



User Guide

SUMMARY

This guide provides information about components, network connections, power management, security, and more.

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Product notice

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

To access the latest user guides or manuals for your product, go to <http://www.hp.com/support>, and select your country. Select **Find your product**, and then follow the on-screen instructions.

Software terms

By installing, copying, downloading, or otherwise using any software product preinstalled on this tablet you agree to be bound by the terms of the HP End User License Agreement (EULA). If you do not accept these license terms, your sole remedy is to return the entire unused product (hardware and software) within 14 days for a full refund subject to the refund policy of your seller.

For any further information or to request a full refund of the price of the tablet, please contact your seller.

1 Getting to know your tablet

Your tablet features top-rated components. This chapter provides details about your components, using the Home screen, using different features of the tablet, and finding additional information.

Identifying the major components

This section provides details about the components included with your tablet.

Tablet, AC adapter, and stand

Use the illustration and table to identify the tablet, AC adapter, and stand.



Table 1-1 Tablet, AC adapter, and stand

Component
(1) AC Adapter
(2) HP Bridge Tablet
(3) Stand (select products only)

Stand (select products only)

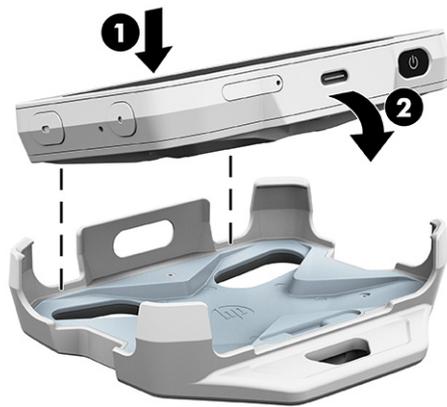
This section provides details about attaching and removing the stand.

Using the stand

To attach or remove the stand, follow these instructions.

To attach the stand:

- ▲ Insert the top of the tablet **(1)** into the stand, and then press the bottom of the tablet **(2)** into the stand until it clicks into place.



To remove the stand:

- ▲ Hold the bottom of the stand, and then lift the tablet out of the stand.



Identifying components

This section provides details about your components, where they are located, and how they work.

Left and right side

Use the illustration and table to identify the left and right side components.

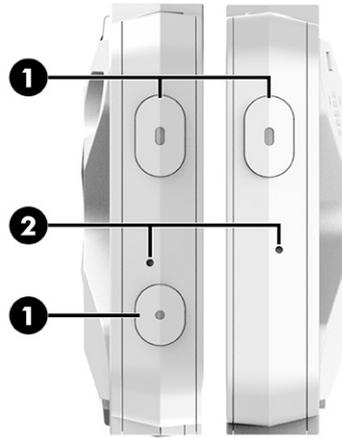


Table 1-2 Left and right side components and their descriptions

Component	Description
(1) Shortcut buttons	<p>Create user-programable shortcuts to launch frequently used applications.</p> <p>The following are the default settings for the shortcut buttons:</p> <ul style="list-style-type: none"> • Wake the display • Open the flashlight app • Open the HP Device Tools app
(2) Internal microphones	Record sound.

Top and bottom

Use the illustration and table to identify the top and bottom components.

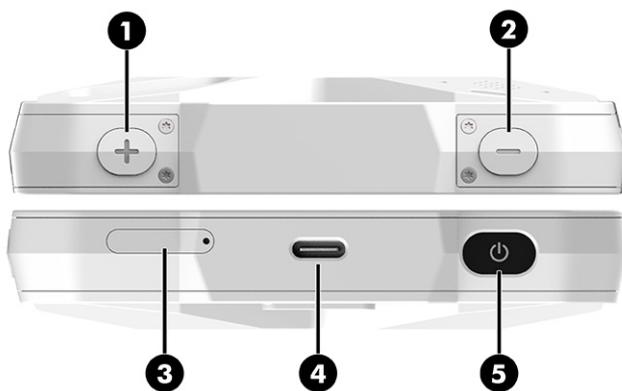


Table 1-3 Top and bottom components and their descriptions

Component	Description
(1) + Volume up button	Increases speaker volume on the tablet.

Table 1-3 Top and bottom components and their descriptions (continued)

Component	Description
(2) 	Volume down button Decreases speaker volume on the tablet.
(3) 	microSD™ memory card reader/micro SIM card slot combo, on some models Reads optional memory cards that enable you to store, manage, share, or access information, and supports a wireless subscriber identity module (micro SIM) card. For installation steps, see Installing a micro SIM card on page 19 and Installing a microSD card on page 16 . NOTE: Only some tablet models have read/write support for microSD memory cards up to 256 GB
(4) 	Power connector Connects an AC adapter, supplying power to the tablet and, if needed, charging the tablet battery. – and – Connects an optional docking station.
(5) 	Power button/ fingerprint reader <ul style="list-style-type: none">• When the tablet is off, press and hold the button for 3-5 seconds to turn on the tablet.• When the tablet is on, press to turn off the tablet.• When the tablet is locked, touch the power button to use your fingerprint to unlock the tablet. You must have your fingerprint registered to unlock your tablet. For more information, see Using a fingerprint logon on page 27.

Display

Use the illustration and table to identify the display components.

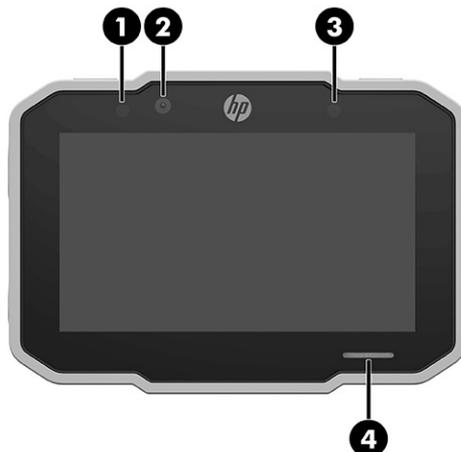


Table 1-4 Display components and their descriptions

Component	Description
(1) Battery/notification light	<ul style="list-style-type: none">Red: The AC adapter is connected and the battery is charging.Green: The AC adapter is connected and the battery is fully charged.On: There is a notification from an app.
(2) Camera	Records video and captures photographs.
(3) Ambient light sensor	Adjusts the brightness of the display, depending on the ambient light.
(4) Speaker	Produces sound.

Back

Use the illustration and table to identify the back components.

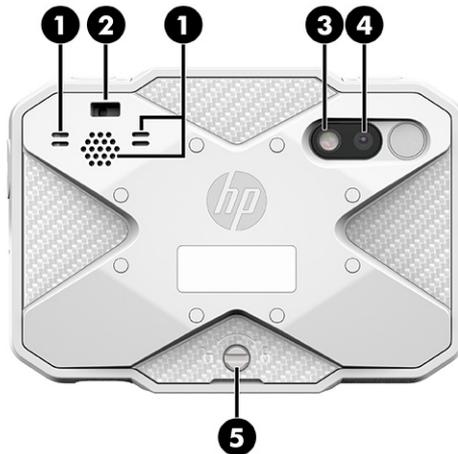


Table 1-5 Back components and their descriptions

Component	Description
(1) Vents	Enable airflow to cool internal components.
(2) Security cable slot	Attaches an optional security cable (purchased separately) to the tablet. NOTE: The security cable is designed to act as a deterrent, but it might not prevent the tablet from being mishandled or stolen.
(3) Camera flash/flashlight	Provides a camera flash or flashlight. You can control the camera flash using the Camera app. Use the HP Device Tools app to open the flashlight.
(4) Camera	Records video and captures photographs.
(5) Battery cover screw	Releases the battery cover.

