

USER GUIDE



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Patent pending. This product also is licensed under United States patent 6,058,304.

Screen images simulated. Internet access within wireless coverage area only. Wi-Fi within range of 802.11a/b/g/n Wi-Fi network. Some Wi-Fi hotspots may require fee for usage. Not all web content may be available. Email and related information required for setup and activation.

Open Source License information

You can view the Open Source License terms on your device. Press **Center**  and then tap the Launcher icon. Tap **Adobe Reader** . Tap **Open Source Information.pdf**.

You can also view the file on your computer. Connect your device to your computer with the **USB cable**. On your device, tap **USB Drive**. On your computer, locate and double-click the removable drive named for your device. To locate the drive, do the following for your operating system:

- Windows Vista/Windows 7: Open **Computer**.
- Windows XP: Open **My Computer**.
- Mac: Open **Finder**.
- Linux (Ubuntu): The drive is displayed on the desktop.
- Other Linux distribution: The location of the drive may vary by system.

After you open the drive, double-click the file **Open Source Information.pdf**.

Recycling and disposal



This symbol means do not dispose of your product with your other household waste. Instead, you should protect human health and the environment by handing over your waste equipment to designated collection, please contact your household waste disposal service.

HP encourages customers to recycle used electronic hardware, HP original print cartridges, and rechargeable batteries. For more information about recycling programs, go to www.hp.com/recycle.

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1 Welcome

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Your HP TouchPad

NOTE When referring to the company that makes your HP TouchPad, this document uses both the terms HP and Palm. HP and Palm are the same company; the use of both terms reflects company terminology.

In one compact and indispensable device, you now have all of the following:

- An advanced wireless device running the HP webOS platform
- A large 9.7 inch (246.3mm) screen for easy, full-color viewing of photos and videos, web pages, email messages, and more
- A full suite of organizer applications, including Contacts, Calendar, and Memos
- Wi-Fi capability
- A front-facing camera for video calling
- GPS functionality
- Applications to view and manage Microsoft Office and Adobe PDF files
- HP webOS App Catalog, from which you can download applications designed for your device; select from an ever-expanding list of applications

- Seamless interoperability with many HP webOS smartphones, including call management directly from your HP TouchPad.

Your HP TouchPad puts HP webOS—a multitasking, gesture-based operating system—inside a thin, beautiful device with a virtual keyboard that you can bring up whenever you need it. Here are a few highlights of your new device.

Gestures: On your HP TouchPad, you move around and manage your applications and info by making simple gestures on the touchscreen. For more information, see [Use gestures: Tap, swipe, drag, flick, pinch](#). Carry the *Navigation Guide* (included in the box with your HP TouchPad) around with you and you'll soon know the most important gestures by heart.

Multitasking: You can have many applications open at once and easily move among them. Go to the Launcher to open apps. See the lineup of your open apps in Card view. Tap an app to bring it into the foreground and work with it. For more information, see [Open applications](#).

Just Type: Need to look up Ed's work number? Just go to Card view, tap **Just type**, and type **ed**. If he's listed in your Contacts, you can get his numbers from the search results. Just Type works just as fast when you need to search the web, find info in an application on your device, start an action such as creating an email message or memo, or update your status on social networking sites such as Facebook or Twitter. For more information, see [Just Type](#).

The HP Synergy feature: The HP Synergy feature works in the background to gather your information from the various online sources where you keep it and then display that information in a single view on your device. You can access your info quickly without having to remember where you stored it.

For example, suppose you have a Google account for personal email, contacts, and calendar events, and an Exchange account for your corporate email, contacts, and events. The Email, Contacts, and Calendar applications on your HP TouchPad all provide a view in which you can see information from both of those accounts in one place—but even though the information is brought into one view, the sources of that information are kept separate. For more information, read about linked contacts, layered calendars, and the single inbox for your email in [Contacts](#), [Calendar](#), and [Email](#).

NOTE See [Online accounts available for webOS devices](#) for the current list of online accounts that you can set up on your device and for information about the behavior of these accounts.

Sync: Your HP TouchPad gives you synchronization without a cable. You can sync with online services so that you can store and sync your info in online accounts. For more information, see [Get data from an online account in the cloud](#).

Your HP webOS Account: When you set up your device, you create an HP webOS Account by entering a valid email address. Use this account to create and store contacts and calendar events. Your HP webOS Account also gives you access to services like automatic updates and automatic, frequent backups of any of your info that is stored only on your device and isn't synchronized with an online account (see [What information is backed up?](#)).

Touch to Share: If you have a web page open on your HP TouchPad or on a webOS smartphone, simply touch the devices to transfer the page from one device to the other. If your smartphone and your HP TouchPad use the same HP webOS Account, you can also touch the two to create a Bluetooth pairing between them. After the devices are paired, not only can you touch to share web pages, but you can also make and receive calls, and send and receive text messages, right on your HP TouchPad (see [Touch to Share](#)).

WARNING Please refer to [Important safety and legal information](#) for information that helps you safely use your device. Failure to read and follow the important safety information in this guide may result in property damage, serious bodily injury, or death.

What's in the box?

All of the following items are included in the device box.

Hardware



- HP TouchPad
- USB cable (charging and data transfer cable)
- AC charger
- Screen cleaning cloth
- Standard lithium-ion battery (installed and nonremovable)

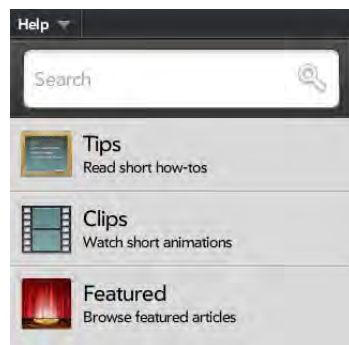
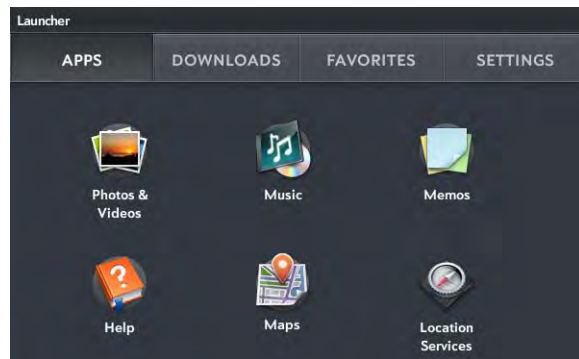
DID YOU KNOW? The USB cable included with your device is used both to charge your device battery (see [Charge the battery](#)) and to connect your device to your computer as a removable USB drive (see [Copy files between your device and your computer](#)). To simplify charging, you can purchase an HP Touchstone (sold separately).

Print material

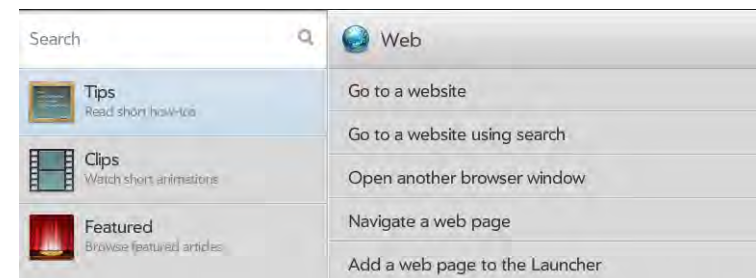
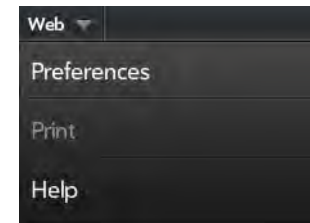
- *Getting Started* guide
- *Navigation Guide*
- Limited Warranty
- General User Guide: Important Safety and Legal Information

Where can I learn more?

- On-device Help: Read short how-tos and watch animations on your new device.
 - To view all Help: [Open Help](#) .



- To view Help topics for a single application: Open the application, open the [application menu](#), and tap **Help**. Here is an example from the Web app:



- Tools available from online support: Visit hpwebos.com/support to access the 200+ page *User Guide* (this guide) detailing every facet of your device. On the support site you can also edit your HP webOS Account settings and watch how-to animations.

TIP If you're at a computer, we recommend using the *User Guide* to get information about your device. If you're working on your HP TouchPad, use the on-device Help.

- Peer-to-peer support: Visit forums.hpwebos.com to share your experiences and get help and advice from fellow customers.
- Self-paced learning guides: Visit learning.hpwebos.com to take a free online tutorial about your new device. Available in English only.

2 Basics

- 11 Get to know your device
- 13 Charge the battery
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- 16 Turn your device on/off
- 17 Use gestures: Tap, swipe, drag, flick, pinch
- 20 Update the HP webOS operating system

Get to know your device

Front view



- 1 **Stereo speakers**
- 2 **Front-facing camera**
- 3 **Volume**
- 4 **Touchscreen:** Tap and make other gestures directly on the screen. See [Touchscreen](#).
- 5 **Center:** Press to display Card view. see [Manage applications in Card view](#).
- 6 **Charger/microUSB connector:** Connect the small end of the USB cable to charge your device battery (see [Charge the battery](#)) or copy files (see [Copy files between your device and your computer](#)).

NOTE The volume you set for each individual audio component is saved automatically, whether the audio component is a wired headset, a wireless headset that uses Bluetooth® wireless technology, the built-in stereo speakers, and so on. When you return to using an audio component, the audio plays at the volume you left it the last time you used that component.

Touchscreen

TIP Be careful not to scratch, crush, or apply too much pressure on the touchscreen. Do not store your device in a place where other items might damage it. Do not use harsh chemicals, cleaning solvents, or aerosols to clean the device or its accessories. Do not expose your device to extreme heat or cold (see [Specifications](#) for temperature info).

Card view



- 1 Just Type field:** Tap here and then type some text to look for, create, or use information on your device, without needing to go to a specific app. See [Just Type](#).
- 2 Wallpaper:** The background image in Card view. You can customize your wallpaper. See [Change your wallpaper](#).

- 3 Quick Launch:** Bar containing up to five icons for the apps you use most, plus an icon to open the Launcher. You can customize the apps that appear in Quick Launch. See [Open an application in Quick Launch](#) and [Line up your favorite applications in Quick Launch](#).

The Launcher



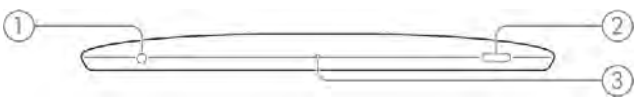
- 1 Application name:** Displays the name of the currently open application. Drag down over or tap the app name to open the [application menu](#).
- 2 Page name:** Tap a name to jump to a different page.
- 3 Launcher:** See [Open an application in the Launcher](#).
- 4 Quick Launch:** Bar containing up to five icons for the apps you use most, plus an icon to open the Launcher. You can customize the apps that appear in Quick Launch. See [Open an application in Quick Launch](#) and [Line up your favorite applications in Quick Launch](#).
- 5 System icons:** Show the status of wireless service connections, battery strength, and other system functions (see [Icons in the title bar](#)). Drag down over or tap the icons to open the [system menu](#).
- 6 Notification icons:** Show new email messages, alarms, and more. Drag down over or tap the icons to view notification details. See [View and work with notifications](#).

Icons in the title bar

Table 1. Title bar icons and descriptions

Item	Description
	The battery is being charged.
	The battery is fully charged.
	The battery is low. See Charge the battery .
	Airplane mode is turned on. This means that the Wi-Fi, VPN, and Bluetooth® wireless technology features are off. See Turn wireless services off (airplane mode) .
	Wi-Fi is turned on. The number of filled-in bars denotes signal strength. See Wi-Fi .
	The device is searching for a Wi-Fi network.
	Bluetooth® wireless technology is turned on. See Bluetooth® wireless technology .
	A Bluetooth connection is in progress.
	A Bluetooth connection has been made.
	Your device is performing a search on the characters you entered. If you accessed Just Type from Card view, your device conducts a global search on your device (see Just Type). If you are in an application such as Contacts or Memos, your device searches for items within the app that match the search term you entered.
	Rotation lock is turned on (see Use the system menu).
	System sounds are turned off (see Use the system menu).

Top view



- 1 **3.5mm headset jack**
- 2 **Power:** Press to wake up or turn off the screen. Press and hold to turn wireless services on and off or turn your device completely on and off.
- 3 **Microphone**

Charge the battery

When the battery is very low, the battery  icon in the upper-right corner of the screen changes to red. When the battery is fully charged, the icon appears full and changes to green .

Before you begin the setup process, we recommend that you charge your device until the battery  icon in the upper-right corner of the screen is full to ensure that the battery is fully charged.

WARNING Use only chargers that are approved by HP with your device. Failure to use a charger approved by HP may increase the risk that your device will overheat, catch fire, or explode, resulting in property damage, serious bodily injury, or death. Use of unapproved third-party power supply accessories may damage the device and void the Limited Warranty for the product.

WARNING Never remove the back cover of your HP TouchPad. The battery is built in to your device and is not removable.

See [Maximizing battery life](#) for tips on making your battery's power last longer.

- 1 Attach the small end of the **USB cable** to the **charger/microUSB connector**. The silver circle on the cable faces the front of the device.



- 2 Connect the other end of the **USB cable** to the **AC charger**.
- 3 Plug the **AC charger** into a working outlet.

Maximizing battery life

The battery in your device cannot be removed.

Battery life depends on how you use your device. You can maximize the life of your battery by following a few easy guidelines:

- Charge your device whenever you can. Charge it overnight.
- Set your screen to turn off automatically after a shorter period of inactivity (see [Set the interval for turning the screen off automatically](#)).
- Keep your battery away from direct sunlight and other sources of heat. Temperatures over 104 degrees Fahrenheit (40 degrees Celsius) can permanently reduce the capacity and life span of any lithium-ion battery.
- If you set up an email account in the Email application, set the interval to automatically download email to every two hours or less frequently (see [Enter advanced account settings](#)).
- Lower the screen brightness (see [Turn auto dim on/off](#)).
- Keep in mind that frequent use of instant messaging (IM) can reduce battery life. Sign out of your IM account when you are not using it (see [Sign out of an IM account](#)).

- Shut down the device completely when you won't be using it for an extended period of time (see [Shut down your device](#)).

TIP If you think that the battery needs to be replaced, see [I need to replace the battery](#) for instructions.

Set up your device

BEFORE YOU BEGIN Make sure the battery is fully charged (see [Charge the battery](#)).

- 1 Press and hold the **power** button on the upper-right corner of your device until you see a logo on the screen (approximately five seconds).
- 2 Follow the onscreen instructions to complete setup. If you need to start setup over, tap **Start Over** in the lower-left corner of any screen.

NOTE At the beginning of setup, you select a language for your device. This language sets the default formats for currency, date and time, and so on. If your country is not displayed, or you want to use a different format, complete setup and then do the following: [Open Regional Settings](#). Tap **Formats** and select your region. For more information, see [Change the display formats](#).

- 3 When the list of available Wi-Fi networks appears, tap the network you want. If prompted, enter the network username and/or password and tap **Sign In**. If the network name doesn't appear, see [Connect to a new secure network](#) for instructions on connecting to a hidden network.
- 4 When the HP webOS Account screen appears, do one of the following:
 - If you are a new user: Tap **Create New Account**. To create an HP webOS Account, enter a working email address, create a password for your account, and select and answer a security question.

IMPORTANT You must enter a valid email address to access all the features available on your device. Note that entering an email address here does not set up your device to send and receive messages from that email account; you must do that separately (see [Email](#)).

If you create a new HP webOS Account, write down the email address and password that you enter; you will need them later. Later, look for an email at the address you used to create your HP webOS Account. Click the link in the email to verify your HP webOS Account.

- If you have an HP webOS Account that you use with another HP webOS device, and you want to use it on your HP TouchPad: Enter the email address and password for your existing account, and tap **Sign In**.
- 5 If you chose to sign in to an existing HP webOS Account: If prompted, select whether to do a one-time transfer of the data stored in the existing HP webOS Account to your new HP TouchPad. If you have more than one device already associated with this account, select the device you want to use as the source for the transfer.

NOTE If you use the same HP webOS Account with two devices, after the one-time data transfer, info you enter into the HP webOS Account on one device is not synchronized between the devices. You need to enter the info in both places.

- 6 If you see a notification that an update is available, tap **Install Now** to install it. HP periodically sends updates to the applications and features on your device. The installation process may take up to 20 minutes.

Your device is ready to use.

What is an HP webOS Account?



Your HP webOS Account gives you the following benefits:

- Automatic system and software updates are sent to your device.
- An HP webOS Account is automatically created for you on your device. In this account you can store Contacts and Calendar info that you don't store in online accounts like Google or Exchange.

NOTE You cannot access HP webOS Account data on the account website. You can access the data on your device only.

- Info stored in your HP webOS Account, as well as info you have in applications on your device (like Memos), is automatically backed up to the webOS servers.
- If your device is lost or stolen, open the web browser on your computer, sign in to your HP webOS Account on hpwebos.com/account, and do a remote erase of the info on the device.

NOTE If you want to erase data on your device while you are still in possession of the device—for example, before you give it to someone else—don't do a remote erase. Instead, do a partial or full erase of the device itself (see [Erase data and reset your device](#)).

For detailed information about your HP webOS Account, see [Backup](#).

Although you create an HP webOS Account by entering a valid email address, setting up an HP webOS Account is different from setting up email on your device. To set up email, see [Set up email](#). To change your HP webOS Account information after you set it up, see [Update your HP webOS Account settings](#).

Turn your device on/off

Your device's screen can be turned on and off separately from its wireless services (which are the Wi-Fi  app, Bluetooth®  app, and VPN  app). This means you can wake up the screen to use just the organizer features of your device (Calendar, Contacts, Memos, and so on) without turning on the wireless features. Also, when the screen is turned off, wireless services can be on.

Why the screen goes dark

When the device is on and idle, the screen first dims and then turns off. This is normal behavior, caused by the auto shut-off interval. You can adjust this auto shut-off interval to be as long as 10 minutes (see [Set the interval for turning the screen off automatically](#)). At first, the screen dims as a power-saving measure. Just tap the screen to brighten it. Then, if your device remains inactive for the full interval you set, the screen turns itself off. Press the **power** button to turn the screen back on.

NOTE If you can't turn the screen back on, see [The screen appears blank](#) for instructions.

Turn the screen on/off

To turn the screen on, do one of the following:

- Press the **power** button. Drag  up to unlock the screen.



* Power

- Press **Center** . Drag  up to unlock the screen.

To turn the screen off, press the **power** button.

NOTE Pressing the power button to turn the screen off also works when your device is placed on a Touchstone (sold separately).

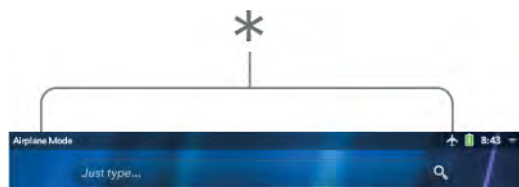
Turn wireless services off (airplane mode)

Airplane mode turns off your device's wireless services (which are the Wi-Fi  app, VPN  app, and Bluetooth®  app). Use airplane mode when you are on a plane or anywhere else you need to turn off all wireless services. You can't browse the web, but you can still use apps like Calendar, Contacts, Photos & Videos, Music, Quickoffice® mobile office software, and Adobe Reader.

Do one of the following:

- Tap the upper-right corner of any screen to open the system menu. Tap **Turn on Airplane Mode**.
- Press and hold the **power** button and tap **Airplane Mode**.

When your device is in airplane mode, the airplane mode  icon appears at the top of every screen, and Airplane Mode appears in the upper-left corner of the screen in the Card view.



* These indicate that wireless services are off (airplane mode).

Turn wireless services on

When you turn off airplane mode, any wireless services that were on previously are turned back on automatically.

- To turn off airplane mode, tap the upper-right corner of any screen to open the system menu, and tap **Turn off Airplane Mode**.
- Press and hold the **power** button and tap **Turn off Airplane Mode**.

When your device is in airplane mode, you can turn the Wi-Fi, VPN, and Bluetooth features on individually (see [Turn Wi-Fi on/off](#), [VPN](#), and [Turn the Bluetooth feature on/off](#)). Note that to make a VPN connection while your device is in airplane mode, you must first connect to a Wi-Fi network.

When wireless services are turned on, HP webOS appears in the upper-left of the screen in Card view. If Wi-Fi is turned on, the Wi-Fi  icon also appears.

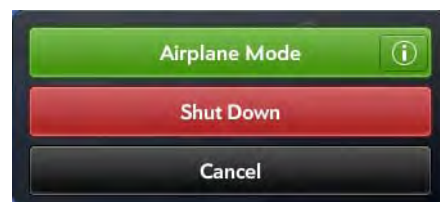


* These indicate that data services are on.

Shut down your device

Usually, turning your device off and/or putting it in airplane mode is sufficient for normal periods when you have the device with you but you're not using it. On rare occasions, however, you may want to put your device into deep sleep because you are not going to use it for an extended period. At those times, shut down the screen and wireless services completely by doing one of the following:

- [Open Device Info](#)  and tap **Reset Options**. Tap **Shut Down**, and tap **Shut Down** again.
- Press and hold the **power** button and tap **Shut Down**.



NOTE When you turn everything off, the device's alarms and notifications are also turned off.

To turn both the screen and wireless services back on, press and hold the **power** button until a logo appears onscreen.

Use gestures: Tap, swipe, drag, flick, pinch

Gestures are an important, basic part of your device. They're easy to learn, and they make working with the device fast. You make most gestures with one finger. For a few, you need two. Make gestures with the tip of your finger. Do not use your fingernail. Don't bear down.

You make gestures on the touchscreen.

Tap

Tap with the tip of the finger, not the fingernail. Tap fast and firmly, and then immediately lift your fingertip off the screen. Don't bear down on what you're tapping. Don't wait for a response; the response comes after you lift your finger. Don't linger on the gesture; a tap takes a split second to do.



Swipe

A swipe is a horizontal gesture, from right to left or left to right. Do it fast, do it lightly. In a swipe, your fingertip just skims the surface of the touchscreen.

Drag

Drag is the gesture you make for a slow scroll up and down, such as in a list, in a document, or on a web page. Slide your fingertip slowly along the surface—no need to bear down.

Drag and drop: Tap and hold the item. Wait until you get a visual cue that the item is ready to be dragged, and then drag it. Lift your finger to drop it. For example, a card in Card view is ready to be dragged when it

becomes transparent; an icon in the Launcher is ready to be dragged when a border appears around it.



Flick

This is a quick gesture, great for scrolling long lists, documents, or pages. Do it fast, do it lightly; as with a swipe, your fingertip just skims the surface. The faster you flick, the faster and farther you scroll up or down a list.

Close an application screen: To close an application screen in Card view, flick the card up toward the top of the touchscreen. This is called **throwing** the card off the top of the screen.



Delete a list item: In some applications, such as Email, Messaging, Music, and Bluetooth, you can throw a list item off the side of the screen to delete the item.

Throw the item off the side of the screen. If prompted, tap **Delete** to confirm the deletion.



If you can't delete a list item by throwing it, open the item and look in the [application menu](#) for a Delete menu item.

TIP To delete multiple list items, throw each one off the screen. If you get the **Delete** confirmation prompt after throwing the first item, you don't need to tap it—just throw the second item, and the first deletion is confirmed automatically.

TIP In some apps, such as Email, you can set a preference whether to show a confirmation screen when you delete a list item.

Pinch (zoom gestures)

Zoom in/pinch out to increase the size of items on the screen (for example, in Email, Web, Photos & Videos, Quickoffice® mobile office software, Adobe Reader, and Maps): Place two fingers on the screen and spread them slowly apart.



Zoom out/pinch in to decrease the size of items on the screen (for example, in Email, Web, Photos & Videos, Quickoffice® mobile office software, Adobe Reader, and Maps): Place two fingers on the screen and bring them together.



Zoom in or out a fixed amount (for example, in Web, Photos & Videos, and Adobe Reader): Double-tap the screen.



Scroll gestures

Scroll slow: Drag the screen in the desired direction.



Scroll fast: Flick the screen in the desired direction.



Stop scrolling: Tap or drag the screen while scrolling.



Text selection gestures

For information on working with text after you select it, see [Cut, copy, and paste information](#).

Insert the cursor in a text field: Tap the location.



Select text: Tap and hold the text. Tap **Select** or **Select All**. See [Cut, copy, and paste information](#) for more information.

Update the HP webOS operating system

HP provides updates to your device's operating system. Update notifications are sent to your device automatically when a system update is available (see [Respond to a system software notification](#)). When you update your device's operating system, your personal information and files are not affected. In addition to receiving update notifications, you can manually check for operating system updates at any time (see [Manually check for system updates](#)).

What's more, both HP and many application developers make updates available for applications you installed on your device. You can check in Software Manager at any time for application updates (see [Update a downloaded application from a notification](#) and [Manually check for application updates](#)).

Respond to a system software notification

When you get a notification that a system update is available, do one of the following:

- Tap **Install Now** twice. When installation is complete and the device resets, tap **Done**. Installation times vary, depending on the size of the update. You cannot use your device while an update is being installed.
- Tap **Install Later**. The next time you charge your device, you receive another update notification. You can again choose whether to install the update now or later. If you do not tap Install Later within 10 minutes of receiving the notification, installation begins automatically.

Here is some additional information about system updates:

- If you have Wi-Fi turned on and the battery has enough charge, your device automatically downloads a system update if one is available—you don't have to do anything. If Wi-Fi is not turned on when the update becomes available, the webOS servers continue to check your device for Wi-Fi availability.
- If the battery does not have enough charge, you must charge the battery before you can download or install an update.
- If you do not install an update immediately after downloading it, you are prompted to install the update the next time you charge your device. You can choose whether to install the update now or later. You have ten minutes to decide; otherwise, the update installs automatically.

Manually check for system updates

- 1 [Open System Updates](#) .

- 2 If a message appears stating that a system update is available, do the following:



- If prompted, tap **Download now**.
- When prompted, tap **Install Now**.
- After installation has finished and the device resets, tap **Done**.

TIP If you don't want to install the update at this time, close System Updates by throwing its app card off the top of the screen (see [Close an application or application screen](#)).

3 Just Type

- 23 Just Type overview
- 23 Look up a contact
- 24 Find information in an application on your device
- 25 Search the web
- 25 Create a new item such as a message, calendar event, or memo
- 26 Open an application
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- 27 Customize Just Type

Just Type overview

The Just Type feature lets you do almost anything you want on your device, without having to go to a specific app. When it crosses your mind to look up, do, or make note of something, just type to put your thought into action.

You access Just Type from Card view by tapping the **Just type** field. Then, by just typing, you can begin doing any of the following:

- Look up a contact (see [Look up a contact](#))
- Search the web (see [Search the web](#))
- Search for email messages, web bookmarks, videos, and more (see [Find information in an application on your device](#))
- Map a location (see [Find information in an application on your device](#))
- Create a new message, memo, or other item (see [Create a new item such as a message, calendar event, or memo](#))

- Update your Facebook or Twitter status (see [Create a new item such as a message, calendar event, or memo](#))
- Open an app (see [Open an application](#))

You can also start a search by copying text in another application, opening Just Type, and pasting the text in the Just type field (see [Cut, copy, and paste information](#)).

Look up a contact

- 1 Open Card view (see [Manage applications in Card view](#)) and tap **Just type**.
- 2 Begin typing the contact's first and last initials (no space), first or last name, phone number, or email address.



- 3 (Optional) To filter the search results to show just matching contacts, tap the **Contacts** tab.

- 4 When the contact name appears, do one of the following. If only the contact name is displayed, tap the name to display ways to get in touch.
 - Tap the name to open the person's contact information.
 - Tap an email address to send a message.
 - If you have set up a Skype account on your device and the contact is a Skype contact, tap  to call the contact.

TIP If you are using Exchange with a corporate server, you can search your company's Global Address List (GAL) for a contact by tapping **Address Lookup** in the Just Type search results. You can set a preference to have a GAL search take place automatically, or to manually choose whether to search your GAL (see [Customize Just Type](#)).

TIP If you pair your HP TouchPad with an HP webOS smartphone, you can also make a call or send a text message to a contact from Just Type search results (see [Use your HP TouchPad with a connected HP webOS smartphone](#)).

Find information in an application on your device

You can search for email messages, music, web bookmarks, and websites you've visited (browsing history) on your device. You can also search for apps in HP webOS App Catalog.

If your search term does not show results for a certain app, you may need to turn on a preference to include that app in a Just Type search (see [Customize Just Type](#)).

- 1 Open Card view (see [Manage applications in Card view](#)) and tap **Just type**.
- 2 Begin typing the information you want to find. Depending on which app you want to search, this could be the subject of an email message, a music artist, a bookmark name, or some other term.



- 3 (Optional) To filter the search results to show just information on your device, tap the **Content** tab.
- 4 Depending on the app you want to search in, tap one of the following:

Artists: Your device displays the number of songs whose artist name contains your search term. Tap **Artists** to view the list of songs. Tap a song to play it.

Calendar Events: Your device displays the number of calendar events whose name contains your search term. Tap **Calendar Events** to view the list of events. Tap an event to open it.

Bookmarks & History: Your device displays the number of websites in your bookmarks list and browsing history list whose name contains your search term. Tap **Bookmarks & History** to view a list of the websites. Tap an entry to go to the website.

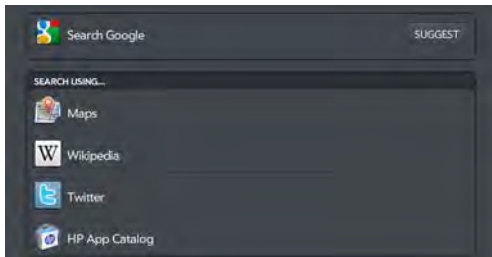
Email: Your device displays the number of email messages whose sender name or subject contains your search term. Tap **Email** to display the list of matching messages. Tap a message to view it.

NOTE In addition to Just Type, applications such as Contacts, Email, Memos, and Adobe Reader also offer the ability to search within the app for entries or files. When you're in one of those apps, from the list view, type the file name; a few words from a memo; or a contact name, initials, address, or number. See the individual application sections for details. You can also enter a search term in the Help application to search for help content related to the term.

Search the web

You have several options for using Just Type to search the web.

- 1 Open Card view (see [Manage applications in Card view](#)) and tap **Just type**.
- 2 Begin typing the search term.



- 3 (Optional) To filter the search results to show just matching actions (web search options and Quick Actions), tap the **Actions** tab.
- 4 Do one of the following:
 - To search the web using your default search engine: Tap **Search [search engine name]**.
 - To go directly to a website: Type the website address, such as hp.com. When the address appears at the top of the search results, tap **Go to website**.

TIP You can also search the web using the default search engine by typing the search term and tapping **Enter** on the onscreen keyboard. Or go directly to a website by typing the website address and tapping **Enter**.

- To view suggested search terms from your default search engine based on the characters you entered: Tap **Suggest** to the right of your default search engine name. Tap a suggestion to search on that term. If the characters you entered return no contacts, applications, or other items on your device, suggestions are displayed automatically. Tap one to search on it.

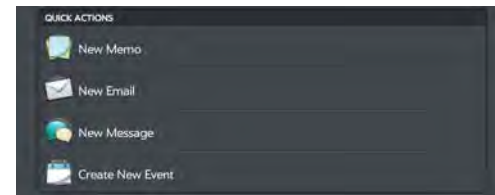
- To search the web using a different search engine: Under **Search Using**, tap a search engine name. If the search engine is for a specific website, such as Wikipedia, your device searches that site only.
- To view your search term on a map: Under **Search Using**, tap **Maps**.
- To search HP webOS App Catalog for apps that match your search term, tap **HP App Catalog**.

Create a new item such as a message, calendar event, or memo

You can use Just Type to create a new item such as an email message or memo by entering all or part of the item's text. These items are grouped in the Quick Actions section of the search results.

For some Quick Actions, you need to turn on a preference to create that type of item from your search results (see [Customize Just Type](#)).

- 1 Open Card view (see [Manage applications in Card view](#)) and tap **Just type**.
- 2 Type all or part of the item text, such as email message text or memo text.



- 3 (Optional) To filter the search results to show just matching actions (web search options and Quick Actions), tap the **Actions** tab.

- 4 Under **Quick Actions**, tap **New [item type]**. The relevant application opens, displaying your text as part of a new item. Here are some examples:
 - To create a new email message: Tap **New Email**. A new message opens with the text you entered as the message text.
 - To create a calendar event: Tap **Create New Event**. A new event opens containing the text you entered.

Open an application

- 1 Open Card view (see [Manage applications in Card view](#)) and tap **Just type**.
- 2 Begin typing the app name or a related keyword. See [Use application keywords](#) for a list.



- 3 When the app appears, tap it.

Use application keywords

If you don't know the name of the app you are searching for, you can enter a keyword associated with the app. This table shows the keywords you can use to find an app on your device.

Table 1. Application keywords

Application Name	Keywords
Backup	Settings, Preferences
Bluetooth	Settings, Preferences, Wireless
Calendar	Datebook, Meetings, Events
Date & Time	Clock, Settings, Preferences, Time
Device Info	Settings, Preferences, Reset
Exhibition	Preferences
HP App Catalog	Store
Location Services	Settings, Preferences
Memos	Notes, Stickies, Notepad
Messaging	Text, SMS, MMS, IM, Instant, Chat
Phone & Video Calls	Dial
Photos & Videos	Pictures
Print Manager	Preferences
Regional Settings	Settings, Preferences
Screen & Lock	Wallpaper, Security, Desktop, Brightness, Unlock, Gestures, Settings, Preferences
Sounds & Ringtones	Audio, Music, Volume, Vibrate, Silent, Settings, Preferences
System Updates	Preferences
VPN	Settings, Preferences, Wireless
Web	Browser, Blazer, Internet
Wi-Fi	Settings, Preferences, Wireless

Repeat a recent search

To search on a term you recently entered, you don't need to enter the term again.

- 1 Open Card view (see [Manage applications in Card view](#)) and tap **Just type**.
- 2 Your recent searches are displayed. Tap a search term to repeat the search.

TIP To clear your recent search history, tap **Clear**.

Customize Just Type

You can select the types of information that are included in a search. For contacts, you can also turn Global Address Lookup on or off. You can choose which web search options to display in the search results, and add new search engines to the list. You can select the applications that you can launch directly from search results.

- 1 [Open Just Type](#) .

TIP Alternatively, in Card view, tap the **Just type** field, open the [application menu](#), and tap **Preferences**.

- 2 Select any of the following options:

Applications: By default, Just Type returns any applications on your device that match the search term you enter. If you do not want to include applications in Just Type searches, tap **On** to switch this setting from On to Off.

Contacts: By default, Just Type returns any contacts on your device whose name, phone number, or email address match the search

term you enter. If you do not want to include contacts in Just Type searches, tap **On** to switch this setting from On to Off. If you have an Exchange account set up on your device, check the **Start Global Address Lookup automatically** box to have contact searches always include your corporate Global Address List (GAL). If you uncheck the box, your Just Type search results include an option to perform a Global Address Lookup.

Default Search Engine: This is the search engine your device uses to search the web when you enter a search term. If you do not want Just Type to display a default search engine, tap **On** to switch this setting from On to Off. To change the search engine, tap the currently displayed engine, and then tap the one you want. The list contains two types of search engines: Engines that search the entire web, such as Google, and engines that search within a specific website only, such as Wikipedia.

Content: By default, Just Type returns entries from certain applications on your device that match the search term you enter. If you do not want to include application entries in Just Type searches, tap **On** to switch this setting from On to Off. To customize which application entries are included in searches, check or uncheck the box to the left of each app name.

Search Using: By default, Just Type lets you search the web using other search engines, or search using other applications on your device. If you do not want these alternate search engines and applications displayed in Just Type searches, tap **On** to switch this setting from On to Off. To customize the other web search engines and applications available for Just Type searches, check or uncheck the box to the left of each entry. Search engines are designated by Web—you can make any listed search engine the default search engine. Applications included in your searches are designated by App.

Actions: By default, Just Type lets you create an item or start an action based on your search term. If you do not want to include these Quick Actions in Just Type searches, tap **On** to switch this setting from On to Off. To customize the Quick Actions included in Just Type searches, check or uncheck the box to the left of each entry.

Find More: This option lets you search App Catalog for third-party applications and services that you can use to perform any of the following Just Type functions: web search, app search, or creation of a new item (Quick Action). For example, you can use Find More to download a new web search engine. To use this feature, tap **Find More**, and then download an app from the list displayed in App Catalog (see [Download a free application](#) or [Buy an application](#)).

TIP There's another way to add a search engine to Just Type. If you open a web page and an additional search engine is available, a notification appears alerting you that you can add the search engine. If you add the search engine, it appears as an option in Just Type.

4 Work with applications

- 29 Open applications
- 30 Resize panels/display or hide levels in an app
- 31 Use the menus
- 33 Enter and save information
- 37 Close an application or application screen
- 38 Delete an application
- 38 Manage applications in Card view
- 39 Customize the app display in the Launcher and Quick Launch
- 41 Manage online accounts
- 43 View and work with notifications
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Open applications

You can have as many applications open at one time as you like, limited only by the amount of memory available on your device at the time.

Open an application using Just Type

For detailed information on the Just Type feature, see [Just Type](#).

- 1 Open Card view (see [Manage applications in Card view](#)) and tap **Just type**.

- 2 Begin typing the name of the application or one of its keywords (see [Use application keywords](#)).
- 3 When the application icon appears in the search results, tap it.

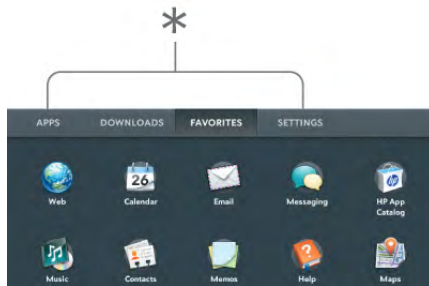
Open an application in the Launcher

The Launcher contains pages that display icons for all your applications. You can organize the Launcher icons to group apps the way you want (see [Reorder Launcher icons](#)).

- 1 If you're in an app, press **Center**  to display Card view.
- 2 In Card view, press **Center**  or tap .



- 3 To find the app you want, flick up or down to see all the icons on a page. To see other pages, swipe right or left on the screen, or tap a page name at the top of the screen.



* Launcher page names. Tap to go to a different page.

- 4 Tap the application icon.

To close the Launcher, press **Center**  or tap .

TIP If advanced gestures are turned on, you can make the up gesture to open and close the Launcher. If you're in an app, flick up once from below the screen onto the screen to display Card view, and then flick again to open the Launcher. If Card view is displayed, just flick up once. When the Launcher is open, make the up gesture to close it (see [Turn advanced gestures on/off](#)).

Open an application in Quick Launch

Quick Launch is the bar of six icons that always appears at the bottom of Card view and the Launcher.

You can customize Quick Launch to contain the icons for apps you use most often. To open an application from Quick Launch, just tap the icon.



* Quick Launch

Quick Launch can display no more than six icons. By default it displays, from left to right, Web, Email, Calendar, Messaging, Photos & Videos, and the Launcher. You can change the order of icons (except the Launcher icon) in Quick Launch (see [Reorder Quick Launch icons](#)), or swap in whatever applications you like (see [Line up your favorite applications in Quick Launch](#)).

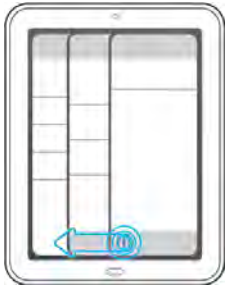
Resize panels/display or hide levels in an app

Most applications let you display different levels of the application as panels. For example, in the Email application you can display panels for three levels of the app: the list of accounts, the inbox of a specific account, and a message from that inbox. You can resize panels to get a larger view of any level, or to display more levels.

In all applications, you can resize panels by swiping on the screen. Some applications, such as Email and Photos & Videos, also let you resize panels using the drag handles  icon.

To display a panel full screen: Do one of the following:

- Swipe left on the screen.
- If the drag handles  icon is displayed, drag the icon to the left.



To resize a full-screen panel so you can see more levels in an app: Do one of the following:

- Swipe right on the screen.
- If the drag handles  icon is displayed, drag the icon to the right.



For example, if an email message is displayed full screen, you can resize the message so you can see the inbox containing the message.

TIP In some apps displaying the drag handles icon, you can tap or swipe the icon to resize a panel.

Use the menus

Most applications have an application menu hidden in the upper-left corner, which provides access to additional features. There is also a system menu hidden in the upper-right corner, which provides access to systemwide features such as wireless services.

To get the most out of your device, it's a good idea to familiarize yourself with the additional features available through the menus in various applications.

Use the application menu

The application menu contains items for the application you are working in, such as Preferences, Help, and other application-specific menu items. Within an app, application menu items may be different for different screens—for example, the application menu items for an Inbox in Email are different from the items available for an open email message. Help is available on the application menu of every application.

In applications containing material you can print (such as messages, web pages, photos, or documents), the application menu contains the Print command.

1 In an app, do one of the following:

- Drag down from the upper-left corner of the device (above the screen) onto the screen.



- Tap the application name in the upper-left corner of the screen.



- 2 Tap a menu item to open it. If a menu item displays a right-pointing arrow ➡, tap the item to display the submenu for that item. If you see a downward-pointing arrow ▼ at the bottom of the menu, scroll down to see additional menu items.
- 3 To close the menu without selecting an item, repeat one of the options in step 1.

Use the system menu

The system menu lets you control systemwide functions such as screen brightness and system sounds. It also lets you manage wireless services: Wi-Fi, VPN, and Bluetooth® wireless technology.

DID YOU KNOW? The system menu also displays the current day and date and the battery charge level.

- 1 Do one of the following:

- Drag down from the upper-right corner of the device (above the screen) onto the screen.



- Tap the upper-right corner of the screen.



- 2 Do one of the following:

- To adjust the screen brightness: Drag the slider.
- To use a wireless feature (Wi-Fi, VPN, Bluetooth): Tap a menu item to display a list of menu items for that feature (see [Turn wireless services off \(airplane mode\)](#)). If you see a downward-pointing arrow ▼ at the bottom of the menu, scroll down to see additional menu items.
- To turn all wireless services on or off: Tap **Turn on Airplane Mode** or **Turn off Airplane Mode** (see [Turn wireless services off \(airplane mode\)](#)).
- To lock or unlock the screen rotation: Tap **Turn on Rotation Lock** or **Turn off Rotation Lock**. When rotation lock is turned on, your screen orientation (portrait or landscape) does not change even if you turn the device.

- To turn system sounds on or off: Tap **Mute Sound** or **Unmute Sound**.

TIP You can also turn system sounds on and off using the Sounds & Ringtones preference (see [Set sound options](#)).

- 3 To close the menu without selecting an item, repeat one of the options in step 1.

Enter and save information

Use the onscreen keyboard



- 1 **Next/Prev/Tab:** Tap to move among fields. The name of the key changes depending on the app you are using (see [Enter information in a field](#)).
- 2 **Layout:** Tap to change between the alphanumeric keyboard and the symbol keyboard (see [Enter symbols and alternate characters](#)).
- 3 **Enter:** Tap to enter a line return (for example, in a memo or in an email message you are composing) or to accept information you entered in a field (see [Enter information in a field](#)).
- 4 **Dismiss/resize keyboard:** Tap to dismiss the keyboard. To resize the keys, tap and hold, and then tap **XS** (extra small), **S** (small), **M** (medium), or **L** (large).
- 5 **Space**

TIP You can set up and use multiple languages and layouts for the onscreen keyboard (see [Set up and switch among multiple onscreen keyboard layouts and languages](#)).

Enter uppercase letters

By default, the first letter of each sentence or field is capitalized and the remaining text you enter is lowercase. To enter other uppercase letters, do one of the following:

- Tap **Shift**  and tap the letter key. The Shift key changes to . You don't need to hold Shift while you tap the letter key.
- Turn on Caps Lock: Tap **Shift**  twice quickly. The Shift key changes to .
- Turn off Caps Lock: Tap Shift .

Enter symbols and alternate characters

There are several ways to enter punctuation marks and other symbols. Do one of the following:

- To enter a symbol that appears on a number key: Tap **Shift**  and tap the key. You don't need to hold Shift while tapping the number key.
- To enter a symbol from the symbol keyboard: Tap  to display the symbol keyboard, and then tap a symbol key. Tap  to return to the alphanumeric keyboard.
- To enter other symbols or alternate keyboard characters: Tap and hold a letter or number key to see the symbols or characters associated with that key (not all keys have symbols associated with them). Tap a symbol. See [Symbols and accented characters](#) for a list of the available symbols and accented characters using the tap-and-hold method.

TIP The symbols and accented characters are grouped according to their similarity to the corresponding key. For example, to enter an **é**, tap and hold **e**. For the number keys, the symbols are related to either the number or the symbol shown on the key. For example, to type a € or other currency symbol, tap and hold the **4** key. Why? Because the symbol on the 4 key is \$.

TIP Not all keys contain alternate characters or symbols. When you tap and hold a key, you see ... at the bottom of most keys. The ... means that alternate characters/symbols are available for those keys. If a key does not display ..., it does not have any alternate characters or symbols. Likewise, the keys on the symbol keyboard do not contain alternate characters or symbols.

Enter passwords

You can see each character of a password only as you enter it, so be careful. Be sure Caps Lock is off unless you need it. For information on how to enter characters, see [Enter uppercase letters](#) and [Enter symbols and alternate characters](#).

Symbols and accented characters

Table 1. Symbols and accented characters

Tap and hold ...	to select...
a	à á â ã ä å æ °
A	À Á Â Ã Ä Å Æ °
c	ç é © ¢
C	Ç Ѓ © ¢
d	ð † ‡
D	Ð † ‡
e	è é ê ë ì ï
E	È É Ê Ë Ì Í
g	ğ
G	Ğ

Table 1. Symbols and accented characters

Tap and hold ...	to select...
i	ì í î ï ð
I	Ì Í Î Ï ð
l	ł
L	Ł
m	μ
M	Μ
n	ñ ñ
N	Ñ Ñ
o	ò ó ô õ ö ø ö œ ° ω
O	Ò Ó Ô Õ Ö Ø Ö Œ ° Ω
p	§ π
P	§ Π
r or R	®
s	š š ß σ
S	Š Š ß Σ
t	™ þ
T	™ Þ
u	ù ú û ü ů
U	Ù Ú Û Ü Ů
y	ý ŷ
Y	Ý Ÿ
z	ž ž ž
Z	Ž Ž Ž
, or /	\
. or ?	• ... ě
' or "	‘ ’ “ ” « »
- or _	± ▯

Table 1. Symbols and accented characters

Tap and hold ...	to select...
1 or !	¹ ¼ ½ ¡
2 or @	²
3 or #	³ ¾
4 or \$	€ £ ¥ ¢ ¤
5 or %	‰
9 or (	[{
0 or)	] }

Enter information in a field

You can enter information in a field by typing or by pasting previously copied information (see [Cut, copy, and paste information](#)). The Text Assist feature works with all text fields (see [Work with the Text Assist feature](#)).

To accept the information you entered, do one of the following:

- Tap outside the field.
- Tap **Enter**.
- Tap **Next**, **Prev**, or **Tab** in the lower-left corner of the onscreen keyboard. This accepts the information in the current field and moves the cursor to the next or previous field. The key name changes depending on the app you are using.

Work with the Text Assist feature

Text Assist, the assisted text entry feature, works on any screen in which you can enter text, including email and instant messages; memos; contact and calendar entry screens; and more. Text Assist includes auto-correction, auto-capitalization, and shortcuts.

NOTE If a Text Assist feature does not seem to be working, make sure that feature is turned on (see [Customize Text Assist settings](#)).

- If Text Assist recognizes a common misspelling, it auto-corrects the word. The word appears with a gray underline to indicate it has been corrected. If system sounds are turned on, a sound is played as well.
- If auto-correction doesn't recognize a spelling, it highlights the word with an orange underline. Tap the word to display a list of close matches, and then tap the correct word. If the word is spelled correctly as you typed it, tap the word, and then tap **+** to add the word to the auto-correction dictionary.
- Auto-correction inserts punctuation such as apostrophes in contractions. So you can quickly type **dont**, and it appears correctly as **don't**.
- The auto-capitalization feature automatically capitalizes the first word of a sentence and other letters that would commonly be capitalized, such as the letter **i** by itself.
- The shortcut feature recognizes and expands common shorthand expressions, such as replacing **u** with **you** or **r** with **are**.
- To cancel an auto-correction, auto-capitalization, or shortcut expansion, tap **Backspace** . To cancel auto-correction of a misspelled word, you can also tap the word and tap the original spelling.

