

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 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.

 **NOTE:** If you will be using the HP Duet Pen, charge the pen for at least 2 hours before use.

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 about 2 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.
- Select to enable or disable encryption. Encryption provides additional protection if the tablet is stolen. You can select to 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 cannot be reversed. A factory data reset must be performed, which erases all of your data.

- Connect to a wireless network.
- Pair an HP Duet Pen. If you do not pair the pen during initial setup, you can pair it later. For more information about pairing the pen, see [Pairing the HP Duet Pen on page 33](#).

Best practices

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







- If you have not already done so, connect to a wireless network. See details in [Connecting on page 12](#).
- 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 23](#).
- 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 43](#).

More HP resources

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

Resource	Contents
<p>HP support</p> <p>For worldwide support, go to http://welcome.hp.com/country/us/en/wwcontact_us.html.</p> <p>– or –</p> <p>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.</p>	<ul style="list-style-type: none">• Online chat with an HP technician (select countries only).• Support telephone number.• HP service center locations
<p><i>Quick Start</i></p> <p>The <i>Quick Start</i> guide is located in the tablet box.</p>	<ul style="list-style-type: none">• Overview of tablet setup and features
<p><i>Product Notices</i></p> <p>The notices document is provided with the HP User Guides app provided on your tablet. To access from the Home screen, touch the All Apps icon , and then touch the HP User Guides app . Select the document.</p>	<ul style="list-style-type: none">• Important regulatory notices, including information about proper battery disposal
<p><i>Limited Warranty*</i></p> <p>This document may be provided in the following ways:</p> <ul style="list-style-type: none">• With the HP User Guides app provided on your tablet. To access from the Home screen, 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.	<ul style="list-style-type: none">• 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 applications you would like to access quickly.


Touch an icon 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. <ul style="list-style-type: none">• 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. <ul style="list-style-type: none">• Touch an app to open it.• To remove an app from the list, swipe it to the left or right. <p>NOTE: For some apps, you can touch the X on the top right of the app screen to close the app.</p>
	Settings —Allows you to connect to networks, set preferences, and find information about your tablet. To display settings: <ul style="list-style-type: none">▲ 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
	<p>TIP: If you touch and hold an individual notification, you can access the app's notification controls.</p> <p>Quick Settings menu—Provides quick access to the following tasks:</p> <ul style="list-style-type: none"> • 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 <p>To display the Quick Settings menu, swipe down twice from the top edge. For more information about using settings, see Using Settings on page 26.</p> <p>TIP: The Quick Settings menu is the faster path to Settings. You can also access Settings using these steps:</p> <p>▲ Touch the All Apps icon (⋮), and then touch the Settings icon ⚙️.</p>
★	<p>Interruptions mode—Displays when the interruptions mode for notifications is turned on and set to priority. For information about setting interruption sound and notifications, see Device on page 27.</p>
📶	<p>Wi-Fi—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 12.</p>
📶	<p>Mobile broadband (select tablets only)—Displays when mobile broadband is turned on, which allows you to connect to a mobile broadband network. For information about connecting, see Connecting to a mobile broadband network (select tablets only) on page 12.</p>
📶	<p>Bluetooth—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, see Using Bluetooth wireless devices on page 14.</p>
✈️	<p>Airplane mode—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 15.</p>
🔋	<p>Battery—Displays information regarding the current state of your tablet's battery.</p>
🛒	<p>Google Play store (select tablets only)—Accesses Android apps for your tablet in this online marketplace, which features both free and paid downloadable content.</p> <p>NOTE: On select tablets, you may find a different online marketplace app.</p>
🔍	<p>Search (varies by country)—Allows you to type one or more keywords to search with the installed search app.</p>
🗣️	<p>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.</p>