Labels

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



IMPORTANT: Check the back of the tablet, inside the battery bay, the software, and the packaging for the labels described in this section.



NOTE: Your label might look slightly different from the illustrations in this section.

- **Service label**—Provides important information to identify your tablet. When contacting support, you will probably be asked for the serial number and possibly for the product number. Locate these numbers before you contact support.

Table 1-6 Service label components

Component	
(1)	Model name
(2)	Warranty period
(3)	Serial number
(4)	Product number

Regulatory label(s)—Provide(s) regulatory information about the tablet.

- **Wireless certification label(s)**—Provide(s) information about optional wireless devices and the approval markings for the countries or regions in which the devices have been approved for use.

Locating system information

System information is available in the Settings app.

Accessing the About tablet settings

The About tablet option of the Settings app provides information about the serial number, product number, and IMEI.

To access the About tablet setting:

1. Swipe up on the Home screen icon to  access the applications.
2. Touch **Settings**, and then touch **About Phone**.

View the model number and version information.

Using the Home screen

Use this section to identify the Home screen icons, use touch screen gestures, and use apps and settings.

Using the Home screen

The Home screen provides a central location where you can customize the information, media, and applications that you would like to access quickly.

Touch an icon to perform the action described in the table.

NOTE: The icons on the Home screen and the appearance of the Home screen can vary. Some of the icons are for select products only.

Table 1-7 Home screen icons and their descriptions

Icon	Description
	Contacts —Stores frequently called phone numbers.
	Google Chrome - Fast, easy and secure browsing with Google Chrome.
	Camera —Opens the camera app.
	Gmail - Email by Google: secure, smart, and easy to use.
	Google Play - Google Play is your entertainment unbound. It brings together all of the entertainment you love and helps you explore it in new ways, anytime, anywhere.
	Back —Opens the previous screen.
	Home —Opens the Home screen. <ul style="list-style-type: none">• To display a list of all apps, swipe up on the Home icon.• To see a left or right Home screen, swipe to the left or right.• To quickly return to the Home screen, touch the Home icon.
	Overview —Opens a list of apps that you have used recently. <ul style="list-style-type: none">• Touch an app to open it.• To remove an app from the list, swipe it to the left or right. <p>NOTE: For some apps, you can touch the X on the top right of the app screen to close the app.</p>
	Widgets —Displays a list of all widgets. To see all widgets, touch and hold on the Home screen until the Widgets icon  appears, and then touch the Widgets icon.  .
	Settings —Allows you to connect to networks, set preferences, and find information about your tablet. To display Settings:

Table 1-7 Home screen icons and their descriptions (continued)

Icon	Description
	<p>▲ Swipe up on the Home icon , and then touch the Settings icon .</p> <p>– or –</p> <p>Swipe down twice from the top edge, and then touch the Settings icon .</p>
	<p>Menu—Displays a list of additional options relevant to your current activity. For some functions and apps, Menu provides access to help information.</p>
	<p>Notifications—Appear as different icons at the top of the screen to notify you about new messages or events.</p> <p>To display notifications, swipe down from the top edge.</p> <p>Notifications also can display on the lock screen.</p> <p>TIP: If you touch and hold an individual notification, you can access the app's notification controls.</p>
	<p>Quick Settings menu—Provides quick access to the following tasks:</p> <ul style="list-style-type: none"> • Wi-Fi • Bluetooth • Mobile data • Flashlight • Auto-rotate • Battery saver • Do not disturb • Airplane mode • Night light • Screen capture <p>To display the Quick Settings menu, swipe down twice from the top edge. For more information about using settings, see Using Settings on page 13.</p> <p>TIP: The Quick Settings menu is the faster path to Settings, but you can also access Settings using these steps:</p> <p>▲ Swipe up on the Home icon , and then touch the Settings icon .</p>
	<p>Interruptions mode—Appears when the interruptions mode for notifications is turned on and set to priority. For information about setting interruption sound and notifications, see Device on page 14.</p>
	<p>Wi-Fi—Appears when Wi-Fi is turned on, allowing you to connect to a Wi-Fi network. For information about connecting to a wireless network, see Connecting to a wireless network on page 19.</p>
	<p>Mobile broadband (select tablets only)—Appears when mobile broadband is turned on, allowing you to connect to a mobile broadband network. For information about connecting, see Connecting to a mobile broadband network (select products only) on page 19.</p>
	<p>Bluetooth—Appears when Bluetooth® is turned on and the tablet can be paired with Bluetooth-capable devices such as keyboards, pointing devices, and headsets (all purchased separately). For information about connecting, see Using Bluetooth wireless devices on page 21.</p>

Table 1-7 Home screen icons and their descriptions (continued)

Icon	Description
	Airplane mode —Appears when airplane mode is turned on and wireless features are turned off. For information about enabling or disabling airplane mode, see Turning off data connections on page 21 .
	Battery —Displays information regarding the current state of your tablet's battery.
	Search —Type one or more keywords to search with the installed search app.
	Voice search —Touch the  icon and then speak one or more keywords to search with the installed search app.

Screen navigation

You can navigate the screen using one or more methods.

- Touch gestures
- On-screen keyboard

Using touch gestures

You can navigate the tablet screen using touch gestures.

Touch

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

- Using one finger, touch an item to open it.



Two-finger pinch zoom

Use the two-finger pinch zoom to zoom out or in on images or text.

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

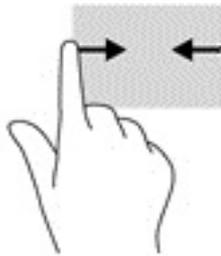


Left or right swipe

Use the left or right swipe to reveal your open apps, move through Home screens, and move through photos so that you can access them quickly.



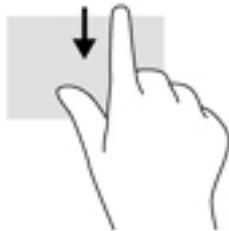
NOTE: In select apps, this gesture might provide access to additional settings or other features.



Top-edge swipe

Use the top-edge swipe to display the notifications.

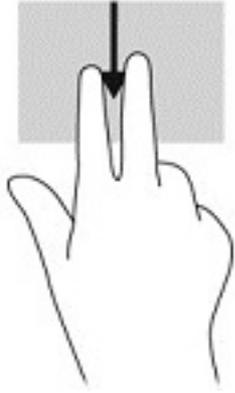
To display the notifications, swipe down twice from the top edge.



Two-finger top-edge swipe

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

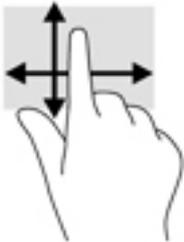
Using two fingers, swipe down from the top edge to display the Quick Settings menu.



One-finger slide

Use the one-finger slide to pan or scroll through lists and pages, or to move an object.

- To scroll across the screen, lightly slide one finger across the screen in the direction you want to move.
- To drag, touch and hold an object, and then drag the object to move it.



Using the on-screen keyboard

The on-screen keyboard is displayed by an app when you need to enter information.

NOTE: The appearance of the keyboard may vary depending on the app.



Using apps and widgets

This section shows you how to find and open, organize, download, and uninstall apps and widgets.

NOTE: The icons and the appearance of the available selections can vary.



An app is an application or software program for your tablet, such as a document reader, file manager, or game.

- To see all apps, swipe up on the **Home** icon .
- To open an app, touch the app.
- To return to the Home screen, touch the **Home** icon .

Widgets are apps with special functionality that display frequently updated content. You can view the updated content without opening the widget.