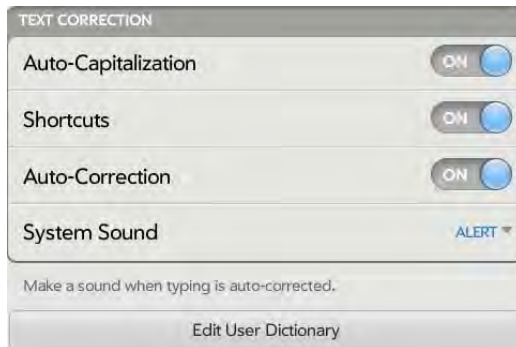
TIP Suppose the language on your device is English and you need to write an email in French. To prevent Text Assist from trying to correct everything you enter, temporarily turn off auto-correction (see [Customize Text Assist settings](#)).

Customize Text Assist settings

You can customize individual Text Assist features: auto-correction, auto-capitalization, and shortcuts. To customize the user dictionary, see [Add your own words and shortcuts](#).

- 1 [Open Text Assist](#) .

2 Do any of the following:



- To turn Auto-Capitalization, Shortcuts, or Auto-Correction on or off: Tap **Off** or **On** for that entry.
- To change whether a tone plays, the device vibrates, or neither happens when an auto-correction takes place: In **Alert**, tap the currently displayed option, and then tap **System Sound**, **Vibrate**, or **Mute**. The Alert option is available only if auto-correction is turned on.

Add your own words and shortcuts

- 1 **Open Text Assist** .
- 2 Tap **Edit User Dictionary**.
- 3 To edit the auto-correction dictionary, tap **Learned Words** and do any of the following:
 - To add a word: Tap , enter the new word, and then tap **Add**.
 - To change the spelling of a word: Tap the word, and then type the correction to the word. Tap **Done**.
 - To delete a word: Throw the word off the side of the screen. Tap **Delete** to confirm.

4 To edit the shortcuts list, tap **Shortcuts** and do any of the following:

- To add a shortcut: Tap , enter the new shortcut and replacement text, and then tap **Add**.
- To change a shortcut and/or its replacement text: Tap the shortcut you want to change. Tap the **Shortcut** field or the **Replace With** field, and then enter the new shortcut or replacement text. Tap **Done**.
- To delete a shortcut: Throw the shortcut off the side of the screen. Tap **Delete** to confirm.

TIP You can also delete a shortcut by tapping the shortcut and then tapping **Delete**.

Cut, copy, and paste information

You can copy any selectable text, and you can cut any selectable text that you entered, for example, in a memo or an email you composed.

- 1 Tap and hold the text you want to cut or copy.
- 2 If the text appears with a yellow highlight, it means the selection is ready to be copied. To expand the selection, drag the arrows at the beginning and end of the selected text.

If the Select and Select All options appear, do one of the following:

 - To select all text—for example, an entire memo or message: Tap **Select All**.
 - To select a portion of the text: Tap **Select**. To expand the selection, drag the arrows at the beginning and end of the selected text.
- 3 If the Cut and Copy options are not displayed, tap the highlighted text to display the options.

- 4 Tap **Cut** or **Copy**. If the text appeared with a yellow highlight immediately after you tapped and held it, only the Copy option is available.
- 5 Open the app where you want to paste the text.
- 6 Tap and hold the insertion point where you want to paste the text.
- 7 Tap **Paste**.

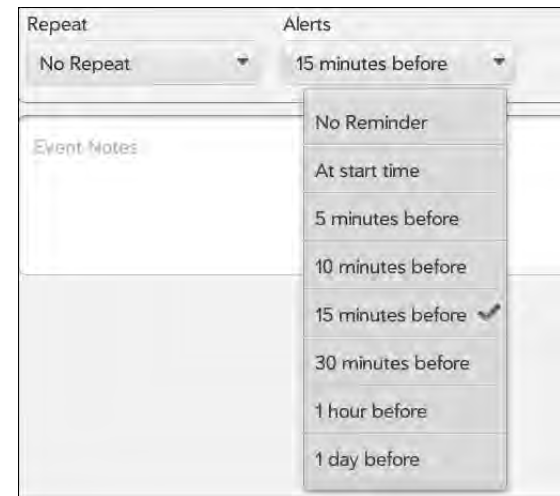
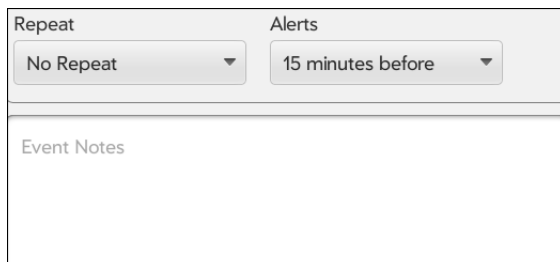
TIP On screens where you cannot tap and hold to select, cut, copy, or paste, the application menu may have items for these tasks. To check, open the [application menu](#) and look for an **Edit** item. If Edit is displayed, tap it to open a submenu of options: **Select All**, **Cut**, **Copy**, and/or **Paste**. Tap an item to perform that action.

Select items in a list

Lists enable you to select from a range of options. Lists are different from menus (see [Use the menus](#)), which give you access to additional features.

Lists are hidden until you tap the currently displayed option for that list.

- 1 Tap the currently displayed option to open the list. For example, when creating a new event in Calendar, tap **15 minutes before** to display the list of reminder options.



- 2 Tap the list item you want.

Save information

You information is saved automatically as you enter it. When you close an app or a screen, any new or changed info is retained.

Close an application or application screen

- If you are working on a screen with a Back or a Done button, to exit the screen but stay in the application, tap **Back** or **Done**.
- To close an application or a screen, in Card view (see [Manage applications in Card view](#)), throw the card off the top of the screen. If cards are in a stack (see [Work with stacked cards](#)), you can only throw one card at a time.



If you have more than one card open for an app, throwing one of the cards off the top of the screen may close the entire app, or it may close only that screen. For example, say you have a card open for the main Email app screen—the one showing the list of accounts—and another card open for a single email message. If you throw the message card off the top of the screen, it does not close the Email app. But if you throw the main Email card off the top of the screen, it closes the app, including the message you had open.

Delete an application

Use Software Manager to delete applications that you installed on your device. See [Manage applications with Software Manager](#).

Manage applications in Card view

Card view displays open applications as small cards so that you can easily scroll through them and drag them to change their order.

When you have no open applications, your device displays Card view automatically. You don't have to do anything to open Card view. When no cards are open, Card view shows only the Just Type field (see [Just Type](#)), your wallpaper (see [Change your wallpaper](#)), and Quick Launch (see [Open an application in Quick Launch](#)).



- 1 Just Type field
- 2 Wallpaper
- 3 Quick Launch

When an application fills the screen and you want to go to Card view, press **Center** .



TIP If advanced gestures are turned on, you can make the up gesture to display Card view. If you're in an app, flick up once from below the screen onto the screen to display Card view (see [Turn advanced gestures on/off](#)).

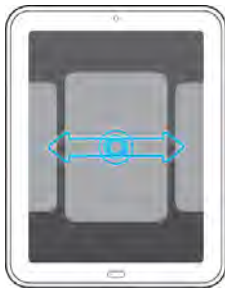
Work with stacked cards

If you are working in an application and perform an action that opens a new screen or launches a second application—for example, composing a new email from your Inbox—your device treats the app screens as a group. If you minimize one of the screens, that screen and all screens associated with it appear as a set of stacked cards in Card view.

You can also manually stack and unstack cards.

Move among cards and stacks

- 1 In Card view (see [Manage applications in Card view](#)), swipe left or right on the screen to see other open apps.



- 2 Tap a card to maximize the application.

Stack cards

- 1 In Card view (see [Manage applications in Card view](#)), tap and hold a card.
- 2 After the card becomes transparent, drag the card on top of another card. Release when the cards are positioned to be stacked.

Change card order or unstack cards

- 1 In Card view (see [Manage applications in Card view](#)), tap and hold the card you want to move. This can be a single card or a card within a stack.



- 2 After the card becomes transparent, drag it to another position. You can drag a stacked card to another position within the stack, or drag it out of the stack to unstack it.



Customize the app display in the Launcher and Quick Launch

Reorder Launcher icons

- 1 In the Launcher (see [Open an application in the Launcher](#)), tap and hold an icon, and wait for the visual cue that the icon is ready to be dragged.

- 2 Drag the icon to a new location on any page. To drag the icon to a different page, drag it to the edge of the current page, and wait for the next page to appear.



- 3 Tap **Done**.

TIP You can also add your favorite websites to the Launcher (see [Add a web page to the Launcher](#)).

Line up your favorite applications in Quick Launch

Quick Launch is a convenient lineup of your favorite apps. It contains a maximum of five apps, plus the Launcher. You can replace any Quick Launch icon (except the Launcher) with another one so that you always have quick access to the apps you use most.

If Quick Launch contains the maximum six icons, you need to remove an icon before you drag in a new one. When you drag an app icon into Quick Launch, you don't remove it from the Launcher; you have access to the icon in two places.

- 1 Open the Launcher (see [Open an application in the Launcher](#)).
- 2 Scroll to the page containing the app icon you want to move into Quick Launch.

- 3 If Quick Launch contains six icons, tap and hold a Quick Launch icon, wait for the visual cue that the icon is ready to be dragged, and drag the icon off the Quick Launch bar. The icon is still available in the Launcher.
- 4 Tap and hold the icon you want to add to Quick Launch, wait for the visual cue that the icon is ready to be dragged, and drag the icon onto any position in the Quick Launch bar.

NOTE If Quick Launch contains fewer than six icons, you can drag the app icon from the Launcher between two Quick Launch icons to drop it into the blank space. If you simply want to remove an icon from Quick Launch without replacing it, tap and hold a Quick Launch icon, and drag it off the bar. The only one you can't remove is the Launcher icon.

Reorder Quick Launch icons

You can change the position of any Quick Launch icon except the Launcher icon.

- 1 In Card view (see [Manage applications in Card view](#)) or the Launcher (see [Open an application in the Launcher](#)), tap and hold a Quick Launch icon.
- 2 Wait for a visual cue, and then drag the icon to another location on the Quick Launch bar.



Manage online accounts

You can set up online accounts in the Accounts application, or in individual applications on your device. For most account types, the online account must already be set up on the web or server before you can add it to your device.

The exception is Skype accounts. You can sign in to a Skype account you already have set up on the web, or you can create a new Skype account directly on your device.

KEY TERM Online account An online account is a web-based or server-based location, such as Google, Yahoo!, or Exchange, where you keep contacts and/or calendar information. These accounts often have an email component as well. Such web-based or server-based accounts are sometimes talked about as being “in the cloud.”

The HP Synergy feature works in the background to get data from an online account onto your device. After you set up one of these accounts on your device, you can access the data from that online account. For some kinds of accounts, you can also add and change data on your device, which is then synchronized to the online account in the cloud.

Whether you decide to set up your online accounts in the Accounts app or from within an individual app, the process is the same. You can specify which apps should get data from the online account. For example, you can choose to set up your Google account so that your device displays your Google contacts, Google Talk instant messages, and Gmail messages, but not your Google calendar events.

- To set up an online account in the Accounts app: See [Use the Accounts application to set up an online account](#) for details.
- To set up within an individual app: The first time you open Email, Contacts, Calendar, or Messaging, you are given the option to enter settings for one or more online accounts. See [Set up email](#), [Use Contacts for the first time](#), [Use Calendar for the first time](#), or [Set up an instant messaging \(IM\) account](#).

- To create a new Skype account, see [Create a Skype account in Accounts](#), [Create a Skype account in Messaging](#), or [Create a Skype account in Phone & Video Calls](#).
- To sign in to an existing Skype account, see [Sign in to a Skype account in Accounts](#), [Set up an instant messaging \(IM\) account](#), or [Sign in to a Skype account in Phone & Video Calls](#).

You can add more accounts at any time using the Accounts app or the preferences in any of the applications mentioned above. See [Set email preferences](#), [Customize Contacts](#), [Customize Calendar](#), or [Set up an instant messaging \(IM\) account](#).

You can also set up your device to post photos to online accounts such as Facebook or Snapfish. See [Set up an online pictures or videos account on your device](#).

See [Online accounts available for webOS devices](#) for the current list of default online accounts that synchronize your info and those that do a one-way transfer of info either from the web to your device, or from your device to the web.

NOTE If you are setting up your device for the first time and downloading a large number of contacts or calendar events from an online account to your device, you may not see all your data on your device right away. Some online account providers such as Google set limits on the amount of data that a user can import in a given time frame. Also, if you have many years’ worth of data or thousands of entries in an online account, you may want to review the data and reduce the number of entries before setting up the account on your device. Filling your device memory with a large number of account entries can affect performance.

Use the Accounts application to set up an online account

- 1 **Open Accounts** .
- 2 Tap **Add an Account**.

- 3 Do one of the following:
 - To add one of the listed accounts: Tap the account name.
 - To search for other accounts: Tap **Find More**. This displays a list of available online accounts. Tap the account you want to download and install it.
- 4 Enter your username or email address and password, and tap **Sign in**.
- 5 Depending on the account, you may be presented with options for which apps should download data from that account. For each app, tap **On** or **Off**, and then tap **Create Account**.

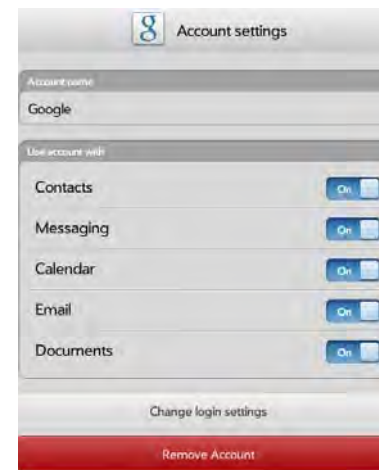


Use the Accounts application to edit or delete an online account

If you change the username, email address, or password you use with an online account, you need to enter the new information in the account settings on your device. You can do that from within one of the applications associated with that account, or from the Accounts app.

- 1 **Open Accounts** .

- 2 Tap the account name.



- 3 Do one of the following:
 - To change the account display name: Under **Account Name**, tap the current name to highlight it, and enter the new name.
 - To change which applications are associated with the account: For each app listed, tap **On** or **Off**.
 - To edit the account information: Tap **Change Login Settings**, enter the new username or email address and password, and tap **Sign In**.
 - To delete the account: Tap **Remove Account**. Tap **Remove Account** again to confirm.

IMPORTANT If you delete an account from your device using the Accounts app, all data is removed from all apps on your device associated with the account. The account itself still exists online. For example, if you delete an Exchange account using the Accounts app, all your Exchange data is removed from Email, Contacts, and Calendar. If you want to delete data only from one app served by the account—for example, you want to delete the calendar events but keep the contacts—simply turn that app off for that account.

Create a Skype account in Accounts

If you do not have a Skype account, you can create one right on your device in the Phone & Videos application. You can also create a Skype account in Accounts (see [Use the Accounts application to set up an online account](#)), Contacts (see [Create a Skype account in Contacts](#)), and Messaging (see [Create a Skype account in Messaging](#)).

After you create a Skype account, you remain signed in to that account and can use it at any time. To sign out of a Skype account, remove it from your device (see [Edit or delete a Skype account](#)).

- 1 [Open Accounts](#) .
- 2 Tap **Add an Account**.
- 3 Tap **Skype**.
- 4 Tap **Create Account**.
- 5 If prompted, tap **Accept** to agree to the account terms and conditions.
- 6 Enter the following details:
 - Full Name: Enter your full name.
 - Skype Name: Enter a name that you will use to identify yourself to other Skype users.
 - Password: Enter a password and then enter it again.
 - Email Address: Enter your email address and then enter it again.
- 7 Tap **Create Account**. On the next screen tap **Create Account** again.
- 8 Tap **Done**.

Sign in to a Skype account in Accounts

If you have a Skype account but have not yet set it up on your device, you do not need to create the account again on your device. Simply sign in to the account to start using Skype on your device.

You can also sign in to a Skype account in Accounts (see [Use the Accounts application to set up an online account](#)), Contacts (see [Create a Skype account in Contacts](#)), and Messaging (see [Create a Skype account in Messaging](#)).

After you sign in to a Skype account, you remain signed in and can use it at any time. To sign out of a Skype account, remove it from your device (see [Edit or delete a Skype account](#)).

- 1 [Open Accounts](#) .
- 2 Tap **Add an Account**.
- 3 Tap **Skype**.
- 4 Enter your Skype name and password, and tap **Sign In**.
- 5 Tap **Create Account**.

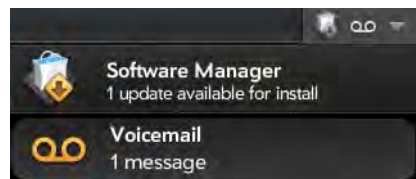
View and work with notifications

Notifications show up at the top of the screen to notify you of new messages, upcoming appointments, application updates, and more. Some notifications also display app controls, such as music playback controls, when you are not in the app itself.

There are several kinds of notifications:

Banner alert: This is a notification that appears in a small strip at the top of the screen. Some banner alerts appear as confirmation of an action—for example, that the battery is charging. Others notify you of an item you can act on—for example, an incoming email message. For these alerts, if you do not tap the alert after a few seconds, it becomes an icon in the upper-right portion of the screen. Tap the top of the screen or drag down over the icons to display the alerts as dashboard items.

Dashboard item: The dashboard provides an expanded view of all notifications you can act on. For example, you can tap an app update notification to open Software Manager.



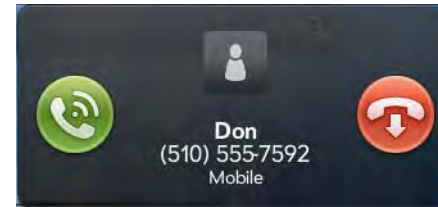
If the dashboard item has a number next to it, the number indicates how many items are included in the notification—how many email messages you have, and so on.

Some dashboard items enable you to perform multiple actions. For example:

- On a calendar dashboard item, tap the calendar icon to open Calendar in Day view with the event displayed, or tap the event name to open the event details screen.
- If an item's icon displays a number, tap the icon to open the associated app to the list view (such as an Email inbox), or tap the item itself to open that individual item (such as an email message).

To delete a dashboard item, swipe from left to right to throw it off the right side of the screen. If the notifications are stacked, swipe from the leftmost ("bottom") notification to dismiss all the notifications, or swipe on a single notification to dismiss just that one and display the next one in the stack.

Pop-up notification: This is a larger notification that you can act on right away. Examples of pop-up notifications are calendar appointment notifications, incoming phone calls, and alarms.



NOTE By default, if a banner alert or pop-up notification arrives when the screen is off, the **Center** button blinks. You can turn this feature off (see [Get notifications when the screen is locked](#)).

App controls: If you are listening to songs in Music and leave the app, the music playback controls remain displayed at the top of the screen. This lets you continue to manage music playback without having to go back into the app.

Create and work with favorites

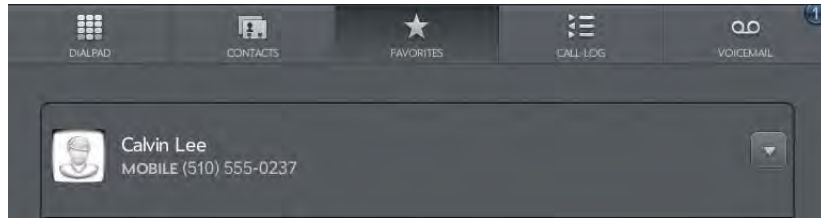
You can quickly view and reach your closest contacts by designating them as favorites. Creating a favorite from a contact lets you view and touch base with that contact in just a few taps.

You can create and manage favorites in Contacts (see [Create a favorite](#)) and in Phone & Video Calls (see [Create a favorite in Phone & Video Calls](#)).

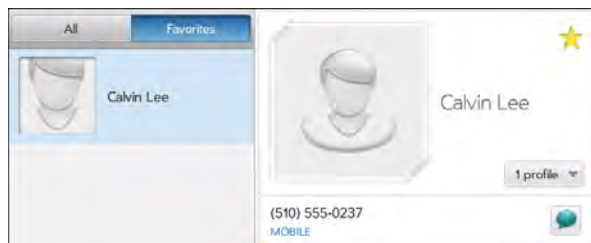
You can view favorites in the following apps:

Phone & Video Calls: To see all your favorites, tap **Favorites** at the top of the screen. In your call history list, calls to and from favorites are noted by

a star. If you enter a contact name to call a contact, matching favorites appear at the top of the search results list and are noted by a star.



Contacts: See all your favorites by tapping **Favorites** on the contacts list screen. On your complete contacts list, favorites are noted by a star.



Just Type: When you enter a search term, matching favorites appear at the top of the contacts search results and are noted by a star.

Email and Messaging: When you begin typing a contact name to address a message, matching favorites appear grouped at the top of the search results list and are noted by a star.

5 Copy files and sync your personal data

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- 48 Overview: Get your personal data onto your device
- 50 Transfer data from an existing HP webOS Account
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- 51 Sync your desktop organizer and your device
- 52 Export data from a desktop organizer on your computer

Copy files between your device and your computer

Copy files and folders using USB Drive mode

You can copy any type of file from a computer to your device, and from your device to your computer, by putting your device in USB Drive mode. In this mode, your device appears as a removable hard drive to your desktop computer. For computer system requirements for using USB Drive mode, go to hpwebos.com/webos-usbmode-en.

After you copy a file to your device, you can open the file if your device has an application that supports the file type. You can open many file formats for photos, videos, and music; Microsoft Office files; and PDF files. You can also copy ringtones that you download from your computer's web browser.

IMPORTANT All files that you store on the USB drive of your device are not backed up to your HP webOS Account, and they cannot sync to any of your online accounts. So be sure to keep a copy of all such files somewhere besides your device just in case you lose your device or you must do a full erase of the info on your device.

BEFORE YOU BEGIN Before you copy files from your computer, make sure you have enough storage space on your device to fit the files. [Open Device Info](#)  and look at the **Available** field under **Device**.

You can't use any applications on your device while you are in USB Drive mode.

- 1 Connect your device to your computer using the **USB cable**.
- 2 On your device, tap **USB Drive**. On your computer, your device appears as a removable drive.
- 3 On a Windows computer, if the Found New Hardware wizard opens, click **Cancel** to close the wizard.
- 4 Open **My Computer** (Windows XP), **Computer** (Windows Vista/Windows 7), or the **Finder** (Mac); double click the drive representing your device; and drag and drop files to your device. The drive displays folders that you can use to organize the files you copy. You can also create your own folders.

- 5 End the connection safely. If you do not eject safely, your device resets, and may experience data loss, when you disconnect the USB cable:
 - On a Windows computer, right click the drive representing your device and click **Eject**.
 - On a Mac computer, from your desktop, drag the drive representing your device to the **Trash**. Trash changes to **Eject**.
- 6 Disconnect the **USB cable** from the computer when the USB drive screen is no longer displayed on your device.

Delete files and folders using USB Drive mode

You can't use any applications on your device while you are in USB Drive mode.

- 1 Connect your device to your computer using the **USB cable**.
- 2 On your device, tap **USB Drive**. On your computer, your device appears as a removable drive.
- 3 On a Windows computer, if the Found New Hardware wizard opens, click **Cancel** to close the wizard.
- 4 Open **My Computer** (Windows XP), **Computer** (Windows Vista/Windows 7), or **Finder** (Mac); double click the drive representing your device; and delete the files or folders.
- 5 End the connection safely. If you do not eject safely, your device resets, and may experience data loss, when you disconnect the USB cable:
 - On a Windows computer, right click the drive representing your device and click **Eject**.
 - On a Mac computer, from your desktop, drag the drive representing your device to the **Trash**. Trash changes to **Eject**.
- 6 Disconnect the **USB cable** from the computer and the device when the USB drive screen is no longer displayed on your device.

Sync your device with HP Play on your computer

If you have HP Play installed on your computer, you can sync your device with your computer to copy music files from the HP Play library on your computer to the Music app on your device. See [Use HP Play to sync music from your computer to your device](#).

Copy music, photos, and videos using third-party software

Besides using USB Drive mode to copy your photos, videos, and DRM-free music between your computer and your device, you may also be able to use solutions available from third-party software developers (sold separately) that facilitate the transfer of media files to your device. For more information, open the browser on your computer and go to hpwebos.com/sync-solutions to see if there are third-party applications that enable you to sync your device with your computer.

KEY TERM DRM-free: Describes a file that is not protected by Digital Rights Management. DRM-free files can be copied as many times as you like and can be played on your HP TouchPad.

Overview: Get your personal data onto your device

Your personal data consists of the following:

- Your contact list (names, phone numbers, street and email addresses)
- Your calendar events
- Your memos/notes

On your computer, you typically store such personal data in organizer software like Microsoft Outlook, Palm Desktop by ACCESS, or the Mac's iCal and Address Book software.

It's also likely that you store some personal data in accounts that you created on the web. These are called online accounts. Sometimes you'll hear that data stored in online accounts is stored "in the cloud." That's just another way to say that your data is stored on a server that you access through the Internet. For example, if you have a Google/Gmail or a Yahoo! account, you have a contact list stored in the cloud. You may even use the calendars in these accounts to keep track of your schedule, so you may also have calendar events stored in the cloud.

Finally, you may have data stored in an HP webOS Account that you use with a webOS smartphone.

You want to be able to access all this data on your device. This section explains how you can do that. The actual how-to part of getting your personal data on your device is pretty simple. But before you take that step, we recommend that you spend some time thinking about where you want your personal data to be stored and how you want to access it.

On your device and in the cloud: You can set up a sync relationship between your device and an online account in the cloud. This enables you to create and change data in one place—on your device or in the online account—and have it show up in both places.

On your device and on your computer: You may be able to set up a sync relationship between your device and selected desktop organizers. Different kinds of sync relationships may be possible using third-party solutions (if available). These would enable you to create and change data in one place—on your device or in the desktop organizer—and have it show up in both places.

On your device only: Store and create contact and calendar data in your HP webOS Account. It's backed up to your HP webOS Account in the cloud. You cannot create, change, or look at your HP webOS Account data except on your device.

NOTE Data that you store in your HP webOS Account cannot be accessed anywhere but on your device. HP webOS Account data is backed up daily. No one, not even you, can see that data.

For further information about getting personal data onto your device, see hpwebos.com/migrate-webOS.

What do we recommend? We recommend that you set up a Google account and move your contacts and calendar data to the cloud. That way, you can access, create, and change your data on your device; in your Google online account; and, if you have one, on a webOS smartphone. The remaining personal data that you create on your device—memos—are automatically backed up as part of your HP webOS Account.

Use the following table to review your options. Then click the link to learn how to complete the solution you choose for your personal data.

These solutions are not mutually exclusive. Do what works best for you. You could potentially use all these solutions. You could, for example, sync several online accounts, including an Exchange account; sync data with a desktop organizer using a third-party solution; and store and create new data in your HP webOS Account.

Table 1. Data transfer and synchronization solutions for HP webOS devices

My personal data is here	I want to access data here	Do this	Learn how here
Online account (Google, Yahoo!, Facebook, and so on)	My device and my online account	Set up the online account on your device.	See Manage online accounts
Corporate Exchange account	My device and Outlook/other corporate email app on my computer	Set up an online account for Exchange on your device.	See Manage online accounts
Desktop organizer software—and I want to keep using it	My device and my desktop organizer	Set up a sync relationship between the device and your desktop organizer using a third-party solution (if available).	See Sync your desktop organizer and your device
Desktop organizer software and I want to stop using it	My device and maybe elsewhere	Export your personal data to files on your computer and import the data from there to either a Yahoo! or Google account. Then set up the online account on your device.	See Export data from a desktop organizer on your computer
An existing HP webOS Account that I am using on a webOS smartphone	My device and my webOS smartphone	When setting up your device, instead of creating a new HP webOS Account, sign in to your existing one.	See Transfer data from an existing HP webOS Account
Nowhere—I just want personal data on my device	My device	Create new contacts and new calendar events in your HP webOS Account.	See Backup

Transfer data from an existing HP webOS Account

When setting up your device, you can choose to sign in to an existing HP webOS Account that you may already be using with a webOS smartphone (see [What is an HP webOS Account?](#)). If you decide to sign in to an existing account, you can choose to do a one-time transfer of the data stored in the existing HP webOS Account to your device.

NOTE If you use the same HP webOS Account with two devices, after the one-time data transfer, info you enter into the HP webOS Account on one device is not synchronized between the devices. You need to enter the info in both places.

Get data from an online account in the cloud



If you are already using Google, Facebook, Yahoo!, LinkedIn, and/or Exchange to manage your calendar and contacts, then all you need to do to sync data to your device is set up one or more of these accounts on your device. The data syncs automatically. See [Manage online accounts](#) for information on how to create an online account on your device.

Table 2. Online account sync table

Set up your HP TouchPad to sync with...	To sync this data...
Google	Contacts and calendar events
Exchange	Contacts and calendar events
Yahoo!	Contacts and calendar events
Facebook	Contacts and calendar events
LinkedIn	Contacts

NOTE Changes you make in your Yahoo!, Facebook, or LinkedIn account on the web show up on your device. There's nothing you have to do. You can change Yahoo! or Facebook contacts and calendar events, and LinkedIn contacts, on your device, but the changes you make, or any new data you add, are not synced to the account on the web.

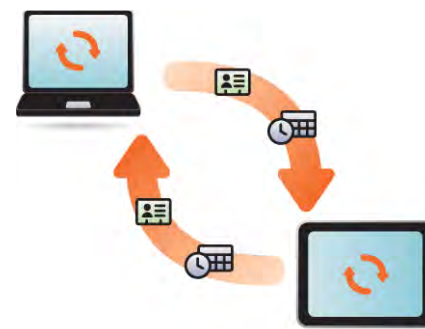
Sync your desktop organizer and your device

If you want to continue using a desktop organizer to store your contacts and calendar events—iCal and Address Book on the Mac, or desktop Outlook® or Palm Desktop by ACCESS on Windows, and if there are third-party solutions available for your device—you may have two choices:

- Sync directly with your desktop organizer, avoiding the web completely.
- Sync your desktop organizer with Google on the web, and then sync Google with your device.

Both choices require you to use a third-party solution (sold separately). Go to hpwebos.com/syncsolutions to see if third-party solutions are available for your device. If there are no solutions available for your device, check with the developers of existing sync software for other webOS devices to see if they are developing a solution for your device.

Sync directly with your desktop organizer



If you prefer to sync your HP TouchPad directly to your computer without going through the web, using Wi-Fi, Bluetooth technology, or your device's USB cable, you may be able to download a third-party application (sold separately) that enables synchronization of your device directly to your desktop.

- 1 Go to hpwebos.com/syncsolutions to see if there are third-party applications that enable you to sync your device with your computer.
- 2 Follow the instructions given by the third-party vendor to install the app on your computer.

NOTE You may also have to install another part of the application on your device. Follow the instructions of the third-party vendor.

Sync your desktop organizer to Google, and Google to your device



You may be able to download and install a third-party application (sold separately) that can sync your desktop app to Google. Your desktop app syncs with your Google account, and your device also syncs with Google.

- 1 On your computer, set up an account on the Google website if you don't already have one (go to gmail.com).
- 2 Set up your Google account on your device. See [Manage online accounts](#).
- 3 Install a third-party application on your computer that enables you to sync with Google. Go to hpwebos.com/sync-solutions to see if there are third-party sync solutions available for your device.
- 4 Follow the instructions given by the third-party vendor to sync the data in your desktop app with Google. The next time Google syncs with your device, your data appears on your device.

Export data from a desktop organizer on your computer

You can use the Data Export Wizard (DEW) to do a one-time, one-way export of data from Palm Desktop or Microsoft Outlook to files on your computer. You can then import these files to a Yahoo! or Google account online using the import options available in these accounts on the web. When the online account is added to your device, your personal data is available there.

Table 3. DEW data export table

Export this data from a desktop organizer...	To import to this account...
Contacts and/or calendar events	Google
Contacts and/or calendar events	Yahoo!

To download the DEW, and for more information, go to hpwebos.com/dew.

6 Email, text, multimedia, and instant messaging

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Email

How do I send and receive email on my device?

Use the Email application on your device to access the many email accounts you have: company (like Exchange), ISP (like Earthlink or Comcast), and web-based (like Gmail). You must create the account online before you can set it up on your device.

You can set up your email accounts in either of these locations. The procedure is the same in both locations.

- The Accounts app (see [Use the Accounts application to set up an online account](#))
- The Email app

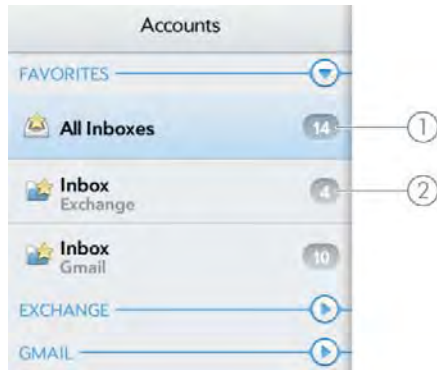
The HP Synergy feature (see [Your HP TouchPad](#)) provides another advantage: During the same process you go through to set up an email account, you also set up the same account for all other applications that can display data from that account. For details on how Synergy works for the current list of online accounts, see [Online accounts available for webOS devices](#).

For example, suppose you want to set up your Gmail account on your device. The last step in the setup is to select all the other apps that you want to receive data from your Google account (besides Email, you can include Contacts, Messaging, Calendar, and Documents). After setup is complete, your device begins to download your email and all data for all other apps you selected for synchronization.

If you want, you can also use your device's web browser to view your web-based email—just go to the email provider's website.

Merged inboxes in Email

You can set up multiple email accounts on your device. When you open Email, you see all your accounts in a single view on the Account List panel. From there, you can open the inbox of an individual account, or you can open the All Inboxes smart folder and see all messages from all your inboxes displayed in a merged view.



- 1 Number to the right of All Inboxes indicates the total number of unread email messages in all your email accounts.
- 2 Number to the right of an individual folder name indicates the number of unread messages in that folder.

If you reply to a message when you're working in All inboxes, the message is sent from the same account in which it was received. To reply from a different account, tap the **From** field and tap a different account to send the email from.

If you create a new message when you're working in All Inboxes, the message goes out using the account you set as the default account (see [Set email preferences](#)).

Set up email

Follow this procedure if you have a common email provider, for example, AOL, Earthlink, or Yahoo!. If you are setting up the Email application to work with your corporate email account that uses Microsoft Exchange ActiveSync or Lotus Notes, see [Set up email: Microsoft Exchange and Lotus Notes](#).

- 1 [Open Email](#) .
- 2 Do one of the following:
 - If you have not set up an account in another app that takes advantage of the Synergy feature, tap an account type or tap

Email Account and go to step 3, or tap **Find more** to find an app for an account type that is not listed and follow the instructions onscreen.

- If you have already set up an account that takes advantage of the Synergy feature and want to set up another one, tap **Add account**, and tap an account type or tap **Email Account**.
- Any other time you open Email, open the [application menu](#), tap **Preferences & Accounts**, tap **Add Account**, and tap an account type or tap **Email Account**.
- If you have already set up an account that takes advantage of the Synergy feature and you want to use that account, tap **Go**. You are done!

- 3 Enter your email address and password, and tap **Sign In**.
- 4 Depending on the account, you may be presented with options for which apps should download data from that account. For each app, tap **On** or **Off**, and then tap **Create account**.
- 5 Tap **Go**.

NOTE If automatic setup fails for your email account, an error message appears. Tap **Manual Setup** or **Find a Synergy Service**, gather the settings info you need, and enter the account settings (see [Set up email when automatic setup fails](#)).

Set up email: Microsoft Exchange and Lotus Notes

Follow this procedure to get email for Microsoft Exchange and Lotus Notes accounts.

BEFORE YOU BEGIN Get this info from your email provider or system administrator:

- Mail server name or IP address for receiving mail
- Server domain name
- Your username and password

NOTE If your corporate Exchange system utilizes policies such as remote wipe and password enforcement (including minimum password length, allowed number of failed password attempts, and other parameters), those policies are supported in your Exchange account on your device. Check with your system administrator for details.

- 1 **Open Email** .
- 2 Do one of the following:
 - If you have not set up an account in another app that takes advantage of the Synergy feature, tap **Microsoft Exchange**.
 - If you have already set up an account that takes advantage of the Synergy feature and want to set up another one, tap **Add account**, and tap **Microsoft Exchange**.
 - Any other time you open Email, open the [application menu](#), tap **Preferences & Accounts**, tap **Add Account**, and then tap **Microsoft Exchange**.
- 3 Enter your email address and password, and tap **Manual Setup**.
- 4 Enter info for the incoming mail server as needed, based on the server information you got from your email provider or system administrator. You can enter either the server name or IP address in the Incoming Mail Server **Domain** field.
- 5 Tap **Sign In**.

To keep your Exchange account secure, you may be asked to set a password or PIN that is required to unlock the device. Tap **Set Pin** or **Set Password**. Enter a PIN or password and tap **Done**.
- 6 You may be presented with options for which apps should download data from that account. For each app, tap **On** or **Off**, and then tap **Create account**.
- 7 Tap **Go**.

Set up email when automatic setup fails

Follow these steps if automatic setup (see [Set up email](#)) does not work for your email account.

BEFORE YOU BEGIN Get this info from your email provider or system administrator:

- Account type (POP or IMAP)
 - Incoming and outgoing mail server names
 - Incoming mail server username and password
 - Incoming and outgoing server port numbers
 - Any SSL requirements for incoming and/or outgoing mail
 - Any authentication (ESMTP) requirements for outgoing mail
 - Root folder (IMAP accounts only)
- 1 If you have already started account setup and an “Unable To Sign In” message appears, tap **Manual Setup**, and skip to step 6. Otherwise, start at step 2.
 - 2 **Open Email** .
 - 3 Do one of the following:
 - If you have not set up an account in another app that takes advantage of the Synergy feature, tap **Email Account**.
 - If you have already set up an account that takes advantage of the Synergy feature and want to set up another one, tap **Add account**, and then tap **Email Account**.
 - Any other time you open Email, open the [application menu](#), tap **Preferences & Accounts**, tap **Add Account**, and then tap **Email Account**.
 - 4 Enter your email address and password, and tap **Manual Setup**.
 - 5 Tap the **Account Type** field and tap your account type.
 - 6 Enter info for the incoming and outgoing mail server as needed, based on the server information you got from your system administrator.

- 7 Tap **Sign In**.
- 8 Depending on the account, you may be presented with options for which apps should download data from that account. For each app, tap **On** or **Off**, and then tap **Create account**.
- 9 Tap **Go**.

Enter advanced account settings

These settings apply only to the account you select in step 3.

- 1 [Open Email](#) .
- 2 Open the [application menu](#) and tap **Preferences & Accounts**.
- 3 Tap the account name.
- 4 Set any of the following:

Account Name: Enter the name that appears in the account list.

Full Name: Enter the name you want to appear in the From field for messages you send.

Show Icon: Set whether a notification icon appears onscreen when a new message arrives.

Alert: When Show Icon is on, set whether a sound plays when a new message arrives (see [Turn new email notifications on/off](#)).

Signature: Tap to create a signature that's added to outgoing messages (see [Add a signature to outgoing messages](#)).

Reply-to Address: Enter the address you want recipients to see and reply to on your outgoing messages, if this is different from the email address you send the message from.

Show Email: Set how many days' worth of messages to retrieve from the server.

Get Email: Set how frequently to synchronize email for this account.

Sync deleted emails (POP accounts only): Set whether messages should be deleted on the server when you delete them on your device.

Sync server to device (POP accounts only): Set whether messages should be deleted on your device when they are deleted on the server.

Default Folders (IMAP accounts only): Specify the folder where messages you send, save as drafts, or delete are stored.

Change login settings: See [Change account login settings](#).

Remove from App: See [Delete an email account](#).

- 5 Tap **Done**, and tap **Done** again to exit Preferences & Accounts.

Turn new email notifications on/off

The settings you select here apply to individual email accounts. You can apply different settings to each email account.

- 1 [Open Email](#) .
- 2 Open the [application menu](#) and tap **Preferences & Accounts**.
- 3 Tap an account in **Accounts**.
- 4 In **Show Icon**, tap **On** or **Off**.
- 5 Tap **Alert**, and tap any of the following:

Vibrate: The device vibrates with no other sound.

System Sound: The system sound plays.

Ringtone: Tap **Select Ringtone**, and tap a ringtone name. To hear the ringtone, tap  to the right of its name. To add a song as a ringtone, tap , tap the song, and tap the song again.

Mute: No sound plays and the device does not vibrate.

Change account login settings

When you change your password for an online email account, remember to make the change in the account settings on your device.

- 1 [Open Email](#) .
- 2 Open the [application menu](#) and tap **Preferences & Accounts**.
- 3 Tap the account name.
- 4 Tap **Change login settings** and tap the relevant fields to change the account information.

Rename an account

You can change the name that appears in the account list.

- 1 [Open Email](#) .
- 2 Open the [application menu](#) and tap **Preferences & Accounts**.
- 3 Tap the account name.
- 4 Tap **Account Name** and enter a new name.
- 5 Tap **Done**, and tap **Done** again to exit Preferences & Accounts.

Delete an email account

When you delete an email account from your device, it removes the account information from your device only. It does not affect your account with the email provider.

- 1 [Open Email](#) .
- 2 Open the [application menu](#) and tap **Preferences & Accounts**.

- 3 Tap the account name.
- 4 Tap **Remove Account** and tap **Remove Account** again to confirm.

Work with panels in Email

When the Email app opens, there are three panels visible on the screen. For information about hiding and resizing these panels, see [Resize panels/display or hide levels in an app](#).

Create and send an email message

- 1 [Open Email](#) .
- 2 Tap  at the bottom of the message list panel.

TIP If you have set up an email account, you can also start writing an email from Card view. Tap **Just type** and start typing a message. Scroll down the list of search options, and tap **New Email**. The Email application opens at a new email message, with the text you entered in the body of the message.

- 3 (Optional) Tap the **From** field to change the email account you are using to send the message. This option appears only if you have more than one email account set up on your device.
- 4 Tap the **To** field, and do one of the following to address the message:
 - Enter a contact name, initials, or email address. Tap the email address when it appears. When you enter a contact name, favorites appear at the top of the search results (see [Create a favorite](#)).
 - Tap  to open the full contact list. Tap the contact you want, or enter a name or address to narrow the list.
 - Enter the full email address for a recipient who is not a contact.

TIP To address an email directly from Card view, tap **Just type** and begin typing the email address. If the email address is already associated with a contact, the contact is displayed. Tap the email address. A new email is opened, with the address in the To field.

- 5 (Optional) Tap **To** to open the Cc and Bcc fields. Tap any of these fields and enter an address.
- 6 (Optional) Repeat steps 4 and 5 to enter additional addresses.
- 7 Tap the **Subject** field, enter the subject, and tap **Enter**. Enter the body text.
- 8 (Optional) To set the priority for the message, tap , tap **Mark as High Priority/Mark as Normal Priority**.
- 9 (Optional) To discard a message: Tap  and tap **Discard Message**.
- 10 Tap **Send**.

Add attachments to a message

- 1 While composing a message, tap .
- 2 Tap **Photos**, **Music**, or **Documents**.
- 3 If required, tap to browse to a file.
- 4 Tap the file name or thumbnail and tap **OK**.
- 5 Repeat steps 1–4 to attach other files.

TIP To remove an attachment you added to an email: Throw the attachment off the side of the screen and tap **Delete** to confirm.

Save a message as a draft

While composing a message, tap , and tap **Save As Draft**.

Receive and read email messages

The Email application synchronizes messages anytime you open a mail folder. It also synchronizes messages on an automatic schedule—the default interval depends on the type of account you have (see [Enter advanced account settings](#) for information on changing the interval).

Follow these steps to manually retrieve messages.

- 1 [Open Email](#) .
- 2 If the folders for the account you want are hidden, tap the account name in the left-hand panel to display the folders.
- 3 Tap the folder you want to check messages for. If synchronization doesn't start, tap .

How can you tell if sync is happening? Look for the animated circular movement around the number of messages in the upper-right corner of the middle panel.

- 4 Tap a message in the middle panel to open it (see [Work with panels in Email](#)).
- 5 (Optional) If the email contains links, phone numbers, or other email addresses you can do the following:
 - To call a number: Tap the number, and tap  to call it. This feature is available only if your device is connected to a compatible HP webOS smartphone or you have a video calling account set up on your device (see [How can I make and receive calls with my HP TouchPad?](#)).
 - To send an email: Tap the email address, enter your message, and tap **Send**.
 - To go to a web address: Tap it.

- To copy a link to a web site: Tap and hold the web address, and tap **Copy URL**.
- To copy text in the body of an email so you can paste it into a memo or other document: Tap and hold the message text. To expand the selection, drag the arrows at the beginning and end of the selected text. Tap **Copy**.

Print an email

BEFORE YOU BEGIN Your device supports printing on all network-capable HP printers that support PCL page description language in the local LAN. These printers include new HP ePrint-capable printers—Photosmart, Officejet, and LaserJet—as well as legacy printers approximately five years old or newer. Make sure your printer is turned on and that both your device and the printer are connected to your local or corporate wireless network. For personal printers, see the instructions that came with your printer for information about setting up a printer on a wireless network.

- 1 Open the email that you want to print.
- 2 Tap  at the top of the right-hand panel, or open the [application menu](#) and tap **Print**.

Printers that are available on your current wireless network are displayed.
- 3 Do one of the following:
 - If this is your first time using a printer on this network: If a list of printers is displayed, tap one.
 - If you have already used a printer on this network: The last printer you used is remembered and is selected. If you want to select another printer, scroll down and tap **Select Another Printer**.
 - To set up a printer manually or on a corporate network: Scroll down in the list of printers and tap **Add a Printer**. Tap **Enter an IP address** and enter the IP address of the printer. (Optional) Tap **Name this printer** and enter a name to identify the printer. Tap **Done**.

- 4 (Optional) Depending on the printer you are using, you can set the following printer attributes:

Number of Copies: Tap **1** and tap the number of copies you want to print.

Color Printing: Tap **On** to switch color printing from On to Off.

- 5 Tap **Print**.

To cancel a print job, tap **Cancel** while the file is preparing to print, or while printing is in progress, tap  at the top of the screen, tap the notification, and then tap  to the right of the print job in the Print Queue.

Open email attachments

You can receive any kind of file sent to you in email, but you can open an attachment only if your device has an application that can open the file type.

- To open a single attachment: Tap the attachment name to download the attachment. If the attachment is a supported file type (PDF, DOC, DOCX, XLS, XLSX, PPT, PPTX, TXT, GIF, PNG, BMP, or JPG), it opens automatically.
- To open multiple attachments: Tap the list of attachment names to view the attachments, and tap an attachment name to open the file.



- To play an MP3 file attachment: Tap the attachment name to download the attachment. When the attachment has finished downloading, tap the attachment name to play. Tap the progress indicator to pause, and tap it again to resume playing. MP3 files you download from Email are not saved to USB storage, and they are not listed in Music.

Save attachments

You can save any attachment to your device. If an attachment is supported by an application on your device, you can view it at any time from that application.

- 1 Open the email containing the attachment.
- 2 Do one of the following:
 - If only one file is attached: Tap and hold the attachment file name and tap **Save Attachment**.
 - If there is more than one attachment and you want to save one of them: Tap the attachments, tap and hold the attachment you want to save, and tap **Save Attachment**.
 - If there is more than one attachment and you want to save all of them: Tap the attachments, tap and hold one of them, and tap **Save All Attachments**.
- 3 To open a saved attachment on your device, open the application that can display the attachment. The attachment appears in the list of available files. Tap the file to open it.

Save an inline image

If a message contains an inline image—an image inserted right into the body text—in JPG, BMP, or PNG format, you can save it to and view it in the Photos & Videos app.

- Tap and hold the image file name, and then tap **Copy To Photos** (if available).

Add a contact from an email message

You can add a contact name or email address to your Contacts list directly from the header or from the To or Cc field of an incoming email message. You can either create a new contact or add the information to an existing contact.

- 1 Do one of the following in a message you've received:
 - To add a contact from the message header: Tap the name or email address in the header.
 - To add a contact from the To or Cc field: Tap **To** and tap an email address in the list of recipients.

- 2 Tap one of the following:

Add New Contact: Create a new contact for the name or address.

Add to Existing: Tap the contact you want to add the name or address to.

View and edit a contact from an email message

- In a message you've received from someone listed in the Contacts app, tap the name in the message header to open the contact entry. Tap **Edit Contact** to edit the contact in Contacts. Tap **Done** to save your changes.

Search for an email message

You can search for messages in any email folder. Incoming messages must be fully downloaded to your device to show up in search results.

