



i n v e n t

## **User's Guide**

HP iPAQ rz1700 series

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User's Guide

HP iPAQ rz1700 series

First Edition (May 2004)

Document Part Number: 366075-001

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# Getting to Know Your HP iPAQ

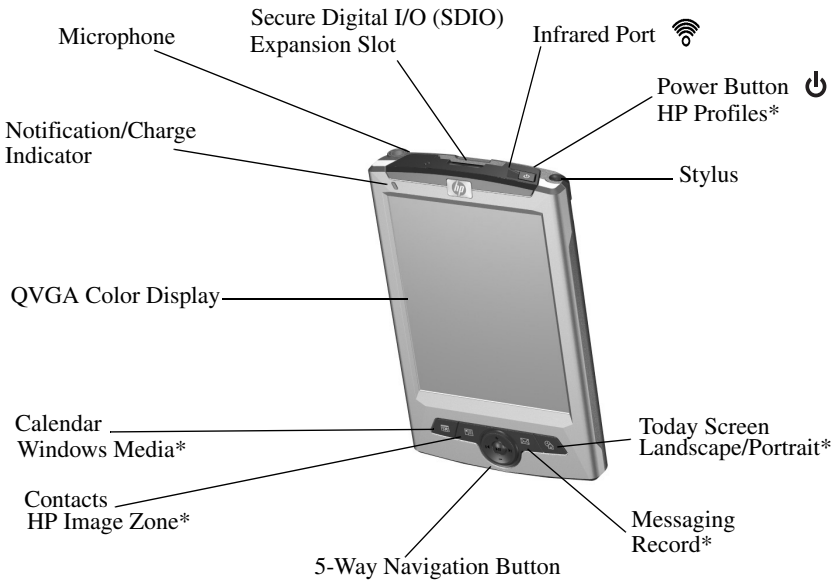
Congratulations on purchasing your HP iPAQ. Use this guide to learn about the device functionality.

You can find detailed information in the Help files on your HP iPAQ. To access Help, from the **Today** screen, tap **Start > Help**, and select a topic.

In addition, Microsoft Pocket PC Basics provides instructions on operating the HP iPAQ. To locate Pocket PC Basics, from the **Today** screen, tap **Start > Help > Pocket PC Basics**.

# Identifying Product Components

## Front and Top Views

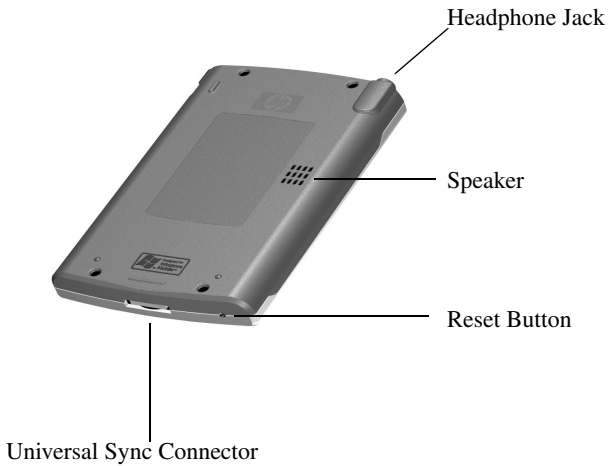


\* To access this function, press and hold for two seconds.



<b>Component</b>	<b>Description</b>
Notification/Charge Indicator	Amber or green indicator. Indicates battery charge status and message status. Amber flash = charging Amber solid = charged Green flash = one or more notification events have occurred LED off = not charging and no notification events Note: When notification event occurs during battery charging, the LED changes to green and remains green until the message has been cleared or times out.
Microphone	Record voice or sounds.
Secure Digital I/O (SDIO) Expansion Slot	Supports Secure Digital (SD) storage and expansion cards.
Infrared Port	Wireless connection for data transfer.
Power Button	Turn power on/off to device.
Stylus	Pull to remove, slide in to replace. Use to tap or write on the screen.
5-Way Navigation Button	Use to navigate through dropdown menus and programs. Press down to perform a task. In Windows Media Player: Play (center) Next track (right) Previous track (left) Volume up Volume down
QVGA Color Display	3.5 in. high-contrast, color touchscreen.
<b>Program Buttons</b>	For information on the dual function of the program buttons, see <a href="#">Chapter 5, "Using Programs."</a>

## Back and Bottom Views



<b>Component</b>	<b>Description</b>
Headphone Jack	3.5 mm stereo audio jack for listening to audio media.
Speaker	Lets you listen to audio media.
Reset Button	Press in with stylus to reset the device. See “Resetting the HP iPAQ” later in this chapter.
Universal Sync Connector	Lets you synchronize with another computer/recharge the battery.

## Using the Stylus

You can use the stylus three ways:

**Tap**—Lightly touch the screen to select or open an item. Lift the stylus after you tap an item. Tapping is equivalent to clicking an item with the mouse on your computer.

**Drag**—Place the point of the stylus on the screen and drag an item across the screen without lifting the stylus until you have completed the selection. Dragging is equivalent to dragging with the left mouse button pressed on your computer.

**Tap and hold**—Hold the stylus pointer on an item for a short time until a menu displays. Tapping and holding is equivalent to right-clicking your computer mouse button. When you tap and hold, a circle of red dots appears around the stylus to indicate that the menu will soon pop up.



