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Text set off in this manner indicates that failure to follow directions could result in damage to equipment or loss of information.

HP iPAQ Product Information Guide

Third Edition (January 2008)

NOTE: Use of dial-up and wireless Internet, e-mail, corporate networks, and other wireless communications, such as Bluetooth-enabled devices, might require separately purchased additional hardware and other compatible equipment, in addition to a standard Wi-Fi infrastructure and a separately purchased service contract. Check with your service provider for availability and coverage in your area. Not all Web content may be available. Some Web content might require installation of additional software.

When you see a ¹ in this document, it refers to the above note.

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Product Information Guide

Welcome

Congratulations on purchasing your HP iPAQ hx2000 Pocket PC series. Use this guide to help you set up your HP iPAQ and to learn how it works.

Your HP iPAQ includes the new Microsoft® Windows Mobile™ Version 5.0 for Pocket PC software. The features include:

- ActiveSync 4.5 (the most current synchronization software for faster management and transfer of information on your PC)
- Improved productivity
- Faster access to e-mail and information
- New Office Mobile Suite
- Integrated Multimedia (Windows Media Player 10 Mobile)
- Persistent Store (Reduces the risk of data loss)
- MSN (Permits one-click access to MSN Hotmail and MSN Messenger)
- Microsoft Internet Mobile to browse the Web and download pages through synchronization or when connected to the Internet.¹

Enjoy using the new features on this product. Use this guide to set up and begin using your HP iPAQ.

Frequently Asked Questions

How Do I...?	Find information here...
Install Microsoft ActiveSync and create an ActiveSync partnership?	Synchronizing with a Computer, page 13
Locate the product ID and serial, number for my HP iPAQ?	Finding the Product ID and Serial Number, page 10
Enter text on my HP iPAQ screen?	Entering Text, page 21
Perform a soft, hard, or clean reset?	Resetting Your HP iPAQ, page 11

How Do I...?	Find information here...
Monitor system resources quickly?	TodayPanel Lite, page 18
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Use wireless connections?	Bluetooth, page 31 Wi-Fi, page 32
Copy files from my computer to my HP iPAQ?	Copying (or Transferring) Files, page 16
Conserve battery power?	Battery Saving Tips, page 34
Protect my HP iPAQ from screen or damage and cracking?	Protecting the HP iPAQ Screen from Cracking or Damage, page 35

Finding More Information

for information on...	see this source...
Using your HP iPAQ	<i>Additional Product Information</i> on the <i>Getting Started</i> disc.
Connecting to and synchronizing with a computer	ActiveSync Help on your computer. To view Help, start ActiveSync, then click Help > Microsoft ActiveSync Help .
Troubleshooting ActiveSync connections	ActiveSync Troubleshooting on your computer. From ActiveSync, click Help > Microsoft ActiveSync Help > Troubleshooting .
Programs that are on your HP iPAQ	<i>Getting Started</i> disc and Help located on the HP iPAQ. From the Start menu, tap Help .
Additional programs that can be installed on your HP iPAQ	Getting Started disc or http://www.microsoft.com/mobile/pocketpc/downloads .
Updates on Windows-powered devices	http://www.microsoft.com/pocketpc

for information on...	see this source...
Safety precautions	<i>Important Safety Information</i> on the <i>Getting Started</i> disc.
Warranty information	http://www.hp.com/go/handheldwarranty
Accessory products	http://www.hp.com/go/ipaqaccessories
For customer support	http://www.hp.com/support
Worldwide telephone support phone numbers	http://www.hp.com/country/us/en/

Front Components



	Component	Function
(1)	Flip Cover	Protect the screen. Lift the flip cover before tapping on the screen
(2)	Power button	Turn unit on and off
(3)	Speaker	Listen to notes or music
(4)	iTask button	Open, close, and switch between applications, run utilities, and change settings
(5)	Messaging button	Access your Inbox for sending and receiving e-mail iPAQ Wireless*: Launch iPAQ Wireless application

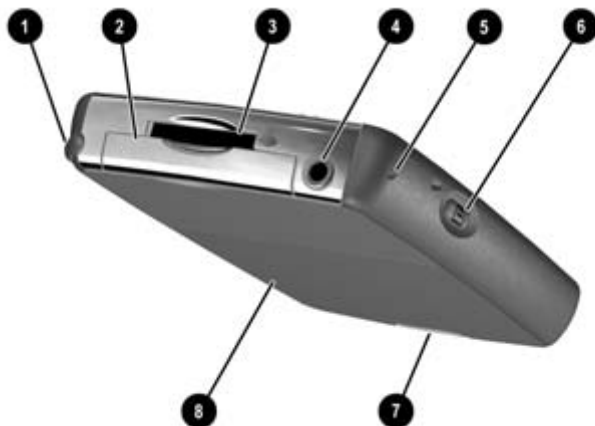
	Component	Function
(6)	5-Way Navigation button	Scroll through a list and push to select (similar to using a joystick)
(7)	Contacts	Display a list of your contacts from the category you select HP ProtectTools*: Launch security application
(8)	Calendar	Schedule appointments, set reminders, or view your calendar Landscape/Portrait*: Switch between landscape and portrait display modes
(9)	Microphone	Speak into the microphone to record notes
(10)	Biometric Fingerprint Reader	Authenticate access to your device
(11)	Charge/Notification LED indicator	Charge/Notification LED indicator: <ul style="list-style-type: none"> ● LED off = not charging or no notifications ● Amber flash = charging ● Green flash = one or more notification events have occurred ● Amber solid = charging complete
(12)	Wireless LED indicator	Wireless LED indicator: <ul style="list-style-type: none"> ● LED off = Wi-Fi and Bluetooth are both off ● Blue flash = Wi-Fi and/ or Bluetooth are on

