

Additional Product Information

User Guide



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1 Registering the iPAQ

Registering your HP iPAQ

When you register your HP iPAQ with Hewlett-Packard, you receive e-mail regarding special offers and promotions. Take time now to register your HP iPAQ online at <http://www.register.hp.com>.

If your mailing or e-mail address needs to be updated after registering, enter your user ID and registration password to edit your online profile at <http://www.register.hp.com>.

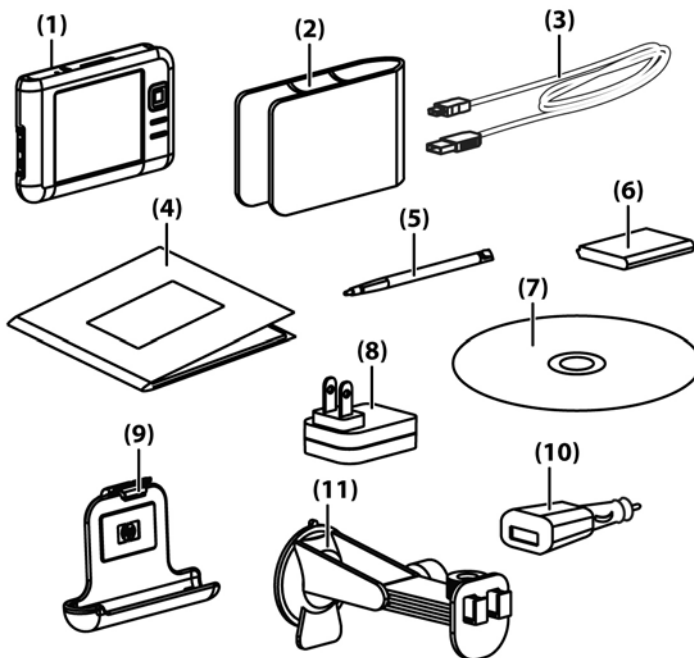
2 Box Contents

Box Contents

This illustration depicts the items that come in the box with the Travel Companion. Use this illustration to become more familiar with the device.



NOTE Box contents vary by model.



Box Contents

- | | |
|-----|---|
| (1) | HP iPAQ |
| (2) | Case |
| (3) | Mini-USB synchronization cable/power cable (2 ea) |
| (4) | HP iPAQ Documentation |
| (5) | Stylus |
| (6) | 1,700mAH li-ion removable/rechargeable battery |
| (7) | Getting Started CD with special software |
-

Box Contents

- (8)** AC adapter with interchangeable plug

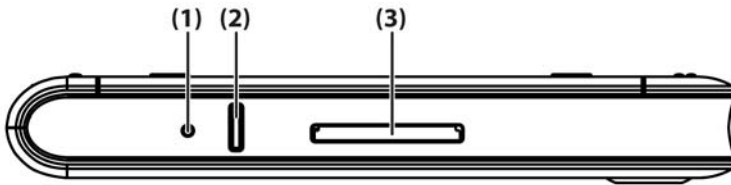
 - (9)** Car kit — holder

 - (10)** Car kit — Travel power adapter

 - (11)** Car kit — windshield mounting bracket
-

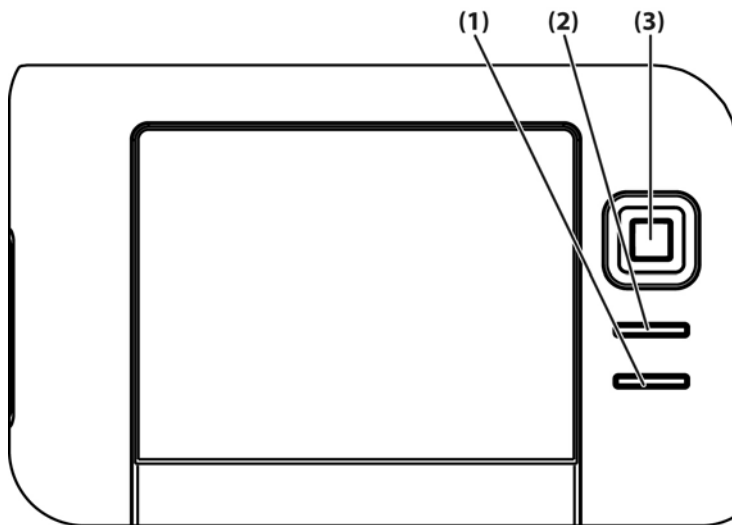
3 Components

Top Components



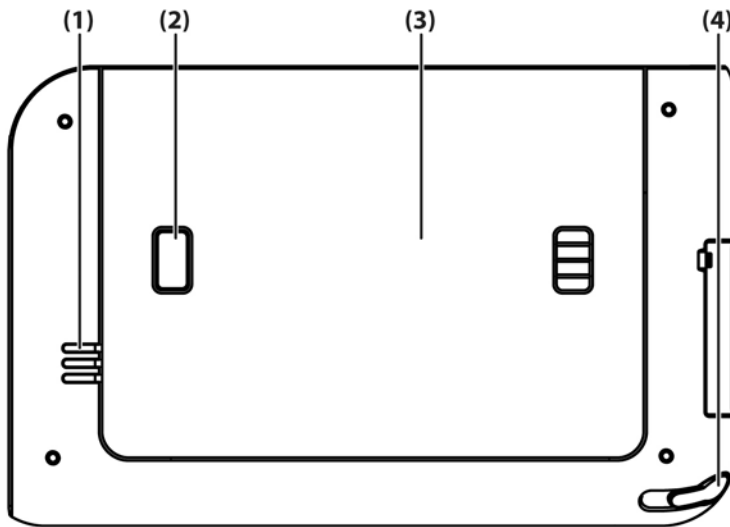
Component	Function
(1) Reset Button	Press to perform a soft reset of the Travel Companion.
(2) Record Button	Press to record voice or sound.
(3) SD Slot	Insert a Secure Digital (SD) storage card for data storage or a Secure Digital Input/Output card (SDIO) card to extend the functionality of the Travel Companion.

Front Components



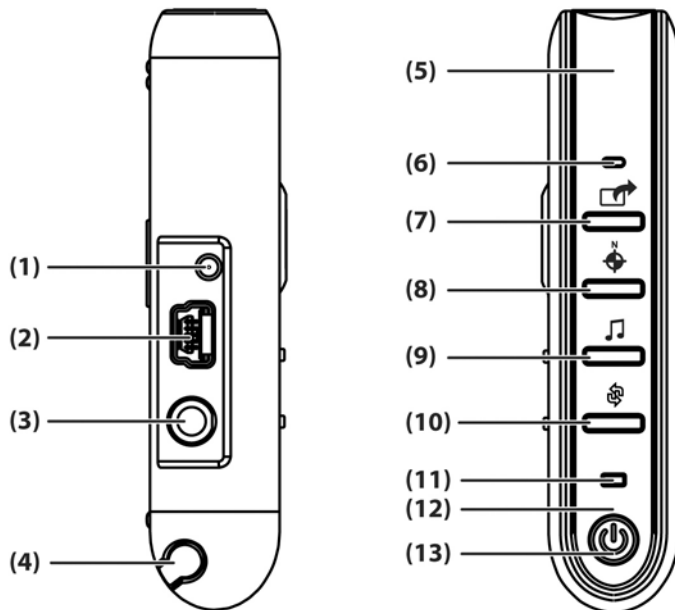
Component	Function
(1) Start Menu Button	Press to open the Start menu.
(2) OK Button	Press to close the current window or exit the current application.
(3) 9-Way Navigation Button	<ul style="list-style-type: none">• When in Standard mode:<ul style="list-style-type: none">• Top — Scroll up• Bottom — Scroll down• Left — Scroll left• Right — Scroll right• When using GPS:<ul style="list-style-type: none">• Top — Zoom in• Bottom — Zoom out• Left — Volume down• Right — Volume up

Back Components



	Component	Function
(1)	Speaker	Use the speaker to get spoken navigation instructions.
(2)	Battery Cover Release Button	Press to remove the battery cover.
(3)	Battery Cover	Remove to install or remove the battery.
(4)	Stylus	Use to input information. Slide out to remove the stylus. Slide in to replace the stylus.

Left and Right Side Components



Component	Function
(1) MMCX External Antenna Port	Connects to 3V active external GPS antenna.
(2) Charging/Communications Port	Connects to mini-USB synchronization cable.
(3) Headset Connector	Plug a headset into this connector to listen to music.
(4) Stylus	Use to input information. Slide out to remove the stylus. Slide in to replace the stylus.
(5) Internal WLAN Antenna*	Allows connection to wireless networks. (rx5900 series models only)
(6) Microphone	Speak into the microphone to record voice notes.
(7) Quick Launch Button	Press to access the HP Quick Launch screen. Press and hold to launch Calendar.
(8) Navigation Button	Press to launch GPS navigation. Press and hold to launch Contacts.
(9) Windows Media Player Button	Press to launch Windows Media Player. Press and hold to launch Pocket Internet Explorer.
(10) Rotate Screen Button	Press to rotate the screen to portrait or landscape orientation. Press and hold to launch Photosmart Mobile.
(11) Wireless LED	<ul style="list-style-type: none"> Blue LED—WLAN*, Bluetooth, or GPS is on. LED off—WLAN*, Bluetooth, or GPS is off.

*WLAN is available on rx5900 series models only.

	Component	Function
(12)	Internal Bluetooth Antenna	Allows connection to other Bluetooth devices.
(13)	Power Button and LED	Press to turn the unit on and off. <ul style="list-style-type: none"><li data-bbox="735 331 1155 363">• Solid amber light — Battery is charging<li data-bbox="735 384 1190 415">• Solid green light — Battery is fully charged<li data-bbox="735 436 1190 457">• Flashing amber light — Reminder or alarm

4 Learning The Basics

HP Quick Launch

HP Quick Launch is a simple way to open the most frequently used programs on the Travel Companion.

- Tap the **Today** icon to access the **Today** page.
- Tap the **Travel Assistant** icon to access WorldMate travel applications, Calendar, Contacts, and the Calculator.
- Tap the **Entertainment** icon to access entertainment applications like Windows Media Player 10, Photosmart Mobile, and games.
- Tap the **Internet** icon to access the Internet browser.
- Tap the **Navigation** icon to use GPS navigation.

HP Quick Launch is configured by default to be the home screen of the Travel Companion. Switch to use the Today screen as the home screen by tapping **Menu > Settings** and clearing the check boxes. You can also access the **Today** screen from the **Start** menu.

You can also configure Quick Launch by tapping **Menu > Settings** and:

- Selecting **Launch On Reset** to automatically start Quick Launch every time the device is soft reset.
- Selecting **Launch on Wakeup** to automatically start Quick Launch every time the device is switched on.

To learn more about the capabilities of the Travel Companion, refer to this guide as well as the *Additional Product Information* on the *Getting Started* CD. To begin navigation, proceed to the next step.

Today Screen

Access the **Today** screen by tapping **Start > Today**.

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

Tap a section of the **Today** screen to open the program that is associated with that section.

To customize the **Today** screen:

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



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







NOTE There are two default softkeys on the bottom of the **Today** screen: **Calendar** and **Contacts**. On the **Today** screen, the **Calendar** softkey is also the **Notification** softkey. Any type of *alert*, such as a meeting reminder is displayed on the **Today** screen as a notification.

Status Icons

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

Icon	Status
	Indicates that one or more networks are present. Tap the icon to access an available network.
	Indicates connection to a wireless network.
	Indicates connection to ActiveSync, but not currently synchronizing.
	Inactive connection to computer or wireless network.
	Microsoft ActiveSync is synchronizing.
	Speaker is on.
	Speaker is off (or in mute position).

Icon	Status
	Battery power is low.
	Battery power is very low.
	E-mail has been received.
	Instant messages received.

iPAQ Wireless

Tap **Start > iPAQ Wireless** or tap the **iPAQ Wireless** icon on the **Today** screen to launch iPAQ Wireless, which provides a control center to turn WLAN and Bluetooth on and off, and to configure their settings. The GPS software controls the GPS receiver.

Icon	Status
	WLAN is on.
	WLAN is off.
	Bluetooth is on.
	Bluetooth is off.
	GPS receiver is on.
	GPS receiver is off.

*WLAN is available on rx5900 series models only.

The **iPAQ Wireless** screen has two power buttons to turn wireless features on and off. The **WLAN** and **Bluetooth** tabs allow you to access each wireless activity individually. Configure wireless connections by tapping **View WLAN Networks** on the **WLAN** tab or **Bluetooth Settings** on the **Bluetooth** tab.

Entering Owner Information

Enter your owner information so your HP iPAQ can be returned to you if it is lost.

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



Tip If owner information is displayed on the **Today** screen, you can open and edit the information directly from the **Today** screen.

HP Help and Support

For detailed information on your HP iPAQ and instructions on performing common tasks, tap **Start > HP Help and Support**. HP Help and Support provides the following information:

- Serial and model numbers - provides your HP iPAQ serial number, model and product IDs, and operating system version.
- HP Quick Start Tour - provides basic information about the tasks and activities you can perform using your HP iPAQ. As you go through the tutorial, try each feature. You can then return to the same position in the QuickStart Tour by tapping **Start > Programs > HP Help and Support > HP QuickStart Tour**.
- How Do I - a list of topics and quickly explain how to perform common tasks.
- Help Topics - provides a comprehensive list of help topics for the HP iPAQ.
- Customer Support - provides various different sources of information about your HP iPAQ.
- Asset Viewer - provides information about your HP iPAQ, including serial number, memory, version number, display type, and wireless information.

Using TodayPanel Lite



NOTE TodayPanel Lite is available only when HP Quick Launch is not running. See the HP Quick Launch section for configuration information.

Icon	Name	Description
	TodayPanel Lite	Change the TodayPanel Lite options or the Today screen settings.
	Battery power	View the amount of battery power remaining. Set the time duration for turning off your HP iPAQ.
	Main memory	View the amount of main memory available on your HP iPAQ. View, activate, and stop all running programs from this screen.
	Storage memory	View the amount of storage memory available in iPAQ File Store or on a storage card. View, activate, and stop all running programs from this screen.
	Backlight	View and change the backlight options on your HP iPAQ.

To use TodayPanel Lite, tap the desired icon, make the appropriate changes, and tap **OK**.

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

To change to compact mode:

1. Tap the **TodayPanel Lite** icon > **Options** to open the TodayPanel Lite application.
2. Tap the **Display Mode** list box and select **Compact**.

To display memory and storage as percentages:

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

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

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

Viewing the Operating System Information

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

The operating system version displays near the top of the screen.

Performing a Soft Reset

A soft reset stops all running applications, but does not erase any programs or saved data.



NOTE Be sure to close all running applications before performing a soft reset.

To perform a soft reset:

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

The HP iPAQ restarts.

Protecting Your HP iPAQ with a Password

Keep your data more secure by requiring a password every time you turn on your HP iPAQ.

1. Tap **Start >Settings > Personal tab > Lock > Password** tab.
2. Select the **Prompt if device unused for** check box, and select the amount of time from the list box that your HP iPAQ must be unused before the password is required.
3. In the **Password type** field, select the type of password you would like to use. Enter the password and confirm the password.
4. On the **Hint** tab, enter a phrase to help you remember your password. Be sure that your hint doesn't allow others to guess your password. The hint is displayed after the wrong password is entered five times.
5. When prompted, tap **OK**. The next time your HP iPAQ is unused for the specified amount of time, you are prompted to enter your password.



