects you directly to another device by USB cable

Connecting to a wireless network

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

To connect to a wireless network:

1. Swipe down twice from the top edge, and then touch the **Settings** icon .
2. Under **Wireless & networks**, touch **Wi-Fi** , and then slide the switch to the right to turn on the Wi-Fi.
3. Touch one of the available networks that is displayed.
4. Type the security key if required, and then touch **Connect**.

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**.

Connecting to a mobile broadband network (select tablets only)

If a micro SIM card is not preinstalled in your tablet, you can purchase one from a mobile wireless carrier. To install a micro SIM card, see Installing a micro SIM (select tablets only) on page 10.

If a micro SIM is already installed, see Setting your mobile network on page 10.

Installing a micro SIM (select tablets only)

1. Lift the cover **(1)** on the left edge of the tablet.
2. Insert the micro SIM card **(2)** in the upper slot.

3. Press in gently on the card until it is firmly seated.

To set your mobile network, continue to Setting your mobile network on page 10.

Setting your mobile network

1. Swipe down twice from the top edge, and then touch the **Settings** icon .
2. Under **Wireless & networks**, touch••• **More**, and then touch **Mobile Networks**.
3. Touch **Network operators**, and then follow the on-screen instructions.

Activating data transfer (select tablets only)

To enable data transfer over a mobile network:

1. Swipe down twice from the top edge, and then touch the **Settings** icon .
2. Under **Wireless & networks**, touch ••• **More** , touch **Mobile Networks**, and then touch **Data enabled**.

Activating tethering or a portable hotspot (select tablets only)

To share your tablet's mobile data connection through a USB device or as a portable Wi-Fi hotspot:

1. Swipe down twice from the top edge, and then touch the **Settings** icon .
2. Under **Wireless & networks**, touch ••• **More**, and then touch **Tethering & portable hotspot**.

3. To set up a portable Wi-Fi hotspot, touch **Portable Wi-Fi hotspot**.
4. To share your tablet's mobile data connection, touch **Bluetooth tethering** or **USB tethering**.

To disable tethering:

1. Swipe down twice from the top edge, and then touch the **Settings** icon.
2. Under **Wireless & networks**, touch ••• **More**, touch **Tethering and portable hotspot**.
3. To disable tethering, touch **USB tethering**, and then disconnect the USB device, or touch **Bluetooth tethering**.

Browsing the Internet

After you have established an Internet connection, you can surf the Internet using an Internet browser.

To begin surfing the Internet:

- Touch the **All Apps** icon, and then touch the browser icon.

Using Bluetooth wireless devices

Pair your tablet with 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. Swipe down twice from the top edge, and then touch the **Settings** icon.
3. Under **Wireless & networks**, touch **Bluetooth** .
4. Move the slider to **On** to turn on Bluetooth.
5. When the tablet name appears, touch it to pair the tablet to your tablet, and then follow the on-screen instructions to continue.

TIP: If a device you are looking for does not appear, touch the **Menu** icon, and then touch **Refresh**.

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

Turning off data connections

Airplane mode is a quick way to turn off all data connections. When you turn on airplane mode, these connections are turned off:

- Wi-Fi
- Mobile data
- Bluetooth

Enabling or disabling airplane mode

- Swipe down twice from the top edge, and then touch the **Airplane mode** icon.

Sharing using NFC

1. Select the file or item you want to share with another device.
2. Start NFC on your tablet:
   a. Swipe down twice from the top edge, and then touch the **Settings** icon .
   b. Under **Wireless & networks**, touch ••• **More**, and then touch **NFC**.

   NOTE: Both **NFC** and **Android Beam** must be on to share items.
3. Make sure the other device is unlocked and has NFC turned on.
4. Tap the NFC area, usually the back of your tablet, to the NFC area of the other device.
5. Touch **Touch to beam** on your tablet.

4 Multimedia

Use your HP device as an entertainment hub to socialize via the webcam, camera, enjoy and manage your music, and download and watch movies. Or, to make your tablet an even more powerful entertainment center, connect external devices like a monitor, projector, or TV, or speakers and headphones.

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

NOTE: You can run some apps and media features offline without an Internet connection.

Using a camera

You can take a photo with the rear camera, and take your own photo or screenshots with the front camera.