*To access this function, press and hold for two seconds.



NOTE: Not all models or features available in all regions.

Top, Back, Side Panel Components



	Component	Function
(1)	Stylus	Use to input information. Slide up to remove, slide down to replace
(2)	Type II Compact Flash (CF) slot	Supports CF Type I or Type II expansion card
(3)	Secure digital expansion slot	Supports Secure Digital (SD) and MMC memory cards and SDIO expansion card
(4)	3.5 mm stereo headphone/headset jack	Supports standard 3.5 mm headphones or headsets

	Component	Function
(5)	Removable flip cover hinge	Connects the removable flip cover to the HP iPAQ
(6)	Record button	Record voice or sound
(7)	Battery door release latch	Pull down to release battery door
(8)	Battery cover	Remove to install or remove the battery



NOTE: Not all models or features available in all regions.

Bottom Panel Components



	Component	Function
(1)	Reset button	Push the stylus into this hole for a soft reset of your HP iPAQ
(2)	Universal sync connector	Connects to HP desktop cradle, AC adapter, and USB synchronization cable

HP Desktop Cradle

The HP desktop cradle connects to the HP iPAQ for charging and/or synchronizing. It serves also as a recommended home for your HP iPAQ when it is not in use. (The HP desktop cradle is not included with all models.)



Locating What is On The *Getting Started* Disc

The *Getting Started* disc includes:

- Windows Mobile™ Version 5.0 for Pocket PC software
- Microsoft ActiveSync 4.5
- Microsoft Outlook 2002
- Additional Product Information
- Important Safety Information

All software and documents are designed to be installed on your personal computer to enhance your ability to use your HP iPAQ to its full potential. The disc also contains HP iPAQ enhancements that you can install directly onto your device for use “on the go.”¹



NOTE: All current Microsoft operating systems are supported by Microsoft ActiveSync 4.5, except Windows 98SE and Windows ME.

Entering Owner Information

Be sure to enter your owner information so your HP iPAQ can be returned to you in case it is lost.

1. Tap **Start > Settings > Personal > Owner Information**.
2. On the **Identification** tab, enter your personal information.



TIP: If owner information is displayed on the **Today** screen, you can open and edit the information directly from the **Today** screen. Just tap that section of the screen.

Customizing the HP iPAQ

To get detailed information:

- Tap **Start > Settings > System > About**.

The **Version** tab displays important device information, including the type of processor and the amount of memory installed.

The device name is used to identify the HP iPAQ in the following situations:

- Synchronizing with a computer
- Connecting to a network ¹



NOTE: If you synchronize multiple devices with the same computer, each device must have a unique name.

To change the device name:

1. Tap **Start > Settings > System > About**.
2. Tap the **Device ID** tab.
3. Enter a name. The device name must begin with a letter, consist of letters from A to Z, numbers from 0 to 9, and cannot contain spaces.

Changing the Regional Settings

The style in which numbers, currency, dates, and times are displayed is specified in regional settings.

To change the regional settings:

1. Tap **Start > Settings > System tab > Regional Settings**.
2. Tap the **Region** tab.
3. Select your region.
The region you select determines which options will be available on the other tabs.
4. To customize additional settings, tap the appropriate tabs and select the options you want.

To change the date and time display, follow steps 1 through 3 above then perform one of the following:

- On the **Time** tab, select the time display options you want.
- On the **Date** tab, select the date display options you want.

Finding the Product ID and Serial Number

You can find the Product ID and Serial Number for your HP iPAQ in the Asset Viewer program or on the label underneath the battery. Please have this information available before contacting HP Customer Support, particularly if you are calling for in-warranty support.

To use Asset Viewer to locate the Product ID and Serial Number:

1. Tap **Start > Settings > System tab > HP Asset Viewer**.
2. To locate the Product ID, tap **System**.
3. To locate the Serial Number, tap **Identity**.