Tip Use the same steps as above to change or reset your password.

Using Asset Viewer

System Details - provides detailed information about your HP iPAQ, including:

- Identity - Lists the device serial number, as well as owner information.
- Memory - Provides system ROM and RAM size and other relevant information about device memory.
- Version - Lists system image and operating system information.
- Display - Provides detailed information about the device display.
- System - List unit identification numbers and processor information.
- Bluetooth - Provides information about the Bluetooth receiver, including firmware, hardware, software, and driver versions, as well as MAC address.
- WLAN - Lists information about the WLAN receiver, including firmware, hardware, software, and driver versions, as well as IP and MAC address.
- GPS - Provides information about the GPS receiver, including status, revision level, and manufacturer, as well as firmware, software, and driver versions.

Changing the Regional Settings

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

To change the regional settings:

1. Tap **Start > Settings > System tab > Regional Settings > Region tab**.
2. Select a region.

The region you select determines which options are available on the other tabs.

3. To customize additional settings, tap the appropriate tabs and select the desired options.

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

- On the **Time** tab, select the desired time display options.
- On the **Date** tab, select the desired date display options.
- On the **Region** tab, select the desired region display options.
- On the **Number** tab, select the desired number display options.
- On the **Currency** tab, select the desired currency display options.

Adjusting the Volume

You can change the volume for various sounds, such as the sound you hear when you tap program names and menu options.

1. Tap the **Speaker** icon at the top of the screen.
2. Move the system volume slider on the screen, or roll the scroll wheel on your HP iPAQ to the desired volume level.
3. To mute system sounds, tap **Off**.

You can also specify the sound you want to hear for a notification.

1. Tap **Start > Settings > Personal tab > Sounds & Notifications**.
2. On the **Sounds** tab, choose how you want to be notified by selecting the appropriate check boxes.
3. On the **Notifications** tab, in **Event**, tap an event name and choose how you want to be notified by selecting the appropriate check boxes. You can choose from several options, such as a special sound, a message, or a flashing light.



NOTE Turning off sounds and the LED notification helps conserve battery power.

Configuring Audio Options

If you are using headphones, you can enable the equalizer and 3D sound. You can also enable automatic gain control (AGC) or create your own settings for the microphone.

To modify audio settings, tap **Start > Settings > System tab > Audio**.

To enable the headphone equalizer:

1. Tap the **Equalizer** tab.
2. Select **Enable Headphone Equalizer**.
3. Adjust the equalizer sliders individually, or select preconfigured sound settings from the **Mode** list.

To save your own equalizer settings:

1. Tap **New**.
2. Name your configuration.
3. Set the equalizer.
4. Tap **Save**.

To enable headphone 3D sound:

1. Tap the **3D Sound**.
2. Select **Enable 3D**.
3. Move the slider to the right to increase the 3D sound effect.

By default, AGC is enabled. To create your own customized microphone settings:

1. Tap **Mic** tab.
2. Clear **Enable AGC**.
3. Move the microphone sensitivity slider to meet your preference, or select preconfigured settings from the **Mode** list.
4. Tap **Save**.

Changing Power Management Settings

1. Tap **Start > Settings > System** tab > **Power**.
2. Tap the **Advanced** tab to select the length of time your HP iPAQ stays on when using battery power or external power.

Dimming or Adjusting the Brightness of the Backlight

You can set the backlight to dim after a specified amount of time has elapsed.

1. Tap **Start > Settings > System tab > Backlight**.
2. Tap the **Battery Power** tab or the **External Power** tab.
3. Select the desired backlight options.

You can also increase or decrease the brightness of the backlight.

1. Tap **Start > Settings > System tab > Backlight > Brightness** tab.
2. Move the sliders up to increase and down to decrease the brightness.



NOTE To conserve battery power on your HP iPAQ, keep the backlight only as bright as required to view the screen easily.

Installing and Removing Programs

To install programs on your HP iPAQ:

1. Use the mini-USB synchronization cable to connect your HP iPAQ to a personal computer.
2. Follow the instructions in the Installation Wizard provided with the program you want to install.
3. Check the screen on your HP iPAQ to see if any further steps are necessary to complete the program installation.

To remove programs from your HP iPAQ:

1. Tap **Start > Settings > System tab > Remove Programs**.
2. Select the check box for the program(s) you want to remove, then tap **Remove**.



NOTE By removing a program from your HP iPAQ, you may increase available memory on the device.

If programs are lost from your HP iPAQ for any reason, most of them can be re-installed using ActiveSync. On your personal computer, click **Tools > Add/Remove Programs > check the program to be added > click OK**.

Opening and Closing Programs

You do not need to exit a program to open another or to conserve memory. The system manages memory automatically.

To open a program, tap **Start**, then tap the desired program from the list. If you don't see the desired program, tap **Start > Programs**.

In most cases, the system closes programs that are no longer in use to free needed memory. However, you can close programs manually if you prefer.

1. Tap **Start > Settings > System tab > Memory > Running Programs** tab.
2. In the **Running Programs** list, tap the desired program, then tap **Stop**, or tap **Stop All** to close all open programs

Changing the Device Name

To get detailed information:

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

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

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

- Synchronizing with a computer
- Connecting to a network



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

To change the device name:

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

Setting Alarms

1. Tap **Start > Settings > System tab > Clock & Alarms > Alarms** tab.
2. Tap **<Description>** and enter a name for the alarm.
3. Tap the day of the week for the alarm. You can select multiple days by tapping each desired day.
4. Tap the time to open a clock and set the time for the alarm. Then tap **OK**.
5. Tap the **Alarm** icon to specify the type of alarm. You can choose a flashing light, a single sound, or a repeating sound.
6. If you choose to play a sound, tap the list next to the **Play sound** check box, then tap the sound you want.



NOTE You can also set alarms in WorldMate Standard Edition.

Shortcut Menus

A shortcut menu appears when you tap and hold an item. The menu displays the most common commands for the specific item. For example, you can delete an appointment or send an e-mail message to a contact by using commands on a shortcut menu.

To use a shortcut menu, tap and hold the item. When the menu appears, tap the desired action.

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

Creating and Assigning a Category

In the Calendar, Contacts, and Tasks programs, you can use categories to help you organize and group appointments, contacts, and tasks.

1. From the program, tap an existing item or create a new one.
2. Do one of the following:
 - For an existing item in Calendar and Tasks, tap **Edit > Categories**.
 - For an existing item in Contacts, tap **Menu > Edit > Categories**.
 - For a new item in Calendar, Contacts, and Tasks, tap **Categories**.
3. Tap **New**, enter the category name, then tap **Done**. The new category is automatically assigned to the item.
4. Tap **OK** to return to the appointment, contact, or task.



NOTE Categories are shared between appointments, contacts, and tasks. A category remains in the list of shared categories as long as it is assigned to at least one appointment, contact, or task.

Adjusting the Speed for Scrolling Through Items in a List

You can scroll through items in a list by rolling the scroll wheel or by using the soft keys on the screen of your HP iPAQ. To change the speed at which scrolling with the soft keys occurs:

1. Tap **Start > Settings > Personal tab > Buttons > Up/Down Control tab**.
2. Under **Delay before first repeat**, move the slider to shorten or lengthen the time that elapses before scrolling begins.
3. Under **Repeat rate**, move the slider to change the time it takes to scroll from one item to the next.

Screen Orientation

Tap **Start**> **Settings** > **System** tab **Screen Orientation** to change the orientation of the screen on your HP iPAQ. Use the **Rotate screen** button as well to change the screen orientation.

Obtaining Services for a Cracked or Damaged Screen



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

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

Protecting the HP iPAQ Screen from Cracking or Damage



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

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

- Observe the following practices to protect the screen of your HP iPAQ from damage:
 - Do not sit on your HP iPAQ.
 - When transporting your HP iPAQ in a purse, pocket, briefcase, etc., ensure the device does not get compressed, bent, dropped, or hit.
 - When not in use, use the protective screen cover (if one is available) on your HP iPAQ and store it in a case. Select from a wide variety of case options at www.hp.com/accessories/ipaq or www.casesonline.com.
- Do not place anything on top of your HP iPAQ.
- Do not bang your HP iPAQ against hard objects.
- Never use any device other than the stylus that comes with the HP iPAQ or an approved replacement to tap or write on the screen. If you lose or break your stylus, order extras at www.hp.com/accessories/ipaq.
- Clean your HP iPAQ by wiping the screen and the exterior with a soft, damp cloth lightly moistened only with water.

Battery Saving Tips

The HP iPAQ is as individual as you are. Adjust the settings on your HP iPAQ to fit your individual needs and to help the battery last as long as possible between charges. Here are some recommendations for how to conserve battery life.

- Dim the Backlight – Keep the display only as bright as required to view the screen easily. On the **Today** screen, use the stylus to adjust the Backlight Brightness Level slider, near the **Light bulb** icon.
- Auto Turn Off the Backlight – On the **Today** screen, tap the **Light bulb** icon and make sure the first box is checked. Specify a short amount of time to wait before turning off the backlight.
- Keep Wireless Features Off – Always turn off the WLAN and Bluetooth power when they are not in use. Tap **Start > iPAQ Wireless**, and then tap the WLAN or Bluetooth button to turn the features off. WLAN is available on rx5900 series models only.
- Sounds & Notifications – Every time you are notified of an event, battery power is consumed. Go to **Start > Settings > Sounds & Notifications > Notifications** tab and turn off any notification types that are unnecessary.
- Auto Turn Off Device – On the **Today** screen, tap the **Battery** icon, and then tap the **Advanced** tab. Make sure the first box is checked, so the device automatically powers off when not in use. Specify a short amount of time to wait before automatically powering off your HP iPAQ.
- Turn GPS off – Always turn off the GPS receiver when you are not using GPS. Close the GPS application to turn off the receiver.

To keep your HP iPAQ charged, remember to use the car charger when using your HP iPAQ in the car.

Checking the Battery Charge Level

To monitor the battery power, tap either the **Battery** icon on the TodayPanel Lite or tap **Start > Settings > System tab > Power**.

If the battery charge level is low, connect to AC power.

5 GPS

GPS General Information



NOTE To reduce connection time, you should not be moving the first time you attempt to establish a GPS connection.

Satellite signal reception for your GPS-enabled HP iPAQ Travel Companion generally requires that you go outdoors to start the GPS navigation software. Place the Travel Companion where there is a clear view of the sky or on the dashboard of a vehicle that does not have thermal glass windshields or windows.



NOTE Interference might take place close to tall buildings or large trees, which can block the satellite signal from reaching the HP iPAQ. Try to avoid these obstructions before using GPS.



WARNING! When using hardware and software navigation aids, in a vehicle or elsewhere, it is your sole responsibility to place, secure, and use these aids in a manner that will not cause accidents, personal injury, property damage or obstruct your view. You are solely responsible for observing safe driving practices. Do not operate this product while driving. Park the vehicle first.

If you are going to use GPS navigation in your vehicle for an extended period of time, charge your Travel Companion using the Auto adapter.

For information about GPS accessories, visit www.hp.com/go/ipaqnavigation.

Navigation Quick Start

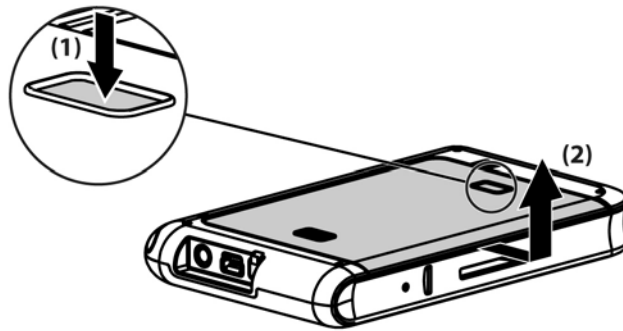
The Travel Companion is designed for use right out of the box. The sections that follow provide instruction to prepare and use the Travel Companion immediately after purchase.

Installing the Battery

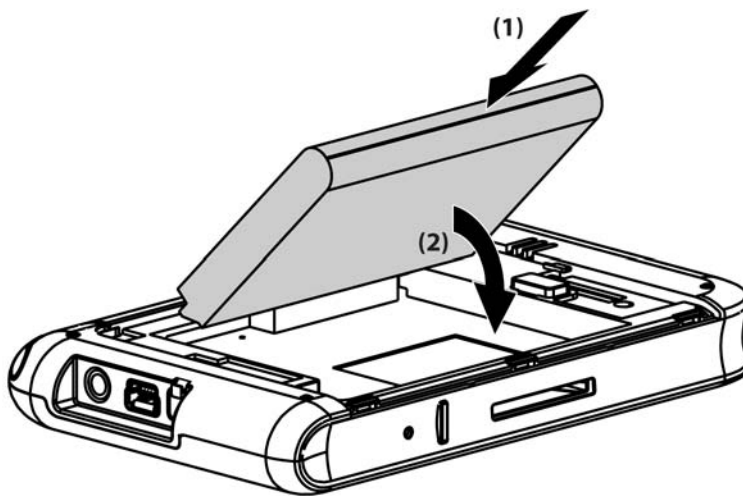
The battery provides power for the Travel Companion to operate. The Travel Companion comes with a mini-USB synchronization cable, which you must use with a power adapter to charge the device.

To install the battery:

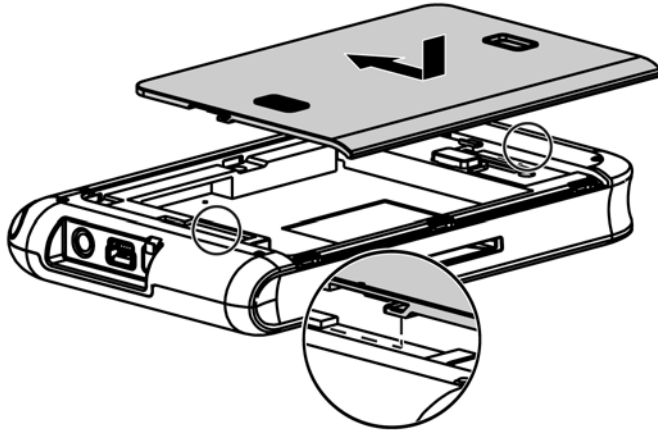
1. Turn the Travel Companion over so you can see the back battery cover.
2. Press the battery release button (1).
3. Slide the battery compartment cover down about 1/2 inch, and then lift the cover off the Travel Companion (2).



4. Insert the battery into the compartment (1) so that the connectors on the battery mate with the pins in the battery compartment, and then press down until the battery locks into place (2). As you insert the battery, be sure to pull the battery removal tab out so it is on the outside of the battery.



5. Replace the cover by first laying the cover on the battery compartment opening, aligning the tabs, and then sliding the cover until it locks into place.



