User Guide

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Product notice

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

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1 The basics

To start using your computer, follow these instructions:

NOTE: For basic operating instructions, see the printed *Setup Instructions* poster included in the box with your computer.

1. Connect the computer to the adapter, and then connect the adapter to a power outlet.

   NOTE: Only the adapter included with your computer is recommended for charging the tablet.

2. Press and hold the power button on the top edge to turn on the computer.

   The first time you turn on the computer, a Welcome screen is displayed.

3. Follow the on-screen instructions to select a language.

   NOTE: When setting up and registering your computer, you may need to set up a keyboard layout or input method for your region.

   To set up a keyboard layout or input method for your region:

   a. Press Ctrl **+** spacebar to switch between the keyboard layouts, or press Alt **+**Shift to switch between the input methods.

   b. To change the physical keyboard layout if needed, touch **Setting**, touch **Language & Input**, and then touch **HP Keyboard**.

   c. Under **Physical Keyboard**, touch **Set up keyboard layouts**, and then select the physical keyboard for your region.

4. Sign in using the email address and password for your Google™ account. You can use this email address for any of the following Google accounts:

   - Gmail
   - YouTube
   - Google Apps
   - AdWords
   - Any other Google product

   If you don’t have a Google account, follow the on-screen instructions to create one now.

   NOTE: When you sign in to a Google account, the email, contacts, calendar events, and data associated with that account are synced with your computer. If you have additional Google accounts, you can add them later.

2 Using Android features

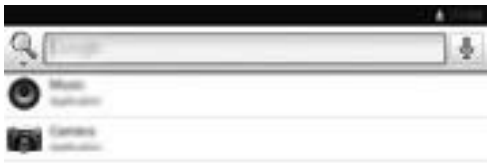
The following is a list of basic Android features.

Using the on-screen keyboard and voice search

NOTE: To view the on-screen keyboard, you must first release the tablet from the keyboard base. For release instructions, see the printed *Setup Instructions* poster included in the box with your computer.

- To open the on-screen keyboard, touch the text field of the search bar at the top of the Home screen. Type one or more keywords, and then tap the **Search** icon .
- To use voice search (select models only), touch the **Microphone** icon at the top of the screen, and then speak one or more keywords.

NOTE: Your computer's keyboard may look different from the following illustrations.



Using Quick Settings

Use Quick Settings to easily access Wi-Fi settings, manage display brightness, open the main Settings menu, and more. Swipe down from the upper right corner of the screen to open Quick Settings, and then touch one of the boxes to open a specific setting.

Using Gesture Typing

Instead of typing each letter, use Gesture Typing to input a word without lifting your finger. You don't need to worry about spaces because they're added automatically for you. Glide your finger over the letters you want to type, and lift it after each word.