To locate only the Serial Number on the HP iPAQ (without removing the battery):

1. Remove the battery cover.
2. Locate the label containing the Serial Number next to the battery.

To locate the Product ID and Serial Number on the HP iPAQ:

1. Remove the battery cover.
2. Remove the battery from the unit.
3. Locate the label containing the Product ID and Serial Number underneath the battery.

Resetting Your HP iPAQ

You may need to reset your HP iPAQ if it does not respond to your pressing a button or tapping on the screen. The three types of resets are soft, hard, and clean.

Performing a Soft Reset

A soft reset stops all running applications, but does not erase any programs or saved data. Be sure to save any unsaved data within a running application before performing a soft reset.

To perform a soft reset:

1. Locate the recessed **Reset** button on the bottom of your HP iPAQ.
2. Use the stylus to lightly press the **Reset** button.

The HP iPAQ restarts and displays the **Today** screen.

Performing a Hard Reset

A hard reset stops all running applications, but does not erase any programs or saved data. A hard reset also resets all hardware registers. Be sure to save any unsaved data within a running application before performing a hard reset.

To perform a hard reset:

1. Press and hold the **Calendar** and **iTask** buttons.
2. While holding down these buttons, use the stylus to lightly press the **Reset** button on the bottom of the HP iPAQ for about two seconds.
3. When the HP iPAQ screen begins to fade, release the **Calendar** and **iTask** buttons first, and then remove the stylus from the Reset button.
4. Plug the device into the AC Adapter or press the **Reset** button again.

The HP iPAQ resets and powers on.

Performing a Clean Reset

A clean reset clears all user-installed settings, programs, and data, and it restores your HP iPAQ to factory settings.

To perform a clean reset and return your HP iPAQ to factory settings:

1. Press and hold the **Calendar**, **Power**, and **Messaging** buttons.
2. While holding down these buttons, use the stylus to lightly press the **Reset** button on the bottom of the HP iPAQ until the device restarts.
3. When the HP iPAQ restarts, release all of the buttons, and then remove the stylus from the **Reset** button.

The HP iPAQ restarts and powers on.

△ **CAUTION:** If you perform a clean reset, your HP iPAQ loses all data, including data in Persistent Store.


Synchronizing with a Computer

Synchronizing your HP iPAQ with your computer allows you to keep the same information (such as calendar, contacts, and e-mails) on both units, making it available when you work on your computer or when you take your HP iPAQ on the go. There are several ways to synchronize your HP iPAQ with your computer:

- HP Desktop Cradle (not included with all models)
- Autosync cable (not included with all models)
- Bluetooth
- Infrared
- Wi-Fi and a server

To synchronize your HP iPAQ and your computer using the desktop cradle or an autosync cable:

1. Be sure ActiveSync 4.5 or greater is installed on your computer.
2. Plug the AC Adapter into an electrical outlet and connect the other end of the AC Adapter to the AC connector on the desktop cradle or autosync cable.
3. Perform one of the following:
 - Slide the bottom of your HP iPAQ into the desktop cradle and push firmly to seat it.
 - Connect the 22-pin connector on the autosync cable to the universal sync connector on the bottom of your HP iPAQ.

-  **CAUTION:** To avoid damaging your HP iPAQ or the cradle, check to be sure the device and cradle connectors are properly aligned before pushing the HP iPAQ into the HP Desktop Cradle.

To avoid damaging your HP iPAQ or the autosync cable, be sure the HP iPAQ and cable connectors are properly aligned before pushing the cable into the universal sync connector.

4. Perform one of the following:
 - Connect the USB cable to your computer. Synchronization begins automatically.
 - Connect the other end of the autosync cable to your computer. Synchronization begins automatically.
5. Click **Next** on the **Synchronization Setup Wizard** screen.
6. Do one of the following:
 - Uncheck the box if you do not want to synchronize directly with an Exchange server, then click **Next**.
 - Click **Next** if you want to synchronize directly with a server.



NOTE: If you must log onto a server such as your company's Virtual Private Network, you may receive a message from ActiveSync telling you it is unable to synchronize. You must first log onto the server for ActiveSync to synchronize.

7. When the **Synchronization Options** screen displays, check the items you want to synchronize between your HP iPAQ and your computer then click **Next**.

The **Synchronization Setup Wizard** starts synchronizing the items you checked.

8. Once your items have been synchronized, click **Finish**.

If ActiveSync does not begin synchronizing, start it manually. On your personal computer, open ActiveSync by clicking from the **Start > Programs > Microsoft ActiveSync > Sync**.

Occasionally when attempting to synchronize to a computer, you might receive an "Unable to Detect Device" error message. This usually means your HP iPAQ is not properly seated in the desktop cradle, or the autosync cable is not properly connected to the computer.

If you get this error, do one of the following:

1. Be sure that your HP iPAQ is seated properly in the desktop cradle.
2. Be sure the autosync cable is securely connected to your HP iPAQ and computer.

Once the connection issue is resolved, ActiveSync begins synchronizing automatically.