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

TIP: To access the camera from a locked screen, place your finger on the lock icon and slide the icon to the left.

Taking a photo

- Touch the **All apps** icon, and then touch the **Camera** icon .
- To take a photo, touch the **Camera** icon .

  The photo is saved in Photos.

Switching between cameras

NOTE: The icons will vary depending on the camera program on your tablet.

To switch between the front and rear camera:

1. Touch the **All apps** icon, and then touch the **Camera** icon .
2. Touch the **Menu** icon to display the **Rotate camera** icon.
3. Touch the **Rotate camera** icon.

Recording a video

NOTE: Some devices may require tapping the selection icon or swiping the screen before choosing the icon. The icons will vary depending on the camera program on your tablet.

1. Touch the **All apps** icon, and then touch the **Camera** icon .
2. Swipe from the left, and then touch the **Video camera** icon.

- To start recording, touch the **Video camera** icon.
- To stop recording, touch the square icon.

  The video is saved in Photos.

Taking 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 Photos.

Viewing photos or videos

▲ Touch the **All apps** icon, and then touch the **Photos** icon.

NOTE: To delete a photo or video, touch the photo or video in Photos, and then touch the **Delete** icon.

Printing photos

You can print photos, documents, or web pages to a printer connected to the installed printing app.

On select devices, you can activate **HP Print Service**, which allows you to print directly to an HP printer.

1. Select the photo you want to print, and then touch the **Menu** icon, and then touch **Print**.
2. Adjust settings in the menu that appears, such as printer, copies, orientation, and so on.
3. Touch the **Print** icon. For more information, see Printing files on page 28

Using audio

On your tablet, you can stream audio content from the web (including radio), record audio, or mix audio and video to create multimedia. To enhance your listening enjoyment, attach external audio devices such as speakers or headphones.

Connecting speakers

You can attach wired speakers to your tablet by connecting them to a USB port or to the audio-out (headphone) jack on your tablet.

To connect wireless speakers to your tablet, follow the device manufacturer's instructions. Before connecting speakers, lower the volume setting.

Connecting headphones

WARNING! To reduce the risk of personal injury, lower the volume setting before putting on headphones, earbuds, or a headset. For additional safety information, see the *Product Notices*.

You can connect wired headphones to the audio-out (headphone) jack on your tablet.

To connect wireless headphones to your tablet, follow the device manufacturer's instructions.

Connecting headsets

⚠ **WARNING!** To reduce the risk of personal injury, lower the volume setting before putting on headphones, earbuds, or a headset. For additional safety information, see the *Product Notices*.

Headphones combined with a microphone are called headsets. You can connect wired headphones or headsets to the audio-out (headphone)/audio-in (microphone) jack on your tablet.

To connect *wireless* headphones or headsets to your tablet, follow the device manufacturer's instructions.

Using video

Your tablet is a powerful video device that enables you to watch streaming video from your favorite websites and download video and movies to watch on your tablet when you are not connected to a network.

To enhance your viewing enjoyment, use one of the video ports on your tablet to connect an external monitor, projector, or TV.

IMPORTANT: Be sure that the external device is connected to the correct port on your tablet, using the correct cable. Check the device manufacturer's instructions.

Streaming content to a high-definition TV or monitor

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 microSD 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 use of Bluetooth devices near your tablet, wireless network congestion, and proximity to wireless network.

Connecting to a wireless display

To connect to a wireless display:

1. Swipe down twice from the top edge, and then touch the **Settings** icon .
2. Under **Device**, touch **Display**, 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.

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 tablet.
- 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.

Improving the display resolution

- Adjust the display properties on your tablet to match the native display resolution of your TV.
- Refer to the user guide provided by your TV or display adapter to find the native display resolution. Most manufacturers also provide this information online.
- The display adapter may have a maximum display resolution that does not match the native display resolution of the TV.

Improving 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 adapter.
- 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 impact wireless performance.
- Consult the adapter manufacturer for support.

5 Navigating the screen

You can navigate the tablet screen in the following ways:

- Touch gestures
- Keyboard and optional mouse (purchased separately)

Using touch gestures

You can navigate your tablet's screen using touch gestures in the following ways:

- Use touch gestures directly on the tablet screen

On devices with an attached or external keyboard, the TouchPad helps you navigate the tablet screen and control the pointer using simple touch gestures.