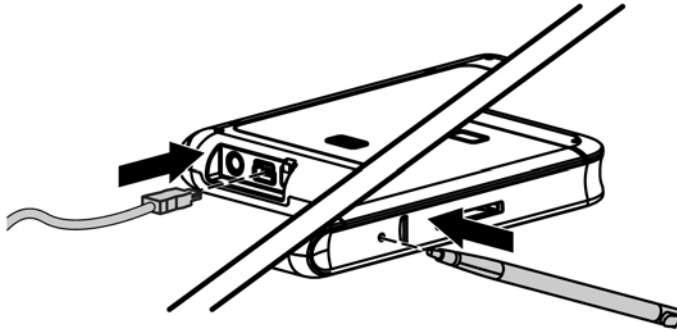
Do not attempt to insert the battery cover tabs into the compartment slots without first placing the cover onto the compartment and sliding it closed.



Powering On and Setting Up



NOTE If the Travel Companion does not come on when you press the power button after first installing or replacing the battery, press and hold the **Reset** button for at least two seconds, or connect to power (AC or travel adapter).



The first time you turn on the Travel Companion, follow the on-screen set up instructions. After completing this initial setup, the Travel Companion displays the Quick Start Tour, which provides information about using the Travel Companion. View as much of the Quick Setup Tour as needed. When exiting the tour, the Travel Companion initiates the HP Quick Launch screen, which provides the ability quickly and easily open applications on your iPAQ.

Navigation Setup

If you do not want to navigate now, continue learning about the Travel Companion and refer back to this section when you do want to use navigation.

You can use the navigation features of the Travel Companion right out of the box. The easiest way to open the GPS application is from the HP Quick Launch screen. When launching the GPS application for the first time, follow the on-screen instructions to configure and set up personal preferences.

The Travel Companion includes a built-in GPS receiver. To navigate to a destination, the GPS application must determine your current position, for which it uses the Global Positioning System (GPS). Available for free and without subscription, GPS uses satellites to transmit signals to GPS receivers. GPS signals work in all weather, anywhere in the world.

To establish a GPS signal, use the GPS receiver outdoors with a clear view of the sky. The GPS application can take several minutes to find your current position during its first use. If it takes longer, make sure that you are in an open place without tall buildings or trees nearby. In subsequent uses, the GPS application will find your position much faster. Once the GPS application locates your current position, the application shows your position on the map.

If you want to immediately start navigating:

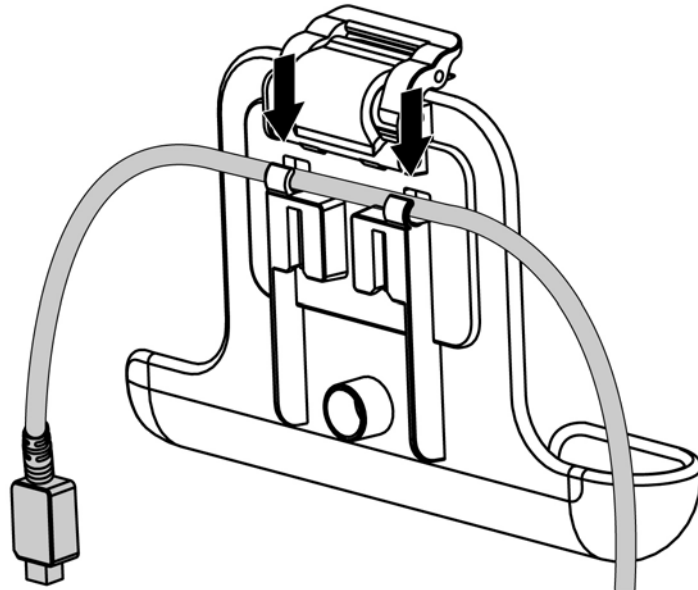
1. Press the power button to power on the Travel Companion. If this is the first time powering on the Travel Companion, you must either press the Reset button or connect to power for the unit to power on.
2. Start the GPS application by tapping **Navigation** from the HP Quick Launch screen.
3. Place the Travel Companion in a location with a clear view of the sky.
4. Install the car kit.
5. Insert the Travel Companion and plug it in using the travel power adapter.

Car Kit Setup

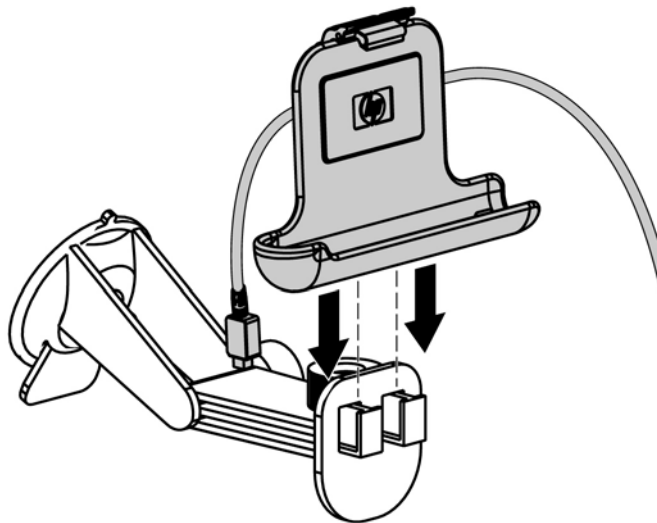
The car kit allows you to mount the Travel Companion in a location in your car that provides the best access to a GPS signal.

To install the car kit:

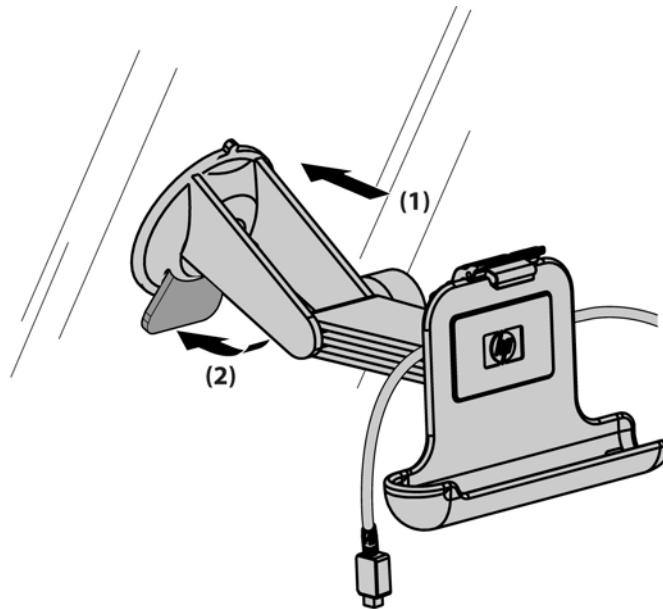
1. Plug the power cable into the Travel Power Adapter, and then plug the adapter into a vehicle power outlet.
2. Attach the power cable to the clips on the back of the Travel Companion holder. Be sure to leave enough cable to plug into the Travel Companion, and that the connector is turned the correct way to plug into the unit.



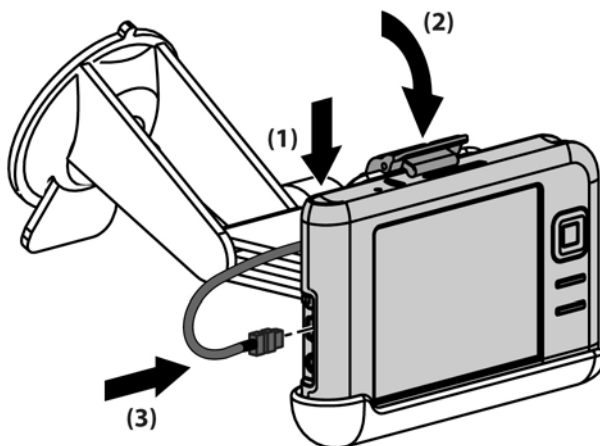
3. Install the holder onto the windshield mounting bracket.



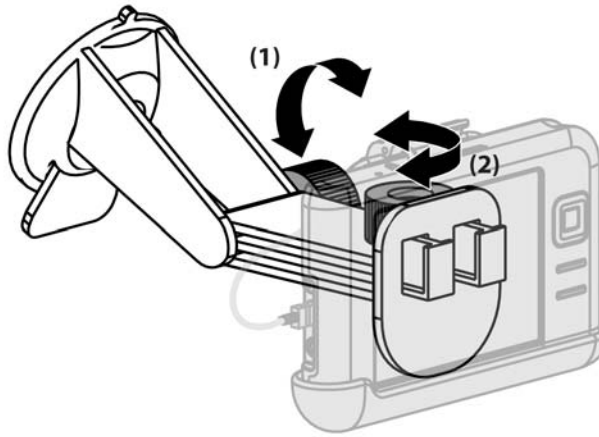
4. Place the car kit assembly onto the windshield (1), and then press the locking lever (2) to securely mount the assembly into place.



5. To install the Travel Companion:
 - a. Insert the Travel Companion into the mounted car kit holder (1).
 - b. Insert the securing clip into the slot on the top of the Travel Companion (2).
 - c. Plug the power cable into the Travel Companion (3).



6. Use the knobs to adjust the vertical and horizontal orientation of the Travel Companion.



Managing GPS Automatically

Your GPS-enabled HP iPAQ uses Microsoft Windows Mobile® 5.0, so the operating system automatically manages access to the HP iPAQ GPS receiver to allow multiple programs to simultaneously access GPS data.

Using an External Antenna with your GPS Receiver

The GPS receiver in your Travel Companion is the SiRFstarIII from SiRF. The SiRFstarIII is a high sensitivity GPS receiver with rapid time-to-first fix technology that provides superior location performance. Therefore, under normal use there is no need for an external antenna.

An optional 3V active external antenna is available if you want to use your Travel Companion in locations that do not provide ideal GPS reception, such as inside of a car away from the windshield. Plug this antenna into the gold MMCX connector on your Travel Companion.

Losing the GPS Signal While in My Car

GPS performance on the Travel Companion may be affected if the vehicle has thermal glass windows and windshields, which can block the HP iPAQ from receiving a GPS signal from satellites.

To improve GPS signal strength, place the HP iPAQ where there is a clear view of the sky or on the dashboard of a vehicle that does not have thermal glass windshields. A direct line of sight is required between the HP iPAQ and the GPS satellites to access information from the satellites.

If your vehicle has thermal glass, consider using the optional external GPS antenna placed on top of the vehicle to receive the GPS signal.

Losing the GPS Signal Frequently

To improve the satellite signal to the GPS-enabled Travel Companion, go outdoors to start the GPS navigation software. Place the HP iPAQ where there is a clear view of the sky or on the dashboard of a vehicle that does not have thermal glass windshields or windows.



NOTE Interference may exist close to tall buildings or large trees, which can block the satellite signal from reaching the Travel Companion. Try to avoid these obstructions before using GPS.

Common Reasons For Interference When Using GPS Software

Interference Type	How to Avoid
Vehicles with thermal glass windows and windshields	Place the HP iPAQ where there is a clear view of the sky or on the dashboard of a vehicle that does not have thermal glass windows. If your vehicle has thermal glass, consider using the optional external GPS antenna placed on top of the vehicle to receive the GPS signal.
Cell Phones or other equipment radiating Radio Frequency (RF) energy or emitting strong electromagnetic radiation. For example, microwave ovens, high-power cordless phones, CB radios, Walkie-talkies, HAM equipment, X-ray and MRI machines, etc.	Move away from interference source or switch off the interference source.
Tall buildings, large trees, and very cloudy or overcast skies.	Move away from interference source so there is a clear view of the sky.

6 WorldMate

WorldMate Standard Edition

The Travel Companion comes pre-installed with WorldMate Standard Edition. This travel assistant provides a world clock, currency converters, weather, and other travel organizing tools.

WorldMate ActiveSync Settings

The *Getting Started* CD includes WorldMate software for your PC. Install this software to your PC to sync and update WorldMate information on your Travel Companion. The WorldMate ActiveSync component updates currency rates and weather forecasts, as well as your Travel Companion clock with Atomic time whenever you synchronize your Travel Companion while your computer is connected to the Internet.

The WorldMate ActiveSync component is fully configurable.

To access the WorldMate ActiveSync component set up screen on your PC:

1. Right-click **ActiveSync** located on the system tray.
2. Select **Open Microsoft ActiveSync**.
3. Scroll the list of **ActiveSync** components for WorldMate.
4. Right-click **WorldMate** and select **Settings**.

Online Content Updates: WorldMate PC Sync can check for updates every 6, 12, or 24 hours. Select zero for WorldMate ActiveSync to update every time you connect your Travel Companion to your PC.

Network Settings: Use the Network Settings to configure WorldMate PC Sync to work behind a firewall or proxy server. Consult a network administrator for the correct settings.

Screen Navigation

WorldMate Standard contains several screens that you can access using the icons on the right side of the screen. Tap the icons to switch between the clocks, weather, maps, currencies, and more.

Clocks

The **Clocks** screen displays your home clock plus four other pre-selected clocks. To change a displayed city, tap the city name and select a new city from the list. To view the weather forecast for that city, tap the sun/cloud icon. Sync your Travel Companion with a personal computer running WorldMate software to get updated forecasts.

Using the Alarm

To set the alarm:

1. Tap the bell icon on the **Clocks** screen to access the alarm settings screen.
2. Select **Set alarm for**, and then set the alarm time.
3. If you want a sound to play when the alarm goes off, select **Play sound**, and then select an alarm sound from the list.
4. If you want a message to display when the alarm goes off, type the message in the **Message** box.
5. Tap **OK**.

Icons indicating the alarm is on display around the bell icon after you turn on the alarm.

Your Travel Companion displays the **Alarm** screen when the alarm sounds.

World Map

World Map provides a map of the world that shows where it is currently daylight and dark, as well as global city locations and current time and weather forecasts for the selected city.

To view a city location:

- Tap the city name below the map to display a list of cities, and then select a city to see the city's location on the map.
- or -
- Tap the map to display the closest city.

Tap the **Sun/Cloud** icon to display the weather forecast for the selected city. Note that you must sync with a PC that is online running the WorldMate software to get weather forecasts.

City List

To view WorldMate's city list, from either the **World Map** screen or the **Clocks** screen, tap **Menu > Cities**.

To sort the list of cities by either city name or offset from GMT, tap the appropriate label at the top of the list.

Tap a city name to display information about the city including country, longitude, latitude, and time zone.

Weather Service

You can access the weather from either the **World Map** screen, the **Weather** screen, or the **Clocks** screen. From the **World Map** screen and the **Clocks** screen, tap the **Sun/Cloud** icon to get a 5-day forecast for the selected city.

You can see a quick forecast from the **Weather** screen. Tap **Detailed** to see a detailed weather forecast. To change the default cities displayed on the **Weather** screen tap the city name to display a list of cities to choose from.



NOTE WorldMate supports only cities that are in its database for weather updates.

To get current forecasts, update the WorldMate software on your PC, sync your Travel Companion with your PC, and then tap **Get Updated Forecast** .

Currency Converter Service

This easy-to-use converter allows you to simultaneously calculate the sum of values in up to three different currencies, as well as receive updated rates online or insert them manually.

To convert currencies:

1. Tap the arrow in each heading cell to display a list from which you can select a currency.
2. Type a value to convert in the editable fields below the heading fields. Currency values are automatically computed for each selected currency.