Using Screen Magnification

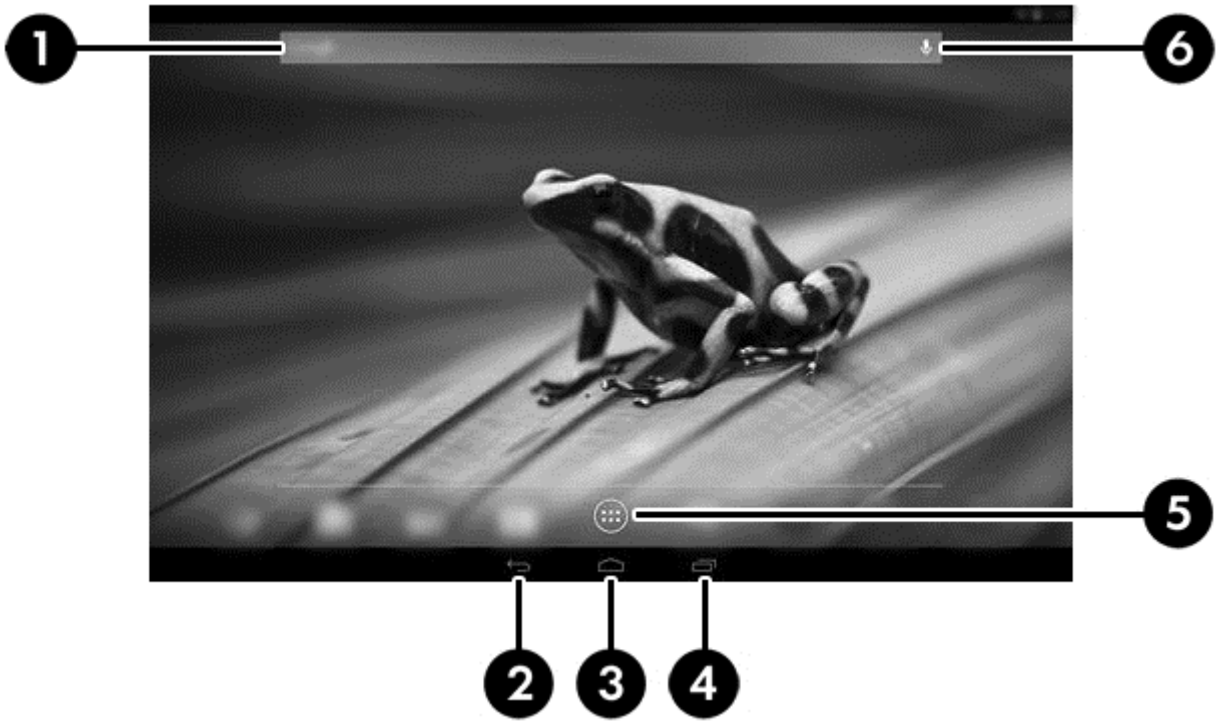
Users with visual impairments can enter full-screen magnification by triple-tapping the screen. To turn on this feature:

1. Touch the **All apps** icon, and then touch **Settings**.
2. Under **System**, touch **Accessibility**, and then touch **Magnification gestures.**

3 Navigating the Home screen

The Home screen provides a central location where you can access information and email, browse the Web, stream videos, view photos, and access social media websites.

NOTE: Your computer's Home screen may look different from the following illustration.



- Swipe from the upper left to display notifications.
- Swipe from the upper right to display Quick Settings.
- Hold the Home button and swipe up to the Google circle icons to display Google Now cards.
- Touch an icon to perform the action described in the table.

Icon		Description
(1)		**Search**—Type one or more keywords to search with Google. **NOTE:** You must opt into Google Now to use the Search feature and other keyboard shortcuts.
(2)		**Back**—Opens the previous screen.
(3)		**Home**—Opens the central Home screen. • 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.

Icon		Description
(4)		**Recent apps**—Opens a list of apps that you have used recently. • Touch an app to open it. • To remove an app from the list in portrait mode, swipe it to the left or right. Swipe it up or down when in landscape mode.
(5)		**All apps**—Displays a list of all apps. Tap the Widgets tab to see all widgets.
(6)		**Voice search (select models only)**—Touch the **Microphone** icon, and then speak one or more keywords to search with Google.

4 Using apps and widgets

NOTE: Google applications such as **Gmail**, **Google Now**, and others may not be available in certain regions.

Apps are shortcuts placed on the Home screen and used to open applications that are installed on your computer.

- To see all apps, touch **All Apps** in the favorites tray on any Home screen.
- To open an app, touch its icon.
- To add an app to the Home screen, touch and hold the icon, and then slide it to the location where you want it to be.
- To remove an app from the Home screen, touch and hold the icon, and then drag it to the **Remove** icon at the top of the screen.

NOTE: The **Remove** icon is not visible unless you touch and hold an icon.

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

To see all widgets, touch **All Apps**, and then touch the **Widgets** tab. Examples of widgets include the analog clock widget that shows the time and the battery widget, which displays both the tablet and the base battery status.

- To open a widget, touch its icon.
- To add a widget to the Home screen, touch and hold the icon, and then slide it to the location where you want it to be.
- To remove a widget from the Home screen, touch and hold the widget, and then drag it to the **Remove** icon at the top of the screen.

