5 Get started with your HP iPAQ

Learn about the **Today** screen and the **Getting Started** program.

The Today screen

The **Today** screen is your base to check for date and time, upcoming appointments, missed calls and numbers, and unread e-mail and text messages. Connectivity icons, a volume indicator, and the battery charge are displayed at the top of the **Today** screen.

You can view and access the following features and information from the **Today** screen:

- **Date and Time** – View the current date and time. Tap to access the clock and alarm settings. For more information, see Set alarms and clocks on page 27.

- **Owner Information** – View your information stored on your HP iPAQ. Tap to edit the information. For more information, see Specify owner information on page 22.

- **Calendar** – View upcoming appointments. Tap to launch the **Calendar** program. For more information, see Calendar on page 57.

- **Messaging** – View number of new e-mail messages received. Tap to launch the e-mail program. For more information see Messaging on page 45.

- **Getting Started** – Tap to learn how to perform frequently used tasks and to set up your HP iPAQ. For more information, see Launch Getting Started on page 15.

- **Tasks** – View scheduled tasks. Tap to launch the **Tasks** program. For more information, see Tasks on page 59.

- **Wireless Manager** – View the Wi-Fi and Bluetooth status. Tap to launch **Wireless Manager**. For more information, see Use Wireless Manager on page 70.

To customize the **Today** screen:

1. Tap **Start > Settings > Personal > Today**.

2. On the **Appearance** tab, select the required theme for the background of the **Today** screen.

3. On the **Items** tab, select the items to display on the **Today** screen.

4. Tap **ok**.

☼ **TIP:** To move the order in which the items appear, tap an item to select it, and then tap **Move Up** or **Move Down**.

Launch Getting Started

Use **Getting Started** to learn how to complete tasks and to set-up your HP iPAQ. To launch the program, tap **Getting Started** on the **Today** screen or tap **Start > Programs > Getting Started**. Tap the task that you want to learn about.

Status icons

Your HP iPAQ displays status icons on the screen. The following table shows the common status indicators and what they mean.

Icon	Status	Icon	Status
	Missed call		Voice call active
	Call on hold		No SIM card installed
	SIM card fault		New Voice mail
	New e-mail or SMS		Instant message received
	Battery level low		Battery charging
	Battery level		Vibrate mode on
	Silent mode on		Speakerphone on
	Wi-Fi on		Wi-Fi on and network detected
	Wi-Fi connected		Mono headset detected
	Stereo headset detected		Roaming
	General Packet Radio Service (GPRS) available		GPRS available in roaming
	GPRS connecting		GPRS in use
	Enhanced Data Rates for GSM Evolution (EDGE) available		EDGE available in roaming
	EDGE connecting		EDGE in use
	GSM service only		Phone connection unavailable or network error
	Radio off		3G service available
	3G connecting		3G in use
	High Speed Packet Access (HSPA) service available		HSPA connecting
	HSPA in use		Alarm reminder
	Notification received		Power Save Mode on
	ActiveSync connected		ActiveSync inactive
	Bluetooth connected		

Use the touch screen display

Your HP iPAQ has a touch screen. Use the stylus on the touch screen display to select items, navigate menus, change feature settings, and play games. Tap an option on the screen to select the item. Tap and hold to view the shortcut menu. Tap, hold, and drag a scroll bar to navigate within a window. You can also draw and write text using the **Notes** program.

☼ **TIP:** Tap ▭ to display the online keyboard. Tap a text box and tap the letters on the keyboard to enter text. Change the text input method to suit your requirements. For more information, see Use the on-screen keyboard on page 19.
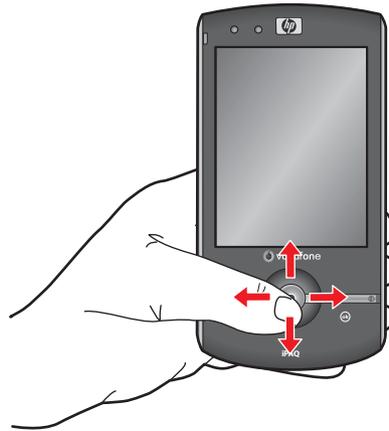
When you start your HP iPAQ for the first time you need to configure the HP iPAQ settings. Use the stylus to tap and enter the required settings. The settings also prompt you to align the screen for screen taps. Follow the on-screen instruction to align the screen. For more information about screen alignment, see Customize screen settings on page 24.

Use shortcut menus

A shortcut menu is displayed when you tap and hold an item. This menu displays the most common commands for a specific item. For example, you can delete an appointment or send a text message to a contact by using commands on a shortcut menu. When the shortcut menu is displayed, tap the action you want to perform.

To close a shortcut menu without performing an action, tap anywhere outside the menu.

Use the 5-way optical navigation

Use the 5-way optical navigation to navigate within your display, e-mail, messages, menus, and settings, and to select items, change feature settings, or play games. Scroll by moving your thumb or finger over the optical navigation up, down, left, or right, moving in the direction you want to scroll.

Press the **Center Select** button to make a selection on the screen.

Use the main buttons on the HP iPAQ

Use the keys on your HP iPAQ to perform basic tasks, such as entering text or opening a program. See Components on page 3 to identify the keys. Slide out the keyboard to type information, commands, and messages.

Answer/Send key

Press the ▭ (Answer/Send) key to access the **Dialer** screen as well as make and receive calls. You can also use this key to access the recent-call log.