Tap **Menu > Get Updated Rates** to update WorldMate with the latest exchange rates. This function requires either an Internet connection or that you sync your Travel Companion.

Updating Currency Rates

To manually update currency rates:

1. Tap **Menu** > **Edit Currencies**.
2. Tap on the currency to update.
3. Type the rate relative to the base currency (the value of the base currency in terms of what you are editing).



NOTE Updating a Euro-based currency affects all other Euro-based currencies. You cannot change exchange rates between two Euro-based currencies.

Sync your Travel Companion to automatically update currency rates.

Measurement Converter Service

To use the **Measurements** screen:

1. Select the type of measurement (length, temperature, etc.) from the **Convert** list.
2. Select the measurements (meters, feet, etc.) from the two lists below the **Convert** list.
3. Type a number to convert in the box to the left of the measurements. The converted value automatically displays below the box you typed the number into.
4. Tap **Clear** to delete field values.

Country and Area Codes

Tap the **Area Codes** list to switch between international dialing prefixes, U.S., and Canadian area codes. The table provides:

- Country/State names
- Dialing prefixes
- Local time offset from GMT in hours (this table does not update for Daylight Saving Time)

Tap a column heading to sort according to the column.

Use the **Find** box to look up prefixes according to the currently selected column. For example, type “I” to locate the first country that starts with the letter I, or select the **Code** column and type “2” to find the first country with an area code that starts with the number 2.

Clothing Sizes

This table shows the clothing sizes to buy when traveling overseas. Use the different categories with the man-woman-child icons to quickly find the size you need.



NOTE Use the size table only as a guideline. Different manufacturers have slightly different size tables.

Packing List

Use the **Packing List** screen to create and keep track of a list of items you need to pack. A list of items is provided in categories that you select at the top of the screen.

To create a packing list:

1. Select the category of items you want from the category drop-down list at the top of the screen.
2. Select the items you want to pack from the **All Items** list. WorldMate automatically moves items you select to **My List**. You can then use the **My List** items as a checklist.
3. Tap an item to change its description, category, or list location.
4. To add or edit a category, select **Edit Categories** from the category drop-down list .

7 Entering Text

Entering Text Using Block Recognizer

1. From any program, tap the **Input Selector** arrow, and then **Block Recognizer**.
2. Write characters, numbers, and symbols in the designated writing area.
 - Enter letters by writing in the abc (left) area of the box.
 - Enter numbers by writing in the 123 (right) area of the box.
 - Enter symbols and punctuation by tapping in either area of the box and then writing the desired character.



NOTE Block Recognizer is available when text entry is possible.



Tip For help with writing characters with Block Recognizer, tap the question mark near the writing area.

Entering Text Using the On-screen Keyboard

1. From any program, tap the **Input Selector** arrow, and then **Keyboard**.
2. Tap on the appropriate characters, numbers, and symbols on the on-screen keyboard.

Increase the size of the on-screen keyboard keys to make them easier to tap.

1. Tap **Start > Settings > Personal tab > Input**.
2. On the **Input Method** tab, select **Keyboard** as the input method, and tap **Large keys**.
3. Tap **OK**.



NOTE Enlarge the keys even more by selecting the **Use gestures for the following keys** check box. Fewer keys appear on the keyboard, but you can do gestures for Space, Backspace, Enter, and Shift+key.

Entering Text Using Letter Recognizer

1. From any program, tap the **Input Selector** arrow, and then **Letter Recognizer**.
2. Write characters, numbers, and symbols in the designated writing area.
 - Enter capital letters by writing in the ABC (left) area of the box.
 - Enter lowercase letters by writing in the abc (middle) area of the box.
 - Enter numbers by writing in the 123 (right) area of the box.
 - Enter punctuation and symbols by tapping in either area of the box and then writing the desired character.



NOTE Letter Recognizer is available when text entry is possible.



Tip For help with writing characters with Letter Recognizer, tap the question mark near the writing area.

Writing with Transcriber

Transcriber works transparently in the background of programs, recognizing words with its integrated dictionary. When Transcriber is turned on, it interprets stylus movement anywhere on the screen as handwriting input.

To write with Transcriber:

1. From any program, position the cursor where you want the text to appear.
2. Use the stylus to write anywhere on the screen.

The handwriting is converted to text shortly after you lift the stylus from the screen.

8 Synchronizing

Synchronizing your HP iPAQ with your personal computer

Synchronization

Microsoft ActiveSync software, located on the *Getting Started* CD, allows your HP iPAQ and your personal computer to communicate with each other.

For synchronization to work properly, install Microsoft ActiveSync on your personal computer *before* connecting your HP iPAQ to your computer.

Use Microsoft ActiveSync to:

- Synchronize information between your HP iPAQ and up to two computers or one server so that the latest information is in all locations.
- Change synchronization settings and the synchronization schedule.
- Copy files between your HP iPAQ and computer.
- Install applications on your HP iPAQ.
- Synchronize links.
- Send and receive e-mail.
- Request meetings.

Synchronizing your HP iPAQ with a personal computer keeps the same information (such as calendar, contacts, and e-mails) on both units, making it available when you work on your personal computer or when you take your HP iPAQ on the go. Synchronize your HP iPAQ with a personal computer using one of the following methods:

- Mini-USB synchronization cable
- Bluetooth

To synchronize your HP iPAQ and a personal computer using the mini-USB synchronization cable:

1. Be sure ActiveSync 4.1 or later is installed on your personal computer.
2. Plug the USB end of the synchronization cable into your personal computer.
3. Connect the mini-USB end on the synchronization cable to the charging/communications port on your HP iPAQ.



CAUTION To avoid damaging your HP iPAQ or the AC adapter, check to be sure all connectors are properly aligned before connecting them.

Synchronization begins automatically.

4. Click **Next** on the **Synchronization Setup Wizard** screen.
5. Perform one of the following:
 - By default, the check box is selected to synchronize directly with a Microsoft Exchange Server. Clear this check box if you do **not** want to synchronize directly with a Microsoft Exchange server, and then click **Next**.
 - Click **Next** to synchronize directly with a Microsoft Exchange server.
6. When the **Synchronization Options** screen displays, select the items to synchronize between your HP iPAQ and your computer, and then click **Next**.
7. After the items have been synchronized, click **Finish**. The **Synchronization Setup Wizard** starts synchronizing the items you checked.

If ActiveSync does not begin synchronizing, start it manually:

- ▲ On your personal computer, open ActiveSync by selecting the **Start** menu > **Programs** > **Microsoft ActiveSync**.

Troubleshooting Help for Synchronization Issues

Following is a list of symptoms that may indicate synchronization issues are occurring:

- No ActiveSync chimes sound (or a gray icon displays), and there is no activity in the ActiveSync window on your personal computer.
- ActiveSync chimes sound, and the ActiveSync icon on your personal computer changes to a swirling green icon. The “retrieving settings” message appears on your personal computer, but the ActiveSync connection drops prior to establishing the partnership.
- ActiveSync is searching for a connection but none occurs. (The green icon on your personal computer continues to spin.)
- Synchronization has been established between your HP iPAQ and personal computer but connection is dropped. (The green icon on your personal computer stops spinning and grays out.)
- Firewall or other network protection software message box is displayed for ActiveSync to access the network or Internet.

If you experience difficulty while synchronizing your HP iPAQ and personal computer, try the following solutions to troubleshoot any synchronization issues:

- Confirm that you are running ActiveSync on your personal computer with a supported operating system (OS).
 - To get more information about the supported OS versions, visit: www.microsoft.com/windowsmobile.
 - The latest version of ActiveSync is at: www.microsoft.com/windowsmobile/downloads.
- If you are running ActiveSync 4.1 or later and personal firewall software on your personal computer, please add ActiveSync to the firewall program's exception list.

(Firewall software, such as Sygate Personal Firewall, TrendMicro PC-cillin Internet Security, Norton Personal Firewall, McAfee Personal Firewall, or Zone Alarm Security Suite may block synchronization.) Refer to the documentation that came with your firewall program to determine how to add ActiveSync 4.1 or later to the program's exception list. To further troubleshoot a firewall application and enable ActiveSync 4.1 or later, visit: www.microsoft.com/windowsmobile/help/activesync.

- During the ActiveSync installation, if you inadvertently left the Microsoft Exchange Server option box checked and are not planning to connect to an Exchange server, follow these steps:
 - Connect your HP iPAQ to your personal computer. Be sure an ActiveSync connection is established.
 - On your personal computer, click **Start > All Programs > Microsoft ActiveSync**.
 - Click **Tools > Options > Sync Options** tab.
 - Uncheck the boxes for the sync items listed under the Server group.
 - Place a checkmark in the boxes under the Desktop group for those items to synchronize.
- Disconnect your HP iPAQ from your personal computer and wait for the ActiveSync message confirming that your device is no longer connected. Reconnect your HP iPAQ to your personal computer. Wait for about two minutes to see if your HP iPAQ connects to your personal computer.
- On your personal computer, in ActiveSync, select **File > Connection Settings**. Confirm that USB is selected as a connection method.
- Connect your HP iPAQ to a different USB port on your personal computer.
- Check your mini-USB synchronization cable. Consider using another mini-USB synchronization cable if one is available.
- Try synchronizing via a Bluetooth connection.
- Restart your personal computer and perform a soft reset on your HP iPAQ. (A soft reset does not erase any settings, programs or data.) Use the stylus to lightly press the **Reset** button. Your HP iPAQ restarts and displays the HP QuickStart Tour. Once your personal computer and HP iPAQ restart, reconnect your HP iPAQ to your personal computer.

- Uninstall ActiveSync from your personal computer and then reinstall it. To uninstall ActiveSync from your personal computer, click **Start > Control Panel > Add or Remove Programs > Microsoft ActiveSync**. Then click the **Remove** button and click **Yes**.
- After trying the above solutions without any success in solving the connection problem, perform a factory reset on your HP iPAQ. (A factory reset clears all user-installed settings, programs, and data and restores your HP iPAQ to factory settings.)

Reinstall applications on your HP iPAQ once the factory reset is complete by using ActiveSync on your personal computer. Once your HP iPAQ is synchronized properly, go to ActiveSync on your personal computer and select **Tools > Add/Remove Programs** and select any programs to reinstall.

Copying (or Transferring) Files

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

To copy (transfer) files:

1. Connect your HP iPAQ to the personal computer via the mini-USB synchronization cable.
2. On the personal computer, select **Start > Programs > Microsoft ActiveSync**.
3. Select **Explore**.
4. Double-click **Windows Mobile-Based Device**.
5. Right-click the **Start** menu, and select **Explore**.
6. Locate the file to be moved.



NOTE You cannot copy preinstalled files or system files.

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

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

Migrating Data from Palm Desktop to Microsoft Windows Mobile 5.0

If you used a Palm Operating System (OS) based device before purchasing your HP iPAQ, you need to migrate the data from the Palm Desktop software to Microsoft Windows Mobile 5.0.



NOTE You must have Microsoft Outlook 98 or higher installed on your personal computer before you can migrate your data.

To migrate data from Palm Desktop to Windows Mobile 5.0:

1. Insert the Companion CD that came with the Palm unit into the personal computer's CD-ROM drive. From the **Discover your device** screen, select **Change your synchronization method**, and then select either **Use Palm Desktop to manage calendar, contacts, tasks, and notes/memos** or **Use Microsoft Outlook to manage calendar, contacts, tasks, and notes**. Alternatively, you may reinstall the Palm Desktop software. During the configuration process, select **Synchronize your handheld with Microsoft Outlook and Palm Desktop software**.



NOTE Microsoft Outlook must be set as the default e-mail program to properly synchronize with the Palm Desktop software. If you need to change the settings, open Microsoft Outlook, then click **Tools > Options > Other** tab and check the **Make Outlook the default program for E-mail, Contacts, and Calendar** check box. Click **Apply > OK**, and then restart the personal computer.

2. Use the HotSync software located on the Companion CD that came with the Palm unit to synchronize the Palm information with Outlook. Refer to the instructions that came with the Palm unit for help installing or using HotSync.
3. When Outlook is synchronized with the Palm device, uninstall HotSync from the personal computer. Click **Start > Control Panel > double-click Add or Remove Programs**. Select **Palm**, then click **Remove**. Follow the on-screen instructions.
4. Insert the *Getting Started* CD into the personal computer's CD-ROM drive and follow the on-screen instructions to install ActiveSync on the personal computer and create a partnership between your HP iPAQ and the personal computer.

9 Connections

Connections

Use your HP iPAQ to connect to and exchange information with other handheld devices, your computer, various network types, or the Internet. You can connect using:

- WLAN*
- Bluetooth

Access these connection types by tapping **Start > Settings > Connections** tab.

*WLAN is available on rx5900 series models only.

WLAN

WLAN



NOTE WLAN is available on rx5900 series models only.

With wireless access, cables are not needed to connect your HP iPAQ to the Internet. Instead, access points transmit data to and from the wireless device. Your HP iPAQ can connect to an 802.11b/g WLAN or connect directly to other WLAN-enabled devices. With WLAN, you can:

- Access the Internet
- Send and receive e-mail
- Access corporate network information
- Use Virtual Private Networks (VPNs) for secure remote access
- Use hotspots for wireless connectivity

Tap **Start > Today > iPAQ Wireless** to access the WLAN features.



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

WLAN Terms

You should become familiar with the following terms as you begin to use WLAN technology.

Term	Definition
802.11 standard	An approved standard specification of radio technology from the Institute of Electrical and Electronic Engineers (IEEE) used for wireless local area networks (WLANs).
Device-to-computer or ad-hoc	A mode that does not use access points. It provides independent peer-to-peer connectivity in a wireless LAN.
Domain Name System (DNS)	The way that Internet domain names are located and translated into IP addresses. It is an easy to remember name for an Internet address. Every web site has its own specific IP address on the Internet.
Encryption	An alphanumeric (letters and/or numbers) conversion process of data primarily used for protection against any unauthorized people.
Hotspots	Public or private areas where you can access WLAN service. These wireless connections can be located, for example, at a library, cyber cafe, hotel, airport lounge, or convention center. This service can be free or sometimes requires a fee.
Infrastructure	This connection mode uses wireless access points to connect to networks.

Turning WLAN On or Off

To turn WLAN on or off:

1. Tap **Start > Today > iPAQ Wireless**.
2. Tap the **WLAN** icon on the **iPAQ Wireless** screen.

When WLAN is on:

- The **WLAN** icon on the **iPAQ Wireless** screen turns amber or green.
- The wireless light-emitting diode (LED) on your HP iPAQ flashes blue.



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

Turn WLAN off when you are not using it by tapping the **WLAN** icon again.

When **WLAN** is off, the **WLAN** icon turns gray, and the blue LED turns off.

Automatically Connecting to a WLAN Network

When you connect to a WLAN network, your HP iPAQ automatically detects WLAN networks that are broadcasting their signal. If your WLAN network isn't set to broadcast, then you must connect to it manually. Before trying to connect to a WLAN network, determine if authentication information is needed by contacting your network administrator.

1. Tap **Start > Today > iPAQ Wireless**.
2. Tap the **WLAN** icon to turn WLAN on.
3. Once your HP iPAQ detects a WLAN network, you may be asked to choose if you want to connect. Select the desired network and tap **Connect**.