Synchronizing with Multiple Computers

You can set up your HP iPAQ to synchronize with:

- A combination of one or more computers.
- An Exchange Server.

When synchronizing with multiple computers, the items that you synchronize appear on all of the computers with which they are synchronized.

For example:

- All of the Outlook contacts and calendar appointments that were on computer 1 are now also on computer 2.
- All of the Outlook contacts and calendar appointments that were on computer 2 are now also on computer 1.
- All of the Outlook contacts and calendar appointments from both computers are on your HP iPAQ.



NOTE: Outlook e-mail can be synchronized with only one computer.

Changing What Is Synchronized



NOTE: Outlook e-mail can be synchronized with only one computer. To change available synchronization settings, select the type of information and tap **Settings**.

1. In ActiveSync on your HP iPAQ, tap **Menu > Options**.
2. Do one or both of the following:
 - Select the check box for any items you want to synchronize. If you cannot select a check box, you might have to clear the check box for the same information type elsewhere in the list.
 - Clear the check box for any items you want to stop synchronizing.
3. In the **Options** box, to stop synchronization with one computer completely, tap the computer name and tap **Delete**.

Copying (or Transferring) Files

You can copy (transfer) files to and from your computer using Explore in ActiveSync and Windows Explorer.

1. Insert your HP iPAQ into the sync cradle.
2. From the Start menu on your computer, click **Programs > Microsoft ActiveSync**.
3. Click **Explore**.
4. Double-click **My Pocket PC**.
5. On your computer, right-click the **Start** menu, and select **Explore**.
6. Locate the file to be moved.



NOTE: You cannot copy preinstalled files or system files.

7. Drag and drop your files between your HP iPAQ and your computer. ActiveSync converts the files so that they can be used by the Office Mobile programs, if necessary.



NOTE: Move your files directly into My Documents on your HP iPAQ (or into a folder inside My Documents), so the programs on your device can locate them.

Today Screen

The **Today** screen shows your appointments, active tasks, and information about e-mail messages. Along the top of the **Today** screen are the connectivity indicators, **Volume** icon, and the clock.

You can tap a section of the **Today** screen to open the program that is associated with that section.

You can always access the **Today** screen by tapping **Start > Today**.

1. Tap **Start > Settings > Today**.
2. On the **Appearance** tab, select the desired theme for the background of the **Today** screen.
3. On the **Items** tab, select the items you want to appear on the **Today** screen.



TIP: To change the order of items displayed on the **Today** screen, tap the item, and tap **Move Up** or **Move Down**.






NOTE: There are two softkeys on the bottom of the **Today** screen: Calendar and Contacts. Calendar and Contact are the default softkeys. All softkeys perform actions, bring up menus, or launch programs by tapping on the screen. When you are in a program, softkeys that are associated with the program appear at the bottom of the screen.

TodayPanel Lite

You can quickly view and change a variety of options, such as:


Icon	Name	Description
	TodayPanel Lite	Change the TodayPanel Lite options or the Today screen settings.
	Battery power	View the amount of battery power remaining. Set the standby period, time duration for turning off the HP iPAQ, and USB charging method.

Icon	Name	Description
	Main memory	View the amount of main memory available on the HP iPAQ. Also you can view, activate, and stop all running programs from this screen.
	Storage memory	View the amount of storage memory available. Also you can view, activate, and stop all running programs from this screen.
	Backlight	View and change the backlight options on the HP iPAQ.


To use TodayPanel Lite, from the **Today** screen, tap the icon of your choice, make the appropriate changes, and tap **OK**.

You can change the TodayPanel Lite icons to compact mode, which allows more space on the Today screen. Also, you can change memory and storage settings to display as percentages instead of file sizes.

To change to compact mode:

1. Tap  > **Options** to open the TodayPanel Lite application.
2. Tap the **Display Mode** listbox and select **Compact**.
3. Tap **Bar Color...** to change the color of the bar and tap **OK**.

To display memory and storage as percentages:









1. Tap  > **Options** to open the TodayPanel Lite application.
2. Tap the **Display Memory** as listbox or the **Display Storage** as listbox and select the percentage listed.
3. Tap **OK**.





To remove the TodayPanel Lite application from the **Today** screen:

1. Tap **Start > Settings > Today icon > Items** tab.
2. Uncheck the **TodayPanel** check box and tap **OK**.

Status Icons

The following status icons are displayed on the Navigation or Command bar. Tap the icon on the HP iPAQ screen to view more information related to the item.

Icon	Status
	Active connection to a computer.
	Active connection to a wireless network. ¹
	Inactive connection to computer or wireless network.
	Microsoft ActiveSync is synchronizing.
	Speaker is on.
	Speaker is off (or in mute position).
	Battery power is low.
	Battery power is very low.