HP Apps

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

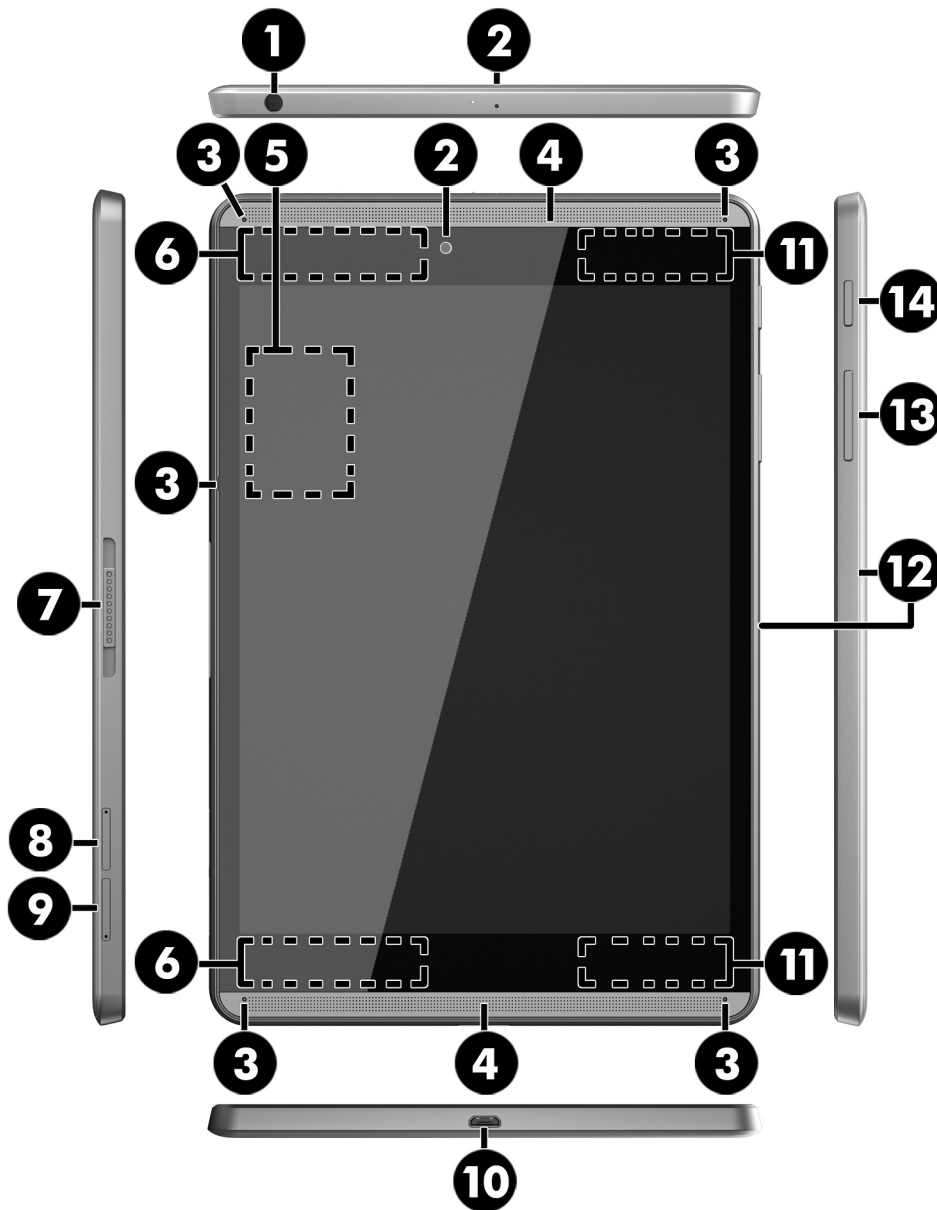
 **NOTE:** On select tablets, you may find a different online marketplace app.

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 write notes, create to-do lists, and draw diagrams. This app can be used with the HP Duet Pen. For more information, see HP Duet Pen on page 31 .
	HP Print Service —Allows you to print directly to certain HP printers. For more information, see Multimedia on page 16 .
	HP Support Assistant (select countries 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 devices against malware and other attacks, monitors device health, and enables you to reduce time spent solving end-user device 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 —Provides access to the HP Product Notices, Warranty, and User Guide.

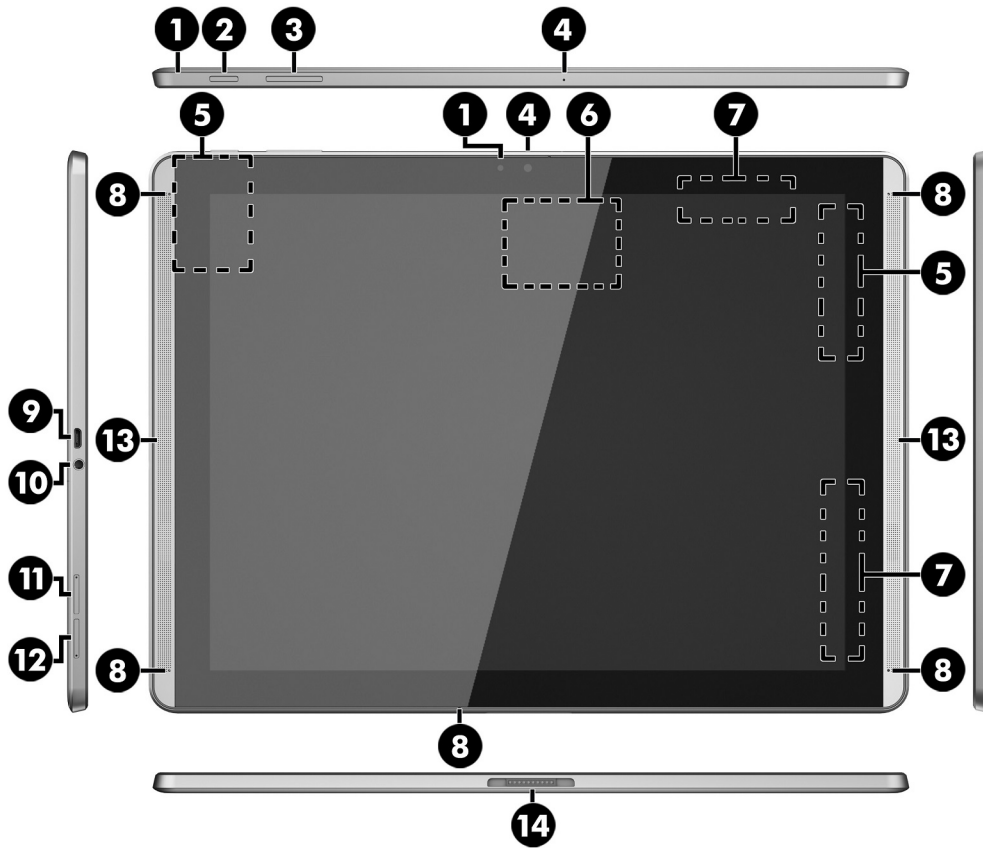
Identifying components

Select the device that most closely resembles your tablet to identify the components.