Searching for WLAN Networks to Access

Networks that have been already configured are preferred networks. Choose whether to connect only to preferred networks or to have your HP iPAQ search for and connect to any available network (preferred or not).

1. Tap **Start > Today > iPAQ Wireless**.
2. Tap the **WLAN** icon to turn on WLAN.
3. Tap **View WLAN Networks**.
4. In the **Networks to access** box, tap the type of network to connect to (**All Available**, **Only access points**, or **Only computer-to-computer**).
5. Tap the wireless network to which you want to connect.

Manually Connecting to a WLAN Network

A wireless network can be added manually by entering the settings information to add the network. Before trying to connect to a WLAN network, determine if authentication information is needed by contacting your network administrator.

1. Tap **Start > Today > iPAQ Wireless**.
2. Tap the **WLAN** icon to turn WLAN on.
3. On the **WLAN** tab, tap **View WLAN Networks**.
4. Tap **Add New**.
5. Enter the network name.
6. Choose a connection method. Select **The Internet** to connect to the Internet through an Internet Service Provider (ISP) or select **Work** to connect to a company network. Choose **Work** only if the network requires a proxy server.
7. Tap the **Network Key** tab.
 - To use authentication, select the authentication method from the **Authentication** list.
 - To use data encryption, select an encryption method from the **Data encryption** list.
 - To automatically use a network key, tap **The key is automatically provided**. Otherwise, enter the network key.



NOTE To delete a connection, tap **Start > Today > iPAQ Wireless > WLAN tab > View WLAN Networks**. Tap and hold the desired connection, and then tap **Remove Settings**.

Finding an IP Address

1. Tap **Start > Today > iPAQ Wireless**.
2. Tap the **WLAN** icon to turn WLAN on.
3. Do one of the following:
 - Connect to a network automatically.
 - Connect to a network manually by tapping **View WLAN Networks** on the **WLAN** tab, selecting a WLAN network, and tapping **OK**.

The WLAN IP Address is shown here, as well as other detailed information about your current WLAN connection.

Configuring Network Security Settings

A wireless network can be added when the network is automatically detected. Or, manually enter the settings information to add the network. To determine if authentication information is needed, check with your Network Administrator or Hotspot Service Provider.

1. Tap **Start > Today > iPAQ Wireless**.
2. Turn on WLAN by tapping the **WLAN** icon.

3. Tap **View WLAN Networks** to choose an available network.
4. In **Configure Wireless Networks**, select the network to configure.
5. To use authentication, tap the **Network Key** tab and select the authentication method from the **Authentication** list.
6. To use data encryption, select an encryption method from the **Data Encryption** list.
7. To automatically use a network key, tap **The key is automatically provided**. Otherwise, enter the network key manually.

Deleting Wireless Network Settings

You can delete network settings you manually entered. However, if a network was automatically detected, your HP iPAQ may continue to automatically detect the network.

To delete existing or available wireless network settings:

1. Tap **Start > Today > iPAQ Wireless**.
2. Tap the **WLAN** icon to turn WLAN on.
3. Tap the **WLAN** tab > **View WLAN Networks > Wireless** tab.
4. In the **Configure Wireless Networks** box, tap and hold the desired network settings.
5. Tap **Remove Settings**.

Configuring 802.1x Authentication Settings

Before performing these steps, determine if authentication information is needed by contacting your network administrator.

1. To manually enter information, tap **Start > Today > iPAQ Wireless > WLAN** tab > **View WLAN Networks > Wireless** tab.
2. In **Configure Wireless Networks**, select the desired network.
3. For increased security, tap **802.1X** tab > **Use IEEE 802.1x network access control**. Then select the appropriate EAP type.



NOTE The only two EAP types supported are PEAP and Smart Card or Certificate. Additional EAP types may be obtained from your network administrator or a third party.

Bluetooth

Bluetooth Terms

You should become familiar with the following terms as you begin to use Bluetooth technology.

Term	Definition
Authentication	Verification of a numeric passkey before a connection or activity can be completed.
Authorization	Approval of a connection, access, or activity before it can be completed.
Bonding (Paired devices)	Creating a trusted connection between your HP iPAQ and another device. After a bond is created, the two devices become paired. A paired device does not require authentication or authorization.
Device address	Unique electronic address of a Bluetooth device.
Device discovery	Location and recognition of another Bluetooth device.
Device ID	Name that a Bluetooth device provides when discovered by another device.
Encryption	Method of protecting data.
Passkey	Code you enter to authenticate connections or activities requested by other devices.
Personal Information Manager (PIM)	Collection of programs used to manage daily business tasks (for example: Contacts, Calendar, and Tasks).
Profiles	Collection of Bluetooth settings.
Service discovery	Determination of which programs you have in common with other devices.

Working with Bluetooth Manager

Use Bluetooth Manager to:

- Establish connections
 - Exchange business cards
 - Display shortcuts
1. Tap **Start > Today > iPAQ Wireless**.
 2. Tap the **Bluetooth** tab > **Bluetooth Connections**. The first screen that displays is **My Shortcuts**.

When you are required to locate a device and connect to it, the Bluetooth browser searches for other Bluetooth devices.

Using Bluetooth Phone Manager

Use Bluetooth Phone Manager to connect your HP iPAQ to a Bluetooth-enabled cell phone, which allows use of the phone as a modem to browse the Internet or transfer other information. To do this, create a Bluetooth connection between your HP iPAQ and the cell phone, and then send information to the phone using Bluetooth. The phone relays the information over the phone line and then sends back to your HP iPAQ any information requested over the connection.



NOTE Ensure both your HP iPAQ and the cell phone are turned on, discoverable, and within close range.

To establish a connection between your HP iPAQ and a cell phone using Bluetooth Phone Manager:

1. Tap **Start > Settings > Connections** tab > **BT Phone Manager**.
2. If using the application for the first time, tap **Yes** to set up a pairing with a Bluetooth phone.
3. Follow the on-screen instructions to create a pairing between your HP iPAQ and the phone.

For more information, open Bluetooth Phone Manager and tap **Tools > Help**.

Connecting to a Computer via Bluetooth

For best results, connect your HP iPAQ to the computer using USB to establish a synchronization relationship before connecting via Bluetooth.

1. Follow the instructions in ActiveSync Help on the computer for configuring Bluetooth to support ActiveSync.
2. On your HP iPAQ, tap **Start > Today > iPAQ Wireless > Bluetooth** tab > **Bluetooth Connections > New > ActiveSync via Bluetooth**.
3. Follow the instructions on your HP iPAQ to complete the connection wizard. Your HP iPAQ will attempt to connect to the Bluetooth computer.
4. After your HP iPAQ is connected, follow the instructions on the Bluetooth computer.

To disconnect your HP iPAQ from the Bluetooth computer, tap **Start > Today > iPAQ Wireless > Bluetooth** tab > **Bluetooth Connections > Active Connections** tab, and then tap and hold the computer name and select **Disconnect**.

To reconnect your HP iPAQ to the Bluetooth computer, tap **Start > Today > iPAQ Wireless > Bluetooth** tab > **Bluetooth Connections > Active Connections** tab, and then tap and hold the computer name and select **Connect**.



NOTE To preserve battery power, turn Bluetooth off when you are not using it.

Bluetooth Device Profiles

The functions that Bluetooth supports are called services or profiles. You can communicate only with Bluetooth devices that support at least one of the following profiles:

- ActiveSync—Uses SPP to connect to ActiveSync on a computer
- Advanced Audio Distribution Profile (A2DP)
- Audio Video Remote Control Profile (AVRCP)

- Basic Imaging Profile (BIP)
- Basic Printer Profile (BPP)
- File Transfer Protocol (FTP)
- Generic Access Profile (GAP)
- Hands Free Profile (HFP)
- Headset Support Profile (HSP)
- Human Interface Device Profile (HID)
- LAN Access Profiles (LAN Client, PAN, Ad-Hoc, and GN profiles)
- Object Exchange (OBEX) Protocol
- Object Push Protocol (OPP)
- Personal Area Network (PAN)
- Serial Port Profile (SPP)
- Service Discovery Application Profile (SDAP)
- Dial-up Networking Client (DUN)
- Hard Copy Replacement Profile (HCRP)

Creating, Ending, and Accepting a Bluetooth Partnership

You can create a partnership between your HP iPAQ and another device that has Bluetooth capabilities. Once you do this, the devices must have Bluetooth turned on but do not need to be discoverable to exchange information between them.

1. Be sure the two devices are turned on, discoverable, and within close range.
2. Tap **Start > Today > iPAQ Wireless > Bluetooth tab > Bluetooth Connections**.
3. Tap **New**.
4. Follow the instructions on the screen.

To end a Bluetooth Partnership:

1. Tap **Start > Today > iPAQ Wireless > Bluetooth tab > Bluetooth Connections**.
2. Tap and hold the desired partnership.
3. Tap **Delete**.

To accept a Bluetooth Partnership:

1. Be sure your HP iPAQ is turned on, discoverable, and within close range.
2. When prompted to accept a partnership with the device that is requesting the relationship, tap **Yes**.
3. If a passkey is requested, enter an alphanumeric passkey between 1 and 16 characters in **Passkey**, and tap **Next**. Enter the same passkey in the device requesting the partnership. Using a passkey provides greater security.

If you cannot discover another device, try the following:

- Be sure Bluetooth is turned on.
- Move closer to the device.
- Be sure the device you are attempting to connect to is on and allows access to being discovered by other devices.

Renaming a Bluetooth Partnership

1. Tap **Start > Today > iPAQ Wireless > Bluetooth tab > Bluetooth Connections**.
2. Tap and hold the desired partnership on the **My Shortcuts** tab.
3. Tap **Rename**.
4. Enter a new name for the partnership.

Making a Device Discoverable

When your HP iPAQ is discoverable, other devices with Bluetooth capabilities can detect, or discover, your HP iPAQ and attempt to beam information to it, establish a partnership, or use a Bluetooth service.

1. Tap **Start > Today > iPAQ Wireless > Bluetooth tab > Bluetooth Settings > Accessibility** tab.
2. Select the **Allow other devices to connect** and the **Other devices can discover me** check boxes.
3. Tap **OK**.



NOTE If you no longer want your HP iPAQ to be discoverable, clear the check boxes.

Opening Bluetooth Settings

1. Tap **Start > Today > iPAQ Wireless**.
2. Tap the **Bluetooth** icon to turn on Bluetooth.
3. Tap the **Bluetooth** tab > **Bluetooth Settings**.

Setting Up an Incoming or Outgoing Bluetooth Serial (COM) Port

1. Be sure your HP iPAQ is connected to the other device via Bluetooth.
2. Tap **Start > Today > iPAQ Wireless > Bluetooth tab > Bluetooth Settings > Services** tab.
3. Select **Serial Port** in the list.

4. Select the **Enable service** check box.
5. To limit communication on this COM port to only devices with which your HP iPAQ has a Bluetooth partnership, select the **Authentication (Passkey) required** check box.
6. Tap **OK**.

Connecting to Intranet URLs

To connect to intranet sites that have periods in their URLs (for example, intranet.companyname.com), add them to the Work URL Exceptions list.

1. Tap **Start > Settings > Connections** tab.
2. Tap **Connections > Advanced** tab > **Exceptions**.
3. Tap **Add new URL**.
4. In **Work URL**, enter the intranet URL.



NOTE If you use many URLs that share the same root company name, avoid entering them individually by entering `*.companyname.com`.

Changing an Intranet URL

1. Tap **Start > Settings > Connections tab > Connections > Advanced tab > Exceptions**.
2. Tap the intranet URL exception you want to change, then make the desired changes.



NOTE To delete a work URL exception, tap and hold it in the list, then tap **Delete**.

Setting Up an Automatic Choice for Connections

If you have already created more than one connection, you can set up your HP iPAQ to connect to the best available connection automatically.

1. Tap **Start > Settings > Connections tab > Connections**.
2. Under **My ISP** or **My Work Network**, tap **Manage existing connections**.
3. Tap **Auto pick**.

Setting Up Proxy Server Settings

If you are connected to your Internet Service Provider (ISP) or private network during synchronization, your HP iPAQ should download proper proxy settings during synchronization from your computer. If these settings are not on your computer or need to be changed, you can change them manually.

Before you begin, obtain the following information from your Internet Service Provider (ISP) or network administrator:

- User name
- Password
- Server type
- Proxy server name
- Port
- Type of Socks protocol used

To set up proxy server settings:

1. Tap **Start > Settings > Connections** tab > **Connections**.
2. If a proxy server has not been set up, tap **Set up my proxy server**. Otherwise, tap **Edit my proxy server**.
3. Select the **This network connects to the Internet** and **This network uses a proxy server to connect to the Internet** check boxes.
4. In the **Proxy server** box, enter the proxy server name.
5. To change such settings as port number or proxy server type, tap **Advanced** and change desired settings.

Configuring Advanced Proxy Settings

1. For the appropriate server type, enter the proxy server name and port.
2. If necessary, enter the credentials for connecting with your proxy server.
3. If you are configuring a Socks proxy, select **Socks 4** or **Socks 5**. If using Socks 5, enter the credentials for connecting with your proxy server.

Using Advanced Connection Settings

1. Tap **Start > Today > iPAQ Wireless**.
2. Tap the **WLAN** icon to turn on WLAN.
3. Connect to a network by tapping the **WLAN** tab > **VPN & Proxy Settings > Advanced** tab > **Select Networks** button.
4. Select **My ISP** to connect to the Internet through an Internet Service Provider (ISP) or select **My Work Network** to connect to a company network. Choose **My Work Network** only if the network requires a proxy server. To change or create a new network management name, tap the **Edit** or **New** button and **OK**.
5. Tap the **Advanced** tab on the Connections screen to set up **Dialing Rules** and **Exceptions** and tap **OK**.

Setting Up a VPN Server Connection

A Virtual Private Network (VPN) connection helps to securely connect to servers, such as a corporate network, via the Internet.

Before you begin, obtain the following information from your network administrator:

- User name
- Password
- Domain name
- TCP/IP settings
- Host name or IP address of the VPN server

To set up a VPN server connection:

1. Tap **Start > Settings > Connections** tab > **Connections**.
2. Under **My Work Network**, tap **Add a new VPN server connection** and follow the instructions in the New Connection wizard.
3. Under most circumstances, you should not need to change any advanced settings. However, you need to change advanced settings when:
 - The server to which you are connecting does not use dynamically assigned addresses, and you need to enter TCP/IP settings.
 - You need to change server DNS or WINS settings.If either of these circumstances applies, from the **My VPN** screen, tap the **Advanced** button and fill in the appropriate information. Tap **OK** to save the changes and return to the **My VPN** screen.
4. To view additional information for any screen in the wizard or while changing settings, tap the **Help** question mark.



NOTE To change existing settings, under **My Work Network**, tap **Manage existing connections > VPN** tab. Select the desired VPN connection, tap **Edit**, then follow the instructions on the screen.

To manually start a connection, tap and hold the connection, then tap **Connect**.

To delete a connection, tap and hold the desired connection, then tap **Delete**.

Changing a Connection Group Name

Your HP iPAQ is already set up with two groups of connection settings: My ISP and My Work Network. You can change the name of these groups to something more meaningful. For example, if you put all of your corporate settings under My Work Network connections, you can change the name to your company's name.

