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# 5 Get started with your HP iPAQ

Get to know more about the **Home** screen and its functions and about the **Getting Started** program.

## Home screen

The **Home** screen is displayed when your HP iPAQ is turned on completely. It displays the date and time. It also provides a quick status of upcoming appointments, your current iPAQ profile, and the number of unread text messages. The connectivity icons, battery indicator, and text mode icons are displayed at the top of the **Home** screen.

You can view and access the following from shortcuts on the **Home** screen:

- **Clock and Date:** View the current time and date. Select to access the **Clock & Alarm** settings. For more information on **Clock & Alarm** settings, see [Set clocks and alarms on page 22](#).
- **Phone:** View **Missed Calls**, **Voicemails**, **Text Messages**, **Media Messages**, and **E-mails**. Select the required option to view detailed information.
- **Calendar:** View existing appointments or create new appointments. Select to launch the Calendar program. For more information, see [Set clocks and alarms on page 22](#).
- **Getting Started:** Select to learn how to perform frequently used tasks and to set up your HP iPAQ. For more information see, [Getting Started on page 12](#).
- **Play All Songs:** Select to play all the music files stored on your HP iPAQ. To change the song, use the **Center** button to navigate to the required song and select it.
- **Photos:** View thumbnails of images stored on your HP iPAQ. Select the required thumbnail to view the full screen image.
- **Settings:** Select to change your HP iPAQ settings. For more information see individual sections on **Profiles** [Manage profiles on page 19](#), **Wireless Manager** [Use Wireless Manager on page 67](#), **Ringtone** [Adjust the ring tone and notification sounds on page 19](#), **Background Image** [Home screen on page 11](#), and **Task Manager** [Task Manager on page 100](#).

You can also customize your **Home** screen.

To customize the **Home** screen:

1. Press **Start > Settings > Home Screen**.
2. You can customize the following **Home** screen settings:
  - **Home screen layout**
  - **Color scheme**
  - **Background image**
  - **Time out**

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 **TIP:** The nine most recently accessed programs are displayed on the **Start** menu. Press **All Programs** to view the other applications. To disable this, clear the **Show Recent Programs** check box.

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3. Press **Done**.

 **NOTE:** **Start** is the default left softkey located at the bottom of the **Home** screen. The **Start** softkey is also the **Notification** softkey. Any type of alert, such as a meeting reminder, is displayed on the **Home** screen as a notification.

## Getting Started

Use the **Getting Started** program to learn how to perform frequently used tasks and to set up your HP iPAQ. To launch the program, select **Getting Started** on the **Home** screen or press **Start > HP Help and Support > Getting Started**. Select the task that you want to learn about.

## Status icons

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
	Silent mode		Speakerphone on
	Wi-Fi on		Wi-Fi on and network detected
	Wi-Fi connected		Headset detected
	Bluetooth 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		ActiveSync® connected
	ActiveSync inactive		Power Save Mode on
	Bluetooth on		Bluetooth mono headset detected

# Keyboard

## Answer/Send key

Press **Ⓜ** (Answer/Send key) to make and receive calls, and to access the recent call log. Press this key to activate the device when it is in sleep mode.

## End key

Press **Ⓜ** (End key) to end a call or exit any program to return to the **Home** screen. Press and hold this key for about 3 seconds to turn your HP iPAQ on or off. Press this key to activate the device from sleep mode.

## Home key

Press **Ⓜ** (Home key) to return to the **Home** screen without exiting a program. Press this key to activate the device from sleep mode.

**NOTE:** Press and hold **Ⓜ** (Home key) to view the **Quick List**. You can turn off, lock, access task manager, access the wireless manager, and change the profiles.

## Back key

Press **Ⓜ** (Back key) to move to the previous screen within a program. You can also close a program by pressing this key. Press this key to activate the device from sleep mode.

## Softkeys

Touch the left or right softkeys to perform the function displayed on the screen.

On the **Home** screen, touch the left softkey to access the **Start** menu and the right softkey to access **Contacts**.

## Keyboard layout

Use the keyboard to enter text, numbers, and symbols. Your HP iPAQ supports the **Multi-tap** and **Predictive** modes for entering text.

**NOTE:** The keyboard layout on your HP iPAQ might vary depending on the country/region.

Keyboard	Layout
	QWERTY

## Keyboard

## Layout



QWERTZ



AZERTY

## Enter text

Use the keyboard to enter text in various programs.