End/Power key

Press the ▭ (End/Power) key to end a call and the **Dialer** screen. Press and hold for 1 second to put your device in suspend mode or activate it from the suspend mode. Press and hold the ▭ (End/Power) key for about 5 seconds to turn your HP iPAQ on or off.

Windows key

Touch the ▣ (Windows) key to access the **Start** menu. You can then open the installed programs and software from the **Start** menu.

The **Start** menu lists shortcuts to programs and also displays a list of the recently used programs.

ok key

Touch the ▣ (ok) key to confirm a selection. You can also touch the ▣ (ok) key to close certain programs or move a program to the background.

Volume up/down keys

Press the volume up/down key to increase or decrease the volume on your HP iPAQ.

Camera key

Press the Camera key to launch the camera. You can use the camera to click photographs and record video clips. For more information, see Camera on page 61.

Keyboard

Use the keyboard to enter text, numbers, and symbols. The alphabets are arranged using the format that is similar to a computer keyboard.

NOTE: The keyboard layout of your HP iPAQ might differ according to your country/region. For the different keyboard layouts, see Step 6: Use the keyboard on page 13.

Enter key

Select a program and then press the ▣ (Enter) key to launch a program on any screen. You can also make a call or move to the next line while entering text by pressing the ▣ (Enter) key.

Backspace key

Press the ▣ (Backspace) key to move the cursor back while progressively deleting the text or characters. When browsing Web pages using Internet Explorer®, navigate to the previous Web page by pressing the ▣ (Backspace) key when the cursor is not in the input field.

Shift key

Press this key to enter the associated character. To enter characters in uppercase, press the ▦ (Shift) key, and then press the appropriate keyboard alphabet key. Press the ▦ (Shift) key twice to turn on caps lock. The on-screen keyboard indicator displays the ▦▦ (Shift lock) icon to indicate that characters will appear in uppercase. Press the ▦ (Shift) key once to disable caps lock and toggle to enter lowercase characters.

Function key

Some keys have characters marked as superscript. To enter the superscript character, press the ▪ (Fn) key and then press the appropriate character key. Press the ▪ (Fn) key twice to enable function lock. The on-screen keyboard indicator displays the ▦▦ (Function lock) icon to indicate that superscript characters will be entered. Press the ▪ (Fn) key once to disable function lock and toggle back to enter main characters.

Symbol key

You can press the ▦ (Sym) key to view the symbol table on the screen. You can then navigate through and select the symbol from the table.

Use the on-screen keyboard

Based on your preference, you can use the on-screen keyboard or a handwriting-recognition feature such as **Block Recognizer**, **Keyboard**, **Letter Recognizer**, **Symbol**, or **Transcriber** to enter text.

📝 **NOTE:** Transcriber is not available in all countries/regions.

To select the type of on-screen text input:

1. Tap **Start > Settings > Personal > 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 text.

Text-Input Method	Definition
Block Recognizer	Use a single stroke to write letters, numbers, symbols, and punctuation marks that are converted into typed text.
Keyboard	Tap keys on the keyboard to enter text.
Letter Recognizer	Write individual letters, numbers, and punctuation marks that are converted into typed text.
Symbol	Tap to select and enter symbols from the table.
Transcriber	Write in cursive, print, or mixed handwriting (consisting of both cursive and print), and convert your writing into typed text. **NOTE:** This feature might not be available in all countries/regions.

💡 **TIP:** Change the text-input method from within any program by tapping the ▦▦ (Input selector) arrow and selecting an input method.

Label	Description
ABC	Press a text-entry key on the keyboard to enter the character you want.
123	Enter numbers and symbols using this mode.

Know your device

View your HP iPAQ to find the serial number and operating system information. Launch and use the different programs installed on your HP iPAQ to increase your productivity and help you with your day-to-day tasks.

Find information about your HP iPAQ

You can use your HP iPAQ to retrieve its own serial number and model number. You can also obtain information about the hardware and the software installed on your HP iPAQ.

To view the serial number

1. Tap **Start > Settings > System > HP Asset Viewer**.

2. Tap the **Identity** tab to view the serial number.

3. Tap **ok**.

To view the model number

1. Tap **Start > Settings > System > HP Asset Viewer**.

2. Tap the **System** tab to view the model number on your HP iPAQ

3. Tap **ok**.

You can also look at the HP iPAQ itself to find the serial number and model number.

1. Remove the battery cover.

2. Remove the battery.

3. Locate the label affixed to the back of your HP iPAQ under the battery. This label shows the product ID and serial number.

To get detailed information about your HP iPAQ:

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

Important device information, including the type of processor and the amount of memory installed, is displayed on the screen.

Access programs

You do not need to exit a program to open another. To open a program, tap **Start**, and then tap the program you want from the list. If you do not see the program you want, tap **Start > Programs**.

To close a program:

1. Tap **Start > Programs > Task Manager**.

2. Tap the program you want to close and tap **End Task**.

View the operating system (OS) information

In addition to OS information, you can view processor, memory, and expansion slot information on your HP iPAQ.

To view the OS information on your HP iPAQ:

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

The OS version is displayed on the screen.

Customize your HP iPAQ

Modify settings to customize your HP iPAQ.

Create a device name

Use the device name to identify your HP iPAQ in the following situations:

- When synchronizing with a computer
- When connecting to a network
- To identify your device during Bluetooth pairing (discoverable)

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

To change the device name:

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

Specify owner information

Record your personal information, such as your name and address, on the HP iPAQ so that it can be returned to you if it is lost or misplaced.