**CAUTION:** To prevent damage to the screen, never tap or write on the screen with any device other than the stylus that comes with the device, or an approved replacement. If you lose or break your stylus, you can order extras at [www.hp.com/go/ipaqaccessories](http://www.hp.com/go/ipaqaccessories).

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## Aligning the Screen

The first time you turn on the HP iPAQ, you must align the screen. You need to realign the screen if:

- The device does not respond accurately to your taps.
- You perform a full reset of your device.

To realign the screen:

1. From the **Start** menu, tap **Settings > System tab > Screen**.
2. Tap **Align Screen** and tap the crosshairs as they move on the screen.

## Adjusting Text Size

How much information you see on the screen depends on the text size.

1. From the **Start** menu, tap **Settings > System tab > Screen > Text Size** tab.
2. Drag the slider to the desired text size; then tap **OK**.

## Changing the Screen from Portrait to Landscape Mode

To select Portrait or Landscape screen orientation:

1. From the **Start** menu, tap **Settings > System tab > Screen**.
2. Tap **Portrait, Landscape (right-handed), or Landscape (left-handed)**.
3. Tap **OK**.

**Shortcut:** Press and hold the **Today** button for two seconds to toggle between portrait and landscape modes.

## Setting Date and Time

When you turn on your HP iPAQ for the first time, you are requested to select your time zone. After setting the time zone, you still need to set the time and date. The three settings are located in the **Clock Settings** screen, and you can set them at the same time.

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**Note:** By default, the time on the HP iPAQ is synchronized with your computer each time you connect them through ActiveSync.

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## Setting Time for Home and Locations You Visit

From the **Start** menu, tap **Settings > System tab > Clock & Alarms > Time** tab.

1. Tap either **Home** or **Visiting**.
2. Tap the **time-zone** down arrow, and select the appropriate time zone from the dropdown list.
3. Tap the hour, minutes, or seconds, and use the Up and Down arrows to adjust the time.
4. Tap **AM** or **PM**.
5. Tap **OK**.
6. Tap **Yes** to save the time.

## Setting the Date

1. From the **Start** menu, tap **Settings > System tab > Clock & Alarms**.
2. Tap the down arrow by the date.
3. Tap the left or right arrow to select month and year.
4. Tap a day.
5. Tap **OK**.
6. Tap **Yes** to save the date.

You need to reset your time zone, time, and date if:

- The location time (Home or Visiting) needs to be changed.
- All power to the HP iPAQ is lost, which removes all saved settings.
- You perform a full reset of your HP iPAQ.

**Shortcut:** On the **Today** screen, tap the **Clock** to set time zone, time, and date.

## Setting an Alarm

You can set up to three alarms in your device.

To set an alarm:

1. From the **Start** menu, tap **Settings > System tab > Clock & Alarms > Alarms** tab.

2. Tap an alarm.
3. Tap the **Description** field and type a name for the alarm.
4. Tap the day of the week.
5. Tap the time. This opens the clock popup. You can use the Up and Down arrows to select hours, minutes, seconds and AM or PM. Or, tap and drag the hands of the clock to set the time; then tap **OK**.
6. Tap the **Alarms** button; then tap the dropdown list to see various types of alarms, and select their characteristics.
7. Tap **OK**.

## Entering Owner Information

You can personalize your HP iPAQ by entering owner information. To enter owner information:

1. From the **Today** screen, tap **Start > Settings > Owner Information > Identification** tab.
2. Tap in the **Name** field. A keyboard appears at the bottom of the screen. Tap on the characters to enter your name.

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**Note:** If you prefer, you can use Letter Recognizer, Block Recognizer, or Microsoft Transcriber to input information. For more information, see [Chapter 6, “Entering Information.”](#)

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3. Tap the other fields and continue entering information.
4. To display owner information at startup, tap the **Options** tab and tap **Identification information** or **Notes**.
5. To type a note, tap the **Notes** tab.
6. Tap **OK**.

# Resetting the HP iPAQ

## Performing a Soft (“Normal”) Reset

A soft reset does not erase any applications or saved data, but be sure to save any **unsaved** data before performing a soft reset since any unsaved data will be lost.

Perform a soft reset when:

- You want to stop all running applications.
- After installing a new application.
- If your HP iPAQ stops responding.

To perform a soft reset:

1. Locate the **Reset** button.
2. Use the stylus to briefly press the **Reset** button. The HP iPAQ restarts and displays the **Today** screen.



## Performing a Hard (“Full”) Reset

Perform a hard reset when you want to clear all settings, applications, and data from RAM (Random Access Memory, where data and applications you have loaded are stored).

If the battery installed in your HP iPAQ discharges completely, your HP iPAQ will operate as if a hard reset had been performed once the battery has been recharged.

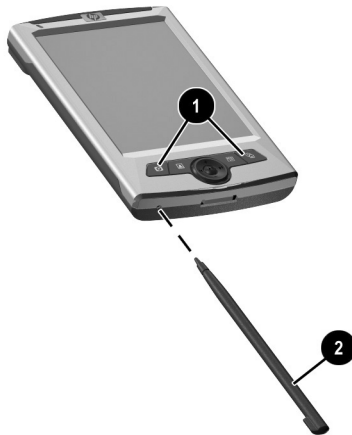


**CAUTION:** If you perform a hard reset, your HP iPAQ returns to its default settings and loses all information (files, settings, etc.) that is not recorded in ROM. Information stored in iPAQ File Store will not be lost. For more information on using iPAQ File Store, see “Using the iPAQ File Store Folder” in [Chapter 5, “Using Programs.”](#)

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To perform a hard reset:

1. Press and hold buttons 1 and 4 on the front of the device **1** and, at the same time, with the stylus, briefly press the **Reset** button **2** on the bottom of your HP iPAQ.