- To see all widgets, touch and hold on the Home screen to display the **Widgets** icon , and then touch the **Widgets** icon .
- To open a widget, touch the widget. To return to the Home screen, touch the **Home** icon .

Organizing apps and widgets on the Home screen

Add, move, or remove apps and widgets from the Home screen.

Adding an app icon

To add an app icon to the Home screen, follow these steps.

1. Swipe up on the **Home** icon  on the Home screen.



NOTE: The apps on the screen are initially displayed alphabetically.

2. Touch and hold the app icon until the Home screen appears. Slide the icon into place, and then lift your finger.

Adding a widget

To add widget to the Home screen, follow these steps.

1. Touch and hold on the Home screen to display the **Widgets** icon , and then touch the **Widgets** icon .
2. Touch and hold the widget until the Home screen appears. Slide the widget into place, and then lift your finger.

Moving an app or widget icon

To move an app or widget icon to a different location on the Home screen.

1. Touch and hold the icon.
2. Slide your finger to the new position.
3. Lift your finger. The icon drops into its new position.

Removing an app or widget icon

To remove an app or widget icon from the Home screen.

1. Touch and hold the icon.
2. While holding the icon, drag it to the **Remove** icon **X**.



NOTE: The Remove option is only available if you are touching and holding an icon. The **Remove** icon **X** usually appears at the top of the screen, but it can appear at the left of the screen when the tablet is in landscape mode.

Using the calendar

Use the calendar to keep track of schedules.

- ▲ To open the Calendar app, swipe up on the **Home** icon , touch the **Calendar** icon  31, and then follow the on-screen instructions.

Using the clock

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

- ▲ Swipe up on the **Home** icon , touch the **Clock** icon , and then follow the on-screen instructions.

Downloading apps

Download thousands of apps on Google Play

1. Touch the **Play Store** app
2. Touch a category.
– or –
Type a keyword in the search field.
3. To download and install an app, follow the on-screen instructions.

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

Uninstalling apps

To uninstall apps from the tablet, follow these steps.

1. Swipe down twice from the top edge, and then touch the **Settings** icon .
2. Under **Device**, touch **Apps & notification**.
3. Touch the app that you want to uninstall, touch **Uninstall**, and then follow the on-screen instructions.

 **NOTE:** Some apps cannot be uninstalled.

Using Settings

Use Settings for connecting to networks, setting preferences, and finding information about your tablet.

 **NOTE:** The icons in Settings and the available selections can vary.

- ▲ To access settings, swipe down twice from the top edge, and then touch the **Settings** icon .

 **TIP:** Although the fastest path to **Settings** is swiping down twice, you can also swipe up on the **Home** icon  and then touch the **Settings** icon .

TIP: Certain settings provide additional selections through the **Menu** icon .

Network and internet

Select from the following preferences when connecting your tablet to wireless and other types of networks.

- **Wi-Fi**—Enable or disable Wi-Fi. When Wi-Fi is enabled, you can connect to a wireless network to check email, search the web, or access social media websites.
- **Bluetooth**—Enable or disable Bluetooth. When Bluetooth is enabled, you can pair a Bluetooth device, such as a headset or keyboard, with your tablet.
- **Data usage**—View a graph of the data used during the selected period. The data usage by each installed app is also displayed.
- **More**—Enable or disable airplane mode, VPN, or cellular networks.

For more information about connecting to networks, see [Network connections on page 19](#).

Security

Select preferences for screen locks, SIM card locks, passwords, and fingerprint logons. You can also set permissions for administrators and apps, set credentials, and select how your tablet is accessed. Select from the following security preferences:

- **Screen Lock**—Set how you want to lock and unlock your tablet.
- **Fingerprint**—Register your fingerprint to unlock your tablet.
- **Smart Lock**—Select unlocking options such as facial, body, voice, location, or other device recognition.
- **Advanced**—Select and customize security settings such as setting up guest user mode or screen pinning.



NOTE: For more details on using security features, see [Security on page 27](#).

Device

Select from the following device preferences:

- **Display**—Select display brightness, wallpaper, font size, screensavers, and sleep settings for your tablet. You can also make selections to wirelessly display content from your tablet to other devices.
- **Sound & notification**—Select volume, ringtone, and vibration preferences for your tablet.
- **Apps & notification**—View downloaded apps and running apps. To view information or uninstall an app, touch the app.
- **Storage & USB**—View the available space in the tablet memory and card memory (if installed), and view how the used space is allocated.
- **Battery**—View battery charge percentage and battery usage by various features.

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

- **Memory**—View memory use for the system and individual apps.
- **Users**—Enable or disable additional users for your tablet, set their profiles, and enable or disable a guest user. For information about guest user mode, see [Setting guest user mode on page 28](#).
To have the ability to add users when the tablet is locked, touch the **Menu** icon , and then touch the checkbox for **Add users when device is locked**.

System

Select from the following system settings:

- **Date & time**—Enable or disable automatic date and time, and select preferences for time zone, time format, and date format.
- **Scheduled power on & off**—Select times to automatically turn the tablet on or off.
- **Accessibility**—Enable or disable accessibility features, such as text size, display color settings, and reading and caption services.
- **Printing**—Enable or disable printing to a connected printer or cloud printing services. Touch the plus sign (+) to add printing services.
- **About Tablet**—Display the status, legal information, model number, and operating system version for your tablet.
To check for updates, touch **System updates**, and then touch **CHECK FOR UPDATE**.

Using the camera

Use the camera to take photos, record videos, take screenshots, and view photos and videos.

 **TIP:** To access the camera from a locked screen, place your finger on the **Camera** icon  and slide the icon to the left.

Taking a photo

Use the Camera app to take a photo with the front or rear camera.

1. Touch the **Camera** icon .
2. To take a photo, touch the **Shutter** icon .

The photo is saved in **Photos**.

Switching between cameras

Your tablet is equipped with a front and rear camera.

To switch between the front and rear camera:

1. Touch the **Camera** icon .
2. Touch the **Switch camera** icon .

Recording a video

Record a video using the Camera app.

- ▲ Touch the **Camera** icon , and then touch the **Video** icon .

- To pause recording, touch the **Pause** icon .
- To resume recording, touch the **Stop** icon .
- To stop and save the recording, touch the **Shutter**  icon.

The video is saved in **Photos**.

Taking a screenshot

Follow these steps to take a screenshot.

- ▲ Hold down the power button and the volume down button simultaneously for about 1 second.
A message is displayed when the screenshot is saved in **Photos**.

Viewing photos or videos

Follow these steps to view photos or videos.

- ▲ Touch the **Photos** icon .

 **NOTE:** To delete a photo or video, touch and hold the photo or video, and then touch the **Delete** icon .

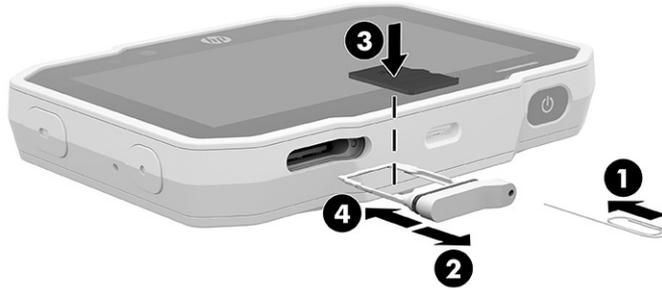
Installing a microSD card

Insert a microSD card on supported models by following these steps.

1. Position the tablet display-side up on a flat surface.
2. Use the tray eject tool provided with your tablet or insert a small straightened paper clip **(1)** into the card tray access hole.
3. Press in gently to release the tray.
4. Holding the end of the tray, pull the tray **(2)** straight out from the tablet, and then insert the microSD card **(3)**.