To specify owner information:

1. Tap **Start > Settings > Personal > Owner Information**.
2. On the **Identification** tab, enter your personal information.
3. On the **Notes** tab, enter your comments or text that you want to display on the screen when the device starts or it comes out of the standby state.
4. On the **Options** tab, select the check box for the information that you want to display on the screen when the device starts or it comes out of the standby state.
5. Tap **ok**.

TIP: You can edit the owner information directly from the **Today** screen. To enable the editing function, you need to select the **Owner Information** check box when you customize the **Today** screen. For more information, see The Today screen on page 15.

Change the regional settings

Specify the display formats for number, currency, time, and date in regional settings.

To change the regional settings:

1. Tap **Start > Settings > System > Regional Settings**.
2. Tap the different tabs and edit the required settings.
3. Tap **ok**.

TIP: Changing the **Region** automatically changes the related settings. If you want to, you can further customize them after that.

NOTE: Selecting another language, if one is available in regional settings, might result in loss of personal data and settings.

Adjust the volume settings

Adjust the HP iPAQ sound volume. Increase or decrease the ringer volume and the clicking sound you hear when you select program names and menu options.

To adjust the volume:

1. Tap the ◀ (Speaker) icon at the top of the screen.

2. Move the system volume slider on the screen using the stylus or the Volume up/down key of your HP iPAQ to establish the volume level.

3. To mute system sounds, tap **Off**.

> ☼ **TIP:** To temporarily mute the system sounds, press the Volume up/down button on the side panel of the device once.

You can also set a specific sound for a specific event.

To set sounds:

1. Tap **Start > Settings > Personal > Sounds & Notifications**.

2. On the **Sounds** tab, choose how you want to be notified by selecting the appropriate check boxes.

3. On the **Notifications** tab, in the **Event** list, tap an event name, and then choose how you want to be notified by selecting the appropriate check boxes. You can choose from several options, such as a special sound, a message, or a flashing light.

> ✐ **NOTE:** Turning off sounds and the LED notification helps conserve battery power.

Adjust the ring tone and notification sounds

Change the ring tone and system sounds for incoming calls, alerts, and message notification.

To change ring tone and ring type:

1. Press the ▭▭ (Answer/Send) key.

2. On the **Dialer** screen, tap **Menu > Options… > Phone**.

3. Tap the **Ring type** or **Ring tone** list.

4. Select the sound you want to use.

5. Tap **ok**.

Use the ringer/sound switch

You can use the ringer/sound switch to put your HP iPAQ in the vibrate mode. You will continue to receive notifications and calls on your HP iPAQ. However, all sounds including the built-in speaker will be switched off.

To enable the vibrate mode:

▲ Slide the ringer/sound switch towards the right for the vibrate mode.

To disable the vibrate mode:

▲ Slide the ringer/sound switch towards the left for the normal mode.

Customize screen settings

You can customize your HP iPAQ screen settings. Change the screen orientation, correct screen tap and alignment problems, soften the fonts, and adjust the text size to suit your requirements.

NOTE: Your screen orientation automatically switches to the landscape view when you slide out the keyboard. It also automatically switches to the portrait view when you close the keyboard.

To change screen orientation:

1. Tap **Start > Settings > System > Screen > General**.

2. Select an orientation.

3. Tap **ok**.

To correct screen alignment:

1. Tap **Start > Settings > System > Screen > General**.

2. Tap **Align Screen**.

3. Follow instructions on the screen.

4. Tap **ok**.

To soften fonts:

1. Tap **Start > Settings > System > Screen > ClearType**.

2. Select the **Enable ClearType** check box.

3. Tap **ok**.

To adjust text size:

1. Tap **Start > Settings > System > Screen > Text Size**.

2. Move the slider on the screen to set the required text size.

3. Tap **ok**.

Change the power management settings

Use **Power** to view the amount of battery power remaining. The **Power** program also enables you to set the standby period, duration for turning off, and USB charging speed for your HP iPAQ.

To change power settings:

1. Tap **Start > Settings > System > Power**.

2. Tap **Advanced**, select a check box, and select the time duration after which the device will turn off if it is not used.

3. Tap **USB Charging** and select the **Use USB Charging** check box to enable USB charging.

    Select any of the following options:

    ● **Fast Charging** – Charges at 500 mA.

    ● **Slow Charging** – Charges at 100 mA.

📝 **NOTE:** Clearing the **Turn off device if not used for** check box on the **Advanced** tab will keep your HP iPAQ on at all times and will drain the battery. For more information to make the battery last longer between charges, see Battery-saving tips on page 30.

Adjust the brightness settings

Set the display backlight to dim after a specified amount of time has elapsed.

To dim the backlight:

1. Tap **Start > Settings > System > Backlight**.

2. Tap **Battery Power** or **External Power**.

3. Select the backlight options of your choice.

    📝 **NOTE:** Clearing the **Turn off backlight if device is not used for** check box from the **Battery Power** or **External Power** tab will keep the backlight on at all times and will drain the battery. For more information to make the battery last longer between charges, see Battery-saving tips on page 30.

4. Tap **ok**.

You can also increase or decrease the display brightness.