Do one of the following:

- In Card view, tap **Just type**, and type a few characters of a name, email address, or subject of an email. Tap **Email**, scroll to find the email you want, and tap to open it.

- **Open Email** , and open the folder containing the message. Tap **Search**; type a name, email address, or subject line of a message you're looking for; and tap .

Reply to a message

- 1 Open a message.
- 2 Tap one of the following:
 - : Reply to just the sender.
 - : Reply to the sender and all other addressees.
- 3 Enter the reply message text and tap **Send**.

Forward a message

- 1 Open a message and tap .
- 2 Address the forwarded message (see [Create and send an email message](#)).
- 3 Enter the forwarded message text and tap **Send**.

Show or hide message recipients

You can show all recipients in the To or Cc fields of an email you received.

- 1 Open a message.
- 2 Tap the **To** field to show all recipients.

Copy messages

You can copy the body text of a message.

- 1 Open a message, and tap and hold the message text.
- 2 To expand the selection, drag the arrows at the beginning and end of the selected text.
- 3 Tap **Copy**.

Move a message to another folder

Do one of the following:

- To move a single message: Open a message, tap , and tap the folder you want.
- To move more than one message: Tap  at the bottom of the message list panel, tap the messages you want to move or tap **Select All**. Tap  and tap the folder you want.

Mark a message as read or unread

- 1 Open a message.
- 2 Tap **Mark as Read/Unread**.

Mark all messages in a folder as read

- 1 Open a folder.
- 2 Open the [application menu](#), tap **Mark All As Read**.

Flag or unflag a message

When you flag a message, a  is placed beside the message in the messages list. You might flag a message to highlight it at the top of Account List view as something that you need to return to.

Do one of the following:

- To flag a single message: Open a message and tap .
- To flag more than one message: Tap  at the bottom of the message list panel, tap the messages you want to flag or tap **Select All**, and tap .

To remove a flag, open a message, and tap .

TIP You can set a preference to show all flagged emails in a single folder, called All Flagged, at the top of the Account List panel (see [Set email preferences](#)).

Delete a message

Deleting a message moves it to your deleted items folder, so it's still on your device. Depending on your email account, this folder is called Deleted Items, Deleted, Trash, or something else.

Do one of the following:

- In the message list: Throw the message off the side of the screen and tap **Delete**.
- In an open message: Tap  and tap **Delete**.

To avoid deleting a message accidentally, you can turn the Delete Confirmation preference on (see [Set email preferences](#)). If you do accidentally delete a message, you can move it back to the original folder (see [Move a message to another folder](#)). To remove a message from your device permanently, delete it from the deleted items folder. To delete all messages from the deleted items folder, open the [application menu](#) while in the folder, tap **Empty Trash**, and then tap **Empty Trash** again.

TIP If you change the folder where you store deleted messages for an IMAP account (see [Enter advanced account settings](#)), deleting messages from the folder removes them from your device.

Add a signature to outgoing messages

A signature includes information you want to add to the closing of all your outgoing messages—for example, your name, address, and phone numbers; your website; or a personal motto. You can use a different signature for each email account.

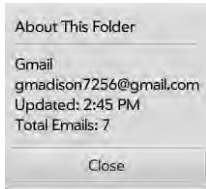
- 1 [Open Email](#) .
- 2 Open the [application menu](#) and tap **Preferences & Accounts**.
- 3 Tap the account you want.
- 4 Tap the **Signature** field and enter the signature text.
- 5 Tap **Done**, and then tap **Done** again.

Show or hide folders in the Accounts List panel

The Accounts List panel contains expandable folders for Favorites and each of your email accounts. The Favorites folder gives you quick access to the inbox for each of your accounts. By default, it also contains a folder called All Inboxes, which contains a merged view of all your inboxes. You can also set a preference to add a folder called All Flagged under Favorites to display all your flagged messages in a single folder. To add or remove the All Inboxes or All Flagged folders from Favorites, see [Set email preferences](#). To add any other email folder to Favorites, see [Add an email folder as a favorite](#).

- 1 [Open Email](#) .
- 2 Tap  to the right of **Favorites** or an account name.
- 3 Tap the folder name you want to open.

- (Optional) Open the [application menu](#) and tap **About This Folder** to view information such as last sync and number of messages.



- Tap  to hide the folders under Favorites or an account name.

Add an email folder as a favorite

Favorites appear at the top of Account List panel.

- [Open Email](#) .
- If the folder you want is not displayed, tap  to the right of the email account name to display the folder.
- Tap  to the right of the folder name.

To remove a folder as a favorite, repeat steps 1 and 2 and tap  to the right of the folder name.

Set email preferences

- [Open Email](#) .
- Open the [application menu](#) and tap **Preferences & Accounts**.
- Set any of the following:

Smart Folders: Set whether to include **All Inboxes** and/or **All Flagged** messages as favorites at the top of the Account List panel.

Delete Confirmation: Tap to turn this setting **On/Off**. When Delete Confirmation is on, you are asked to confirm deletion of email messages.

Accounts: Tap an account name to enter advanced settings or to change synchronization settings for email, contacts, or calendar events (see [Enter advanced account settings](#) and [Rename an account](#)).

Add Account: See [Set up email](#).

Default Account: Tap the account shown and then tap the account you want to set as the new default. The default account is used to send a message when you create a new message in the Account List panel or in a merged folder such as All Inboxes or All Flagged.

- Tap **Done**.

Reply to meeting invitations

You receive meeting invitations on your device in the same way that you receive email messages. You cannot create meeting invitations on your device.

Tap to accept, tentatively accept, or decline an invitation.

Here are the key features of meeting invitations:

- Meeting invitations appear on your device in the Email application, not in the Calendar application.
- From within the Email application, you can accept, decline, or tentatively accept a meeting invitation.
- If you accept or tentatively accept an invitation, it appears as an event in Calendar.
- You can reply to and forward meeting invitations in the same way as email messages.

TIP If you receive an updated meeting invitation, you can again choose to accept, decline, or tentatively accept. If you receive a meeting cancellation, open the message and tap **Remove From Calendar** to delete the meeting from your calendar.

Send email messages from within another application

Use the share feature in any application that supports this to send an item as an attachment to an email message. This feature is available in the Adobe Reader and Memos applications, among others. Depending on the app, this feature may be accessed from a menu that might be named **Share**, **Send**, or **Email**, or it might be accessed from an icon. For details, see the section in this guide on the specific application.

Messaging: All messages in one application

What kinds of messages can I send and receive?

You can use the Messaging application to send and receive the following types of messages:

- Instant messages for an IM account you already have set up online (see [Set up an instant messaging \(IM\) account](#)). Instant messaging is available only when your device is connected to a Wi-Fi network (see [Connect to a new open network](#) or [Connect to a new secure network](#)).
- Text messages (see [Create and send a text message](#)). This feature is available only if your device is connected to a compatible HP webOS smartphone (see [Connect your device to a webOS smartphone](#)).

The Synergy feature enables the Messaging app to gather all your messages to and from the same contact into a single conversation (sometimes called a “thread”). So you can see your entire message history with someone regardless of the different methods you happened to use to communicate with that person (see [Work with conversations](#)). You can even switch from account to account (and, if your device is connected to a compatible webOS smartphone, from IM to text messaging) without losing the thread of your conversation (see [Switch between messaging accounts in a conversation](#))—just pick the messaging account that’s most likely to keep you in unbroken contact with the person you’re talking to.

Work with conversations

When you exchange more than one message with a person, the messages are grouped into a conversation. When you start or continue a conversation, the upper part of Conversations view displays all messages you’ve exchanged with this person, and the bottom part provides the area where you type your next message.

You can carry on multiple conversations at the same time.

- 1 [Open Messaging](#) .
- 2 Do one of the following:
 - Start a new conversation: Create a message (see [Send and receive IM messages](#) or [Create and send a text message](#)), or tap a message and reply to it.
 - Continue an existing conversation: Tap the conversation.
- 3 Enter your message.
- 4 Tap **Enter**.

TIP You can copy the contents of a conversation as plain text, which you can paste in a memo, email message, and so on (see [Copy messages](#)).

TIP If your device is connected to a compatible webOS smartphone, a single conversation can contain text and IM messages (see [Connect your device to a webOS smartphone](#)).

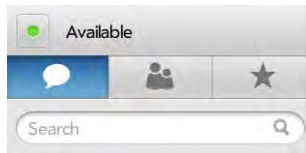
Switch between Conversations, Buddies, and Favorites lists

The conversations list shows all of your Messaging conversations, the buddies list shows all of your IM buddies, and the favorites list shows all contacts that you have added to Favorites.

- 1 [Open Messaging](#) .

2 Do one of the following:

- To see your conversations list: Tap .
- To see your buddies list: Tap .
- To see your favorites list: Tap .



TIP You can set a preference to show all your buddies, whether they are online or offline, or to hide offline buddies. Open the [application menu](#) and tap **Show/Hide Offline Buddies**.

Switch between messaging accounts in a conversation

In a single conversation, you can switch between text messaging and an IM account. So if you are having an IM chat with someone and he or she goes offline, you can send the person a text message to wrap up the conversation. Text messaging is available only if your device is connected to a compatible HP webOS smartphone (see [Connect your device to a webOS smartphone](#)).

- 1 In Messaging, start a new conversation or open one that's listed in Conversations view.
- 2 Tap the button in the upper-right corner of the screen. This button could be labeled Text, Mobile, or an IM account name. If available, the other ways to communicate with this contact appear in a list. Tap the account or phone number you want to use.



Search for conversations or buddies

- 1 [Open Messaging](#) .
- 2 Do one of the following:
 - To search for conversations: Tap , tap **Search**, and begin entering the contact name, IM address, or phone number of the person the conversation was with.
 - To search for buddies: Tap , tap **Search**, and begin entering the buddy name.

Add a favorite

- 1 [Open Messaging](#) .
- 2 Tap  and tap **Add Favorite**.
- 3 Tap a contact, or tap **Search**, begin entering a contact name, and tap the contact name.
- 4 Tap a contact.
- 5 (Optional) Tap the contact name to edit the contact details in Contacts.

Use emoticons in a message

To include an emoticon in a message, tap  to display the symbol keyboard, and then tap an emoticon key. Tap  to return to the alphanumeric keyboard. If the emoticon you want is not available on the keyboard, use the table below to add keyboard character combinations for other emoticons. To learn about entering symbols and alternate characters, see [Enter symbols and alternate characters](#). Most emoticons can be created by more than one combination. After you send the message, the emoticon image appears in the conversation on your device and on the recipient’s device, as long as the receiving IM application supports the image.

This table shows the emoticons that are supported on your device.

NOTE Emoticon combinations that use words, such as :cool or :cry, are not supported in most messaging applications. Emoticons created using these combinations may not appear correctly on the recipient’s device.

Table 1. Supported emoticons

To display this emoticon...	Enter any of these keyboard character combinations...
	>:o >:o >:O >:O >:(>:(:angry :mad
	o_O :confused
	8) 8-) B) B-) :cool
	:'(='(:cry
	:[:[=[=[:redface
	:S :S :s :s %-(%(X-(X(:eww :gross
	:! :! :eek
	:(:-(=(=(:sad
	:O :O :o :o =O =O =o =o :surprised :shock :omg

Table 1. Supported emoticons

To display this emoticon...	Enter any of these keyboard character combinations...
	^^ ^_^ ^.^ :grin :biggrin
	<3 :heart
	O:) O:) o:) o:) :innocent :angel
	:* :* =* =* :kiss
	:D :D =D =D :laugh :lol
	>:) >) >:> >:> :evil :twisted
	: : :neutral :meh
	:& :& =& =& :@ :@ =@ =@ :sick
	:) :) =) =) :smile
	:/ :/ :\ :\ =/ =/ =\ =\ :doh
	;) ;) :wink
	:P :P :p :p :b :b =p =P =b =b =p =P :yuck :razz

Forward a message

- 1 [Open Messaging](#) .
- 2 In a conversation, tap a message.
- 3 Do one of the following:
 - To forward the message through Messaging: Tap **Forward**, tap the **To** field, and enter the recipient’s IM address or number in the To field, or tap  to search for a contact.

- To forward the message in an email: Tap **Forward Via Email**, and enter the recipient's name or email address in the **To** field, or tap  to search for a contact.

- (Optional) Tap the message text, and edit the text.
- Tap **Enter** to send a message, or tap **Send** to send an email.

Copy messages

You can copy an individual message as plain text.

- 1 [Open Messaging](#) .
- 2 Tap a conversation.
- 3 Tap the message and tap **Copy Text**.

Customize messaging notifications

You can set your device to show a notification and/or play a sound when a new message arrives. These settings apply to all your Messaging accounts.

- 1 [Open Messaging](#) .
- 2 Open the [application menu](#) and tap **Preferences & Accounts**.
- 3 In **Show Notifications**, tap **On** or **Off**.
- 4 When Show Notifications is on, tap **Alert**, and tap any of the following:

Vibrate: The device vibrates with no other sound.

System Sound: The system sound plays.

Mute: No sound plays and the device does not vibrate.

Resend a failed message

A message might fail to be sent if your device is not connected to a Wi-Fi network (for IM), or to a webOS smartphone (for text messages), or if it is experiencing technical problems. When a message fails to be sent, a  is displayed beside it.

- 1 Tap the message and tap **View Error**.
- 2 Tap **Send again**. Tap **Cancel** to close the error message.

Delete a message

- 1 Tap  to open Conversations view and tap a conversation.
- 2 Tap a message and tap **Delete**.

Delete a conversation

- 1 Tap  to open Conversations view and tap a conversation.
- 2 If the Delete Conversation button is not visible in the right-hand panel, flick down on that panel to scroll to the beginning of the conversation.
- 3 Tap **Delete Conversation**.

Messaging: Instant messaging

Set up an instant messaging (IM) account

Your device supports instant messaging through popular online IM services, such as Google Talk and AIM. If you already have an IM account, you can sign in through the Messaging app or through the Accounts app (see [Use the Accounts application to set up an online account](#)).

The HP Synergy feature (see [Your HP TouchPad](#)) provides another advantage: During the same process you go through to set up a messaging account, you also set up the same account for all other applications that can display data from that account. For details on how Synergy works for the current list of online accounts, see [Online accounts available for webOS devices](#).

For example, suppose you want to set up your Google Talk account on your device. The last step in setup is to select all the other apps that you want to receive data from your Google account (besides Messaging, you can include Contacts, Calendar, Email, and Documents). After setup is complete, your device begins to download your messages and all data for all other apps you selected for synchronization.

- 1 [Open Messaging](#) .
- 2 Do one of the following:
 - If you have not set up an account in another app that takes advantage of the Synergy feature: Tap an account type and go to step 3, or tap **Find more** to find an app for an account type that is not listed and follow the instructions onscreen.
 - If you have already set up an account that takes advantage of the Synergy feature and want to set up another one: Tap **Add an Account**.
 - Any other time: Open the [application menu](#) and tap **Preferences & Accounts**. Tap **Add an Account**.
 - If you have already set up an account that takes advantage of the Synergy feature and you want to use that account: Tap **Go**. You are done!
- 3 If you are setting up a Skype account, tap **Sign In**.
- 4 Enter your username and password.
- 5 Tap **Sign In**.
- 6 Depending on the account, you may be presented with options for which apps should download data from that account. For each app, tap **On** or **Off**, and then tap **Create**.
- 7 Tap **Done**.

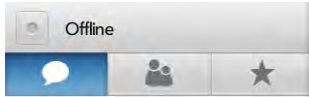
Create a Skype account in Messaging

You do not need to have a Skype account set up before using Skype in Messaging—you can set one up directly from Messaging. You can also create a Skype account in Accounts (see [Use the Accounts application to set up an online account](#)), Contacts (see [Create a Skype account in Contacts](#)), and [Phone & Video Calls](#).

- 1 [Open Messaging](#) .
- 2 Do one of the following:
 - If you have not set up an account in another app that takes advantage of the Synergy feature: Tap **Skype**.
 - If you have already set up an account that takes advantage of the Synergy feature and want to set up another one: Tap **Add an Account** and tap **Skype**.
 - Any other time: Open the [application menu](#) and tap **Preferences & Accounts**. Tap **Add an Account** and tap **Skype**.
- 3 Tap **Create Account**.
- 4 Tap **Accept** to agree to Skype's terms and conditions.
- 5 Enter the following details:
 - Full Name: Enter your full name.
 - Skype Name: Enter a name that you will use to identify yourself to other Skype users.
 - Password: Enter a password and then enter it again.
 - Email Address: Enter your email address and then enter it again.
- 6 Tap **Create Account**, and then tap **Create Account**.
- 7 Tap **Done**.

Sign in to an IM account

- 1 [Open Messaging](#) .



- 2 Tap  to the left of the text **Offline** and tap **Available**.

Sign out of an IM account

- 1 [Open Messaging](#) .
- 2 Tap the status icon to the left of your online status (**Available** or **Busy**) and tap **Offline**.

Send and receive IM messages

BEFORE YOU BEGIN Make sure that the device is connected to a Wi-Fi network (see [Connect to a new open network](#) or [Connect to a new secure network](#)).

- 1 [Open Messaging](#) .
- 2 Do one of the following to start or continue a conversation:
 - Tap  to see your buddies and tap a buddy name. If there's more than one account for that buddy, the most recently used IM account is opened. To switch to another IM account, tap the IM account name in the upper-right, and tap an IM address.
 - Tap  to see your favorites and tap a favorite.
 - Tap  to see your conversations and tap a conversation.
 - Tap  and tap **New Conversation**. Tap **To**, enter an IM address, and tap **Enter**, or tap  to search for a contact.
- 3 Tap **Enter message here**, enter the message text, and tap **Enter**.

TIP You can include emoticons in your message (see [Use emoticons in a message](#)).

- 4 When the message recipient replies, the reply appears below your message in the conversation. Repeat step 3 to reply to that person.
- 5 (Optional) If the message contains links, phone numbers, or other email addresses you can do the following:
 - To call a number: Tap the number, and tap . This feature is available only if your device is connected to a compatible HP webOS smartphone or you have a video calling account set up on your device (see [How can I make and receive calls with my HP TouchPad?](#)).
 - To add a number to Contacts: Tap the number, and tap **Add to Contacts**.
 - To send an email: Tap the email address.
 - To go to a web address: Tap it.

Add a buddy

To add a buddy to an IM account, you must send a buddy request and be accepted as a buddy by the invitee.

To send a buddy request:

- 1 [Open Messaging](#) .
- 2 Tap  and tap **Add Buddy**.
- 3 Tap the **IM Service** field and tap the account in which you want to add the buddy.
- 4 Do one of the following:
 - To add a Skype buddy: Tap the **Buddy Name** field, tap **Search All Skype**, enter the name or screen name of the buddy you want to add, and tap . Tap the buddy name.

- To add a buddy in any other IM account: Tap the **Buddy Name** field and enter the buddy details required by the account, for example, an email address or IM address.

- 5 (Optional, if available) Tap the **Invitation Message** field and enter a message for your buddy invitee.
- 6 Tap **Add Buddy**.

Receive a buddy request

- 1 [Open Messaging](#) .
- 2 Tap the conversation containing the invitation.
- 3 Do one of the following:
 - To accept a buddy request: Tap .
 - To decline a buddy request: Tap , and tap **Delete**.

Block a message sender

You can block a person from contacting you by text or IM if you don't want to receive any further messages from them.

You cannot, however, block a person if they are on your IM buddy list. To block an IM buddy you first need to delete them from your buddy list (see [Delete a buddy](#)).

- 1 [Open Messaging](#) .
- 2 Tap a conversation with the person you want to block and tap **Block Sender**.
- 3 Tap **Block Sender**.

Delete a buddy

- 1 [Open Messaging](#) .
- 2 Tap  and throw the buddy's name off the side of the screen.
- 3 Tap **Delete**.

Change your online status

- 1 [Open Messaging](#) .
- 2 Tap the status icon to the left of the status description (**Available**, **Busy**, or **Offline**), and tap your new status.

Change your custom message

Your custom message is seen by your IM buddies. It appears next to your IM screen name and status. It can contain any text you want.

- 1 [Open Messaging](#) .
- 2 Do one of the following:
 - If you already have a custom message, tap the current message and enter the new message text.
 - If you're creating a custom message for the first time, tap the status text (**Available** or **Busy**) and enter the custom message text.
- 3 Tap .

Change your IM account username and password

If you change the username or password for your IM account online, you need to enter the updated information for the account on your device.

- 1 [Open Messaging](#) .

- 2 Open the [application menu](#) and tap **Preferences & Accounts**.
- 3 Tap the account name.
- 4 Tap a field to enter new information and tap **Sign In**.

Delete an IM account

- 1 [Open Messaging](#) .
- 2 Open the [application menu](#) and tap **Preferences & Accounts**.
- 3 Tap the account name.
- 4 Tap **Remove Account** and tap **Remove Account** again to confirm.

Messaging: Text messaging

IMPORTANT You can view, reply to, and send text messages on your HP TouchPad only if the device is connected to a compatible HP webOS smartphone. See [Connect your device to a webOS smartphone](#) for information.

Connect your device to a webOS smartphone

To send and receive text messages on your device, you must use Bluetooth to pair and connect your device and a webOS smartphone. You can do this manually from the Bluetooth app (see [Make a pairing request to another device](#) and [Connect with a paired device](#)) or, if your device and smartphone share the same HP webOS Account, you can use Touch to Share to create a Bluetooth connection (see [Pair with an HP webOS smartphone using Touch to Share](#)).

You can also make the pairing request or connection from the Messaging app.

BEFORE YOU BEGIN The webOS smartphone you are connecting with must be discoverable. Check the documentation that came with your smartphone for information on making it discoverable.

- 1 [Open Messaging](#) .
- 2 Open the [application menu](#) and tap **Preferences & Accounts**.
- 3 Tap **Connect Phone** and do one of the following:
 - If the smartphone you want to connect to is listed in the Devices list, tap it.
 - If the smartphone you want to connect to is not listed in the Devices list, tap **Add Device**, tap the **Type** field, and then tap **webOS Phone**. When the smartphone you want to connect to is found, tap it.

Create and send a text message

BEFORE YOU BEGIN

- Connect your device to a webOS smartphone (see [Connect your device to a webOS smartphone](#)).
- Before you use your device to send or receive text messages, refer to your smartphone's service plan for pricing and availability of text messaging.
- Make sure that the smartphone your device is connected to is on and that you're inside a coverage area. See the documentation that came with your smartphone for information about turning wireless services on.

TIP You can also use Just Type to write a text message from Card view. Tap **Just type** and start typing a message. Under Quick Actions, tap **New Message**. The Messaging application opens at a new message, with the text you entered in the body of the message.

- 1 [Open Messaging](#) .

- 2 Tap **New Conversation**. Tap the **To** field and do one of the following to address the message:
 - Enter a contact's first or last name or initials, screen name, phone number, or email address. When you enter a contact name, favorites appear at the top of the search results (see [Create a favorite](#)). Tap the phone number, IM account name, or email address you want to use to send the message when it appears.
 - Tap  to open your full contact list. Tap the contact you want.
 - Enter a phone number for a recipient who is not a contact.
 - Do you need to enter a short code that contains letters—for example, to text a vote to a TV poll or to make a donation to a charity? Use the keyboard to enter it; just tap the letter keys and tap the code that appears under **Short Code**. This is not the same as dialing a number that is expressed as letters—for example, (555) 256 TALK. To dial a number like this, you must use the Phone app's dial pad and tap the numbers that correspond to the letters T,A,L,K— which would be 8255.
- 3 (Optional) Tap the **To** field and repeat step 2 to enter additional recipients.
- 4 Tap **Enter message here**, enter the message text, and tap **Enter**.

TIP You can include emoticons in your message (see [Use emoticons in a message](#)).

Receive and view text messages

NOTE If your device is connected to compatible webOS smartphone and you receive a message that contains multimedia attachments, such as pictures, videos, animated GIFs, music files, or vCards, a notification is displayed, saying "New MMS on your phone". You must open the message on your smartphone to view the attachment.

- 1 [Open Messaging](#) .
- 2 Tap a conversation to view messages.

- 3 (Optional) Do any of the following from the body of the message:
 - To call a number: Tap the number, and tap . This feature is available only if your device is connected to a compatible HP webOS smartphone or you have a video calling account set up on your device (see [How can I make and receive calls with my HP TouchPad?](#)).
 - To add a number to Contacts: Tap the number, and tap **Add to Contacts**.
 - To send an email: Tap the email address.
 - To go to a web address: Tap it.

Add a contact from a text message

To add a message sender as a contact:

- 1 In Conversations view, tap a conversation with someone who is not a contact.
- 2 Tap the header at the top of the screen.
- 3 Tap **Add to contacts**.
- 4 Tap one of the following:

Add New Contact: Create a new contact for the number.

Add To Existing: Tap the contact you want to add the number to.

View a contact's information from a message

- In a conversation, tap the header of a message received from a contact to open the contact entry.

7 Photos, videos, and music

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Photos & Videos

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Photos & Videos

Use Photos & Videos for the first time

- 1

Open **Photos & Videos** .
- 2

Do one of the following:

• To set up an online account to sync: To set up an account that is listed, tap the account type, and go to step 3. To set up an account type that is not listed, tap **Find more** to find an app and follow the instructions onscreen.

• To use Photos & Videos without creating an online account: Tap **Done**.
- 3

Enter the account information, and then tap **Sign in**.

Depending on the account, you may be presented with options for which apps should download data from that account. For each app, tap **On** or **Off**, and then tap **Create Account**.
- 4

Tap **Go**.

Work with panels in Photos & Videos

When the Photos & Videos app opens, there are two panels visible on the screen. For information about hiding and resizing these panels, see [Resize panels/display or hide levels in an app](#).

Look at pictures

To get pictures on the device, you can do any of the following:

- Copy pictures from your computer (see [Copy files between your device and your computer](#)).
- Receive pictures as email attachments (see [Open email attachments](#)).
- View pictures downloaded from an online account (see [Set up an online pictures or videos account on your device](#)).
- Copy a picture from a web page (see [Work with images on a web page](#)).

The following table shows you the picture formats that you can see on your device and the apps you can see them in.

Table 1. Picture formats viewable on your device

Picture format	View in Photos & Videos	Download from Email
BMP	✓	✓
GIF		✓ (see Note)
JPG	✓	✓
PNG	✓	✓

NOTE You can download and look at GIFs in Email, and they are saved to USB storage, but you can't look at GIFs in Photos & Videos or use one as wallpaper.

You can also look at pictures on the web directly in the web browser (see [Web](#)).

- 1 [Open Photos & Videos](#) .
- 2 Tap the album containing the picture, and tap the thumbnail of the picture.
- 3 Swipe left or right on the screen to look at other pictures in the album.
- 4 To return to the album, tap **[album name]**. Tap the screen if the album name button is not visible.

Watch a video

BEFORE YOU BEGIN Before you put videos on your device, make sure you have enough storage space on your device to fit the file. [Open Device Info](#)  and look at the **Available** field under **Device**.

To get videos on your device, you can do any of the following:

- Copy videos from your computer (see [Copy files between your device and your computer](#)).
- Receive videos as email attachments (see [Open email attachments](#)).

You can view DRM-free videos that you receive as email attachments or that you copy from your computer in the MPEG-4, H.263, and H.264 formats. Videos play on your device in landscape orientation.

KEY TERM DRM-free: A file that is not protected by Digital Rights Management. DRM-free video files can be copied as many times as you like and can be played on your HP TouchPad.

- 1 [Open Photos & Videos](#) .

- 2 Tap an album.
- 3 Tap the thumbnail of the video you want to watch. Video thumbnails are identified with a  icon.

Use YouTube to view YouTube videos (see [YouTube](#)).

Use video playback controls

- Tap the video to manually display or dismiss the playback controls.



Table 2. Video playback controls

Control	Function
	Play.
	Pause.
	Move forward or backward (tap and hold the slider, and then drag it right to move forward or left to move backward).
	Switch between full-screen view and the original size.

Use the **volume** button on the side of your device to control the sound level.

Organize your pictures and videos into albums

The Photos & Videos app organizes the pictures and videos you add to your device into predefined libraries and albums. There are two libraries, All Photos & Videos and My TouchPad, each containing several albums. The All Photos & Videos library contains all albums on your device, including those downloaded from online accounts. Pictures downloaded from online accounts are not stored on your device. The My TouchPad library contains only albums containing pictures and videos that are stored on your device. The following table tells you where to find your pictures and videos both in the Photos & Videos app and in your device's USB Drive storage.

Table 3. Picture and video locations

Origin of pictures or videos	Album in Photos & videos	Folder in USB storage
Email	Downloads	downloads
Copied from computer	Miscellaneous	Root level of USB storage
Device	Screen captures	screencaptures
Preinstalled on your device	Wallpapers	wallpapers
Online account	Folder downloaded from the online account	Not available in USB storage
Copied from another album in Photos & Videos	Album created by you in Photos & Videos	Album created by you in Photos & Videos
Copied from elsewhere	[Folder created by you in USB storage]	[Folder created by you containing at least one BMP, JPG, PNG, or MP4]

You can use any picture that is stored on your device as wallpaper (see [Change your wallpaper](#)). The picture does not have to be in the Wallpapers album.

You can assign any pictures or videos on your device to one of these albums or to an album you create.

Create an album

- 1 [Open Photos & Videos](#) .
- 2 Tap **New Album**.
- 3 Enter the album name and tap **Create Album**.

New albums that you create are added to the All Photos & Videos and My TouchPad libraries.

Copy pictures or videos to an album

- 1 [Open Photos & Videos](#) .
- 2 Tap the album containing the pictures or videos.
- 3 Do one of the following:
 - To copy more than one picture or video: Tap  and tap **Select All** to select all pictures or videos in an album. To remove a file from the selection, tap it.
 - To copy a single picture or video: Tap the thumbnail of the picture or video.
- 4 Tap . Tap the screen if  is not visible.
- 5 Do either of the following:
 - To create a new album: Tap **Create New Album**, enter the album name, and tap **Create Album**.
 - To select an existing album: Tap an album.

Look at pictures in a slideshow

You can view the pictures in any album as a slideshow.

- 1 [Open Photos & Videos](#) .
- 2 Tap the album you want to view as a slideshow.
- 3 Do one of the following:
 - To start with the first picture in the album: Tap .
 - To select a different starting point: Tap the picture you want the slideshow to start at and tap .
- 4 To exit the slideshow, tap a picture.

Print pictures

BEFORE YOU BEGIN Your device supports printing on all network-capable HP printers that support PCL page description language in the local LAN. These printers include new HP ePrint-capable printers—Photosmart, Officejet, and LaserJet—as well as legacy printers approximately five years old or newer. Make sure your printer is turned on and that both your device and the printer are connected to your local or corporate wireless network. For personal printers, see the instructions that came with your printer for information about setting up a printer on a wireless network.

For more information about working with printers, see [Print Manager](#).

- 1 [Open Photos & Videos](#) .
- 2 Tap the album containing the pictures.
- 3 Do either of the following:
 - To print a single picture: Tap the thumbnail of the picture.
 - To print more than one picture: Tap  and tap **Select All** to select all pictures in an album. To remove a file from the selection, tap it.
- 4 Tap . Tap the screen if  is not visible.

Printers that are available on your current wireless network are displayed.
- 5 Do one of the following:
 - If this is your first time using a printer on this network: If a list of printers is displayed, tap one.
 - If you have already used a printer on this network: The last printer you used is remembered and is selected. If you want to select another printer, scroll down and tap **Select Another Printer**.
 - To set up a printer manually or on a corporate network: Scroll down in the list of printers and tap **Add a Printer**. Tap **Enter an IP address** and enter the IP address of the printer. (Optional) Tap **Name this printer** and enter a name to identify the printer. Tap **Done**.

- 6 (Optional) Depending on the printer you are using, you can set the following printer attributes:

Number of Copies: Tap **1** and tap the number of copies you want to print.

Size: Tap the current size and tap to select another size. The sizes displayed are those that are available on your printer.

Color Printing: Tap **On** to switch color printing from On to Off.

- 7 Tap **Print**.

To cancel a print job, tap **Cancel** while the file is preparing to print, or while printing is in progress, tap  at the top of the screen, tap the notification, and then tap  to the right of the print job in the Print Queue.

Add a comment to a picture or video in an online account

You can add comments to pictures that were downloaded from an online account, and you can view comments that have been made by others about those pictures.

- 1 [Open Photos & Videos](#) .
- 2 Tap the album containing the picture or video, and tap a picture or video thumbnail.
- 3 Tap . Tap the screen if  is not visible.
- 4 Tap the comment box and enter a comment.
- 5 Tap  to upload your comment. Tap  to close the comment box.

Set up an online pictures or videos account on your device

To view pictures in an account you have with a web service such as Facebook or Snapfish, you must set up the account on your device.

DID YOU KNOW? If you set up a Facebook account in the Photos & Videos application and you leave “Use account with” Calendar and Contacts turned on when setting up the account, your Facebook contacts and calendar events appear in the Contacts and Calendar applications on your device also. Likewise, if you set up a Facebook account in Contacts, and you accept the default options while setting up that account, the account is already set up in Photos & Videos. See [Online accounts available for webOS devices](#) for information about the behavior of Facebook, Snapfish, and other online accounts on your device.

- 1 [Open Photos & Videos](#) .
- 2 Open the [application menu](#) and tap **Preferences & Accounts**.
- 3 Tap **Add an Account**, and tap the type of account you want to add. To set up an account type that is not listed, tap **Find more** to find an app and follow the instructions onscreen.
- 4 Enter your account username and password and tap **Sign In**.
- 5 Depending on the account, you may be presented with options for which apps should download data from that account. For each app, tap **On** or **Off**, and then tap **Create Account**.

Delete an online pictures or videos account

- 1 [Open Photos & Videos](#) .
- 2 Open the [application menu](#) and tap **Preferences & Accounts**.
- 3 Tap the account name.
- 4 Tap **Remove Account** and tap **Remove Account** again to confirm.

Delete pictures or videos

You can delete pictures and videos that are stored on your device. These are displayed in the My TouchPad library. Pictures and videos that were downloaded from an online account cannot be deleted from your device. To delete these, you must log in to the online account and delete them from there.

- 1 [Open Photos & Videos](#) .
- 2 Tap the album containing the pictures or videos.
- 3 Tap  and do one of the following:
 - To delete more than one file: Tap **Select All** to select all pictures or videos in an album. To remove files that you do not want to delete from the selection, tap the file thumbnails.
 - To delete a single file: Tap a thumbnail.
- 4 Tap .
- 5 Tap **Delete** to confirm.

HP Movie Store

HP Movie Store allows you to buy and rent the latest movies and television shows in high definition. Shows are downloaded directly to your device, and, once downloaded, can be enjoyed without an Internet connection.

Install HP Movie Store

- 1 [Open HP App Catalog](#) .
- 2 Tap **Search**, and type **HP Movie Store** in the search field.

- 3 Tap **Free** beside the HP Movie Store app.

HP Movie Store is added to the Downloads page on the Launcher.
- 4 (Optional) Tap **Launch**.

YouTube

Watch a YouTube video

The YouTube icon on your device takes you to the YouTube website, where you can watch videos available online.

- 1 [Open YouTube](#) .
- 2 Enter a search term for a video and tap **Enter**, or browse to a video.
- 3 Tap the video thumbnail to play the video.
- 4 Use the YouTube playback controls to interact with the video.

Music

You can add and listen to DRM-free music files on your device. You can listen to music through the stereo speakers on your device (see [Front view](#)) or through headphones (sold separately). If you have speakers or a stereo headset (both sold separately) that are equipped with Bluetooth® wireless technology, you can also use them to listen to music. You can also listen to streaming music from the web directly in the web browser (see [Web](#)).

KEY TERM DRM-free: A file that is not protected by Digital Rights Management. DRM-free music files can be copied as many times as you like and can be played on your HP TouchPad.

Get music onto your device

To get music onto your device, you can do any of the following:

- Copy music files from your computer (see [Copy files between your device and your computer](#)). You can copy music files to any folder on your device’s USB drive. However, to make it easy to find and manage files, consider creating a “Music” folder to store your files.
- Use solutions that may be available from third-party software developers (sold separately) that facilitate the transfer of music files to your device. For more information about the availability of third-party solutions, open the browser on your computer and go to hpwebos.com/sync-solutions.
- Listen to music files received as email attachments (see [Open email attachments](#)).
- Sync with HP Play on your computer (see [Use HP Play to sync music from your computer to your device](#)).

Table 4. Music formats playable on webOS devices

File format	Play in Music/Copy to USB storage	Download from Email
AAC	✓	✓ (see Note)
AAC+	✓	✓ (see Note)
eAAC+	✓	✓ (see Note)
AMR		✓ (see Note)
MP3™	✓	✓ (see Note)
QCELP		✓ (see Note)
WAV	✓	✓ (see Note)

NOTE Depending on how the sender’s email server has configured the attached music file, you may be able to download and listen to any of the listed file types in Email, but files you play Email are not saved to USB storage. To save an attachment to USB storage, tap and hold the attachment name, and tap **Save Attachment**. QCELP and AMR files are not listed in Music.

Show/hide the Library or Playlist lists

The Music app organizes the audio content you add to your device under two main headings: Library and Playlists. The Library heading organizes your audio content into four predefined categories: Songs, Artists, Albums, and Genres. Tap a category to see content organized in that category. The Playlists list contains playlists that you create on the device and playlists you import from other sources, for example from HP Play.

- To show the Library or Playlists lists: Tap . To hide them, tap . By default, items in a Library category or playlist are displayed in a list in the right-hand panel. To see Album Art instead of the list, tap . To return to the list, tap .

Listen to music

After you begin to play music, music continues to play if you switch to another application or turn off the screen. If you are connected to a webOS smartphone using a Bluetooth connection and a call comes in, music pauses automatically and resumes when you hang up or ignore the call.

If you put the Music app in the background while you work in another app, a music notification icon appears at the top of the screen. Tap the icon to display the music playback controls. You can use the controls even if the screen is locked.

- 1 Add music files to your device. See [Get music onto your device](#).
- 2 [Open Music](#) .
- 3 Do one of the following:
 - To listen to all songs on your device: Tap **Songs**. Tap the first song.
 - To listen to a specific song: Tap **Songs**, **Artists**, **Albums**, **Genres**, or a playlist you created, to search that category. Continue making selections until the song you want appears. Tap the song name.
 - To listen to all songs from an artist: Tap **Artists** and tap the artist name. Tap the first song.

- To listen to an album: Tap **Albums** and tap the album name. Tap the first song.
 - To listen to all songs in a genre: Tap **Genres** and tap the genre name. Tap the first song.
- 4 (Optional) Songs play in the order they are displayed onscreen. To listen to them in random order: Tap .
 - 5 To end play, close the Music app.

Use music playback controls

Use the **volume** button (see [Get to know your device](#)) to control the sound level.

Table 5. Music playback controls

Control	Function
	Play.
	Pause.
	Rewind.
	Fast forward.
	Shuffle current playlist.
	Play in list order.
	Move forward or backward in a song. Tap and hold the slider, and then drag it right to move forward or left to move backward.

Create a playlist

- 1 [Open Music](#) .
- 2 Tap **Add Playlist**.

- 3 Enter a name for the playlist.
- 4 Tap **Create**.

Add music to a playlist

- 1 [Open Music](#) .
- 2 Tap and hold a song or album, wait for the visual cue, and then drag the song or album to the playlist.

Sort all songs or a playlist

- 1 [Open Music](#) .
- 2 Tap Songs or a playlist you created and do one of the following:
 - To sort by song: Tap **Song**.
 - To sort by artist: Tap **Artist**.
 - To sort by Album: Tap **Album**.

Edit a playlist name

- 1 [Open Music](#) .
- 2 Tap the playlist name and tap .
- 3 Tap the playlist name field and enter a new name for the playlist.
- 4 Tap **Done**.

NOTE If you sync with HP Play, playlist names for playlists you created in HP Play on your computer cannot be changed on the device.

Delete songs from a playlist

You can delete songs from playlists you created on your device. Songs you delete from a playlist are not deleted from the Music app. You can still access them in the Library and any other playlist they are in.

Songs in playlists you synchronized from HP Play cannot be deleted on your device. To delete a song from a HP Play playlist, you must delete it from the playlist in HP Play on your computer and then synchronize HP Play with your device (see [Manually sync music from HP Play to your device](#)).

- 1 [Open Music](#) .
- 2 Tap the playlist name and tap .
- 3 Tap  beside the songs you want to delete.
- 4 Tap **Done**.

Search Songs, Artists, Albums, Genres, or playlists

Table 6. Search for music

To do this...	Do the following...
Search for a song	Tap Songs , tap  , and begin entering the song name.
Search for an artist	Tap Artists , tap  , and begin entering the artist name.
Search for an album	Tap Albums , tap  , and begin entering the album name.
Search for a genre	Tap Genres , tap  , and begin entering the genre name.

To close the search field, tap .

Delete a playlist

You can delete playlists you created on your device.

Playlists you synchronized from HP Play cannot be deleted on your device. To delete a HP Play playlist, you must delete it from HP Play on your computer and then synchronize HP Play with your device (see [Manually sync music from HP Play to your device](#)).

- 1 Open **Music** .
- 2 Tap the playlist name and tap .
- 3 Tap **Delete Playlist**.

Delete a song from your device

To delete a song file from your device, you must put your device in USB Drive mode and delete the song using your computer.

- 1 Connect your device and your computer using the **USB cable**.
- 2 On your device, tap **USB Drive**. If prompted, tap **OK**. On your computer, your device appears as a removable drive.

For computer system requirements for using USB Drive mode, go to hpwebos.com/webos-usbmode-en.
- 3 On a Windows computer, if the Found New Hardware wizard opens, click **Cancel** to close the wizard.
- 4 Open **My Computer** (Windows XP), **Computer** (Windows Vista/Windows 7), or the **Finder** (Mac), and double click the drive representing your device.
- 5 Delete the song using your computer's controls.
- 6 End the connection safely. If you do not eject your device safely, your device resets, and may experience data loss, when you disconnect the USB cable:

On a Windows computer, right click the drive representing your device and click **Eject**.

On a Mac computer, drag the drive representing your device to the **Trash**. The Trash icon changes to **Eject**.

- 7 Disconnect the **USB cable** from the computer when the USB Drive screen no longer appears on your device.

Use HP Play to sync music from your computer to your device

If you have music in your HP Play library on your computer, you can sync the songs in your HP Play library to the Music app on your device. If you have music in an iTunes library, the contents of that library are copied to HP Play when you install it on your computer (see [Install HP Play](#)), and you can then sync all your iTunes music to your device from HP Play. Music you add to iTunes after you install HP Play is copied to HP Play automatically.

You can set up HP Play to sync automatically with your device each time you connect it to your computer (see [Set up HP Play to sync with your device](#)), or, if you choose not to sync automatically, you can manually sync HP Play with your device at any time (see [Manually sync music from HP Play to your device](#)). Playlists sync one way, from HP Play on your computer to your device, and playlists synchronized from HP Play cannot be changed on your device.

Install HP Play

On a Windows computer:

- 1 Open your computer's browser and go to hpplay.com.
- 2 Click **Download the installer and double-click to install**, and then click **Run**.
- 3 If an "Unknown publisher" message appears, click **Run** to continue.
- 4 Click **Install**, (optional) uncheck **Launch HP Play** to stop HP Play from opening immediately, and click **Finish**.

If you chose to open HP Play immediately, see [Set up HP Play to sync with your device](#).

On a Mac:

- 1 Open your computer's browser and go to hpplay.com.
- 2 Click **Download the MAC installer**.
- 3 If required, click **OK**.
- 4 When HP Play has finished downloading, drag the **HP Play** icon to the Applications folder.

Set up HP Play to sync with your device

BEFORE YOU BEGIN We recommend that you copy all of your music files from your device to your computer as a backup before beginning to sync with HP Play (see [Copy files and folders using USB Drive mode](#)). Optionally, you can then add these files to HP Play on your computer and sync them from there back to your device.

- 1 If HP Play did not open automatically after installing it, do one of the following on your computer to open it:
 - On a Windows computer: Open HP Play from the start menu or double-click .
 - On a Mac: Open the **Applications** folder and double-click .
- 2 Connect your device and your computer using the **USB cable**.

For computer system requirements for using USB Drive mode, go to hpwebos.com/webos-usbmode-en.
- 3 On your device, tap **USB Drive**. If prompted, tap **OK**.
- 4 On a Windows computer, if the Found New Hardware wizard opens, click **Cancel** to close the wizard.
- 5 In the Device Setup dialog box, click the **Name** field and enter a name for your device.

- 6 (Optional) To automatically sync music to your smartphone when it is connected to the computer, check **Automatically sync music to this device**.
- 7 Click **OK**.
- 8 Your device appears under Devices in the left-hand panel of HP Play. Click the device name and do either of the following:
 - To set up manual sync: Click **Manual**, and then click **Apply**. You are done! See [Manually sync music from HP Play to your device](#).
 - To set up automatic sync: Click **Auto** and continue to step 9.
- 9 Select any of the following sync settings:

Auto Sync Music: If you selected the auto sync option in step 6, this is already selected. Uncheck this box to turn off auto sync.

Sync all music and playlists: Available only when Auto Sync Music is turned on. Sync all HP Play music and playlists to your device.

Sync selected playlists: Available only when Auto Sync Music is turned on. Allows you to choose which of the listed playlists you want to sync.

- 10 If you made changes to the default sync settings, click **Apply**, and then click **Sync**. If you did not make changes, click **Sync**.
- 11 A warning may appear to tell you that the contents of the Music app on your device will be erased and replaced with the files you are syncing from HP Play. Click **Continue** if you want to proceed.
- 12 When HP Play finishes synchronizing, end the connection between your device and the computer safely. If you do not eject your device safely, your device resets, and may experience data loss, when you disconnect the USB cable:

On a Windows computer, in Windows Explorer, right-click the drive representing your smartphone and click **Eject**.

On a Mac computer, drag the drive representing your smartphone to the Trash. The Trash icon changes to **Eject**.

- 13 Disconnect the USB cable from the computer when the **USB Drive** screen no longer appears on your smartphone.

Manually sync music from HP Play to your device

- 1 Open HP Play on your computer.
- 2 Connect your device and your computer using the **USB cable**.
- 3 On your device, tap **USB Drive**. If prompted, tap **OK**.

For computer system requirements for using USB Drive mode, go to hpwebos.com/webos-usbmode-en.

- 4 On a Windows computer, if the Found New Hardware wizard opens, click **Cancel** to close the wizard.

Your device appears under Devices in the left-hand panel of HP Play.

- 5 Do one of the following:
 - To add a song or playlist: Click a song or playlist and drag it on top of your device's name. Repeat for any other songs or playlists.
 - To delete a playlist: Right-click the playlist and click **Delete**.
 - To delete a song from a playlist: Click the playlist name, right-click the song, and click **Remove**. Click **Remove** to confirm.

- 6 When HP Play finishes syncing, end the connection between your device and the computer safely. If you do not eject your device safely, your device resets, and may experience data loss, when you disconnect the USB cable:

On a Windows computer, in Windows Explorer, right click the drive representing your device and click **Eject**.

On a Mac computer, drag the drive representing your device to the **Trash**. The Trash icon changes to **Eject**.

- 7 Disconnect the **USB cable** from the computer when the USB Drive screen no longer appears on your device.

8 Web

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Web

Go to a website

The web browser on your device is capable of displaying most web content. The browser supports HTML5 and Adobe Flash.

- 1 Do one of the following:
- In Card view, tap **Just type**, type the site address (for example, hp.com), and tap **Go to website**.
 - **Open Web**  and enter the site address. If the page appears in the history list, tap it to go there again. If not, tap **Enter**.

When entering a website address (URL), you don't need to enter "http://www."

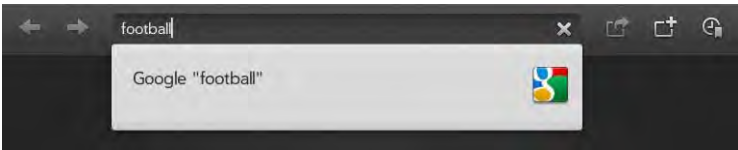
DID YOU KNOW? If you browse to a secure web page, the lock icon in the address line appears closed.

- 2 To cancel a page while it is loading, tap .

Search the web

Do one of the following:

- In Card view, tap **Just type**, type the search term, and then tap a search engine (for example, Google).
- **Open Web** , enter the search term, and tap **Enter**.



Navigate a web page

Table 1. Web page navigation

To do this...	Do the following...
Move back through previously viewed pages	Tap  .
Move forward through previously viewed pages	Tap  .
Refresh	Tap  .
Scroll	Drag or flick up/down on the screen.
View in landscape	Turn the device on its side.