 **NOTE:** Be sure the tray access hole is aligned with the access hole on the tablet before replacing the tray.

5. Replace the tray in the tablet with the same orientation as it was when you removed it. Press in gently on the tray **(4)** until it is firmly seated.



Finding information

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

Table 1-8 Additional information

Resource	Contents
<p>HP support</p> <p>For worldwide support, go to http://www.hp.com/support.</p>	<ul style="list-style-type: none"> • Online chat with an HP technician • Support telephone number • HP service center locations
<p><i>Quick Start</i></p> <p>The <i>Quick Start</i> guide is located in the tablet box.</p>	<ul style="list-style-type: none"> • Overview of tablet setup and features
<p><i>Regulatory, Safety, and Environmental Notices</i></p> <p>The notices document is provided with the HP Documentation app provided on your tablet. To access from the Home screen, swipe up on the Home icon , and then touch the HP Documentation app . Select the document.</p> <p>IMPORTANT: You must be connected to the internet to access the latest version of the user guide.</p>	<ul style="list-style-type: none"> • Important regulatory notices, including information about proper battery disposal
<p><i>Limited Warranty*</i></p> <p>This document might be provided in the following ways:</p> <ul style="list-style-type: none"> • With the HP Documentation app provided on your tablet. To access from the Home screen, swipe up on the Home icon , and then touch the HP Documentation app . Select the document. • On the HP website. Go to http://www.hp.com/go/orderdocuments. • In the box with your tablet. <p>IMPORTANT: You must be connected to the internet to access the latest version of the user guide.</p>	<ul style="list-style-type: none"> • Specific warranty information about this tablet

* For products purchased in Asia Pacific, you can write to HP at POD, PO Box 161, Kitchener Road Post Office, Singapore 912006. Include your product name, and your name, phone number, and postal address.

Display accessibility

Users with visual impairments can enable full-screen magnification.

To turn on this feature:

1. Swipe down twice from the top edge, and then touch the **Settings** icon .
2. Under **Accessibility**, touch **Magnification**.
3. Slide the switch to the right to turn on the setting.

2 Network connections

Connect your tablet to the internet, networks, and other devices.

 **NOTE:** The icons and the available selections can vary.

Follow the directions in the sections below to connect by using one or more of the capabilities of your tablet:

- Wireless antennas—Connect you to a WLAN
- Mobile broadband (select tablets only)—Connects you to a WWAN
- Bluetooth—Connects you to Bluetooth components that are in close proximity to your tablet
- USB—Connects you directly to another device by USB cable

Connecting to a wireless network

You must have an optional SIM card and be connected to a wireless network before you can connect to the internet.

To connect to a wireless network:

1. Swipe down once from the top edge, and then touch the **Wi-Fi**  icon to turn on the Wi-Fi.

 **TIP:** To add a new Wi-Fi connection, press and hold the **Wi-Fi** icon to open the Wi-Fi menu, and then follow the on-screen instructions to add a new Wi-Fi connection.

2. Touch one of the available networks that is displayed.
3. Type the password if required, and then touch **Connect**.

 **NOTE:** To delete the password for a wireless network to which you have previously connected, touch the name of the network, and then touch **Forget**.

Connecting to a mobile broadband network (select products only)

If a micro SIM card is not preinstalled in your tablet, you can purchase one from a mobile wireless carrier.

To install a micro SIM card, see [Installing a micro SIM card on page 19](#)

If a micro SIM is already installed, see [Setting your mobile network on page 20](#).

 **IMPORTANT:** To prevent damage to the card or the tablet, do not use force to remove or replace the tray.

IMPORTANT: Before turning the tablet screen facedown, be sure that the work surface is clear of tools, screws, and any other foreign objects. Failure to follow this caution can result in damage to the screen.

Installing a micro SIM card

Insert a micro SIM card by following these steps.

IMPORTANT: Inserting a SIM card of the wrong size or inserting the SIM tray in the wrong direction could damage the SIM card, damage internal components, or cause the SIM card to become stuck in the slot. Do not use SIM card adapters. To prevent damage to the SIM tray and internal connectors of the tablet, use minimal force when you insert or remove a SIM tray. Be sure to insert the SIM tray in the same orientation as it was when you removed it.

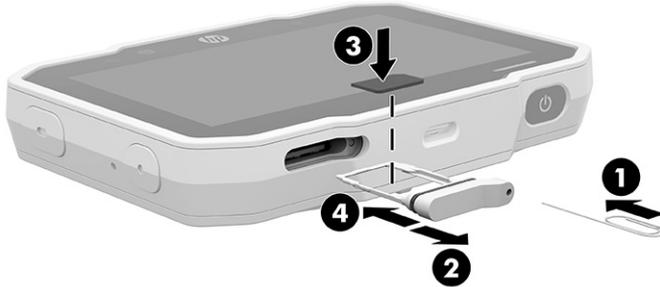
NOTE: Before purchasing a SIM card, follow these instructions to determine the correct SIM card size for your tablet:

1. Go to <http://www.hp.com/support>, and then search for your tablet by product name or number.
2. Select **Product Information**.
3. Refer to the listed options to determine which card to purchase.

1. Position the tablet display-side up on a flat surface.
2. Use the tray eject tool provided with your tablet or insert a small straightened paper clip **(1)** into the card tray access hole.
3. Press in gently to release the tray.
4. Holding the end of the tray, pull the tray **(2)** straight out from the tablet, and then insert the SIM card **(3)**.

NOTE: Be sure the tray access hole is aligned with the access hole on the tablet before replacing the tray.

5. Replace the tray in the tablet with the same orientation as it was when you removed it. Press in gently on the tray **(4)** until it is firmly seated.



To set your mobile network, see [Setting your mobile network on page 20](#).

Setting your mobile network

Set your mobile network by following these steps:

1. Swipe down twice from the top edge, and then touch the **Settings** icon .
2. Under **Network & Internet**, touch **••• More**, and then touch **Mobile Networks**.
3. Touch **Network operators**, and then follow the on-screen instructions.

Activating tethering or a portable hotspot (select products only)

To activate USB tethering follow these steps.

To share your mobile data connection through a USB device or as a portable Wi-Fi hotspot:

1. Swipe down twice from the top edge, and then touch the **Settings** icon .
2. Under **Network & Internet**, touch **More**, and then touch **Hotspot & tethering**.
3. Follow the on-screen instructions to continue.

Browsing the internet

After you have established an internet connection, you can surf the internet using an internet browser.

To begin surfing the internet:

- ▲ Swipe up on the **Home** icon , and then touch the browser icon.

Using Bluetooth wireless devices

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

To connect to a Bluetooth device:

1. Turn on the Bluetooth device.
2. Swipe down twice from the top edge, and then touch the **Settings** icon .
3. Under **Network & Internet**, touch **Bluetooth** .
4. Slide the switch to the right to turn on Bluetooth.
5. When the device name appears, touch it to pair the device to your tablet.

 **TIP:** If the device name does not appear, touch the **Menu** icon , and then touch **Refresh**.

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

Turning off data connections

Airplane mode is a quick way to turn off all data connections.

When you turn on airplane mode, these connections are turned off:

- Wi-Fi
- Mobile data
- Bluetooth

To enable or disable airplane mode:

- ▲ Swipe down twice from the top edge, and then touch the **Airplane mode** icon .