To adjust the brightness of the display:

1. Tap **Start > Settings > System > Backlight > Brightness**.

2. Select the brightness level from the drop-down list.

3. Tap **ok**.

    📝 **NOTE:** Setting the brightness level as **Auto** will turn on the light sensor feature. Your HP iPAQ will automatically adjust the screen brightness depending on the surrounding light conditions.

To turn on the key light:

1. Tap **Start > Settings > System > Backlight > Advanced**.

2. Select the **Turn on key light for when a key is pressed** check box.

3. Select an option from the drop-down list.

4. Tap **ok**.

Connect to a computer

Connect your HP iPAQ to your computer and perform basic functions, such as copying files between your HP iPAQ and your computer. Perform advanced functions, such as using your HP iPAQ as a modem or synchronizing your HP iPAQ with your computer. Set your HP iPAQ to perform basic functions to connect your HP iPAQ to a computer that does not have ActiveSync or WMDC installed on it.

To perform basic functions:

1. Tap **Start > Settings > Connections > USB to PC**.

2. Clear the **Enable advanced network functionality** check box.

3. Tap **ok**.

To perform advanced functions:

1. Tap **Start > Settings > Connections > USB to PC**.

2. Select the **Enable advanced network functionality** check box.

3. Tap **ok**.

Install and remove programs

Install and remove programs on your HP iPAQ. When you remove unused programs from your HP iPAQ, you might free up available memory on the HP iPAQ.

📝 **NOTE:** You need to install WMDC or ActiveSync (WMDC for Windows Vista and ActiveSync for Windows XP) on your computer before you install programs using a Micro-USB cable.

To install programs:

1. Use the WMDC or ActiveSync to connect your HP iPAQ to your computer.

2. Follow the instructions in the installation wizard provided for the program you want to install.

3. Check the screen of your HP iPAQ to see if any additional actions are necessary to complete the program installation.

☼ **TIP:** You can also copy an installer on a microSD card and run it on your HP iPAQ. Alternatively, you can download and install programs directly from the Internet using GPRS.

To remove programs:

1. Tap **Start > Settings > System > Remove Programs**.

2. Select the program to remove, and then tap **Remove**.

📝 **NOTE:** You can only remove programs that have been installed after purchase. You cannot remove the HP iPAQ default programs.

If programs are lost from your HP iPAQ for any reason, most of them can be re-installed using the synchronization software. On your computer, open the synchronization software, click **Tools > Add/Remove Programs**. Select the program to be added and click **OK**. Look at the screen of your HP iPAQ to see if any further steps are necessary to complete the program installation.

Set alarms and clocks

You can change time and set alarms on your HP iPAQ.

To set the time:

1. Tap **Start > Settings > System > Clock & Alarms > Time**.
2. Select **Home** to set the time zone, local time, and date when you are in your home country. Select **Visiting** to set these options while traveling.
3. Tap **ok**.

To set an alarm:

1. Tap **Start > Settings > System > Clock & Alarms > Alarms**.
2. Tap **<Description>** to enter a name for the alarm.
3. Tap the day of the week for the alarm. You can select multiple days by tapping each required day.
4. Tap the time display that appears near the alarm name, and then set the time for the alarm.
5. Tap the ⚞ (Alarm) icon to specify the type of alarm. You can choose single sound or a repeating sound.
6. If you choose to play a sound, tap the list next to the **Play sound** check box, and then tap the sound you want to set and tap **ok**.
7. Tap the **More** tab and select the **Sound alarms even when the deice is set to silent or vibrate** check box.
8. Tap **ok**.

To disable an alarm:

1. Tap **Start > Settings > System > Clock & Alarms > Alarms**.
2. Clear the check box besides the alarm name.
3. Tap **ok**.

Display the clock in the title bar

The clock displayed on the **Today** screen might not be visible when you open some programs. You can set your HP iPAQ to display the clock in the title bar of all programs other than the **Today** screen.

To display the clock in the title bar of all programs:

1. Tap **Start > Settings > System > Clock & Alarms**.
2. On the **More** tab, tap to select the **Display the clock on the title bar in all programs** check box.
3. Tap **ok**.

Customize the shortcut key

You can customize the third button on the left panel by assigning a program to it. Use the button to open the program quickly.

NOTE: The shortcut key is set to open **Messaging** by default. You can also customize the **Camera** button.

To customize the shortcut key:

1. Tap **Start > Settings > Personal > Buttons > Program Buttons**.

2. Select a program from the **Assign a program** drop-down list.

3. Tap **ok**.

Adjust the speed for scrolling through items in a list

To change the speed at which scrolling occurs:

1. Tap **Start > Settings > Personal > Buttons > Up/Down Control**.

2. Under **Delay before first repeat**, move the slider to reduce or increase the time that elapses before scrolling begins.

3. Under **Repeat rate**, move the slider to change the time it takes to scroll from one item to the next.

4. Tap **ok**.

Use the proximity sensor

Your HP iPAQ is equipped with a proximity sensor. The proximity sensor prevents accidental screen taps when you are on a call. When you are on a call and you hold your HP iPAQ near your ear, the screen the proximity sensor detects this and locks the screen. It also turns the display off. The screen automatically unlocks and turns on when you move the HP iPAQ away from your ear.

Protect your HP iPAQ with a password

Secure data on your HP iPAQ by setting a password. Each time you turn on your HP iPAQ, you will be prompted to enter the password to unlock the device. You can also lock the screen to prevent any accidental key press.