NOTE: Most of the gestures shown here can be used on either the TouchPad or touchscreen. TouchPad gestures are not supported in all apps.

Touch

Use the touch gesture to open an item on the screen.

- Point to an item on the screen, and then touch one finger on the touch screen to open it.

Two-finger pinch zoom

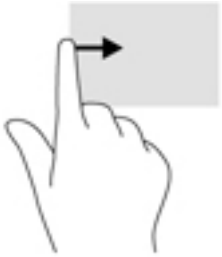
Use the two-finger pinch zoom to zoom out or in on images or text.

- Zoom out by placing two fingers apart on the touch screen and then moving your fingers together.
- Zoom in by placing two fingers together on the touch screen and then moving your fingers apart.

Left or right swipe

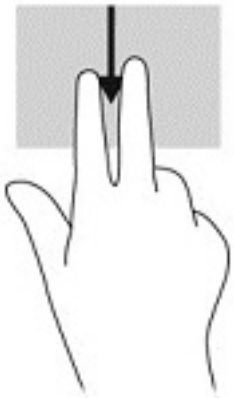
Use the left or right swipe to reveal your open apps, move through home screens, and move through photos so that you can access them quickly.

NOTE: In select apps, this gesture may provide access to additional settings or other features.



Two-finger top-edge swipe

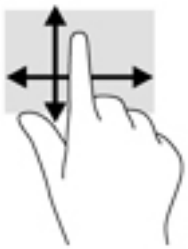
Use the two-finger swipe from the top edge to display the Quick Settings menu.



One-finger slide

Use the one-finger slide to pan or scroll through lists and pages, or to move an object.

- To scroll across the screen, lightly slide one finger across the screen in the direction you want to move.
- To drag, press and hold an object, and then drag the object to move it.



Using an optional external keyboard

Connecting an external keyboard allows you to type, select items, and scroll to perform some of the same functions you do using touch gestures. A keyboard also allows you to use action keys and key combinations to perform specific functions.

NOTE: Depending on the country or region, your keyboard may have different keys and keyboard functions than those discussed in this guide.

TIP: HP recommends using an Android-compatible keyboard with your tablet. Keyboards not compatible with Android may not offer the same action key functionality. To find an Android-compatible keyboard, go to http://www.hp.com.

An action key performs an assigned function. The icon on each of the action key illustrates the assigned function for that key.

To use an action key function, press the key.

NOTE: On some devices, you may need to press the fn key in combination with the appropriate action key.

6 Using apps and widgets

An app is an application or software program for your tablet, such as a document reader, file manager, or game.

- **See all apps**—Touch the **All apps** icon .
- **Open an app** —Touch the icon for the app. To return to the Home screen, touch the **Home** icon .

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

- **See all widgets**—Touch and hold on the Home screen to display the **Widgets** icon , and then touch the **Widgets** icon .
- **Open a widget**—Touch the icon for the widget. To return to the Home screen, touch the **Home** icon .

Organizing apps and widgets on the Home screen

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

Adding an app to the Home screen

1. Touch the **All apps** icon on the Home screen.

   NOTE: The apps on the screen are initially displayed alphabetically.

2. Touch and hold the app until the Home screen appears, slide the icon into place, and lift your finger.

Adding a widget to the Home screen

1. Touch and hold on the Home screen to display the **Widgets** icon , and then touch the **Widgets** icon .
2. Touch and hold the widget icon until the Home screen appears, and then slide the icon into place, and lift your finger.

Moving an app or widget icon to a different location on a Home screen

1. Touch and hold the icon.
2. Slide your finger to the new position.
3. Lift your finger. The icon drops into its new position.

Removing an app or widget icon from the Home screen

1. Touch and hold the icon.
2. While holding the icon, drag it to the **Remove** icon at the top of the screen.

NOTE: The Remove option is only available at the top of the screen if you are touching and holding an icon.

Using the on-screen keyboard (select devices only)

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

NOTE: The appearance of the keyboard may vary.

Using email

1. Touch the **All Apps** icon , and then touch the **Email** icon.
2. Enter your email user name and password, and then follow the on-screen instructions.
3. To access your email account, touch the **Email** icon.