Table 1. Web page navigation

To do this...	Do the following...
Zoom in/out of a page	Pinch out to enlarge items onscreen. Pinch in to decrease the size of items onscreen. Double-tap the screen to zoom in or out a specified amount.
Zoom in on a column	Double tap the column to center it and enlarge it. Double tap again to zoom out to see the whole page again.
Pan	Tap, hold, and drag the page.
Enter information in a form	Tap the form field. Enter or select information and tap Enter .
Share a web address as a link in an email message	Tap  and then tap Share Link . Create the email message.

Open another browser

If you are looking at one web page and need to check something on a different one, simply open another browser.

- 1 Tap .
- 2 Enter the address or search term for the second instance of the browser.
- 3 To move between the two pages, press **Center**  to display Card view. The web pages are displayed in a stack. Tap the one you want.

Print a web page

BEFORE YOU BEGIN Your device supports printing on all network-capable HP printers that support PCL page description language in the local LAN. These printers include new HP ePrint-capable printers—Photosmart, Officejet, and LaserJet—as well as legacy printers approximately five years

old or newer. Make sure your printer is turned on and that both your device and the printer are connected to your local or corporate wireless network. For personal printers, see the instructions that came with your printer for information about setting up a printer on a wireless network.

- 1 Open the web page that you want to print and wait until the blue progress bar runs the full way from left to right across the top of the screen and disappears.
- 2 Open the **application menu** and tap **Print**.

Printers that are available on your current wireless network are displayed.
- 3 Do one of the following:
 - If this is your first time using a printer on this network: If a list of printers is displayed, tap one.
 - If you have already used a printer on this network: The last printer you used is remembered and is selected. If you want to select another printer, scroll down and tap **Select Another Printer**.
 - To set up a printer manually or on a corporate network: Scroll down in the list of printers and tap **Add a Printer**. Tap **Enter an IP address** and enter the IP address of the printer. (Optional) Tap **Name this printer** and enter a name to identify the printer. Tap **Done**.
- 4 Depending on the printer you are using, you can set the following printer attributes:

Number of Copies: Tap **1** and tap the number of copies you want to print.

Color Printing: Tap **On** to switch color printing from On to Off.
- 5 Tap **Print**.

To cancel a print job, tap **Cancel** while the file is preparing to print, or while printing is in progress, tap  at the top of the screen, tap the notification, and then tap  to the right of the print job in the Print Queue.

Use Flash content

Flash content plays as soon as you open a website.

Do any of the following:

- To use playback controls with Flash content and interact with other active areas: Tap the Flash content.
- To zoom in on Flash content: Pinch out to enlarge items onscreen.
- To zoom out on Flash content: Pinch in to decrease the size of items onscreen.
- To exit full-screen mode while using Flash content: Press **Center** .

The ability to use Flash content is turned on by default. To turn it off: Open the [application menu](#) and tap **Preferences**. In **Enable Flash**, tap **On** to switch it from On to Off. You can turn Flash auto-load off also. If auto-load is turned off, when you open a web page, Flash content on the page appears with a play  button. Tap  to play the Flash content. To turn auto-load off: Open the [application menu](#) and tap **Preferences**. In **Autoload Flash**, tap **On** to switch it from On to Off.

Flash on your device does not support the following:

- Games that require arrow keys as controls. The device keyboard has no arrow keys, so unless a game enables the remapping of keys, you cannot play that game on your device.
- Hover states on Flash content.
- Some video streaming methods.

Add a web page to the Launcher

Add any web pages you visit frequently to the Launcher so you can access them in a few taps.

- 1 Open the page you want to add to the Launcher.
- 2 Tap , and tap **Add to Launcher**.



- 3 Do any of the following:

To edit the title: Tap the title. See [Text selection gestures](#) for useful gestures if you want to edit the page title.

To edit the URL: Tap the URL and enter or edit the URL for the page. For example, change the URL to the home page of a site instead of a drill-down page within the site.

- 4 Tap **Add to launcher**.

The page now appears as an icon on the Favorites page of the Launcher. Tap the icon to open the page. To delete the page from the Launcher, see [Delete an application](#).

Create a bookmark

- 1 Open the page you want to bookmark.
- 2 Tap , and tap  on the bookmarks tab.

If the bookmarks tab is not open, tap .



- 3 Tap  to close the Bookmarks panel.

NOTE Web bookmarks are part of the data backed up to your HP webOS Account.

Open a bookmarked page

Do one of the following:

- In Card view, tap **Just type**, type a few characters of the bookmark title, and then tap **Bookmarks & History**. Scroll to find the bookmark you want, and tap to open it.
- To open a bookmark if it's not on the start page, or after you navigate away from the start page: Tap , and tap the bookmark on the Bookmarks tab. If the Bookmarks tab is not open, tap .

Edit or delete a bookmark

- 1 **Open Web** .
- 2 Tap .
- 3 Do either of the following:
 - To edit: Tap  to the right of the bookmark name. Change the title or URL and tap **Save Bookmark**.
 - To delete: Throw the bookmark off the side of the screen and tap **Delete**.

Return to previously viewed web pages

Do one of the following:

- In Card view, tap **Just type**, type a few characters of a keyword relating to the page you are looking for, and then tap **Bookmarks & History**. Scroll to find the page you want, and tap to open it.
- **Open Web** , tap , and then tap . Scroll to the page name and tap the page.

- **Open Web**  and enter a term or address in the address bar that matches the page name or address.
- To clear your browsing history: **Open Web** , open the **application menu**, tap **Preferences**, and then tap **Clear History**.

Use links on a web page

Table 2. Use links on a web page

To do this...	Do the following...
Go to another page	Tap the link.
Open a link in another browser	Tap and hold the link. Tap Open In New Card .
Share via email	Tap  , and tap Share Link .
Copy the URL	Tap and hold the link. Tap Copy URL .

Work with images on a web page

Table 3. Work with images on a web page

To do this...	Do the following...
Copy an image to Photos & Videos	Tap and hold the image. Tap Copy to Photos . Pictures you copy from the web are stored in the Miscellaneous album in Photos & Videos.
Share an image via email	Tap and hold the image. Tap Share Image .
Use an image as wallpaper	Tap and hold the image, tap Set Wallpaper , and then tap OK .

Download files from the web

- 1 **Open Web** .
- 2 Go to the web page with the file you want to download.

- 3 Tap the file name.
- 4 If an app on your device supports the file type, the file name is displayed in the Downloads panel. Tap **Open**.



All files are downloaded to the device's USB storage. If an app on your device supports the file type, you can also find the file in that app. For example, if it's a PDF file, find it in Adobe Reader, and if it's an MP3 file, find it in Music.

Add a web search engine

When you browse to some websites that use search functionality, such as dictionary.com, you may see the notification Web Search Engine Available. This means that you can add this website to the list of search engines your device uses when you use Just Type to enter a search term while in Card view.

- 1 Tap  at the top of the screen and then tap the **Tap to add as Search Engine** notification.
- 2 Check the box to the left of the website name in the Search Using section of the Just Type preferences to add this website as a search option in Just Type.

Customize web browser settings

- 1 **Open Web** .
- 2 Open the **application menu** and tap **Preferences**.

- 3 Set any of the following:

Default Web Search Engine: Select your default search engine.

Block Popups: Prevents websites from opening up new browser windows. Tap **On** to switch Block Popups from On to Off.

Accept Cookies: Allows cookies from any website you view, even if you are redirected to a site from another site. Tap **On** to switch Accept Cookies from On to Off.

Enable JavaScript: Tap **On** to switch JavaScript from On to Off. Turning off JavaScript may prevent some websites from functioning properly.

Enable Flash: Tap **On** to switch it from On to Off. Turning off Flash content prevents Flash content from displaying.

Autoload Flash: Enables Flash content to begin playing as soon as you open a website. Tap **Off** to switch it from Off to On.

Clear Bookmarks: Tap to delete your bookmarks.

Clear History: Tap to delete your browsing history.

Clear Cookies: Tap to delete cookies used by some websites to remember visiting history and user settings.

Clear Cache: Tap to delete any web page content that has been stored in the local cache. This ensures that you are viewing the most current content when you visit a web page.

- 4 Tap **Done**.

Maps

Search for a location

- 1 **Open Maps** .

- 2 If prompted, tap **Allow Once** to turn on Location Services for this session.
- 3 Do one of the following:
 - To search for a new address: Tap the **Search or Address** field, enter an address, and tap **Enter**.
 - To find an address you saved: Tap , tap **Saved**, and tap a location.
 - To find an address you searched for recently: Tap , tap **Recents**, and tap a location.
- 4 (Optional) To save the location, tap , tap , and tap **Save**.
- 5 (Optional) To get directions to the location, tap , tap .

NOTE The Maps app cannot determine your location and therefore cannot work properly unless a location service is turned on (see [Turn Google Services on/off](#)).

TIP You can search for a location in Maps directly from Card view. Tap **Just type**, start typing the address or location name and, under **Search Maps**, tap **Maps**. If prompted, tap **Allow Once** to turn on Location Services for this session. The Maps application opens with the closest match to your search term displayed in the map header.

Get directions

- 1 [Open Maps](#) .
- 2 If prompted, tap **Allow Once** to turn on Location Services for this session.
- 3 Tap .
- 4 If required, tap **OK** to turn on your location.

- 5 If you want to start at a location other than your current location, tap **Current Location**, and enter a new starting location or tap a location you viewed recently.
- 6 Tap the address field to the right of Current Location and enter a new starting location and tap **Enter**, or tap a location you viewed recently. To get directions to an address you saved, tap , and tap **Saved**. Tap a location and tap **Directions To Here**.
- 7 Do any of the following:
 - For driving directions: Tap .
 - For public transport directions: Tap .
 - For walking directions: Tap .
- 8 To see the route in writing, tap . Tap the transit mode icons at the top of the panel to see driving, public transport, or walking routes. Tap  to close the directions panel.
- 9 Tap **Start** to see step-by-step directions on the map. Tap  to move to the next step, and  to go to the previous step.

NOTE The Maps app cannot determine your location and therefore cannot work properly unless a location service is turned on (see [Turn Google Services on/off](#)).

Work with saved locations

- 1 [Open Maps](#) .
- 2 If prompted, tap **Allow Once** to turn on Location Services for this session.
- 3 Do any of the following:
 - To view a saved location: Tap , tap , tap **Saved**, and then tap a location.

- To get directions to a saved location from your current location: Tap , tap , and tap **Saved**. Tap a location and tap **Directions To Here**.
- To get directions from a saved location to your current location: Tap , tap , and tap **Saved**. Tap a location and tap **Directions From Here**.
- To get directions from one saved location to another saved location: Tap , tap , and tap **Saved**. Tap a location and tap **Directions From Here**. Tap , tap **Saved**, tap a location, and then tap **Directions To Here**.
- To delete a saved location: Tap , tap **Saved**, throw the location off the side of the screen and tap **Delete** to confirm.

Work with locations you viewed recently

- 1 **Open Maps** .
- 2 If prompted, tap **Allow Once** to turn on Location Services for this session.
- 3 Do any of the following:
 - To view a recently viewed location: Tap , tap , tap **Recents**, and then tap a location.
 - To get directions to a recently viewed location from your current location: Tap , tap , and tap **Recents**. Tap a location and tap **Directions To Here**.
 - To get directions from a recently viewed location to your current location: Tap , tap , and tap **Recents**. Tap a location and tap **Directions From Here**.
 - To save a recently viewed location: Tap , tap , tap **Recents**, and then tap a location. Tap , tap , and then tap **Save**.
 - To get directions from one recently viewed location to another recently viewed location: Tap , tap , and tap **Recents**. Tap a location and tap **Directions From Here**. Tap , tap **Recents**, tap a location, and then tap **Directions To Here**.
 - To delete a location: Tap , tap **Recents**, throw the location off the side of the screen, and tap **Delete**.
 - To delete all recently viewed locations: Tap , tap **Recents**, and tap **Clear**.

View your current location

If you are viewing a map of a location far from where you are currently, you can reposition the map to show your current location.

Do one of the following:

- If you have Location Services turned on: Tap .
- If you do not have Location Services turned on: Tap  and tap **Launch**. Open the Location Services [application menu](#), tap **Locate Me Using**, and tap **Google Services**. Press **Center**  and tap the Maps app in Card view. Tap **Allow Once** to allow the Maps app to use your location for this session.

Move around and zoom in/out on a map

Do any of the following:

- To pan a map: Tap, hold, and drag the map.
- To zoom in/out on a map: Pinch out to enlarge items onscreen. Pinch in to decrease the size of items onscreen.

Customize the map view

- 1 **Open Maps** .
- 2 If prompted, tap **Allow Once** to turn on Location Services for this session.
- 3 Tap  and tap any of the following:

Road: Displays a two dimensional view showing roads and landmarks.

Satellite: Shows a satellite image.

Bird's Eye: Shows a map made up of images taken from the air.

Show Traffic: Shows major roads and commute paths colored to indicate their current traffic status. The color scale runs from green (meaning free-flowing traffic), through yellow, red, and finally gray (meaning slow traffic).

Drop a pin: Allows you to drag a pin to a map location and get directions to that location or add the location to your saved locations. Tap **Drop a pin** to drop a pin on the map. Tap, hold, and drag the pin to an address. Remove your finger from the pin and tap  to get directions or tap  and tap **Save** to save the location. To remove a pin from a map, tap , and then tap **Drop a pin**.

Clear Map: Clear the current map view.

- 4 Tap  to close the map preferences panel.

9 Contacts, Calendar, and other personal information

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Contacts

How do I add names and other info into Contacts?

You have a few options for getting info into Contacts.

Connect to an online address book: If you have an address book in an online account that works with the HP Synergy feature (see [Your HP TouchPad](#)), for example, Google or Microsoft Exchange, you can set up Contacts on your device to synchronize and display contacts that you store in the online address book. After you set up the connection to the online address book, contacts you enter online show up automatically in Contacts, and contacts you enter on your device sync to the online account, provided the account allows writing from the device to the online account.

You can set up your contacts accounts in either of these locations.

- The Accounts app (see [Use the Accounts application to set up an online account](#))
- The Contacts app (see [Use Contacts for the first time](#), [Set up an online account in Contacts](#), and [Customize Contacts](#))

The Synergy feature provides another advantage: During the same process you go through to set up a contacts account, you also set up the same account for all other applications that can display data from that account. For details on how Synergy works for the current list of online accounts, see [Online accounts available for webOS devices](#).

For example, suppose you want to set up your Google contacts account on your device. The last step in setup is to select all the other apps that you want to receive data from your Google account (besides Contacts, you can include Messaging, Calendar, Email, and Documents). After setup is complete, your device begins to download your contacts and all data for all other apps you selected for synchronization.

NOTE In the Launcher, tap **Accounts** and then tap **Add Account** to see the current list of online accounts you can set up on your device and from which you can access contact info. See [Online accounts available for webOS devices](#) to see how major online accounts synchronize data between the web-based account and your device.

Enter a contact directly in Contacts: See [Create a contact](#) for instructions. You can assign the contact to one of your online address books—if you do, it synchronizes with the online address book. Or you can create the contact in your HP webOS Account, which means it shows up on your device only. HP webOS Account contacts are included in the daily backup of your HP webOS Account information, so you can restore them if they are accidentally erased.

NOTE With some online accounts, such as Facebook or Yahoo!, data you enter on your device does not sync to the online account.

Use a third-party sync solution (if available): If you want to use a desktop app to store your contacts, you may be able to use a third-party solution (sold separately) to sync your contacts directly with your computer (see [Sync your desktop organizer and your device](#) or to go hpwebos.com/sync-solutions to see if third-party solutions are available for your device. If there are no solutions available for your device, check with the developers of existing sync software for other webOS devices to see if they are developing a solution for your device).

Transfer contacts from an existing HP webOS Account: When setting up your device, you can choose to sign in to an existing HP webOS Account that you may be using already with a webOS smartphone. If you decide to sign in to an existing account, you can choose to do a one-time transfer of the data, including contacts, stored in the existing HP webOS Account to your device.

Download vCard info to Contacts: A vCard is a file type made especially for contact info. A vCard may contain one or many contact entries. A vCard can be attached to an email, and you can download the info in a vCard to your Contacts app. See [Receive vCards](#).

Linked contacts

The Synergy feature automatically links contacts from different accounts if it finds data in common between them. For example, if you have a contact in Exchange and in Google for Steven Grayson, your device links the contacts so that all of Steven's info shows up on a single contact screen. You need to open just one view to see all of Steven's info. The actual data remains separate in the various accounts where you originally created the data; it's just assembled in one view on your device for your convenience.

How can you tell if a contact is linked? Look in the upper-right corner of the contact panel. If you see [number of] linked profiles beside the photo icon, that means that you're looking at a linked contact, with combined info from contacts you're storing in separate accounts.

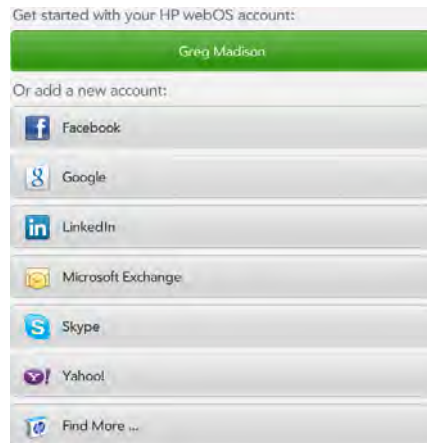


- 1 Tap **[number of] linked profiles** to see the contacts that are linked.
- 2 Steven is a contact in your HP webOS Account and your Google online account.
- 3 Steven's combined contact info is listed.

You can unlink linked contacts, and you can manually link contacts (see [Unlink a contact](#) or [Link a contact](#)).

Use Contacts for the first time

- 1 **Open Contacts** .
- 2 Do one of the following:
 - To set up an online account to sync: To set up an account that is listed, tap the account type, and go to step 3. To set up an account type that is not listed, tap **Find more** to find an app and follow the instructions onscreen.
 - To use accounts you have set up already in another app: Tap **Go**. This opens your HP webOS Account and any online accounts, and you can start creating contacts in these accounts.
 - To use Contacts without creating an online account: Tap your HP webOS Account name. You can now start creating contacts in your HP webOS Account.



- 3 If you are setting up a Skype account, tap **Sign In**.
- 4 Enter the account information, and then tap **Sign in**.
- 5 If you are setting up an Exchange account, you may see a message telling you that you must set a PIN or password for the device the next time you wake up the screen. Tap **OK** to continue with account creation. The next time you wake up the screen, tap **Set PIN** or **Set Password**. Enter a PIN or Password and tap **Done**. If you encounter problems while setting up an Exchange account, see [Set up email: Microsoft Exchange and Lotus Notes](#) to learn about setting up an account manually.
- 6 Depending on the account, you may be presented with options for which apps should download data from that account. For each app, tap **On** or **Off**, and then tap **Create account**.

NOTE If you add your Facebook or LinkedIn account to Contacts, your friends' Facebook and LinkedIn email addresses show up in Contacts. You cannot change Facebook or LinkedIn info from Contacts on your device. You also cannot add friends to your Facebook or LinkedIn account from Contacts. To work directly with Facebook or LinkedIn, download the free Facebook or LinkedIn application from App Catalog (see [Download a free application](#) and [Facebook Tablet](#)), or go to facebook.com or linkedin.com in the Web application (see [Web](#)).

Set up an online account in Contacts

- 1 [Open Contacts](#) .
- 2 Do one of the following:
 - To set up an online account the first time you use Contacts: See [Use Contacts for the first time](#).
 - To set up an online account any other time: Open the [application menu](#), tap **Preferences & Accounts**, tap **Add an account**, tap an account type, and go to step 3. To set up an account type that is not listed, tap **Find More** to find an app and follow the instructions onscreen.
- 3 If you are setting up a Skype account, tap **Sign In**.
- 4 Enter the account information, and then tap **Sign in**.
- 5 If you are setting up an Exchange account, you may see a message telling you that you must set a PIN or password for the device the next time you wake up the screen. Tap **OK** to continue with account creation. The next time you wake up the screen, tap **Set PIN** or **Set Password**. Enter a PIN or Password and tap **Done**. If you encounter problems while setting up an Exchange account, see [Set up email: Microsoft Exchange and Lotus Notes](#) to learn about setting up an account manually.
- 6 Depending on the account, you may be presented with options for which apps should download data from that account. For each app, tap **On** or **Off**, and then tap **Create account**.

Create a Skype account in Contacts

You do not need to have a Skype account set up before using Skype in Contacts—you can set one up directly from Contacts. You can also create a Skype account in Accounts (see [Use the Accounts application to set up an online account](#)), Messaging (see [Create a Skype account in Messaging](#)), and Phone (see [Create a Skype account in Phone & Video Calls](#)).

- 1 [Open Contacts](#) .
- 2 Do one of the following:
 - If you have not set up an account in another app that takes advantage of the Synergy feature: Tap **Skype**.
 - If you have already set up an account that takes advantage of the Synergy feature and want to set up another one: Tap **Add an Account** and tap **Skype**.
 - Any other time: Open the [application menu](#) and tap **Preferences & Accounts**. Tap **Add an account** and tap **Skype**.
- 3 Tap **Create Account**.
- 4 Tap **Accept** to agree to Skype's terms and conditions.
- 5 Enter the following details:
 - Full Name: Enter your full name.
 - Skype Name: Enter a name that you will use to identify yourself to other Skype users.
 - Password: Enter a password and then enter it again.
 - Email Address: Enter your email address and then enter it again.
- 6 Tap **Create Account**, and tap **Create Account** again.
- 7 Tap **Done**.

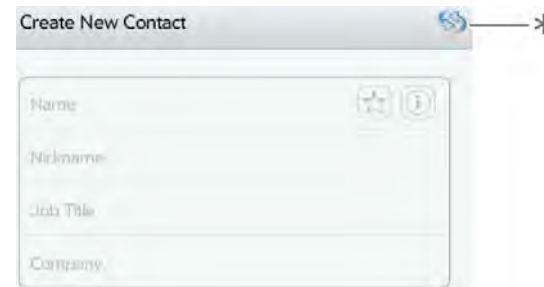
Create a contact

You can add a contact to an account. If you don't specify the account, the new contact is added to your default account.

If you are using Contacts for the first time, you go through a few different steps to add or access the contacts on your device (see [Use Contacts for the first time](#)). Follow this procedure to add contacts directly on your device after the first time you use Contacts.

- 1 [Open Contacts](#) .

- 2 Tap **Add Contact**.
- 3 (Optional) Tap the account icon in the upper-right corner of the screen to change the account to which the new contact will be added.



* Account icon, showing HP webOS Account

NOTE If an account doesn't appear in the list, you can't add data to that account from your device.

- 4 Tap **Name** to enter the contact name.
- 5 To add detailed name information, such as prefix, suffix, or middle name, to a name, tap  beside the Name field.
- 6 Tap fields to enter contact details.

In some fields, such as **Phone Number**, a label button is displayed on the right. Tap the button to change the label for your entry—for example, to identify a number as a mobile or work phone.
- 7 (Optional) To assign the contact as a favorite, tap  (see [Create a favorite](#)).
- 8 (Optional) To add a photo to the contact, see [Add or change a contact photo](#).
- 9 Tap **Done**.

Find a contact

To find a contact within the Contacts app, use these steps.

- 1 [Open Contacts](#) .
- 2 Do one of the following:
 - Scroll through the list of contacts in the contacts list (left-hand panel).
 - Tap **Search** and begin typing first, middle, or last name, first and last initial (with no space between), company, or nickname.
 - For more search options, tap **Global Address Search**. (This option is available if you are using Microsoft Exchange with a Global Address List.)
- 3 Tap the contact.

For quick access to the contacts you use regularly, you can create a favorite in Contacts (see [Create a favorite](#)) or in Phone (see [Create a favorite in Phone & Video Calls](#)).

NOTE You can make calls from your device only when it is connected to a compatible HP webOS smartphone (see [Make a pairing request to another device](#) and [Pair with an HP webOS smartphone using Touch to Share](#)).

View, edit, or delete contact information

- 1 [Open Contacts](#) .
- 2 Search for a contact (see [Find a contact](#)), and tap the contact name.
- 3 To the contact info, tap .

NOTE The fields that make up the contact header (name, photo, nickname, job title, company) are unique to each account. You must open a specific account to edit these fields.

- 4 Do any of the following:

- To add information: Tap the field and enter the info. For a linked contact, you can also tap the account icon on the left side of the field, and then tap the account you want to add the info to (see [Enter information in a field](#)).
- To change information: Tap a field and enter the info (see [Enter information in a field](#)).

NOTE Info that originates from some accounts (like Facebook) can't be edited on your device. If you tap a field and nothing happens, this is a field that can't be edited on the device. To make changes, go to the online account.

- To change a contact picture: Tap  beside the current picture. If required, tap **Change Photo**. Tap the album containing the picture and tap the picture thumbnail, or tap **Search**, enter a file name, and tap a picture thumbnail. Tap **OK**.
- To delete a piece of contact information: Throw the item off the side of the screen and tap **Delete**.
- To delete a contact picture: Tap  beside the current picture and tap **Delete Photo**.
- To delete a contact: Tap **Delete** at the bottom of the screen.

In a linked contact, information from the various accounts is displayed in a single view. Tap any field to edit information specific to an account.

- 5 Tap **Done**.

Add or change a contact photo

- 1 While creating (see [Create a contact](#)) or editing (see [View, edit, or delete contact information](#)) a contact, tap  beside the current photo.
- 2 If you are replacing an existing photo, tap **Change Photo**.

- 3 Do one of the following:
 - To browse to a photo: Tap the album containing the picture and tap the picture thumbnail.
 - To search for a photo: Tap **Search**, enter a photo name, tap the photo name, and then tap the photo thumbnail.
- 4 Tap **OK**.

Create a favorite

You can make a contact a favorite, so that it appears at the top of the search results list when you search using Just Type.

- 1 [Open Contacts](#) .
- 2 Search for a contact (see [Find a contact](#)), and tap the contact name.
- 3 Tap  in the contact details panel.

In the **All** contacts list, favorites are identified with a .

Remove a contact from favorites

- 1 [Open Contacts](#) .
- 2 Tap **Favorites**.
- 3 Tap a contact and tap .

Call or chat with a Skype contact

When you add or create a Skype account on your device, your Skype buddies are added to Contacts. From here, you can chat with a buddy, or make a voice or video call to a buddy.

- 1 [Open Contacts](#) .
- 2 Tap a contact and then tap the contact name again.
- 3 Tap one of the following:
 - To start an IM chat with a buddy: Tap **Chat**, enter your message, and tap **Enter**.
 - To make a voice call to a buddy: Tap **Voice Call**.
 - To make a video call to a buddy: Tap **Video Call**.

Link a contact

When your device recognizes matching information in two or more contacts—for example, the same name and phone number—it automatically gathers the info from the two records into a single view that displays all the contact information. You can also manually link contacts. The info for your linked contacts appears combined only on your device; the actual info is kept separate and distinct in the accounts it came from.

IMPORTANT To maintain the integrity of your contact data, it's important that you link only one person's contact info in different accounts. For example, if you have contact info for Steven Grayson in Google, Facebook, Microsoft Exchange, and your HP webOS Account, go ahead and link all four contacts into a linked contact. But don't link Steven's contact info with his brother John's.

- 1 [Open Contacts](#) .
- 2 Search for a contact (see [Find a contact](#)), and tap the contact name.

- 3 In the contact details panel, tap **1 profile** or **[number of] linked profiles**, and tap **Link more profiles**.



- 4 Search for the contact (see [Find a contact](#)) and tap it to link the two contacts.
- 5 (Optional) After you create the link, you can ensure that the linked contact appears in your Contacts list under the name you're most likely to recognize (and not, say, under a person's IM screen name, which can be unrelated to their real name). To do this, tap **[number of] linked profiles**, tap the contact name you want to appear, and tap **Set as primary profile**.

Unlink a contact

- 1 **Open Contacts** .
- 2 Search for a contact (see [Find a contact](#)), and tap the contact name.
- 3 Tap **[number of] linked profiles**, and tap the contact you want to unlink.
- 4 Tap **Unlink this profile**.

Get in touch with a contact

- 1 **Open Contacts** .
- 2 Search for a contact (see [Find a contact](#)), and tap the contact name.
- 3 Do any of the following:
 - To send an email or instant message: Tap the appropriate field. For example, tap an email address to send an email to the contact.
 - To locate an address on a map: Tap an address field.
 - To send a text message: Tap .
 - To call that contact: Tap a phone number.

NOTE You can only make calls and send text messages from your device when it is connected to a webOS smartphone (see [Make a pairing request to another device](#) and [Pair with an HP webOS smartphone using Touch to Share](#)).

Delete a contact

- 1 **Open Contacts** .
- 2 Search for a contact (see [Find a contact](#)), and tap the contact name.

NOTE Entries that you cannot change on your device, like those from Facebook and LinkedIn, you also cannot delete from the device. You must delete them from your account on the web to remove them from your device.

- 3 Do one of the following:
 - To delete only one entry in a linked contact: Tap **[number of] linked profiles**. Tap the entry you want and tap **Delete this profile**.
 - To delete an unlinked contact or an entire linked contact: Tap  and then tap **Delete**. Tap **Delete All Profiles** to confirm.

NOTE If you see Delete Other Profiles rather than Delete All Profiles, you have linked contacts that come from accounts whose info you can't change on your device (like Facebook and LinkedIn). Tap it. To delete any remaining profiles, go to the account online using your computer and delete them there.

If you delete a contact that is assigned to an online account, the contact is deleted in the online account also.

Customize Contacts

- 1 **Open Contacts** .
- 2 Open the **application menu** and tap **Preferences & Accounts**.
- 3 Set the following options:

List Order: Tap to select the criteria by which the contact list is sorted. If you select **Last name** to sort on, the names are alphabetized by last name, but they still appear in the Contacts list as first name followed by last name. If you select **First name** to sort on, names are alphabetized by first name.



- 1 Contact list sorted by first name
- 2 Contact list sorted by last name

You can also choose to sort by Company & first name or Company & last name. In these cases, the company name is alphabetized, and within the company, whichever you choose, the names are still listed as first name followed by last name.

Default account: Tap the current default account to change the default to another account. New contacts you create are assigned to this account unless you specify otherwise.

Accounts: Tap an account to change login settings and sign in using the new settings.

Add an account: Tap, and then tap an account type. Enter the account information. Before you can set up an account on your device, you must already have an account online with the provider.

Sync Now: Tap to manually synchronize your online accounts (see [Manually synchronize Contacts with your online accounts](#)).

- 4 Tap **Done**.

Manually synchronize Contacts with your online accounts

If you want to get contacts from an online account on your device immediately, or upload contacts from your device to the online account, you can do a manual sync. This synchronizes Contacts with all the accounts you have set up on your device, and it syncs all other apps associated with all online accounts that you selected for synchronization.

- 1 **Open Contacts** .
- 2 Open the **application menu** and tap **Preferences & Accounts**.
- 3 Tap **Sync Now**.

Delete an online account from Contacts

If you synchronize contacts with an online account, deleting the account from Contacts stops synchronization of contacts only—if you also sync email or calendar events with that online account, those continue to

synchronize. Deleting the account from Contacts also deletes the associated contact entries from your device only. The entries are not deleted from the online account.

- 1 **Open Contacts** .
- 2 Open the **application menu** and tap **Preferences & Accounts**.
- 3 Tap the account name.
- 4 Tap **Remove Account** and tap **Remove Account**.

To restart synchronization with an account you have deleted from Contacts: **Open Accounts** , tap the account name, and tap **Off** beside **Contacts** to turn synchronization on.

Receive vCards

To get an emailed vCard into Contacts:

- 1 From the open Email message, tap the attachment.

The vCard opens automatically within Contacts.
- 2 Tap the account icon in the upper-right corner, and tap the account to which you want to add the new contact.
- 3 Tap **Done**.

Calendar

How do I get events into Calendar?

You have a few options for getting events to show up in Calendar:

Connect to an online calendar: If you have a calendar in an online account that works with the HP Synergy feature (see [Your HP TouchPad](#)),

for example, Google or Microsoft Exchange, you can set up Calendar on your device to synchronize and display events in the online calendar. After you set up the connection to the online calendar, events you enter online show up automatically in Calendar, and events you enter on your device sync to the online account, provided the account allows writing from the device to the online account.

You can set up your calendar accounts in either of these locations.

- The Accounts app (see [Use the Accounts application to set up an online account](#))
- The Calendar app (see [Use Calendar for the first time](#), [Set up an online account in Calendar](#), and [Customize Calendar](#))

DID YOU KNOW? If you synchronize with your Google calendar, you can add Google Weather to the calendar on your computer and have it appear in Calendar on your device. On your computer, log in to your Google Calendar account and open **Calendar Settings**. Click the **General** tab, enter your location, and click the temperature unit you want in **Show weather based on my location**. The next time your device synchronizes with your Google account, Google Weather appears in Calendar on your device.

The Synergy feature provides another advantage: During the same process you go through to set up a calendar account, you also set up the same account for all other applications that can display data from that account. For details on how Synergy works for the current list of online accounts, see [Online accounts available for webOS devices](#).

For example, suppose you want to set up your Google calendar account on your device. The last step in setup is to select all the other apps that you want to receive data from your Google account (besides Calendar, you can include Contacts, Messaging, Email, and Documents). After setup is complete, your device begins to download your calendar events and all data for all other apps you selected for synchronization.

NOTE In the Launcher, tap **Accounts** and then tap **Add Account** to see the current list of online accounts you can set up on your device and from which you can access Calendar events. See [Online accounts available for webOS devices](#) to see how major online accounts synchronize data between the web-based account and your device.

Enter an event directly in Calendar: See [Create an event](#) for instructions. You can assign the event to one of your online calendars—if you do, it synchronizes with the online calendar. Or you can create the event in your HP webOS Account, which means it shows up on your device only. HP webOS Account events are included in the daily backup of your HP webOS Account information, so you can restore them if they are accidentally erased.

NOTE With some online accounts, such as Yahoo!, data you enter on your device does not sync to the online account.

Use a third-party sync solution: If you want to use a desktop app to store your calendar events, you may be able to use a third-party solution (sold separately) to sync your calendar events directly with your computer (see [Sync your desktop organizer and your device](#) or go to hpwebos.com/sync-solutions) to see if third-party solutions are available for your device. If there are no solutions available for your device, check with the developers of existing sync software for other webOS devices to see if they are developing a solution for your device).

Transfer calendar events from an existing HP webOS Account: When setting up your device, you can choose to sign in to an existing HP webOS Account that you may be using already with a webOS smartphone. If you decide to sign in to an existing account, you can choose to do a one-time transfer of the data, including calendar events, stored in the existing HP webOS Account to your device.

Layered calendars

Suppose you use the calendar in both Microsoft Exchange and in Google. If you set up both of those accounts to sync with your device, your device's Calendar app shows the events from both in a single view—a layered calendar with events that are color-coded to identify which provider they come from. Individual events are stored separately with your different providers; the events are just assembled in one view on your device for your convenience.

If you change an event, the change is made in the appropriate calendar.

You can also look at the events of just one calendar at a time.

Use Calendar for the first time

- 1 [Open Calendar](#) .
- 2 Do one of the following:
 - To set up an online account to sync: To set up an account that is listed, tap the account type, and go to step 3. To set up an account type that is not listed, tap **Find more** to find an app and follow the instructions onscreen.
 - To use accounts you have set up already in another app: Tap **Go**. This opens your HP webOS Account and any online accounts, and you can start creating events in these accounts.
 - To use Calendar without creating an online account: Tap your HP webOS Account name. You can now start creating contacts in your HP webOS Account.



- 3 Enter the account information, and then tap **Sign in**.

If you are setting up an Exchange account, you may see a message telling you that you must set a PIN or password for the device the next time you wake up the screen. Tap **OK** to continue with account creation. The next time you wake up the screen, tap **Set PIN** or **Set Password**. Enter a PIN or Password and tap **Done**. If you encounter problems while setting up an Exchange account, see [Set up email](#):

[Microsoft Exchange and Lotus Notes](#) to learn about setting up an account manually.

- 4 Depending on the account, you may be presented with options for which apps should download data from that account. For each app, tap **On** or **Off**, and then tap **Create account**.

NOTE If you choose to sync Calendar with an online Facebook account, your Facebook events show up in Calendar, but you cannot add calendar events to Facebook from the Calendar app. To work directly with Facebook, use the Facebook application developed for your device (see [Facebook Tablet](#)). To work directly with LinkedIn, go to [linkedin.com](#) in the Web application (see [Web](#)) or download the free LinkedIn application from App Catalog.

Set up an online account in Calendar

- 1 [Open Calendar](#) .
- 2 Do one of the following:
 - To set up an online account the first time you use Contacts: See [Use Calendar for the first time](#).
 - To set up an online account any other time: Open the [application menu](#), tap **Preferences & Accounts**, tap **Add an account**, tap an account type and go to step 3. To set up an account type that is not listed, tap **Find More** to find an app and follow the instructions onscreen.
- 3 Enter the account information, and then tap **Sign in**.
- 4 If you are setting up an Exchange account, you may see a message telling you that you must set a PIN or password for the device the next time you wake up the screen. Tap **OK** to continue with account creation. The next time you wake up the screen, tap **Set PIN** or **Set Password**. Enter a PIN or Password and tap **Done**. If you encounter problems while setting up an Exchange account, see [Set up email: Microsoft Exchange and Lotus Notes](#) to learn about setting up an account manually.

- 5 Depending on the account, you may be presented with options for which apps should download data from that account. For each app, tap **On** or **Off**, and then tap **Create account**.

Create an event

If you are using Calendar for the first time, you go through a few different steps to add or access the calendar events on your device (see [Use Calendar for the first time](#)). Follow this procedure to add events directly on your device after the first time you use Calendar. For information on managing your device's time settings, see [Date & Time](#).

- 1 [Open Calendar](#) .
- 2 Tap **New event**.
- 3 Tap **Event Name** and enter the event name.
- 4 Tap the account name below the Event Location field, and tap the calendar you want to use for this event.

NOTE If an account doesn't appear in the list, you can't add data to that account from your device.

- 5 In the From and To fields, tap the start and finish times and dates for the event.
- 6 Tap **Done**.

Enter the event location

- 1 To create a new event, tap **New event**. To enter the event location after creating an event, tap the event name in Day view, and tap **Edit**.
- 2 Tap **Event location** and enter the location.

3 Tap **Done**.

TIP Need to find the event location on a map? Open an event that has a location specified in the Event Location field, and tap the location address. The location is displayed in the Maps app.

Invite others to an event

You can invite others to an event you create in an Exchange calendar.

- 1 To create a new event, tap **New event**. To invite others to an event after creating the event, tap the event name in Day view, and tap **Edit**.
- 2 Tap the account name below the Event Location field, and tap an Exchange calendar.
- 3 Tap **To**. Enter an email address or tap  and tap a contact email address.
- 4 Tap **Send**.

Contact meeting invitees

You can send an email to invitees to an event you created in an Exchange calendar.

- 1 Tap the event name in Day view and tap **[number of] attendee/attendees**.
- 2 Tap **Contact Attendees**.

This opens an email message with the participants' addresses added to the To field. The default message text is "Running late. On my way...". You can edit the text before sending the message.
- 3 Tap **Send**.

Schedule a repeating event

- 1 To create a new event, tap **New event**. To set an event as repeating after creating the event, tap the event name in Day view, and tap **Edit**.
- 2 Tap **No Repeat**, and then tap a repeat interval or **Custom** to define a repeat interval and set the end date.
- 3 Tap **Done**.

DID YOU KNOW? To enter a birthday, anniversary, or holiday, create an untimed event. Then select **Yearly on [date]** as the repeat interval. See [Create an all-day \(untimed\) event](#).

Add an alarm to an event

- 1 To create a new event, tap **New event**. To add an alarm after creating an event, tap the event name in Day view, and tap **Edit**.
- 2 The default alarm setting is 15 minutes before the start of the event. To change the setting, tap **15 minutes before** and tap the new setting for the alarm.
- 3 Tap **Done**.

Customize event notification sounds

The settings you apply here apply to all of your Calendar accounts.

- 1 [Open Calendar](#) .
- 2 Open the [application menu](#) and tap **Preferences & Accounts**.
- 3 Tap the **Event Reminders** field and tap any of the following:

Vibrate: The device vibrates and makes a vibrating sound but makes no other sound.

System Sound: The system sound plays.

Mute: No sound plays and the device does not vibrate.

Add a note to an event

- 1 To create a new event, tap **New event**. To add a note after creating an event, tap the event name in Day view, and tap **Edit**.
- 2 Tap **Event Notes** and enter the note.
- 3 Tap **Done**.

NOTE If a URL is displayed in an event note as an underlined link, you can tap it to open the web page in the Web app.

Create an all-day (untimed) event

An all-day event such as a birthday appears in your calendar without a specific time slot.

- 1 [Open Calendar](#) .
- 2 Open the [application menu](#), tap **New**, and then tap **All Day Event**.
- 3 Enter the event details.
- 4 Tap **Done**.

Change the Calendar display

You can change the display of Calendar to show the events from all of your calendars or just the events recorded in one of your calendars. You can also change the color that identifies a calendar account, and you can display events in Day, Week, or Month view.

- 1 [Open Calendar](#) .
- 2 Do any of the following:
 - To see different calendar views: Tap  (day),  (week), or  (month) on the bottom of the screen.
 - To remove a Calendar account from the layered calendar view: Tap the account you want to remove on the upper-left corner of the screen. Tap the account again to add it to the layered view. To hide all accounts, tap **Hide All**. Tap **Show All** to display all accounts.
 - To change the color that identifies a Calendar account: Open the [application menu](#) and tap **Preferences & Accounts**. In Calendar Colors, tap the current color for an account, tap a new color in the list, and then tap **Done**.

Move around in Calendar

- To go to the next or previous day: In Day view, swipe left or right on the screen.
- To go to the next or previous week: In Week view, swipe left or right on the screen.
- To go to the next or previous month: In Month view, swipe left or right on the screen.
- To go to a specific day from Week or Month view: Tap the day.
- To go to a specific month, date, or year: Tap **Jump to**. Tap the month, day, and year and tap **Go To Date**.
- To go to today: Tap **Jump to** and tap **Show Today**.

Quickly glimpse your schedule

- In Day, Week, or Month view, slightly drag left or right to peek at the next/previous day, week, or month without changing the current view.

Delete an event

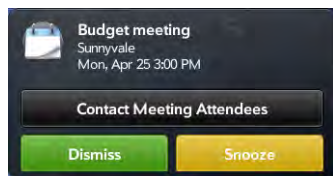
If you delete an event that is assigned to an online account, the event is deleted in the online account also.

IMPORTANT When you delete an Exchange event on your device, notification is not sent to attendees.

- 1 [Open Calendar](#) .
- 2 Tap the event name, tap **Delete**, and tap **Delete** again to confirm. If this event is one of a series of repeating events, tap the option to delete just this event or the entire series.

Respond to an event reminder

When an event reminder appears on the screen, tap the event description to open the event, or tap one of the following:



- **Contact Meeting Attendees:** This opens an email message with the participants' addresses added to the To field. The default message text is "Running late. On my way...". You can edit the text before sending the message.
- **Dismiss:** Close the notification.
- **Snooze:** The reminder reappears in five minutes.

View meeting participants

If you receive a meeting request, you can view the participants.

- 1 On your calendar, tap the meeting. The participants field shows the organizer name plus the number of participants.
- 2 Tap the number to see the participants' names.
- 3 (Optional) Tap a participant's name. If the participant is a contact, the contact entry is displayed. If the participant is not a contact, tap **Add to Contacts** to add the participant to your contacts list.
- 4 (Optional) Tap **Contact Attendees** to send an email to all participants.

Customize Calendar

- 1 [Open Calendar](#) .
- 2 Open the [application menu](#) and tap **Preferences & Accounts**.
- 3 Set the following options:

Accounts: For all calendar accounts, tap an account to change login settings or remove the account. You should change login settings only if you have changed this information for the calendar account online—the information you enter here must match the information in the online account.

Add account: Tap the account type and enter your username and password for the online calendar account. Before you can set up an account on your device, you must already have an account online with the provider.

Default Calendar: If you create an event in All Calendars view, the event is assigned to your default calendar. Tap to change the default calendar.

First Day of Week: Select the day that appears as the start of the week in Week view and Month view.

Day Start and End: Tap to enter the default start and end times that appear in Day view and Week view.

Default Event Duration: The default event duration is set to one hour. Tap to change this to **30 minutes** or **2 hours**.

Default Event Reminder: Tap the time interval for a notification to appear for timed and all-day events. Reminders you set for individual events override the default setting.

Event Reminders: Select to play a sound when a calendar notification appears.

Calendar Colors: Set the color for events created in that account.

- 4 Tap **Done**.

Manually synchronize Calendar with your online accounts

If you want to get calendar events from an online account on your device immediately, or upload events from your device to the online account (if the account allows it), you can do a manual sync. This synchronizes Calendar with all the accounts you have set up on your device, and it syncs all other apps associated with all online accounts that you selected for synchronization.

- 1 **Open Calendar** .
- 2 Open the **application menu** and tap **Sync Now**.

Delete an online account from Calendar

If you synchronize calendar events with an online account, deleting the account from Calendar stops synchronization of calendar events only—if you also sync contacts or email messages with that online account, those continue to synchronize. Deleting the account from Calendar also deletes any associated events from your device only. The entries are not deleted from the online account.

- 1 **Open Calendar** .
- 2 Open the **application menu** and tap **Preferences & Accounts**.

- 3 Under **Accounts**, tap the account name.
- 4 Tap **Remove Account** and tap **Remove Account** again to confirm.

To restart synchronization with an account you have deleted from Calendar: **Open Accounts** , tap the account name, and tap **Off** beside **Calendar** to turn synchronization on.

Memos

All memos are backed up to your HP webOS Account.

Create a memo

- 1 **Open Memos** .
 - 2 Tap .
 - 3 Enter the memo text. Memos are saved as you type.
 - 4 Tap outside the memo to close it.
- See [Enter and save information](#) and [Text selection gestures](#).

TIP You can also use Just Type to create a memo directly from Card view. Tap **Just type** and start typing the memo text. Under Quick Actions, tap **New Memo**. The Memos application opens at a new memo, with the text you entered in the body of the memo.

Find a memo

- 1 **Open Memos** .
- 2 Tap **Search memos** and begin typing the letters or numbers that start the memo.

- 3 Tap the memo when it appears.

NOTE The results of a Just Type search that you access in Card view do not include memos.

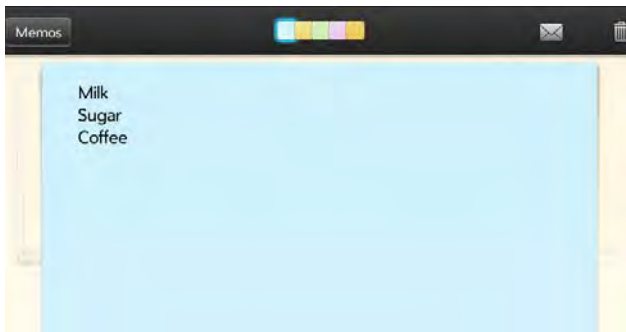
Edit a memo

- 1 [Open Memos](#) .
- 2 Tap the memo you want to edit.
- 3 Tap the screen to position the cursor (see [Text selection gestures](#)), and edit the memo text (see [Cut, copy, and paste information](#)).

Change the color of a memo

Color-code your memos to help you recognize memos of a certain type. For example, make all of your grocery lists blue.

- 1 [Open Memos](#) .
- 2 Tap the memo.
- 3 Tap a color at the top of the screen.



- 4 Tap outside the memo to close it.

Delete a memo

- 1 In an open memo, tap .
- 2 Tap **Delete** to confirm.

Email a memo

- 1 In an open memo, tap .
- 2 Enter the email address.

The subject, "Just a quick memo", is automatically filled in. You can edit the text before sending the message.

- 3 Tap **Send**.

Facebook Tablet

The Facebook Tablet app allows you to update your status, view and respond to friends' comments, and more.

Install Facebook Tablet

BEFORE YOU BEGIN To use Facebook Tablet on your device, you must already have a Facebook account.

This section describes the procedure for downloading and installing the free Facebook Tablet app. Installing this app is different from setting up an online account on your device, which enables you to see your Facebook data in Contacts, Calendar, and Photos & Videos (see [Use the Accounts application to set up an online account](#)). We recommend that you both install the free app and create the online account on your device.

