User Guide

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Product notice

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

Software terms

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

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1 The basics

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.

To start using your tablet, follow these instructions:

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

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

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

2. Follow the on-screen instructions to select a language, connect to a wireless network, and sign into your Google™ account.

   NOTE: If you do not have a Google account, you can create one now. When you sign into a Google account, the email, contacts, calendar events, and data associated with that account are synchronized with your tablet. If you have additional Google accounts, you can add them later.

Lock and unlock the screen

Lock—Press the power button.

Unlock—Press the power button, touch the screen, and then slide your finger in any direction to display the home screen.

2 Using the Home screen

The Home screen provides a central location where you can access information and email, browse the Web, stream videos, view photos, and access social media websites.

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

- Swipe down from the top to display notifications.
- Swipe up from the bottom to display Google Now™ cards.
- Touch an icon to perform the action described in the table.

Icon	Description
Google	**Search**—Allows you to type one or more keywords to search with the installed search app.
	Recent apps—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.
	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 .
	Back—Opens the previous screen.
	Voice search—Allows you to touch , and then speak one or more keywords to search with the installed search app.

3 Using apps and widgets

Apps are shortcuts placed on the Home screen and used to open applications installed on your tablet. All apps are displayed on the home screen.

Widgets are apps with special functionality that displays content that is updated frequently. You can view the updated content without opening the widget. To see all widgets, long press the home screen to display the **Set Home Screen** menu, and then select **Widgets**.

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

Using the on-screen keyboard

To open the on-screen keyboard, touch a text field, type one or more keywords, and then touch **Done** or .

NOTE: The appearance of the keyboard may vary.

Setting up Gmail

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

Using the calendar

Touch **Google apps**, touch **Calendar**, and then follow the on-screen instructions.

NOTE: When you add a Google account, the email, calendar, and contacts associated with the account are synchronized automatically.

Using Google Now

Google Now uses time of day, your current location, and your location history to display information on your commute. Information from other Google products, such as your Web history or your calendar, is used to display appointment reminders, maps, sports scores, and flight status.

- To opt into Google Now, swipe up from the bottom of the screen, and then follow the on-screen instructions.
- To display Google Now cards, swipe up from the bottom of the screen.

Downloading apps

Download apps, music, books, games, and more from the Google Play Store.

NOTE: You must be connected to the Internet and signed into a Google account to access the Play Store.

- Touch , and then touch a category.

  – or –

  Touch , and then type a keyword in the search field.

- To download and install an app, follow the on-screen instructions.

Uninstalling apps

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

4 Using the cameras

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

Taking your own photo

To take your own photo:

1. Touch .
2. Touch the rotating camera icon at the top of the screen, and then touch .

   The photo is saved in the Gallery.

Recording a video

To record a video:

1. Touch .
2. To begin recording, touch the video camera icon at the bottom of the screen.
3. To stop recording, touch the stop icon at the bottom of the screen.

   The video is saved in the Gallery.

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 the Gallery.

Viewing photos or videos

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

5 Connecting to networks

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

Connect to a wireless network

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

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 from the top, touch the **Wireless** icon, and then touch one of the available networks that is displayed.

   – or –

   Touch .

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

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**.

Connect to Bluetooth (select models only)

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

To connect to a Bluetooth device:

1. Turn on the Bluetooth device.
2. Swipe down from the top, touch the **Bluetooth** icon to turn it on.

   – or –

   Touch .

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

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

6 Using Settings

To use Settings for connecting to networks, setting preferences, and finding information about your tablet, touch .

WIRELESS & NETWORKS

- **Airplane mode**—Enable or disable **Airplane mode** to disable wireless mode while traveling on an airplane.
- **Wi-Fi**—Enable or disable **Wi-Fi**, and then connect to a wireless network so that you check email, search the Web, or access social media websites.
- **Bluetooth**—Enable or disable **Bluetooth**, and then pair a Bluetooth device, such as a headset or keyboard, with your tablet.
- **Mobile networks** (select models only)—Enable or disable **Data service**, **Data roaming**, **Network Mode**, **Network switch reminder**, **Enable always-on mobile data**, or select from displayed **Access Point Names**.
- **More...**—Enable or disable **Airplane mode**, **VPN**, or **Tethering & portable hotspot**.

DEVICE

- **Home screen style**—Select Home screen preferences.
- **Display**—Select display preferences, such as **Brightness**, **Wallpaper**, **Sleep**, **Daydream**, and **Font size**.
- **Sound**—Select preferences for **Volume**, **Ringtone** (select models only), and **Vibration** enable or disable **Data Transfer Service (DTS)** (select models only).
- **Storage**—View available space in tablet memory and micro SD™ card or USB memory (if inserted).
- **Battery**—View battery charge percentage and battery usage by various features.

PRIVACY & SECURITY

- **Location access**—Enable or disable **Access to my location**, **GPS satellites**, and **Wireless networks**.
- **Security**—Select preferences for **SCREEN SECURITY**, **ENCRYPTION**, **SIM CARD LOCK** (select models only), **SD CARD SECURITY**, **PASSWORDS**, **DEVICE ADMINISTRATION**, **CREDENTIAL STORAGE**.
- **Backup & reset**—Select preferences for **BACKUP & RESTORE**, and **PERSONAL DATA**. For more information, see Backing up and recovering your data on page 11.