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**Note:** Verify the full reset by pressing the **Power** button. When the HP iPAQ has been fully reset, it does not power on until the battery is reactivated.

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2. A hard reset deactivates the battery. The **Power** button does not function until the battery is reactivated. To reactivate the battery:

- ❑ Connect the AC Adapter to the HP iPAQ to charge the device.

Or:

- ❑ Briefly press the **Reset** button with the stylus.

## Caring for Your Device

To protect the screen of your HP iPAQ from damage, observe the following practices:

- Never tap or write on the screen with any device other than the stylus that comes with the HP iPAQ or an approved replacement. If you lose or break your stylus, you can order extras at [www.hp.com/go/ipaqaccessories](http://www.hp.com/go/ipaqaccessories).
- When transporting your HP iPAQ in a purse, pocket, briefcase, etc., ensure that the device does not get compressed, bent, dropped, hit, or sat on.
- When not in use, store your HP iPAQ in a case. You can select from a wide variety of cases at [www.hp.com/go/ipaqaccessories](http://www.hp.com/go/ipaqaccessories) or [www.casesonline.com](http://www.casesonline.com).
- Do not place anything on top of your HP iPAQ.
- Avoid scratching the surface of the screen or banging it against hard objects.
- Clean your HP iPAQ by wiping the screen and the exterior with a soft, damp cloth lightly moistened with water.



**CAUTION:** 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 may discolor the finish and damage it.

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# Synchronizing with Your Computer

## Using Microsoft ActiveSync

Microsoft ActiveSync is a program you install on your desktop or laptop computer to transfer data back and forth. In this manner, you only have to input information once either at your computer or your HP iPAQ. Using ActiveSync and the sync cable, you connect your HP iPAQ and a computer to:

- Copy files (data, audio or video) between your HP iPAQ and up to two host computers so you always have the latest information in all locations.
- Install programs on your device.
- Back up and restore files.
- Synchronize links.
- Send and receive email.
- Request meetings.

## Installing ActiveSync

These instructions assume the battery has been previously charged.



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**CAUTION:** The first time you synchronize, perform Steps 1 and 2 below (install Microsoft ActiveSync on your computer). **Then**, when prompted to do so, connect your HP iPAQ to your computer.

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To install Microsoft ActiveSync on your computer:

1. Insert the Companion CD into the CD-ROM tray or slot in your computer.
2. After the introduction displays, click **Start Here**. Follow the **Setup Wizard** screen instructions.

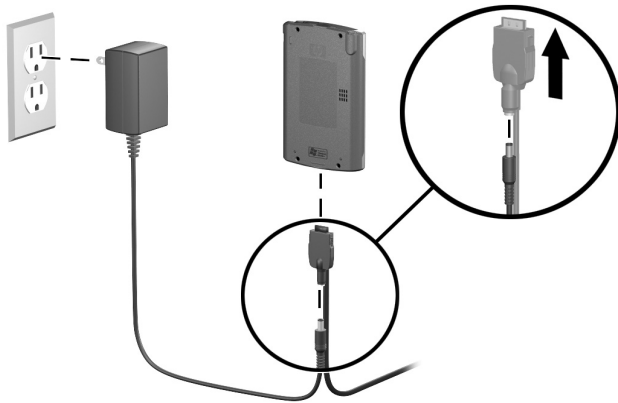
When prompted, connect your HP iPAQ and your personal computer using the supplied cables in the following manner:

1. Insert the round connector on the AC Adapter cable into the connector on the sync cable.
2. Insert the connector on the sync cable into the connector on the bottom of the HP iPAQ.
3. Connect the AC Adapter cable into a standard electrical outlet.

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**Note:** Do not connect the sync cable to the computer yet.

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4. When instructed by **Setup Wizard**, connect the HP iPAQ to the computer by inserting the USB plug on the sync cable into a USB port on your computer.



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**Note:** The HP iPAQ supports a serial connection. However, to synchronize via a serial connection, you must use a serial sync cable (sold separately.)

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5. The **Setup Wizard** detects the programs on your computer, and guides you step-by-step so you can install ActiveSync on your computer and other optional programs on your device. Once you are finished with the **Setup Wizard**, you can disconnect the HP iPAQ from the computer.

## Synchronizing with Your Computer

Once ActiveSync is installed on your computer, you can:

- Create an additional partnership with a second computer so you can synchronize information.
- Change the type of data (Contacts, Calendar, Messaging, Tasks, Favorites, Files, Notes, or AvantGo) to synchronize.

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**Note:** To synchronize files, select files in your computer; then drag and drop the files into the synchronization folder on your device. If you named your HP iPAQ “PC1” when you created your partnership, then the synchronized folder is named “PC1.” When you synchronize, the files are automatically moved to and from the PC1 folder.

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## Changing Synchronization Settings

You can modify the synchronization settings to:

- Set a time for synchronization to occur.
- Change the type of connection.
- Select the types of files to synchronize.
- Select the files and information you do not want to synchronize (ex: email attachments).
- Determine how conflicts between information on your HP iPAQ and information on your computer are to be handled.

To modify synchronization settings:

1. On your computer, open ActiveSync by clicking **Start > Programs > Microsoft ActiveSync**.
2. In ActiveSync, click **Tools > Options**.
  - a. In the **Sync Options** page, check the Mobile select items to be synchronized.