Using the calendar

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

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

Using the clock

To add an alarm, set a timer, use the stopwatch, touch the **All Apps** icon , touch the **Clock** icon , touch the icon for the feature you want, and then follow the on-screen instructions. Touch the **Clock** icon to return to the time display. From the time display, you can also:

- Touch the **World icon** to select a city to set a time zone.
- Touch the **Menu icon** to select additional settings for style, volume, and other options.

Downloading apps

Download apps, music, books, games, and more from the Google Play store (select devices only) .

NOTE: On select tablets, you may find a different online marketplace app.

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

1. Touch the icon for the app marketplace.
2. Touch a category.

   – or –

   Type a keyword in the search field.
3. To download and install an app, follow the on-screen instructions.

Uninstalling apps

1. Swipe down twice from the top edge, and then touch the **Settings** icon .
2. Under **Device**, touch **Apps**.
3. Touch the app that you want to uninstall, touch **Uninstall**, and then follow the on-screen instructions.

7 Using Settings

NOTE: The icons in Settings and the available selections may vary.

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.

- Swipe down twice from the top edge, and then touch the **Settings** icon.

TIP: The fastest path to **Settings** is swiping down twice, but you can also touch the **All Apps** icon, and then touch the **Settings** icon.

Wireless & networks

Select preferences for connecting your tablet to wireless and other types of networks. For more information about connecting to networks, see Connecting on page 9.

Device

Select preferences for sounds, notifications, and display settings, view storage and battery information, and configure users for your tablet.

NOTE: For information about battery conservation methods, including the battery saver feature, see Using battery saver on page 26.

NOTE: For information about defining user access, see Setting guest user mode on page 31.

Personal

Select preferences for location information, security features, languages, spelling, keyboards, search methods, and backup and recovery options.

NOTE: Certain security options are only available after a screen lock has been set.

NOTE: For more details on using security features, see Securing your tablet on page 30.

NOTE: For more details on backup and recovery, see Backing up and recovering your data on page 35.

System

Select preferences for date and time settings, accessibility features, and printing options, and display the tablet status, legal information, model number, and operating system version.

8 Using the stylus (select models only)

You can use the stylus tip to select items on the screen or to write directly on the screen (stylus mode) in pen-specific apps.

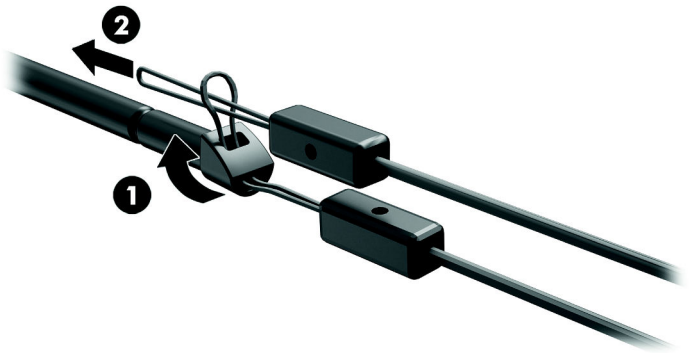
The stylus interacts with the tablet whenever the tip of the stylus is pressed against the screen.

Holding the stylus

Hold the stylus as if you were writing with a standard pen or pencil.

Storing the stylus on the tablet

When you are not using the stylus, you can connect it to the tablet as shown, and you can also store it in the storage space on the tablet.



9 Managing power

Your tablet can operate on either battery power or external power. When the tablet is running on battery power only and an AC power source is not available to charge the battery, it is important to monitor and conserve the battery charge.

Running on battery power

When a charged battery is in the tablet and the tablet is not plugged into external power, the tablet runs on battery power. When the tablet is off and unplugged from external power, the battery in the tablet slowly discharges. The tablet will display a message when the battery reaches a low or critical battery level.

A tablet's battery life varies, depending on power management settings, programs running on the tablet, screen brightness, external devices connected to the tablet, and other factors.

Factory-sealed battery

The battery[ies] in this tablet cannot be easily replaced by users themselves. Removing or replacing the battery could affect your warranty coverage. If a battery is no longer holding a charge, contact support. When a battery has reached the end of its useful life, do not dispose of the battery in general household waste. Follow the local laws and regulations in your area for battery disposal.