NOTE: The **Remove** icon is not visible unless you touch and hold the widget.

- To resize a widget, touch and release the widget so that the resize frame appears.

Adding a Gmail account

1. Touch the **All apps** icon, and then touch **Settings**.
2. Under **ACCOUNTS**, touch **Add account.**
3. Select **Google**, and then follow the on-screen instructions.
4. To access your Gmail, touch the **Gmail** icon on the Home or All Apps screen.

Using the calendar

- To open the calendar, touch the **Calendar** icon on the Home or All Apps screen.
- To add the **Calendar** app to the Home screen, touch and hold the **Calendar** icon until it appears on the Home screen.

NOTE: When you add a Google account, the email, calendar, and contacts associated with the account are synchronized automatically.

Using Google Now

- **Google Now** uses time of day, your current location, and your location history to display information on your commute. Information from other Google products, such as your Web history or your calendar, is used to display appointment reminders, maps, sports scores, and flight status.
- To opt into **Google Now**, hold down the **Home** button, swipe up to Google's circle icon, and then follow the on-screen instructions.
- To display **Google Now** cards, hold down the Home button, swipe up to Google's circle icon, and then follow the on-screen instructions.

Using the clock

- Touch the **Clock** widget on the Home screen, or touch the **All apps** icon, and then touch the **Clock** icon.
- To add the Clock to the Home screen, touch and hold the **Clock** icon until it appears on the Home screen.
- To add an alarm, touch the **Clock** icon, touch **Set alarm**, and then follow the on-screen instructions. When you are finished, touch **Done**.

Downloading apps

Download apps, music, books, games, and more from the Google Play Store (select models only).

NOTE: Apps not compatible with your system will be filtered out by Google Play.

1. Touch the **All Apps** icon, and then touch the **Play Store**.
2. Touch a category.

   – or –

   Tap the **Search** icon, and then type a keyword in the search field.
3. Follow the on-screen instructions.

Uninstalling apps

1. Touch the **All apps** icon, and then touch the **Settings** icon.
2. Under **DEVICE**, touch **Storage**, and then touch **Apps**.
3. Touch the app that you want to uninstall, and then touch **Uninstall**.

   NOTE: Some applications cannot be uninstalled and must be disabled instead.
4. Touch **OK**, and then touch **OK** again.

5 Using the cameras

Take photos with the rear camera, and take your own photo or take screenshots with the front camera.

Taking a photo with the rear camera

1. To open the camera app, touch the **All Apps** icon, and then touch the **HP Camera** icon.
2. Focus on the subject, and then touch the blue circle to take a photo. The photo is saved in the Gallery.

Taking a photo with the front camera

- ▲ To take a photo with the front camera in landscape mode, touch the circle above the blue circle, touch the rotating camera icon, and then touch the blue circle to take a photo. The photo is saved in the Gallery.

NOTE: You can also take your own photo with the front camera.

Recording a video

1. To open the camera app, touch the **All apps** icon, and then touch the **HP Camera** icon.
2. To record a video, in landscape mode touch the video camera icon below the blue circle.

   The blue circle turns red.
3. To begin recording, touch the red circle.
4. To stop recording, touch the red circle. The video is saved in the Gallery.

Taking a screenshot

- ▲ Press and hold the power button and the volume down button at the same time. The screenshot is saved in the Gallery.

NOTE: You can also press the prt sc button (print screen) on the keyboard to take a screenshot.

Viewing photos or videos

- To view the photos in your Gallery, touch the **All Apps** icon, and then touch the **Gallery** icon.
- To delete a photo, touch the photos, touch the **Menu** icon on the upper right corner of the screen, and select **Delete**. To delete multiple photos, touch and hold one photo, touch additional photos to mark them, and then touch the **Remove** icon in the upper-right corner of the screen.

NOTE: Photos can also be viewed from the HP Media Player.

Printing photos (basic procedure)

1. Touch the **All Apps** icon, and then touch the **Gallery** icon.
2. Touch the photo to select it, touch the **Menu** icon in the upper-right corner, and then touch **Print**.
3. The first time that you use the printing function, follow the on-screen instructions to select a printer.
4. Select the number of copies.
5. To select options, touch the down arrow, and then follow the on-screen instructions.
6. Touch **Print**.