- b. Click the **Schedule** tab to set the time for synchronization.
  - c. Click the **Rules** tab to determine how conflicts between information on your HP iPAQ and information on your computer are to be handled.
3. Tap **OK**.
  4. From the **File** menu, click **Connection Settings...** . Select the type of connection to use between the HP iPAQ and the computer.

## Using the Serial Infrared (IR) Connection

Your HP iPAQ has an infrared port. If your computer has an infrared port or an infrared USB adapter, you can synchronize your HP iPAQ and your computer using an infrared connection instead of the sync cable. The infrared connection option only works on computers with Microsoft Windows 98SE, Me, 2000, or XP operating systems.

To set up an infrared connection to your computer:

1. Follow your computer manufacturer's instructions to set up the infrared port.
2. Line up the HP iPAQ infrared port with the computer infrared port so they are unobstructed and within 12 in. (30 cm) of each other.
3. On your HP iPAQ, tap **Start > ActiveSync > Tools > Connect via IR...** . Synchronization begins automatically.
4. To disconnect, move the HP iPAQ and computer away from each other, or tap the **X** in the upper right corner of the screen on your device.

## Manually Copying or Moving Files

You can copy or move files to and from your computer using **Explore** in ActiveSync and Windows Explorer.

To copy a file:

1. Connect your HP iPAQ and computer via the sync cable.
2. On your computer, right-click the **Start** menu.
3. In the popup menu, click **Explore**. This opens the file hierarchy in your computer.
4. Browse through your folders and subfolders and locate a file to be copied or moved to your HP iPAQ.
5. Once you find a file(s), leave the window open.

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**Note:** You cannot copy preinstalled files or system files.

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6. On your computer, open ActiveSync by clicking **Start > Programs > Microsoft ActiveSync**.
7. In ActiveSync, click **Explore**. This opens the file hierarchy in your HP iPAQ (under the folder **Mobile Device**).
8. Go to **My Pocket PC > My Documents** and leave the window open.
9. Drag and drop the file(s) between your computer and your HP iPAQ. If you are prompted for permission to convert a file so it can be used in the HP iPAQ, answer yes.

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**Note:** Moving file(s) into the **My Documents** folder (or into a subfolder under **My Documents**) on your HP iPAQ assures that the programs will locate them.

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10. If you want, on your HP iPAQ, open File Explorer. Tap **My Device**. See the file(s) you have just copied or moved.

## Installing a Program

To install a program from your computer using ActiveSync:

1. Connect your HP iPAQ to your computer using the sync cable.
2. Follow the instructions on the computer screen for installing that particular program.



3. Check the screen on your HP iPAQ to see if further steps are necessary to complete the installation.

## Backing up and Restoring Files

To help reduce the chance of losing information, you should back up information to your computer regularly. For more information on backing up and restoring information using Microsoft ActiveSync, see [Chapter 5, “Using Programs.”](#)

## Synchronizing Links

You can synchronize links to websites from the **Favorites** list on your computer to view them offline with Pocket Internet Explorer.

1. On your computer, open **Internet Explorer**.
  2. Click **Favorites** to see the list of links to your favorite websites.
  3. To save a website link to Mobile Favorites, open the website and click **Create Mobile Favorite**.
- If you have selected “Favorites” as an information type to be synchronized, ActiveSync copies your mobile favorite to your HP iPAQ the next time you synchronize.
  - If you have not selected “Favorites” as an information type to be synchronized, ActiveSync will not copy your mobile favorite to your HP iPAQ the next time you synchronize. To manually synchronize your favorite links, follow the instructions in [“Synchronizing with Your Computer” in Chapter 2](#).

## Sending and Receiving Email Messages

You can send and receive email messages by synchronizing your HP iPAQ with your computer using ActiveSync. When sending and receiving email messages, the name of the current folder is displayed at the bottom of the screen.

For more information on sending and receiving email using ActiveSync, view Messaging Help by going to **Start > Help > Messaging**.

## Sending a Meeting Request

You can schedule a meeting and send a meeting request via ActiveSync. You create the meeting information in Messaging and the next time you synchronize with your computer, the meeting request will be sent.

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**Note:** The person(s) you invite must use Outlook or Pocket Outlook on their computer(s).

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For more information, view Calendar Help by going to **Start > Help > View > All Installed Help > Calendar**.

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## Managing the Battery

Your device is shipped with a partially charged internal battery.

It is recommended that you fully charge the device before setting up the unit.

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**Note:** It can take up to four hours to fully charge the battery.

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Even when not in use, the device uses battery power to run the clock and maintain files. When at your desk, keep the device plugged into an electrical outlet with the AC Adapter. When you travel, carry with you the AC Adapter and sync cable.



**CAUTION:** Keep the battery charged. The programs and files you install or create are stored in volatile RAM memory. If the battery completely discharges, all user-installed programs and user data files created will be erased and you will have to reinstall them. To prevent losing valuable programs and files, keep the battery always charged. Optionally, you can store a limited number of programs and files in the iPAQ File Store folder so that if the battery completely discharges, they will not be lost.

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## Charging the Battery

The AC Adapter works with any household electrical outlet. You can also purchase an adapter that works with your vehicle cigarette lighter or 12 Volt power outlet.