1. Tap **Start > Settings > Connections** tab > **Connections**.
2. Under **My ISP** or **My Work Network**, tap **Manage Existing Connections**.
3. Tap the **General** tab.
4. Enter a name for the settings group.

Ending a Connection

It can be useful to end a connection when you are done using it. This frees resources on your HP iPAQ and can save connection charges.

- When connected via a modem or Virtual Private Network (VPN), tap **Connections** icon > **Disconnect**.
- When connected via a cable, detach your HP iPAQ from the cable.
- When connected via Bluetooth, tap **Start > Today > iPAQ Wireless > Bluetooth** tab > **Bluetooth Connections > Active Connections** tab. Tap and hold the connection name, and then tap **Delete**.
- When connected via a network (Ethernet) card, remove the card from your HP iPAQ.



NOTE A modem is not included with your HP iPAQ but may be purchased separately. Visit www.hp.com/accessories/ipaq for more information.

10 HP Photosmart Mobile

HP Photosmart Mobile

Use HP Photosmart Mobile to:

- View pictures stored on the HP iPAQ or a storage card.
- Add voice or text notes to pictures.
- Print pictures.
- View a slideshow.
- Send pictures by e-mail attachments.
- Associate a picture with a Contact.
- Assign a picture to the Today screen background.

Attaching a Voice Note to a Picture

To attach a sound file to a picture:

1. Tap **Start > Programs > Photosmart Mobile**.
2. Tap the thumbnail picture in which you want to add a voice note.
3. Tap the **Cassette** icon.
4. Tap the **Record** button on the Recording toolbar.
5. Speak into the microphone to record the sound file and tap the **Stop** button when finished.
6. Tap the **Cassette** icon again to close the Recording toolbar.

E-mailing Pictures

1. Tap **Start > Programs > Photosmart Mobile**.
2. Tap the thumbnail picture to be e-mailed.



NOTE If you cannot view or hear the media file to be e-mailed, the file may be protected by Digital Rights Management (DRM). DRM is software that enables secure distribution and prevents illegal distribution of pictures, videos, music, movies, and ring tones over the Internet. For more information on DRM, refer to the on-screen Help by tapping **Start > Help** and search on DRM.

3. Tap **Menu > Send**.
4. Tap **E-mail Attachment**.
5. Tap the **Reduce sent photo size to** check box and select the reduction percentage desired.
6. Tap **Next**.
7. Enter the appropriate e-mail address or use Contacts by tapping **Menu > Add Recipient**.
8. Enter other appropriate information, such as an e-mail title and message.
9. Tap **Send**.

Viewing a Slideshow

To view a slideshow:

1. Tap **Start > Programs > Photosmart Mobile**.
2. Tap the slideshow icon at the bottom of the screen.
3. Tap the screen to view the **Pause, Forward, Backward, and Stop** buttons.

View Pictures Stored on the HP iPAQ

To view pictures using HP Photosmart Mobile:

1. Tap **Start> Programs > Photosmart Mobile**.
2. Tap the thumbnail (a smaller representation of the larger picture).

HP Photosmart Mobile displays the picture and file information associated with it.



NOTE Tap the zoom icon at the bottom of the screen to view the picture full-screen. Tap the zoom in icon to view a close up of the picture. Use the zoom out icon to return the picture to normal.

To view pictures in a different folder:

1. While in the HP Photosmart Mobile program, tap the file folder icon at the bottom of the screen.
2. Tap a different folder where pictures reside.
3. Tap **OK**.

HP Photosmart Mobile displays the pictures from the selected folder.

Add a Picture to a Contact

To add a picture to contact information:

1. Tap **Start> Programs > Photosmart Mobile**.
2. Tap the contact.
3. Tap **Menu> Edit**.
4. Tap **Picture**.
5. Tap the picture you want to add.

To remove a picture from contact information:

1. Tap **Contacts**.
2. Tap the contact.
3. Tap **Menu> Edit**.
4. Tap **Menu> Remove Picture**.

Print Pictures

You can print pictures either wirelessly using Bluetooth or by saving the picture to a storage card and inserting the card into a printer.

To print pictures:

1. Tap **Start> Programs > Photosmart Mobile**.
2. Tap the thumbnail.
3. Tap **Menu> Print**.
4. Select the method by which to print.
5. Follow the on-screen instructions to print the picture.

Assign a Picture to the Today Screen Background

You can set the Today screen background to display a picture.

To assign a picture to the Today screen background:

1. Tap **Start > Programs > Photosmart Mobile**.
2. Tap the thumbnail.
3. Tap **Menu > Assign To > Today Background**.

11 Windows Media Player 10 Mobile

Windows Media Player

Microsoft Windows Media Player 10 Mobile allows you to enjoy digital media both at home and on the go. You can download the personal computer version of Windows Media Player 10 for free from Microsoft.

You can use Windows Media Player Mobile to play digital audio and video files that are stored on your HP iPAQ or on the Web. By default, Windows Media Player Mobile can play the following types of files:

- Windows Media Audio (WMA)
- Windows Media Video (WMV)
- MP3

This includes files with the extensions .asf, .wma, .wmv, and .mp3.

With this version:

- Sync music, playlists, videos, and recorded TV to your HP iPAQ.
- Automatically convert video and recorded TV during sync to an optimized and size reduced format for better viewing on your HP iPAQ.
- Manually select digital media to sync to your HP iPAQ, or automatically sync to your HP iPAQ each time you connect, based on your preferences.

For more information about Windows Media Player, visit www.microsoft.com/windows/windowsmedia/player/windowsmobile.

For more information about Windows Media Player Mobile, tap **Start > HP Help and Support > Help Topics > Using Windows Media Player Mobile**.



NOTE Protected files are digital media files that are secured with a license to prevent unauthorized use or playback. Licenses are created and managed by using the Digital Rights Management (DRM) technology.

Listening to Music and Watching Videos

Use Windows Medial Player 10 Mobile to play songs, videos, and playlists that are stored on your HP iPAQ or removable storage card.

1. If you are not on the Library screen, tap **Menu > Library**.
2. If necessary, on the Library screen, tap the **Library** arrow (near the top of the screen), and then tap the library that you want to use (for example, **Storage Card**).
3. Tap a category (for example, **My Music** or **My Playlists**), tap and hold the item that you want to play (such as a song, album, or artist name), and then tap **Play** or **Queue Up**.



NOTE To play a file stored on your HP iPAQ but that is not in a library, on the Library screen, tap **Menu > Open File**. Tap and hold the item that you want to play (such as a file or a folder) and then tap **Play** or **Queue Up**.

Clearing the Now Playing List

Under Windows Media Player, the Now Playing playlist displays the currently playing file and any files that are queued up to play next. Quickly remove all items from the playlist by clearing it.

1. If you are on the **Library** screen, select the **Now Playing** category to display the **Now Playing** screen.

If you are on the **Playback** screen, select **Now Playing** to display the **Now Playing** screen.

2. On the **Now Playing** screen, tap **Menu > Clear Now Playing**.

Updating a Library

In most cases, Windows Media Player 10 Mobile automatically updates your libraries as necessary. However, you can manually update a library to ensure that it has links to any new files that you might have recently copied to your HP iPAQ or a removable storage card.

1. If you are not already on the **Library** screen, tap **Menu > Library**.
2. On the **Library** screen, tap **Menu > Update Library**.
3. Wait for the files to be added, and then tap **Done**.

12 Mobile Office

Internet Explorer Mobile

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

Before connecting to the Internet, setting up a wireless connection or network card, obtain the following:

- Internet Service Provider (ISP) or wireless service provider
- ISP server phone number or access point
- User name and password

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

Word Mobile

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

With Word Mobile:

- Edit Word documents and templates created on your computer.
- Open and edit Pocket Word (*.psw) documents.



NOTE If you edit a file, save it in .doc, .rtf, .txt, or .dot format.

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

Excel Mobile

Create and edit workbooks and templates on your HP iPAQ with Excel Mobile.

With Excel Mobile:

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

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

PowerPoint Mobile

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

With PowerPoint Mobile:

- Open a presentation from an e-mail message.
- Download a presentation from a file share or the Internet.
- Copy a presentation to your HP iPAQ via a storage card.
- Obtain a presentation by synchronizing with your computer.



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

PowerPoint features that are not supported on your HP iPAQ include:

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

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

13 Messaging

Understanding Messaging

To send and receive e-mail messages for an e-mail account that you have with an Internet Service Provider (ISP) or that you access using a VPN server connection (typically a work account), you need to connect to the Internet or a corporate network, depending on the account.

You can send and receive Outlook e-mail and Internet e-mail through an Internet Service Provider (ISP). You can also access e-mail from work using a VPN connection.

E-mail in the Outlook e-mail account is sent and received through synchronization with a personal computer using ActiveSync or through wireless synchronization directly with an Exchange Server.

Internet e-mail is sent and received by connecting to a Post Office Protocol 3 (POP3) or Internet Message Access Protocol 4 (IMAP4) e-mail server. When connecting to a POP3 or IMAP4 server, you use a modem to connect to an Internet Service Provider (ISP). You can also use a modem or Ethernet card to connect to the local area network that your e-mail server is connected to.

Using Folders

Each Messaging account has its own set of folders with five default Messaging folders:

- Inbox
- Outbox
- Deleted Items
- Drafts
- Sent Items

The messages you receive and send through the account are stored in these folders. You can also create additional folders within each account.

The way folders work varies by type:

- If you use an Outlook e-mail account, e-mail messages in the Inbox folder in Outlook are synchronized automatically with your HP iPAQ. You can select to synchronize additional folders by designating them for synchronization. The folders you create and the messages you move are mirrored on the e-mail server. For example, if you move two messages from the Inbox folder to a folder named Family, and you have designated Family for synchronization, the server creates a copy of the Family folder and copies the messages to that folder. You can then read the messages while you are away from your personal computer.
- If you use a POP3 account and you move e-mail messages to a folder you created, the link is broken between the messages on the device and their copies on the e-mail server. When you connect, the e-mail server detects that the messages are missing from the Inbox folder on the device and deletes them from the e-mail server. This prevents having duplicate copies of a message, but it also means that you no longer have access to messages that you move to folders created from anywhere except the device.
- If you use an IMAP4 account, the folders you create and the e-mail messages you move are mirrored on the e-mail server. Therefore, messages are available to you anytime you connect to your e-mail server, whether it is from your HP iPAQ or a personal computer. This synchronization of folders occurs whenever you connect to your e-mail server, create new folders, or rename/delete folders when connected. You can also set different download options for each folder.

Synchronizing E-mail

When you synchronize Outlook e-mail on a personal computer with your HP iPAQ, e-mail messages are synchronized as follows:

- Messages in the Inbox folder on the personal computer or Exchange Server are copied to the Inbox folder of the Outlook e-mail account on your HP iPAQ.
- Messages in the Outbox folder on your HP iPAQ are transferred to Exchange Server or Outlook and then sent from those programs.
- When you delete a message on your HP iPAQ, it's deleted from the personal computer or Exchange Server the next time you synchronize.
- The default sync settings synchronize messages from the past three days only and the first 0.5 KB of each new message is downloaded. It does not download file attachments.



NOTE For more information on starting Outlook e-mail synchronization or changing synchronization settings, see ActiveSync Help on the personal computer or tap **Contents**.

Text messages are not received via synchronization. Instead, they are sent to your HP iPAQ via your service provider.

Setting Up Messaging Accounts

Receiving Attachments

An attachment sent with an e-mail message or downloaded from the server appears below the subject of the message. Tapping the attachment opens the attachment if it has been fully downloaded or marks it for download the next time you send and receive e-mail. You can also download attachments automatically with messages if you have an Outlook e-mail or IMAP4 e-mail account.

If you have an Outlook e-mail account, do the following:

1. Tap **Start > Programs > ActiveSync**.
2. Tap **Menu > Options**.
3. Tap **E-mail > Settings**, and then select **Include file attachments**.

If you have an IMAP4 e-mail account with an Internet Service Provider (ISP) or an account that you access using a VPN server connection (typically a work account), do the following:

1. Tap **Start > Messaging**.
2. Tap **Menu > Tools > Options**.
3. Tap the name of the IMAP4 account.
4. Tap **Next** until you reach **Server information**, and tap **Options**.
5. Tap **Next** twice, and select **Get full copy of messages**.



Tip Embedded images and objects cannot be received as attachments.

An embedded message can be viewed as an attachment when using IMAP4 to receive e-mail. However, this feature does not work if Transport Neutral Encapsulation Format (TNEF) is enabled so that you can receive meeting requests.

To store attachments on a storage card rather than on the device, tap **Menu > Tools > Options > Storage** tab, and select the **Store attachments on storage card** check box.

Receiving Meeting Requests

If you receive e-mail messages through ActiveSync, you can receive meeting requests. When connecting directly to an e-mail server, the server must be running Microsoft Exchange Server version 5.5 or later for you to receive meeting requests.

If the server is running Microsoft Exchange Server 2000 or later, meeting requests are automatically received in your Inbox. However, to receive meeting requests on Microsoft Exchange Server 5.5, do the following:

- Ask your system administrator to activate Rich Text Format (RTF) and Transport Neutral Encapsulation Format (TNEF) support for your account.

With TNEF enabled, messages that are included in other messages as attachments are not received, and you cannot know if a message has an attachment until you get the full copy. In addition, download time may be longer.

- Change e-mail download options if your account is not set up to receive attachments.

After you are set up to receive meeting requests, do the following:

1. Open the meeting request.
2. Tap **Accept**, or **Menu > Tentative**, or **Menu > Decline**. If you want, you can also include a message with the response. The response is sent the next time that you synchronize or connect to your e-mail server and the calendar on your HP iPAQ is updated.

Creating or Changing a Signature

1. Tap **Start > Messaging**.
2. Tap **Menu > Tools > Options**.
3. Tap the **Accounts** tab > **Signatures**.
4. Select the account for which you want to create or change a signature.
5. Select the **Use signature with this account** check box if it is not already selected.
6. Select the **Use when replying and forwarding** check box if wanted.
7. Enter a signature in the box.

To stop using a signature, clear the **Use signature with this account** check box.



Tip You can use a different signature with each Messaging account.

Using Messaging

Composing and Sending Messages

1. Tap **Start > Messaging**.
2. In the message list, tap **Menu > Switch Accounts** and select the account.
3. Tap **New**.
4. Enter the e-mail address or text message address of one or more recipients, separating them with a semicolon. To access addresses and phone numbers from **Contacts**, tap **To**.
5. Enter a message. To quickly add common messages, tap **Menu > My Text** and tap a desired message.
6. To check the spelling, tap **Menu > Spell Check**.
7. Tap **Send**.



Tip To set the priority, tap **Menu > Message Options**.

If you are working offline, e-mail messages are moved to the Outbox folder and are sent the next time you connect.

Replying to or Forwarding a Message

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



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

Adding an Attachment to a Message

1. Tap **Start > Messaging**.
2. In an open message, tap **Menu > Insert** and tap the item you want to attach: **Picture**, **Voice Note**, or **File**.
3. Select the file you want to attach or record a voice note.