Component	Description
(1)	Audio-out (headphone)/Audio-in (microphone) combo 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, lower the volume setting 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 device cable has a 4-conductor connector that supports both audio-out (headphone) and audio-in (microphone).
(2)	Cameras
	Record video and capture photographs.

Component	Description
(3) HP Duet Pen ultrasonic microphones	Allow the tablet and pen to use ultrasonic sound to determine pen position and track movement in off-screen mode. For more information, see HP Duet Pen on page 31 .
(4) Speakers	Produce sound.
(5) NFC (Near Field Communications) area	Allows you to share data and files with another device that has NFC by simply touching the devices together.
(6) 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 <i>Product Notices</i> that applies to your country or region.
(7) ZIF (Zero Insertion Force) expansion slot	Allows you to connect accessories such as a keyboard or power supply using the POGO pin connector.
(8) Nano SIM card slot (select tablets only)	Supports a wireless subscriber identity module (SIM) card. If a nano SIM card was not preinstalled in your tablet, see Installing a nano SIM card (select tablets only) on page 12 .
(9) MicroSD card reader	Reads microSD cards that store, manage, share, or access information. For installation instructions, see Using storage on page 46 . NOTE: Your tablet has read/write support for SDHC microSD cards up to 32 GB.
(10) Micro-B USB 2.0 port	Permits you to connect to power using a micro-B USB extension cable. You can use the cable to connect to a USB power source or AC adapter. You can also use the cable to connect to other devices.
(11) WWAN (wireless wide area network) antennas	Send and receive wireless signals to communicate with WWANs. 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 <i>Product Notices</i> that applies to your country or region.
(12) Microphone(s)	Receive sound.
(13) Volume button	Press to increase or decrease sound.
(14) Power button	<ul style="list-style-type: none"> 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. <p>CAUTION: Pressing and holding down the power button without waiting for the Power off message can result in the loss of unsaved information.</p>




Component	Description
(1) Cameras	Record video and capture photographs.
(2) Power button	<ul style="list-style-type: none"> 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. <p>CAUTION: Pressing and holding down the power button without waiting for the Power off message can result in the loss of unsaved information.</p>
(3) Volume button	Press to increase or decrease sound.
(4) Microphones	Receive sound.
(5) WWAN (wireless wide area network) antennas (select tablets only)	Send and receive wireless signals to communicate with WWANs. <p>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 <i>Product Notices</i> that applies to your country or region.</p>
(6) NFC (Near Field Communications) area	Allows you to share data and files with another device that has NFC by simply touching the devices together.

Component	Description
(7) WLAN (wireless local area network) antennas	<p>Send and receive wireless signals to communicate with WLANs.</p> <p>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 <i>Product Notices</i> that applies to your country or region.</p>
(8) HP Duet Pen ultrasonic microphones	<p>Allow the tablet and pen to use ultrasonic sound to determine pen position and track movement in off-screen mode. For more information, see HP Duet Pen on page 31.</p>
(9) Micro-B USB 2.0 port	<p>Permits you to connect to power using a micro-B USB extension cable. You can use the cable to connect to a USB power source or AC adapter.</p> <p>You can also use the cable to connect to other devices.</p>
(10) Audio-out (headphone)/Audio-in (microphone) combo jack	<p>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.</p> <p>WARNING! To reduce the risk of personal injury, lower the volume setting before putting on headphones, earbuds, or a headset.</p> <p>NOTE: When a device is connected to the jack, the tablet speakers are disabled.</p> <p>NOTE: Be sure that the device cable has a 4-conductor connector that supports both audio-out (headphone) and audio-in (microphone).</p>
(11) Nano SIM card slot (select tablets only)	<p>Supports a wireless subscriber identity module (SIM) card. If a nano SIM card was not preinstalled in your tablet, see Installing a nano SIM card (select tablets only) on page 12.</p>
(12) MicroSD card reader	<p>Reads microSD cards that store, manage, share, or access information. For installation instructions, see Using storage on page 46.</p> <p>Your tablet has read/write support for SDHC microSD cards up to 32 GB.</p>
(13) Speakers	<p>Produce sound.</p>
(14) ZIF (Zero Insertion Force) expansion slot	<p>Allows you to connect accessories such as a keyboard or power supply using the POGO pin connector.</p>

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.

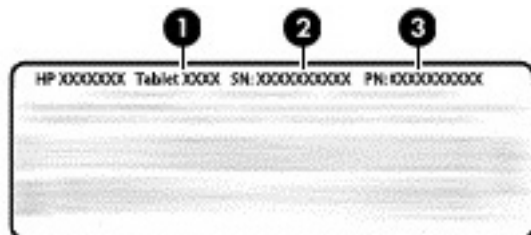
Labels

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

 **IMPORTANT:** Check the back of the tablet for the labels described in this section.

 **NOTE:** Your label may look slightly different from the illustrations 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)	Serial number
(3)	Product 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 devices have been approved for use.