Icon	Status
	E-mail messages received.
	Instant messages received.
	HP iPAQ is connected to the desktop cradle. This icon appears only when there is an active connection.
	iPAQ Wireless icon—Tap to display Wireless screen. Provides a control center to turn all wireless activities on and off, and to configure their settings.

Changing the Screen from Portrait to Landscape Mode

You can switch between portrait orientation, so that the screen display is longer than it is wide, and landscape orientation, so that the screen display is wider than it is long.

1. Tap **Start > Settings > System tab > Screen**.
2. On the **General** tab, tap the screen orientation you want, and tap **OK**.



NOTE: You can also switch between portrait and landscape orientation by pressing and holding the **Calendar** button for two seconds.

Entering Text

Depending on your preference, you can use the on-screen keyboard or a handwriting recognition feature such as Block Recognizer, Letter Recognizer, or Transcriber to enter text in programs.

1. Tap **Start > Settings > Personal tab > Input**.
2. On the **Input Method** tab, select a text input method and change options as appropriate.
3. Tap **OK**.

You can now go to a program (such as Notes) and start entering your text.

Text Input Method	Definition
Block Recognizer	Use a single stroke to write letters, numbers, symbols, and punctuation that are then converted into typed text. Perform gestures to enter Return and Backspace.
Keyboard	Tap keys on the on-screen keyboard displayed on the screen to enter text.
Letter Recognizer	Write individual letters, numbers, and punctuation that are converted into typed text.
Transcriber	Write in cursive, print, or mixed handwriting (consisting of both cursive and print) and convert your writing into typed text.



TIP: You can also change the text input method from within any program by tapping the **Input Selector** arrow and tapping an input method. For more details, refer to *Additional Product Information* on the *Getting Started* disc.

Microsoft Programs

Windows Mobile 5.0 software includes the following programs:

- Windows Media Player 10 Mobile
- Internet Explorer Mobile
- PowerPoint Mobile
- Word Mobile
- Excel Mobile

You can:

- Transfer songs, videos, and pictures from your PC to your HP iPAQ.
- Send and receive e-mail messages.
- Browse the Internet.¹
- Open and view slide show presentations.
- Create and edit documents and templates.
- Create and edit Excel workbooks and more.

To access these productivity tools and learn more about the features, tap **Start > Programs**.

Windows Media Player 10 Mobile

Microsoft has released a new edition of their popular media player, Windows Media Player 10 Mobile, with enhanced features that allow you to enjoy your digital media in new ways both at home and on the go. The PC version of Windows Media Player 10 can be downloaded for free from Microsoft.

With this new version, you can:

- Use Windows Media Player 10 Mobile to sync your music, photos, videos, and recorded TV to your HP iPAQ for easy enjoyment on the go.
- Automatically convert video and recorded TV during sync to an optimized and size reduced format for better viewing on your HP iPAQ.
- Manually select digital media to sync to your HP iPAQ, or automatically sync to your HP iPAQ each time you connect, based on your preferences.

For a complete list of features and more, visit <http://www.microsoft.com/windowsmedia>.



NOTE: Protected files are digital media files that are secured with a license to prevent unauthorized use or playback. Licenses are created and managed by using the Digital Rights Management (DRM) technology. To learn more about Windows Media DRM 10 and protected files, refer to the on-screen Help by tapping **Start > Help**.

Internet Explorer Mobile

Use Internet Explorer Mobile to view and download Web pages as well as browse Web sites through synchronization or when connected to the Internet.¹

To access Internet Explorer Mobile, tap **Start > Internet Explorer Mobile**.

For more details, refer to *Additional Product Information* located on the *Getting Started* disc.

PowerPoint Mobile

Use PowerPoint Mobile to open and view slide show presentations created on your computer.

With PowerPoint Mobile, you can:

- open a presentation from an e-mail message,
- download a presentation from a file share or the Internet,

- copy a presentation to your HP iPAQ via a storage card,
- obtain a presentation by synchronizing with your computer.



NOTE: Slide shows created in *.ppt or *.pps format with PowerPoint '97 and later can be viewed on your device.

PowerPoint features not supported on your HP iPAQ include:

- Notes: Notes written for slides will not be visible.
- Rearranging or editing slides: PowerPoint Mobile is a viewer only.

To access PowerPoint Mobile, tap **Start > Programs > PowerPoint Mobile**.

Word Mobile

You can create and edit documents and templates in Word Mobile. You can also save the documents and templates as .doc, .rtf, .txt, and .dot files.

With Word Mobile, you can:

- Edit Word documents and templates created on your computer.
- Open and edit Pocket Word (*.psw) documents (If you edit a file, you will need to save it in .doc, .rtf, .txt, or .dot format.)

To access Word Mobile, tap **Start > Programs > Word Mobile**.

Excel Mobile

You can create and edit workbooks and templates on your HP iPAQ with Excel Mobile.