NOTE Embedded objects cannot be attached to messages.

Downloading Messages

To send and receive e-mail for an Outlook E-mail account, begin synchronization through ActiveSync.



Tip By default, messages you send are not saved on your HP iPAQ to help conserve memory. If you want to keep copies of sent messages, in the messaging list, tap **Menu > Tools > Options > Message** tab, and select the **Keep copies of sent items in Sent folder** check box. If your account is an Outlook E-mail or IMAP4 account, you must also select the Sent Items folder for synchronization. To do this, tap **Menu > Tools > Manage Folders** and select the check box next to the folder.

Downloading Messages from a Server

1. Tap **Start > Messaging > Menu > Switch Accounts** and tap the desired account.
2. Tap **Menu > Send/Receive**. The messages on your HP iPAQ and e-mail server are synchronized: new messages are downloaded to the device Inbox folder, messages in the device Outbox folder are sent, and messages that have been deleted from the server are removed from the device Inbox folder.



Tip If you want to read the entire message, tap **Menu > Download Message** while in the message window. If you are in the message list, tap and hold the message, and then tap **Menu > Download Message**. The message is downloaded the next time you send and receive e-mail. This also downloads message attachments if you selected those options when you set up the e-mail account.

The size column in the message list displays the local size and server size of a message. Even when an entire message has been downloaded, these numbers may differ because the size of a message can vary between the server and the device.

Installing an Online Address Book

Many e-mail servers, including servers running Exchange Server, can verify names with an online address book, called a directory service, using Lightweight Directory Access Protocol (LDAP). When you create an e-mail account, the e-mail server's directory service is added to the Address tab, and you are given the option to enable it. After it is enabled, Messaging checks your contact list and then the directory service to verify names that you enter in the To, Cc, and Bcc fields. To enable a directory service or if you want to use additional services, follow these steps:

1. If you are adding a new account, ask your network administrator for the name of the directory service and the server.
2. Tap **Start > Messaging**.
3. In the message list, tap **Menu > Tools > Options > Address** tab.
4. In the **In Contacts, get e-mail addresses from** list, select which e-mail address book to check in **All e-mail fields**. **All e-mail fields** are checked first unless you select **None**.
5. If your e-mail server is already listed, select the server's directory service check box to enable it and tap **OK**.
6. If your e-mail service is not listed, tap **Add**.
7. In the **Directory name** and **Server** boxes, enter the LDAP directory and server names.

8. Ask your network administrator if authentication is necessary for your server. If so, select the **Authentication is necessary on this server** check box, and enter your user name and password.
9. To have Messaging check this service, select the **Check name against this server** check box.



Tip To delete a service, tap and hold the service, and tap **Delete**.

While synchronizing your Outlook E-mail account, disable any directory services you have installed by clearing the **Check name against this server** check box. This helps avoid getting error messages when Messaging tries to verify names against the service that you are not connected to.

Different Ways to Access E-mail Messages

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

- **Synchronize Outlook e-mail with your personal computer**

Tap **Start > Messaging** to use your Outlook e-mail address.

- **Microsoft Exchange 2003**

Exchange enables you to wirelessly synchronize your Inbox, Calendar, and Contacts to remotely check appointments and other information. For more information about Exchange, contact your IT administrator.

- **Messaging & Security Feature Pack (MSFP) with Microsoft Exchange 2003 Service Pack 2**

Push technology keeps Outlook Mobile up-to-date by delivering Inbox, Calendar, Contacts, and Tasks list quickly and directly to your HP iPAQ. For more information about Connect to Mobile Business E-mail using Exchange Server 2003, contact your IT administrator.

- **Internet e-mail messages**

Use the e-mail address you received from your Internet Service Provider (ISP) or your employer.



NOTE Some of the messaging applications may vary and are available only on select HP iPAQ models.

Setting up an E-mail Account on an Exchange Server

Synchronize directly with an Exchange Server using a connection to a wireless network or a personal computer.

To set up e-mail on an Exchange server:

1. Tap **Start > Programs > ActiveSync**.



NOTE If a screen displays several messages, click on the link that reads **If your company supports synchronizing directly with its Exchange Server you can set up your HP iPAQ to synchronize with it**, then follow the series of steps to synchronize your e-mail account with the Exchange Server. Otherwise, continue with the steps below.

2. Tap **Menu > Configure Server**.

If you have not set up a synchronization server link, the following message is displayed: **Add Server Source**.

3. In the **Server address** box, enter the name of the server running Exchange 2003.
4. Select the **This server requires an encrypted (SSL) connection** check box if required by your IT department.

Most companies require this option, and if this box is not checked, you cannot sync with your company Exchange Server.

5. Tap **Next**.
6. Enter your name, password, and domain, and then tap **Next**.
7. Select the **Save password** text box if you want to enable automatic sync.
8. To change the rules for resolving synchronization conflicts, tap **Advanced**.
9. Select the check boxes for the types of information items that you want to synchronize with Exchange Server.
10. To change available synchronization settings, select the type of information and tap **Settings**.
11. Tap **Finish**.

You can set up your HP iPAQ to synchronize with Exchange Server over a wireless network or through a cable or Bluetooth connection to a personal computer. You must have the following information to sync wirelessly: server name, user name, password, and domain name.



NOTE Synchronizing directly with Exchange Server is supported only on Windows Mobile-powered Pocket PC 2002 or later.

By clicking **Tools > Options**, you can determine whether an information type is synchronized with a personal computer or with Exchange Server.

Setting up a POP3, HTTP, or IMAP4 E-mail Account

To send and receive mail, you need to set up an e-mail account with an Internet Service Provider (ISP) or have an account that you access using a virtual private network (VPN) server connection (typically a work account).

Be sure you have the proper plan with your wireless service provider and the connections have been set up correctly.

To set up an e-mail account on your HP iPAQ:

1. Tap **Start > Messaging**.
2. Tap **Menu > Tools > New Account**.
3. Enter your e-mail address, and tap **Next**.

Auto configuration attempts to download necessary e-mail server settings so that you do not need to enter them manually.

4. Once Auto configuration has finished, tap **Next**.
5. Enter your name (the name you want displayed when you send e-mail) and your password.

If Auto configuration is successful, your user name is already entered. Tap **Next**, then **Finish** to complete setting up your account, or tap **Options** to access additional settings. For example:

- Change the time intervals for downloading new messages
- Download attachments
- Limit the number of messages that are downloaded

If Auto configuration is unsuccessful, tap **Start > Help** and search on *email*.



NOTE You can set up several e-mail accounts in addition to your Outlook E-mail account.

You cannot add a new account while connected. Tap **Menu > Stop Send/Receive** to disconnect.

Composing and Sending Outlook E-mail Messages

To compose and send a message:

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



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

Replying to or Forwarding an Outlook E-mail Message

To reply to or forward a message:

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



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

Sorting the Message List

To sort the message list:

1. In the message list, tap the sort list (labeled **Received** by default) and select an option.
2. Select the option again to reverse the sort order (ascending and descending).

14 Calendar

Accessing Calendar

Use Calendar to schedule appointments, meetings, and other events.

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

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

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

For more information, refer to *Additional Product Information* located on the *Getting Started CD*.

Changing the Display of the Work Week

You can customize the calendar so a work week starts on Sunday or Monday and continues from five to seven days.

To change the display of the work week:

1. Tap **Start > Calendar**.
2. Tap **Menu > Options > General** tab and do one or both of the following:
 - To specify the first day of the week, tap **Sunday** or **Monday** in the **1st day of week** box.
 - To specify the number of days to appear in a work week, tap **5-day week**, **6-day week**, or **7-day week** in the **Week view** box.
3. Tap **OK**.

Viewing Today's Agenda

1. Tap **Start > Calendar**.
2. Tap **Menu > View > Agenda**.



Tip To quickly view today's agenda, on the **Today** screen, tap one of your upcoming appointments.

Viewing Appointments

To view an appointment on your calendar:

1. Tap **Start > Calendar**.
2. Tap the appointment to view.

To view appointments for the week:

1. Tap **Start > Calendar**.
2. Tap **Menu > View > Week**.



NOTE You can also view appointments for the month or year by tapping the appropriate selection.

Scheduling an Appointment

1. Tap **Start > Calendar**.
2. Tap **Menu > New Appointment**.
3. Enter a name for the appointment and information such as start and end times.
To schedule an all-day event, in the **All Day** box, tap **Yes**.
4. When finished, tap **OK** to return to the calendar.



NOTE All-day events do not occupy blocks of time in Calendar; instead, they appear in banners at the top of the calendar.

To cancel an appointment, tap the appointment and tap **Menu > Delete**.



Tip To have the time entered automatically in Day view, tap the time slot for the new appointment, and tap **Menu > New Appointment**.

Sending a Meeting Request

Use Calendar to schedule meetings via e-mail with contacts who use Outlook or Outlook Mobile.

To send a meeting request:

1. Tap **Start > Calendar**.
2. Schedule a new appointment, or open an existing one and tap **Edit**.
3. Tap **Attendees**.
4. Tap the name of the contact to invite.
5. To invite additional attendees, tap **Add** and then tap the name.
6. Tap **OK**. The meeting request is sent to the attendees the next time you synchronize your HP iPAQ.

When attendees accept a meeting request, the meeting is automatically added to their calendars. When their response is sent back to you, your calendar is also updated.

Setting a Default Reminder for All New Appointments

To automatically turn on a reminder for all new appointments:

1. Tap **Start > Calendar**.
2. Tap **Menu > Options > Appointments** tab.
3. Select the **Set reminders for new items** check box.
4. Set the time for the reminder to alert you.
5. Tap **OK**.

Updating an Appointment

To update an appointment on the calendar:

1. Tap **Start > Calendar**.
2. Tap the appointment, then tap **Edit** to make the changes.
3. Tap **OK**.

Canceling an Appointment

When you delete an appointment in Calendar on your HP iPAQ, it is also deleted on your personal computer the next time you synchronize. If the appointment has not been synchronized with a personal computer, it is deleted only from your HP iPAQ.

1. Tap **Start > Calendar**.
2. In Agenda view, select the appointment to delete.
3. Tap **Menu > Delete**.
4. Tap **Yes** to delete the appointment, or tap **No** to keep it.



NOTE Calendar items can be deleted only from Agenda view or from an open calendar appointment. To delete from other views, open the appointment, and click **Menu > Delete**.

15 Contacts

Accessing Contacts

Use Contacts to:

- Store phone numbers, e-mail addresses, home addresses, and any other information that relates to a contact, such as a birthday or an anniversary date.
- Add a picture to a contact.
- Quickly communicate with people.

For easy access to contacts, tap the **Contacts** softkey on the bottom of the **Today** screen or tap **Start > Contacts**.

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

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

Creating a Contact

1. Tap **Start > Contacts**.
2. Tap **New** and enter the contact information.
3. When finished, tap **OK**.



NOTE If your contact list has been filtered by a category when you create a contact, that category is automatically assigned to the new contact.

To include a nickname, title, and more, while creating a contact, tap the **Name** arrow.

If most of the contacts you create have phone numbers that begin with the same area code, in Contacts, tap **Menu > Options** and enter that area code in the **Area code** box.

For more information about creating contacts, tap **Start > Help** on your HP iPAQ.

Finding a Contact

To find a contact on a long list:

1. Tap **Start > Contacts**.
2. If you are not in **Name** view, tap **Menu > View By > Name**.
3. Do one of the following:
 - Begin entering a name or phone number in the provided text box until the contact is displayed. To show all contacts again, tap the text box and clear the text, or tap the arrow to the right of the text box.
 - Use the alphabetical index displayed at the top of the contact list. Tap the tab that corresponds to the first letter of the contact's name.
 - Filter the list by categories. In the contact list, tap **Menu > Filter**. Then tap a category you've assigned to a contact. To show all contacts, select **All Contacts**.



NOTE To search for a contact by entering a name or phone number, or by using the alphabetical index, you must be in **Name** view.

Deleting a Contact

1. Tap **Start > Contacts**.
2. Tap and hold the contact to delete.
3. Tap **Delete Contact**.
4. Tap **OK**.

Changing Contact Information

1. Tap **Start > Contacts**.
2. Tap the contact.
3. Tap **Menu > Edit** and enter the changes.
4. When finished, tap **OK**.

To include a nickname, title, and more, for an existing contact in the contact list, tap the name of the contact, then tap **Menu > Edit** and the **Name** arrow.

Copying a Contact

1. Tap **Start > Contacts**.
2. Tap and hold the desired contact.
3. Tap **Copy Contact**.
4. Tap the copy of the contact.
5. Tap **Menu > Edit**.
6. Change the contact information as needed and tap **OK**.



NOTE The displayed category is automatically assigned to the new contact.

Sending an E-mail Message to a Contact

1. Tap **Start > Contacts**.
2. Tap the contact you want to send a message to.
3. Tap the address you want to send a message to.
4. Tap the account you want to send the message from.



NOTE To quickly add a contact's address to a new message, tap the **To**, **Cc**, or **Bcc** line, and tap **Menu > Add Recipient**. Tap the contact you want to send the message to and choose the address, if necessary.

Adding and Removing a Picture

To add a picture to contact information:

1. Tap **Start > Contacts**.
2. Tap the contact.
3. Tap **Menu > Edit**.
4. Tap **Picture**.
5. Tap the picture you want to add.

To remove a picture from contact information:

1. Tap **Start > Contacts**.
2. Tap the contact.
3. Tap **Menu > Edit**.
4. Tap **Menu > Remove Picture**.

Working with the Contact List

There are several ways to use and customize the contact list. Here are a few tips on how to make it work for you.

1. Tap **Start > Contacts**.
2. In the contact list, do any of the following:
 - To search for a contact by entering a name or number, or by using the alphabetical index, enter the name or number into the Name view.
 - To see a list of contacts employed by a specific name or company, tap **Menu > View By > Name** or **Company**.
 - To see a summary of information about a contact, tap the contact. From there you can also send a message.
 - To see a list of available actions for a contact, tap and hold the contact.



NOTE To display a greater number of contacts on the screen, tap **Menu > Options**, select the **Show contact names only** check box, and clear the **Show alphabetical index** check box.

16 Notes

Writing a Note

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



NOTE Writing must be selected as the default input mode.

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

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

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

For more information, refer to the on-screen Help by tapping **Start > Help > Contents > Using Notes**.

Converting a Handwritten Note to Typed Text

There may be times when you want to convert a handwritten note to typed text for easier readability. To do this:

1. Tap **Start > Programs > Notes**.
2. Tap the written note you want to convert to text.
3. Tap **Menu > Tools > Recognize**.



Tip To correct a conversion, tap and hold the inaccurate word. Tap **Alternates**, and tap the correct word. If the correct word is not shown, use the keyboard to tap the backspace key and retype the word.

For more details, refer to the on-screen Help, tap **Start > Help > Contents > Using Notes**.

Creating a Copy of a Note

To create a copy of a note:

1. Tap **Start > Programs > Notes**.
2. Use the scroll wheel to select the note you want to copy.
3. Tap **Menu > Create Copy**.

A copy of the note appears in the note list.

For more details, refer to the on-screen Help, tap **Start > Help > Contents > Using Notes**.