3 Connecting

 **NOTE:** 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 (select tablets only)—Connects you to a wireless wide area network (WWAN)
- Bluetooth—Connects you to components that are in close proximity 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)

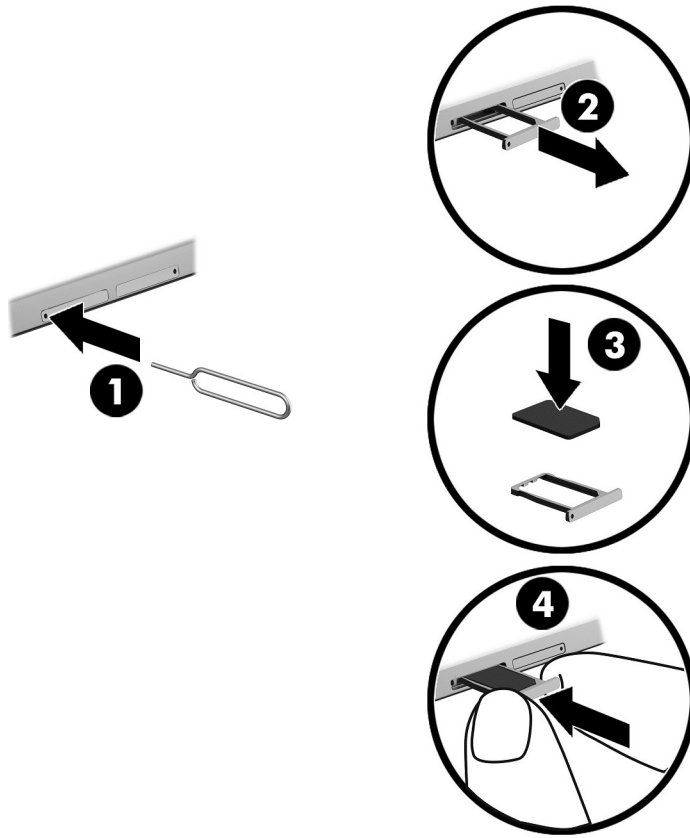
If a nano SIM card is not preinstalled in your tablet, you can purchase one from a mobile wireless carrier. To install a nano SIM card, see [Installing a nano SIM card \(select tablets only\) on page 12](#).

If a nano SIM is already installed, see [Setting your mobile network on page 13](#).

Installing a nano SIM card (select tablets only)


1. Insert a card removal tool or small straightened paper clip **(1)** into the card tray access hole.
2. Press in gently only until the card tray is ejected.
3. Remove the tray **(2)** from the tablet and insert the card **(3)**.
4. Replace the tray **(4)** in the tablet.

5. Press in gently on the tray until it is firmly seated.




To set your mobile network, continue to [Setting your mobile network on page 13](#).

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**, and then 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 or keyboard.

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. Slide the switch to the right to turn on Bluetooth.
5. When the device name appears, touch it to pair the device to your tablet.

 **TIP:** If the device name 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 slide the **NFC** switch to the right to turn on 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 on 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 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.

 **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

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


1. Touch the **All apps** icon , and then touch the **Camera** icon .
2. Swipe from the left, and then touch the **Video** icon.
 - To start recording, touch the video 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 and hold the photo or video in Photos, and then touch the **Delete** icon .

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 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 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) combo 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.

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 Bluetooth usage and/or other wireless network congestion within close proximity.

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 screen in the following ways:

- Touch gestures
- Optional external keyboard (purchased separately)

Using touch gestures

Touch

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

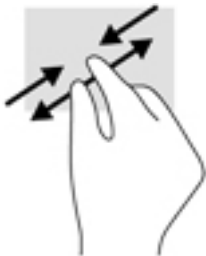
- Point to an item on the screen, and then touch one finger on the touch screen to open it.



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

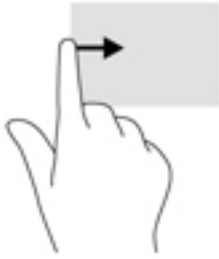


Left or right swipe

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.



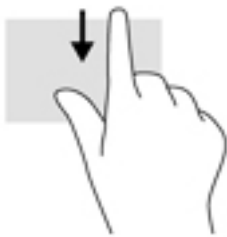
NOTE: In select apps, this gesture may provide access to additional settings or other features.



Top-edge swipe

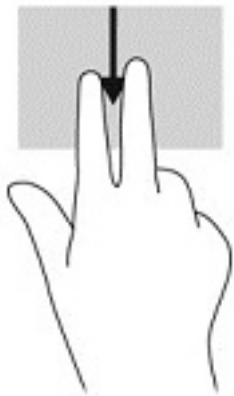
Use the top-edge swipe to display the notifications.

To display the Quick Settings menu, swipe down twice from the top edge.



Two-finger top-edge swipe

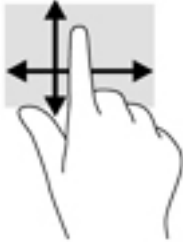
Use the two-finger swipe from the top edge to display the Quick Settings menu.



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, touch 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 keyboards, you may need to press the **fn** key in combination with the appropriate action key.




6 Using apps and widgets

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

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 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 widget. To return to the Home screen, touch the **Home** icon .

Organizing apps and widgets on the Home screen



Adding an app icon 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 icon 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 until the Home screen appears. Slide the widget into place, and then 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

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


Use the clock feature to add an alarm, set a timer, or use the stopwatch.

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

Downloading apps


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

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


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


1. Touch the icon for the marketplace app.
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 the 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 12](#).