Charging the battery

1. Connect the power adapter to the tablet.
2. Verify that the battery is charging.

   The **Charging Battery** icon appears in the top right corner of the screen.
3. While the battery is charging, keep the AC adapter connected until the battery information in the status area or notification area reads as 100% charged.

Viewing battery life

To view approximately how much battery life remains:

- Swipe down twice from the top edge, and then touch the **Battery** icon .

Conserving battery power

To conserve battery power and maximize battery life:

- Lower the brightness on the display.
- Turn off wireless devices when you are not using them.
- Disconnect unused external devices that are not plugged into an external power source, such as an external hard drive connected to a USB port.
- Stop, disable, or remove any external media cards that you are not using.

- Initiate Sleep on the tablet when you are not using it by briefly touching the power button. To exit Sleep, press the power button again.
- Turn on the battery saver feature.

Using battery saver

When your battery is getting low and AC power is not available, turn on battery saver. This provides up to 90 minutes of battery life by turning off certain functions.

You can also select the option to turn on battery saver automatically when the battery level reaches certain percentages.

1. Swipe down twice from the top edge, and then touch the **Battery** icon .
2. Touch the **Menu** icon , touch **Battery saver**, and then follow the on-screen instructions.

Running on AC power

For information about connecting to AC power, see the *Quick Start* guide included with your tablet.

The tablet does not use battery power when the tablet is connected to AC external power with an approved AC adapter.

WARNING! To reduce potential safety issues, use only the AC adapter provided with the tablet, a replacement AC adapter provided by HP, or a compatible AC adapter purchased from HP.

Connect the tablet to external AC power under any of the following conditions:

WARNING! Do not charge the tablet battery while you are aboard aircraft. Some airlines may have different rules and/or restrictions.

- When charging or calibrating a battery
- When installing or modifying system software
- When performing a backup or recovery

When you connect the tablet to external AC power:

- The battery begins to charge.
- The screen brightness increases.

When you disconnect external AC power, the following events occur:

- The tablet switches to battery power.
- Depending on your tablet, the screen brightness may automatically decreases to save battery life.

Powering off (turning off) the tablet

The Power off command closes all open programs, including the operating system, and then turns off the display and device.

Power off the tablet when the tablet will be unused and disconnected from external power for an extended period.

Follow the recommended Android shutdown procedure.

1. Press and hold the power button until the **Power off** message appears.
2. Touch **Power off**.

If the tablet is unresponsive and you are unable to use the Android power off procedure, try the following emergency procedures in the sequence provided:

- Press and hold the power button for at least 5 seconds.
- Disconnect the tablet from external power.

10 Managing files

Downloading files

You can download a file from your email, the Internet, or any other location, and it will automatically be saved to your downloads folder. Check the status of the download in the notifications area by swiping down from the top edge of the screen.

To open the **Downloads** folder and access your downloaded files:

- Touch **All Apps**, and then touch **Downloads** icon.

Opening files

You can open files with the app or apps they are associated with. You can open some files with more than one app. File management apps are available for download in the Google Play store (select devices only).

NOTE: On select devices, you may find a different online marketplace app.

Saving files

You can use local storage, a microSD card, or online (cloud) storage to save files.

Printing files

Before you can print, you must install a printing service on your tablet. To determine what services are currently available:

1. Swipe down twice from the top edge, and then touch the **Settings** icon.
2. Under **System**, touch **Printing**.

From here you can open each available service to turn it on or off, determine which printers it makes available, and adjust the service's settings.

NOTE: Printing steps may vary slightly, depending on the app used.

To print a file

1. Open the app for the file you want to print.
2. Open the file.
3. Touch the **Menu** icon, touch the selection for printing, and then follow the on-screen instructions to print.

Cloud storage and file sharing

Your tablet includes an online file sharing and cloud content storage service that allows you to access, view, edit, and manage files on the cloud from your tablet.

With a preinstalled drive, you can store all your files in one place, so you can access them from anywhere and share them with others.

Transferring files

NOTE: On select tablets, an external storage location, such as a microSD card or cloud storage, must be available before you can transfer files between your tablet and a computer.