To enable password protection:

1. Tap **Start > Settings > Personal > Lock**.

2. Select the **Prompt if device unused for** check box and select a time duration.

3. In the **Password type** list, select the kind of password you would want to use. Next, enter the password, and then enter it again to confirm it.

4. On the **Hint** tab, enter a phrase to help you remember your password. Make sure that your hint does not allow others to guess your password. The hint is displayed after the wrong password is entered five times in a row.

5. Tap **ok** and when prompted, tap **Yes**. The next time you restart your HP iPAQ or your HP iPAQ is unused for the specified amount of time, you are prompted to enter your password.

☼ **TIP:** Also use the preceding steps to change or reset your password.

To disable the password protection:

1. Tap **Start > Settings > Personal > Lock**.

2. Enter your password and then tap **Unlock**.

3. Clear the **Prompt if device unused for** check box.

4. Tap **ok** and then tap **Yes**.

Use HP iPAQ Key Guard

The **Key Guard** program deactivates your HP iPAQ keys and touch screen to prevent accidental activation of the HP iPAQ or any of its functions. When the display turns off or times-out as per the backlight settings, this feature automatically locks your HP iPAQ. To set the backlight time-out, see Adjust the brightness settings on page 25.

Press and hold the **Key Guard** button, the first button on the left panel, for two seconds to lock your HP iPAQ. When your HP iPAQ is locked, the display dims and the **Key Guard is on. Center Button: To Unlock** message is displayed on the screen. The display turns off after five seconds and your HP iPAQ goes into sleep mode.

To unlock your HP iPAQ, press any key to activate your HP iPAQ from sleep mode, and then press the **Center Select** button.

Alternatively, slide open the keyboard to unlock your HP iPAQ.

NOTE: To activate the Key Guard after you close the keyboard, press the **Key Guard** button or put your device in the sleep mode.

NOTE: When you receive a call, the **Key Guard** remains active and allows you to answer the call.

To dial an emergency number when the **Key Guard** is active, enter the emergency number using the keyboard with less than 5 seconds delay. Press the ▭ (Answer/Send) key to place the call. You can use the ▭ (Backspace) key or the ▭ (End/Power) key to clear the digit(s) entered.

When you dial an emergency number, it is verified against the emergency number list in your SIM card and the HP database registry. If the entered number is not recognized as an emergency number, you will not be able to dial the number.

Use the device lock

The device lock feature locks your HP iPAQ to prevent any accidental key press. You can quickly lock and unlock your HP iPAQ, from the **Today** screen, without a password.

NOTE: If this feature is not displayed on the **Today** screen, tap **Start > Settings > Personal > Today > Items**, select the **Device Lock** check box, and then tap **ok**.

To lock your HP iPAQ:

▲ On the **Today** screen, tap **Device unlocked**.

To unlock your HP iPAQ:

1. Tap **Unlock** at the bottom-left corner of the screen.

2. Tap **Unlock** at the center-right corner of the screen.

TIP: If you decide to keep your HP iPAQ locked, tap **Cancel**.

Battery-saving tips

Adjust the settings on your HP iPAQ to suit your needs and also help the device retain and increase the battery's charge-retention capacity. Here are some recommendations to conserve battery life:

- **Connect to AC power** – Leave your HP iPAQ connected to AC power at all possible times when not using it. HP also offers a variety of accessories to keep your HP iPAQ charged when you are out of the office for extended time periods. These include the Micro-USB synchronization cable and travel adapter.

  Important: Always use original HP batteries and chargers to charge your HP iPAQ. Using other batteries or chargers can cause loss of device functionality and possible safety hazards.

- **Turn off Bluetooth and Wi-Fi** – Always turn off Bluetooth and Wi-Fi when not in use. To turn off Bluetooth and Wi-Fi, tap **Start > Settings > Connections > Wireless Manager**, and then tap the respective option to turn it off.

- **Adjust e-mail synchronization frequency** – Every time your HP iPAQ sends and receives e-mail, your HP iPAQ uses the battery. You should increase the duration between synchronization cycles to reduce the number of times your HP iPAQ synchronizes with the e-mail server. To change the duration, see Change the e-mail download options on page 49.

- **Adjust ActiveSync settings** – ActiveSync can be configured to synchronize e-mail at regular intervals or using as items arrives using the push e-mail protocol. When using push e-mail, the device synchronizes with the Exchange e-mail server automatically, even when in standby. This can result in unexpected battery drain if the user is not aware that this service is running. Alternatively, ActiveSync can be configured to synchronize at regular intervals. However, this configuration can result in unnecessary power consumption if the device synchronizes when no new e-mail is available.

  The best configuration depends on how the device is being used. When e-mail volume is light, it is best to have the device configured to synchronize e-mail as items arrive. However, when e-mail volume is high, performance might improve when the device is set to synchronize at regular intervals. To adjust the settings, tap **Start > Programs > ActiveSync > Menu > Schedule**.

- **Disable Sounds** – Every time you are notified of an event or alert, battery power is consumed. Tap **Start > Settings > Personal > Sounds & Notifications** to disable any unnecessary notification sounds.

- **Dim the Backlight** – Tap **Start > Settings > System > Backlight**. On the **Brightness** tab, adjust the brightness settings to an acceptable level.

- **Auto Turn Off the Backlight** – Tap **Start > Settings > System > Backlight**. Specify a short amount of wait time before turning off the backlight. On the **Battery Power** tab, set **Turn off backlight if device is not used for** to 10 seconds.