- **Wi-Fi**—Enable or disable **Wi-Fi**. When Wi-Fi is enabled, you can connect to a wireless network to check email, search the Web, or access social media websites.
- **Bluetooth**—Enable or disable **Bluetooth**. When Bluetooth is enabled, you can pair a Bluetooth device, such as a headset or keyboard, with your tablet.
- **Data usage**—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**, **NFC**, **Android Beam**, **VPN**, **Tethering & portable hotspot** (select tablets only), **Mobile networks** (select tablets only), or **Mobile plan** (select tablets only).

Device

- **HP Duet Pen**—Select preferences for the digital stylus. For more detailed information about the pen, see [HP Duet Pen on page 31](#).
- **Voice Wake-up**—Train your tablet to turn on by voice command.
- **Energy Star**—Display additional information about ENERGY STAR® certification.
- **Display**—Select display brightness, wallpaper, and font size for your tablet.
 - **Brightness**—Select the brightness.
 - **Adaptive brightness**—Enable or disable the automatic adjustment of brightness for your surroundings.
 - **Wallpaper**—Select an image to be displayed on the Home screen.
 - **Sleep**—Select a time period after which the tablet enter the Sleep mode.
 - **Daydream**—Enable this option to set up screensavers that display photos, colorful backgrounds, and more when the tablet is charging.
 - **Font size**—Select **Small**, **Normal**, **Large**, or **Huge**.
 - **When device is rotated**—Select to rotate the contents of the tablet or have the contents stay in the current position.
 - **Cast screen**— Display a list of available wireless devices to stream content from your tablet.
- **Sound & notification**—Select volume, ringtone, and vibration preferences for your tablet.
 - **Sound**—Select the volume for your media, alarms, and notifications.
 - **Interruptions**—Select the types of notifications to receive and when to receive them.
 - **Default notification ringtone**—Select the sound for notifications, such as receiving a text message.
 - **Other sounds**—Select screen locking sounds and touch sounds.
 - **When device is locked**—Select which notification content is shown when the tablet is locked.
 - **App notifications**—Select which apps provide notification or priority interruptions.
 - **Notification access**—Select which notification listener has access to notifications. A notification listener is an app with permissions to perform tasks such as reading and interacting with notifications.
- **Storage**—View the available space in tablet memory and card memory (if installed), and view how the used space is allocated. For information about the **Menu icon**  option for USB computer connection, see [Transferring files on page 42](#).
- **Battery**—View battery charge percentage and battery usage by various features.


To turn on the battery saver feature, touch **Battery**, and then touch the **Menu icon** .

- **Apps**—View downloaded apps and running apps. To view information or uninstall an app, touch the app.
- **Users**—Enable or disable additional users for your tablet, set their profiles, and enable or disable a guest user. For information about guest user mode, see [Setting guest user mode on page 45](#).


To have the ability to add users when the tablet is locked, touch the **Menu** icon , and then touch the checkbox for **Add users when device is locked**.

Personal


- **Location**
 - Enable or disable access to the location of your tablet, as determined by GPS, Wi-Fi, and your mobile network location (select tablets only).
 - View which apps have requested the tablet location.
 - Configure location settings for select apps.
- **Security**—Select preferences for the following features:

 **NOTE:** For more details on using security features, see [Securing your tablet on page 43](#).


- **Screen security**
 - **Screen lock**—Select the type of screen lock.
 - **Automatically lock**—Set the time before the screen lock is enabled automatically.

 **NOTE:** This option is only available after a screen lock has been set.




 - **Power button instantly locks**—Enable or disable the ability to immediately lock the tablet when you press the power button.

 **NOTE:** This option is only available after a screen lock has been set.


 - **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.
 - **Smart lock**—Select trusted devices, faces, or places that can unlock your tablet.

 **NOTE:** This option is only available after a screen lock has been set.


- **SIM card lock** (select tablets only)—If a SIM card is installed, select a PIN to lock the SIM card.
- **Encrypt tablet**—Encrypt or remove encryption for your tablet.
- **Make passwords visible**—Enable or disable showing passwords when you type them.
- **Device administration**
 - **Device administrators**—View or deactivate tablet administrators.
 - **Unknown sources**—Allow or disallow the installation of apps from unknown sources.
- **Credential Storage**

- **Storage type**—Select a storage type such as software or hardware backup to store data.
- **Trusted credentials**—Display trusted credential certificates.
- **Install from SD card**—Install certificates from an installed microSD card.
- **Clear credentials**—Remove all user-installed security certificates from the tablet.
- **Advanced**
 - **Trust agent**—View or select which devices can keep your tablet unlocked, such as a Bluetooth watch or NFC device.
 - **Screen pinning**—Select which apps can be accessed by which users. For more information, see [Setting screen pinning on page 45](#).
 - **Apps with usage access**—Select which apps have access to app-usage data on your tablet.
- **Accounts**—Display existing accounts.
 - **Add account**—Add an email account or another type of account.
 - **Sync an account**—Enable or disable sync for accounts. Accounts are automatically synced, unless you turn off the auto-sync feature.
 - To access auto-sync, touch **Accounts**, touch the **Menu** icon , and then touch **Auto-sync data**.
 - To sync an account, touch the name of the account, touch it again, and then touch the app you want to sync.
 - **Remove an account**—To remove an account, touch the name of the account, touch the **Menu** icon , and then touch **Remove account**.
- **Language & input**—Select language, spelling, keyboard, and search preferences for your tablet.
 - **Language**—Select a language.
 - **Spell checker**—Enable spell checker and select a language.
 - **Personal dictionary**—Add words to your personal dictionary.
 - **Keyboard & input methods**
 - **Current Keyboard**—Select keyboards.
 - **Google Keyboard** (select tablets only)—Configure the Google™ keyboard preferences.
 - **HP Duet Writing Area**—Access the help documentation, select your language, and set your writing style preferences. For more information about the HP Duet Pen, see [HP Duet Pen on page 31](#).
 - **Google voice typing** (select tablets only)—Enable or disable **Google voice typing** and select preferences.
 - **Speech**—Select speech options for your tablet (select tablets only).
 - **Voice input**—Select options for searching your tablet using a speech-to-text interface. Touch the voice input services type you want, and then touch the **Settings** icon  to

select more detailed settings, such as hands-free voice search or recording audio through Bluetooth if available.