NOTE: On select tablets, USB tethering must be turned off before you can use a USB cable to transfer files between your tablet and a computer (see Activating tethering or a portable hotspot (select tablets only) on page 10.

1. Connect the USB cable to your tablet and to a computer.
2. Select how you want your tablet to appear to the computer.
   a. Swipe down twice from the top edge, and then touch the **Settings** icon.
   b. Under **Device**, touch **Storage**, and then touch the **Menu** icon.
   c. Touch **USB computer connection**, and then select how the tablet appears to the computer:
      - Media device (MTP)
      - Camera (PTP)
3. Transfer the files using the computer file management system.

   Your tablet appears as a drive on the computer. You can copy files back and forth as you would with any other external device. Refer to your computer's documentation or help for more information about drives and file management.

   When you have finished transferring files, disconnect the USB cable.

11 Securing your tablet

Setting a screen lock

1. Swipe down twice from the top edge, and then touch the **Settings** icon .
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 set a screen lock, you must unlock the screen before changing the lock settings.

- **Swipe**—Unlock the screen by swiping in any direction.
- **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.

4. In **Owner info**, enter text to be displayed when the screen is locked.

Locking and unlocking the tablet

Locking

1. Set a screen lock (see Setting a screen lock on page 30).
2. Press the power button.

Unlocking

1. Press the power button to turn on the tablet.
2. Place your finger on the lock icon and slide the icon up to unlock.
3. Enter your PIN, pattern, or password, or speak your voice wake-up phrase.

TIP: To quickly access the camera from the locked screen, place your finger on the lock icon and slide the icon to the left.

Encrypting your tablet

If you disabled encryption during setup, use the steps in this section to encrypt your tablet.

⚠ **CAUTION:** Encryption cannot be reversed. A factory data reset must be performed, which erases all of your data.

To provide additional protection in case the tablet is stolen, you can encrypt all of your data, including accounts, app data, music and other media, and downloaded information. If you encrypt the tablet, you must enter a PIN/password to decrypt the tablet each time you turn it on.

⚠ **CAUTION:** Encryption may take an hour or more. If the encryption process is interrupted, you will lose data.

1. Set a lock screen PIN/password.
2. Charge the battery.
3. Swipe down twice from the top edge, and then touch the **Settings** icon .
4. Under **Personal**, touch **Security**, and then under **Encryption**, touch **Encrypt tablet**.

   NOTE: Read the information about encryption carefully. The **Encrypt tablet** button is unavailable if your battery is not charged or your tablet is not plugged in. If you change your mind about encrypting your tablet, touch **Back**.
5. Enter your lock screen PIN/password, and then touch **Continue**.
6. Touch **Encrypt tablet** again.

   Progress is displayed during encryption. When the encryption is complete, you must enter your PIN/password. You must also enter your PIN/password each time you turn on the tablet.

Setting guest user mode

Guest user mode allows someone access only certain parts of your tablet, but not others.

1. Swipe down twice from the top edge, and then touch the **Settings** icon .
2. Under **Device**, touch **Users**, and then touch **Guest**.

   After you add a guest, your tablet logs out of your account and switches automatically to guest account.

Setting screen pinning

If you want to provide access only to a certain app, use the screen pinning function to lock the app on the screen. Others can use the app on your tablet, but cannot leave the app to explore the rest of your tablet.

Turning on Screen Pinning

1. Swipe down twice from the top edge, and then touch the **Settings** icon .
2. Under **Personal**, touch **Security**.
3. Under **Advanced**, touch **Screen pinning**, and then slide the switch to the right to turn on screen pinning.

Selecting an app to pin

1. Open the app you want to pin.
2. Touch **Overview** .
3. Drag the open app until you see the **Pin** icon in the bottom right corner of the app.
4. Touch the **Pin** icon, and then follow the on-screen instructions to use Screen pinning.

TIP: For security purposes, if you have a screen lock, then check the **Ask for PIN** before unpinning. It is a good idea to have a lock if you let others use your tablet.

Unpinning an app

- Hold both **Back** and **Overview** at the same time. You will see a **Screen Unpinned** message.

NOTE: If you have a PIN, you will be prompted to enter it.