- **Use the Power Save Mode** – The **Power Save Mode** conserves battery, especially when your battery power is low. For more information, see Power Save Mode on page 31.

- **Use the Light Sensor** – Use the light sensor feature to automatically adjust the backlight brightness and conserve the battery. For more information, see Adjust the brightness settings on page 25.

To check the battery power, tap **Start > Settings > System > Power**, or tap the ▣ (Battery) icon on the **Today** screen.

📝 **NOTE:** In case of a battery drain out, you lose any data that has not been saved on your HP iPAQ. HP advises you to keep your HP iPAQ fully charged at all times.

⚠ **WARNING!**   Removing the battery from your HP iPAQ before turning it off might corrupt data on your HP iPAQ.

Power Save Mode

Activating the **Power Save Mode** helps conserve your HP iPAQ battery power until the next charging cycle. The **Power Save Mode** will become active when the battery reaches 25% of the full charge level and a warning is displayed on the screen. If you cancel this warning, another warning is displayed when the battery drains to 10% of the full charge level and the device goes into the **Power Save Mode**.

When the device is in the **Power Save Mode**, 🔳 (Power Save Mode icon) is displayed at the top of the screen. **Power Save Mode** will automatically turn off after charging your battery above the 25% level, and all the adjusted system settings are restored.

To turn on **Power Save Mode**:

1. Tap **Start > Settings > System > Power Save Mode**.

2. Set the **Power Save Mode** option to **On**.

3. Tap **ok**.

To configure **Power Save Mode**:

1. Tap **Start > Settings > System > Power Save Mode**.

2. Select the required settings and tap **ok**.

☼ **TIP:**   You can also tap **Advanced** to adjust advanced settings for the **Power Save Mode**.

To turn off **Power Save Mode**:

1. Tap **Start > Settings > System > Power Save Mode**.

2. Set the **Power Save Mode** option to **Off**.

3. Tap **ok**.

📝 **NOTE:**   Another way to exit **Power Save Mode** is to follow the alert messages on your HP iPAQ when it is in **Power Save Mode**.

6 Use your HP iPAQ

You can use your HP iPAQ to make and answer calls. You can also make conference calls and dial international numbers. In addition, you can make data calls, forward calls, and check or modify the network and channel settings.

Check connection and signal strength

When you slide your SIM card into your HP iPAQ and turn it on, your unit automatically connects to your service provider's network. The ▦ (Signal strength) icon indicates that you are connected. More vertical bars indicate a better connection.

Call features

Use the call features on your HP iPAQ to make a call, answer a call, put a caller on hold, access speed dial, and access voice mail.

📝 **NOTE:** You might need to contact your service provider to activate and use some of these services.

Make a call

To make a call:

1. Press the ▭ (Answer/Send) key.

2. Use the **Dialer** screen to dial the number you want to call.

3. Tap **Talk**.

☆ **TIP:** You can also make a call by dialing the numbers using the keyboard from the **Today** screen, **Dialer** screen, or **Contacts** list, and then pressing the ▪ (Enter) key.

Call a contact

You can call a number stored in the contact list. As you enter a contact's name, the HP iPAQ searches the **Contacts**, **Call History**, **Speed Dial** lists, and the SIM card to find a matching name and number.

Make a call from the Today screen

To make a call from the **Today** screen:

1. Use the keyboard to enter the contact name or number. The **Dialer** screen appears.

2. If more than one contact exists with the same name, select the appropriate one.

3. Press the ▭ (Answer/Send) key to make the call.

Make a call from Contacts

To make calls from the contacts list:

1. Tap **Start > Contacts**.

2. Scroll to the contact name.

3. Scroll to the number and press the ▭ (Answer/Send) key or tap the contact twice to place a call.

> ☼ **TIP:** If you have a long list of contacts, enter the first few letters of a contact's name. Your HP iPAQ searches the entire contact list to display the name. You can also tap the letter groups at the top of the contact list to see the contacts in that letter group.

Redial a number

To redial the last number dialed, press the ▭ (Answer/Send) key twice.

Answer a call

To answer a call, press the ▭ (Answer/Send) key.

When you receive a call, you can either answer or ignore the call. When the phone stops ringing, the caller might be sent to voice mail, depending on the settings provided by your service provider. To ignore the call, tap **Ignore** on the incoming call dialog box or press the ▭ (End/Power) key.

Mute a call

You can mute the microphone during an active call. When you mute a call, the microphone is switched off. This will prevent the person you are talking to from hearing what you say. However, this will not prevent you from hearing the caller/recipient.

To mute the microphone during a call:

1. Tap **Mute** on the **Dialer** screen.

2. To disable the mute option, tap **Unmute** on the **Dialer** screen.

Put a call on hold

During a call, you can put the call on hold and dial another number or answer an incoming call. If you have more than one call on the line, you can switch between calls.

● To put a call on hold, tap **Hold**.

● To switch between calls, tap **Swap**.

> 📝 **NOTE:** The **Swap** feature is available only if a call has already been placed on hold.

These buttons are available only on the **Dialer** screen.

Use call waiting

Use call waiting to be notified of incoming calls when you are on another call. You can view the number of the person calling you, put your current caller on hold, and answer the incoming call. For more information on enabling call waiting, see .