- **Text-to-speech output**—Select options for the text-to-speech interface. Touch your preferred text-to-speech engine, and then touch the **Settings** icon  to select more detailed settings. You can also set the speed at which the text is spoken and the default language, as well as listen to an example.
- **Mouse/trackpad**—Select mouse and trackpad options for your tablet.
 - **Pointer speed**—Increase or decrease mouse pointer speed.
- **Backup and reset**—Select backup, restore, and personal data preferences for your tablet. For more information, see [Backing up and recovering your data on page 48](#).

System

- **Date & time**—Enable or disable automatic date and time, and select preferences for time zone, time format, and date format.
- **Accessibility**—Enable or disable accessibility features, such as text size, display color settings, and reading and caption services.
- **Printing**—Enable or disable printing to a connected printer or cloud printing capability. Touch the **Menu icon**  to add printing services.
- **About Tablet**—Display the tablet status, legal information, model number, and operating system version for your tablet.

To check for updates, touch **System updates**, and then touch **CHECK FOR UPDATES**. For more information, see [Backing up and recovering your data on page 48](#).

8 HP Duet Pen

With the HP Duet Pen, you have two writing options.

You can use the stylus tip to write directly on the screen (stylus mode).



Or you can use the ink-pen tip to write on paper (off-screen mode) using the HP Paper Folio (sold separately). In off-screen mode, your pen movement is duplicated on the tablet.

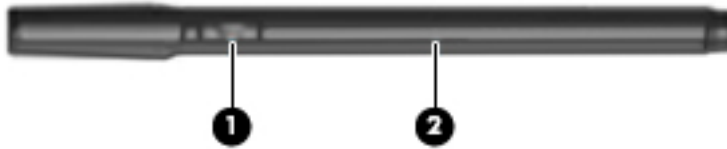


To find answers to frequently asked questions and view video about using the HP Duet Pen with the HP Paper Folio, go to <http://www.hp.com> and search for “HP Paper Folio”.

The HP Duet Pen works with all apps on the tablet. In addition, the pen supports the following:

- Additional pen input features, such as pressure sensitivity, which allows you to create a bolder stroke by pressing harder, are supported by Corel® Painter Mobile for Android (stylus mode only) and Kingsoft Office for Android software (stylus mode only). Refer to the software for more information.
- Both stylus and off-screen mode with the HP Paper Folio are supported by HP Notes (select languages only).

For details on accessing and using the two writing tips, see [Using the HP Duet Pen on page 34](#).




The pen has a function button (1); the function varies depending on the app the pen is used with. To select the function, use the settings within the app.


In addition, you can press the button to wake the pen from the Sleep state.

Use the pen's light (2) to determine the pen's power status.

Light	Status
Off	Turned off
Blinking white	On
Blinking amber	Low battery
Solid amber	Charging
Solid white	Fully charged and plugged in

Charging the HP Duet Pen

 **IMPORTANT:** Charge the pen for at least two hours before use.

 **NOTE:** The pen can operate on DC power using an industry-standard micro-B USB cable. The HP micro-B USB cable and AC adapter included with your tablet are recommended for charging the product.



1. Locate the rubber cover (imprinted with the USB logo) on the barrel of the pen, gently lift the rubber cover, and then attach the micro-USB cable (1) that came with your tablet to the pen.
2. Plug the cable into the AC adapter, and then plug the AC adapter (2) into an electrical outlet. The power status light will glow amber to indicate that the pen is charging.


Waking the HP Duet Pen

The pen initiates Sleep after approximately 40 seconds of inactivity.


To exit Sleep:



- ▲ Touch the ink-pen tip to paper or touch the stylus tip to the tablet.
- or –
- ▲ Press the pen's function button.

Pairing the HP Duet Pen


 **IMPORTANT:** Charge the pen for at least two hours before use.

Wake the pen and turn on your tablet. If you are using the tablet for the first time, HP Duet Pen Pairing launches automatically.

 **NOTE:** Be sure that you use the stylus tip, not the ink-pen tip, during pairing. For instructions on accessing and changing the tip, see [Changing the pen tip on page 34](#).


 **NOTE:** If HP Duet Pen Pairing does not launch automatically, use **Settings** to launch pairing. Swipe down twice from the top edge, and then touch the **Settings** icon . Under **Device**, touch **HP Duet Pen**, and then touch **Pair a HP Duet Pen**.

1. At the HP Duet Pen Pairing screen, select **START**.
2. Touch the target with the pen until the **HP Duet Pen Successfully Paired** message appears.

 **TIP:** An HP Duet Pen notification appears in the notifications area when the HP Duet Pen app is set to **On**. To turn the app off, touch the notification, and then slide the **HP Duet Pen** switch to the left.