**CAUTION:** Use only the AC Adapter that came with your device to charge it.

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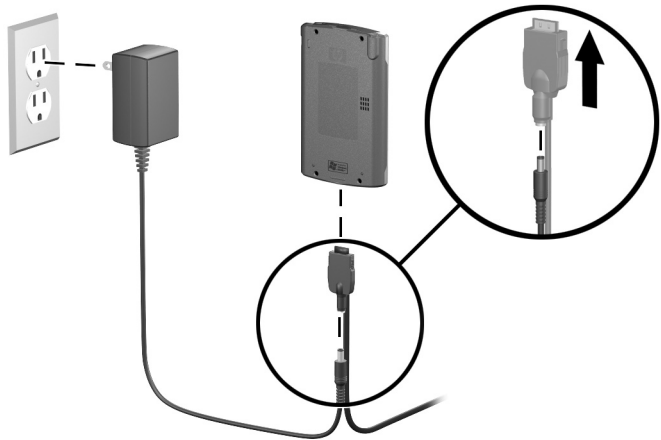
To charge the HP iPAQ:

1. Insert the round connector on the AC Adapter cable into the connector on the sync cable.
2. Insert the connector on the sync cable into the connector on the bottom of the device.
3. Connect the AC Adapter to a standard electrical outlet.



**CAUTION:** To avoid damaging your device or the AC Adapter, gently align all connectors before inserting them.

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4. The Notification/Charge Indicator blinks amber while the battery is charging. When the indicator stops blinking and turns solid amber, the unit is fully charged. It can take up to four hours to fully charge the battery.

## Checking the Battery

To view the battery gauge to see how much battery power remains:

From the **Start** menu, tap **Settings > System tab > Power**. If the battery is low, use the AC Adapter to connect the device to an electrical outlet and recharge it to its full capacity.

## Battery Saving Tips

To make your battery last as long as possible between charges, there are certain settings you can change on your device.

Adjusting some or all of these will maximize battery life.

- Leave your device connected to AC power at all times when not using it.
- Set the device to turn off after a short time of not being used. Tap **Start > Settings > System tab > Power > Advanced tab**. On battery power, set the device to power off in the shortest acceptable time.
- Dim the backlight. Tap **Start > Settings > System tab > Backlight > Brightness tab**. Adjust the on battery brightness level slider to dim the backlight.
- Turn off the backlight. Tap **Start > Settings > System tab > Backlight > Battery Power tab**; then set the backlight to turn off the backlight soon after you stop using the device.
- Set the device to receive incoming infrared beams manually. Tap **Start > Settings > Connections tab > Beam**; then uncheck **Receive all incoming beams**.
- Assign a program button to turn off the screen display while listening to music. Open **Windows Media** and tap **Tools > Settings > Buttons**. From the **Select Function** dropdown list, tap **Screen Toggle**. Press a program button and tap **OK**. Then, when listening to music, press that program button to turn off the screen display.

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## Using the Screen


### Using the HP Launch Screen (Select Models Only)

On some models, when you first turn on your device, the Launch screen is displayed. Use this screen to access the following programs:

- Music (Windows Media Player)
- Contacts
- Schedule (Calendar)
- Photos (HP Image Zone)



To change to the standard **Today** screen:

1. Tap , or from the **Start** menu, tap **Settings > Today > Items** tab.
2. Check or uncheck **iPAQ Entertainment**.

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**Note:** If **iPAQ Entertainment** is checked, no other **Today** screen items will be visible.

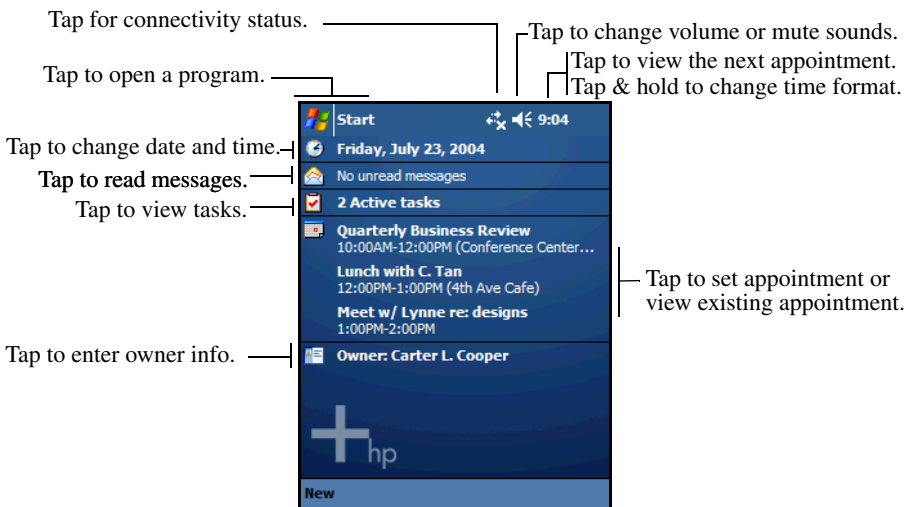
---

3. Check other items you want to see on the **Today** screen.
4. Tap **OK**.

## Using the Today Screen

When you first turn on the device, the **Today** screen displays information such as date and time and the day's schedule.

You can return to the **Today** screen from any program by tapping **Start > Today**.




## Customizing the Today Screen


You can customize the appearance of the **Today** screen by:

- Setting a theme for your device.
- Using a picture as the background.
- Selecting the items listed on the **Today** screen.