17 Secure Digital (SD) Cards

Using Secure Digital (SD) Cards

Use optional SD cards for:

- Expanding the memory of your HP iPAQ
- Adding functionality to your HP iPAQ—for example, with an SD input/output (SDIO) card



NOTE SD cards must be purchased separately and are not included with your HP iPAQ.

To locate information about SD cards, visit <http://www.hp.com/go/ipaqaccessories>.

Installing a Secure Digital (SD) Card

To install an SD card into the SD slot on your HP iPAQ:

1. Locate the SD slot on your HP iPAQ.
2. Remove the protective plastic card.
3. Insert the SD card into the SD slot and push the connection edge of the card firmly into the SD slot.



NOTE If the SD card is not recognized, follow the card manufacturer's instructions to install it.

If you have trouble installing an SD card, try the following:

- Have the label face the front of the HP iPAQ.
- Insert the connection area (the metal area) first.
- Do not insert the card at an angle.

Removing a Secure Digital (SD) Card

To remove an SD card from the SD slot on your HP iPAQ:

1. Close all programs that are using the SD card.
2. Remove the card from the SD slot by *lightly pushing down on the card* to unlock it.
3. When the card disengages and pops up, pull it from the SD slot.



NOTE HP recommends inserting the protective plastic card that came with your HP iPAQ into the SD slot when not in use.

Viewing Content of a Secure Digital (SD) Card

Use File Explorer to view the files that are located on the optional SD card.

1. Tap **Start > Programs > File Explorer**.
2. Tap the **Up** soft key at the bottom of the screen, then select the **Storage Card** folder to see a list of files and folders.

If your HP iPAQ does not recognize the SD card, try to:

- Firmly pushed the card down into the SD slot.
- Install any drivers that came with the SD card.
- Reset your HP iPAQ by using the stylus to lightly press the **Reset** button.

18 Tasks

Creating a Task

Easily create to-do tasks in the Task list.

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

For more information, refer to *Additional Product Information* located on the *Getting Started CD*.

Locating a Task

When the task list is long, display a subset of the tasks or sort the list to quickly find a specific task.

1. Tap **Start > Programs > Tasks**.
2. In the task list, do one of the following:
 - Sort the list. Tap **Menu > Sort By**, and tap a sort option.
 - Filter the list by category. Tap **Menu > Filter**, and tap the category to display.

Setting the Start and Due Dates for a Task

1. Tap **Start > Programs > Tasks**.
2. Tap the task you want to set start and due dates for.
3. Tap **Edit** and do one or both of the following:
 - Tap **Starts** to enter a start date for the task.
 - Tap **Due** to enter a due date for the task.
4. Tap **OK**.

Showing Start and Due Dates in the Task List

1. Tap **Start > Programs > Tasks**.
2. Tap **Menu > Options**.
3. Select the **Show start and due dates** check box.
4. Tap **OK**.

Setting Options for Displaying Tasks on the Today Screen

If you have a large number of tasks, you may want to specify the kind of tasks that show on the **Today** screen.

1. Tap **Start > Settings > Personal tab > Today**.
2. Tap the **Items** tab, then select the **Tasks** check box.
3. Tap the word **Tasks** to access Options, then tap the **Options** button.
4. Under **Display number of**, select the type of tasks you want to appear on the **Today** screen.
5. In the **Category** list, select whether to display only tasks assigned to a specific category or to display all tasks.

Marking a Task as Completed

To mark a task as completed:

1. Tap **Start > Programs > Tasks**.
2. In the task list, select the check box next to the task you want to mark as completed.

To mark an open task as completed:

1. Tap **Edit**.
2. In the **Status** box, tap **Completed**.

19 Product Specifications

System Specifications



NOTE Not all models described are available in all regions. For more information on specifications for your particular model, on your HP iPAQ, tap **Start > Settings > System** tab > **System Details**.

System Feature	Description
Processor	Samsung SC32442 Processor 400MHz
Operating System	Microsoft® Windows Mobile® 5.0 software for Pocket PC
Memory	Up to 2.0 GB flash ROM for persistent storage, depending on model 64 MB SDRAM for running applications
External Power	AC Input: 100~240 Vac, 50/60 Hz, AC Input current: 0.2 A ac max Output Voltage: 5Vdc (typical)
Display	3.5 in (89 mm) diagonal transmissive QVGA color, 16-bit, 64K color, 240 x 320 pixels, 0.24 dot pitch, with LED backlight, power save mode, and antiglare coating
LED Backlight	Multi-level brightness adjustment with power save mode
SD Slot	Supports SD memory and 4-bit SDIO
Antenna	Internal Bluetooth antenna and internal WLAN antenna (WLAN is available on rx5900 series models only)
Audio	Integrated microphone, speaker, and one 3.5-mm stereo headset jack, 5-band equalizer and 3D sound adjustment
Battery	1,700 mAh Li-ion removable/rechargeable battery
Wireless LAN	Integrated 802.11b/g wireless LAN (rx5900 series models only)
Bluetooth	Bluetooth 2.0 with Enhanced Data Rate, typical 10 meter range (approximately 33 feet)—High-speed, low-power, short-range wireless communication with other Bluetooth devices
LED Indicators: Charge and Notification LED	<ul style="list-style-type: none">Flashing amber indicates an event notification or alarm on your HP iPAQ.Solid amber indicates unit is charging.Solid green indicates unit is fully charged.
Wireless LED	<ul style="list-style-type: none">Flashing blue indicates either or both:<ul style="list-style-type: none">Bluetooth is on

- WLAN is on.
- LED off indicates Bluetooth and WLAN are off

System Feature	Description
WLAN is available on rx5900 series models only.	
GPS Receiver	Integrated SiRF Star III
GPS Antenna	Integrated omni-directional

Physical Specifications

	US	Metric
Width	4.74 in.	120.5 mm
Height	3.00 in.	76.2 mm
Depth	0.65 in.	16.5 mm
Weight	4.48 oz with battery	127.0 g with battery

Operating Environment

		US	Metric
Temperature	Operating	32° to 104°F	0° to 40°C
	Nonoperating	-4° to 140°F	-20° to 60°C
Relative Humidity	Operating	up to 90%	up to 90%
	Nonoperating	up to 90%	up to 90%
Maximum Altitude	Operating	15,000ft	4,572m
	Nonoperating	40,000ft	12,192m

20 Regulatory Notices

Federal Communications Commission Notice

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation.

If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment to an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio or television technician for help.

This PDA has been tested and demonstrated compliance when Bluetooth and WLAN are transmitting simultaneously. This PDA must not be co-located or operating in conjunction with any other antenna or transmitter.

Modifications

The FCC requires the user to be notified that any changes or modifications made to this device that are not expressly approved by HP may void the user's authority to operate the equipment.

Cables

To maintain compliance with FCC Rules and Regulations, connections to this device must be made with shielded cables having metallic RFI/EMI connector hoods.

Declaration of Conformity for Products Marked with the FCC Logo (United States Only)

This device complies with Part 15 of the FCC Rules. Operation is subject to the following 2 conditions:

1. This device may not cause harmful interference.
2. This device must accept any interference received, including interference that may cause undesired operation.

If you have questions about the product that are *not* related to this declaration, write to

Hewlett-Packard Company

P. O. Box 692000, Mail Stop 530113

Houston, TX 77269-2000

or call 1-800-HP-INVENT (1-800-474-6836)

For questions regarding this FCC declaration, write to

Hewlett-Packard Company

P. O. Box 692000, Mail Stop 510101

Houston, TX 77269-2000

or call HP at 281-514-3333

To identify your product, refer to the part, series, or model number located on the product.

Canadian Notice

This Class B digital apparatus meets all requirements of the Canadian Interference-Causing Equipment Regulations.

Avis Canadien

Cet appareil numérique de la classe B respecte toutes les exigences du Règlement sur le matériel brouilleur du Canada.

European Union Notice

Products bearing the CE marking comply with the following EU Directives:

- Low Voltage Directive 73/23/EEC
- EMC Directive 89/336/EEC

CE compliance of this product is valid only if powered with the correct CE-marked AC adapter provided by HP.

If this product has telecommunications functionality, it also complies with the essential requirements of the following EU Directive:

- R&TTE Directive 1999/5/EC

Compliance with these directives implies conformity to harmonized European standards (European Norms) that are listed in the EU Declaration of Conformity issued by HP for this product or product family. This compliance is indicated by one of the following conformity markings placed on the product.

- This CE marking is valid for non-telecommunications products and for EU harmonized telecommunications products, such as Bluetooth®.



- This CE marking is valid for EU non-harmonized telecommunications products.



*If applicable, a notified body number is used. Refer to the regulatory label provided on this product.

The telecommunications functionality of this product may be used in the following EU and EFTA countries:

Austria, Belgium, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Slovak Republic, Slovenia, Spain, Sweden, Switzerland, and United Kingdom.

Products with 2.4-GHz Wireless LAN Devices

France

L'utilisation de cet équipement (2.4GHz wireless LAN) est soumise à certaines restrictions : cet équipement peut être utilisé à l'intérieur d'un bâtiment en utilisant toutes les fréquences de 2400 à 2483.5MHz (Chaîne 1–13). Pour une utilisation en environnement extérieur, vous devez utiliser les fréquences comprises entre 2454 à 2483.5-MHz (Chaîne 10–13). Pour les dernières restrictions, voir <http://www.art-telecom.fr>.

For 2.4-GHz wireless LAN operation of this product, certain restrictions apply. This equipment may use the entire 2400-MHz to 2483.5-MHz frequency band (channels 1 through 13) for indoor applications. For outdoor use, the 2454-MHz to 2483.5-MHz frequency band (channels 10 through 13) may not be used. For the latest requirements, see <http://www.art-telecom.fr>.

Italy

E' necessaria una concessione ministeriale anche per l'uso del prodotto. Verifici per favore con il proprio distributore o direttamente presso la Direzione Generale Pianificazione e Gestione Frequenze.

License required for use. Verify with your dealer or directly with the General Direction for Frequency Planning and Management (Direzione Generale Pianificazione e Gestione Frequenze).

Battery Warning



WARNING! This HP iPAQ contains a lithium ion rechargeable battery. To reduce the risk of fire or burns, do not disassemble, crush, puncture, short external contacts, or dispose of in fire or water. Replace only with the HP spare.



CAUTION Risk of explosion if battery is replaced by an incorrect type. Dispose of used batteries according to the instructions.

Equipment Warning



WARNING! To reduce the risk of personal injury, electrical shock, fire or damage to the equipment:

Plug the power cord into an AC outlet that is easily accessible at all times.

Disconnect power from the equipment by unplugging the power cord from the AC outlet or unplugging the synchronization cable from the host computer.

Do not place anything on the power cord or any of the other cables. Arrange them so that no one may accidentally step on or trip over them.

Do not pull on a cord or cable. When unplugging from the electrical outlet, grasp the cord by the plug or, in the case of the AC adapter, grasp the AC adapter and pull out from the electrical outlet.

Do not use converter kits sold for appliances to power your iPAQ Pocket PC.

Airline Travel Notice

Use of electronic equipment aboard commercial aircraft is at the discretion of the airline.

Medical Electronic Equipment

If you have a medical condition that requires you to use a pacemaker, hearing aid, or any type of medical electronic equipment, consult the manufacturer of the equipment to determine if the medical equipment is shielded from RF energy. Turn off your HP iPAQ in health care facilities or hospitals when there are posted restrictions requiring you to do so.

Wireless Notices

In some environments, the use of wireless devices may be restricted. Such restrictions may apply aboard airplanes, in hospitals, near explosives, in hazardous locations, etc. If you are uncertain of the policy that applies to the use of this device, please ask for authorization to use it prior to turning it on.

U.S. Regulatory Wireless Notice



WARNING! Exposure to Radio Frequency (RF) Radiation The radiated output power of this device is below the FCC radio frequency exposure limits. Nevertheless, the device should be used in such a manner that the potential for human contact during normal operation is minimized.

To avoid the possibility of exceeding the FCC radio frequency exposure limits, human proximity to the antenna should be minimized.

This PDA has been tested and demonstrated compliance when Bluetooth and WLAN are transmitting simultaneously. This PDA must not be co-located or operating in conjunction with any other antenna or transmitter.

Canadian Regulatory Wireless Notice

Operation is subject to the following two conditions: (1) this device may not cause interference, and (2) this device must accept any interference, including interference that may cause undesired operation of the device.

Brazilian Notice

Este equipamento opera em caráter secundário, isto é, não tem direito a proteção contra interferência prejudicial, mesmo de estações do mesmo tipo, e não pode causar interferência a sistemas operando em caráter primário.

Japanese Notice

この装置は、情報処理装置等電波障害自主規制協議会（VCCI）の基準に基づくクラスB情報技術装置です。この装置は、家庭環境で使用することを目的としていますが、この装置がラジオやテレビジョン受信機に近接して使用されると、受信障害を引き起こすことがあります。
取扱説明書に従って正しい取り扱いをして下さい。

この機器の使用用途範囲では、電子レンジ等の産業・科学・医療用機器のほか工場の高圧ライン等で使用されている移動体通信用の構内無線局（免許を要する無線局）及び特定小電力無線局（免許を要しない無線局）が運用されています。

- 1 この機器を使用する前に、近くで移動体通信用の構内無線局及び特定小電力無線局が運用されていないことを確認して下さい。
- 2 万一、この機器から移動体通信用の構内無線局に対して電波干渉の事例が発生した場合には、速やかに使用周波数を変更するか又は電波の放射を停止した上、下記連絡先にご連絡頂き、混信回避のための処置等（例えば、パーティションの設置など）についてご相談して下さい。
- 3 その他、この機器から移動体通信用の特定小電力無線局に対して電波干渉の事例が発生した場合など何かお困りのことが起きたときは、次の連絡先へお問い合わせ下さい。

連絡先：日本ヒューレット・パッカー株式会社 TEL：0120-014121

Wireless LAN 802.11b Devices



Wireless LAN 802.11g Devices



Bluetooth Devices



Taiwan DGT Notice

低功率電波輻射性電機管理辦法

第十四條 經型式認證合格之低功率射頻電機，非經許可，公司、經銷或使用者均不得擅自變更頻率、加大功率或變更原設計之特性及功能。


第十七條 低功率射頻電機之使用不得影響飛航安全及干擾合法通信；經發現有干擾現象時，應立即停用，並改善至無干擾時方得繼續使用。
前項合法通信，指依電信規定作業之無線電信。低功率射頻電機須忍受合法通信或工業、科學及醫療用電波輻射性電機設備之干擾。

Korean Notice

B급 기기 (가정용 정보통신기기)


이 기기는 가정용으로 전자파적합등록을 한 기기로서
주거지역에서는 물론 모든지역에서 사용할 수 있습니다.

Battery Disposal

 **WARNING!** When a battery has reached the end of its useful life, do not dispose of the battery in general household waste. Follow the local laws and regulations in your area for computer battery disposal.



French Acoustics Warning

 **WARNING!** Listening to personal stereo equipment at full volume for long periods can damage your hearing. In order to reduce the risk of hearing loss, decrease the amount of time listening to personal stereo equipment at full volume. HP recommends that you use the headset, part number 430219, manufactured by Plantronics, included with your HP iPAQ.



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