- 1 [Open Facebook Tablet](#) . This opens the Facebook Tablet app page in HP webOS App Catalog.
- 2 If this is your first time using App Catalog, tap your country, and tap **Continue**.
- 3 If required, tap **Accept** to agree to the terms and conditions.
- 4 Tap **Free** beside Facebook Tablet.
- 5 If a Location Services notification appears, tap **Continue**.
- 6 When the app is installed, tap **Launch**.

10 Documents and eBooks

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Quickoffice

With Quickoffice, you can view Microsoft Word, Excel®, and PowerPoint® files on your device.

NOTE The Quickoffice app is periodically updated. Because of this, the app may offer more functionality and features than those described in this chapter. For the most up-to-date information on Quickoffice, see the on-device Help.

Set up Quickoffice to access files from an online account

You can use the Quickoffice app to view files that are stored on your device. You can also set up the Quickoffice app to access files in online accounts such as Google Docs, Dropbox, or MobileMe. You must have an account online, and then set up the account in Quickoffice on your device.

- 1 [Open Quickoffice](#) .
- 2 Do one of the following:
 - If a list of accounts is displayed: Tap the account type.

- If the Add an Account button is displayed: Tap **Add an Account**, and then tap the account type.

TIP Alternatively, you can open the Quickoffice app to the files list and tap **Add Account** at the bottom of the screen. Or open the app to the files list, open the [application menu](#), tap **Preferences & Accounts**, and then tap **Add an Account**.



- 3 Enter your account username or email address and password.
- 4 Tap **Sign In**.
- 5 Under **Use Account With**, make sure the **Documents** option is set to **On**.
- 6 Tap **Create Account**.

Open a file

You can view files in an online account that you set up, files that you copy from your computer (see [Copy files between your device and your computer](#)), or files that you receive as an email attachment (see [Open](#)

[email attachments](#)). You can view files in DOC, DOCX, TXT, XLS, XLSX, PPT, and PPTX formats.

BEFORE YOU BEGIN Before you put a file on your device, make sure you have enough storage space on your device to fit the file. [Open Device Info](#)  and look at the **Available** field under **Device**.

- 1 [Open Quickoffice](#) .
- 2 The first time you open the Quickoffice app, you have the option to set up the app to work with files from an online account. To do that, see [Set up Quickoffice to access files from an online account](#). If you just want to work with files on your device or with an account that's already set up, tap **Go**.
- 3 Any online accounts you set up on your device appear in the left panel. The option **My TouchPad** also appears. Tap an account to view files in that account. Tap **My TouchPad** to view files stored in the USB drive storage on your device.
- 4 To view files of a certain type only, tap **Show**, and then tap **Documents**, **PDFs**, **Presentations**, or **Spreadsheets**. To see all files, tap **All files**.
- 5 Tap the file.

NOTE If you tap a PDF file, it opens in the Adobe Reader application on your device. See [Adobe Reader](#) for information.

- 6 To return to the file list, tap **Documents** in the upper-left corner of the screen.

Change the display size

- Pinch out to enlarge items onscreen.
- Pinch in to decrease the size of items onscreen.

For more information on zooming in and out, see [Pinch \(zoom gestures\)](#).

Send a file as an attachment to an email message

- 1 Do one of the following:
 - To send a single file: With the file open, open the [application menu](#) and tap **Send**.
 - To send multiple files: On the file list, tap . Tap the files you want to send. To search for a specific file or files, tap **Search [account name]** and type the file name. Tap **Attach**.
- 2 Create the email message and tap **Send**.

Print a Word document or PowerPoint presentation

You can print a document or presentation on an HP printer that is connected to a wireless network. See the instructions that came with your printer for information about setting up a printer on a wireless network.

BEFORE YOU BEGIN Your device supports printing on all network-capable HP printers that support PCL page description language in the local LAN. These printers include new HP ePrint-capable printers—Photosmart, Officejet, and LaserJet—as well as legacy printers approximately five years old or newer. Make sure your printer is turned on and that both your device and the printer are connected to your local or corporate wireless network. For personal printers, see the instructions that came with your printer for information about setting up a printer on a wireless network.

- 1 Open the file you want to print.
- 2 Tap  at the top right corner of the screen, or open the [application menu](#) and tap **Print**.

TIP If the print icon is not displayed at the top of the screen, tap the screen to display it.

Printers that are available on your current wireless network are displayed.

3 Do one of the following:

- If this is your first time using a printer on this network: If a list of printers is displayed, tap one.
- If you have already used a printer on this network: The last printer you used is remembered and is selected. If you want to select another printer, scroll down on the Print dialog box (if needed), tap **Select Another Printer**, and then tap a printer.
- To set up a printer manually or on a corporate network: Scroll down in the list of printers (if needed) and tap **Add a Printer**. Tap **Enter an IP address** and enter the IP address of the printer. (Optional) Tap **Name this printer** and enter a name to identify the printer. Tap **Done**.

4 (Optional) Depending on the printer you are using and the file type, you can set the following printer attributes:

Number of Copies: Tap **1** and tap the number of copies you want to print.

2-Sided Printing: Tap **Off** to switch 2-sided printing from Off to On.

Color Printing: Tap **On** to switch color printing from On to Off.

Print Quality: Tap the currently displayed option, and tap the quality you want (**Draft**, **Normal**, or **Best**).

5 Tap **Print**.

To cancel a print job, tap **Cancel** while the file is preparing to print, or while printing is in progress, tap  at the top of the screen, tap the notification, and then tap  to the right of the print job in the Print Queue.

Scroll rows or columns in a spreadsheet

- To scroll rows: Flick up or down on the screen.
- To scroll columns: Swipe left or right on the screen.

Switch among sheets in a spreadsheet

- Tap the sheet you want to jump to at the bottom of the screen.

Resize rows and columns in a spreadsheet

- 1 To resize a row, tap and hold the row number. To resize a column, tap and hold the column header line to the right of the column you want to resize.
- 2 Drag the row or column.

Switch among slides in a PowerPoint® slideshow

Do one of the following:

- To move to the next or previous slide: Drag up or down on the screen.
- To jump to a different slide: Tap the currently displayed slide number in the upper-right corner of the screen. Tap the slide you want to jump to.
- To view all slides as thumbnails: Tap  in the upper-right corner of the screen. Tap a thumbnail to open the slide. To dismiss the thumbnails panel, drag  all the way to the right.

TIP If the page number and thumbnail icons are not displayed at the top of the screen, tap the screen to display them.

Edit or delete an online account in Quickoffice

If you change the username, email address, or password you use with an online account, you need to enter the new information in the account settings on your device.

- 1 [Open Quickoffice](#) .
- 2 Open the [application menu](#) and tap **Preferences & Accounts**.

- 3 Tap the account name.
- 4 Do one of the following:
 - To change the account display name: Under **Account Name**, tap the current name to highlight it, and enter the new name.
 - To change the username, email address, or password associated with the account: Tap the appropriate field and enter the new information. Tap **Sign In**.
 - To delete the account: Tap **Remove Account**. Tap **Remove Account** again to confirm.

Adobe Reader

With Adobe Reader, you can view PDF (Adobe Acrobat) files on your device.

NOTE The Adobe Reader app is periodically updated. Because of this, the app may offer more functionality and features than those described in this chapter. For the most up-to-date information on Adobe Reader, see the on-device Help.

Set up Adobe Reader to access files from an online account

You can use the Adobe Reader app to view files that are stored on your device. You can also set up the Adobe Reader app to access files in online accounts such as Google Docs, Dropbox, or MobileMe. You must have an account online, and then set up the account in Adobe Reader on your device.

- 1 [Open Adobe Reader](#) .
- 2 Do one of the following:
 - If a list of accounts is displayed: Tap the account type.

- If the Add an Account button is displayed: Tap **Add an Account**, and then tap the account type.

TIP Alternatively, you can open the Adobe Reader app to the files list and tap **Add Account** at the bottom of the screen. Or open the app to the files list, open the [application menu](#), tap **Preferences & Accounts**, and then tap **Add an Account**.



- 3 Enter your account username or email address and password.
- 4 Tap **Sign In**.
- 5 Under **Use Account With**, make sure the **Documents** option is set to **On**.
- 6 Tap **Create Account**.

Open a file

You can view a PDF file that you copy from your computer (see [Copy files between your device and your computer](#)) or receive as an email attachment (see [Open email attachments](#)).

BEFORE YOU BEGIN Before you put a file on your device, make sure you have enough storage space on your device to fit the file. [Open Device Info](#)  and look at the **Available** field under **Device**.

- 1 [Open Adobe Reader](#) .
- 2 The first time you open Adobe Reader, you have the option to set up the app to work with files from an online account. To do that, see [Set](#)

up [Adobe Reader to access files from an online account](#). If you just want to work with files on your device or with an account that's already set up, tap **Go**.

- Any online accounts you set up on your device appear in the left panel. The option **My TouchPad** also appears. Tap an account to view files in that account. Tap **My TouchPad** to view files stored in the USB drive storage on your device.

- Tap the file.

If the PDF file was created with a password, enter the password to open the file.

- To return to the file list, tap **Documents** in the upper-left corner of the screen.

Move around in a file

- To move to the next or previous page: Drag up or down on the screen.
- To jump to a different page: Tap the currently displayed page number in the upper-right corner of the screen. Tap the page you want to jump to.
- To view all file pages as thumbnails: Tap  in the upper-right corner of the screen. Tap a thumbnail to open the page. To dismiss the thumbnails panel, drag  all the way to the right.

TIP If the page number and thumbnail icons are not displayed at the top of the screen, tap the screen to display them.

Change the text display size

- Pinch out to enlarge items onscreen.
- Pinch in to decrease the size of items onscreen.
- Double-tap the screen to zoom in or out a specified amount.

For more information on zooming in and out, see [Pinch \(zoom gestures\)](#).

Send a file as an attachment to an email message

- Do one of the following:
 - To send a single file: With the file open, open the [application menu](#) and tap **Send**.
 - To send multiple files: On the file list, tap . Tap the files you want to send. To search for a specific file or files, tap **Search** and type the file name. Tap **Attach**.
- Create the email message and tap **Send**.

Print a PDF file

You can print a file on an HP printer that is connected to a wireless network. See the instructions that came with your printer for information about setting up a printer on a wireless network.

BEFORE YOU BEGIN Your device supports printing on all network-capable HP printers that support PCL page description language in the local LAN. These printers include new HP ePrint-capable printers—Photosmart, Officejet, and LaserJet—as well as legacy printers approximately five years old or newer. Make sure your printer is turned on and that both your device and the printer are connected to your local or corporate wireless network. For personal printers, see the instructions that came with your printer for information about setting up a printer on a wireless network.

- Open the file you want to print.
- Tap  at the top right corner of the screen, or open the [application menu](#) and tap **Print**.

TIP If the print icon is not displayed at the top of the screen, tap the screen to display it.

Printers that are available on your current wireless network are displayed.

3 Do one of the following:

- If this is your first time using a printer on this network: If a list of printers is displayed, tap one.
- If you have already used a printer on this network: The last printer you used is remembered and is selected. If you want to select another printer, scroll down on the Print dialog box (if needed), tap **Select Another Printer**, and then tap a printer.
- To set up a printer manually or on a corporate network: Scroll down in the list of printers (if needed) and tap **Add a Printer**. Tap **Enter an IP address** and enter the IP address of the printer. (Optional) Tap **Name this printer** and enter a name to identify the printer. Tap **Done**.

4 (Optional) Depending on the printer you are using, you can set the following printer attributes:

Number of Copies: Tap **1** and tap the number of copies you want to print.

2-Sided Printing: Tap **Off** to switch 2-sided printing from Off to On.

Color Printing: Tap **On** to switch color printing from On to Off.

Page Range: Tap the currently displayed range, and enter the range you want.

Print Quality: Tap the currently displayed option, and tap the quality you want (**Draft**, **Normal**, or **Best**).

5 Tap **Print**.

To cancel a print job, tap **Cancel** while the file is preparing to print, or while printing is in progress, tap  at the top of the screen, tap the notification, and then tap  to the right of the print job in the Print Queue.

Edit or delete an online account in Adobe Reader

If you change the username, email address, or password you use with an online account, you need to enter the new information in the account settings on your device.

- 1 [Open Adobe Reader](#) .
- 2 Open the [application menu](#) and tap **Preferences & Accounts**.
- 3 Tap the account name.
- 4 Do one of the following:
 - To change the account display name: Under **Account Name**, tap the current name to highlight it, and enter the new name.
 - To change the username, email address, or password associated with the account: Tap the appropriate field and enter the new information. Tap **Sign In**.
 - To delete the account: Tap **Remove Account**. Tap **Remove Account** again to confirm.

Amazon Kindle

The Amazon Kindle app lets you read eBooks from the Amazon Kindle store on your HP TouchPad. The app is available as a free download from HP webOS App Catalog.

- 1 On the Launcher, tap **Amazon Kindle** . This opens the Amazon Kindle app page in App Catalog.
- 2 If this is your first time using App Catalog, tap your country, and tap **Continue**.
- 3 If required, tap **Accept** to agree to the terms and conditions.

4 To download and install the app, tap **Free**.

5 To open the app after you install it, tap **Launch**.

After installation, the Amazon Kindle Launcher icon opens the app itself, not App Catalog.

11 Phone & Video Calls

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How can I make and receive calls with my HP TouchPad?

You can make and receive calls on your HP TouchPad in the following ways:

- If you have a Skype account set up on your device, you can use Skype to make Skype video and voice calls, as well as calls to a phone number. See [Use Skype voice and video calling](#).
- If you have an HP webOS smartphone, you can connect your HP TouchPad to the smartphone and then make, receive, and manage calls on your HP TouchPad using the connected smartphone. See [Use your HP TouchPad with a connected HP webOS smartphone](#).

Use Skype voice and video calling

To use Skype on your device, you need to either sign in to a Skype account you already have set up online, or create a new Skype account. See [Create a Skype account in Phone & Video Calls](#) or [Sign in to a Skype account in Phone & Video Calls](#).

What kinds of calls can I make and receive with Skype?

You can use Skype to make and receive the following types of calls:

- Free Skype-to-Skype video calls
- Free Skype-to-Skype audio calls
- Skype calls to a mobile or other phone number. These calls require a paid Skype account (see [Use Skype to dial a phone number](#)).

Create a Skype account in Phone & Video Calls

If you do not have a Skype account, you can create one right on your device in the Phone & Video Calls application. You can also create a Skype account in Accounts (see [Create a Skype account in Accounts](#)), Contacts (see [Create a Skype account in Contacts](#)), and Messaging (see [Create a Skype account in Messaging](#)).

After you create a Skype account, you remain signed in to that account and can use it at any time. To sign out of a Skype account, remove it from your device (see [Edit or delete a Skype account](#)).

- 1 [Open Phone & Video Calls](#) .
- 2 Do one of the following:
 - If a Skype button is displayed when you open the app: Tap **Skype**.
 - If an Add an Account button is displayed: Tap **Add an Account** and tap **Skype**.
 - Any other time: Open the [application menu](#) and tap **Preferences & Accounts**. Tap **Add account** and tap **Skype**.
- 3 Tap **Create Account**.
- 4 If prompted, tap **Accept** to agree to the account terms and conditions.
- 5 Enter the following details:
 - Full Name: Enter your full name.
 - Skype Name: Enter a name that you will use to identify yourself to other Skype users.
 - Password: Enter a password and then enter it again.
 - Email Address: Enter your email address and then enter it again.
- 6 Tap **Create Account**. On the next screen, tap **Create Account** again.
- 7 Tap **Done**.

Sign in to a Skype account in Phone & Video Calls

If you have a Skype account but have not yet set it up on your device, you do not need to create the account again on your device. Simply sign in to the account to start using Skype on your device.

You can also sign in to a Skype account in Accounts (see [Sign in to a Skype account in Accounts](#)), Contacts (see [Set up an online account in Contacts](#)), and Messaging (see [Set up an instant messaging \(IM\) account](#)).

After you sign in to a Skype account, you remain signed in to that account and can use it at any time. To sign out of a Skype account, remove it from your device (see [Edit or delete a Skype account](#)).

- 1 [Open Phone & Video Calls](#) .
- 2 Do one of the following:
 - If a Skype button is displayed when you open the app: Tap **Skype**.
 - If an Add an Account button is displayed: Tap **Add an Account** and tap **Skype**.
 - Any other time: Open the [application menu](#) and tap **Preferences & Accounts**. Tap **Add account** and tap **Skype**.
- 3 Tap **Sign In**.
- 4 Enter your Skype name and password, and tap **Sign In**.
- 5 Tap **Create Account**.

Make a Skype-to-Skype video or audio call

BEFORE YOU BEGIN You must have one or more Skype buddies set up to make Skype-to-Skype calls (see [Add a buddy](#)).

- 1 [Open Phone & Video Calls](#) .
- 2 Tap **Contacts**.
- 3 Tap the **Search** field.
- 4 Type a name or initials until the Skype contact you want appears.
- 5 Tap the contact.
- 6 By default, the outgoing call is sent as voice only. To send outgoing video, tap .

- 7 If the other person answers the call as voice only, you can only hear audio from that person. If the other person answers the call as a video call, how you see incoming video depends on your Skype call preferences:

- If you have the Auto-Accept Video preference turned on: Incoming video appears automatically.
- If you have the Auto-Accept Video preference turned off: To see incoming video, tap **Accept** when prompted.

See [Set Skype calling preferences](#) for information.

Use Skype to dial a phone number

You can use Skype to make an international or domestic call to a phone number. The number you call does not need to be associated with a contact.

You can choose to use Skype for all calls to phone numbers, or to be prompted whether to use Skype or a connected HP webOS smartphone for a given call (see [Set your dialing method](#)).

Calls to phone numbers are subject to Skype charges and require a Skype credit balance.

TIP To check if you have a Skype credit balance, do the following: [Open Phone & Video Calls](#), open the [application menu](#), and tap **Check Skype Credit**. If you don't see this menu item, it means you are not logged into your Skype account. Do this instead: [Open Phone & Video Calls](#), open the [application menu](#), and tap **Preferences & Accounts**. Under **Accounts**, tap **Skype**, and tap **Sign In**. Your Skype credit balance appears under **Skype Credit**.

- 1 Open **Phone & Video Calls** .
- 2 Enter the number you want to call using any of the ways to dial described in these sections:
 - [Dial by contact name using Just Type](#)
 - [Dial using the onscreen dial pad](#)
 - [Dial a favorite](#)

- [Dial by contact name in the Phone & Video Calls application](#)
- [Redial the last number dialed](#)
- [Dial from another application](#).

- 3 Tap .

- 4 If prompted, select **Skype** to make the call using Skype.

Answer a Skype call

If a call comes in, an incoming call notification appears on your device. Skype calls are designated by Skype under the name or number on the notification.

- 1 To answer the call, do one of the following:
 - Tap .
 - If a headset is attached, press the button on the headset.
- 2 By default, when you answer a call, you answer as voice only. To send outgoing video, tap .
- 3 If the other person makes the call as voice only, you can only hear audio from that person. If the other person makes the call as a video call, how you see incoming video depends on your Skype call preferences:
 - If you have the Auto-Accept Video preference turned on: Incoming video appears automatically.
 - If you have the Auto-Accept Video preference turned off: To see incoming video, tap **Accept** when prompted.See [Set Skype calling preferences](#) for information.

TIP If you miss a call, a notification appears at the top of the screen. Tap the notification to open the missed call dashboard item. On the dashboard item, tap the name or number to call the person back, or tap the icon on the left to open your call history (see [View your call history](#)).

Silence the ringer on an incoming Skype call

When you silence the ringer on an incoming call, you can answer the call or let it ring through to voicemail.

Do one of the following:

- Press the **power** button.
- Press **volume**.

Ignore an incoming Skype call

To send a call immediately to voicemail, do one of the following:

- Tap .
- Press the **power** button twice.

To reply to a caller who is in your Contacts list after you ignore a call, tap the ignored call notification. This opens the caller's contact entry, where you can select a reply method. To reply to a caller who is not in your Contacts list, go to your call history (see [View your call history](#)).

Manage a Skype-to-Skype video call

Do any of the following:

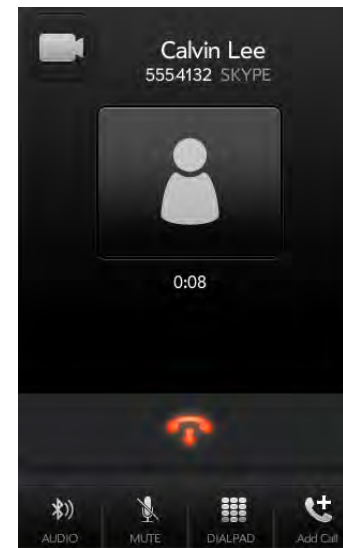
- Turn off outgoing video: Tap . Tap again to turn outgoing video back on.
- Mute the microphone so you can't be heard: Tap . Tap again to unmute the microphone.
- Adjust call volume: Press **volume**.



* Volume

Manage a Skype-to-Skype voice call

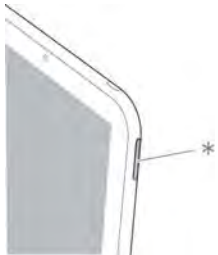
Do any of the following:



- Make the call a video call: Tap  (see [Manage a Skype-to-Skype video call](#)).
- Switch call audio between the device and a connected Bluetooth headset: Tap .
- Mute the microphone so you can't be heard: Tap . Tap again to unmute the microphone.

TIP You don't need an on-hold button to put a call on hold. Just tap the mute icon to mute your end of the line.

- Open the dial pad to enter numbers for navigating phone trees, responding to prompts, and so on: Tap .
- Add a call: Tap . When the dial pad appears, tap **Contacts**. Tap the contact you want to call.
- Adjust call volume: Press **volume**.



* Volume

Use another application while on a Skype call

While you're on a Skype call, you can use the other applications on your device.

- 1 While on a call, do one of the following:
 - Display Card view (see [Manage applications in Card view](#)), tap **Just type**, and begin typing the name of the app.
 - Open the Launcher (see [Open an application in the Launcher](#)).
- 2 Tap the application to open and work in it.
- 3 Tap the call notification at the top of the screen to return to the call screen.

Make a second Skype voice call

- 1 While on a Skype voice call, tap . This does not mute the microphone or put the first call on hold.
- 2 Tap **Contacts**, and then tap the Skype contact.

Answer a second Skype voice call (call waiting)

If you are on a Skype voice call, when a second Skype voice call notification appears, tap . The first call is put on hold.

Switch between two Skype voice calls

- 1 Tap  to put the active call on hold and switch to the other call.
- 2 Tap  to end either call. If you end the currently active call, the call on hold becomes active.

Make a conference call from multiple Skype voice calls

- 1 Make or answer a Skype voice call, and then make or answer a second Skype voice call.
- 2 Tap  to create the conference call.
- 3 When you're done, tap  to end the conference call.

End a Skype call

Do one of the following:

- Tap .
- Minimize the call screen to a card, and throw the card off the top of the screen.
- If a headset is attached, press the button on the headset.

Set Skype calling preferences

- 1 [Open Phone & Video Calls](#) .
- 2 Open the [application menu](#) and tap **Preferences & Accounts**.
- 3 Under **Accounts**, tap **Skype**.
- 4 Set any of the following:
 - Allow Skype Calls From:** Tap **Only My Skype Contacts** to allow calls from people in your Skype contacts only. Tap **Anyone** to allow calls from any Skype user.
 - Allow Video Calls:** Select **On** to allow both incoming Skype video and Skype audio calls. Select **Off** to allow incoming Skype audio calls only.
 - Auto-Accept Video:** Select **On** to have your device automatically allow an incoming video call. Select **Off** if you want to be prompted whether to receive an incoming video call.
 - Show Video is Enabled:** Select **On** if you want your Skype contacts to see if you have video enabled or not. Select **Off** if you do not want your contacts to see this.
- 5 Tap **Done**.

Edit or delete a Skype account

If you change the name or password you use with a Skype account, you need to enter the new information in the account settings on your device.

- 1 [Open Phone & Video Calls](#) .
- 2 Open the [application menu](#) and tap **Preferences & Accounts**.
- 3 Under **Accounts**, tap **Skype**.
- 4 Do one of the following:
 - To change the Skype name or password associated with the account: Tap the appropriate field and enter the new information. Tap **Sign In**.
 - To delete the account: Tap **Remove Account**. Tap **Remove Account** again to confirm.

Use your HP TouchPad with a connected HP webOS smartphone

If you have an HP webOS smartphone, you can connect your HP TouchPad to the smartphone. When the two are connected, you can manage calls directly on your HP TouchPad.

You can connect your HP TouchPad to a webOS smartphone in the following ways:

- **Touch to share:** For certain supported webOS smartphones, simply touch the smartphone to your HP TouchPad to make a connection. To share calls, the smartphone and your device must use the same HP webOS Account. See [Touch to Share](#).
- **Bluetooth® wireless technology:** For many webOS smartphone models, use your device's Bluetooth feature to pair with and connect to the smartphone. See [Bluetooth® wireless technology](#).
- **The Phone & Video Calls application:** If you open the Phone & Video Calls application on your device before you have connected to a

smartphone, the app prompts you to connect your device to a smartphone. See [Connect your device to a webOS smartphone in the Phone & Video Calls application](#).

NOTE For certain supported webOS smartphones, connecting through Touch to Share enables you to read, send, and reply to text messages from your device through the connected smartphone (see [Messaging: Text messaging](#)).

Connect your device to a webOS smartphone in the Phone & Video Calls application

BEFORE YOU BEGIN The webOS smartphone you are connecting to must be discoverable. Check the documentation that came with your smartphone for information on making it discoverable.

- 1 [Open Phone & Video Calls](#) .
- 2 If the Connect Phone option appears, tap **Connect Phone**. If this option does not appear, do not continue with this procedure. Instead, use the Bluetooth app to connect your device to the webOS smartphone (see [Bluetooth® wireless technology](#)).
- 3 If Bluetooth is off, tap **Off** to turn Bluetooth on.
- 4 Do one of the following:
 - If the smartphone you want to connect to is listed in the Devices list, tap it.
 - If the smartphone you want to connect to is not listed in the Devices list, tap **Add device**, tap the **Type** field, and then tap **webOS Phone**. When the smartphone you want to connect to is found, tap it.
- 5 On your smartphone, tap **Yes, Allow** to complete the pairing process.
- 6 On your smartphone, if prompted, tap **Allow** to allow shared messaging between the smartphone and your HP TouchPad. This feature is supported on certain HP webOS smartphones only. If you

do not see the Allow prompt, you cannot share text messages between your device and your smartphone.

- 7 (Optional) On your device, tap  beside the smartphone name and turn any of the following options on or off for how you want to use your device with the smartphone:

Auto-Connect: The device and smartphone connect anytime they are within range of one another.

Receive Phone Calls: Manage incoming and outgoing phone calls directly on your device.

Receive SMS: Send, receive, and reply to text messages directly on your device. This feature is supported on certain HP webOS smartphones only.

TIP If you want to change these settings later, you can do so in the Bluetooth app (see [Bluetooth® wireless technology](#)).

NOTE You cannot send or receive multimedia messages on your device. If you receive a multimedia message on a connected smartphone, a notification appears on your device. You need to view the message on the smartphone, however.

Dial by contact name using Just Type

- 1 Open Card view (see [Manage applications in Card view](#)) and tap **Just type**.
- 2 Begin typing a contact's first or last name, initials (no space), email address, or phone number.

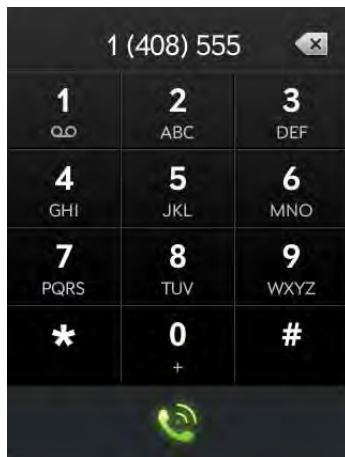
NOTE Just Type searches contacts on your HP TouchPad, not on a connected smartphone.

- 3 Tap one of the contact's phone numbers to dial it. If only the contact name appears, tap the name to display the phone numbers for that contact, and tap a number.
- 4 If prompted, tap **Bluetooth** to make the call using a connected smartphone.

Dial using the onscreen dial pad

The onscreen dial pad is useful when you need to dial numbers that are expressed as letters and when you need large, brightly lit numbers that you can tap.

- 1 [Open Phone & Video Calls](#) .
- 2 If the dial pad is not displayed, tap **Dialpad**.
- 3 Tap the dial pad numbers to enter the number.



- 4 Tap  to dial.
- 5 If prompted, tap **Bluetooth** to make the call using a connected smartphone.

TIP Tap the onscreen backspace icon (at the top of the dial pad, to the right of the number you entered) to delete numbers one at a time. Tap and hold the icon to delete all the numbers.

Dial a favorite

See [Create a favorite in Phone & Video Calls](#) for instructions on creating a favorite.

- 1 [Open Phone & Video Calls](#) .
- 2 Tap **Favorites**.
- 3 Tap the favorite. The call is made using the default number you selected for that favorite.
- 4 If prompted, tap **Bluetooth** to make the call using a connected smartphone.

Dial by contact name in the Phone & Video Calls application

See [How do I add names and other info into Contacts?](#) for instructions on adding contacts to your device. You can also look up and dial contacts using Just Type (see [Dial by contact name using Just Type](#)).

NOTE If you set up a Skype account on your device, see [Use Skype voice and video calling](#) for information on calling Skype contacts.

- 1 [Open Phone & Video Calls](#) .
- 2 Tap **Contacts**.
- 3 Tap the **Search** field.

- 4 Type a name or initials until the contact you want appears. If your company uses Microsoft Exchange Server with a Global Address List (GAL), entering the contact search information returns matching results from the GAL as well.



- 5 Tap the number.
- 6 If prompted, tap **Bluetooth** to make the call using a connected smartphone.

Redial the last number dialed

- 1 [Open Phone & Video Calls](#) .
- 2 If the dial pad is not displayed, tap **Dialpad**.
- 3 Tap . When the contact name or number appears at the top of the screen, tap  again to dial.
- 4 If prompted, tap **Bluetooth** to make the call using a connected smartphone.

Dial from another application

If a phone number appears in another application as an underlined link, you can begin dialing the number directly from that application. For example, you can dial phone numbers that appear in web pages; in messages; or in notes to calendar events.

- 1 If a phone number appears as an underlined link, tap the number. This displays the dial pad with the number already entered.
- 2 Tap  to dial.
- 3 If prompted, tap **Bluetooth** to make the call using a connected smartphone.

Answer an incoming call through a connected smartphone

If a call comes in, an incoming call notification appears on your device. To answer the call, do one of the following:

- Tap .
- If a headset is attached, press the button on the headset.

TIP If you miss a call, a notification appears at the top of the screen. Tap the notification to open the missed call dashboard item. On the dashboard item, tap the name or number to call the person back, or tap the icon on the left to open your call history (see [View your call history](#)).

Silence the ringer on an incoming call through a connected smartphone

When you silence the ringer on an incoming call, you can answer the call or let it ring through to voicemail. Silencing the ringer on your device does not silence the ringer on a connected smartphone.

Do one of the following:

- Press the **power** button.
- Press **volume**.

Ignore a call through a connected smartphone

To send a call immediately to voicemail, do one of the following:

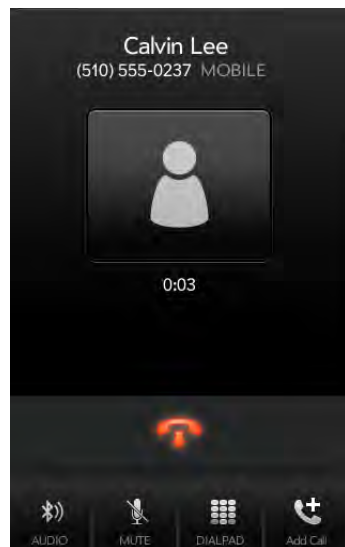
- Tap .
- Press the **power** button twice.

To reply to a caller who is in your Contacts list after you ignore a call, tap the ignored call notification. This opens the caller's contact entry, where you can select a reply method. To reply to a caller who is not in your Contacts list, go to your call history (see [View your call history](#)).

Manage a call through a connected smartphone

This information applies to calls through a connected smartphone, as well as Skype calls to a phone number. For information on Skype-to-Skype voice calls, see [Manage a Skype-to-Skype voice call](#).

Do any of the following:

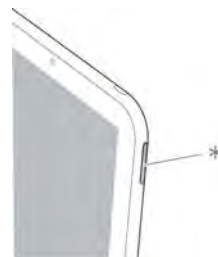


- Switch call audio between the smartphone and the device: Tap , and then tap **TouchPad** or **Phone**.

- Mute the microphone so you can't be heard: Tap .

TIP You don't need an on-hold button to put a call on hold. Just tap the mute icon to mute your end of the line.

- Open the dial pad to enter numbers for navigating phone trees, responding to prompts, and so on: Tap .
- Adjust call volume: Press **volume**.



* Volume

DID YOU KNOW? You can send and receive text messages during a call. This is a great way to stay connected with friends and colleagues during a long call (see [Create and send a text message](#)).

Use another application while on a call through a connected smartphone

While you're on a call using a connected smartphone, you can use the other applications on your device.

- 1 While on a call, do one of the following:
 - Display Card view (see [Manage applications in Card view](#)), tap **Just type**, and begin typing the name of the app.
 - Open the Launcher (see [Open an application in the Launcher](#)).

- 2 Tap the application to open and work in it.
- 3 Tap the call notification at the top of the screen to return to the call screen.

End a call through a connected smartphone

Do one of the following:

- Tap .
- Minimize the call screen to a card, and throw the card off the top of the screen.
- If a headset is attached, press the button on the headset.

Listen to voicemail messages

You can check voicemail messages left on Skype calls, as well as on calls through a connected smartphone. To use voicemail on your device, you must have a Skype account set up on your device, or have voicemail set up on the connected smartphone.

If you have visual voicemail set up on either Skype or a connected smartphone, you can view a list of voicemail messages on your device.

- 1 Do one of the following:
 - Tap a voicemail notification at the top of the screen.
 - **Open Phone & Video Calls** . Then tap **Voicemail**.
 - **Open Phone & Video Calls** . Tap **Dialpad**, and then tap and hold **1** onscreen.
- 2 Do one of the following:
 - If you have visual voicemail set up on either Skype or a connected smartphone: A list of your voicemail messages is displayed. Tap a message to listen to it.

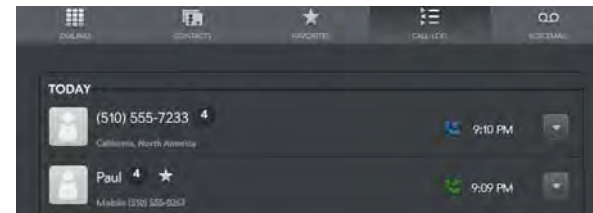
- If you do not have visual voicemail set up: If prompted, tap **Skype** or **Bluetooth** to select which type of voicemail messages you want to listen to. Your device connects the appropriate voicemail system.

- 3 Follow the voice prompts to listen to your messages.

View your call history

Your call history is more than just a log. It's also a place where you can dial a number, send a text message, and save or view contacts. Your device displays entries for any calls you made or received on the device itself, either using Skype or through a connected smartphone. The history does not display entries for smartphone calls that you did not make or answer on the device.

- 1 **Open Phone & Video Calls** .
- 2 Tap **Call-Log**.
- 3 Do any of the following:



- To call a number: Tap the number.
- To display other options for the contact or number: Tap  on the right side of the call history entry.

DID YOU KNOW? If a call history entry displays a number next to the contact picture or icon, this indicates that you made and/or received multiple calls to or from that phone number or contact in the same day. If you had calls to or from a contact using more than one of that contact's phone numbers, all calls are collapsed into a single entry, and the most recently used phone number is displayed.

- To delete a call history entry: Throw the entry off the side of the screen. Tap **Delete** to confirm.
 - To clear the call history: Open the [application menu](#), tap **Clear Call History**, and tap **Clear Call History** to confirm.
- 4 If you displayed additional options for the contact or number, do any of the following:
- To call an alternate number for a contact: Tap the number.
 - To send a text message: Tap .
 - To save the number to Contacts: Tap **Add to Contacts** (see [Save a phone number to Contacts](#)).
 - To view a contact entry: Tap **View Contact**.

DID YOU KNOW? The additional options display includes the time and type (incoming, outgoing, missed) of the call. If a call history entry collapses multiple calls, the additional options show information for each call.

Work with favorites

You can quickly reach your closest contacts by phone, email, or text message by designating them as favorites. Creating a favorite from a contact lets you view and touch base with that contact in just a few taps.

For instructions on calling a contact you designate as a favorite, see [Dial a favorite](#).

Create a favorite in Phone & Video Calls

You can also create favorites in Contacts (see [Create a favorite](#)).

- 1 [Open Phone & Video Calls](#) .
- 2 Tap **Favorites**.

- 3 Tap **Add Favorite**, search for the contact, and tap the contact when the name appears.
- 4 If the contact has more than one phone number, tap the number you want to set as the favorite. When you call the favorite, the call is made using this number.

View favorite details

From the favorites list, you can dial a different phone number for that contact, send a message, or view the favorite's contact entry.

TIP In the favorites list, you can change the order of any favorite with an assigned default number (see [Create a favorite in Phone & Video Calls](#) and [Set or change the default number for a favorite](#)) by tapping and dragging. So you can put the people you call most at the top of the list.

- 1 [Open Phone & Video Calls](#) .
- 2 Tap **Favorites**.
- 3 Tap  to the right of the favorite name.
- 4 Do one of the following:
 - To call the favorite using a different number: Tap the number.
 - To send the favorite a text message: Tap .
 - To view the favorite's contact entry: Tap **View Contact**.

Add a phone number to a favorite

If you create a favorite in Contacts, but the contact does not have a phone number associated with it, you can add a phone number to the favorite in Phone & Video Calls.

- 1 [Open Phone & Video Calls](#) .
- 2 Tap **Favorites** and tap the favorite.

- 3 Enter the number, and tap to select the phone number type (see [Create a contact](#) for information).
- 4 Tap **Done**.

NOTE You can enter more than one phone number for the favorite here. If you do, you need to set one of the numbers as the default (see [Set or change the default number for a favorite](#)).

Set or change the default number for a favorite

If you create a favorite in Contacts, but the contact has more than one phone number associated with it, you need to set the default number for the favorite in the Phone & Video Calls app.

Also follow these steps if you want to use a different number as the default number for a favorite.

- 1 [Open Phone & Video Calls](#) .
- 2 Tap **Favorites**.
- 3 Do one of the following:
 - To set a default number: Tap the favorite.
 - To change the default number: Tap  to the right of the favorite name, and tap **Change Default Number**.
- 4 Tap the number you want to use.

Remove a contact from the favorites list

When you remove a contact as a favorite, you do not delete the contact itself. The contact no longer shows up as a favorite in Phone & Video Calls, Contacts, Email, Messaging, or Just Type search results.

- 1 [Open Phone & Video Calls](#) .
- 2 Tap **Favorites**.
- 3 Throw the favorite off the side of the screen. Tap **Delete** to confirm.

TIP You can also remove a contact as a favorite from within the Contacts app (see [Remove a contact from favorites](#)).

Save a phone number to Contacts

You can create a new contact directly from an incoming or outgoing call in Phone & Video Calls. If an incoming call uses caller ID blocking, you cannot create a contact for the number.

- 1 Do one of the following:
 - If you enter a phone number in Just Type that is not associated with a contact, tap **Add to Contacts**.
 - Before dialing a number you entered in the dial pad, tap **Add to Contacts**.
 - During a call, tap  at the top of the screen.
 - After a call, from the dial pad, tap **Call-Log**. Tap  on the right side of the call history entry, and tap **Add To Contacts**.
- 2 On the new contact screen, enter the information for the contact, and tap **Done**.

Use a phone headset

You can connect a 3.5mm headset to your device for hands-free operation. You can also connect to a wireless headset using Bluetooth® wireless technology. Both 3.5mm and wireless headsets are sold separately.

WARNING If driving while using a phone is permitted in your area, we recommend using a headset or hands-free car kit (sold separately). However, be aware that use of a headset that covers both ears impairs your ability to hear other sounds. Use of such a headset while operating a motor vehicle or riding a bicycle may create a serious hazard to you and others, and may be illegal. If you must use a stereo headset while driving, place a speaker in only one ear. Leave the other ear free to hear outside noises, and use the headset only if it is legal and you can do so safely.

Use a wired headset

Your device works with headsets that have a 3.5mm connector (look for three colored bands on the plug). When in doubt, ask the third-party headset manufacturer if the product is compatible with your device. If you hear a headset buzz or poor microphone performance, your headset may be incompatible with your device.

- 1 Insert a 3.5mm headset into the headset jack on the top of your device. When you are on a call, the call audio is automatically routed to the headset.
- 2 The button on the headset performs different actions depending on the headset model and what's happening on the device. Press the button once to perform any of the following tasks supported by your particular headset:
 - Answer an incoming call.
 - Respond to call waiting.
 - Hang up a single active call or all calls on a conference call.
- 3 To switch the call audio to a different device, do one of the following:
 - To switch from the headset to your device's speakers: Disconnect the headset.
 - To switch from the headset to a connected smartphone: Tap , and then tap **Phone**.

Set up and use a Bluetooth® hands-free device

If you are on a Skype call, you can listen to the call audio through a compatible headset enabled with Bluetooth® wireless technology.

NOTE You cannot use a Bluetooth headset with calls made through a connected webOS smartphone.

Your device is compatible with many headsets (sold separately) enabled with Bluetooth version 2.1, with EDR and Stereo (with AVRCP media controls).

After you set up a connection with a Bluetooth headset, you can communicate using that device whenever it is within range and the Bluetooth feature on your device is turned on. The range can vary greatly, depending on environmental factors. The maximum is about 30 feet (10 meters).

NOTE You can use an A2DP-enabled Bluetooth headset or speakers to listen to music files on your device.

- 1 **Open Bluetooth** .
- 2 If the Bluetooth setting at the top of the screen is off, tap **Off** to switch the Bluetooth feature from Off to On.
- 3 Tap **Add device**.
- 4 In **Type**, make sure **Audio** is selected.
- 5 Tap the device name.
- 6 To use a Bluetooth device with your HP TouchPad, follow the instructions that came with the Bluetooth device.

- 7 To switch the call audio to a different device, do one of the following:
 - To switch from the headset to the speakers on your HP TouchPad: Disconnect the headset.
 - To switch from the headset to a connected smartphone: Tap , and then tap **Phone**.

For more information on using the Bluetooth feature on your device, see [Bluetooth® wireless technology](#).

Customize Phone & Video Calls settings

Use dialing shortcuts

Dialing shortcuts add a prefix at the beginning of a number, so you can dial an extension instead of the whole number.

- 1 [Open Phone & Videos Calls](#) .
- 2 Open the [application menu](#) and tap **Preferences & Accounts**.
- 3 Under **Dialing Shortcuts**, tap **Add a number**.
- 4 Set the following:

When I Dial: Tap this field and select the number of digits you need to enter to have your device add a dialing prefix.

Use This Dialing Prefix: Enter the prefix to be added at the beginning of the dialed number. The combination of prefix and digits you enter must add up to a complete phone number.
- 5 Tap **Done**.

Example: A complete phone number in your company's phone system has 11 numbers, for example, 1-408-555-1122. When dialing from a phone that's part of the system, you need to dial only the last five digits (51122). When you create a dialing shortcut on your device, you select "5 digit numbers" for **When I Dial** and enter "140855" in **Use This Dialing Prefix**. So when you dial your co-worker's five-digit extension (51122), your device automatically dials the whole number: 1-408-555-1122.

Set your dialing method

If you have both a Skype account and a connected smartphone (see [Create a Skype account in Phone & Video Calls](#) or [Sign in to a Skype account in Phone & Video Calls](#)), you can set whether your device dials calls using a connected smartphone or the Skype account. Alternatively, you can select to be prompted for the account to use each time you make a call.

- 1 [Open Phone & Video Calls](#) .
- 2 Open the [application menu](#) and tap **Preferences & Accounts**.
- 3 In **Use**, tap one of the following:
 - To use a connected smartphone for outgoing calls: Tap **Bluetooth**.
 - To use your Skype account for outgoing calls: Tap **Skype**.
 - To see a prompt asking you which method you want to use every time you make a call: Tap **Always Ask**.
- 4 Tap **Done**.

Select the smartphone to use for calls and text messages

If your device is paired with more than one webOS smartphone, you can select the one to use for calls (and text messages, if supported). You can connect with only one smartphone at a time.

- 1 [Open Phone & Video Calls](#) .

- 2 Open the [application menu](#) and tap **Preferences & Accounts**.
- 3 Under **Tap the device you'd like to use**, tap the smartphone you want to use for calls (and text messages, if supported).
- 4 Tap **Done**.

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Browse applications in HP webOS App Catalog

Use HP webOS App Catalog to browse and download any of the many applications available for your device. App Catalog contains both free apps and apps you can buy.

NOTE HP webOS App Catalog is periodically updated. Because of this, the app may offer more functionality and features than those described in this chapter. For the most up-to-date information on App Catalog, see the on-device Help.

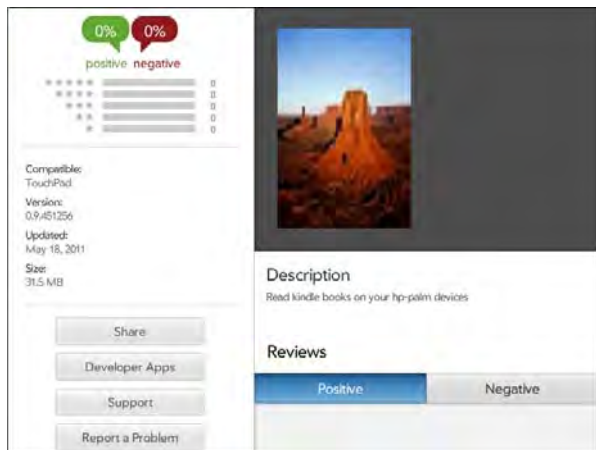
NOTE Applications you installed on your old Palm OS by ACCESS or Windows Mobile smartphone do not work on your HP TouchPad because your HP TouchPad uses the new HP webOS. In addition, some apps developed for HP webOS smartphones may not work on your HP TouchPad. Check App Catalog for a new version of your old favorites.

- 1 [Open HP App Catalog](#) .
- 2 The first time you open App Catalog, if prompted, select your country.

IMPORTANT Be sure to select the correct country. You can't change it later.

- 3 The first time you open App Catalog, review the terms of use and tap **Accept**.
- 4 Do one of the following:
 - To browse *Pivot*, a magazine showcasing new apps: Tap **Featured** at the bottom of the screen. Swipe right and left on the screen to turn pages.
 - To search by category: Tap **Categories** at the bottom of the screen, and tap a category. To view subcategories for a category, tap **All [category name]** at the top of the screen, and tap a subcategory. If a subcategory screen displays the subcategory name at the top, tap the name to view further subcategories. Tap the arrow next to the subcategory name to return to the list of subcategories.
 - To search applications you bookmarked: Tap **Bookmarks** at the bottom of the screen.

- To search by name: Tap **Search** at the bottom of the screen. Type a search term, and then tap  or tap **Enter** on the onscreen keyboard. A list of apps whose name or category matches your search term appears.
 - To search within featured, paid, free, or new apps only: After you start a category, bookmark, or name search, tap **Top**, **Paid**, **Free**, or **New** at the top of the screen.
- 5 When the app you want appears onscreen, tap the name to display app details.
 - 6 On the app details screen, do any of the following:



- To see video of the app: Tap a thumbnail image that displays the  icon. Not all apps include videos.
- To see more thumbnails: Swipe right or left on the thumbnail area of the screen.
- To bookmark the app: Tap  at the top of the screen.

TIP You can also bookmark an app in the app search results list by tapping the bookmark icon to the right of the app name.

- To read reviews: Under Reviews, tap **Positive** or **Negative**. Scroll to see more positive or negative reviews.
- To share info about the app with a friend: Tap **Share**, and then tap **Email** or **Text Message**. Sharing via text message is available only

if your device is connected to an HP webOS smartphone (see [Use your HP TouchPad with a connected HP webOS smartphone](#)).

- To see more apps from this app developer: Tap **Developer Apps**.
- To go to the developer's product support page: Tap **Support** (if available).
- To report a problem with the app: Tap **Report a Problem**. Tap **Bug** and tap the type of problem you are reporting. Tap **Type your problem here**, enter the problem description, and tap **Send**.