ACCOUNTS

Touch **+Add account** to display existing accounts.

- **Add an email account or another type of account**—Under **ACCOUNTS**, touch **+ Add account**, and then follow the on-screen instructions.
- **Sync an account**—Under **ACCOUNTS**, touch the name of the account. Touch the name of the account again, touch ⋮ in the upper-right corner of the screen, and then touch **Sync now**.
- **Remove an account**—Under **ACCOUNTS**, touch the name of the account. Touch the name of the account again, touch ⋮ in the upper-right corner of the screen, and then touch **Remove account**.

APPS

- **Manage apps**—View lists of apps that you have downloaded, apps that are currently running or all apps.
- **Call** (select models only)—Select preferences for ring tones, vibration, touch tones, call settings, and call barring.
- **Message** (select models only)—Select preferences for sending and receiving text messages.
- **Email**—Select preferences for sending and receiving email messages.

SMART ASSISTANCE

- **Notification panel**—Select preferences for icons that are displayed in the notification panel.
- **Suspend button**—Enable or disable the suspend button.
- **Motion control**—Select preferences for actions such as **Flip**, **Pick up**, **Raise to ear**, **Shake**, **Tilt**, and **Swipe**.
- **Hover gesture**—Enable or disable the hover feature, and you can also select preferences for the feature.

SYSTEM

- **Gloves mode**—Enable or disable **Gloves mode** to be able to use the tablet while wearing gloves.
- **Date & time**—Enable or disable **Automatic date & time**, and then select preferences for time zone, time format, and date format.
- **Language & input**—Select preferences for **Language**, **Spelling correction**, **KEYBOARD & INPUT METHODS**, and **SPEECH**.
- **Accessibility**—Enable or disable **TalkBack**, **Magnification gestures**, **Large text**, **Power button ends call**, **Auto-rotate screen**, **Speak passwords**, **Accessibility shortcut**, **Text-to-speech output**, **Touch & hold delay**, and **Enhance web accessibility**.
- **Updates**—To check for system updates, touch **System updates**, and then touch **Check now**.
- **About device, tablet, or phone**—View the system status, legal information, model number, and operating system version for your device.

7 Transferring files

NOTE: For voice tablets only, USB tethering must be turned off before you can use USB to transfer files between your tablet and the computer.

1. Connect the micro USB cable to your tablet and to a Windows® computer.
2. Select **Device file manager (MTP)**.

   The tablet appears as a drive on the computer. You can copy files back and forth as you would with any other external device.
3. When you have finished transferring files, disconnect the USB cable.

8 Securing your tablet

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

Set a screen lock

1. Touch .
2. Under **PRIVACY & SECURITY**, 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.

- **Not locked**—Unlock the screen by swiping in any direction.
- **HP unlock**—Select the standard HP unlock screen.
- **Face Unlock (select models only)**—Unlock the screen by looking at the screen.
- **Pattern**—Draw a simple pattern to unlock the screen.
- **Pin**—Enter four or more numbers to unlock the screen.
- **Password**—Enter four or more letters or numbers. This option provides the most protection, if a strong password is selected.

9 Backing up and recovering your data

Updating apps, widgets, and the operating system

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

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

Back up and reset

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

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

Factory data reset

⚠ **CAUTION:** If you select this option, all settings are reset to factory values, and all personal data on the device is deleted.

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

1. Touch .
2. Under **PRIVACY & SECURITY**, touch **Back up & reset**.
3. Under **PERSONAL DATA**, select **Factory data reset**, and then follow the on-screen instructions.

10 Using the voice calling features (for voice tablets only)

Icon	Description
	Make a call—Touch on the Home screen, touch the keys to enter the phone number, and then touch . – or – Touch , touch a contact name, and then touch .
	Answer a call—Slide toward .
	Reject a call—.Slide toward .
	Reject a call with a message—Slide toward .
	End a call—Touch .
	Return a recent call—Touch , and then touch a recent call.
	Contacts—Allows you to store frequently called phone numbers.

Connect to a mobile network (select models only)

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

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

Activate data transfer

To enable data transfer over a mobile network:

1. Touch .
2. Under **WIRELESS & NETWORKS**, touch **Mobile Networks**, and then touch **Enable always-on mobile data**.

Activate tethering or a portable hotspot (select models only)

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

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

To disable tethering:

1. Touch .
2. Under **WIRELESS & NETWORKS**, **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**.

11 More HP resources

To locate 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.	• Online chat with an HP technician. • Email support (select countries only). • Find telephone numbers. • Locate HP service center locations.
Google For Google support, go to http://www.google.com/mobile/android.	• Access Google online help and support.
Quick Start The *Quick Start* document is located in the tablet box.	• Important regulatory notices.
Product Notices The *Product Notices* document is located in the tablet box.	• Important regulatory notices.

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