To use call waiting:

1. Press the ▭ (Answer/Send) key to move the current phone call to call waiting.

2. Press the ▭ (Answer/Send) key to answer the incoming call or tap **Ignore** if you do not want to answer the call.

3. Tap **Swap** to switch between the calls.

Make emergency calls

You can make calls to emergency service numbers, even if you have locked the SIM card and/or the HP iPAQ. Your service provider programs one or more emergency phone numbers, which you can call under any circumstance.

📝 **NOTE:** You need to turn on the phone connection before you make any emergency calls. To turn the phone connection on, tap the ⊚ (Wireless Manager) icon, and then tap **Phone**.

To dial an emergency number:

1. Press the ▭ (Answer/Send) key.

2. Use the keyboard to dial the local emergency number.

3. Press the ▭ (Answer/Send) key to place the call.

📝 **NOTE:** Emergency numbers vary by country/region. Your HP iPAQ's preprogrammed emergency number(s) might not work in all locations, and sometimes an emergency call cannot be placed due to network, environmental, or interference issues.

Make calls using speed dial

You can dial phone numbers quickly by assigning speed dial numbers. You can choose speed dial entries from 2-99. The speed dial entry 1 is often reserved to set up or dial your Voice mail after the initial setup.

📝 **NOTE:** The speed dial feature is available only for phone numbers stored in the contact list.

To create a speed dial shortcut:

1. Press the ▭ (Answer/Send) key **> Speed Dial**.

2. Tap **Menu > New**.

3. Tap a number, select a speed dial number from 2-99 in the **Location** box, and then tap **ok**.

📝 **NOTE:** You can also assign speed dial by tapping **Start > Contacts**, selecting a contact, selecting the number, and then tapping **Menu > Add to Speed Dial…**

☆ **TIP:** You can also assign speed dial numbers to Web addresses and e-mail addresses that are stored in the **Contacts** on your HP iPAQ.

To make a speed dial call:

1. Press the ▭ (Answer/Send) key.

2. Use the keyboard to press and hold the number you assigned as a speed dial entry. For two-digit speed dial numbers, press the first digit, release it, and then press and hold the second digit of the number.

Use Voice mail

You can divert a caller to your voice mail when you are busy on another call or you are unable to accept calls. The caller can then store a message for you that you can retrieve and listen to later.

To call Voice mail:

1. Press the ▭ (Answer/Send) key.

2. Using the keyboard, press and hold **1** to automatically call Voice mail.

    NOTE: You might need to contact your service provider to activate and set up Voice mail. For more information, see Set up Voice mail or text messaging center number on page 39.

Use the speakerphone

You can turn the speaker on during a call to use the speakerphone.

▲ On the **Dialer** screen, tap **Speaker On** to turn the speaker on and the receiver off.

Make data calls

Use the options available by tapping **Start > Settings > Connections > Connections** to set up General Packet Radio Service (GPRS), dial-up, Virtual Private Network (VPN), proxy, and Wi-Fi connections to connect to the Internet or your corporate network. With a data connection, you can browse the Web, download e-mail, or synchronize with a server without using cables.

The network connection time, for which you might be charged, starts from the moment you connect to your service provider's network till you end the data call by pressing the ▭ (End/Power) key. This includes busy signals and ringing. The amount of network connection time you track on your reset timer might not equal the amount of time for which you are billed by your service provider. For billing information, contact your service provider.

NOTE: Your HP iPAQ is preconfigured for you to browse and chat. Contact your service provider for information on mobile Internet plans, configuring e-mail, or wireless synchronization with a server.

Make a call from a hyperlink phone number

Use a hyperlinked phone number to quickly dial a phone number from an e-mail or text message. A hyperlinked phone number is underlined in the same manner as a Web site address.

To dial a hyperlinked phone number from an e-mail or text message:

1. Tap the phone number.

2. Tap **Talk** to dial the number.

Dial international numbers

To dial an international call, dial a country code before the phone number:

1. Press the ▭ (Answer/Send) key.

2. On the **Dialer** screen, tap and hold **0** until the plus (+) sign appears.

3. Dial the country code and phone number.

NOTE: You can also insert a plus (+) sign into a contact's phone number for quick dialing.

Make a conference call

To make a conference call:

1. Press the ▭ (Answer/Send) key.

2. Use the **Dialer** screen to dial the required number.

3. Tap **Talk**.

4. When you are connected, tap **Hold**.

5. Dial the second number, and then tap **Talk**.

6. When you are connected, tap **Menu > Conference**.

📝 **NOTE:** To add more parties to the conference call, dial each number, connect, and then tap **Menu > Conference**.

Call history

Call history provides the time and duration of all incoming, outgoing, and missed calls, presents a summary of total calls, and provides easy access to notes taken during a call.

1. Press the ▭ (Answer/Send) key **> Call History** to view the history of all dialed and received calls.

2. Tap **Menu > Filter** and select a different view to change the call history view.

📝 **NOTE:** Tap **Menu > Call Timers…** to view call durations. The **All Calls** timer cannot be reset.

3. Tap **Call History > Menu > Delete All Calls** to clear the entire call history.

Make calls using call history

Use call history to quickly call someone you recently called or someone who recently called you.

To make calls using call history:

1. Press the ▭ (Answer/Send) key.

2. On the **Dialer** screen, tap **Call History**.

3. Tap the required number, tap **Call**, or press the ▭ (Answer/Send) key to place a call.

View call details

To view call details:

1. Press the ▭ (Answer/Send) key.

2. On the **Dialer** screen, tap **Call History**.

3. Tap the phone number of the contact to view the details.

The date and timestamp, as well as the duration of the call, are displayed.