Download a free application

BEFORE YOU BEGIN Before you download an app, make sure you have enough storage space on your device to fit the app. [Open Device Info](#)  and look at the **Available** field under **Device**.

- 1 [Open HP App Catalog](#) .
- 2 Find a free app you want (see [Browse applications in HP webOS App Catalog](#)).
- 3 Tap **Free** to the right of the app name.

TIP You can also tap the app name to open the app details screen, and tap **Free** at the top of the screen.

- 4 If the application uses Location Services, a notification appears (see [Location Services](#)). Tap **Continue**.

TIP To pause a download, tap the **Downloading** progress bar. To resume downloading, tap **Download paused**.

- 5 After you download an app, tap **Launch** to open it. The app also now appears as an icon on the Downloads page in the Launcher, so you can open it from the Launcher as well.

You can move to other screens and work in other applications while your new app downloads in the background. For example, find another app in App Catalog and start its download while the first download is finishing.

TIP A good way to get started with App Catalog is to download the free Facebook Tablet app.

Buy an application

Buy an application using your billing account or by entering a promo code

A promo code allows you to purchase one or more App Catalog apps for free. You might receive a promo code for a specific app, or a general code that allows you to purchase one or more apps up to a specific dollar amount.

You need to have a billing account set up in App Catalog to purchase apps with a promo code—however, your account is not charged when you use the code. If you do not have a promo code for an app, the purchase is billed to your billing account.

You can also purchase an app directly from a promo code link (see [Buy an application directly from a promo code link](#)).

- 1 [Open HP App Catalog](#) .
- 2 Browse to the app you want (see [Browse applications in HP webOS App Catalog](#)).
- 3 Tap the price to the right of the app name.

TIP You can also tap the app name to open the app details screen, and tap the price at the top of the screen.

- 4 If the application uses Location Services, a notification appears (see [Location Services](#)). Tap **Continue**.
- 5 If prompted, enter your HP webOS Account password to authorize the purchase. Tap **Submit**.
- 6 If you have a billing account, if prompted, tap **OK** to verify the email address where you want to receive purchase receipts, or enter a different email address.
- 7 If you do not have a billing account, you are prompted to set one up. See [Set up a billing account](#).
- 8 Do one of the following:
 - To purchase the app using a promo code: Tap **Use Promo Code**. Tap **Promo Code**, enter the promo code, and then tap **Use Promo Code**.
 - To purchase the app using your billing account: Tap **Purchase**.

TIP To pause a download, tap the **Downloading** progress bar. To resume downloading, tap **Download paused**.

- 9 After you download an app, tap **Launch** to open it. The app also now appears as an icon on the Downloads page in the Launcher, so you can open it from the Launcher as well.

TIP If you delete a purchased application you can reinstall it without paying for it again (see [Reinstall a deleted application](#)).

You can move to other screens and work in other applications while your new app downloads in the background. For example, find another app in App Catalog and start its download while the first download is finishing.

Buy an application directly from a promo code link

A promo code allows you to purchase one or more App Catalog apps for free. You might receive a promo code for a specific app, or a general code that allows you to purchase one or more apps up to a specific dollar amount.

You need to have a billing account set up in App Catalog to purchase apps with a promo code—however, your account is not charged when you use the code.

- 1 If you receive a promo code link (such as in an email or text message), click the link.
- 2 Do one of the following:
 - If the main App Catalog page is displayed: Tap **OK** to dismiss the promo code notification. Browse to the app you want. Tap the app name.
 - If a specific app page is displayed: Tap **OK** to dismiss the promo code notification.
- 3 Tap the price at the top of the app details screen.
- 4 If the application uses Location Services, a notification appears (see [Location Services](#)). Tap **Continue**.
- 5 If prompted, enter your HP webOS Account password to authorize the purchase. Tap **Submit**.
- 6 If you do not have a billing account, you are prompted to set one up. See [Set up a billing account](#).
- 7 Do one of the following:
 - To purchase the app using the promo code: Tap **Use Promo Code**.
 - To purchase the app using your billing account: Tap **Purchase**.

TIP To pause a download, tap the **Downloading** progress bar. To resume downloading, tap **Download paused**.

- 8 After you download an app, tap **Launch** to open it. The app also now appears as an icon on the Downloads page in the Launcher, so you can open it from the Launcher as well.

TIP If you delete a purchased application you can reinstall it without paying for it again (see [Reinstall a deleted application](#)).

You can move to other screens and work in other applications while your new app downloads in the background. For example, find another app in App Catalog and start its download while the first download is finishing.

Reinstall a deleted application

If you delete an app you installed on your device (see [Manage applications with Software Manager](#)), you can easily reinstall the app. You do not need to buy the app again—App Catalog recognizes that you bought it and now offers it as a free app.

- 1 [Open HP App Catalog](#) .
- 2 Browse to the app (see [Browse applications in HP webOS App Catalog](#)).
- 3 Tap **Free** to the right of the app name.

Set up a billing account

- 1 [Open HP App Catalog](#) .
- 2 Do one of the following:
 - Find an app you want to buy, and tap the price to the right of the app name. Tap **Setup Credit Card**.

- Open the [application menu](#), tap **Preferences & Accounts**, and tap **Add Credit Card**.

- 3 Enter your HP webOS Account password and tap **Submit**.
- 4 Tap **OK** to verify your email address, or tap **Change Email Address** to enter a different one. Purchase receipts are sent to the address shown here.
- 5 Select your billing country and credit card type. Enter your credit card and billing address details, and tap **Done**.

IMPORTANT Your credit card details are not stored on your device. They are encrypted and stored in your HP webOS Account in the cloud.

Set billing account preferences

- 1 [Open HP App Catalog](#) .
- 2 Open the [application menu](#) and tap **Preferences & Accounts**.
- 3 Under **Password is Required**, select one of the following:

Once Every 4 Hours: You must enter your password the first time you make a purchase. If you make any other purchases within four hours, you don't need to enter your password again. After four hours, you enter your password again for the first purchase, which starts a new four-hour clock.

Every Purchase: You must enter your password for each purchase, regardless of the time interval.

- 4 Under **Send Receipts**, enter the email address where you want to receive receipts for App Catalog purchases. This option appears only if you have a billing account set up.

Update or delete a billing account

- 1 [Open HP App Catalog](#) .
- 2 Open the [application menu](#) and tap **Preferences & Accounts**.
- 3 To change credit card information: Tap the credit card name.
- 4 To change the password requirements or receipt email: Tap the current entry under **Password Is Required** or **Send Receipts**, and select a new password requirement or enter a new email address.
- 5 If prompted, enter your HP webOS Account password and tap **Submit**.
- 6 Do one of the following:
 - To edit the account information: Change the information as needed and tap **Done**.
 - To delete the account information: Tap **Remove Credit Card**. Tap **Remove Credit Card** again to confirm.

Manage applications with Software Manager

Use Software Manager to work with applications and background services that you add to your device.

1 **Open Software Manager** .



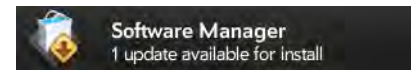
- 2 Tap **Apps** to manage downloaded apps that appear in the Launcher, or tap **Other** to manage background apps and services that do not appear in the Launcher.
- 3 Tap an app or service name.
- 4 On the app details screen, do any of the following:
 - To add a review: Tap **Review App**. Tap the stars to rate the app. Tap the name you want displayed with your review. Tap **Tap Here to Type**, enter your review, and then tap **Send**.
 - To report a problem with the app: Tap **Report a Problem**. Under **Problem Type**, tap **Bug** and tap the type of problem you are reporting. Tap **Tap Here to Type**, enter the problem description, and then tap **Send**.
 - To delete the app: Tap **Delete**. Tap **Delete** again to confirm.

TIP You can also delete an app by throwing it off the side of the screen from the app list, and then tapping **Delete** to confirm.

TIP You can reinstall any app you delete (see [Reinstall a deleted application](#)).

Update a downloaded application from a notification

When an update is available for one or more apps you downloaded, you get a notification.



Tap the notification and do one of the following:

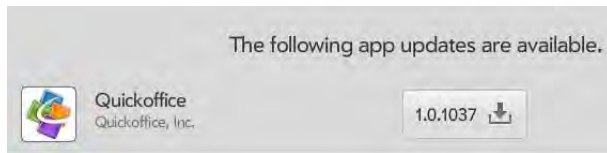
- To display details about an app and the available update: Tap the app name.
- To update one app: Tap the arrow icon to the right of the app name.
- To update all apps: Tap **Install Updates**.

Manually check for application updates

1 **Open Software Manager** .

- 2 Tap **Apps** to manage downloaded apps that appear in the Launcher, or tap **Other** to manage background apps and services that do not appear in the Launcher.
- 3 If updates are available for any of your downloaded apps or services, an **[X] Updates Available** button appears at the bottom of the screen with a number. The number indicates the number of items for which updates are available. Tap **[X] Updates Available**.

4 Do one of the following:



- To display details about an app and the available update: Tap the app name.
- To update one app: Tap the update version number to the right of the app name.
- To update all apps: Tap **Install All**.
- To return to the list of apps: Tap **My Apps**.

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Backup

Backup is one of the major advantages of your HP webOS Account. You create an HP webOS Account when you set up your device.

What is an HP webOS Account?

When you create an HP webOS Account during setup of your device, you gain access to the many advantages of having an HP webOS Account, including automatic, daily backup of your data.

Your HP webOS Account gives you the following benefits:

HP webOS Account on your device: Your HP webOS Account is automatically created for you on your device. In this account you can store Contacts and Calendar info that you don't store in online accounts like Google or Exchange.

NOTE You cannot access the info in your HP webOS Account anywhere but on your device. View, add to, and edit the info in your HP webOS Account on your device.

Automatic, daily backup to a secure server: Info stored in your HP webOS Account is automatically, daily backed up to a secure server.

Your device backs up the contacts, calendar events, and memos that are in your HP webOS Account, as well as system settings and applications you downloaded to your device. If you ever need to erase the info from your device, you can restore all your backed-up info. All data backed up to your HP webOS Account is encrypted, and only you, the profile owner, can access your data.

Backup does not affect information stored in online accounts like Google. Information stored in online accounts is synchronized by the online provider at regular intervals. Information stored in Exchange is synchronized by your company's Exchange server.

IMPORTANT Backup does not back up files stored on your device's USB drive.

You can turn off automatic backup, and you can also perform a manual backup.

Remote erase of a lost or stolen device: If your device is lost or stolen, open the web browser on your computer, sign in to your HP webOS Account on hpwebos.com/account, and do a remote erase of the info on the device.

NOTE If you want to erase data on your device while you are still in possession of the device—for example, before you give it to someone else—don’t do a remote erase. Instead, do a partial or full erase of the device itself (see [Erase data and reset your device](#)).

Access to system updates: Automatic system and software updates are sent to your device.

Updating of HP webOS Account settings: To change your HP webOS Account information after you set it up, see [Update your HP webOS Account settings](#). To see the email address you used when you set up your HP webOS Account, open Device Info (see [View system information](#)).

What information is backed up?

All data backed up to your HP webOS Account is encrypted, and only you, the profile owner, can access your data. Data in your HP webOS Account can be viewed, added to, or edited only on your device.

IMPORTANT In the event that your device is lost or stolen, you can go to your HP webOS Account on hpwebos.com/account and from there erase the data on your device.

The following table lists info that is and is not backed up to your HP webOS Account:

Table 1. Backup details

Application	Backed up	Not backed up
Accounts	Username for online accounts that sync, like Google.	Entries (contacts, events, messages, and so on) in online accounts Passwords for online accounts that sync, like Google.

Table 1. Backup details

Application	Backed up	Not backed up
Adobe Reader	Nothing is backed up. Keep a copy of these files on your computer (see Copy files between your device and your computer).	
Amazon Kindle	If you downloaded the Amazon Kindle app from HP webOS App Catalog, when you sign in to your HP webOS Account after your device is erased, the app is downloaded again.	
App Catalog	See entry for HP App Catalog.	
Backup	Backup setting is on by default.	
Bluetooth	Nothing is backed up.	
Calendar	Events in your HP webOS Account.	Events in online accounts.
	Username for online accounts that sync, like Google.	Passwords for online accounts that sync, like Google.
	Preferences (see Customize Calendar).	
Contacts	Contacts in your HP webOS Account.	Contacts in online accounts.
	Username for online accounts that sync, like Google.	Passwords for online accounts that sync, like Google.
	Favorites.	Linking relationships between contacts.
	Preferences (see Customize Contacts).	

Table 1. Backup details

Application	Backed up	Not backed up
Date & Time	Nothing is backed up.	
Device Info	Nothing is backed up.	
Email	Username for your email accounts.	Passwords for your email accounts. Emails, their contents, and attachments, their sort order, and account preferences.
Excel	See entry for Quickoffice.	
Exhibition	Nothing is backed up.	
Facebook	Nothing is backed up.	
Help	Nothing is backed up.	
HP App Catalog	When you sign in to your HP webOS Account after your device is erased, apps you downloaded from App Catalog are downloaded again.	App settings and data stored in the app. Applications from sources other than App Catalog.
Just Type	Nothing is backed up.	
Launcher	Reordered Launcher icons (see Reorder Launcher icons).	
Location Services	Preferences.	
Maps	Nothing is backed up.	
Memos	All memos.	

Table 1. Backup details

Application	Backed up	Not backed up
Messaging	Instant messages. Username for IM accounts. Text messages sent or received when your device was connected to a webOS smartphone (see Messaging: Text messaging).	Passwords and history.
Music	Nothing is backed up. Keep a copy of these files on your computer (see Copy files between your device and your computer).	
Phone & Video Calls	Call history entries for any calls made, received, or missed when your device was connected to a webOS smartphone (see Use your HP TouchPad with a connected HP webOS smartphone).	
Photos & Videos	Username for online accounts that sync, like Facebook and Snapfish.	No photos or videos are backed up. On your computer, keep a copy of the photos and videos that are on your device (see Copy files between your device and your computer). Passwords for online accounts that sync, like Facebook and Snapfish.
PowerPoint	See entry for Quickoffice.	

Table 1. Backup details

Application	Backed up	Not backed up
Print Manager	Nothing is backed up.	
Quickoffice	Username and passwords for your Quickoffice accounts.	No documents, spreadsheets, or presentations are backed up. Keep a copy of these files on your computer (see Copy files between your device and your computer).
Regional Settings	Nothing is backed up.	
Screen & Lock	Nothing is backed up.	
Software Manager	When you sign in to your HP webOS Account after your device is erased, apps you downloaded from App Catalog are downloaded again.	App settings and data stored in the app. Applications from sources other than App Catalog.
Sounds & Ringtones	Nothing is backed up.	
System Updates	Nothing is backed up.	
Text Assist	Nothing is backed up.	
Third-party apps	Apps you downloaded are downloaded again from App Catalog.	
VPN	Nothing is backed up.	
Wallpaper	Nothing is backed up.	
Web	Bookmarks. Browser cookies.	Downloads and web settings.
Wi-Fi	Nothing is backed up.	

Table 1. Backup details

Application	Backed up	Not backed up
Word	See entry for Quickoffice.	
YouTube	Nothing is backed up.	

Manually back up information to your HP webOS Account

Backup occurs automatically every day, but we recommend that you manually back up your information before you reset your device or change your HP webOS Account settings.

- 1 [Open Backup](#) .



- 2 Tap **Back Up Now**.

Erase HP webOS Account information from the server

- 1 [Open Backup](#) .
- 2 Do either of the following:
 - To stop backup of your info and delete all backed-up information from the server: Tap **On** to switch backup from On to Off. Tap **Turn Off And Erase Backup**. This deletes all your information on the server. It does not affect the information on your device.

TIP [Open Device Info](#) to delete the information on your device (see [Erase data and reset your device](#)).

- To turn on automatic backup if you had previously turned it off: Tap **Off** to switch Backup from Off to On.

Remotely erase HP webOS Account information from your device

In the event that your device is lost or stolen, go to your HP webOS Account on your computer and from there, erase the data on your device. This does not affect the information stored in your online HP webOS Account.

- 1 On your computer, go to hpwebos.com/account.
- 2 Sign in using your HP webOS Account email address and password.
- 3 Click **Device Info**.
- 4 Click **I Lost My Phone > Erase Device**.

Update your HP webOS Account settings

IMPORTANT To ensure that the data on your device is consistent with that stored on your HP webOS Account, we recommend that you perform a manual backup of your data both before and after you change any of your HP webOS Account settings (see [Manually back up information to your HP webOS Account](#)).

- 1 [Open Accounts](#) .
- 2 Tap your HP webOS Account name.
- 3 Enter your HP webOS Account password and tap **Sign In**.
- 4 Edit any of the following:

Name: Tap the current name. Enter a new first name and/or last name associated with your HP webOS Account.

Email: Tap the current email address. Enter a new email address associated with your HP webOS Account. A verification email is sent to the new address. Click the link in the email to verify the new address. After you verify, the email address is changed.

Password: Tap the current password (displayed as a series of * characters). Enter your new password and confirm it. Tap **Done**.

Security Question/Answer: Tap the current question and tap a new one. Then tap **Answer** and enter an answer.
- 5 To view information about a device associated with this account, under **Devices**, tap the device. When you are finished viewing the information, tap **Done**.

Date & Time

You can set your device to adjust the date and time automatically to the local date and time wherever you are, or you can turn this feature off and enter this information manually.

- 1 [Open Date & Time](#) .

- 2 Set any of the following:

Time format: Tap the field at the top of the screen and set whether to use a 12-hour or a 24-hour format.

Network Time: Network time is set by your Wi-Fi network provider. Tap **On** or **Off**. If you turn this option off, select the date and time. If you switch from manual time to network time, there might be a delay before the network time updates on your device.

Timezone: To change the time zone, tap the currently displayed city. Tap the search field and begin typing the name a country or city in the time zone you want, or scroll the list to find the location. Tap the location when it appears.

Device Info

View system information

- 1 [Open Device Info](#) . Basic system information is displayed, such as your battery usage and available memory. The screen also displays the email address you used when you set up your HP webOS Account.
- 2 To view more detailed system information, tap **More Info**, and tap **Software** or **Hardware**.

- 3 To view application information, under **Software**, tap and hold an app name, then release. Tap **Done** when you are finished viewing the information.
- 4 To return to the summary view, tap **Back**.

Rename your device

The name you give your device appears on any paired Bluetooth® device that has a display, such as a connected webOS smartphone. If you rename your HP TouchPad, the name is updated automatically on the other device—you don't need to pair again.

- 1 [Open Device Info](#) .
- 2 Under **Name**, tap the currently displayed name and enter the new name.

Restart your device

If an application freezes, first try restarting your device.

An occasional restart can be good for your device just the way a restart can be good for your computer. Every once in a while, restart your device.

- 1 [Open Device Info](#) .
- 2 Tap **Reset Options** and tap **Restart**.

NOTE If the screen does not respond to taps, press and hold the **power** button and **Center** at the same time for 15 seconds to restart your device.

Erase data and reset your device

If restarting your device does not solve the problem of application freezes, you may need to reset the device. A reset deletes some or all information from your device (depending on the type of reset you select). After a reset, you must follow the prompts to sign in to your HP webOS Account again before you can use your device.

IMPORTANT If possible, do a manual backup of your HP webOS Account data before resetting your device (see [Manually back up information to your HP webOS Account](#)). After you sign in to your HP webOS Account again, any backed-up information is restored (see [What information is backed up?](#)).

- 1 [Open Device Info](#) .

- 2 Tap **Reset Options**.

- 3 Tap one of the following:

Erase Apps & Data: Erases all application data and settings, as well as any applications you installed from App Catalog.

Erase USB Drive: Erases all files stored in USB drive storage, such as pictures, videos, and music.

Full Erase: Erases application data and settings, apps you installed, and USB drive storage files. Use Full Erase if you want a clean erase of your currently installed apps and files but plan to continue using the device.

Secure Full Erase: Erases application data and settings, apps you installed, and USB drive storage files. Use Secure Full Erase if you plan to give the device away and you do not want your data and files to be recoverable even using a third-party tool. Secure Full Erase performs a complete wipe of the device and takes considerably longer than a regular full erase.

- 4 Tap the button again to confirm your choice.

About the full erase options

In most cases, you can perform a regular full erase if you want to erase downloaded applications and USB drive storage files from your device. Perform a secure full erase when you give your device to somebody else and you don't want that person to be able to access your data.

Regardless of which full erase option you choose, all your data on the web—in your online accounts and in your HP webOS Account—is untouched.

After either type of full erase, you can sign in to your HP webOS Account either on a new webOS device or the same device you just erased. Signing in restores your HP webOS Account data and information from online accounts (see [What information is backed up?](#)), but not your stored files such as pictures, videos, and music (you must copy those again to the device; see [Copy files between your device and your computer](#)).

Run Automated Diagnostics

If you are troubleshooting your device with a support agent, you can run Automated Diagnostics to supply the agent with diagnostic information about your device. If you need more information after running Automated Diagnostics, you can run Interactive Diagnostics (see [Run Interactive Diagnostics](#)).

- 1 [Open Device Info](#) .

- 2 Open the [application menu](#) and tap **Diagnostics**.

- 3 On the screen that appears, tap **Automated**.

- 4 Work with the support agent to view and report the test results.

Run Interactive Diagnostics

If you are troubleshooting your device with a support agent and need more information after running Automated Diagnostics (see [Run Automated Diagnostics](#)), you can run Interactive Diagnostics.

- 1 [Open Device Info](#) .
- 2 Open the [application menu](#) and tap **Diagnostics**.
- 3 On the screen that appears, tap **Interactive**.
- 4 Work with the support agent to run and view results from one or more tests.

Run a custom application

If you are troubleshooting your device with a support agent, the agent may need to run a custom application on your device.

- 1 [Open Device Info](#) .
- 2 Open the [application menu](#) and tap **Custom Application**.
- 3 Work with the support agent to enter the custom application name and run the application.

Change default applications

If you have more than one application on your device that can perform a particular function, you can change the default application to use for that function.

In addition, if you have more than one application on your device that can open a particular file type, you can change the default application to use for opening that file type.

- 1 [Open Device Info](#) .
- 2 Open the [application menu](#) and tap **Default Applications**.
- 3 To find data types and file types for which more than one app is available, look for app names that appear in black type.

- 4 Do either or both of the following:
 - To change the default application to use for different functions: Under **Data Types**, tap the currently displayed application for a given data type, and tap a different application.
 - To change the default application to use for different file types: Under **File Types**, tap the currently displayed application for a given file type, and tap a different application.

To override the default application setting when looking for the map location of an address, tap and hold the address, and then tap the application you want.

Use Certificate Manager

Certificates are digital documents that are used to authenticate and exchange information on networks. Certificates can be issued for a user, a device, or a service.

Install a certificate from USB drive storage

You can install a certificate that is located in the USB drive storage on your device. For information on copying a certificate into USB drive storage, see [Copy files between your device and your computer](#).

- 1 [Open Device Info](#) .
- 2 Open the [application menu](#) and tap **Certificate Manager**.
- 3 Tap  and tap the certificate name.

Install a certificate from an email attachment

- Open the email attachment (see [Open email attachments](#)), and then tap **Trust Certificate**.

View certificate details

You can view user-installed certificates only.

- 1 [Open Device Info](#) .
- 2 Open the [application menu](#) and tap **Certificate Manager**.
- 3 Tap the certificate name.

Delete a certificate

You can delete user-installed certificates only.

- 1 [Open Device Info](#) .
- 2 Open the [application menu](#) and tap **Certificate Manager**.
- 3 Tap the certificate and tap **Delete Certificate**.

Exhibition

Exhibition gives you access to applications specially designed for use with your device when it is placed on an HP Touchstone (sold separately). These apps include Time (clock app), Photos & Videos (photo slideshow), and Agenda (agenda based on your Calendar events for the day).

NOTE You cannot use a Touchstone by connecting the USB cable to a computer.

Start Exhibition

Do one of the following:

- When the screen is off, place your device on a Touchstone. Exhibition starts automatically.
- If you place your device on a Touchstone while the screen is on, Exhibition starts when the device has been inactive for the period defined in Screen & Lock (see [Set the interval for turning the screen off automatically](#)). The screen does not lock.
- [Open Exhibition](#)  and tap **Start Exhibition**. This starts Exhibition whether or not your device is on a Touchstone.

NOTE If you place your device on a Touchstone when you are on a call or watching a video in the Pictures & Videos or YouTube app, Exhibition does not start.

Exit Exhibition

Do any of the following:

- Press **Center** .
- If your device is on a Touchstone, remove the device from the Touchstone.

When you exit Exhibition, the last used item on the device is displayed: the Launcher, Card view, or an app window.

Use Exhibition

Here are some key features of using Exhibition.

- When Exhibition starts, the last-used app is displayed. To switch to another app, tap the upper-left corner of the screen, and tap the app you want.
- When Exhibition starts, notifications appear as usual, and tapping a notification performs the same action as usual.
- If your device is on a Touchstone but Exhibition is turned off, Exhibition starts automatically when the device has been inactive for the period defined in Screen & Lock (see [Set the interval for turning the screen off automatically](#)). The screen does not lock.
- If you have Secure Unlock turned on, you must enter your PIN or password to use the device when you exit Exhibition.

Use your device as a clock

The Exhibition Time app provides a convenient way to use your device as a clock while the device is sitting on a Touchstone.

- In Exhibition, tap the upper-left corner of the screen, and tap **Time**.

View a picture slideshow

When your device is in Exhibition, you can set it to play a continuous slideshow of pictures from any album in the Photos & Videos app.

- 1 In Exhibition, tap the upper-left corner of the screen, and tap **Photos**. Playback of the currently selected album starts automatically. The default is to display photos from all albums.
- 2 To display playback controls, tap the screen.
- 3 When the playback controls are displayed, do any of the following:
 - To choose which album(s) to use for the slideshow: Tap **Select Album** in the upper-right corner of the screen. Tap an album that

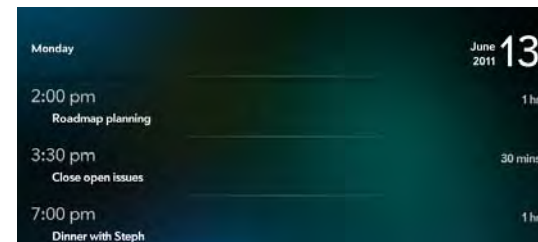
does not have a checkmark next to its name to include it in the slideshow. Tap an album that has a checkmark next to its name to remove it from the slideshow. Tap **Done**.

- To pause playback: Tap .
 - To resume playback: Tap .
 - To change the timing of the slideshow: Tap  and tap a time interval. This interval sets how long a picture is displayed before it transitions to the next picture.
- 4 To manually move to the next or previous picture during a slideshow: Swipe left or right on the screen.
 - 5 To exit the slideshow: Press **Center** .

View your day's agenda

Agenda view displays any of the current day's calendar events in list format.

- In Exhibition, tap the upper-left corner of the screen, and tap **Agenda**.



NOTE If Agenda is not displayed in the options in the upper-left corner of the screen, you need to turn it on (see [Customize Exhibition settings](#)).

Customize Exhibition settings

- 1 [Open Exhibition](#) 

- 2 Do either of the following:
 - To change which apps are available in Exhibition: Check or uncheck the box to the right of each app name. You cannot remove the Time app.
 - To find more Exhibition apps: Tap **Find More**. This opens App Catalog displaying a list of apps you can use in Exhibition. Tap an app to download it (see [Download a free application](#) and [Buy an application](#)). You can install as many Exhibition apps as you want.

Regional Settings

Change the display language

You can set your device display to any language available for the device.

- 1 [Open Regional Settings](#) .
- 2 Tap the language currently displayed in the **Language** field, and then tap a new language.
- 3 If a region list is displayed, tap the region.
- 4 Tap **Apply Changes and Reboot**.

Your device restarts after you select a new language. The restart does not affect your data or applications.

Set up and switch among multiple onscreen keyboard layouts and languages

For information on using the onscreen keyboard, see [Use the onscreen keyboard](#).

- 1 [Open Regional Settings](#) .

- 2 Under **Keyboard Type**, do one of the following:
 - To change the layout or language of the keyboard you are currently using: Tap the keyboard.
 - To add a keyboard: Tap **Add Keyboard**.
- 3 To select a layout, tap the layout currently displayed, and then tap a new layout.
- 4 To select a language, tap the language currently displayed, and then tap a new language.
- 5 Tap **Done**.

Select a default country code for phone numbers

You can set the country code to be used with any phone numbers that do not include a country code, including phone numbers contained in a contact entry.

- 1 [Open Regional Settings](#) .
- 2 Under **Phone Numbers**, tap the currently displayed country or region.
- 3 Scroll down to find a country, and then tap it.
- 4 Tap **Apply Changes and Reboot**.

Your device restarts after you select a new default region for phone numbers. The restart does not affect your data or applications.

Change the display formats

You can set your device to format numbers, currency, date, and time in the style you prefer. You can select the format commonly used in your country or region, or any style you want.

- 1 [Open Regional Settings](#) .

- 2 Under **Formats**, tap the currently displayed country name.
- 3 Scroll down to find a country, and then tap it.
- 4 Tap **Apply Changes and Reboot**.

Your device restarts after you select a new country format. The restart does not affect your data or applications.

Screen & Lock

Turn auto dim on/off

By default, your screen dims after a period of inactivity. You can turn this feature off.

- 1 [Open Screen & Lock](#) .
- 2 In **Auto Dim**, tap **On** to change the setting from On to Off, or tap **Off** to change the setting from Off to On.

Adjust the screen brightness

- 1 [Open Screen & Lock](#) .
- 2 Drag the **Brightness** slider left or right.

TIP You can also adjust the screen brightness in the system menu (see [Use the system menu](#)).

Set the interval for turning the screen off automatically

By default, your screen turns off after two minutes of inactivity to save battery power. You can change this interval.

- 1 [Open Screen & Lock](#) .
- 2 In **Turn off After**, tap the interval shown, and then tap the number of minutes.

Change your wallpaper

Your wallpaper is the screen background in Card view. You can customize the wallpaper to show a favorite picture.

- 1 [Open Screen & Lock](#) .
- 2 Tap **Change Wallpaper**.
- 3 Tap the album containing the picture, and tap the picture.
- 4 (Optional) In the preview window, do either or both of the following:
 - To zoom out or in on a part of the picture: Pinch in or out on the picture, or double-tap the picture.
 - To capture the portion of the picture you want for your wallpaper: Tap and hold the picture, and then drag the portion you want to fill the window. This portion becomes the wallpaper.
- 5 Tap **OK**.

Turn advanced gestures on/off

Turning on advanced gestures enables the up gesture.

The up gesture is a drag up from the bottom edge of the screen. When an app is open full-screen, make the up gesture to go to Card view. When Card view is displayed, make the up gesture to open the Launcher. When the Launcher is open, make the up gesture to go to Card view.

- 1 [Open Screen & Lock](#) .
- 2 In **Enable Gestures**, tap **On** or **Off**.

Set options for unlocking the screen

The screen locks five seconds after it turns off automatically, or immediately if you turn the screen off manually. Use Secure Unlock if you want to require a PIN or a password to unlock the screen.

TIP If your company issued your device to you, check with your system administrator about whether the company has its own settings for locking and unlocking the screen of your device.

- 1 **Open Screen & Lock** .
- 2 To turn Secure Unlock on: In **Secure Unlock**, tap **Off**. Tap **Simple PIN** or **Password**, and do one of the following:

Simple PIN: Enter a PIN of any length. This is a PIN that you make up. Enter the PIN again to confirm, and then tap **Done**.

Password: Enter a password containing any combination of letters and numbers, and then tap **Done**. Enter the password again to confirm, and then tap **Done**.

IMPORTANT Be sure to write down your PIN or password and keep it somewhere safe. If you forget your PIN or password, you need to remotely reset your device and may lose data.

- 3 Tap **Lock After** to choose whether the screen locks after a designated time, or after the screen turns off.
- 4 To turn Secure Unlock off: In **Secure Unlock**, tap the currently displayed option (**Simple PIN** or **Password**), and then tap **Off**. Enter the PIN or password, and then tap **Done**.

Change your Secure Unlock password

- 1 **Open Screen & Lock** .
- 2 In **Secure Unlock**, tap **Change PIN** or **Change Password**.

- 3 Enter the old PIN/password and the new PIN/password.
- 4 Tap **Done**.

Get notifications when the screen is locked

- 1 **Open Screen & Lock** .
- 2 In **Show When Locked**, tap **On** or **Off** to set whether notifications are displayed when the screen is locked.

Turn blink notifications on/off

If blink notifications are turned on, when the screen is off, the Center button blinks when a notification arrives and continues to blink until you tap the notification or turn on the screen. Blink notifications are on by default.

- 1 **Open Screen & Lock** .
- 2 In **Blink Notifications**, tap **On** or **Off**.

Sounds & Ringtones

Set sound options

You can turn all sounds on or off. You can also turn a particular group of sounds, including keyboard clicks, notification alerts, and system sounds such as transition sounds, on or off. When sounds are on, you can set the sound volume.

Sounds are turned on by default.

NOTE If you turn off system sounds using the system menu, the sounds are muted even if they are turned on in Sounds & Ringtones (see [Use the system menu](#)). Likewise, if sounds are turned off in Sounds & Ringtones, they do not play even if you have the system menu sound setting turned on.

1 **Open Sounds & Ringtones** .



2 Do one of the following:

- To turn off all sounds: In **Sounds**, tap **On** to switch all sounds from On to Off.
- To turn off a specific group of sounds: In **System Sounds** or **Keyboard Clicks**, tap **On** to switch from On to Off.

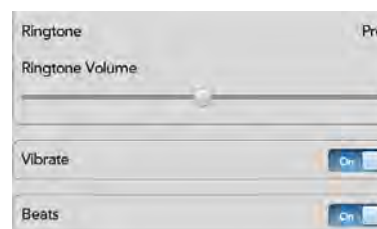
NOTE Calendar, Email, and Messaging notification sounds are controlled separately. If you have notification sounds turned on in any of those apps (see [Customize event notification sounds](#), [Turn new email notifications on/off](#), and [Customize messaging notifications](#)), the sound plays even if you have System Sounds turned off.

3 If sounds are on, drag the **Volume** slider to set the sound volume.

Set your device to vibrate

You can set your device to vibrate whenever a sound would normally play. The vibrate option can be turned on even when sounds are off.

1 **Open Sounds & Ringtones** .



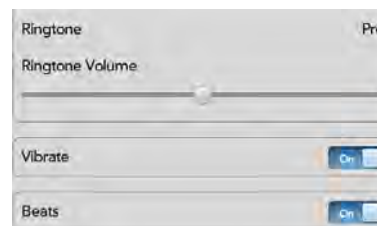
2 In **Vibrate**, tap **On** or **Off** to turn the vibrate setting off or on.

Turn Beats Audio on/off

Beats Audio lets you hear the music the way the artist intended you to hear it. The dynamic Beats Audio profile delivers a clear, distortion-free music listening experience with incredible highs and rich, warm lows.

Beats Audio is turned on by default.

1 **Open Sounds & Ringtones** .



2 In **Beats**, tap **On** or **Off** to turns Beats Audio off or on.

Add ringtones to your device

If you pair your HP TouchPad with an HP webOS smartphone, you can answer calls made to your smartphone directly from your HP TouchPad (see [Use your HP TouchPad with a connected HP webOS smartphone](#) for details). You can select a ringtone to ring on your HP TouchPad when a call comes in.

You can add a file in any of the following file types as a ringtone for your device: MP3, AAC, AAC+, AMR, QCELP, or WAV. How to use the file as a ringtone depends on the following: the file type, how you obtain the file, and whether you want to use the file as a ringtone only, or play it in the Music app.

You can obtain files to use as ringtones in any of the following ways:

- Download a ringtone from one of the many ringtone apps in HP webOS App Catalog (see [HP webOS App Catalog and Software Manager](#)).
- Copy a file from your computer (see [Copy a ringtone to your device](#)).

To use an AMR or QCELP file as a ringtone, the file must be stored in the **ringtones** folder in your device's USB drive storage. Here's how to get the file into the correct folder:

- Files downloaded from App Catalog: The file is placed in the ringtones folder automatically.
- Files copied from your computer: You must place the file in the **ringtones** folder (see [Copy a ringtone to your device](#)).

To use a file in the **ringtones** folder as a ringtone, see [Select a file from the ringtones folder as a ringtone](#).

For MP3, AAC, AAC+, and WAV files, you have two options:

- To use the file as a ringtone only: Place the file in the **ringtones** folder (see [Copy a ringtone to your device](#)). If the file is already on your device, connect your device to your computer as described in that procedure, navigate to the file, and move the file to the **ringtones** folder. If you download a file from a ringtone app in App Catalog, it is automatically placed in the ringtones folder. To use a file in the ringtones folder as a ringtone, see [Select a file from the ringtones folder as a ringtone](#).
- To both use the file as a ringtone and listen to the file in the Music app: Copy the file to your device and place the file in any folder in your device's USB drive storage except **ringtones** (see [Copy files and folders using USB Drive mode](#)). To use the file as a ringtone, follow the steps in [Select a song as a ringtone](#).

Select a file from the ringtones folder as a ringtone

If you pair your HP TouchPad with an HP webOS smartphone, you can answer calls made to your smartphone directly from your HP TouchPad (see [Use your HP TouchPad with a connected HP webOS smartphone](#) for details). You can select a ringtone to ring on your HP TouchPad when a call comes in.

- 1 [Open Sounds & Ringtones](#) .
- 2 In **Ringtone**, tap the displayed ringtone to open the list of tones. This list displays all files stored in the **ringtones** folder in your device's USB drive storage.
- 3 (Optional) Tap  to listen to the ringtone.
- 4 Tap the name of the ringtone to select it.
- 5 To set the ringtone volume, drag the **Ringtone Volume** slider.

TIP Adjusting the Ringtone Volume slider is the same as using the **volume** button on the side of the device.

Select a song as a ringtone

If you pair your HP TouchPad with an HP webOS smartphone, you can answer calls made to your smartphone directly from your HP TouchPad (see [Use your HP TouchPad with a connected HP webOS smartphone](#) for details). You can select a ringtone to ring on your HP TouchPad when a call comes in.

If you have a song you listen to in the Music app, you can use that song as the ringtone for your device.

- 1 [Open Sounds & Ringtones](#) .
- 2 Tap the displayed ringtone.
- 3 Tap .

- 4 Tap  to the right of a song title to preview it. Tap the song title to add it to your list of ringtones.
- 5 When the list of ringtones is displayed, tap the song you added to use it as your ringtone.
- 6 To set the ringtone volume, drag the **Ringtone Volume** slider.

Copy a ringtone to your device

- 1 Identify a file on your computer to use as a ringtone on your device.
- 2 Connect your device to your computer using the **USB cable**.
- 3 On your device, tap **USB Drive**. On your computer, your device appears as a removable drive.
- 4 Open **My Computer** (Windows XP), **Computer** (Windows Vista/Windows 7), or the **Finder** (Mac), double-click the drive representing your device, and drag and drop files to the **ringtones** folder on your device.
- 5 End the connection safely. If you do not eject safely, your device resets when you disconnect the USB cable:
 - On a Windows computer, right-click the drive representing your device and click **Eject**.
 - On a Mac computer, from your desktop, drag the drive representing your device to the **Trash**. Trash changes to **Eject**.
- 6 Disconnect the **USB cable** from the computer when the USB Drive screen is no longer displayed on your device.

The new file appears in the list of ringtones on your device.

14 Wireless connections

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Wi-Fi

What is a Wi-Fi connection?

Many environments, such as corporate offices, coffee shops, airports, and libraries, offer access to a Wi-Fi network, which is a wireless local area network (WLAN). To access this WLAN, you connect your device to the WLAN through a Wi-Fi access point (also called a hotspot). When you're within range of an accessible Wi-Fi network, you can use your device's Wi-Fi feature to connect to that network and access the web.

Your device supports Wi-Fi connectivity based on the 802.11 standard (802.11a, 802.11b, 802.11g, and 802.11n), with WPA, WPA2, WEP, and 802.1x authentication.

Are there different kinds of Wi-Fi networks?

There are two types of Wi-Fi networks.

Open networks: These networks broadcast their name (SSID) and do not require you to enter a password or other settings. To learn how to connect to an open network for the first time, see [Connect to a new open network](#).

Secure networks: These networks may broadcast their name, but at the very least, they require you to enter a password that you get from an administrator (who may be, for example, the librarian or the person behind the counter at the coffee shop). You may also have to get other network settings from the system administrator. To learn how to connect to a secure network for the first time, see [Connect to a new secure network](#).

To connect to either type of network after the first time, see [Connect to a previously used network](#).

Turn Wi-Fi on/off

Wi-Fi is turned on by default. Do one of the following to turn it off or on:

- [Open Wi-Fi](#) , and tap **On** or **Off**.

- From any screen: Open the [system menu](#) in the upper-right corner of the screen, tap **Wi-Fi**, and tap **Turn on Wi-Fi** or **Turn off Wi-Fi**.



* Tap the icons in this corner, or drag your finger down across the icons.

If your device finds the network you want, tap the network name to connect to it. Otherwise, see [Connect to a new open network](#) and [Connect to a new secure network](#).

Connect to a new open network

For an explanation of open networks, see [Are there different kinds of Wi-Fi networks?](#)

- 1 [Open Wi-Fi](#) .
- 2 Make sure Wi-Fi is on (see [Turn Wi-Fi on/off](#)).
- 3 Do one of the following:
 - If the network you want is displayed, tap the network name.

- If the network you want is not displayed, tap **Join network** and enter the network name. Make sure **Open** is displayed in the Security field, and then tap **Connect**.

TIP You can also open Wi-Fi by opening the [system menu](#), tapping **Wi-Fi**, and tapping **Wi-Fi Preferences**.

Connect to a new secure network

For an explanation of secure networks, see [Are there different kinds of Wi-Fi networks?](#)

- 1 [Open Wi-Fi](#) .
- 2 Make sure Wi-Fi is on (see [Turn Wi-Fi on/off](#)).
- 3 Do one of the following:
 - If the network you want is displayed, tap the network name, enter your Username and/or Password, and tap **Sign In**. You're done.
 - If the network you want is not displayed, tap **Join network** and enter the network name. Follow steps 4 to 7.



- 4 Tap the **Security** field, and then tap the network type: **Open**, **WPA-personal**, **WEP**, or **Enterprise**.
- 5 Tap **Connect**.

6 A series of different screens appears depending on the network type. Enter or select the following if you are prompted to do so:

- Username and/or Password
- Certificate

7 Tap **Sign In**.

Connect to a previously used network

- If Wi-Fi is turned off, turn on Wi-Fi (see [Turn Wi-Fi on/off](#)). Your device automatically attempts to connect to a previously used network, starting with the most recently used network.
- If you move to a new location and Wi-Fi is turned on, your device automatically attempts to connect to a previously used network if one is discovered at the new location. If more than one previously used network is discovered, the device starts with the most recently used network.
- If you are connected to one network and want to use a different one, open **Wi-Fi**  and open the [application menu](#). Tap **Stored Profiles** and tap another network name.

Connect to a captive portal

When connecting to some Wi-Fi access points, such as in a coffee shop, a hotel, or an airport, the notification for a captive portal sometimes appears. This means that to connect to this Wi-Fi access point, you must first go to a special Internet page, known as a captive portal, before you can connect to the Internet. A captive portal might be used by your Wi-Fi host for authentication or for payment to access the Internet.

To connect to a captive portal:

- 1 Tap  at the top of the screen and then tap the notification **Captive Portal Detected on Wi-Fi**.

- 2 If required, review the security certificate notices and tap one of the following:

Trust Certificate: Connects you to the captive portal page automatically whenever you connect to this Wi-Fi access point.

Trust Certificate Once: Connects you to the captive portal page for this session only. The next time you try to connect to this Wi-Fi access point, you will be asked to trust this certificate again.

Don't Trust Certificate: Cancels the connection.

- 3 Your Wi-Fi host may require you to view advertisements, pay a fee, or accept conditions of use. Follow the instructions onscreen.

Disconnect from a network

When you disconnect from a network, you can keep it on your list of known networks so that your device can automatically connect to it again. If you remove the network from your list of known networks, however, you must reconnect to the network. Follow the steps in [Connect to a new open network](#) or [Connect to a new secure network](#) to connect to the network again.

- To disconnect from a network but keep it on your list of known networks: Turn off Wi-Fi (see [Turn Wi-Fi on/off](#)). This disconnects you from the network.
- To disconnect from a network and remove it from your list of known networks: [Open Wi-Fi](#) . Tap the network name, and then tap **Forget Network**.

Put Wi-Fi to sleep when the screen is off

By default, your device keeps its Wi-Fi connection active even when the screen is dark. If, however, you find that a Wi-Fi connection is constantly, unnecessarily waking up your device, you can save battery power by

turning off this setting. When you turn the screen on again, the Wi-Fi connection is reactivated.

- 1 [Open Wi-Fi](#) .
- 2 Open the [application menu](#) and tap **Sleep Settings**.
- 3 The current setting is displayed in the **When Phone Sleeps** field. To change the setting, tap the current setting and then select the other option from the displayed list.

Customize connection settings

Do not change Wi-Fi settings unless you are having trouble with your network connection.

BEFORE YOU BEGIN You must be connected to the network you want to customize (see [Connect to a new open network](#), [Connect to a new secure network](#), or [Connect to a previously used network](#)).

- 1 [Open Wi-Fi](#) .
- 2 Tap the network name.
- 3 In Automatic IP settings, tap **On** or **Off**.
 - When Automatic IP settings is on, the IP address is automatically and dynamically configured.
 - When Automatic IP settings is off, you can manually configure the IP address.
- 4 If you turned Automatic IP settings off, enter any of the following:

Address: The IP address of the network

Subnet: The Subnet address of the network

Gateway: The Gateway address of the network

DNS Servers: Addresses (#1 and #2)

- 5 Tap **Done**.

Print Manager

Add a printer

BEFORE YOU BEGIN Your device supports printing on all network-capable HP printers that support PCL page description language in the local LAN. These printers include new HP ePrint-capable printers—Photosmart, Officejet, and LaserJet—as well as legacy printers approximately five years old or newer. Make sure your printer is turned on and that both your device and the printer are connected to your local or corporate wireless network. For personal printers, see the instructions that came with your printer for information about setting up a printer on a wireless network.

Your device detects most HP printers that are connected to a wireless network automatically. Some HP wireless-enabled printers or wireless-enabled printers on a corporate network, however, may need to be added manually to your device.

- 1 [Open Print Manager](#) .
- 2 Tap **Add or remove printer**.
- 3 Tap **Enter Printer IP Address** and enter the printer's IP address.
- 4 (Optional) Tap **Name Printer** and enter a name for the printer. If you do not enter a name, the printer's IP address is used as the default name.
- 5 Tap **Add Printer**.

You can print emails (see [Print an email](#)), pictures (see [Print pictures](#)), web pages (see [Print a web page](#)), Word documents or PowerPoint presentations (see [Print a Word document or PowerPoint presentation](#)), and PDF files (see [Print a PDF file](#)).

Cancel printing

- 1 [Open Print Manager](#) .
- 2 Do one of the following:
 - To cancel a single print job: Tap the print job under Print Queue.
 - To cancel all your print jobs: Tap **Cancel All**.

Remove a printer

Your device does not need to be connected to a wireless network to remove a printer that you had set up to print on that network.

- 1 [Open Print Manager](#) .
- 2 Tap **Add or remove printer**.
- 3 Tap the network name listed under the Add Printer button and select the network that the printer you want to remove is associated with.
- 4 Tap **Remove** beside the printer you want to remove, and then tap **Yes**.

VPN

What is VPN?

If you want to use your device to access files on your company's servers, you may need to set up a VPN (virtual private network). You can do this using the VPN application. VPN enables you to log in to your corporate server through the company's firewall (security layer). You need to set up a VPN to access a corporate server in any of the following situations:

- Your company's wireless local area network (LAN) is outside the firewall.

- Your company's wireless LAN is inside the firewall, but you are accessing the network from outside the firewall (for example, from a public location or at home).

Check with your company's system administrator to see if a VPN is required for accessing the corporate network.

TIP Being connected to VPN may sometimes interfere with web browsing. If you are having problems browsing in Web, disconnect VPN (see [Disconnect from a profile](#)) and then try using Web again.

Add a VPNC VPN profile

VPNC is a Cisco-compatible IPSEC client.