 **NOTE:** The keyboard layout on your HP iPAQ might vary depending on the country/region.

Your HP iPAQ anticipates what you are going to type and suggests words based on the typed context when you type in a program. The suggestions appear either in a floating suggestion box or in a fixed suggestion window containing up to four word suggestion boxes with a phrase suggestion box. You can save time and keystrokes by selecting words from the suggestion box.

A list and description of the status indicators is given in the table below:

Status indicators	Description
	Type characters in uppercase
	Type the first character in uppercase
	Type characters in lowercase
	Type in predictive text mode
	Type numbers
	Type the first character as a number

Change the suggestion functions and the text modes using the **Fast Menu** on your HP iPAQ. The status indicator on the top of the display screen shows the current input mode.

To use the **Fast Menu**:

1. Open a new text or e-mail message.
2. Press and hold  (Star key) to display the **Fast Menu**.
3. Select the mode you want to use. You can select the following modes and functions:
  - **Predictive mode** - Enter text and select the suggestions your HP iPAQ provides as you type.  
For example, to enter the word “mike”, press the key with the letter “M” and then the key with the letter “I”. As you type, a list of words is displayed on the screen. You can select a word from this list. If the word to use is not displayed more suggestions will be listed as you continue to type.
  -  **NOTE:** When using the **Predictive mode**, pressing  (Backspace key) the text mode will change to **Multi-tap mode** to help correct typing or entry errors and pressing the space key will activate the **Predictive mode** again.
  - **Multi-tap mode** - Press each key multiple times until the required letter is displayed.  
For example, to enter the word “van”, press the key with the letter “V” twice, press the key with the letter “A” once, and then press the key with the letter “N” twice.
  - **Dictionary** - View your personal dictionary, or add and manage new dictionaries.  
To add a new dictionary, press and hold  (Star key) to display the **Fast Menu**, select **Dictionary > Add New Dictionaries**, and then follow the instructions on the screen.
  - **Priority** - Select a dictionary that gets priority over other dictionaries.  
Sometimes words can have similar spellings but different meanings in different languages. To avoid problems, you can prioritize dictionaries to make suggestions from one dictionary before another. Press and hold  (Star key) to display the **Fast Menu**, select **Priority**, and then select the **Dictionary** you want to set as a priority.
  - **Options** - Access a list of options to adjust the settings. You can adjust the following settings:
    - **Mode** - Select Predictive or Multi-tap mode.
    - **Display** - Change settings for suggestion window.
    -  **NOTE:** Display settings are different for Predictive and Multi-tap mode. Select mode and configure the Display Settings for that mode.
    - **Applications** - Change the text input program settings.
    - **Dictionary** - View your personal dictionary, and installed dictionaries, and add new dictionaries.
  - **Help** - Access the help guide.

## Enter key

Press  (Enter key) to launch the program highlighted on the screen. You can also make a call or move to the next line while entering text by pressing  (Enter key).

## Backspace key

Press  (Backspace key) to move the cursor back and to progressively delete the text or characters. When browsing, if the cursor is not in an input field, pressing the backspace key takes you to the previous Web page.

## Shift key

Press **⇧** (Shift key) once to enter a single character in uppercase and twice for Shift Lock to enter all characters in upper case.

Press and hold to access the **Fast Menu**.

## Options key

Some keys have characters marked as superscript. To enter the superscript character, press **⌘** (Options key) and then press the appropriate character key. Press the Options key twice to enable option lock. Press the Options key once to disable option lock and toggle back to enter main characters.

Press **⌘** (Options key) again to return to the text input mode.

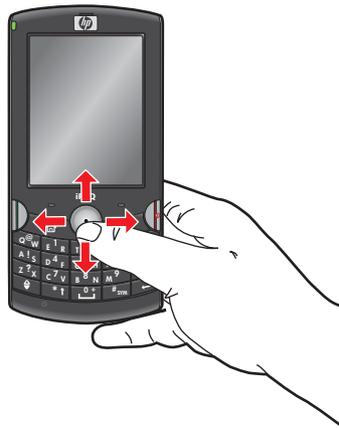
## Symbol key

Press **⌘** (Symbol key) twice to see symbols, special characters, and emoticons from the displayed chart. Highlight the symbol that you want to add to the message or document and then press the **Center** button. Continue to add more symbols if required and press **Done** to close the chart.