With Excel Mobile, you can:

- View, edit, and create charts and graphics, which can be embedded as objects in a worksheet or placed on a separate worksheet.
- Enter formulas and functions, and then filter data to see the subset of information you want.
- Split panes to view different parts of a worksheet at the same time.
- Freeze the top and left-most panes in a worksheet to keep row and column labels or other data visible as you scroll through a sheet.

To access Excel Mobile, tap **Start > Programs > Excel Mobile**.

Accessing Calendar

Use Calendar to schedule:

- Appointments
- Meetings
- Other events

You can display appointments on the **Today** screen. If you use Outlook on your computer, you can synchronize appointments between your HP iPAQ and computer. You can also set Calendar to remind you of appointments with a sound or flashing LED.

You can look at your appointments in various views (Day, Week, Month, and Agenda). To see detailed appointment information in any view, tap the appointment. You can also change the Calendar view.

For easy access to your calendar, tap **Calendar** on the bottom-left of the screen. You can also access your calendar by tapping **Start > Calendar**.

For more details, refer to *Additional Product Information* located on the *Getting Started* disc.

Accessing Contacts

Use Contacts to:

- Store phone numbers, e-mail addresses, home addresses, and any other information that relate to a contact, such as a birthday or an anniversary date.
- Add a picture or assign a ring tone to a contact (not available on all models).
- Quickly communicate with people.

For easy access to your contacts, tap **Contacts** on the bottom-right of the screen. You can also access your contacts by tapping **Start > Contacts**.

Tap a contact in the list for a summary of contact information.

From the **Contacts** menu, you can send a message.

If you use Outlook on your computer, you can synchronize contacts between your HP iPAQ and computer.

For more details, refer to *Additional Product Information* located on the *Getting Started* disc.

Writing a Note

1. Tap **Start > Programs > Notes**.



NOTE: Writing must be selected as the default input mode.

2. In the note list, tap **New**.
3. Write your text on the screen.
4. When finished, tap **OK** to return to the note list.

To select handwritten text, tap and hold next to the writing. As soon as dots appear and before they form a complete circle, quickly drag across the writing.

If a letter crosses three ruled lines, it is treated as a drawing rather than text.

For more information, refer to the on-screen Help by tapping **Start > Help** from the **Today** screen.

Creating a Task

In the Calendar, Contacts, and Tasks programs, you can organize and group your appointments, contacts, and tasks. You can also easily create to-do tasks in the Task list.

1. Tap **Start > Programs > Tasks**.
2. Tap **New**, enter a subject for the task, and fill in information such as start and due dates.
3. When finished, tap **OK**.



NOTE: In the Task list you want to copy, tap **Menu > Edit > Copy**, and then tap **Menu > Edit > Paste**.



TIP: Simply tap the **Tap here to add a new task box**, enter a subject, and press Enter. If the task entry is unavailable, tap **Menu > Options** and select the **Show Tasks entry bar** check box.

For more details, refer to *Additional Product Information* located on the *Getting Started* disc.

Different Ways to Access E-mail Messages

When using Messaging, you can send and receive e-mail messages several ways:

- Outlook E-Mail
Tap **Start > Messaging** to use your Outlook e-mail address.
- Internet e-mail messages
You can use the e-mail address you received from your Internet Service Provider (ISP) or your employer
- Pocket MSN
Tap **Start > Programs > Pocket MSN** to use your Hotmail address.



NOTE: These messaging accounts are already created in your HP iPAQ. You can create several e-mail account types, such as Post Office Protocol 3 (POP3), HTTP, or an Internet Message Access Protocol 4 (IMAP4). These protocols are used to retrieve e-mail messages from a mail server.

Composing and Sending Messages

To create and send a message:

1. From the **Today** screen, tap **Start > Messaging**.
Outlook E-mail is displayed.
2. Tap **New**.
An Outlook E-mail text box is displayed.
3. Enter the e-mail address or phone number of one or more recipients, separating them with a semicolon. To access addresses and phone numbers from Contacts, tap **To**.
4. Enter your message. To quickly add a canned message, tap **Menu > My Text** and tap a desired message.
5. To check spelling, tap **Menu > Spell Check**.
6. Tap **Send**. If you are working offline, your message is moved to the Drafts folder and will be sent the next time you connect.



NOTE: Tap on the **Inbox** drop-down arrow to access other Outlook folders such as Drafts, Outbox, and Sent Items.

Replying to or Forwarding a Message

To reply to or forward a message:

1. Tap on the message to open it, and then tap **Reply**, **Reply All**, or **Forward**.
2. Enter your response. To quickly add common messages, tap **My Text** and tap a desired message.
3. To check spelling, tap **Menu > Spell Check**.
4. Tap **Send**.



NOTE: If you want to keep the original text with the outgoing message, tap **Menu > Tools > Options...** then tap the **Message** tab. You must check the **When replying to e-mail, include both** option.