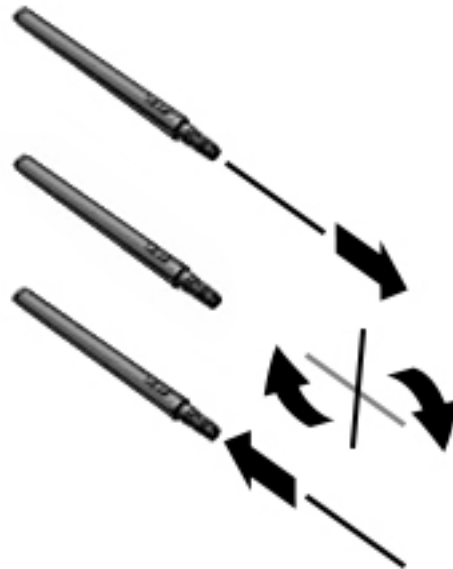
Using the HP Duet Pen

Changing the pen tip

 **IMPORTANT:** Do not use the ink-pen tip on the tablet.


Your pen has two writing tips: a blunt, screen-friendly stylus tip, and pointed, ink-pen tip. Complete the following steps to change from one pen tip to the other.

1. Remove the cap, and then pull the tip cylinder out of the pen housing.
2. Rotate the cylinder.
3. Slide the cylinder back into the pen housing.





Setting pen preferences


Use the HP Duet Writing Area settings to select your pen preferences for language, text and drawing size, scrolling speed, and position.

1. Swipe down twice from the top edge, and then touch the **Settings** icon .
2. Under **Personal**, touch **Language & input**, and then touch **HP Duet Writing Area**.
3. Under **GET STARTED**, touch the **Welcome guide** for help information.
4. Make the selections for your settings.

Using the pen as a stylus


 **IMPORTANT:** Before you touch the pen to the tablet, be sure that the stylus tip is in place.



1. Swipe down twice from the top edge, and then touch the **Settings** icon .
2. Under **Device**, touch **HP Duet Pen**.
3. Slide the **HP Duet Pen** switch to the right to turn on the HP Duet Pen app.

 **NOTE:** The **Hover** setting allows you to see the location of the pen in relation to the tablet when the pen is not touching the tablet. Slide the **Hover** switch to the right to turn on hover mode.

Using the pen with apps


Using the pen to draw or write on the tablet

 **IMPORTANT:** Before you touch the pen to the tablet, be sure that the stylus tip is in place.


1. Swipe down twice from the top edge, and then touch the **Settings** icon .
2. Under **Device**, touch **HP Duet Pen**.
3. Slide the **HP Duet Pen** switch to the right to turn on the HP Duet Pen app.
4. Start your app by touching the **All Apps** icon , and then touching the app.
5. Use the stylus tip to draw or write.

For more information, refer to the app help.

Using the pen to capture your writing from paper in the HP Paper Folio (sold separately)

 **IMPORTANT:** Do not place labels or stickers on, or otherwise cover the HP Duet Pen ultrasonic microphones. The pen and tablet use ultrasonic sound to determine pen position and track movement in off-screen mode. See [Identifying components on page 5](#) for the locations of the HP Duet Pen ultrasonic microphones.

IMPORTANT: Do not use the ink-pen tip on the tablet screen.




 **NOTE:** For best results, use the HP Paper Folio on a flat surface and do not block the space between the tablet and the paper in the folio. When the active pen is within 10 mm of the tablet screen, the tablet ignores other input, such as your palm touching the screen.


Be sure the ink-pen tip is in place.

To prepare the HP Paper Folio:

1. Insert the tablet into the HP Paper Folio so that the camera hole of the folio and the camera on the tablet align.
2. Rotate the folio so that the empty notebook side is on the left or the right, whichever is your preference.
3. Insert the paper into the top slit of the folio.

To prepare the tablet for off-screen mode:

1. Swipe down twice from the top edge, and then touch the **Settings** icon .
2. Under **Device**, touch **HP Duet Pen**.
3. Slide the **HP Duet Pen** switch to the right to turn on the HP Duet Pen app.
4. Slide the **Off-screen** switch to the right to turn on the off-screen duplication.
5. Touch the **Home** icon , and then touch the **All Apps** icon .
6. Touch the **HP Notes** icon and then touch **New notebook**.
7. Touch **Capture book**, and then follow the on-screen instructions to continue.

 **NOTE:** If you start a notebook by writing directly on the tablet with the pen (stylus mode), you cannot also use the Capture book mode (off-screen duplication) in the same notebook.

If you start a notebook in Capture book mode (off-screen duplication), you cannot write in the same notebook with the pen in stylus mode.

Storing the HP Duet Pen

When you finish using the pen, replace the cap.



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 level is 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 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 may increase.

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 decrease 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 tablet.

Power off the tablet under any of the following conditions:

- 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 the **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 tablets only) .


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

Saving files


You can use local storage, a microSD card, a micro-USB flash drive, or online (cloud) storage to save files.

Printing files


Before you can print, a printing service must be installed 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 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 14](#)).


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.

Setting a voice wake-up (select tablets only)

1. Swipe down twice from the top edge, and then touch the **Settings** icon .
2. Under **Device**, touch **Voice Wake-Up**.
3. Slide the switch to the right to turn on voice wake-up.
4. Touch **Train Voice Wake-Up Phrase**, and then follow the on-screen instructions.