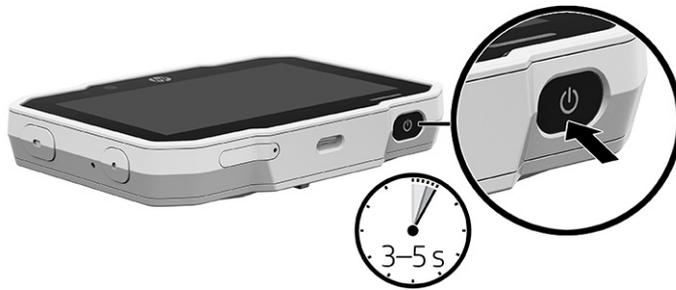
3 Managing power

Your tablet can operate on either battery power or external power. When the tablet is running on battery power only and an AC power source is not available to charge the battery, it is important to monitor and conserve the battery charge.

Turning on the tablet

To turn on the tablet, follow these steps.

- ▲ Press and hold the power button for 3-5 seconds until the tablet turns on.



Powering off (turning off) the tablet

The Power off command closes all open programs, including the operating system, and then turns off the display and tablet.

Turn off the tablet when it will be unused and disconnected from external power for an extended period.

Follow the recommended Android™ shutdown procedure:

1. Press and hold the power button until the **Power off** message appears.
2. Touch **Power off**.

If the tablet is unresponsive and you are unable to use the Android™ shutdown procedure, try the following emergency procedures in the sequence provided:

- Press and hold the power button for at least 5 seconds.
- Disconnect the tablet from external power.

Running on battery power

When a charged battery is in the tablet and the tablet is not plugged into external power, the tablet runs on battery power. When the tablet is off and unplugged from external power, the battery in the tablet slowly discharges. The tablet will display a message when the battery reaches a low or critical battery level.

The tablet battery life varies, depending on power management settings, programs running on the tablet, screen brightness, external devices connected to the tablet, and other factors.

User-replaceable battery

Make sure to follow proper instructions when you remove, store, or dispose of a user-replaceable battery.

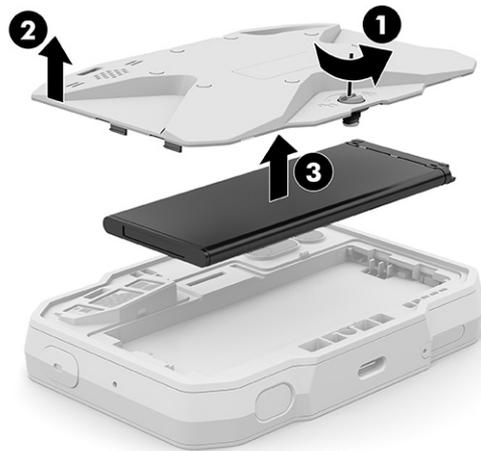
⚠ WARNING! To reduce potential safety issues, use only the user-replaceable battery provided with the tablet, a replacement battery provided by HP, or a compatible battery purchased from HP.

📝 IMPORTANT: Removing a user-replaceable battery that is the sole power source for the tablet can cause loss of information. To prevent loss of information, save your work or shut down the tablet before removing the battery.

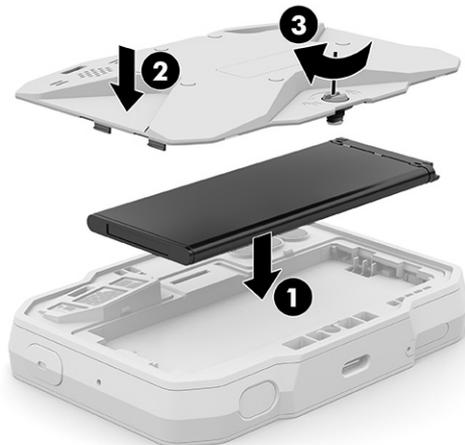
Replacing the battery

If you purchased an optional battery, use this procedure and illustration to remove and replace the battery.

1. Position the tablet upside down on a flat surface.
2. Loosen the battery cover screw (1), remove the battery cover (2), and then remove the battery from the tablet (3).



3. Insert the new battery (1), replace the battery cover (2), and then tighten the battery cover screw (3).



Storing a user-replaceable battery

Check your stored battery every 6 months. If the capacity is less than 50%, recharge the battery before returning it to storage.

 **IMPORTANT:** To reduce the risk of damage to a battery, do not expose it to high temperatures for extended periods of time.

Disposing of a user-replaceable battery

Be sure to follow proper disposal instructions when you dispose of your battery.

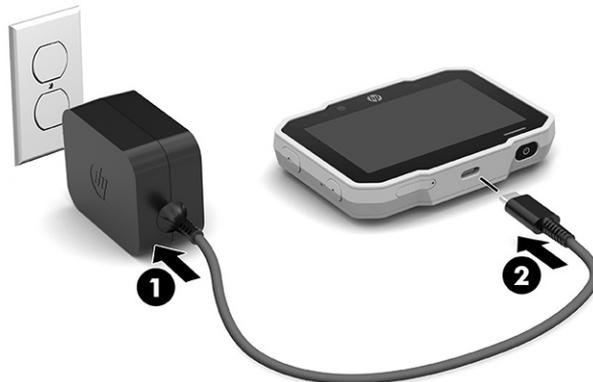
 **WARNING!** To reduce the risk of fire or burns, do not disassemble, crush, or puncture; do not short external contacts; do not dispose of in fire or water.

See the *Regulatory, Safety, and Environmental Notices* for proper battery disposal.

Charging the battery

The tablet does not use battery power when it is connected to external power with an approved AC adapter or an optional docking device or expansion product.

1. Plug the AC adapter into a wall outlet **(1)**, and then connect the other end of the cable to the power connector on the tablet **(2)**.



2. Verify that the battery is charging:
 - Check the **Charging Battery** icon  , which appears in the top right corner of the screen.
 - Check the charging light. See [Top and bottom on page 3](#) for more information.
3. While the battery is charging, keep the AC adapter connected until the battery information in the status area or notification area reads as 100% charged.

Viewing battery life

To view approximately how much battery life remains:

- ▲ Swipe down twice from the top edge, and then touch the **Battery** icon .

Conserving battery power

When your battery level is low and AC power is not available, turn on battery saver. This provides up to 90 minutes of battery life by turning off certain functions.

To conserve battery power and maximize battery life:

- Lower the brightness on the display.
- Turn off wireless devices when you are not using them.
- Initiate Sleep on the tablet when you are not using it by briefly touching the power button. To exit Sleep, press the power button again.
- Turn on the battery saver feature.

You can also select to turn on battery saver automatically when the battery level reaches certain percentages.

- ▲ Swipe down from the top edge, and then touch the **Battery** icon .

This enables and disables the battery saver mode.

Running on external power

For information about connecting to external power, see the *Quick Start* guide included with your tablet.

The tablet does not use battery power when it is connected to external power with an approved AC adapter.

 **WARNING!** To reduce potential safety issues, use only the AC adapter provided with the tablet, a replacement AC adapter provided by HP, or a compatible AC adapter purchased from HP.

 **WARNING!** Do not charge the tablet battery while you are aboard aircraft. Some airlines might have different rules and/or restrictions.

Connect the tablet to external AC power under any of the following conditions:

- When charging or calibrating a battery
- When installing or modifying system software
- When performing a backup or recovery

When you connect the tablet to external AC power:

- The battery begins to charge.
- The screen brightness might increase.

When you disconnect external AC power, the following events occur:

- The tablet switches to battery power.
- Depending on your tablet, the screen brightness might automatically decrease to save battery life.

4 Security

Tablet security is essential for protecting the confidentiality, integrity, and availability of your information.

Setting a screen lock

Follow these steps to set a screen lock.