## Center button

Use the **Center** button to navigate through your display, e-mails, messages, menus, settings, and select the highlighted program on your HP iPAQ.

Glide your thumb or finger over the **Center** button to navigate up, down, left, or right.



Press the **Center** button to make a selection.



# Know your HP iPAQ

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. Press **Start > HP Help and Support > HP Asset Viewer**.
2. Press **Identity** to view the **Serial Number**.
3. Press **Done**.

To view the model number:

1. Press **Start > HP Help and Support > HP Asset Viewer**.
2. Press **System** to view the **Model ID**.
3. Press **Done**.

Alternatively, to locate the serial 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 serial number and product model ID.

To get detailed information about your HP iPAQ:

- ▲ Press **Start > Settings > About**.

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

## Access programs

To open a program, press **Start**, and then select the program you want.

You do not need to exit a program to open another.

To close programs manually:

1. Press **Start > Applications > Accessories > Task Manager**.
2. Highlight the program to close, and then press **End Task**.

For more information, see [Task Manager on page 100](#).

## 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:

▲ Press **Start > Settings > About**.

The OS version is displayed on the screen.

## Check the connection and signal strength

When you insert your SIM card and turn on your HP iPAQ, the device automatically connects to your mobile phone service provider's network.  (Signal strength icon) indicates that you are connected. More the vertical bars, better the current connection.

## 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 when setting a Bluetooth partnership

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

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To change the device name:

1. Press **Start > Settings > Device Name**.
2. Enter a name and description 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. Press **Done**.

### Enter owner information

You can enter your personal information, such as your name, telephone number, e-mail address, and personal notes, on your HP iPAQ so that it can be returned to you if it is ever lost or misplaced.

To enter owner information:

1. Press **Start > Settings > Owner Information**.
2. Enter your personal information in the listed fields:
  - **Name**
  - **Telephone number**
  - **E-mail address**
  - **Notes**
3. Press **Done**.

## Change the regional settings

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

To change the regional settings:

1. Press **Start > Settings > Regional Settings**.
2. Edit the required settings.
3. Press **Done**.

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 **TIP:** Changing the **Locale** automatically changes the related settings. You can further customize these settings as required.

 **NOTE:** Selecting another language, if available, in Regional Settings may result in loss of personal data and settings.

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## Adjust the volume settings

Adjust the HP iPAQ sound volume. You can increase or decrease the clicking sound you hear when you select program names and menu options.

To adjust the volume:

- Use the **Volume** button on the left panel of the device to increase or decrease the speaker volume.

To mute system sounds, such as incoming call rings and audible alerts/notifications:

- Slide the **Ringer/Sound** switch to .

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 **TIP:** To temporarily mute the system sounds, press the **Volume** button on the left panel of the device once.

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## Adjust the ring tone and notification sounds

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

To change the ring tone:

1. Press **Start > Settings > Sounds**.
2. Select the ring tone.

## Manage profiles

You can use profiles on your HP iPAQ to personalize the ring tones, ring volumes, and other settings of your choice.

### Use profiles

To select a profile:

1. Press **Start > Settings > Profiles**.
2. Select a profile that you want to apply to your HP iPAQ, and then press **Done**.

To change the ring type:

1. Press **Start > Settings > Profiles**.
2. Highlight the profile for changing the ring type.

3. Press **Menu > Edit**, and then select the **Ring type**.
4. Press **Done**.

 **TIP:** You can also set profiles using **Voice Commander**. Press the Voice Commander button, or press **Start > Applications > Voice Commander** and say **Set profile**. Then say the profile name.

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## Edit profiles

To edit a profile:

1. Press **Start > Settings > Profiles**.
2. Press **Menu > Edit**.

Select the following features in a profile to edit them:

- **Name**
  - **Ring type**
  - **Ring volume**
  - **Reminder type**
  - **Reminder volume**
  - **Notification type**
  - **Notification volume**
  - **System sound volume**
3. Press **Done**.

## Change the power management settings

Adjust the power management settings to conserve battery power. This increases the duration you can use your HP iPAQ between charges.