HP Image Zone

When you use HP Image Zone, you can review and share images from your HP iPAQ. You can also print, send, record, and e-mail images directly from your HP iPAQ, or create slide shows to share your pictures with friends and family.

To view a thumbnail photo:

1. Tap **Start > Programs > HP Image Zone**.



NOTE: By default, the viewer opens in Browse mode. Browse mode displays a thumbnail view of the photos in the current folder.

2. Tap a thumbnail (i.e., a small representation of a larger image) to select the photo. A preview of the photo and information about it is displayed.



NOTE: To view photos in HP Image Zone, be sure your scroll bar has been moved all the way to the left. Otherwise, you may not be able to see other photos in the thumbnail view.

For more details, refer to *Additional Product Information* located on the *Getting Started* disc.

HP ProtectTools

Security features including the unique fingerprint reader on one model (hx2700 series) and HP ProtectTools on all models provide:

- User authentication
- Data encryption capabilities

Fingerprint Reader protects the information on your HP iPAQ. With your HP iPAQ, this feature allows you to easily authenticate yourself by using your fingerprint or a combination of a PIN and/or fingerprint (available on HP iPAQ hx2700 series Pocket PC).

With HP ProtectTools, you can easily secure your HP iPAQ by:

- Using a PIN or password to control access.
- Imposing industry-standard encryption to protect stored data.
- Providing fail-safe actions that automatically occur if your device is lost or stolen.

By selecting either a PIN or password, you are assured that only you gain access to your HP iPAQ.

Turning HP ProtectTools On or Off

If you want to turn on the HP ProtectTools application or change any of your security information, you can do so easily. Tap the **Yellow Lock** icon in the Taskbar at the bottom of the **Today** screen.

To lock your device or logoff, tap **Start > Settings > HP ProtectTools**.

Selecting the **Lock Device** option allows you to manually lock your HP iPAQ, requiring authentication to access the device. Data and files are not encrypted.

Selecting the **Logoff** option allows you to manually log off your HP iPAQ, requiring authentication to access the device. Data and files are encrypted.

For more details, refer to *Additional Product Information* located on the *Getting Started* disc.

Changing your Password

1. Tap **Start > Settings > Personal tab > Password**.
You are prompted to enter your current password.
2. In the Password box, enter your new password.
3. On the **Hint** tab, enter a phrase that helps you remember your password, but does not allow others to guess your password.
The hint is displayed after the incorrect password is entered four times.
4. Tap **OK**.

For more details, refer to *Additional Product Information* located on the *Getting Started* disc.

Bluetooth

Your HP iPAQ comes with built-in Bluetooth technology. Bluetooth is a short-range wireless communications technology. Devices with Bluetooth capabilities can exchange information over a distance of about 10 meters (30 feet) without requiring a physical connection.¹



NOTE: The Bluetooth technology is not available on all models.

You can use Bluetooth to:

- Beam information, such as files, appointments, tasks, and contact cards, between devices that have Bluetooth capabilities.
- Create a connection between your HP iPAQ and a Bluetooth phone to use the phone as a modem.
- Use a Bluetooth service. Once you connect to another device or computer using Bluetooth, you can locate and use any of the services available on that device.



TIP: Your HP iPAQ may include additional Bluetooth features. For more details, refer to *Additional Product Information* located on the *Getting Started* disc.

Turning Bluetooth On or Off

To turn on Bluetooth:

1. From the **Today** screen, tap the **iPAQ Wireless** icon located in the Navigation bar at the bottom of the screen.
2. On the **iPAQ Wireless** screen, tap the **Bluetooth** icon.

When Bluetooth is turned on, the **Bluetooth** LED on the front of your HP iPAQ flashes blue.¹

To turn off Bluetooth, tap the **Bluetooth** icon again. When Bluetooth is turned off, the Bluetooth LED turns off and no incoming or outgoing Bluetooth connections are possible.



TIP: Turn Bluetooth off when you are not using it.

Wi-Fi

With wireless access, you do not need to use cables to connect your HP iPAQ to the Internet. Instead, access points transmit data to and from your wireless device. Your HP iPAQ can connect to an 802.11b WLAN or connect directly to other WLAN-enabled devices.¹ With Wi-Fi, you can:

- Access the Internet
- Send and receive e-mail
- Access corporate network information
- Use virtual private networks (VPNs) for secure remote access
- Use hotspots for wireless connectivity

From the **Today** screen, tap the **iPAQ Wireless** icon located in the Navigation bar at the bottom of the screen to access the Wi-Fi features.



NOTE: The Wi-Fi antenna for the HP iPAQ is located in the top of the device. If you cover up the top of the HP iPAQ after you have turned on Wi-Fi, signal strength diminishes.


Turning Wi-Fi On or Off

To turn Wi-Fi on or off:

1. From the **Today** screen, tap the **iPAQ Wireless** icon in the Command bar located at the bottom of the screen.
2. Tap the **Wi-Fi** button on the **iPAQ Wireless** screen.