Setting a trusted face

 **NOTE:** This option is only available after a screen lock has been set.

1. Swipe down twice from the top edge, and then touch the **Settings** icon .
2. Under **Personal**, touch **Security**.
3. Under **Screen security**, touch **Smart Lock**.
4. Touch **Trusted face**, and then follow the on-screen instructions.


After setting a trusted face, every time you turn on your tablet, it will search for your face and unlock if it recognizes you. You can still unlock the tablet with your screen lock.



Locking and unlocking the tablet

Locking

1. Set a screen lock (see [Setting a screen lock on page 43](#)), voice wake-up (see [Setting a voice wake-up \(select tablets only\) on page 43](#)), or trusted face (see [Setting a trusted face on page 43](#)).
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. Use your security unlock method, such as entering a PIN or facing the tablet for trusted face recognition, to unlock the tablet.


 **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 if the tablet is stolen, 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 or 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** option 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 device** 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 others access to areas of your tablet that you specify.


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 the 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 up 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, check the **Ask for PIN** before unpinning. A screen lock is recommended if you allow others to use your tablet.

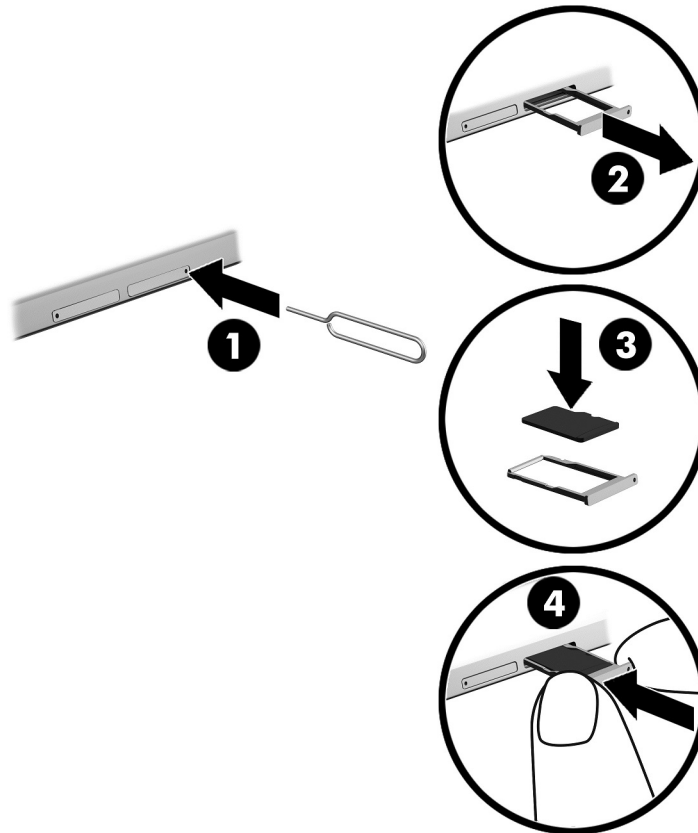
Unpinning an app

- ▲ Hold both **Back**  and **Overview**  at the same time.

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

12 Using storage

Inserting microSD cards



To insert or remove a card with a card tray:


1. Insert a card removal tool or small straightened paper clip (1) into the card tray access hole.
2. Press in gently only until the card tray is ejected.
3. Remove the tray (2) from the tablet and insert the card (3).
4. Replace the tray (4) in the tablet.
5. Press in gently on the tray until it is firmly seated.


Accessing microSD cards or USB drives

To access 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 storage devices.

Unmounting/disconnecting microSD cards


 **NOTE:** Always unmount microSD cards before removing them.

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

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 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 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 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. 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**—Slide the switch to the right 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**—Slide the switch to the right to enable backed up settings and data to be restored when an app is reinstalled.


Factory data reset

Resetting with your tablet turned on

If your 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 your 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 your 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 your tablet turned off

If your 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. 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 power button and the volume up (+) button at the same time.
4. When the Recovery menu appears, use the volume up (+) and volume down (-) buttons 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 up (+) and volume down (-) buttons 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**, use the volume up (+) and volume down (-) buttons to highlight **Reboot system now**, and then press the power button to select.


The tablet will restart.

Starting your tablet 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. To boot into the Recovery menu, press and hold the volume up (+) button and the power button at the same time until the HP logo is displayed.
3. When the 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 your tablet using an over-the-air (OTA) update

1. Turn off your tablet, and then connect it to AC power.
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. Your tablet may restart as updates are applied.

Updating your tablet using a file-based update



NOTE: Before performing the following procedure, connect your tablet to AC power.

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 and download your Android operating system software.
2. Locate **update.zip** and copy it to a microSD card.
3. Turn off your tablet, and then insert the microSD card containing the **update.zip** file.
4. To power on your 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 your 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 the following products to safely clean your tablet:

- Dimethyl benzyl ammonium chloride 0.3 percent maximum concentration (for example, disposable wipes, which come in a variety of brands)
- Alcohol-free glass-cleaning fluid
- Water with mild soap solution
- 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 AC power.
- Disconnect all powered external tablets.


⚠ CAUTION: To prevent damage to internal components, do not spray cleaning agents or liquids directly on any tablet surface. Liquids dripped on the surface can permanently damage internal components.


Cleaning the display

⚠ CAUTION: Do not spray or place the cleaner directly on the screen.

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 device 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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