To change the power management settings:

1. Press **Start > Settings > Power Management**.
2. The battery charge level is displayed under **Main battery**.
3. Highlight the listed settings and press the **Center** button to edit the power management settings:
  - **Backlight time out on battery** - Sets the time for dimming the backlight when your HP iPAQ is using the battery.
  - **Backlight time out on AC** - Sets the time for dimming the backlight when your HP iPAQ is connected to the AC power supply.
  - **Display time out** - Sets the time for the display to be switched off. Key Guard is activated after the display turns off.
  - **Keyboard Backlight time out** - Sets the time for dimming the keyboard backlight when your HP iPAQ is using the battery. You can set the backlight to time out after 4, 8, 12, 16, or 20 seconds.

## Adjust the brightness settings

Increase or decrease the brightness of the display backlight.

To adjust the brightness of the backlight:

1. Press **Start > Settings > Power Management > Brightness**.
2. Select the required level of brightness from the **Brightness** list.

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 **NOTE:** Reduce battery power consumption by keeping the display brightness to bare minimum.

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You can also set up the HP iPAQ to automatically adjust the screen brightness and the keyboard backlight depending on the surrounding light conditions.

The light sensor in your HP iPAQ senses the surrounding lighting conditions and changes the screen brightness accordingly. This helps in conserving the battery power.

To turn on the light sensor function:

1. Press **Start > Settings > Power Management**.
2. Select **On** for the **Light Sensor**.
3. Press **Done**.

## Increase the font size

You can increase the size of the font on your HP iPAQ screen.

To increase font size:

1. Press **Start > Settings > Accessibility**.
2. Select **Large** for **System font size**.
3. Press **Done**.

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 **NOTE:** The default font size is set to **Normal**.

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## Install and remove programs

Install and remove programs on your HP iPAQ. When you remove a program from your HP iPAQ, you might increase available memory on the device. You can also remove any unused programs from your device to increase the available memory.

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 **NOTE:** You can only remove the programs that have been installed on your HP iPAQ after purchase. However, you cannot remove the default programs in your HP iPAQ available at the time of purchase.

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To install programs:

1. Use the WMDC or ActiveSync (WMDC for Windows Vista and ActiveSync for Windows XP) to connect your HP iPAQ to your computer.
2. Follow the instructions in the installation wizard provided to install the program.
3. Check the screen of your HP iPAQ to see if any additional actions are necessary to complete the program installation.

To remove programs:

1. Press **Start > Settings > Remove Programs**.
2. Highlight the program to remove, and then press **Menu > Remove**.

If the programs get corrupted or uninstalled, you can reinstall them by using the synchronization software. To reinstall the program do the following:

1. On your computer, open the synchronization software, click **Tools > Add/Remove Programs**.
2. Select the program to be added and click **OK**.
3. Check the screen of your HP iPAQ to see if any further steps are necessary to complete the program installation.

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 **TIP:** The nine most recently accessed programs can be displayed on the **Start** menu. To disable this, clear the **Show Recent Programs** check box in the **Home screen** settings.

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## Set clocks and alarms

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

To set time:

1. Press **Start > Clock & Alarm > Date and Time**.
2. Select to edit the following settings:
  - **Time zone**
  - **Date**
  - **Time**
3. Press **Done**.

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 **NOTE:** To synchronize the clock according to your current time zone, select the **Sync to current time zone** check box.

To be notified about time updates, select the **Notify me when time is updated** check box.

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To set an alarm:

1. Press **Start > Clock & Alarm**. Select the **Alarm** to set.
2. Select to edit the following settings:
  - **Alarm Time**
  - **Alarm**
  - **Alarm Sound**
  - **Alarm Type**
  - **Alarm Volume**
3. Press **Done**.

## Use Key Guard

Key Guard locks all keys and buttons to prevent accidental calls or key presses. When the display turns off or times-out as per the display settings, this feature automatically locks your HP iPAQ. To change the display settings, press **Start > Settings > Power Management**.

The **Key Guard is on. Center select button: To unlock** message is displayed for 5 seconds when the screen becomes dim. The display turns off completely and your HP iPAQ goes to sleep mode.

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 **NOTE:** When your HP iPAQ is locked, you can still receive phone calls and all the notifications are displayed on the screen.

To receive a call when your HP iPAQ is locked, press **Ⓜ** (Answer/Send key) and to reject or end a call, press **Ⓜ** (End key).