   A message is displayed to indicate the print status.

Printing photos (HP e-print) (select models only)

Activate HP e-print, which allows you to print directly to an HP ePrint-enabled printer. For more information, go to http://www.hp.com/go/2eprint.

1. Touch the **All apps** icon, touch the **HP ePrint** icon, follow the on-screen instructions, and then touch **Activate**.

   An activation code is emailed to the email address that you entered.
2. Touch the **All apps** icon, touch the **HP ePrint** icon, enter the activation code, and then touch Activate.

6 Connecting to networks

The following section explains how to connect to networks.

Connect to a wireless network

Browse the Web, read your email, or perform other online activities.

NOTE: You must be connected to a wireless network before you can connect to the Internet.

1. To connect to a wireless network, touch the **All apps** icon, and then touch **Settings**.
2. Under **WIRELESS & NETWORKS**, be sure that Wi-Fi is turned on.
3. Touch **Wi-Fi**, and then touch one of the displayed available networks.
4. Type the security key, if required, and then touch **Connect**.

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

Connect to Bluetooth®

You can pair a Bluetooth device, such as a headset, keyboard, or mouse with your computer.

1. To connect to a Bluetooth device, turn on the Bluetooth device.
2. Touch the **All apps** icon, and then touch **Settings**.
3. Under **WIRELESS & NETWORKS**, turn on Bluetooth, and then touch **Bluetooth**.
4. Touch your device name to make it visible to all nearby Bluetooth devices.
5. To find available Bluetooth devices, touch **SEARCH FOR DEVICES**.
6. Touch the device, and follow the on-screen instructions to pair the device.

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

7 Using Settings

Use Settings to connect to networks, set preferences, and find information about your computer.

▲ To access Settings, touch the **All apps** icon, and then touch **Settings**.

–or–

Swipe from the upper right corner, and then touch the **Settings** icon.

The following categories are displayed:

- **WIRELESS & NETWORKS**
  - **Wi-Fi**—Enable or disable **Wi-Fi**, and connect to a wireless network so that you can check email, search the Web, or access social media websites.
  - **Wireless Display**—Wirelessly stream video and audio from your device to a Miracast-certified wireless display or adapter.
  - **Bluetooth**—Enable or disable **Bluetooth**, and pair a Bluetooth device, such as a headset or keyboard, with your computer.
  - **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**.
- **DEVICE**

NOTE: Some of these settings may not apply to your system configuration.

  - **Sound**—Adjust **Volumes** and **Default notification**, and enable or disable **Touch sounds** and **Screen lock sound**.
  - **DTS Sound+**—Enable or disable **DTS Sound+**, and select **Music**, **Movie**, or **Voice**.
  - **Display**—Adjust **Brightness**, **Wallpaper**, **Sleep**, and **Font size**.
  - **HDMI**—Adjust 3D Stereoscopic output using an HDMI connection.
  - **Storage**—View available space in computer memory and SD™ card memory.
  - **Battery**—View battery charge percentage and battery usage by various features.
  - **Apps** —View downloaded apps and running apps. To view information or uninstall an app, touch the app.
  - **Users**—View user information.
- **PERSONAL**—View locations, set security, set language, set keyboard, and set backup preferences.
  - **Location services**—Enable or disable **Location**.
  - **Security**—Set preferences for **SCREEN SECURITY**, **PASSWORDS, DEVICE ADMINISTRATION**, **ENCRYPTION**, and **CREDENTIAL STORAGE**.

- **Language and input**—Set preferences for **LANGUAGE**, **KEYBOARD & INPUT METHODS**, **PHYSICAL KEYBOARD**, **SPEECH**, and **MOUSE/TRACKPAD**.
- **Backup and reset**—Set preferences for **BACKUP & RESTORE** and perform a factory data reset.

NOTE: Factory data reset is available in **PERSONAL DATA**.