1. Swipe down twice from the top edge, and then touch the **Settings**  icon
2. Touch **Security**, and then touch **Screen lock**.

 **NOTE:** If you have previously set a screen lock, you must unlock the screen before changing the lock settings.

- **None**—No screen lock is set.
 - **Swipe**—Unlock the screen by swiping in any direction.
 - **Pattern**—Draw a simple pattern to unlock the screen.
 - **PIN**—Enter four or more numbers to unlock the screen.
 - **Password**—Enter four or more letters or numbers. This option provides the most protection, if you select a strong password.
3. Use **Lock screen message** to enter text to be displayed when the screen is locked.

Using a fingerprint logon

Use a fingerprint to unlock your tablet. The fingerprint reader is located on the power button.

1. Swipe down twice from the top edge, and then touch the **Settings** icon .
2. Touch **Security**, and then touch **Fingerprint**.
3. Follow the on-screen instructions to register your fingerprint.
4. After you register your fingerprint, touch your finger to the power button to unlock the tablet.

Using Smart Lock

Use Smart Lock to select unlocking options such as facial, body, voice, location, or other device recognition.

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

1. Swipe down twice from the top edge, and then touch the **Settings**  icon
2. Touch **Security**, and then touch **Smart Lock**.
3. Touch your selection for Smart Lock, and then follow the on-screen instructions.

After setting a Smart Lock, every time you turn on your tablet, it will search for the unlock item. You can still unlock the tablet with your screen lock.

Locking and unlocking the tablet

Use these procedures to lock and unlock your tablet.

Locking

Follow these steps to lock your tablet.

1. Set a screen lock (see [Setting a screen lock on page 27](#)) or Smart Lock (see [Using Smart Lock on page 27](#)).
2. Press the power button.

Unlocking

Follow these steps to unlock your tablet.

1. Press the power button to turn on the tablet.
2. If you have your fingerprint registered to unlock your tablet, touch the appropriate finger to the power button to unlock the tablet.

-or-

Place your finger on the **Lock** icon  and slide the icon up to unlock.

3. Use your security unlock method, such as entering a PIN or facing the tablet for trusted face recognition, to unlock the tablet.

 **TIP:** To quickly access the camera from the locked screen, place your finger on the **Camera** icon  and slide the icon up.

To quickly access the microphone from the locked screen, place your finger on the **Microphone** icon  and slide the icon up.

Setting guest user mode

Guest user mode allows others access to areas of your tablet that you specify.

1. Swipe down twice from the top edge, and then touch the **Settings** icon .
2. Touch **System**, touch **Advanced**, touch **Multiple Users**, and then touch **Guest**.

After you add a guest, your tablet logs out of your account and switches automatically to the guest account.

Setting screen pinning

If you want to provide access only to a certain app, use the screen pinning function to lock the app on the screen. Others can use the app on your tablet, but cannot leave the app to explore the rest of your tablet.

Turning on screen pinning

Follow these steps to turn on screen pinning.

1. Swipe down twice from the top edge, and then touch the **Settings** icon .
2. Touch **Security**, touch **Advanced**, and then touch **Screen pinning**.
3. Slide the switch to the right to turn on screen pinning.

Selecting an app to pin

Follow these steps to select an app to pin.

1. Swipe down twice from the top edge, and then touch the **Settings**, touch **Security**, touch **Advanced**, touch **Screen pinning**, and then turn on screen pinning.
2. Open the app that you want to pin, swipe up from the bottom of the screen while holding, and then release.
3. Tap on the app icon and select **Pin**.

 **TIP:** For security purposes, if you have a screen lock, check the **Ask for PIN** before unpinning. HP recommends a screen lock if you allow others to use your tablet.

Unpinning an app

Follow these steps to unpin an app.

1. With the pinned app open, swipe up from the bottom of the screen while holding, and then release.
2. Swipe up again and unlock your tablet.

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

The app is now unpinned.

5 Maintenance

It is important that you perform simple maintenance of your tablet to be sure that it works at peak performance.

Cleaning your tablet

Cleaning your tablet regularly removes dirt and debris so that your device continues to operate at its best. Use the following information to safely clean the external surfaces of your tablet.

Removing dirt and debris from your tablet

Here are the recommended steps to clean dirt and debris from your tablet.

1. Wear disposable gloves made of latex (or nitrile gloves, if you are latex-sensitive) when cleaning the surfaces.
2. Turn off your tablet and unplug the power cord and other connected external devices. Remove any installed batteries from items such as wireless keyboards.

 **CAUTION:** To prevent electric shock or damage to components, never clean a product while it is turned on or plugged in.

3. Moisten a microfiber cloth with water. The cloth should be moist, but not dripping wet.

 **IMPORTANT:** To avoid damaging the surface, avoid abrasive cloths, towels, and paper towels.

4. Wipe the exterior of the product gently with the moistened cloth.

 **IMPORTANT:** Keep liquids away from the product. Avoid getting moisture in any openings. If liquid makes its way inside your HP product, it can cause damage to the product. Do not spray liquids directly on the product. Do not use aerosol sprays, solvents, abrasives, or cleaners containing hydrogen peroxide or bleach that might damage the finish.

5. Start with the display (if applicable). Wipe carefully in one direction, and move from the top of the display to the bottom. Finish with any flexible cables, like power cord, keyboard cable, and USB cables.
6. Be sure that surfaces have completely air-dried before turning the tablet on after cleaning.
7. Discard the gloves after each cleaning. Clean your hands immediately after you remove the gloves.

See [Cleaning your tablet with a disinfectant on page 31](#) for recommended steps to clean the high-touch, external surfaces on your tablet to help prevent the spread of harmful bacteria and viruses.

Cleaning your tablet with a disinfectant

The World Health Organization (WHO) recommends cleaning surfaces, followed by disinfection, as a best practice for preventing the spread of viral respiratory illnesses and harmful bacteria.

After cleaning the external surfaces of your tablet using the steps in [Removing dirt and debris from your tablet on page 31](#), you might also choose to clean the surfaces with a disinfectant. A disinfectant that is within HP's cleaning guidelines is an alcohol solution consisting of 70% isopropyl alcohol and 30% water. This solution is also known as rubbing alcohol and is sold in most stores.

Follow these steps when disinfecting high-touch, external surfaces on your tablet:

1. Wear disposable gloves made of latex (or nitrile gloves, if you are latex-sensitive) when cleaning the surfaces.
2. Turn off your tablet and unplug the power cord and other connected external devices. Remove any installed batteries from items such as wireless keyboards.

 **CAUTION:** To prevent electric shock or damage to components, never clean a product while it is turned on or plugged in.

3. Moisten a microfiber cloth with a mixture of 70% isopropyl alcohol and 30% water. The cloth should be moist, but not dripping wet.

 **CAUTION:** Do not use any of the following chemicals or any solutions that contain them, including spray-based surface cleaners: bleach, peroxides (including hydrogen peroxide), acetone, ammonia, ethyl alcohol, methylene chloride, or any petroleum-based materials, such as gasoline, paint thinner, benzene, or toluene.

 **IMPORTANT:** To avoid damaging the surface, avoid abrasive cloths, towels, and paper towels.

4. Wipe the exterior of the product gently with the moistened cloth.

 **IMPORTANT:** Keep liquids away from the product. Avoid getting moisture in any openings. If liquid makes its way inside your HP product, it can cause damage to the product. Do not spray liquids directly on the product. Do not use aerosol sprays, solvents, abrasives, or cleaners containing hydrogen peroxide or bleach that might damage the finish.