To select a theme or a picture as a background:

1. Tap , or from the **Start** menu, tap **Settings > Today > Appearance** tab.
2. Tap a theme from the list, or tap **Use this picture as the background** and tap **Browse**.
3. To search through folders and subfolders for other pictures, use File Explorer.

To change the order in which items appear on the **Today** screen:

1. Tap , or from the **Start** menu, tap **Settings > Today > Items** tab.
2. Tap any item and tap either **Move Up** or **Move Down**.
3. Tap **OK**.

---

**Note:** **Date** is always the first item listed. You cannot move **Date**.

---

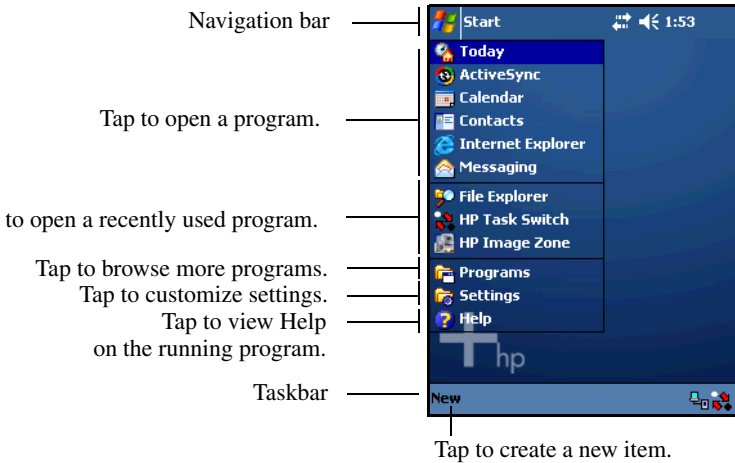
4. Tap **Today timeout:** and select the period of inactivity that must pass before the **Today** screen displays.
5. Tap **OK**.



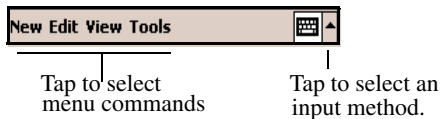
## Navigation Bar and Taskbar

The navigation bar displays connectivity status and the time.

The taskbar lists the menu tabs, buttons, and commands you have available while you are using the current program.










Within each program, use the taskbar to perform tasks.



## Status Icons

You may see the following status icons displayed on the navigation bar or taskbar. Tap the icon to view more information related to the item.

	There is no active connection between the HP iPAQ and the computer.
	The HP iPAQ and a computer are connected. This icon appears only when there is an active connection.
	Microsoft ActiveSync is synchronizing your HP iPAQ with a computer.
	The speaker is on. Tap to mute sound.
	The speaker is off. Tap to unmute sound.
	This program is running. Tap to minimize it. (Minimizing maintains a program open but not active on the screen.)
	Your HP iPAQ and a computer are connected. This icon appears only when there is an active connection.

## Popup Menus

Popup menus allow you to perform an action on an item. To perform an action on an item, tap and hold the stylus on the item. When the menu pops up on the screen, tap the desired action. If you change your mind, tap anywhere outside the menu to close it without performing the action.

### Main Popup Menu

Use the main popup menu to cut (move), copy, rename, and delete an item, or to send an email or file to another device.

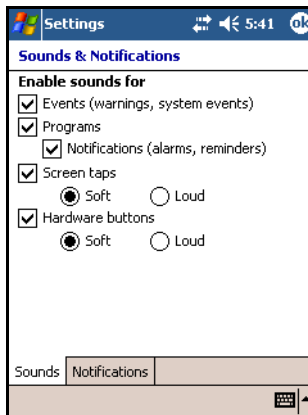
## Sounds and Notifications

You can schedule various types of events (appointments, tasks, email notification) and set an alarm as reminder so that at the scheduled time or when you have a message, the indicator light on the front of the device flashes green and or a sound is played.

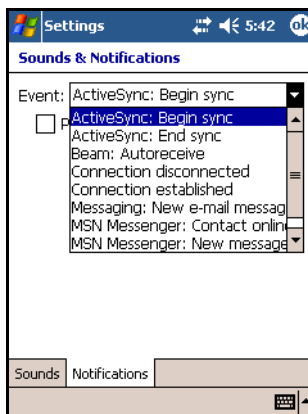
To set alarms and sounds:

Go to **Start > Settings > Sounds & Notifications**.

- Tap the **Sounds** tab and enable sounds for each event.




- Tap the **Notifications** tab and select a sound for each event.



## Creating Information

From the **Today** screen, you can create various types of items:

1. Tap , or from the **Start** menu, tap **Today > New**.
  - Appointment
  - Contact
  - Excel Workbook
  - Message
  - Note
  - Task
  - Word document
2. In the popup menu, tap a task to create a new item.
3. Tap **OK** when you are finished.

## Selecting Screen Orientation

The screen can be viewed vertically or horizontally.

To select screen orientation:

From the **Start** menu, tap **Settings > System tab > Screen**.

**Shortcut:** To toggle screen position between portrait (vertical) and landscape (horizontal) modes, tap and hold for two seconds the **Today** button.

## Adjusting Text Size

How much information you see on the screen depends on the text size.

1. From the **Start** menu, tap **Settings > System tab > Screen > Text Size** tab.
2. Drag the slider to the desired text size.
3. Tap **OK**.

## Finding Information

You can search through the **My Documents** folder and any subfolder you have created in your HP iPAQ.