Change the SIM PIN

For security purposes, the SIM PIN protects your HP iPAQ against unauthorized access. You can assign a password to protect your HP iPAQ and information. Your first PIN comes from your service provider.

To change the SIM PIN:

1. Press the ▭ (Answer/Send) key.

2. Tap **Menu > Options…**

3. Under **Security**, tap **Change PIN**.

4. Enter your old PIN.

5. Tap **Enter**.

6. Enter and confirm your new PIN.

7. Tap **ok**.

NOTE: To enter a PIN before you use the phone, select the **Require PIN when phone is used** check box.

Emergency calls can be placed at any time, without entering a PIN.

If you forget or enter an incorrect PIN three times in a row, the SIM will be locked. Contact your service provider to reset your PIN and unlock the SIM.

To disable the SIM PIN:

1. Enter the PIN to access your HP iPAQ.

2. Press the ▭ (Answer/Send) key.

3. Tap **Menu > Options… > Security**.

4. Clear the **Require PIN when phone is used** check box, and then tap **ok**.

Change service settings

You can change your phone service settings to block certain types of incoming and/or outgoing calls, forward incoming calls to a different phone number, be notified of incoming calls when you are already in a phone session, or let others know your identity when making calls.

To change phone service settings:

1. Press the ▭ (Answer/Send) key.

2. On the **Dialer** screen, tap **Menu > Options… > Services**.

3. Tap the service you want to change and tap **Get Settings…**

4. Make appropriate changes and tap **ok**.

NOTE: Some of these services might be charged for. Contact your service provider for more details.

Forward calls

If you do not want to receive calls on your HP iPAQ, you can forward the calls to another number.

To set call forward:

1. Press the ▭ (Answer/Send) key.

2. Tap **Menu > Options… > Services**.

3. Tap **Call Forwarding > Get Settings…**

4. Select the **Forward all incoming phone calls** check box.

5. Enter the phone number that is to receive the forwarded calls.

You can forward all incoming calls or set numbers for the following:

- **No answer** – phone cannot be answered.

  📝 **NOTE:** Select a time duration from the **Forward after** list.

- **Unavailable** – phone is off.

- **Busy** – line is busy.

6. Tap **ok**.

Call waiting

You can enable or disable call waiting to be notified of incoming calls when you are on another call.

To set call waiting:

1. Press the ▭ (Answer/Send) key.

2. Tap **Menu > Options… > Services**.

3. Tap **Call Waiting > Get Settings…**

4. Select the setting you require:

- Select **Notify me** to enable call waiting.

- Select **Do not notify me** to disable call waiting.

5. Tap **ok**.

Configure caller ID

Configure caller ID to enable the telephone network to display your identity on the recipient's caller ID display.

To configure caller ID:

1. Press the ▭ (Answer/Send) key.

2. Tap **Menu > Options… > Services**.

3. Tap **Caller ID > Get Settings…**

4. Select who to identity yourself to and tap **ok**.

💡 **TIP:** To prevent your identity from being displayed to others, tap **No one**.

Block calls

If you do not want to receive calls from certain numbers, you can block the numbers on your HP iPAQ.

To block calls:

1. Press the ▭ (Answer/Send) key.

2. Tap **Menu > Options… > Services**.

3. Tap **Call Barring > Get Settings…**

4. Select the type of calls you want to block and then tap **ok**.

Set up Voice mail or text messaging center number

To use Voice mail or send text messages (SMS), enter the correct Voice mail or text message phone number in phone settings.

NOTE: Sending text messages is not included in all network service plans. Ask your service provider if your plan includes this service.

To set up Voice mail or text messaging center number:

1. Press the ▭ (Answer/Send) key.

2. Tap **Menu > Options… > Services**.

3. Tap **Voice Mail and Text Messages > Get Settings…**

4. Enter the Voice mail or text message center number in the appropriate box.

5. Tap **ok**.

If you do not know the correct Voice mail or text message phone numbers, contact your service provider.

Supported frequency bands

Your HP iPAQ has an integrated GSM/GPRS/EDGE feature that supports four different frequency bands (850/900/1800/1900) for international roaming. Your HP iPAQ also supports WCDMA/HSPA in three different frequency bands (900/1900/2100). When traveling between countries and/or wireless network operators, this feature automatically changes the connection settings for frequency bands if the home band is unavailable. This feature is the default setting on the HP iPAQ.

NOTE: Your HP iPAQ might take several minutes, depending on the environment, to connect to the network for the first time when roaming in another country.

To avoid problems when you are out of the country, follow these tips before you leave:

● Visit your service provider's Web site to see if their service is available where you are traveling.

● Verify if your mobile phone account is set up for international roaming and if additional charges apply.

Configure channels

Turn on this feature to receive real-time news and information such as traffic news and weather reports. Check with your service provider for the channels available in your area.

To configure the phone broadcast channels:

1. Tap **Start > Settings > Personal > Phone > Cell Broadcast**.

2. Select the **Receive Cell Broadcast Message** check box.

3. Tap **Setting…**

4. Select the **Receive channel index** check box.

5. Select a language from the **Language** list.

6. Tap **Add…**, and then enter the channel name and number.

7. Tap **ok** on the **Channel** screen to add the channel.

8. Tap **ok** on the **Cell Broadcast Settings** screen to apply the settings.

NOTE: In the **Selected items** list tap and hold a channel name to edit or delete it.