When Wi-Fi is powered on:

- **Wi-Fi** icon on the **iPAQ Wireless** screen turns from gray to amber, and then to green¹
- Wi-Fi light-emitting diode (LED), located on the top left corner of the device, flashes blue indicating Wi-Fi or Bluetooth is powered on

 **NOTE:** Even though the indicator is blue to indicate Wi-Fi is turned on, it does not necessarily mean a connection has been established with another device or access point.

Turn Wi-Fi off when you are not using it.

If **Wi-Fi** is off, the **Wi-Fi** icon turns from green to gray.

Using Expansion Cards

You can expand the memory and connectivity of your HP iPAQ. Use optional expansion cards for:

- Adding functionality such as a Secure Digital Input/Output (SDIO) camera
- Viewing the content of Secure Digital and Multimedia Memory Cards (SD/MMC)
- Viewing the content of Compact Flash (CF) Cards

Expansion cards are not included with your HP iPAQ. You need to purchase expansion cards separately.

To locate information about expansion cards, visit the HP Web site at <http://www.hp.com/go/ipaqaccessories>.

Battery Saving Tips

To conserve battery power, here are some helpful hints:

- Leave your device connected to AC power at all times when not using it.
- Dim the backlight. On the **Today** screen, in the **TodayPanel Lite**, use your stylus to adjust the **Backlight Brightness Level** slider, located under the **Light bulb** icon, halfway across to the **middle** position.
- Turn off the backlight. On the **Today** screen, tap the **Light bulb** icon > **Battery Power** tab; then set the backlight to turn off soon after you stop using the device.
- Leave the device set to turn off after not being used for a short period of time. On the **Today** screen, tap the **Battery** icon > **Advanced** tab. On battery power, set the device to power off in the shortest acceptable time.
- Turn off Wi-Fi and Bluetooth power when not in use. Tap the **iPAQ Wireless** icon > **ALL OFF** button.
- Set the device to receive incoming infrared beams manually. On the **Today** screen, tap the **Start > Settings > Connections > Beam** tab, then uncheck **Receive all incoming beams**.
- Tap the **Start > ActiveSync > Tools > Options > Mobile Schedule** tab. Select **Manually** for both Peak times and Off-peak times. Selecting automatic synchronization can cause your HP iPAQ to “wake up” regularly causing your battery to drain.

For more details, refer to *Additional Product Information* located on the *Getting Started* disc.

Protecting the HP iPAQ Screen from Cracking or Damage

△ **CAUTION:** The screen of your HP iPAQ is made of glass and can be damaged or broken by drops, impacts, or pressure.

To reduce the risk of damage to the internal components, do not spray liquid directly on the screen, or allow excess liquid to drip inside your HP iPAQ. Using soap or other cleaning products on the screen might discolor the finish and damage it.

- HP is not responsible for damage that occurs as a result of your failure to follow the instructions that came with the HP branded product. Refer to the warranty document included with your HP iPAQ for more information.
- You should observe the following practices to protect the screen of your HP iPAQ from damage:
 - Do not sit on your HP iPAQ.
 - When transporting your HP iPAQ in a purse, pocket, briefcase, etc., ensure the device does not get compressed, bent, dropped, or hit.
 - When not in use, close the flip cover on your HP iPAQ and store it in a case. You can select from a wide variety of case options at <http://www.hp.com/go/ipaqaccessories> or <http://www.casesonline.com>.
- Do not place anything on top of your HP iPAQ.
- Do not bang your HP iPAQ against hard objects.
- Never use any device other than the stylus that comes with the HP iPAQ or an approved replacement to tap or write on the screen. If you lose or break your stylus, you can order extras at <http://www.hp.com/go/ipaqaccessories>.
- Clean your HP iPAQ by wiping the screen and the exterior with a soft, damp cloth lightly moistened only with water.

Obtaining Services for a Cracked or Damaged Screen



NOTE: HP is not responsible for damage that occurs as a result of your failure to follow the instructions that came with the HP branded product. Refer to the warranty document included with your HP iPAQ for more information.

If you have a nonwarranty event occur such as a damaged or cracked screen and want your device repaired, contact HP Customer Support at <http://www.hp.com/support> for service. However, contacting HP customer service on a nonwarranty event will result in a charge for the repair.

Traveling with Your HP iPAQ

Use the following guidelines when traveling with your HP iPAQ.

- Back up your information.
- Take a copy of your backup with you on an SD memory card.
- Disconnect all external devices.
- Take the AC Adapter and Charger Adapter with you.
- Keep your device in a protective case and keep it in your carry-on luggage.
- For air travel, be sure to turn off Bluetooth and Wi-Fi. To turn off all wireless features, from the **Today** screen, tap **Start > iPAQ Wireless > All Off**.
- If you are traveling internationally, be sure you have the plug adapter appropriate for the country you are visiting.

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