To find a program or file:

1. From the **Start** menu, tap **Programs > Find**.
  - If you know the filename, tap **Find:** and type the filename.
  - If you do not know the exact filename but know the data type, tap a data type from the dropdown list.
2. Tap **Go**.
3. In the results list, tap an item to open it.

---

# Using Programs


## Installing a Program

You can install programs on your HP iPAQ using Microsoft ActiveSync and the sync cable. You can install programs:

- From your HP iPAQ or your computer by copying a program file that has an .exe or .cef extension.
- From another device if the program file has a .cab extension.

When installing programs, look for the correct version for your HP iPAQ model and Windows Mobile Operating System. Follow the installation instructions provided with the program.

## Minimizing a Program

Minimizing a running program keeps it open, but not active on your screen. To minimize a running program, tap the  at the top right of the screen.

## Closing a Program

Programs automatically close based on available memory. However, you can manually close a program to increase performance.

To see a list of running programs to close:

1. From the **Start** menu, tap **Settings** > **System** tab > **Memory**.
2. Tap the **Running Programs** tab.

If you are running a program in the background, bring it to the foreground by tapping **Activate**.

To close a program, tap the program and tap **Stop**.

To close all programs, tap **Stop All**.


## Using HP Task Switch

HP Task Switch is an application that allows you to switch between open programs, or to close one or all the running programs.

By default, HP Task Switch runs in the background on your HP iPAQ.

For help on HP Task Switch, go to **Start > Help > View > All Installed Help > HP Task Switch**.

You can access HP Task Switch in two ways:

- Tap the HP Task Switch icon  (located in the lower right corner of the **Today** screen taskbar).

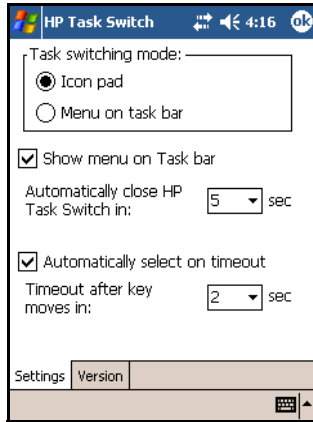
Or:

- Go to **Start > Programs > HP Task Switch**.

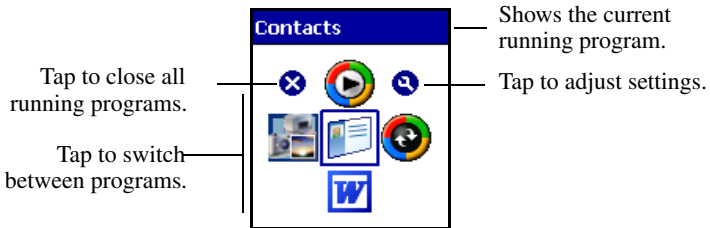
You can use HP Task Switch in one of two modes. To select the task switching mode you prefer:

Go to **Start > Programs > HP Task Switch > Settings**.

The following screen displays:

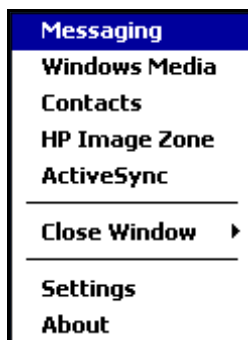


If you select **Icon pad**, then the screen looks similar to the following:





If you select **Menu on taskbar**, the screen looks similar to the following:



## Using Program Buttons







By default, the buttons on the HP iPAQ open certain programs. However, you can customize them to open different programs.

To assign a program to a button other than the default:

1. From the **Today** screen, tap **Start > Settings > Buttons**.
2. Tap a button.
3. In the **Assign a program:** dropdown list, tap the program you wish to associate to a button.





The following table describes the default program buttons on the HP iPAQ. Each button can be assigned up to two programs. The primary program for the button can be accessed by briefly

pressing the button. The secondary program or function is accessed by pressing and holding the button down for two seconds.

<b>Button</b>	<b>Action</b>	<b>To open a program</b>	<b>Description</b>
	Press	Calendar	Schedule events and set alarms as reminders. The day's events are displayed on the <b>Today</b> screen.
	Press & hold	Windows Media Player	Play digital audio and video files.
	Press	Contacts	Keep a list of friends and colleagues.
	Press & hold	HP Image Zone	Display individual images and run slide shows. Display images from a digital camera SD storage card.
	Press	Messaging	Receive and send Internet email messages through Messaging on your HP iPAQ or your computer after ActiveSync is installed. To send and receive email, you must have an email address provided by your Internet Service Provider (ISP) or employer.
	Press & hold	Record (in Notes)	Record voice or sounds as a WAV file that can be attached to a picture or listened to by itself. By default, recording is in the Notes program.

(Continued)

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Button	Action	To open a program	Description
	Press	Today	Home page from which all features are accessed.
	Press & hold	Rotate Screen (Portrait/Landscape)	Toggle screen orientation from vertical (portrait) to horizontal (landscape).
	Press	Power on/off	Turns HP iPAQ on or off.
	Press & hold	HP Profiles	Save characteristics (volume level, alarm and backlight brightness) in memory. Invoke a profile according to your surroundings. ( <b>Note:</b> The device must be on.)

## Locking the Program Buttons

To avoid accidentally pressing a program button:

1. Tap **Start > Settings > Buttons > Lock** tab.
2. Tap **Disable all buttons except power button**; then tap **OK**.

**Note:** The **Power** button cannot be locked. Pressing the button and turning on the unit unlocks the other program buttons.