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To manually activate Key Guard:

- ▲ To manually activate Key Guard, press and hold the Key Guard button on the left panel of your HP iPAQ.

To unlock Key Guard:

1. Press any wake source key to activate your HP iPAQ from the sleep mode.
2. Press the **Center** button to unlock your HP iPAQ.

To disable the Key Guard:

1. Press **Start > Settings > Security > Key Guard**.
2. Clear the **Activate Key Guard when the display is turned off** check box.

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 **NOTE:** The Key Guard remains active when you are on a call. To disable Key Guard while on calls, press **Start > Settings > Security > Key Guard** and then clear the **Activate Key Guard during calls** check box.

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You can make emergency calls from your HP iPAQ without having to unlock it.

To make emergency calls:

1. Press any wake source key to wake your HP iPAQ.
2. Start dialing the emergency number. Do not leave a gap of more than 5 seconds between any two key presses.
3. Press **Ⓜ** (Answer/Send key) to make the call.

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 **NOTE:** 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 dialed number is not recognized as an emergency number, your HP iPAQ automatically goes into the sleep mode after a few seconds of inactivity.

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## Lock and unlock your HP iPAQ

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 it. Setting a password locks and prevents any unauthorized access when your HP iPAQ is not with you.

To enable the device lock on your HP iPAQ:

1. Press **Start > Settings > Security > Device Lock**.
2. Select the **Prompt if device unused for** check box. Next, select the amount of time your HP iPAQ should remain unused before it gets locked.
3. In the **Password type** list, select the type of password you would want to use.
4. Enter the password, and then confirm the password.
5. Press **Done** and then press **Yes** on the confirmation screen. The next time your HP iPAQ is unused for the specified amount of time, you are prompted to enter your password.

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 **TIP:** Use the same steps to change or reset your password.

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To disable the device lock on your HP iPAQ:

1. Press **Start > Settings > Security > Device Lock**.
2. Enter your password, and then press **Unlock**.
3. Clear the **Prompt if device unused for** check box.
4. Press **Done**, and then press **Yes**.

## Use the SIM PIN to protect information on your HP iPAQ

Enable a Personal Identification Number (PIN) request on your HP iPAQ. Every time the HP iPAQ is turned on, you will be prompted to enter the PIN before you can use your HP iPAQ.

To enable the PIN:

1. Press **Start > Settings > Security > Enable SIM PIN**.
2. Enter the PIN provided with your SIM card.
3. Press **Done**.

To change the PIN2:

1. Press **Start > Settings > Security > Change PIN2**.
2. Enter the **Old PIN**, and then enter the **New PIN**.
3. Enter the new PIN in **Confirm new PIN** to confirm the new PIN.
4. Press **Done**.

To disable the PIN:

1. Press **Start > Settings > Security > Disable SIM PIN**.
2. Enter your PIN.
3. Press **Done**.

## Battery saving tips

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

- **Turn off Bluetooth and Wi-Fi** - Use **Wireless Manager** to turn off Bluetooth and Wi-Fi when not in use. For more information see, [Use Wireless Manager on page 67](#).
- **Auto Turn Off the Backlight** - Press **Start > Settings > Power Management**. Specify a short amount of wait before turning off the backlight.
- **Disable Sounds** - Every time you are notified of an event, battery power is consumed. Press **Start > Settings > Sounds** to turn off any unnecessary notifications.

To check the battery power, press **Start > Settings > Power Management**, or look at  (Battery icon) on the **Home** screen.

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 **NOTE:** If the battery drains out, you lose any unsaved data 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.

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# HP Power Save Mode

Activating the **HP Power Save Mode**, helps conserve your HP iPAQ battery power until the next charging cycle. The **HP 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 **HP Power Save Mode**.

When the device is in the **HP Power Save Mode**,  (Power Save Mode icon) is displayed at the top of the screen.

**HP Power Save Mode** will automatically turn off after charging your battery above the 25% level, and all the adjusted system settings will be restored.

To configure **HP Power Save Mode** Settings:

1. Press **Start > Settings > HP Power Save Mode**.
2. Modify the settings to minimize power consumption and press **Done**.

To exit **HP Power Save Mode**:

1. Press **Start > Settings > HP Power Save Mode**.
2. Select **Off**, and then press **Done**.

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

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