5. Start with the display (if applicable). Wipe carefully in one direction, and move from the top of the display to the bottom. Finish with any flexible cables, like power cord, keyboard cable, and USB cables.
6. Be sure that surfaces have completely air-dried before turning the tablet on after cleaning.
7. Discard the gloves after each cleaning. Clean your hands immediately after you remove the gloves.

6 Electrostatic discharge

Electrostatic discharge is the release of static electricity when two objects come into contact—for example, the shock you receive when you walk across the carpet and touch a metal door knob.

A discharge of static electricity from fingers or other electrostatic conductors may damage electronic components.



IMPORTANT: To prevent damage to the computer, damage to a drive, or loss of information, observe these precautions:

- If removal or installation instructions direct you to unplug the computer, first be sure that it is properly grounded.
 - Keep components in their electrostatic-safe containers until you are ready to install them.
 - Avoid touching pins, leads, and circuitry. Handle electronic components as little as possible.
 - Use nonmagnetic tools.
 - Before handling components, discharge static electricity by touching an unpainted metal surface.
 - If you remove a component, place it in an electrostatic-safe container.
-

7 Accessibility

HP's goal is to design, produce, and market products, services, and information that everyone everywhere can use, either on a stand-alone basis or with appropriate third party assistive technology (AT) devices or applications.

HP and accessibility

Because HP works to weave diversity, inclusion, and work/life into the fabric of the company, it is reflected in everything HP does. HP strives to create an inclusive environment focused on connecting people to the power of technology throughout the world.

Finding the technology tools you need

Technology can unleash your human potential. Assistive technology removes barriers and helps you create independence at home, at work, and in the community. Assistive technology helps increase, maintain, and improve the functional capabilities of electronic and information technology.

For more information, see [Finding the best assistive technology on page 36](#).

The HP commitment

HP is committed to providing products and services that are accessible for people with disabilities. This commitment supports the company's diversity objectives and helps ensure that the benefits of technology are available to all.

The HP accessibility goal is to design, produce, and market products and services that can be effectively used by everyone, including people with disabilities, either on a stand-alone basis or with appropriate assistive devices.

To achieve that goal, this Accessibility Policy establishes seven key objectives to guide HP actions. All HP managers and employees are expected to support these objectives and their implementation in accordance with their roles and responsibilities:

- Raise the level of awareness of accessibility issues within HP, and provide employees with the training they need to design, produce, market, and deliver accessible products and services.
- Develop accessibility guidelines for products and services, and hold product development groups accountable for implementing these guidelines where competitively, technically, and economically feasible.
- Involve people with disabilities in the development of accessibility guidelines and in the design and testing of products and services.
- Document accessibility features, and make information about HP products and services publicly available in an accessible form.
- Establish relationships with leading assistive technology and solution providers.
- Support internal and external research and development that improves assistive technology relevant to HP products and services.
- Support and contribute to industry standards and guidelines for accessibility.

International Association of Accessibility Professionals (IAAP)

IAAP is a not-for-profit association focused on advancing the accessibility profession through networking, education, and certification. The objective is to help accessibility professionals develop and advance their careers and to better enable organizations to integrate accessibility into their products and infrastructure.

As a founding member, HP joined to participate with other organizations to advance the field of accessibility. This commitment supports HP's accessibility goal of designing, producing, and marketing products and services that people with disabilities can effectively use.

IAAP will make the profession strong by globally connecting individuals, students, and organizations to learn from one another. If you are interested in learning more, go to <http://www.accessibilityassociation.org> to join the online community, sign up for newsletters, and learn about membership options.

Finding the best assistive technology

Everyone, including people with disabilities or age-related limitations, should be able to communicate, express themselves, and connect with the world using technology. HP is committed to increasing accessibility awareness within HP and with our customers and partners. Whether it's large fonts that are easy on the eyes, voice recognition that lets you give your hands a rest, or any other assistive technology to help with your specific situation—a variety of assistive technologies make HP products easier to use. How do you choose?

Assessing your needs

Technology can unleash your potential. Assistive technology removes barriers and helps you create independence at home, at work, and in the community. Assistive technology (AT) helps increase, maintain, and improve the functional capabilities of electronic and information technology.

You can choose from many AT products. Your AT assessment should allow you to evaluate several products, answer your questions, and facilitate your selection of the best solution for your situation. You will find that professionals qualified to do AT assessments come from many fields, including those licensed or certified in physical therapy, occupational therapy, speech/language pathology, and other areas of expertise. Others, while not certified or licensed, can also provide evaluation information. You will want to ask about the individual's experience, expertise, and fees to determine if they are appropriate for your needs.

Accessibility for HP products

These links provide information about accessibility features and assistive technology, if applicable, included in various HP products. These resources will help you select the specific assistive technology features and products most appropriate for your situation.

- [HP Elite x3—Accessibility Options \(Windows 10 Mobile\)](#)
- [HP PCs—Windows 7 Accessibility Options](#)
- [HP PCs—Windows 8 Accessibility Options](#)
- [HP PC's—Windows 10 Accessibility Options](#)
- [HP Slate 7 Tablets—Enabling Accessibility Features on Your HP Tablet \(Android 4.1/Jelly Bean\)](#)
- [HP SlateBook PCs—Enabling Accessibility Features \(Android 4.3,4.2/Jelly Bean\)](#)
- [HP Chromebook PCs—Enabling Accessibility Features on Your HP Chromebook or Chromebox \(Chrome OS\)](#)
- [HP Shopping—peripherals for HP products](#)

If you need additional support with the accessibility features on your HP product, see [Contacting support on page 39](#).

Additional links to external partners and suppliers that may provide additional assistance:

- [Microsoft Accessibility information \(Windows 7, Windows 8, Windows 10, Microsoft Office\)](#)
- [Google Products accessibility information \(Android, Chrome, Google Apps\)](#)
- [Assistive Technologies sorted by impairment type](#)
- [Assistive Technology Industry Association \(ATIA\)](#)

Standards and legislation

Countries worldwide are enacting regulations to improve access to products and services for persons with disabilities. These regulations are historically applicable to telecommunications products and services, PCs and printers with certain communications and video playback features, their associated user documentation, and their customer support.

Standards

The US Access Board created Section 508 of the Federal Acquisition Regulation (FAR) standards to address access to information and communication technology (ICT) for people with physical, sensory, or cognitive disabilities.

The standards contain technical criteria specific to various types of technologies, as well as performance-based requirements which focus on functional capabilities of covered products. Specific criteria cover software applications and operating systems, web-based information and applications, computers, telecommunications products, video and multimedia, and self-contained closed products.

Mandate 376 – EN 301 549

The European Union created the EN 301 549 standard within Mandate 376 as an online toolkit for public procurement of ICT products. The standard specifies the accessibility requirements applicable to ICT products and services, with a description of the test procedures and evaluation methodology for each requirement.

Web Content Accessibility Guidelines (WCAG)

Web Content Accessibility Guidelines (WCAG) from the W3C's Web Accessibility Initiative (WAI) helps web designers and developers create sites that better meet the needs of people with disabilities or age-related limitations.

WCAG advances accessibility across the full range of web content (text, images, audio, and video) and web applications. WCAG can be precisely tested, is easy to understand and use, and allows web developers flexibility for innovation. WCAG 2.0 has also been approved as [ISO/IEC 40500:2012](#).

WCAG specifically addresses barriers to accessing the web experienced by people with visual, auditory, physical, cognitive, and neurological disabilities, and by older web users with accessibility needs. WCAG 2.0 provides characteristics of accessible content:

- **Perceivable** (for instance, by addressing text alternatives for images, captions for audio, adaptability of presentation, and color contrast)
- **Operable** (by addressing keyboard access, color contrast, timing of input, seizure avoidance, and navigability)
- **Understandable** (by addressing readability, predictability, and input assistance)
- **Robust** (for instance, by addressing compatibility with assistive technologies)

Legislation and regulations

Accessibility of IT and information has become an area of increasing legislative importance. These links provide information about key legislation, regulations, and standards.