BEFORE YOU BEGIN Get the following information from your system administrator:

- Profile name
- VPN server
- Username and password
- Group ID
- Group secret
- Domain
- Dead peer detection setting: When selected, if no VPN traffic is received for five minutes, the client checks to see if the VPN server is still available.
- Encryption method: Secure, Weak, None: **Secure** forces the client to use more secure AES or 3DES algorithms. **Weak** allows the weaker 1DES algorithm. Strong encryption may still be used, depending on what the VPN server decides. **None** enables no encryption. Encryption is not disabled and may still be used, depending on the VPN server. With the None option, the VPN profile is simply allowed to use no encryption.
- NAT traversal method: Cisco-UDP, NAT-T (always), NAT-T (auto-detect), or Disabled

- 1 [Open VPN](#) .

- 2 Tap **Add Profile**.
- 3 If VPNC is not selected already in the Connection Type field, tap the **Connection Type** field, and tap **VPNC**.
- 4 Tap the **VPN Server** field and enter the server name.
- 5 Tap **Next**.
- 6 Enter the information you got from your system administrator.
- 7 Tap **Connect**.
- 8 If required, enter your security token or other password, and tap **Done**.
- 9 Tap **Continue** to acknowledge that you are accessing a private network.

Add a Cisco AnyConnect VPN profile

BEFORE YOU BEGIN Get the following information from your system administrator:

- VPN server name
- Username and password
- Security token or other password

- 1 [Open VPN](#) .
- 2 Tap **Add Profile**.
- 3 Tap the **Connection Type** field, and tap **Cisco AnyConnect**.
- 4 Tap the **VPN Server** field and enter the server name.
- 5 Tap **Next**.
- 6 If required, tap **Accept** to accept the Cisco license agreement. Tap  to view the full agreement.
- 7 Enter your login information, and tap **Connect**.

- 8 If required, enter your security token or other password, and tap **Done**.
- 9 Tap **Continue** to acknowledge that you are accessing a private network.

Connect to a profile

- 1 Do one of the following:
 - [Open VPN](#) , and tap a profile.
 - From any screen, open the [system menu](#), tap **VPN**, and tap a profile.
- 2 Tap **Continue** to acknowledge that you are accessing a private network.

View statistics for a connected profile

- 1 [Open VPN](#) .
- 2 Tap  beside a connected profile.

Disconnect from a profile

Do one of the following:

- [Open VPN](#) , and tap a connected profile.
- From any screen, open the [system menu](#), tap **VPN**, and tap a connected profile.

Edit a profile

- 1 Do one of the following:
 - [Open VPN](#) .

- From any screen, open the [system menu](#) and tap **VPN**, and then tap **VPN Preferences**.
- 2 Tap  beside the profile you want to edit, and tap  to open Profile Details.
 - 3 Tap a setting to edit it.
 - 4 Tap **Done**.

Delete a profile

- 1 [Open VPN](#) .
- 2 Do one of the following:
 - Throw the profile off the side of the screen and tap **Delete**.
 - Tap  beside the profile you want to delete and tap **Delete Profile**.

Location Services

The Location Services application allows you to control the sending of information about your location to websites and applications that request it.

Manage location information passed to websites

A website might request your current location so it can provide you with information that is relevant to where you are. For example, a weather site might require your location so it can let you know the weather forecast for your area.

- 1 [Open Location Services](#) .

- 2 You can set Location Services to always ask your permission to send your location to a website when the site requests this information or you can set it to never share your location with any website. The current setting is displayed in the For Websites field. To change the setting, tap the current setting and then select another option from the displayed list.
- 3 To clear all location data currently in use by websites, tap **Clear My Location Data**, and then tap **Clear**.

Manage location information passed to applications

An application might request your current location so it can provide you with information that is relevant to where you are. For example, Maps might use your current location to provide driving directions to a destination.

- 1 [Open Location Services](#) .
- 2 Select one of the following in the For Applications field:

Always Ask: Applications display a request to identify your location. You choose whether to allow this for the current session only.

Auto Locate: Applications can automatically identify your location.
- 3 (Optional) Tap **On** to switch Background Data Collection from On to Off. Background Data Collection is available only when Google Services is on (see [Turn Google Services on/off](#)). When Background Data Collection is on, anonymous location data is collected from your device. This data is used to improve the quality of location services.

Turn Google Services on/off

Google Services must be turned on for Location Services to be enabled.

- 1 [Open Location Services](#) .

- 2 Open the [application menu](#), tap **Locate Me Using**, and tap **Google Services**.

Google Services uses Wi-Fi access points to approximate your location.

The first time you turn on Google Services you may be asked to review and accept the terms of use, and decide whether to allow anonymous data collection. Do the following:

- Review the terms of use.
- If you decide not to allow anonymous data collection, tap the checkmark to remove it.
- Tap **Agree** or **Don't Agree**.

Bluetooth® wireless technology

What is Bluetooth® wireless technology?

With the Bluetooth® wireless technology on your device, you can connect to a number of Bluetooth devices, including a hands-free device such as a headset (see [Set up and use a Bluetooth® hands-free device](#)).

Before you can connect to another Bluetooth device, you need to pair with that device. You can make the pairing request from your device (see [Make a pairing request to another device](#)) or use Touch to share to pair with a webOS smartphone (see [What is Touch to Share?](#)).

Turn the Bluetooth feature on/off

Do one of the following:

- [Open Bluetooth](#) , and tap **On** or **Off**.
- From any screen: Open the [system menu](#), tap **Bluetooth**, and tap **Turn on Bluetooth** or **Turn off Bluetooth**.

Make a pairing request to another device

BEFORE YOU BEGIN The other device must be discoverable in order to appear on your tablet's Devices list. Check the documentation that came with the other device for information on making it discoverable.

You can make a pairing request to a Bluetooth audio device such as a headset, car kit, or A2DP (stereo Bluetooth) device, or to a webOS smartphone or Bluetooth-enabled keyboard.

If you have a webOS smartphone that uses a different HP webOS Account than the one used on your device, you can use the following procedure to pair with it. When you have paired and connected with the smartphone (see [Connect with a paired device](#)), you can manage phone calls and, on compatible smartphones, text messages on your device. If you have an HP webOS smartphone that shares an HP webOS Account with your device, you can use Touch to Share to pair it with your device (see [What is Touch to Share?](#)).

- 1 [Open Bluetooth](#) .

TIP You can also open the Bluetooth app by opening the [system menu](#), tapping **Bluetooth**, and tapping **Bluetooth Preferences**.

- 2 Make sure Bluetooth is on (see [Turn the Bluetooth feature on/off](#)).



- 3 Tap **Add device**.
- 4 Tap the **Type** field, and tap **Audio**, **webOS Phone**, **Keyboard**, or **Other** to filter the list of discoverable Bluetooth devices.
- 5 Tap a device name.

- 6 If a passkey is not required, pairing is complete when the Devices list appears. If required, tap **Allow** on the other device to complete the pairing. If a passkey is required, do one of the following.
 - An automatically generated passkey appears on the passkey screen: Check the other device screen to verify that the passkey is correct, and tap **Yes, connect** to connect.
 - The screen displays a passkey generated by your tablet: Enter the displayed passkey on the other device.
 - The screen prompts you to enter a passkey: Check the documentation that came with the other device to see if there's a required passkey. If so, enter that passkey on your tablet. If not, make up a passkey and enter it on both devices.

Connect with a paired device

After you pair with a device, you can connect to that device without having to go through the pairing process again.

- 1 **Open Bluetooth** .
- 2 Make sure Bluetooth is on (see [Turn the Bluetooth feature on/off](#)) and tap the device name.

NOTE To connect with a paired computer, you must initiate the connection from the computer. See the computer documentation for instructions.

Manage webOS smartphone connection preferences

- 1 **Open Bluetooth** .
- 2 Tap  beside the smartphone name.
- 3 Tap **On/Off** for any of the following:

Auto-Connect: Allows paired devices to reconnect automatically when they are within range and a phone call or text message is received.

Receive Phone Calls: Allows you to make and receive phone calls on both devices.

Receive SMS: Allows you to send and receive text messages on both devices. This is available on compatible webOS smartphones only.

Disconnect from a device

Disconnecting from a device does not mean you delete the relationship you created between that device and your tablet. See [Connect with a paired device](#) for instructions on how to reconnect with the device.

- 1 **Open Bluetooth** .
- 2 Tap the connected device name to disconnect from it. Or tap another device name to disconnect from the current device and connect to the new device.
- 3 Tap **OK**.

Delete a device

Deleting a device means you end the relationship you created between your device and that device. This means that you will need to pair with that device again if you want to connect (see [Make a pairing request to another device](#)). If all you want to do is temporarily disconnect from a device, see [Disconnect from a device](#).

- 1 **Open Bluetooth** .
- 2 Throw the name off the side of the screen and tap **Delete**.

Rename a device

- 1 [Open Bluetooth](#) .
- 2 Tap and hold the device name.
- 3 Enter a new name.
- 4 Tap outside the device name field to save your changes.

Touch to Share

What is Touch to Share?

Touch to Share lets you easily transfer web pages between your HP TouchPad and an HP webOS smartphone. If you have a web page open on your HP TouchPad or on a webOS smartphone, simply touch the devices to transfer the page from one device to the other.

What's more, if you have a compatible webOS smartphone that shares an HP webOS Account with your device, you can use Touch to Share to pair it with your device, allowing you to share calls, and, on some smartphones, text messages between your device and your smartphone. If you receive a phone call or text message, it appears on your device, and if you want to make a phone call or send a text message, you can do that from your device.

If your device and webOS smartphone do not share an HP webOS Account, you can still pair them and you can manage phone calls and, on compatible smartphones, text messages on your device (see [Make a pairing request to another device](#)).

Pair with an HP webOS smartphone using Touch to Share

BEFORE YOU BEGIN Your device must be connected to a Wi-Fi network to use Touch to Share (see [Connect to a new open network](#) or [Connect to a new secure network](#)).

- 1 Make sure Bluetooth is turned on on your device (see [Turn the Bluetooth feature on/off](#)) and on your smartphone (see the documentation that came with your smartphone).
- 2 Touch the smartphone to your device, with the HP logo on the back of the smartphone touching the area of the **Center**  button on your device.

A ripple is displayed on the device screen to indicate that the smartphone has been placed correctly, and a notification appears on both devices to indicate that the pairing was successful.

The devices remain paired while in range (approximately 30 feet (10 meters)). If the devices move out of range of each other, provided the relationship between the two devices has not been deleted (see [Delete a device](#)), they reconnect automatically upon receiving a phone call or text message when they are back within range.

When you set up a Touch to Share relationship with a webOS smartphone, you can manage the connection preferences from the Bluetooth app (see [Manage webOS smartphone connection preferences](#)).

Share a web page using Touch to Share

- 1 Make sure Bluetooth is turned on on your device (see [Turn the Bluetooth feature on/off](#)) and on your smartphone (see the documentation that came with your smartphone).
- 2 [Open Web](#)  and open a web page that you want to send to your smartphone.
- 3 Tap the smartphone to the **Center**  button of the device.

The web page opens in full screen on the smartphone.

You can also share a web page you open on your smartphone with your device. This is useful when you want to view the web page on a larger screen. Repeat steps 1 and 2 above, except open the web page on your smartphone, then Touch to Share it on your device.

Disconnect a Touch to Share connection

- 1 **Open Bluetooth** .
- 2 Tap the webOS smartphone name to disconnect from it.

Delete a Touch to Share connection

- 1 **Open Bluetooth** .
- 2 Throw the webOS smartphone name off the side of the screen and tap **Delete**.

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5Ts: Ways to get your HP TouchPad working again

Introduction

Is your HP TouchPad not working the way you expect it to? Has it stopped responding to taps? Is one of your applications not responding or behaving in an unexpected way?

These problems can be pretty easy to fix.

Here are five different methods—5Ts—that you can try, on your own, to get your device working again.

Try each method in the order it's presented to see if it solves your problem. When the problem is solved, stop.

T1. Throw all open applications off the top of the screen

NOTE If the screen is off and you can't turn it on, or if gestures don't work, skip to [T3.Trigger a restart](#).

- 1 If you're working in an application that's displayed full-screen and it isn't responding, press **Center**  to send the app to Card view.
- 2 Throw the app off the top of the screen to close it.



- 3 Throw any other open applications off the top of the screen to close them.

Why this might help

One or more of your open applications could be reserving so much memory that there's not enough memory left to do real work. Closing apps can free up enough memory so you can continue working.

T2. Turn your device completely off and on

NOTE If the screen is off and you can't turn it on, or if gestures don't work, skip to [T3.Trigger a restart](#).

- 1 Press and hold the **power** button.
- 2 Tap **Shut Down**.
- 3 To turn your device back on, press and hold the **power** button until the HP logo appears.

Why this might help

Shutting down your device closes all applications, frees up all memory, and reinitializes wireless services (Bluetooth® technology, Wi-Fi, and VPN). A fresh start.

T3.Trigger a restart

- 1 Press and hold the **power** button.
- 2 While still holding down the **power** button, press and hold **Center**  until the HP logo appears (about 15 seconds).

Why this might help

A restart may be effective if the screen is off and you can't turn it on, or if the screen is on but doesn't respond to taps or other gestures.

NOTE Because open applications are forced to close immediately during this kind of restart, some unsaved data may be lost.

TIP An occasional restart can be good for your device just the way a restart can be good for your computer. Every once in a while, restart your device.

T4. Top off the battery

- 1 Connect your **USB cable** to the **AC charger** and to your device.



- 2 Plug the **AC charger** into a working electric outlet.
- 3 Let the battery charge completely.

Why this might help

Fully charging the battery ensures your device is not conserving power due to a low battery.

NOTE If you use an HP Touchstone, be sure to complete T4 using the USB cable and the AC charger, not the Touchstone. Connecting directly to an outlet is more effective in waking a device.

T5. Tether your device to your computer and reinstall webOS

IMPORTANT Don't try this method until you've already tried the four Ts before this.

- 1 On your computer's web browser, go to hpwebos.com/account, sign in, and write down the device's product number and serial number.
- 2 Go to hpwebos.com/rom and click the link to get **webOS Doctor**.
- 3 Enter the device's product number and serial number and follow the instructions.

Why this might help

Installing the latest version of webOS wipes and refreshes all memory. Your preferences, installed software, and files in USB drive storage are not affected.

Want help while you use webOS Doctor? Go to hpwebos.com/support. Select your device and click **Support Services**. Select one of the support options.

HP webOS Account

Creating your HP webOS Account: Is your device ready for setup?

BEFORE YOU BEGIN Did you remove the clear plastic screen protector? Your device won't respond well to your taps if the protector is covering the touchscreen.

Look along the top of the screen from left to right:

Do you see:

- 1 The Wi-Fi icon showing white bars (not gray)?

No? Then turn Wi-Fi on and connect to a network (see [Wi-Fi](#)).

- 2 A battery icon that is green or at least one-third white?

No? Then charge your device: Plug the USB cable into the AC charger, plug the charger into an electric outlet, and attach the small end of the cable to the charger/microUSB connector on your device. Charge the device for at least one hour.

If you answered Yes to all these questions and still can't set up your account, read the next sections.

Creating your HP webOS Account: Are you trying to use an account from another webOS device?

When you set up your device, did you tap **Sign In** on the HP webOS Account screen? Tap the **Sign In** button only if you can answer Yes to these questions:

- Did you create a valid HP webOS Account on another webOS device in the past?
- Do you want to use that same HP webOS Account again on your new webOS device?

If you answered No to those questions, do this:

- Swipe left on the screen until you see the HP webOS Account screen again. Then tap **Create New Account**.



If you answered Yes to the questions, do this:

- If you forgot the account password, tap **Forgot Login?** Enter the answer to your security question and tap **Done**. Create a new password and tap **Done**.

If that doesn't work, do this:

- For help on setting up your old account on your new device, go to hpwebos.com/support. Select your device and click **Support Services**. Select one of the support options.

Creating your HP webOS Account: Are you having trouble creating a new account?

To create an HP webOS Account, do the following:

- 1 During setup, tap **Create New Account**.
- 2 Tap the field labeled **First and Last Name** and enter your first and last name.

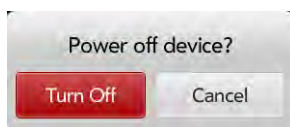
- 3 Tap the **Email** field and enter a valid email address. Enter the same email address in the **Confirm Email** field. Note the following:
 - Enter the full address, for example: `yourname@emailaccount.com`.
 - Enter the address accurately, with an @ sign and a period, and the appropriate domain type at the end (com, net, and so on).
- 4 Create a password for your account. It must be between 6 and 20 characters long. You must enter it exactly the same way in the **Password** and **Confirm Password** fields. Note the following:
 - This password can be anything you want. You do not need to enter the password associated with the email address you entered.
 - To type a symbol that appears on a number key on the keyboard: Tap **Shift**  and then the key (see [Enter symbols and alternate characters](#)).
 - To enter an accented character or a symbol that doesn't appear on the keyboard: Tap  to open the symbol keyboard, and tap the symbol. If the symbol you want is not displayed, tap  to return to the alphanumeric keyboard, and then tap and hold a key to see the symbols associated with that key. When you see the symbol you want, tap it. For a complete list of the symbols associated with each key, see [Symbols and accented characters](#).
- 5 Tap the question displayed in the **Security Question** field, and select a security question. Tap the **Answer** field and enter the answer.
- 6 Tap **Create**.

Creating your HP webOS Account: Unable to complete? Try this

To start setup over from the beginning, tap **Start Over** in the lower-left corner of any screen.

If your device stops responding to taps, restart your device and begin again by doing this:

- 1 Press and hold the **power** button until you see two buttons—**Turn Off** and **Cancel**.
- 2 Tap **Turn Off**. Wait for the device to shut down completely.



- 3 Press and hold the **power** button and begin setup again.

If you are unable to create an account, check the status of the webOS server: Go to hpwebos.com/support. Select your device and click **Support Services**. Select one of the support options. There may be a temporary outage affecting your area.

Having trouble logging in to your HP webOS Account?

Remember, to log in to your HP webOS Account, you must enter the same email address and password you used to create the account.

TIP After you create your HP webOS Account, you get an email at the address you used to create the account. Click the link in the email message to verify your account.

If you verified your account when you created it, do this:

- 1 Go to hpwebos.com/account, select your device, and then click **Manage HP webOS Account**.

- 2 Click **Forgot password?**
- 3 Enter the email address you used to create your HP webOS Account and click **Next**.
- 4 Enter the answer to your security question and click **Next**.
- 5 Enter your new password twice.
- 6 (Optional) Click **Change Security Question**, select a security question, and enter your answer.
- 7 Click **Reset Password**.

If you never verified your account or didn't create a security question, the process is a little different. Do this:

- 1 Go to hpwebos.com/account, select your device, and then click **Manage HP webOS Account**.
- 2 Click **Forgot password?**
- 3 Enter the email address you used to create your HP webOS Account and click **Next**.
- 4 Type the text you see in the white box and click **Send Email**.
- 5 Open your email program on your computer, and open the email with the subject **How to reset your security information**.
- 6 Click the link in the email.
- 7 Enter your new password twice.
- 8 (Optional) Click **Change Security Question**, select a security question, and enter your answer.
- 9 Click **Reset Password**.

If that doesn't work, or if you can't remember your security question and answer, get help on gaining access to your account: Go to hpwebos.com/support. Select your device and click **Support Services**. Select one of the support options.

Battery

WARNING Never remove the back cover of your HP TouchPad. The battery is built in to your device and is not removable.

The battery drains quickly

If the battery seems to drain quickly from normal use, see [Maximizing battery life](#) for tips on improving battery life.

If you still experience problems and you frequently leave the Wi-Fi feature on even when you are not using the device, change the sleep setting for Wi-Fi. See [Put Wi-Fi to sleep when the screen is off](#) for instructions.

The battery doesn't charge or doesn't hold a charge

If you are trying to charge the battery using the USB cable, try these steps in sequence:

- Make sure you are using the USB cable and AC charger that came with your HP TouchPad, or a compatible cable or charger approved by HP.

NOTE Your HP TouchPad does not charge if you connect it to a computer using the USB cable.

- Make sure the small end of the cable is securely attached to the charger/microUSB connector on your device. Make sure the other end is securely connected to the AC charger.



- Make sure the AC charger is securely inserted into a working outlet. Try a different outlet if one is available.
- Try a different compatible USB cable if one is available.

If you are trying to charge the battery using an HP Touchstone, try these steps in sequence:

- Make sure your device is correctly positioned on the Touchstone. If the HP TouchPad is correctly positioned, a "Charging Battery" notification appears, and a lightning bolt appears on the battery icon in the upper-right corner of the screen.
- Make sure the USB cable is securely connected to the AC charger.

NOTE The Touchstone does not work when it is connected to a computer.

- Make sure the AC charger is securely inserted into a working outlet.
- If the outlet is connected to a light switch or power strip, make sure the power is on.
- Try a different outlet if one is available.
- Restart your device (see [Restart your device](#)).

I need to replace the battery

WARNING Never remove the back cover of your HP TouchPad. The battery is built in to your device and is not removable.

Contact HP to get your device repaired. Within the warranty period, your battery should not need replacing. With good treatment, your battery is likely to last for a couple of years. See [Maximizing battery life](#) for helpful tips.

Screen and performance

The screen appears blank

When the device is on and idle, the screen first dims and then turns off. This is normal behavior, caused by the auto shut-off interval. You can adjust this auto shut-off interval to be as long as 10 minutes (see [Set the interval for turning the screen off automatically](#)). At first, the screen dims as a power-saving measure. Just tap the screen to brighten it. Then, if your device remains inactive for the full interval you set, the screen turns itself off. Press the **power** button to turn the screen back on.

Follow these steps in sequence if you can't turn the screen back on:

- 1 Make sure you have removed the protective cover that came attached to your device screen.
- 2 Make sure that there are no stickers covering any part of the front of the device.
- 3 To brighten the screen if it has dimmed, tap the screen.
- 4 To turn on the screen, do one of the following:
 - Press the **power** button. Drag  up to unlock the screen.
 - Press **Center** .
- 5 Look closely at the screen. If the display appears but is faint, try adjusting the screen brightness (see [Turn auto dim on/off](#)).
- 6 If the problem persists, connect your device to the **AC charger** (see [Charge the battery](#)). If you see a faint display, try to restart your device (see [Restart your device](#)).

- 7 If you don't see a display or the screen doesn't respond to taps, press and hold both the **power** button and **Center**  for 15 seconds to restart your device. Then wait until your device completes startup.

An application is not responding to taps

- 1 Make sure you have removed the screen protector that came attached to your device screen.
- 2 Check to see if the screen has any cracks. If it does, contact Support for further assistance: Go to hpwebos.com/support. Select your device and click **Support Services**. Select one of the support options.
- 3 Make sure the screen is not locked. Press the **power** button and drag  up to unlock the screen.
- 4 Press **Center** . If the application screen minimizes to a card, throw the card off the top of the screen to close the app.
- 5 If the screen does not respond to taps at all, press and hold both the **power** button and **Center**  for 15 seconds to restart your device. Then wait until your device completes startup.
- 6 If this does not solve the problem, see [5Ts: Ways to get your HP TouchPad working again](#) for additional steps to try.

Applications are running slowly

NOTE Be sure that any third-party applications you install are compatible with HP webOS and HP TouchPad tablets. Applications written for earlier Palm devices using the Palm OS by ACCESS operating system or Windows Mobile are not compatible with your HP TouchPad. If you can try a free version of the software before purchasing it, you can test it first to make sure it works properly.

- 1 Press **Center**  to display Card view.
- 2 Scroll through the cards and note how many applications are open.

- 3 Close any application you are not using by throwing its card off the top of the screen.

If the problem persists after you close apps you are not using, restart your device (see [Restart your device](#)). If this does not solve the problem, see [5Ts: Ways to get your HP TouchPad working again](#) for additional steps to try.

There are small icons at the top of the screen

Your device screen always displays the time and battery icon in the top right corner.

To the left of these are system icons, showing network connection status, wireless services that are turned on, and so on.

To the left of these are notification icons. These icons represent notifications that you have not opened or dismissed. If you see one or more notification icons, tap or drag down over the icons to display your notifications (see [View and work with notifications](#)).

Synchronization

I don't want to sync calendar or contact information with my online account—just email

For most online account providers that sync with more than one app—for example, Google—if you do not want to sync an application with that provider's online account, you can remove that application from the account using the Accounts application. The online account continues to sync with any other related applications.

- 1 [Open Accounts](#) .
- 2 Tap the account name.

- 3 To change which applications are associated with the account: For each app listed, tap **On** or **Off**.

You can also remove an application from online account sync from within the application itself.

- 1 [Open](#) the application.
- 2 Open the [application menu](#) and tap **Preferences & Accounts**.
- 3 Tap the account name.
- 4 Tap **Remove Account**, and then tap **Remove [app name] Account**.

I want to sync with Outlook or Palm Desktop by ACCESS software on my computer

Your HP TouchPad can synchronize with select online services so that you can store and sync your info in online accounts (see [Manage online accounts](#)). You can access your data even when you are not able to make a connection to the web because your data is stored on your device.

If you want to continue using a desktop organizer to store your contacts and calendar events—iCal and Address Book on the Mac, or desktop Outlook® or Palm Desktop by ACCESS on Windows—and if there are third-party solutions available for your device, you may have two choices:

- Sync directly with your desktop organizer, avoiding the web completely.
- Sync your desktop organizer with Google on the web, and then sync Google with your device.

Both choices require you to use a third-party solution (sold separately). Go to hpwebos.com/syncsolutions to see if third-party solutions are available for your device. If there are no solutions available for your device, check with the developers of existing sync software for other webOS devices to see if they are developing a solution for your device.

For more information, see [Sync your desktop organizer and your device](#).

I have an Exchange account at work, but my data is not being downloaded to my device

Check with your system administrator to obtain or verify the name of the mail server that offers you wireless access to the corporate mail system. If you cannot obtain the name of this server (some companies do not give it out because they do not want wireless access to their servers), you cannot synchronize with your Exchange account.

If your company requires you to change your password for accessing your Exchange account, you must change the password on your device (see [Change account login settings](#)).

I entered the settings to sync with Exchange, but I can't synchronize with my company's Exchange server

Check with your system administrator to find out if a systemwide locking policy is in place.

A notification tells me that ActiveSync encountered a problem on the server

There is a temporary problem with the server, or the server may be temporarily overloaded. Try again later, and if the problem persists, contact your system administrator.

A notification tells me that there is not enough free memory to synchronize

- 1 Press **Center**  to display Card view.
- 2 Scroll through the cards and note how many applications are open.
- 3 Close any application you are not using by throwing its card off the top of the screen.

If the problem persists, see [Making room on your device](#) for other suggestions.

A notification tells me that the server could not be reached

Make sure your device is connected to a Wi-Fi network (see [Icons in the title bar](#)).

If you have a network connection and receive this notification, it means your device had to wait too long to connect to the Exchange server. The connection may have been lost, the server may be temporarily overloaded, or the server may have encountered an internal error. Check your Exchange server name and proxy server settings (see [Set up email: Microsoft Exchange and Lotus Notes](#)), and try again later.

A notification tells me that ActiveSync encountered a problem with [item type] [item name]

There was an error while synchronizing a single item. This error can usually be corrected only by deleting the item that caused the error. If you sync again to see if the error persists, be aware that items causing this type of error are skipped and do not show up again.

Email

I have problems using my account

Occasionally you may experience problems using an email account after you set it up. If you followed the account setup procedure (see [Set up email](#)) and are experiencing problems using the account, verify that the account complies with your email provider's requirements:

- Verify both your password and your username for your email account.

- If you changed your password in an online email account, you must change the password on your device (see [Change account login settings](#)).
- Make sure your email provider or ISP allows you to access email on a device via POP or IMAP. (Some providers do not offer this option at all; other providers require an upgrade for you to access email on a device.)
- Email provider settings may change. If your email account was working but you are currently experiencing problems, check with your email provider to find out whether any of the account settings have changed. You may need to manually change some email settings on your device (see [Enter advanced account settings](#)).

I have problems sending and receiving email

- Make sure your device is connected to a Wi-Fi network (see [Icons in the title bar](#)).
- For problems sending and receiving email using an Exchange email account, see the following sections:
 - [I have an Exchange account at work, but my data is not being downloaded to my device](#)
 - [I entered the settings to sync with Exchange, but I can't synchronize with my company's Exchange server](#)
 - [A notification tells me that ActiveSync encountered a problem on the server](#)
 - [A notification tells me that ActiveSync encountered a problem with \[item type\] \[item name\]](#)

I have problems sending email (IMAP and POP accounts)

If you are able to receive email messages but cannot send them, try the following:

- Turn on authentication (see [Set up email when automatic setup fails](#)). Many service providers require authenticated access, or ESMTP, to use their SMTP servers for outgoing mail.
- Confirm the port number for the outgoing mail server. Many ISPs require a specific port number, and that number may differ from the default port number.

- Enter the name of a different outgoing mail server for sending mail (see [Set up email when automatic setup fails](#)). Many ISPs, such as cable companies, require that you have an Internet connection to their network to send email through their servers. In this case, you can almost always receive email from these accounts, but if you want to send email, you must send it through another server. Check with your email service provider for the correct outgoing mail server name.

I can send but not receive email (IMAP accounts)

Some IMAP email providers don't support the setting to receive email **As items arrive**. Check with your email provider to see if this situation applies to your account. If your device is set to receive email as it arrives, try changing the Sync setting for **Get Email** to 5 or 10 minutes (see [Enter advanced account settings](#)).

After I receive messages, older messages disappear from my Inbox

When email sync takes place, by default, the last three days' worth of email messages is downloaded from your mail server to your Inbox. All messages older than three days are removed from your Inbox; they are not deleted on the server, however.

You can change the setting to download only one or two days' worth of messages. If you select one of these options, any messages older than one or two days are deleted from your Inbox. You can also change the setting to download all messages regardless of the date, in which case all messages continue to appear in your Inbox (see [Enter advanced account settings](#)).

I have trouble sending or receiving attachments

- Email attachments smaller than 150KB are downloaded automatically. All other attachments have to be downloaded manually by tapping the attachment name in the email. You may need to tap the attachment to complete receiving it.

- Sometimes an attachment to an email may prevent the email from being sent. The reason may be related to the account, an account setting, or the file. To determine whether this is the case, try sending the email without the attachment, or try sending the email from a different email account. If a different account works, check the settings of the problem account. If sending the email without the attachment works, also check the account settings, and try sending the email with another file, in case the first file was damaged.

Messaging

I can't send or receive text messages

- To use text messaging on your device, you must be connected to a compatible HP webOS smartphone (see [Use your HP TouchPad with a connected HP webOS smartphone](#)).
- If possible, contact the recipient of the message, and make sure the receiving device can handle the type of message you're sending.
- If a message arrives but does not display a notification, make sure message notifications are turned on (see [Customize messaging notifications](#)).

I can't send or receive multimedia messages

You can't send or receive multimedia messages on your HP TouchPad. If you receive a multimedia message on a connected webOS smartphone, a notification appears on your HP TouchPad. You must view the message on the smartphone, however.

I can't set up an instant messaging (IM) account

- To set up an IM account on your device, you must already have the IM account established online. If you don't, first set up the account online.
- If you are logged into the account from another location, log out from that location and try setting up the account on your device again.

- If you are trying to set up a Yahoo! IM account, note that you can have only one Yahoo! IM account on your device at a time. If you already have a Yahoo IM! account on your device, you must remove it before you can set up a different one (see [Use the Accounts application to edit or delete an online account](#)).
- Make sure your device is connected to a Wi-Fi network (see [Icons in the title bar](#)).
- Verify you have an Internet connection by going to a website (see [Go to a website](#) or [Search the web](#)).
- Make sure the account you want to set up is supported. See [Set up an instant messaging \(IM\) account](#) for information. If the account you want is not listed, or is not available in HP webOS App Catalog when you tap Find More, the account is not available at this time. Be sure to check back—your webOS device periodically adds support for new account types.

I can't send or receive instant messages

- Make sure your device is connected to a Wi-Fi network (see [Icons in the title bar](#)).
- Make sure your instant messaging (IM) account is properly set up (see [Set up an instant messaging \(IM\) account](#)).
- Make sure you are logged into your IM account (see [Sign in to an IM account](#)).
- If a message arrives but does not display a notification, make sure message notifications are turned on (see [Customize messaging notifications](#)).
- Restart your device (see [Restart your device](#)).

Wi-Fi

I can't make a Wi-Fi connection from my home network

- Turn off Wi-Fi, and then turn it on again (see [Turn Wi-Fi on/off](#)).

- If the device does not automatically connect to a known network, select your Wi-Fi network from the list. If the device does not detect your Wi-Fi network, continue to the next step.
- Try connecting to the Wi-Fi network with another computer or device.
 - If you cannot connect using the other device, there may be a problem with your Internet connection or wireless router. Unplug the modem and the wireless router and reboot the modem. After the modem re-establishes an Internet connection, plug in the wireless router and try connecting again. If you still can't connect with the other device or computer, contact your Internet service provider.
 - If you can connect with the other device, but not with the HP TouchPad, continue with the next step.
- Does your Wi-Fi network use MAC address filtering? MAC address filtering is a common method of securing a Wi-Fi network. The filter list is similar to a guest list at a party; if you're not on the list, you can't come in. The filter list (allowing access to your network) lives on your Wi-Fi router. If your Wi-Fi network uses MAC address filtering, you need to log in to the Wi-Fi router and add your device's MAC address to the access control list. Because each router has a unique method to perform this task, consult your router documentation for detailed instructions. To find your device's MAC address: [Open Device Info](#)  and tap **More Info**. The MAC address is the **Wi-Fi** hex number under **Device**.
- Restart your device (see [Restart your device](#)).

I can't make a Wi-Fi connection from a public or corporate network

- Turn off Wi-Fi, and then turn it on again (see [Turn Wi-Fi on/off](#)).
- If the device does not automatically connect to a known network, do one of the following:
 - Select the Wi-Fi network you want to connect to from the list.
 - If you're trying to connect to a secure network with a hidden name, ask the system administrator for the info needed to connect to the network.
 - If you're not trying to connect to a secure network with a hidden name and there are no Wi-Fi networks detected, there are no Wi-Fi networks available for the device to connect to. Try moving to another location and attempting the connection again.

- Try connecting to the Wi-Fi network with another computer or device.
 - If you cannot connect using the other device, there may be a problem with the Wi-Fi network's Internet connection or wireless router. Report the problem to the system administrator.
 - If you can connect with the other device, but not with the HP TouchPad, continue with the next step.
- Does the Wi-Fi network use MAC address filtering? MAC address filtering is a common method of securing a Wi-Fi network. The filter list is similar to a guest list at a party; if you're not on the list, you can't come in. The filter list (allowing access to the Wi-Fi network) lives on the Wi-Fi router. This list is maintained by the system administrator and you must provide the administrator with your device's MAC address and request to be added to the list. To find your device's MAC address: [Open Device Info](#)  and tap **More Info**. The MAC address is the **Wi-Fi** hex number under **Device**.
- Restart your device (see [Restart your device](#)).

I am trying to connect my device to my Wi-Fi network and need to find the device's MAC address

[Open Device Info](#) , tap **More Info**, and tap **Hardware**. Under **Device**, the number listed to the right of **Wi-Fi** is your device's MAC address.

Web

I can't access a web page

- Make sure your device is connected to a Wi-Fi network (see [Icons in the title bar](#)). If you do not have a Wi-Fi network connection, see the topic that matches your situation:
 - [I can't make a Wi-Fi connection from my home network](#)
 - [I can't make a Wi-Fi connection from a public or corporate network](#)

- Clear the cache in Web Preferences. [Open Web](#)  and open the [application menu](#). Tap **Preferences**, and then tap **Clear Cache**. This ensures that pages are viewed directly from the Internet and not from a saved copy of the page on the device. Then close **Web**  and reopen it.
- To confirm you have an Internet connection, try to view a web page you've loaded before.
- After confirming your Internet connection, try to view the page again. If it comes up blank, tap .
- Some websites redirect simple web addresses given to the public to actual web addresses that are more complex (for example, if you enter the address www.hpwebos.com/support, it may actually go to the web address <http://www.hpwebos.com/us/support>). If the Web app can't follow the redirect, enter the web address in a desktop browser and read the actual web address in the address bar. Then enter the actual address in Web at the top of the screen.
- If a website appears static or is missing content, look for a Skip button, a link to a mobile or tablet version of the site, or a link to a basic HTML version of the site that your device can render properly.
- If you're still having trouble, the page may contain elements that are not supported by the browser, such as Shockwave, Silverlight, VBScript, WML script, and other plug-ins.

An image or map is too small on my screen

Do either of the following:

- To switch to landscape mode to see more of the image, turn the device on its side.
- To zoom in on the image, pinch out or double-tap the image.

A secure site refuses to permit a transaction

Some websites don't support certain browsers for transactions. Contact the site's webmaster to make sure the site allows transactions using your device's web browser.

Calendar and Contacts

I haven't entered any contacts or calendar events on my device, but when I open those apps, I see entries

The entries you see displayed in Calendar or Contacts have been downloaded to your device from one of your online accounts such as Google or Exchange. In the Accounts application, as well as in Email, Calendar, or Contacts, you can set up a relationship to wirelessly sync data with one of these accounts. When you do so, you specify the apps that should download data from that account. So, for example, you could set up your Google account in Email, and choose whether to also download contacts and calendar events. If you choose to download Google calendar info, your device's calendar automatically displays events entered in your Google calendar—even though you haven't opened the app yet.

You can remove an online account from an application so that that app no longer syncs with that account (see [Use the Accounts application to edit or delete an online account](#), [Delete an online account from Contacts](#), [Delete an online account from Calendar](#), or [Delete an email account](#)).

My personal and work contact and calendar information is getting merged into a single view—I'd rather keep them separate

The HP Synergy feature on your device displays information from several sources in a single view, so you can access your info quickly, without having to remember where you stored it. Even though the information is visible in one view, the sources of that information are kept separate.

In Calendar, to see events from just one calendar, tap **Hide All** on the right side of the screen, and then tap the individual account you want to view on the left (see [Change the Calendar display](#)).

In Contacts, the list view shows all contacts from all accounts. You can, however, see what data comes from which account by opening the contact and tapping **Edit**. If you want to unlink contacts, see [Unlink a contact](#).

You can also keep inbox views separate in Email: Turn off the smart folder for All Inboxes (see [Set email preferences](#)), then make the inboxes of your individual accounts favorites so that they're always easy to see in the Account List panel (see [Add an email folder as a favorite](#)).

Some of my contact information is missing

NOTE Contacts associated with a Microsoft Exchange server sync as items arrive. Items for Google and other online accounts are synced from every few hours to up to once a day. If the contact is available in your online account, it will show up on your device within a day, as long as you have a network connection. Contacts created in your HP webOS Account are backed up daily.

- Verify that your contact information is correct in your online account.
- If the missing contact is from a Google account, make sure the contact is in your My Contacts list in Google. If your Google contacts are only partially synchronizing, check for contact names that start with a special character (like @, *, or #) instead of a letter. Delete the nonalphabetic character from the contact's name. Synchronize again to see if all of your contacts are listed.
- If the missing contact is from an Exchange account, make sure the email account is set up as an Exchange account, not a POP or IMAP account. An Exchange account that is set up as a POP or IMAP account cannot sync contacts (see [Change account login settings](#)).
- If the missing contact is from Facebook, LinkedIn, or Yahoo! note the following:
 - Facebook and LinkedIn contact info comes from the profile of the Facebook friend or LinkedIn contact. Because Facebook.com and LinkedIn.com do not allow you to change another user's profile, any changes you make on your device do not affect the contact's info on the web. When a Facebook friend or LinkedIn contact makes changes to his or her profile, these changes are transferred to your device the next time the account syncs.
 - Yahoo! accounts support a one-way transfer of Yahoo! contact info from the web to the device. The info on your device updates each time the account syncs, but Yahoo! accounts do not provide two-way synchronization.

- If you make changes or add to a Facebook, LinkedIn, or Yahoo! contact entry on your device, the device creates a new contact in the default Contacts account, adds the changes to this new contact, and then links the new contact to the original Facebook, LinkedIn, or Yahoo! contact. The changes sync with the default Contacts account, not with your Facebook, LinkedIn, or Yahoo! account.
- Changes made on Facebook.com, LinkedIn.com, or Yahoo.com are reflected on your device every 24 hours, or after you manually sync.

- If the missing contact is from a LinkedIn account, make sure the contact is in your direct network. The device does not sync second- and third-level connections.
- If the missing contact information is from another account that is compatible with the HP Synergy feature, you need to contact the developer for help.
- Sync your Contacts accounts (see [Manually synchronize Contacts with your online accounts](#)).
- Set the default Contacts account (see [Customize Contacts](#)).
- Search to locate the contact information (see [Find a contact](#)).
- Check other contacts that have the same phone number or email address to make sure the missing contact information has not been improperly linked to another contact. If you have contacts with matching information, tap the contact name at the top of the screen to display any linked contacts. If you find the missing contact, tap it, and then tap **Unlink this profile**. The unlinked contact now appears as a separate entry in Contacts.

My contact data is in the wrong field

- If your incorrect contact data is being synced from an online account, update the contact information in your online account. If your incorrect contact data is being backed up with your HP webOS Account, update your contact information on your device.
- Manually synchronize Contacts (see [Manually synchronize Contacts with your online accounts](#)).

I have duplicate contacts

- If the duplicate contacts are from the same source—if, for example, both contacts are Google contacts or both contacts are Exchange contacts—link the duplicate contacts (see [Link a contact](#)).
- Delete one of the duplicate records from the source, such as Google or Exchange, or delete the duplicate from the device (see [Delete a contact](#)).
- Manually synchronize Contacts with your online accounts (see [Manually synchronize Contacts with your online accounts](#)).

I started entering a contact's name in Card view or the Launcher, but I'm not seeing the person in the results

- With Just Type, you need to enter at least two letters before contact matches are returned.
- You may need to scroll down the list to find the match you want.
- If you still don't see the match you want, try typing a few more characters of the person's name.

I can't synchronize Calendar events

Different accounts sync events for different periods of time into the past and future. Note the following to be sure the information you want to sync is available for the account:

- Google accounts sync events one month back and two months forward.
- Yahoo! accounts sync events one month back and three months forward.
- Exchange accounts sync events two weeks back and unlimited forward.
- If you are trying to synchronize with a desktop application using the USB cable, note that HP webOS does not support synchronization of HP webOS devices with desktop software such as Palm Desktop software or desktop Outlook. Instead, webOS devices synchronize wirelessly with online services such as Google or Microsoft Exchange ActiveSync. If you are trying to synchronize with a third-party desktop application, contact the application developer for support.

- Make sure your device is connected to a Wi-Fi network (see [Icons in the title bar](#)).
- Set up your online account to sync on your device if you have not already done so (see [How do I get events into Calendar?](#)).

IMPORTANT If you want to add a Google Calendar account on your device, make sure your Gmail account includes Google Calendar before you add your Google account on your device. By default, Gmail accounts do not automatically include Google Calendar. If you don't already have a Gmail account, go to mail.google.com and create one. To add Google Calendar to your Gmail account, go to google.com/calendar and log in using your Gmail account name and password. When prompted, add Google Calendar to your account.

- Verify the default calendar account. When a new calendar event is created on the device, it syncs with the default account (see [Customize Calendar](#)).
- Manually sync Calendar (see [Manually synchronize Calendar with your online accounts](#)).

NOTE You should see a notification at the top of your screen when the account starts to sync. You may have to wait up to 30 minutes after a sync operation starts for your data to appear if the data is located in an online account.

- Delete the account on the device, and then re-create it (see [Use the Accounts application to edit or delete an online account](#) and [Use the Accounts application to set up an online account](#)).

Some of my calendar information is missing

- If the missing calendar information is from an Exchange account, make sure the email account is set up as an Exchange account, not a POP or IMAP account. An Exchange account that is set up as a POP or IMAP account cannot sync calendar information (see [Change account login settings](#)).
- Verify that your calendar information is correct in your online account.
- Verify that the calendar information is correct on the device.

- Note the following and determine if the missing information is actually available for syncing:
 - Google accounts sync events one month back and two months forward.
 - Yahoo! accounts sync events one month back and three months forward.
 - Exchange accounts sync events two weeks back and unlimited forward.
- Sync your Calendar accounts (see [Manually synchronize Calendar with your online accounts](#)).
- Set the default account (see [Customize Calendar](#)).

My calendar data is in the wrong field

- If your incorrect calendar data is being synced from an online account, update the calendar information in your online account. If your incorrect calendar data is being backed up with your HP webOS Account, update your calendar information on your device.
- Manually synchronize Calendar (see [Manually synchronize Calendar with your online accounts](#)).
- **Open Date & Time**  and check whether the online account and the device are using the same time zone setting. If not, change the time zone either on the device or in the online account so that the time zones match.

I have duplicate calendar events

- If the events are from an online account, delete the account from your device (see [Use the Accounts application to edit or delete an online account](#)), log in to the account on your computer and delete any duplicate data, and then add the account to your device again (see [Use the Accounts application to set up an online account](#)).
- If the events are in your HP webOS Account, turn off Backup (see [Erase HP webOS Account information from the server](#)), delete the duplicate calendar events on your device (see [Delete an event](#)), and then turn on Backup again (see [Manually back up information to your HP webOS Account](#)).

Calendar notifications are not working

- If the event is in an online account, make sure that the event exists in the online account on your computer, and that a reminder is set for the event. Note that it can take up to 30 minutes for an event to synchronize from an online account to your device.
- Make sure an alarm is set for the event in Calendar on your device (see [Add an alarm to an event](#)).
- Make sure that the **Event Reminders** preference is set to **System Sound** (see [Customize event notification sounds](#)).

Photos & Videos, and Music

I can't upload my picture

- To upload a picture to a web service such as Facebook or Photobucket, you must already have an account with the service, you must have the account set up on your device, and you must have access to the Internet on your device.
- To upload to Facebook, you must have installed the Facebook app from App Catalog on your device (see [Download a free application](#)).
- For information about setting up online picture accounts on your device, see [Set up an online pictures or videos account on your device](#).

I can't send or upload my video

- To upload videos of any size, you need access to the Internet from the device. To confirm that you have an Internet connection, open a website (see [Go to a website](#) or [Search the web](#)).
- To upload to Facebook, you must have installed the Facebook app from App Catalog on your device, and you must already have an account set up on the Facebook site. Facebook has a limit of 2 minutes or 100MB for unverified accounts, and 20 minutes or 1GB for verified accounts (see [Download a free application](#)). You also need to add the Facebook account from the Contacts app or Accounts app, not the Photos app. If you added the Facebook account from the Photos app, first delete the Facebook app (see [Use the Accounts application to edit](#)

or delete an online account), and then add it from the Contacts app (see [Customize Contacts](#)) or the Accounts app (see [Use the Accounts application to set up an online account](#)).

- To upload a video to YouTube, you must already have an account set up on the YouTube site. YouTube has an upload limit of 10 minutes or 2GB.

Videos have poor quality during playback

- Low memory on your device may cause video files to play with poor quality. Close any other open cards and play the video again.
- Try viewing the same file on your computer and observe the video quality. If the video quality is poor when played on the computer, the file may be corrupted. Download a new copy of the file to the computer and try again. If the new file still won't play on the computer, contact the content provider for information on the quality of the files.

Print Manager

I can't print from my HP printer

Your device supports printing on all network-capable HP printers that support PCL page description language in the local LAN. These printers include new HP ePrint-capable printers—Photosmart, Officejet, and LaserJet—as well as legacy printers approximately five years old or newer. Make sure your printer is turned on and that both your device and the printer are connected to your local or corporate wireless network. For personal printers, see the instructions that came with your printer for information about setting up a printer on a wireless network.

If you are having trouble printing, make sure of the following:

- Your printer is on and is connected to the same network as your HP TouchPad.
- The printer is connected to the network over Wi-Fi or through an Ethernet cable. You cannot print using a printer connected via USB to a computer or a router.

- Your device is not connected to the network through a VPBN connection. HP webOS printing does not support printing over VPN.

If all of the above are true and your printer is on your corporate network, you may need to add the printer manually. See [Add a printer](#).

If it seems that your HP printer doesn't support printing from your HP TouchPad, a firmware update may be available for the printer that will enable this feature. Check the documentation that came with your printer for instructions on downloading and installing a firmware update.

HP webOS App Catalog

NOTE HP supports finding, purchasing, downloading, installing, updating, and deleting HP webOS App Catalog applications. The app developer cannot assist with any of these functions.

I can't find the app I want to download

There are several sources of applications for your HP TouchPad:

App Catalog. App Catalog is located in the Launcher on webOS devices. Applications that have been reviewed by HP and meet specific development standards are included in App Catalog searches. They appear with a blue background on the App Catalog details page for the application.