- **ACCOUNTS**—Existing accounts are displayed.
  - **Add an email account or another type of account**—Under **ACCOUNTS**, touch **+ Add account**, and then follow the on-screen instructions.
  - **Sync an account**—Under **ACCOUNTS**, touch the name of the account. Touch the name of the account again, select items to sync, touch the **Menu** icon in the upper-right corner of the screen, and then touch **Sync now**.
  - **Remove an account**—Under **ACCOUNTS**, touch the name of the account. Touch the name of the account again, touch the **Menu** icon in the upper-right corner of the screen, and then touch **Remove account**.
- **SYSTEM**

NOTE: Some of these settings may not apply to your system configuration.

  - **Date & time**—Enable or disable **Automatic date & time**, and select preferences for time zone, time format, and date format.
  - **Accessibility**—Enable or disable **TalkBack**, **Large text**, **Auto-rotate screen**, **Speak passwords**, **Text-to-speech output**, **Touch & hold delay**, and **Enhance web accessibility**.
  - **About tablet**—Display software version and legal information for your computer.

8 Securing your computer

To prevent others from accessing the data on your computer, select a screen lock method. For increased security, consider encrypting the data on your computer.

Set a screen lock

1. To access Settings, touch the **All apps** icon, and then touch **Settings**.
2. Under **PERSONAL**, touch **Security**, and then under **SCREEN SECURITY**, touch **Screen lock**.
3. Under **Choose screen lock**, select one of the following types of screen locks, and then follow the on-screen instructions.

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

- **Slide**—Unlock the screen by swiping in any direction.
- **Password**—Enter four or more letters or numbers. This option provides the most protection, if a strong password is selected.
- **Pin**—Enter four or more numbers to unlock the screen.
- **Pattern**—Draw a simple pattern to unlock the screen.

4. In **Owner info**, enter text to be displayed when the screen is locked.

Encrypt your computer

CAUTION: Encryption cannot be reversed. A factory data reset must be performed, which erases all of your data.

To provide additional protection in case the computer is stolen, you can encrypt all of your data, including accounts, app data, music and other media, and downloaded information. If you encrypt the computer, you must enter a PIN/password to decrypt the computer each time you turn it on.

CAUTION: Encryption may take an hour or more. If the encryption process is interrupted, you will lose data.

1. Set a lock screen PIN/password.
2. Charge the battery.
3. To access Settings, touch the **All Apps** icon, and then touch **Settings**.
4. Under **PERSONAL**, touch **Security**, and then under **Encryption**, touch **Encrypt tablet**.

NOTE: Read the information about encryption carefully. The **Encrypt tablet** button is unavailable if your battery is not charged or your computer is not plugged in. If you change your mind about encrypting your computer, touch the **Back** button.

5. Enter your lock screen PIN/password and touch **Continue**.
6. Touch **Encrypt tablet** again.

   Progress is displayed during encryption. When the encryption is complete, you must enter your PIN/password. You must also enter your PIN/password each time you turn on the computer.

9 Backing up and recovering your data

You can backup and recover your data using the following methods.

Updating apps, widgets, and the operating system

HP recommends that you regularly update your apps, widgets, and the operating system on a regular basis to the latest versions. Updates can resolve issues and bring new features and options to your tablet. Technology is always changing, and updating apps, widgets, and the operating system allows your tablet to run the latest technology available. For example, older apps and widgets might not work well with the most recent operating system.

Go to the Google Play store to download the latest versions of HP and third-party apps and widgets. The operating system downloads system updates automatically and notifies you when it is ready to install the updates. If you want to update the operating system manually, go to http://www.hp.com/support.

You can also set preferences for backing up and restoring your data in case of loss.

Backing up and resetting

1. Turn off your computer and plug in the AC adapter.
2. To access Settings, touch the **All apps** icon, and then touch **Settings**.
3. Under **PERSONAL**, touch **Backup & reset**.
4. Select one or more of the following:
   - **Back up my data**—Select the check box to enable backing up app data, Wi-Fi passwords, and other settings to Google servers.
   - **Backup account**—Select a Google account to back up.
   - **Automatic restore**—Select the check box to enable backed up settings and data to be restored when an app is reinstalled.