12 Using storage

Inserting microSD cards

1. Lift the cover **(1)** on the left edge of the tablet.
2. Insert the microSD card **(2)** in the lower slot.

3. Press in gently on the card until it is firmly seated.

Accessing external microSD cards or USB drives

To access external microSD cards or USB drives:

1. Turn on your tablet.
2. Insert your microSD card, or connect your USB drive.
3. Access your files from the external storage devices.

NOTE: For more information on accessing files from external storage devices, see the documentation for those devices.

Unmounting/disconnecting external microSD cards or USB drives

NOTE: Always unmount external storage devices before disconnecting.

NOTE: You can also use this procedure to unmount microSD cards.

1. Swipe down twice from the top edge, and then touch the **Settings** icon .
2. Under **Device**, touch **Storage**, touch **SD Card**, and then touch **Unmount SD card**.
3. Follow the on-screen instructions to disconnect your external storage device.

13 Backing up and recovering your data

Automatically updating apps

Some online marketplaces update your apps automatically. Some keep a record of your purchases as well as your last synched settings. If you should need to perform a recovery on your tablet, this record will be available to retrieve all of your settings, favorites, and apps.

NOTE: The auto-update feature is a setting in the online marketplace, not on your tablet. The online marketplace available to you will vary based on your tablet and country.

Manually 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 may not be compatible 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 updates automatically and notify you when it is ready to install these updates. For more information:

1. Go to http://www.hp.com/support, and follow the on-screen instructions to select your country and your product.
2. Follow the on-screen instructions to access your Android operating system software.

Back up and reset

HP strongly encourages that you periodically back up your personal data on your tablet to another device, 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. Swipe down twice from the top edge, and then touch the **Settings** icon .
2. Under **Personal**, touch **Back up & reset**.
3. Under **Backup & restore**, select one or more of the following:
   - **Back up my data**—Touch **Back up my data** to enable backing up app data, Wi-Fi passwords, and other settings to Internet servers.
   - **Backup account**—Select an email account for backing up data.
   - **Automatic restore**—Touch **Automatic restore** to enable backed up settings and data to be restored when an app is reinstalled.

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 tablet), follow the steps in this section.

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

1. Swipe down twice from the top edge, and then touch the **Settings** icon .
2. Under **Personal**, touch **Back up & reset**.
3. Under **Personal data**, touch **Factory data reset**.

   CAUTION: All data saved on your tablet 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.

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.

CAUTION: All data saved on your tablet 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 tablet is in recovery mode. Use the volume up (+) and volume down (-) buttons to navigate up or down in the recovery menu.

1. To provide enough power to complete the factory reset process, charge the tablet for at least half an hour, and then disconnect the AC adapter from the tablet.
2. If a microSD card is installed in the tablet, remove the card before resetting the tablet.
3. With the tablet turned off, press and hold the volume up (+) button and the power button at the same time.
4. When the system recovery menu appears, use the volume down (-) button to highlight **wipe data/factory reset**.
5. Press the power button to select.

   The screen displays **Confirm wipe of all user data? THIS CAN NOT BE UNDONE.**
6. Use the volume down (-) button to highlight **Yes -- delete all user data**.

7. Press the power button to begin the reset.

   A recovery system screen shows the reset process.

8. 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 restarts.

Starting up using the recovery menu

If your tablet is unable to boot into the operating system, you can perform a system recovery by directly accessing the Recovery menu.

1. Turn off your tablet, and then plug in the AC adapter.
2. With the tablet turned off, press and hold the volume up (+) button and the power button at the same time.
3. When the system recovery menu appears, use the volume (+) up and volume (-) down buttons to highlight **wipe data/factory reset**, and then press the power button to confirm the selection.
4. Use the volume (+) up and volume (-) down buttons to highlight **Yes — delete all user data**, and then press the power button to confirm the selection.
5. Use the volume (+) up and volume (-) down buttons to highlight **reboot system now**, and then press the power button to confirm the selection.

Updating the tablet using an over-the-air (OTA) update

1. Turn off your tablet and, if a battery powered device, plug in the AC adapter.
2. Turn on your tablet, and then connect to the Internet.
3. Swipe down twice from the top edge, and then touch the **Settings** icon .
4. Touch **About tablet** , touch **System updates**, and then touch **CHECK FOR UPDATE**.
5. Follow the on-screen instructions to finish the process. The tablet may restart as updates are applied.