Web distribution. Web distribution apps are located on the Internet and can be found by visiting precentral.net. Web-distributed apps are delivered to the device via links and are downloaded and installed using App Catalog on the device. The app details page for a web app appears with a gray background. Because web-distributed apps have not been reviewed by HP, they cannot be found in App Catalog on the device; they may, however, appear in Software Manager after they are installed.

Beta apps. Beta apps are prerelease versions of applications that are in the final stages of development. Beta apps are usually delivered to the device via links and are downloaded and installed using App Catalog on the device. The app details page for a beta app appears with a green background and displays a banner that says BETA APP. Beta apps cannot be found in App Catalog; they may, however, appear in Software Manager after they are installed.

Homebrew or preware. Homebrew or preware applications are applications that are developed outside the webOS developer network. HP cannot assist with finding, purchasing, downloading, installing, updating, or removing these applications. See [I want to install an app on my device from a source other than HP webOS App Catalog](#) for more information about homebrew apps.

If you can't find an application using App Catalog, try the following steps.

- Make sure your device is connected to a Wi-Fi network (see [Icons in the title bar](#)).
- Close **HP App Catalog**, reopen **HP App Catalog**, and then try the search again.
- On a computer, go to [precentral.net](#). On [precentral.net](#), do the following:
 - Click the **apps** link at the top of the page and select **App Gallery**.
 - Under **App Catalog Apps**, enter the name of the application, and click **Search**.
 - Under **Web Dist Apps**, enter the app name and click **Search**.
 - Under **Beta apps**, enter the app name and click **Search**.
 - If you find the app, click the link **Download Now - webOS Link** below the application image. When prompted, enter your mobile phone number. Click **Send to my phone**. HP sends a text message to your device with a link to the application in App Catalog. After the text message arrives, tap the link.
- Go to the app developer's website and confirm the app name (including spelling) and that the app is available for webOS.
 - If the app is not available for webOS, contact the developer to find out if a webOS version will be available soon.

- If the app name you used in previous searches was not correct, go to [precentral.net](#) and repeat the steps with the correct name and spelling. If the app still doesn't appear, the app is not currently available for your device through the webOS distribution channels. There are several reasons why this may occur. For example, the app may not be compatible with your device model, the app may not be supported in your region, or the app may be a homebrew app. .

- Try looking for another app that provides similar features.

I am having trouble purchasing an app

- If you see a charge of exactly \$1.00, the \$1.00 charge has been applied by the online retailer as a credit validation charge. This is a temporary charge that should be removed shortly. If the charge is not removed after 24 hours, get help by doing the following: Go to [hpwebos.com/support](#). Select your device and click **Support Services**. Select one of the support options.
- If you have been charged multiple times for the same app, you must provide proof to HP. If the charge is not removed after 24 hours, get help by doing the following: Go to [hpwebos.com/support](#). Select your device and click **Support Services**. Select one of the support options.
- If App Catalog requests that you enter your billing information after you already entered it, this means that HP reset your account due to billing address inconsistencies. Re-enter your billing address in App Catalog (see [Update or delete a billing account](#)).
- If you receive an alert that says "Card Validation" (credit card number and card type do not match), this means that the credit card number is valid, but does not match the credit card type. Verify and correct your card information (see [Update or delete a billing account](#)).
- If you receive an alert that says "Card Validation" (country and credit information are set incorrectly), this means that the credit card number is not valid for the country in which your device was activated. Verify and correct your credit card information (see [Update or delete a billing account](#)).

- If you receive an alert that says “Couldn’t Add Credit Card,” this means that the credit card information could not be added to your account. The Address Validation Service is temporarily unavailable. Try again later to add the credit card information (see [Update or delete a billing account](#)).
- If you receive an alert that says “Couldn’t update,” try again later to update your credit card information (see [Update or delete a billing account](#)).

I’m having trouble downloading an application through HP webOS App Catalog

- If you have another version of the app installed on the device without using App Catalog, delete it before installing the App Catalog version. All applications have a unique App ID, even those that did not originate in App Catalog. Your webOS device can serve only one App ID instance at any given time.
- If you received an error message that there is not enough room to install the app, make space for the new application by deleting another application (see [Delete an application](#)).

IMPORTANT Information stored in an application is stored only within the application, so you cannot access this info after you delete the app. Before you delete an app, write down any info you want to save. Alternatively, you can save a screen capture of relevant info by briefly pressing and holding the **power** button + **Center**. Screens you capture are saved in the screenshots folder in Photos & Videos.

TIP If you delete an app purchased from App Catalog, you don’t have to purchase the application again. Purchased applications are associated with your HP webOS Account (see [Reinstall a deleted application](#)).

- Look for the app in Software Manager (see [Manage applications with Software Manager](#)). You may see one of the following icons to the right of the app name:

Table 1. App Download Status Icons

Icon	Description
	The download or installation of the app failed. Tap the icon and follow the prompts to fix the issue.
	The app is currently downloading.
	The app download is currently paused. Tap the icon to resume the download.
	The application is already on your device. The icon indicates that a new version is available. You can tap the icon to download and install the new version at any time. Look on the bottom of the Downloads page in the Launcher to find your app.

- Make sure your device is connected to a Wi-Fi network (see [Icons in the title bar](#)).
- Restart your device, and then try the download again (see [Restart your device](#)).

I’m having trouble installing an app from HP webOS App Catalog

- If you received one of the following errors, the app is not compatible with your device:

This application is not available for your model.

This application is not available for your carrier.

This application is not available in your country.

This application cannot run on your current operating system. Use the System Updates app to install the system update and try again.

This is not a valid webOS application.

- If you received an error message other than the ones shown above, follow the prompts to reinstall the app.
- Delete the application (see [Delete an application](#)).

TIP If you delete an app purchased from App Catalog, you don't have to purchase the application again. Purchased applications are associated with your HP webOS Account (see [Reinstall a deleted application](#)).

- Restart your device, and then try the download again (see [Restart your device](#)).

I want to install an app on my device from a source other than HP webOS App Catalog

App Catalog, which includes the on-device catalog and the associated web and beta distribution channels, is the only officially supported mechanism for installing applications on your HP TouchPad. Third-party sources may make applications available for installation on your device via alternative mechanisms. These apps are sometimes referred to as “homebrew” apps. Homebrew apps have not been tested and certified by HP. HP cannot assist with the finding, purchasing, downloading, installing, or removing of applications that are not from App Catalog.

Installing homebrew applications can modify your webOS device in any number of ways that may cause your device to behave erratically over time. While your device may work fine with these applications on the current version of webOS, it is possible that the application could cause issues with your device in future versions of webOS.

If you installed an application via a mechanism other than App Catalog, you may find that you cannot download or install software updates, but the device continues to prompt you to update. If you have installed such an application, you need to remove the app before attempting to update your webOS device. Follow the developer's instructions on how to uninstall these apps.

NOTE Be sure to make a backup copy of any information stored in the app before you uninstall it. If the developer does not provide a way to back up the data, you can write down the information to save it. Alternatively, press the **power** button + **Center** to save screen captures of important data to the screencaptures folder in Photos & Videos.

If you see issues with your device after a webOS update and you have a homebrew application installed, use webOS Doctor to restore your device to factory default settings. A partial or full erase does not return the device to factory settings after some homebrew apps have been installed. See [T5. Tether your device to your computer and reinstall webOS](#).

Using your HP TouchPad with an HP webOS smartphone

The person on the other end of the line hears an echo

Try decreasing the volume on your device—whether you are using the microphone or a headset—to avoid coupling or feedback on the other person's end.

I hear my own voice echo

Ask the person on the other end of the call to turn down the volume on his or her phone or to hold the phone closer to his or her ear.

My voice is too quiet on the other end

Be sure to position the microphone, which is on the top of the device, close to your mouth. Make sure you are not covering the microphone with your finger.

My device doesn't ring

- Make sure sounds are turned on: Open **Sounds & Ringtones** . If Off appears next to **Sounds**, tap **Off** to change the setting from Off to On.
- Check the ringtone volume: Open **Sounds & Ringtones**  and drag the **Ringtone Volume** slider to the right to increase the ringtone volume.

- If you are using a ringtone you installed, open **Sounds & Ringtones**  and tap **Ringtone**. Tap the default ringtone for your device. If selecting the default ringtone solves the problem, the ringtone you installed is not working properly. Delete the ringtone you installed from your device by following the steps in [Delete files and folders using USB Drive mode](#).

My device doesn't vibrate

- Make sure the vibrate setting is turned on: Open **Sounds & Ringtones** . If Off appears next to **Vibrate**, tap **Off** to change the setting from Off to On.
- Tap, hold, and drag the **Ringtone Volume** slider in either direction. The device should vibrate, and the ringtone should play.

Transferring information to and from your computer

When I connect my device to my computer, I don't get the prompt to put the device in USB Drive mode

Check the title bar at the top of the screen. If the USB  icon is displayed, tap the icon to open the dashboard. To put your device in USB Drive mode, tap the USB Drive dashboard item.

I copied files from my computer, but I can't see or play them on my device

When you connect your device to your computer in USB Drive mode, you can copy any file onto your device. However, each media application on your device—Photos & Videos and Music—can display or play files in certain file formats only. If your media file is in an unsupported format, you can't use it on your device.

For a list of supported photo and video file types, see [Photos & Videos](#). For a list of supported music file types, see [Music](#).

When I open the folder representing my device on my computer, I see subfolders. Do I need to move my files into these folders?

The default folders are there to help you organize files you copy to and from your computer. But you can copy files from your computer into any folder you want—you can create your own folders, or just drag your files to the top level of the drive. As long as the file is in a supported format, your device can detect and open it.

I want to transfer files from my device to my computer, but the screen is cracked or doesn't respond to taps, so I can't access USB Drive mode

If you can't put your device in USB Drive mode using the screen, you can use a button combination. Connect your device to your computer using the USB cable, and then press and hold the **power** button + **volume down**.

Backing up and restoring data

I need to reset my device but don't understand the difference among the erase options

The four erase options are as follows:

Erase Apps & Data: Erases all application data and settings, as well as any applications you installed from App Catalog.

Erase USB Drive: Erases all files stored in USB drive storage, such as pictures, videos, and music.

Full Erase: Erases application data and settings, apps you installed, and USB drive storage files. Select this option if you want a clean erase of your currently installed apps and files but plan to continue using the device.

Secure Full Erase: Erases application data and settings, apps you installed, and USB drive storage files. Select this option if you are planning to give the device away, and you want your data and files to be unrecoverable even using a third-party tool.

For more information, see [Erase data and reset your device](#).

How do I get my data back after a full or partial erase?

After you perform one of the erase options, on your device, enter your existing HP webOS Account email address and password—don't create a new one! When you do this, all data that has been backed up to your profile—contacts, and calendar events, as well as apps you bought through App Catalog—is restored to your device. To restore information about your online accounts to your device, simply enter the password for each account when prompted after the erase—synchronization begins again.

The **Erase USB Drive** option and the two full erase options delete everything stored in your device's USB drive (pictures, videos, music, documents, PDF files, and so on). You need to have copies of those files available elsewhere if you want to restore them to your device. For example, you can save copies on your computer and then transfer them back to your device (see [Copy files between your device and your computer](#)).

I want to do a full erase, but the screen is cracked or doesn't respond to taps

If you can't do a full erase using the screen, you can use a button combination. Press and hold the **power** button + **volume down** + **Center**  for 10 seconds.

My bookmarks were restored, but the thumbnail icon is not displaying

Web bookmarks are part of the data backed up to your HP webOS Account. After a partial or full erase, a bookmark is restored with a generic thumbnail icon. After you revisit the page for which you created the bookmark, the thumbnail icon is restored.

System Updates

I dismissed a system update notification, and now I don't know how to get the update on my device

If you have a Wi-Fi network connection and the battery has at least a 30% charge, you can start the update yourself: **Open System Updates** . Your device checks for the availability of the update, and if one is available, tap **Download Now**. The download happens in the background, so you can continue to use your device until the actual installation takes over.

Your device continues to remind you to install the update after it has been downloaded. You are also reminded that the device will install the update automatically the next time you charge your device. An update installation cannot begin unless you have at least a 30% charge on your battery. If you tap **Install Later**, the update will automatically install the next time the following conditions are true: the device is charging and idle, and the battery has at least a 30% charge.

My device froze while I was downloading or installing a system update

If this happens, you can use webOS Doctor to restore your device and install the system update from your computer using the USB cable. On your computer, go to hpwebos.com/support to download webOS Doctor.

Hands-free devices

I can't make or receive calls using a Bluetooth® hands-free device

If you are making and receiving calls through a connected HP webOS smartphone, you can't use your device to transfer the audio from your device to a Bluetooth headset. You can, however, connect the smartphone to a Bluetooth headset—this automatically disconnects the smartphone from your device and transfers the call audio to the headset.

If you are on a Skype voice call and are having trouble using a Bluetooth headset, try the following:

- If you have earphones connected to your device, disconnect them.
- Restart your device (see [Restart your device](#)).
- Verify that the hands-free device is compatible with your device. Go to hpwebos.com/support to see a list of supported devices.

NOTE This list contains only devices that have been tested for compatibility. It is possible that a device that does not appear on the list may be compatible with your HP TouchPad.

- Make sure that the Bluetooth feature is turned on (see [Turn the Bluetooth feature on/off](#)).
- Make sure that your device is paired with your hands-free device, and the hands-free device appears in the **Devices** list (see [Connect with a paired device](#)).
- Make sure that the volume on the hands-free device and on your device is set loud enough to hear.
- Make sure your Bluetooth hands-free device is charged and turned on.
- Make sure that your device is within range of the hands-free device. Bluetooth range is up to 30 feet (10 meters) in optimum environmental conditions, which include the absence of obstacles, radio interference from nearby electronic equipment, and other factors.
- Make sure that you are away from other devices using the 2.4GHz radio frequency, such as cordless phones and microwaves. If this is impossible, move the device closer to the hands-free device.

I lost the connection between my device and my Bluetooth headset

If your headset isn't working, delete the existing pairing (see [Delete a device](#)) and create a new one (see [Set up and use a Bluetooth® hands-free device](#)).

I hear static or interference when using my hands-free device

- Be sure your hands-free device has a sufficient battery charge.
- Move to a quieter location to reduce environmental noise.
- Try placing the device and the headset on the same side of the body.
- Try moving your HP TouchPad closer to the hands-free device. Audio quality degrades as the distance between your device and the hands-free device increases. The effective range for a hands-free device varies among manufacturers.
- Confirm that no obstructions, including your body, are between the HP TouchPad and your hands-free device. Items such as furniture, people, or walls that are in the path between the headset and the device will impair audio quality.

Some features of my hands-free device don't work with my HP TouchPad

- Check the compatibility list at hpwebos.com/support to ensure that your device is compatible with your HP TouchPad.
- Even if the hands-free device is compatible with your HP TouchPad, your HP TouchPad may not support all the features of the device. Check the documentation that came with your hands-free device or the manufacturer's website for feature-compatibility information between the device and your HP TouchPad.

Making room on your device

If you store a large number of files, or install many applications, the internal memory on your device may fill up. Here are some ways to clear space on your device:

- **Photos & Videos, Music, Quickoffice, Adobe Reader:** Large files take up a lot of memory. Move files to your computer (see [Copy files between your device and your computer](#)), or delete them from your device.
- **Email:** Email attachments can be large and consume lots of memory. Copy attachments to your computer (see [Copy files between your device and your computer](#)), or delete large files from your device (see [Delete a message](#)). You may also want to empty the deleted items folder.
- **Messaging:** If you do a lot of text messaging, delete messages or conversations (see [Delete a message](#) or [Delete a conversation](#)).
- **Web:** Delete stored web browsing information by clearing your history, cookies, and cache (see [Customize web browser settings](#)).
- **Third-party applications:** You can delete infrequently used applications (see [Delete an application](#)).

A Terms

airplane mode

A mode in which all the wireless services on your device are turned off. Wireless services include the Wi-Fi feature, VPN, and Bluetooth® wireless technology. See [Turn wireless services off \(airplane mode\)](#).

application menu

A menu hidden in the upper-left corner of the screen that lists items available in an application, such as preferences and application help. To open the application menu, drag down from the upper-left corner of the device (above the screen) onto the screen, or tap the application name in the upper-left corner of the screen. See [Use the application menu](#) for details. See also [system menu](#).

application search

A search feature that is available after you open certain applications. To search, simply tap the search field (where available) and begin typing a search term—for example, a contact name or phone number, the subject text of an email message, or a few words from a memo. See also [Just Type](#).

application update

An update from the developer of an application you installed through HP webOS App Catalog on your device. You can check for application updates manually in Software Manager. Additional fees may apply. See [Manually check for application updates](#).

card

A minimized view of an open application. You can easily move among and reorder cards in Card view. To reduce the app you're working in to a card, press **Center**  (see [Center](#)). Tap a card to restore the full-screen view of the application and continue working in it. See also [Card view](#). A group of related cards appears in Card view as a **card stack**. See [Work with stacked cards](#) for information.

Card view

The view on your device that displays all open applications as minimized cards, allowing you to easily move among and reorder them. The background of Card view is your wallpaper. Don't confuse Card view with the Launcher (see [Launcher](#)), which shows you all the apps installed on your device, not just the open ones. To get to Card view when an app is displayed full-screen, press **Center** .

Center

The button in the center of the area below the screen. Press to display Card view or the Launcher, or to turn on the screen if it is turned off.

dashboard

A list of all your notifications. When one or more notification icons appear at the top of the screen, tap the icons to open the dashboard. Tap a dashboard item to act on it. See also [notification](#).

drag

A slow movement of your finger on the touchscreen used, for example, to scroll slowly through a list or move an icon in the Launcher. See [Use gestures: Tap, swipe, drag, flick, pinch](#).

DRM-free file

A file that is not protected by Digital Rights Management. DRM-free files can be copied as many times as you like and can be played on your device.

Exhibition

A feature of your device that allows you to access apps specially designed for use while the device is placed on an HP Touchstone (see [Exhibition](#)).

favorite

A contact that you identify as someone you want to be able to quickly reach. Creating a favorite from a contact lets you view and touch base with that contact in just a few taps. You can create and manage favorites in Contacts (see [Create a favorite](#)) and in Phone & Video Calls (see [Work with favorites](#)).

flick

A fast skimming of your finger vertically on the touchscreen used, for example, to scroll quickly up or down. See [Use gestures: Tap, swipe, drag, flick, pinch](#).

HP webOS

The operating system of your HP TouchPad. Key features of HP webOS include gestures, cards, merged views, and linked contacts.

HP webOS Account

An HP webOS Account gives you access to services like automatic updates, backup of your data, and more. You create an HP webOS Account by entering a working email address during initial setup of your HP TouchPad (see [Set up your device](#)). Your HP webOS Account also identifies the location on the web where the data you store in your HP webOS Account is backed up. (You cannot see or change this data on the web, however.)

You can assign contacts and calendar events to your HP webOS Account. HP webOS Account items are included in the daily backup of information to your HP webOS Account online but do not synchronize with any of your online accounts.

Just Type

The feature, formerly known as universal search, that enables you to search for applications and contacts on your device, and search the web simply by tapping **Just type** in Card view and typing the search term. You can also use Quick Actions to create new items such as email messages, calendar events, or memos by entering all or part of the item's text. See [Just Type](#).

Launcher

A group of screens (called pages) that display all your applications. To open the Launcher, tap  in Quick Launch (see [Quick Launch](#)), or from the active application, press **Center**  to get to Card view, and then tap

. In the Launcher, tap **Apps** to see all your core apps, tap **Downloads** to see apps you downloaded, or tap **Settings** to see all your preference apps. Tap, hold, and drag an app icon from any page to add it to your Favorites page. Tap an app icon to open the application.

linked contact

A contact containing information from more than one source. For example, if you have a work contact in Exchange and a personal contact for the same person in Google, the Contacts application automatically recognizes the connection and links the two contacts so you can see all the information for a person in the same place—but the information is kept separate in the different accounts where it originated. You can also manually link and unlink contacts.

merged view

A feature on your device that displays data from several sources in a single view, but keeps the sources of your data separate.

Let's say you use Google calendar for your personal events and your company's Exchange calendar for business events. Your device's Calendar application displays events from both calendars in a single view.

Likewise, if you set up multiple email accounts, the Email application displays the messages from all your account inboxes in a single folder, called All Inboxes, that can be set up to appear at the top of the Account List panel in the Email app (see [Set email preferences](#)). And in Messaging, all your messages with the same person show up in a single conversation, whether they are text or instant messages. See also [linked contact](#).

notification

A message that appears at the top of the screen alerting you of an incoming email or instant message; an upcoming event; and more. In most cases, you can tap a notification to act on it. See also [dashboard](#). Throw a notification off the side of the screen to dismiss it.

online account

The HP Synergy feature makes it easy to synchronize all data from an online account. An online account is a web-based or server-based location where you keep contacts and/or calendar information, such as Google or Exchange. (Such web-based or server-based accounts are

sometimes talked about as being “in the cloud.”) You can access the info in those accounts in the Contacts and Calendar applications on your device. You can also set up your device to download contacts from online accounts such as Facebook, and to view photos and videos in online accounts such as Facebook or Snapfish. See [Online accounts available for webOS devices](#).

pinch

A gesture used to zoom in for a magnified view or zoom out to see a larger area. To zoom in, you pinch out: Place the thumb and index fingertips close together on the touchscreen; then slowly spread them apart. To zoom out, you pinch in: Place the thumb and index fingertips apart on the touchscreen, and slowly bring them together.

Quick Launch

A lineup of up to five icons, plus the Launcher, that give you quick access to your favorite applications. By default, Quick Launch displays icons for the following apps: Web, Email, Calendar, Messaging, and Photos & Videos. The sixth icon is the Launcher. You can easily drag icons onto and off of the Quick Launch bar to change the lineup of apps (see [Line up your favorite applications in Quick Launch](#)).

Quick Launch always appears at the bottom of Card view and the Launcher. Tap an icon to open the app.

smart folder

One of two folders—All Inboxes and All Flagged—that can be set to appear at the top of the Account List panel in the Email application. See [Set email preferences](#).

swipe

A light, fast horizontal skimming of your finger on the touchscreen used, for example, to go from page to page in the Launcher or from day to day in Calendar. See [Use gestures: Tap, swipe, drag, flick, pinch](#).

Synergy feature

The feature that lets you take advantage of merged views and linked contacts on your device. See [Your HP TouchPad](#).

system menu

A menu hidden in the upper-right corner of the screen that lets you turn on/off wireless connection features such as Wi-Fi and Bluetooth® wireless

technology, change the screen brightness, turn on/off the screen rotation lock, and turn system sounds on/off. To open the system menu, drag down from the upper-right corner of the device (above the screen) onto the screen, or tap the upper-right corner of the screen. See [Use the system menu](#) for details. See also [application menu](#) and [airplane mode](#).

system update

Updates provided to HP webOS and core applications such as Contacts and Calendar. When a system update is available, a notification appears on your device. You can also check for system updates manually. See [Update the HP webOS operating system](#).

tap

A light quick touch on the touchscreen used, for example, to open an app by tapping its icon. Use your fingertip to tap. Don't use your fingernail, and don't use a pen or pencil—the screen does not respond to touches like that. Also, don't bear down. Make the tap firmly, but lightly. See [Use gestures: Tap, swipe, drag, flick, pinch](#).

Touch to Share

If you have a web page open on your HP TouchPad or on a webOS smartphone, simply touch the devices to transfer the page from one device to the other. If your smartphone and your HP TouchPad use the same HP webOS Account, you can also touch the two to create a Bluetooth pairing between them. Touch to Share works with certain webOS smartphones only. See [What is Touch to Share?](#).

B Online accounts available for webOS devices

Table 1. Online accounts available for HP webOS devices*

Account	Applications that display data from this account	Relationship between device and online account**	Can I edit and add data to this account on my device?	Can I edit and add data to this account on the web?	What happens when I delete this account from one app?***
AIM	Messaging	Sync	Yes	Yes	The account is removed from all apps
Box.net	Adobe Reader, Quickoffice	Adobe Reader: Transfer (from web to device) Quickoffice: Transfer (from web to device)	Adobe Reader: Delete files on device Quickoffice: Delete files on device	Yes	The account is removed from all apps
Dropbox	Adobe Reader, Quickoffice	Adobe Reader: Transfer (from web to device) Quickoffice: Transfer (from web to device)	Adobe Reader: Delete files on device Quickoffice: Delete files on device	Yes	The account is removed from all apps
Exchange	Contacts, Calendar, Email	Sync	Yes	Yes****	Only info in that app is deleted; info remains in other apps
Facebook	Contacts, Calendar, Photos & Videos	Contacts, Calendar: Transfer (from web to device) Photos & Videos: Transfer (from web to device)	No	Contacts and Calendar only	Only info in that app is deleted; info remains in other apps
Google	Contacts, Calendar, Messaging, Email, Quickoffice, Adobe Reader	Sync	Yes	Yes	Only info in that app is deleted; info remains in other apps

Table 1. Online accounts available for HP webOS devices*

Account	Applications that display data from this account	Relationship between device and online account**	Can I edit and add data to this account on my device?	Can I edit and add data to this account on the web?	What happens when I delete this account from one app?***
HP webOS Account	Contacts, Calendar, Memos; see Backup for full list of affected info	See Backup for details	Yes	No	See Backup for details
LinkedIn	Contacts	Transfer (from web to device)	No	Yes	Only info in Contacts is deleted
Photobucket	Photos & Videos	Transfer (from web to device)	No	Yes	Only info in Photos & Videos is deleted
Skype	Contacts, Messaging	Contacts: Transfer (from web to device) Messaging: Sync	Contacts: No Messaging: Yes	Contacts: Yes Messaging: Yes	The account is removed from all apps
Snapfish	Photos & Videos	Transfer (from web to device)	No	Yes	Only info in Photos & Videos is deleted
Yahoo!	Contacts, Calendar, Messaging, Email	Contacts: Transfer (from web to device) Calendar: Sync	Contacts: No Calendar: Yes	Yes	Only info in that app is deleted; info remains in other apps

The frequency with which data is synced or transferred between the device and online accounts depends on the account you are using. For information about account sync intervals, go to kb.hpwebos.com and search for article number 47817.

*The information contained in this table is subject to change with webOS updates.

****Sync:** A two-way exchange and update of your data. What you add or change in one location is automatically added or changed in the other.

Transfer: A one-way update of your data. You can add or change data only in one location; the data is then copied to the other location.

***Only the data on your device is deleted. The data source is not affected. If you delete an account from your device using the Accounts app, all data from that account is removed from all apps associated with the account.

****You can also edit and add data to an Exchange account from a desktop application, such as Outlook.

C Specifications

Table 1. Specifications

Category	Description
Processor technologies	• Qualcomm Snapdragon dual-CPU APQ8060
Battery	• Rechargeable lithium-polymer (nonremovable) • 6300 mA/hr power capacity typical
Operating system	• HP webOS 3.0
Camera	• Front-facing 1.3-megapixel webcam
Size	• 9.45 in. x 7.48 in. x 0.54 in. (240 mm x 190 mm x 13.7 mm)
Weight	• 1.6 pounds (740 grams)
Operating temperature range	• 32°F to 104°F (0°C to 40°C) • 10% to 90% RH
Connectivity	• Wi-Fi 802.11 a/b/g/n with WPA, WPA2, WEP, 802.1x authentication • Bluetooth® wireless technology 2.1 + EDR with A2DP (stereo Bluetooth) support
Display	• 9.7 inch (246.38 mm) XGA capacitive, multitouch screen with IPS (In-Plane Switching) • 18-bit color • Resolution: 1024 x 768 • User-adjustable brightness
Keyboard	• Virtual
Sensors	• Ambient light • Accelerometer • Compass (magnetometer) • Gyroscope

Table 1. Specifications

Category	Description
Memory	• 16GB or 32GB* • USB mass storage support • 1GB RAM
Connector	• microUSB connector with USB 2.0 Hi-Speed
Speakers	• Internal stereo speakers with Beats Audio™
Back cover (nonremovable)	• Compatible with the HP Touchstone for TouchPad charging dock (sold separately)
Included HP webOS applications (at time of purchase)	• Calendar • Contacts • Email • HP webOS App Catalog • Memos • Messaging • Music • Phone & Video Calls • Photos & Videos • VPN • Web

Table 1. Specifications

Category	Description
Included configuration and preference applications (at time of purchase)	• Accounts • Backup • Bluetooth • Date & Time • Device Info • Exhibition • Help • Just Type • Location Services • Print Manager • Regional Settings • Screen & Lock • Software Manager • Sounds & Ringtones • System Updates • Text Assist • Wi-Fi
Included third-party applications (at time of purchase)	• Adobe Reader • Maps • Quickoffice (DOC, DOCX, XLS, XLSX, PPT, PPTX)

* To find out how much memory your device has: [Open Device Info](#)  and look at the **Memory** field under **Device**.

D Important safety and legal information

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CAPACITY AND AUTHORITY TO CONTRACT: You represent that you are of legal age of majority in your state of residence and, if applicable, you are duly authorized by your employer to enter into this Agreement.

SEVERABILITY: In the event any provision of this Agreement is found to be invalid, illegal or unenforceable, the validity, legality and enforceability of any of the remaining provisions shall not in any way be affected or impaired.

ENTIRE AGREEMENT: By accepting this Agreement and the accompanying Limited Warranty (if any), you agree that the Agreement and Limited Warranty set forth the entire agreement between you and HP, and supersede all prior agreements, whether written or oral, with respect to the Software, notwithstanding the terms or conditions of any such prior agreements. Nothing in this Agreement limits or excludes liability for representations made fraudulently.

This document includes Regulatory, health and safety Compliance and environmental statements required to be used in Regulatory booklet or user guide.

Regulatory notices

This section contains the legal notices required by the regulatory bodies of your country.

United States

Federal Communications Commission Notice

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation.

If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna
- Increase the separation between the equipment and receiver
- Connect the equipment to an outlet on a circuit different from that to which the receiver is connected
- Consult the dealer or an experienced radio or television technician for help

Modifications

The FCC requires the user to be notified that any changes or modifications made to this device that are not expressly approved by HP may void the user's authority to operate the equipment. The FCC has granted an Equipment Authorization for this model device with all reported SAR levels evaluated as in compliance with the FCC RF exposure guidelines. SAR information on this model is on file with the FCC and can be found under the Display Grant section of <http://www.fcc.gov/oet/ea/fccid/> after searching for FCC ID B94HHI29C.

Declaration of Conformity for Products Marked with the FCC Logo (United States Only)

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions:

- 1 This device may not cause harmful interference.
- 2 This device must accept any interference received, including interference that may cause undesired operation.

If you have questions about the product or this FCC declaration, write to:

Hewlett-Packard Company, 950 W. Maude Ave, Sunnyvale, CA 94085

For questions regarding this FCC declaration, call HP at 1-281-514-3333. For general questions about the product, call 1-800-HP-INVENT (1-800-474-6836).

To identify your product, refer to the part, series, or model number located on the product.

Cables

To maintain compliance with FCC Rules and Regulations, connections to this device must be made with shielded cables having metallic RFI/EMI connector hoods.



WARNING! Exposure to Radio Frequency (RF) Radiation The radiated output power of this device is below the FCC radio frequency exposure limits. Nevertheless, the device should be used in such a manner that the potential for human contact during normal operation is minimized.

The exposure standard for wireless devices employs a unit of measurement known as the Specific Absorption Rate, or SAR. The SAR limit set by the FCC is 1.6 W/Kg. Tests for SAR are conducted using standard operating positions accepted by the FCC with the device transmitting at its highest certified power level in all tested frequency bands. Although the SAR is determined at the highest certified power level, the actual SAR level of the device while operating can be well below the maximum value. This is because the device is designed to operate at multiple power levels so as to use only the power required to reach the network. In general, the closer you are to a wireless base station antenna, the lower the power output. To avoid the possibility of exceeding the FCC radio frequency exposure limits, human proximity to the antenna should be minimized. This device has been tested and demonstrated compliance when Bluetooth and WiFi are transmitting simultaneously. The highest FCC SAR value for this device when tested for use at the body is 1.29 W/kg. This device must not be co-located or operating in conjunction with any other antenna or transmitter.

Battery replacement (for product with non removable battery)

Do not attempt to replace the rechargeable battery, the battery may only be replaced by HP Authorized Service Provider.

Canada

Operation is subject to the following two conditions: (1) this device may not cause interference, and (2) this device must accept any interference, including interference that may cause undesired operation of the device.

L'utilisation de ce dispositif est autorisée seulement aux conditions suivantes : (1) il ne doit pas produire de brouillage et (2) l'utilisateur du dispositif doit être prêt à accepter tout brouillage radioélectrique reçu, même si ce brouillage est susceptible de compromettre le fonctionnement du dispositif.

Canadian Notice/Avis Canadien

This Class B digital apparatus meets all requirements of the Canadian Interference-Causing Equipment Regulations.

Cet appareil numérique de la classe B respecte toutes les exigences du Règlement sur le matériel brouilleur du Canada.

European Union Notice

Products bearing the CE marking comply with the following EU Directives:

- Low Voltage Directive 2006/95/EC
- EMC Directive 2004/108/EC

CE compliance of this product is valid only if powered with the correct CE-marked AC adapter provided by HP.

If this product has telecommunications functionality, it also complies with the essential requirements of the following EU Directive:

- R&TTE Directive 1999/5/EC

Compliance with these directives implies conformity to harmonized European standards (European Norms) that are listed in the EU Declaration of Conformity issued by HP for this product or product family. This compliance is indicated by one of the following conformity markings placed on the product.

- This CE marking is valid for non-telecommunications products and for EU harmonized telecommunications products, such as Bluetooth®.



- This CE marking is valid for EU non-harmonized telecommunications products.



*If applicable, a notified body number is used. Refer to the regulatory label provided on this product.

Hewlett-Packard GmbH, HQ-TRE, Herrenberger Strasse 140, D-71034 Böblingen, Germany

The telecommunications functionality of this product may be used in the following EU and EFTA countries:

Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania,

Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovak Republic, Slovenia, Spain, Sweden, Switzerland, and United Kingdom.

The official EU CE declaration of conformity for this device may be found at

<http://www.hp.com/go/certificates>

EU SAR Notice

THIS DEVICE MEETS INTERNATIONAL GUIDELINES FOR EXPOSURE TO RADIO WAVES.

Your device is a radio transmitter and receiver. It is designed and manufactured not to exceed the limits for exposure to radio frequency (RF) recommended by international guidelines (ICNIRP). These limits are part of comprehensive guidelines and establish permitted levels of RF energy for the general population. The guidelines were developed by independent scientific organizations through periodic and thorough evaluation of scientific studies. The guidelines include a substantial safety margin designed to assure the safety of all persons, regardless of age and health.

The exposure standard for devices employs a unit of measurement known as the Specific Absorption Rate, or SAR. The SAR limit stated in the international guidelines is 2.0 W/kg*. Tests for SAR are conducted using standard operating positions with the device transmitting at its highest certified power level in all tested frequency bands. Although the SAR is determined at the highest certified power level, the actual SAR of the device while operating can be well below the maximum value. This is because the device is designed to operate at multiple power levels so as to use only the power required to reach the network. In general, the closer you are to a base station, the lower the power output of the device. Before a device is available for sale to the public, compliance with the European R&TTE directive must be shown. This directive includes as one essential requirement the protection of the health and the safety for the user and any other person. The highest EU SAR value for this device when tested for use at the body is 0.434 W/kg.

*The EU SAR limit for mobile devices used by the public is 2.0 W/kg averaged over ten grams of body tissue. The guidelines incorporate a substantial margin of safety to give additional protection for the public and to account for any variations in measurements. SAR values may vary depending on national reporting requirements and the network band.

Wireless Notices

In some environments, the use of wireless devices may be restricted. Such restrictions may apply on board airplanes, in hospitals, near explosives, in hazardous locations, etc. If you are uncertain of the policy that applies to the use of this device, please ask for authorization to use it prior to turning on the device.

Airline Travel Notice

Use of electronic equipment aboard commercial aircraft is at the discretion of the airline

France

L'utilisation de cet équipement (2,4 GHz Wireless LAN) est soumise à certaines restrictions : Cet équipement peut être utilisé à l'intérieur d'un bâtiment en utilisant toutes les fréquences de 2400 à 2483,5 MHz (Chaîne 1-13). Pour une utilisation en environnement extérieur, les fréquences comprises entre 2400-2454 MHz (Chaîne 1-9) peuvent être utilisées. Pour les dernières restrictions, voir <http://www.arcep.fr>.

Italy

E' necessaria una concessione ministeriale anche per l'uso del prodotto. Verifici per favore con il proprio distributore o direttamente presso la Direzione Generale Pianificazione e Gestione Frequenze.

Health and Safety

To reduce the risk of bodily injury, electric shock, fire, and damage to the equipment, observe the safety precautions in this document.

Acoustics Warning



WARNING! Listening to this device at high volume levels and for extended durations may damage your hearing. In order to reduce the risk of damage to hearing, you should lower the volume to a safe, comfortable level, and reduce the amount of time listening at high levels.



- For your own safety, before using headsets or earphones, always reset the volume. Some headphones are louder than other headphones, even if the volume control setting is the same.
- Changing the default audio or equalizer settings might lead to higher volume and should only be done with caution.
- HP recommends using the headset delivered with your device or offered through HP as aftermarket options that are in compliance with EN 50332-1 and EN 50332-2.

General Safety Precautions

IMPORTANT INFORMATION ON SAFE AND EFFICIENT OPERATION. Read this information before using your device. For the safe and efficient operation of your device, observe these guidelines:

Potentially explosive atmospheres: Turn off your device when you are in any areas with a potentially explosive atmosphere, such as fuelling areas (gas or petrol stations, below deck on boats), storage facilities for fuel or chemicals, blasting areas and areas near electrical blasting caps, and areas where there are chemicals or particles (such as metal powders, grains and dust) in the air.

Interference to personal medical equipment: If you use personal medical equipment, consult the equipment manufacture to determine if it is shielded from RF signals emission from your device.

Audio safety: This device is capable of producing loud noises which may damage your hearing. playing music, at high volume settings for long durations may lead to permanent noise-induced hearing loss. When using the speakerphone feature, it is recommended that you place your device at a safe distance from your ear. Other medical devices, hospitals: If you use any other personal medical device, consult the manufacturer of your device to determine if it is adequately shielded from external RF energy. Your doctor may be able to assist you in obtaining this information. Turn your device OFF in health care facilities when any regulations posted in these areas instruct you to do so.

Hospitals or health care facilities may be using equipment that could be sensitive to external RF energy.

Repetitive motion injuries: When using the keyboard or playing games on your device, you may experience discomfort in your neck, shoulders, hands, arms or other parts of the body.

To avoid injuries such as tendonitis, carpal tunnel syndrome and other musculoskeletal disorders,

To minimise the risk of Repetitive Motion Injuries, when texting or playing games with your device make sure to take lots of breaks to stretch and relax.

Operating machinery: Do not use your device while operating machinery. Full attention must be given to operating the machinery in order to reduce the risk of an accident.

Vehicles with air bags: Air bags will inflate with great force and care should be taken to protect yourself and your device within a vehicle that has air bags. Do not place the device or any of its accessories in the area over the air bag or in the air bag deployment area.

Driving—Do not use the device while driving.

Hearing aids: People with hearing aids or cochlear implants may experience interference when using wireless devices or when one is nearby. The level of interference will depend on the type of hearing device and the distance from the interference source. Increasing the separation between them may reduce the interference. You may also consult your hearing aid manufacturer to discuss alternatives.

Small children: Do not leave your device and its accessories within the reach of small children or allow them to play with it. They could hurt themselves or others, or could accidentally damage the device. Your device contains small parts that may cause an injury or that could become detached and create a choking hazard. Keep the device away from the abdomens of pregnant women and adolescents, particularly when using the device hands-free. To reduce exposure to radiation, use your device in good reception areas.

General statement on handling and use:

- Always treat your device and its accessories with care and keep it in a clean and dust-free place.
- Do not expose your device or its accessories to any heat source or any product that produce heat.
- Do not expose your device or its accessories to liquid, moisture or high humidity.
- Do not drop your device or its accessories.
- Do not use harsh chemicals, cleaning solvents or aerosols to clean the device or its accessories.
- Do not paint your device or its accessories.

Device heating: Your device may become warm during charging and during normal use.

Faulty and damaged products: Do not attempt to disassemble the device or its accessories.

Only qualified personnel must service or repair the device or its accessories. If your device or an accessory has been submerged in water, punctured or subjected to a severe fall, do not use it until you have taken it to be checked at an authorized service centre.

ESD Safety: Electrostatic discharge (ESD) can cause damage to electronic devices if discharged into the device, so you should take steps to avoid such an occurrence. Make sure you discharge any built-up static electricity from yourself and your electronic devices before touching an electronic device or connecting one device to another.

Specific Safety Precautions

The following safety precautions need to be taken while using your device.

Power Cords and Accessories



WARNING! To reduce the risk of electric shock, fire, or damage to the equipment, do not attempt to power the product with a voltage converter kit sold for appliances. Use the correct external power source: A product should be operated only from the type of power source indicated on the electrical ratings label. If you are not sure of the type of power source required, call Customer Care, your service partner, or local power company. For a product that operates from battery power or other sources, refer to the operating instructions that are included with the product.

Avoid overloading the electrical circuit: Do not overload an electrical outlet, power strip, or convenience receptacle. The overall system load must not exceed 80% of the branch circuit rating.

If power strips are used, the load should not exceed 80% of the input rating of the power strip.

Use an approved AC adapter: Only the AC adapter provided with the product, a replacement AC adapter provided by HP, or an AC adapter purchased as an accessory from HP should be used with the product.

Unplug the power properly: Disconnect power from the product by unplugging the power cord from the electrical outlet. Do not pull on cords and cables. When unplugging the cord from an electrical outlet, grasp and pull the cord by the plug.

Battery notices



WARNING! The device contains a rechargeable lithium battery which can only be replaced by HP authorized service personal. To reduce the risk of fire or burns, do not disassemble the unit.

Handle battery packs carefully: The device contains a rechargeable lithium battery which can only be replaced by HP authorized service personal.



When a battery pack has reached the end of its useful life, do not dispose of the battery pack in general household waste. Follow the local laws and regulations in your area for battery pack disposal. In Europe, dispose of or recycle the battery packs by using the public collection system or by returning them to HP, your service partner, or their agents.

Equipment Warning



WARNING! To reduce the risk of personal injury, electrical shock, fire or damage to the equipment:

Plug the AC adapter into an AC outlet that is easily accessible at all times.

Disconnect power from the equipment by unplugging the AC adapter from the AC outlet or unplugging the synchronization cable from the host computer.

Do not use converter kits sold for appliances to power your device.

Environmental

Environmental and recycling information

For decades HP has worked to manage its environmental impact by adopting environmentally responsible practices in product development, operations, and supply chain. The company strives to be a global leader in reducing its carbon footprint, limiting waste, and recycling responsibly.

For more information about HP's commitment to the environment, refer to the following websites:

- Global Citizenship Report: <http://www.hp.com/hpinfo/globalcitizenship/gcreport/index.html>
- Environmental website: <http://www.hp.com/environment>
- ISO 14001 Certificate: <http://www.hp.com/hpinfo/globalcitizenship/environment/operations/envmanagement.html>
- Material Substitution and Elimination: <http://www.hp.com/hpinfo/globalcitizenship/environment/productdesign/materialuse.html>

Recycling and Disposal



This symbol means do not dispose of your product with your other household waste. Instead, you should protect human health and the environment by handing over your waste equipment to designated collection, please contact your household waste disposal service.

HP encourages customers to recycle used electronic hardware, HP original print cartridges, and rechargeable batteries. For more information about recycling programs, go to www.hp.com/recycle.

Chemical Substances (REACH)

HP is committed to providing our customers with information about the chemical substances in our products as needed to comply with legal requirements such as REACH (Regulation EC No 1907/2006 of the European Parliament and the Council). A chemical information report for this product can be found at: <http://www.hp.com/go/reach>

Hazardous Substances

This product is in compliance with the Restrictions of Hazardous Substances (RoHS) directive—2002/95/EC.

This HP product is designed to comply with the Waste Electrical and Electronic Equipment (WEEE) Directive—2002/96/EC.

The EU WEEE directive (2002/95/EC) requires manufacturers to provide treatment information for each product type for use by treatment facilities. This information (product disassembly instructions) is posted on the Hewlett-Packard website at: <http://www.hp.com/go/recyclers>

These instructions may be used by recyclers and other WEEE treatment facilities as well as HP OEM customers who integrate and re-sell HP equipment.

This product does not contain any of the following substances in excess of regulatory limits (for reference of these limits please refer to the HP General Specification for the Environment http://www.hp.com/hpinfo/globalcitizenship/environment/supplychain/gen_specifications.html

Asbestos, certain azo colorants, certain brominated flame retardants (may not be used as flame retardants in plastics), cadmium, chlorinated hydrocarbons, chlorinated paraffins, formaldehyde, halogenated diphenyl methanes, lead carbonates and sulfates, lead and lead compounds, mercuric oxide batteries, nickel (finishes must not be used on the external surface designed to be frequently handled or carried by the user), ozone depleting substances, polybrominated biphenyls (PBBs), polybrominated biphenyl ethers (PBBEs), polybrominated biphenyl oxides (PBBOs), polychlorinated biphenyl (PCB), polychlorinated terphenyls (PCT), polyvinyl chloride (PVC) (except for wires and cables, and certain retail packaging has been voluntarily removed from most applications), radioactive substances, tributyl tin (TBT), triphenyl tin (TPT), and tributyl tin oxide (TBTO).

Owner's Record

The Regulatory Model Number (RMN), US FCC ID, Canada IC number and serial number are located on the SIM tray. Record the serial number in the space provided below. This will be helpful if you need to contact us about your device in the future.

Model: HP TouchPad

Serial No.:

E Use Adobe search

Search one instance at a time

Adobe search provides a convenient tool for finding information in this *User Guide*. You have several options for using the search tool: searching for items that match your search term one at a time, or displaying a list of all matching items.

The following instructions apply to Adobe Reader 9 and Adobe Acrobat 9. These instructions are for the full versions of these apps available for your computer, not for the Adobe Reader app installed on your HP TouchPad. If you have a different version of Adobe Reader or Adobe Acrobat, click **Help** in the application menu bar for instructions on using search.

TIP To find out what version of Adobe Reader or Adobe Acrobat you have, click **Help** in the application menu bar and look for the option **About Adobe Reader x** or **About Acrobat x**. The x represents the version number.

To search one item at a time, do the following:

- 1 With the *User Guide* open, click the **Find** box at the top of the screen.
- 2 Enter a search term.
- 3 To refine your search, click the arrow to the right of the Find box and select any of the following:

Whole Words Only: By default, the search tool returns any words that contain your search term, even if the term is part of a longer word—for example, searching on **app** returns **application** also. Select this option if you want search results that match exactly the term you enter only.

Case Sensitive: By default, the search tool ignores the case of the term you enter—so entering **email** returns both **email** and **Email**. Select this option if you want search results that match the case of the term you enter only.

Include Bookmarks/Include Comments: By default, the search tool searches document text only. Select either or both of these options to include bookmarks and/or comments in your search results.

- 4 Press **Enter** on your keyboard. The search tool highlights the first instance of your term.
- 5 To find the next instance of the term, click . To find the previous instance, click .

Display a list of all matching instances

To see all items that match your search term in a single list, do the following:

- 1 With the *User Guide* open, click the arrow to the right of the **Find** box at the top of the screen.

- 2 Click **Open Full Reader Search** or **Open Full Acrobat Search**. A separate search window opens
- 3 Make sure **In the current document** is selected.
- 4 Enter a search term.
- 5 To refine your search, check the boxes to select any of the following:

Whole words only: By default, the search tool returns any words that contain your search term, even if the term is part of a longer word—for example, searching on **app** returns **application** also. Select this option if you want search results that match exactly the term you enter only.

Case-Sensitive: By default, the search tool ignores the case of the term you enter—so entering **email** returns both **email** and **Email**. Select this option if you want search results that match the case of the term you enter only.

Include Bookmarks/Include Comments: By default, the search tool searches document text only. Select either or both of these options to include bookmarks and/or comments in your search results.

- 6 Click **Search**. A list of all instances of your term appears in the search window.
- 7 Double-click an entry in the list to jump to that instance of the term in the *User Guide*.

TIP Click **Use Advanced Search Options** at the bottom of the search window to access additional search features. With these options, you can enter a multi-word search term and then choose whether to search all, or any of, the words in the term. You can also choose to search on only part of a search term (known as “stemming”). So if you search on **application**, the search tool would return **app** also.