Resetting factory data

⚠ **CAUTION:** This procedure will delete all the data you have added to your computer. If possible, back up all your personal data before you implement this procedure.

To restore factory settings:

1. Turn off your computer and plug in the AC adapter.
2. To access Settings, touch the **All apps** icon, and then touch **Settings**.
3. Under **PERSONAL**, touch **Backup & reset**.
4. Under **PERSONAL DATA**, select **Factory data reset**, and then follow the on-screen instructions.

Starting up using the recovery menu

If your computer is unable to boot into the operating system, you can perform a system recovery by directly accessing the Recovery menu.

1. Turn off your computer and plug in the AC adapter.
2. To boot into the Recovery menu, press and hold the volume down key and then press the power key.
3. Move the volume up and volume down key to highlight **wipe data/factory reset**, and then press the power button to confirm the selection.
4. Move the volume up and volume down key to highlight **Yes — delete all user data**, and then press the power button to confirm the selection.
5. Move the volume up and volume down key to highlight **reboot system now**, and then press the power button to confirm the selection.

Updating the system using an OTA (over-the-air) update

1. Turn off your computer and plug in the AC adapter.
2. Turn on your computer, and connect to the Internet.
3. To access Settings, touch the **All Apps** icon, and then touch **Settings.**
4. Under **About tablet**, touch **System updates**, and then touch **Check now**.
5. Follow the on-screen instructions to finish the process. The system may reboot as updates are applied.

Updating the system using a file-based update

1. Turn off your computer and plug in the AC adapter.
2. Download the appropriate Softpaq from http://www.hp.com.
3. Locate **update.zip** and copy it to an SD card.
4. Turn off the computer, and then insert the SD card containing the **update.zip** file.
5. Press and hold the volume down key, and then press the power button to boot into the recovery menu.
6. Select **Apply update from SD**.
7. Follow the on-screen instructions to finish the process and reboot the system.

10 Using storage

Accessing tablet storage using a USB cable (select models only)

To access onboard storage using a USB cable:

1. Turn on your computer, and then undock the tablet from the keyboard base.
2. Connect the USB cable to your tablet, and then to your host computer.

NOTE: Make sure your tablet is listed in the portable devices area of the host computer.

3. Double-click the tablet icon to display the supported files.

NOTE: You may copy files between the devices. For more information, see the software help for the host computer.

Accessing external SD cards or USB drives

To access external SD cards or USB drives:

1. Turn on your computer.
2. Insert your microSD card or full size SD card, or connect your USB drive.

NOTE: Your device can support SD cards or microSD cards up to 32–GB.

NOTE: For microSDs, you must first undock the tablet from the keyboard base. For full-size SD cards or USB drives, you must first dock the tablet to the keyboard base.

3. Access your files from the external storage devices.

NOTE: For more information on accessing files from external storage devices, see the software Help for those devices.

Unmounting/disconnecting external SD cards or USB drives

NOTE: Always unmount external storage devices before disconnecting.

NOTE: You can also use this procedure to unmount micro memory cards.

1. Press the **Home** button, touch the **All Apps** icon, and then touch **Settings**.
2. Select **DEVICE**, select **Storage**, select **SD Card/USB Storage**, and then select **Unmount USB storage**.
3. Disconnect your external storage device.

11 More HP resources

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

Resource	Contents
HP worldwide support For U.S. support, go to http://www.hp.com/go/contactHP. For worldwide support, go to http://welcome.hp.com/country/us/en/wwcontact_us.html.	• Online chat with an HP technician. • Email support. • Support telephone numbers. • HP service center locations.
Google For Google support, go to http://www.google.com/mobile/android.	• Access Google online help and support.
Regulatory, Safety and Environmental Notices This document is provided in the computer box.	• Important regulatory notices.
Limited Warranty This document is provided in the computer box. You can also go to http://www.hp.com/go/orderdocuments.	• Warranty information about this computer.