Updating the tablet using a file-based update

NOTE: Before performing the following procedure, plug in the AC adapter for your tablet, if one has been provided.

1. Download the latest operating system restore image for your tablet.
   a. Go to http://www.hp.com/support, and follow the on-screen instructions to select your country and your product.
   b. Follow the on-screen instructions to access your Android operating system software.
2. Locate **update.zip** and copy it to a microSD card.
3. Turn off the tablet, and then insert the microSD card containing the **update.zip** file.
4. To power on the tablet, press and hold the volume up (+) button and the power button.
5. Select **apply update from sdcard**.
6. Follow the on-screen instructions to finish the process and restart the tablet.

14 Maintenance

It is important that you perform simple maintenance of your tablet to be sure that it works at peak performance.

Cleaning your tablet

Use one of the following IP 52–compliant products to safely clean your tablet:

⚠ **CAUTION:** To prevent damage to internal components, do not spray cleaning agents or liquids directly on any tablet port surface. Liquids dripped on the surface can permanently damage internal components. Close all ports and I/O doors.

- Benzyl-C12-18-alkyldimethyl ammonium chlorides < 1%
- N-Alkyl dimethyl benzyl ammonium chloride 5%–10%, didecyl dimethyl ammonium chloride 5%–10%, ethyl alcohol 1%–5%, and lauryl dimethyl amine oxide 0.1%–1.5%
- Ethylene glycol n-hexyl ether 0.1%–1.0%, isopropanol 1%–5%, and water 90%–95%
- Sodium hypochlorite 1%–5% with sodium hydroxide 0.5%–2%
- Gentle dish soap and water
- Dry microfiber cleaning cloth or a chamois (static-free cloth without oil)
- Static-free cloth wipes

⚠ **CAUTION:** Avoid strong cleaning solvents that can permanently damage your tablet. If you are not sure that a cleaning product is safe for your tablet, check the product contents to make sure that ingredients such as alcohol, acetone, ammonium chloride, methylene chloride, and hydrocarbons are not included in the product.

Fibrous materials, such as paper towels, can scratch the tablet. Over time, dirt particles and cleaning agents can get trapped in the scratches.

Cleaning procedures

Follow the procedures in this section to safely clean your tablet.

⚠ **WARNING!** To prevent electric shock or damage to components, do not attempt to clean your tablet while it is turned on:

- Turn off the tablet.
- Disconnect external power.
- Disconnect all powered external devices.

Cleaning the display

Gently wipe the sides and the surface of the display using a soft, lint-free cloth moistened with an alcohol-free glass cleaner.

Cleaning an optional keyboard

⚠ **WARNING!** To reduce the risk of electric shock or damage to internal components, do not use a vacuum cleaner attachment to clean the keyboard. A vacuum cleaner can deposit household debris on the keyboard surface.

⚠ **CAUTION:** To prevent damage to internal components, do not allow liquids to drip between the keys.

- To clean the keyboard, use a soft microfiber cloth or a chamois moistened with one of the cleaning solutions listed previously or use an acceptable disposable wipe.
- To prevent keys from sticking and to remove dust, lint, and particles from the keyboard, use a can of compressed air with a straw extension.

15 Accessibility Features

Accessibility

HP designs, produces, and markets products and services that can be used by everyone, including people with disabilities, either on a stand-alone basis or with appropriate assistive devices.

Supported Assistive Technologies

HP products support a wide variety of operating system assistive technologies and can be configured to work with additional assistive technologies. Use the Search feature on your tablet to locate more information about assistive features.

NOTE: For additional information about a particular assistive technology product, contact customer support for that product.

Contacting support

We are constantly refining the accessibility of our products and services and welcome feedback from users. If you have an issue with a product or would like to tell us about accessibility features that have helped you, please contact us at +1 (888) 259-5707, Monday through Friday, 6 a.m. to 9 p.m. North American Mountain Time. If you are deaf or hard-of-hearing and use TRS/VRS/WebCapTel, contact us if you require technical support or have accessibility questions by calling +1 (877) 656-7058, Monday through Friday, 6 a.m. to 9 p.m. North American Mountain Time.

NOTE: Support is in English only.

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