- [United States](#)
- [Canada](#)
- [Europe](#)
- [Australia](#)
- [Worldwide](#)

Useful accessibility resources and links

These organizations, institutions, and resources might be good sources of information about disabilities and age-related limitations.

 **NOTE:** This is not an exhaustive list. These organizations are provided for informational purposes only. HP assumes no responsibility for information or contacts you encounter on the Internet. Listing on this page does not imply endorsement by HP.

Organizations

These organizations are a few of the many that provide information about disabilities and age-related limitations.

- American Association of People with Disabilities (AAPD)
- The Association of Assistive Technology Act Programs (ATAP)
- Hearing Loss Association of America (HLAA)
- Information Technology Technical Assistance and Training Center (ITTATC)
- Lighthouse International
- National Association of the Deaf
- National Federation of the Blind
- Rehabilitation Engineering & Assistive Technology Society of North America (RESNA)
- Telecommunications for the Deaf and Hard of Hearing, Inc. (TDI)
- W3C Web Accessibility Initiative (WAI)

Educational institutions

Many educational institutions, including these examples, provide information about disabilities and age-related limitations.

- California State University, Northridge, Center on Disabilities (CSUN)
- University of Wisconsin - Madison, Trace Center
- University of Minnesota computer accommodations program

Other disability resources

Many resources, including these examples, provide information about disabilities and age-related limitations.

- ADA (Americans with Disabilities Act) Technical Assistance Program
- ILO Global Business and Disability network
- EnableMart
- European Disability Forum
- Job Accommodation Network
- Microsoft Enable

HP links

These HP-specific links provide information that relates to disabilities and age-related limitations.

[Our contact webform](#)

[HP comfort and safety guide](#)

[HP public sector sales](#)

Contacting support

HP offers technical support and assistance with accessibility options for customers with disabilities.



NOTE: Support is in English only.

- Customers who are deaf or hard of hearing who have questions about technical support or accessibility of HP products:
 - Use TRS/VRS/WebCapTel to call (877) 656-7058 Monday through Friday, 6 a.m. to 9 p.m. Mountain Time.
- Customers with other disabilities or age-related limitations who have questions about technical support or accessibility of HP products, choose one of the following options:
 - Call (888) 259-5707 Monday through Friday, 6 a.m. to 9 p.m. Mountain Time.
 - Complete the [Contact form for people with disabilities or age-related limitations](#).

Index

A

- About tablet 6
- accessibility 35
- accessibility needs assessment 36
- accessibility settings 14
- account, removal 13
- accounts 13
- advanced security settings 14
- airplane mode 21
- Airplane mode icon 7
- all apps, view 7
- ambient light sensor, identifying 4
- apps
 - downloading 13
 - setting access 28, 29
 - uninstalling 13
 - using 11
- assistive technology (AT)
 - finding 36
 - purpose 35
- AT (assistive technology)
 - finding 36
 - purpose 35

B

- Back icon 7
- battery
 - conserving 26
 - disposing 25
 - life 25
 - replacing 24
 - running on 23
 - settings 13
 - storing 25
 - user-replaceable 24
 - using 23
- battery cover screw, identifying 5
- Battery icon 7
- battery saver 26
- battery temperature 25
- Bluetooth icon 7
- Bluetooth
 - label 6
 - pairing 21

- settings 13
- turning on 21

- Bluetooth icon 7
- bottom, tablet 6

C

- calendar, using 12
- camera flash, identifying 5
- Camera icon 7
- camera light, identifying 4
- camera, identifying 4, 5
- cameras
 - rotating 15
 - switching 15
 - using 15
- caring for your tablet 31
- Chrome icon 7
- cleaning your tablet 31
 - disinfecting 31
 - removing dirt and debris 31
- clock, setting 13
- components
 - AC adapter 1
 - back 4, 5
 - bottom 3
 - identifying 1, 2
 - left 2
 - right 2
 - stand 1
 - tablet 1
 - top 3
- Contacts icon 7
- customer support, accessibility 39

D

- date settings 14
- display
 - setting magnification 18
 - settings 14
- display magnification setting 18
- download
 - apps 13

E

- electrostatic discharge 33

- Email icon 7
- external power, using 26

F

- fingerprint 14
- fingerprint reader identifying 3
- fingerprint, setting 27
- flashlight app 2
- flashlight, identifying 5

G

- Google Play icon 7
- guest user mode 28

H

- help, obtaining 7
- Home icon 7
- Home screen icons 7
- HP Assistive Policy 35
- HP Device Tools app 2
- HP resources 17

I

- integrated camera flash, identifying 5
- integrated microphones, identifying 2
- International Association of Accessibility Professionals 36
- internet, browsing 21
- Interruptions icon 7

L

- labels
 - Bluetooth 6
 - regulatory 6
 - serial number 6
 - service 6
 - wireless certification 6
 - WLAN 6
- language 13
- left-edge swipe touch screen
 - gesture 10
- lights
 - camera 4, 5

Limited Warranty, locating 17

M

Menu icon 7

micro SIM card reader, identifying 3

micro SIM card, installing 19

microSD card, installing 16

microSD memory card reader,
identifying 3

Mobile broadband icon 7

N

networks

airplane mode 21

Bluetooth 21

mobile 19

settings 13

turning off 21

wireless 19

notifications 7

O

on-screen keyboard, using 11

one-finger slide touch screen
gesture 11

Overview icon 7

P

photos

taking your own 15

viewing 16

portable hotspot 20

power button, identifying 3

power connector, identifying 3

power off 23

power off tablet 23

power on 23

power,

battery 23

external 26

printing settings 14

product name and number 6

Q

Quick Settings

accessing 7

menu 7

Quick Start guide, locating 17

R

recent apps icon 7

Regularoty, Safety, and
Environmental Notices, locating
17

regulatory information

regulatory label 6

wireless certification labels 6

resources, accessibility 38

S

screen lock 14

screen pinning 28, 29

screenshot, taking 16

search icon 7

Section 508 accessibility standards
37

security cable slot, identifying 5

security settings 14

serial number 6

service labels, locating 6

settings 13

Settings icon 7

shortcut buttons, identifying 2

SIM card, installing 19

smart lock 14

Smart Lock, setting 27

sound settings 14

speaker, identifying 4

stand

attaching 1

identifying 1

removing 1

standards and legislation,
accessibility 37

storage 13

storing a battery 25

support, locating 17

system information, locating 6

T

temperature 25

tethering 20

time settings 14

top edge swipe 10

touch screen gestures

left-edge swipe 10

one-finger slide 11

top-edge swipe 10

touch 9

two-finger pinch zoom 9

two-finger top-edge swipe 10

travel, with the tablet 25

traveling with the tablet 6

turning off tablet 23

turning on tablet 23

two-finger pinch zoom touch screen
gesture 9

two-finger swipe 10

U

unresponsive system 23

USB Type-C power connector and
port, identifying 3

user-replaceable battery 24

using external power 26

V

vents, identifying 5

videos

recording your own 15

viewing 16

voice search icon 7

volume buttons, identifying 3

W

wake the display 2

Wi-Fi icon 7

Wi-Fi settings 13

Widgets icon 7

widgets, using 11

wireless certification label 6

WLAN device 6

WLAN label 6

WWAN device 6

WWAN label 6