## Using HP Profiles

You can change your HP iPAQ settings quickly depending on where you are at a given moment.

Use HP Profiles to:

- Turn the HP iPAQ backlight on or off.
- Turn the HP iPAQ screen display on or off.

- Disable powering on the HP iPAQ from an application button.
- Turn off the HP iPAQ.

You can customize the profiles and store the settings in memory. In this way, you can quickly invoke a setting with one tap.

---

**Note:** This screen closes after a period of inactivity. If it closes before you make your selection, tap and hold for two seconds the **Power** button.

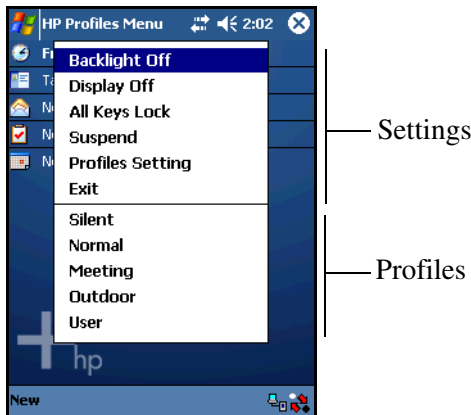
---

To launch HP Profiles:

- Turn the HP iPAQ on; then press and hold the **Power** button for two seconds. The HP Profiles menu screen is displayed.

Or:

- Go to **Start > Settings > System tab > HP Profiles**.



- To change Backlight settings, tap **Backlight Off** or **On**.
- To change Display settings, tap **Display Off** or **On**.
- To lock or unlock the buttons, tap **All Keys Lock**.
- To power off the HP iPAQ, tap **Suspend**.

- ❑ To adjust the settings in a profile, tap **Profiles Setting**.
- ❑ To close the application, tap **Exit**.

## Saving Settings in a Profile

The HP iPAQ comes with five profiles with different alert volume, screen brightness, and power saving settings. You can use them, rename them, or customize them:

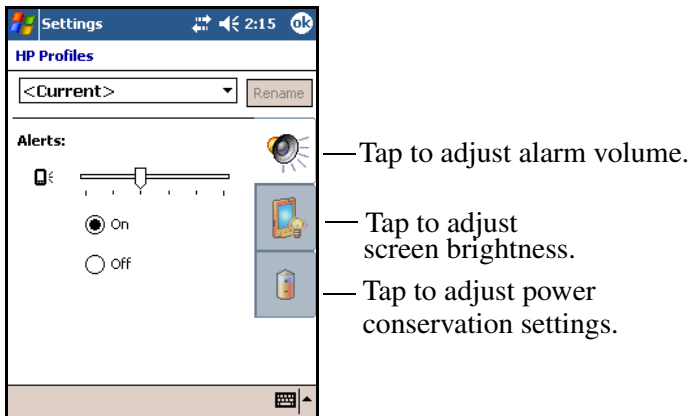
- ❑ Silent
- ❑ Normal
- ❑ Meeting
- ❑ Outdoor
- ❑ User

You can rename these profiles, but you cannot delete them.

To rename a profile:

1. Go to **Start > Settings > System tab > HP Profiles**.
2. The **Current** profile is always the first profile displayed. Tap any profile from the HP Profiles dropdown list.
3. Tap **Rename**.
4. When the keyboard and typing area pop up, type a new name.
5. Tap **OK**.

Tap an icon on the right of the screen to open a new screen where you can change alerts volume, screen brightness, or how long the device will stay on before it turns off.



## Adjusting the Alert Volume in a Profile

1. From the HP Profiles dropdown list, select the profile you wish to change and tap the **Speaker** icon.
2. On the volume screen, tap either **Alerts On** or **Off**.
3. Tap and drag the volume slider to the desired level. As you move the slider, a sample alert is heard.
4. Tap **OK**.

## Adjusting Brightness and Backlight On or Off in a Profile

The brightness of the display and whether the backlight is on or off plays a major part in how long your battery lasts. You may want to reduce brightness or set it to quickly power off when you are not using the device.

To adjust backlight brightness:

1. Tap the **Brightness** icon.
2. Move the brightness level slider left or right.
3. Tap **Turn off backlight if device is not used for** and select a period of time from the dropdown list.
4. Tap **OK**.

## **Setting the HP iPAQ to Turn Off After a Period of Inactivity**

Having your HP iPAQ turned on plays a major part in how long your battery will last. You may want to set the HP iPAQ so that it turns off rather quickly when not in use.

To set the shutdown period:

1. Tap the **Power** icon.
2. Tap **Turn off device if not used for** and in the dropdown list, tap a period of inactivity before the device powers off.
3. Tap **OK**.


## Using HP Image Zone

You can use HP Image Zone to see photos or video clips and organize them into slideshows or playlists. You can also add audio files to images by recording voices or sounds and associating them with an image.

Use HP Image Zone to:

- View pictures stored on your HP iPAQ or storage card.
- Record sounds with pictures.
- View a slideshow.

---

**Note:** For more information on using HP Image Zone, open HP Image Zone, then tap  > **Help**.

---

## Managing Image Files

To access HP Image Zone:

From the **Start** menu, tap **Programs > HP Image Zone**.

The viewer always opens in browse mode, and you can see miniatures of the pictures in the current folder.

To view pictures in a different folder:

1. Tap the **Folders** icon and tap a different folder.
2. Tap **OK**.
3. Once you find a picture you want to enlarge, tap its thumbnail miniature to see a preview.

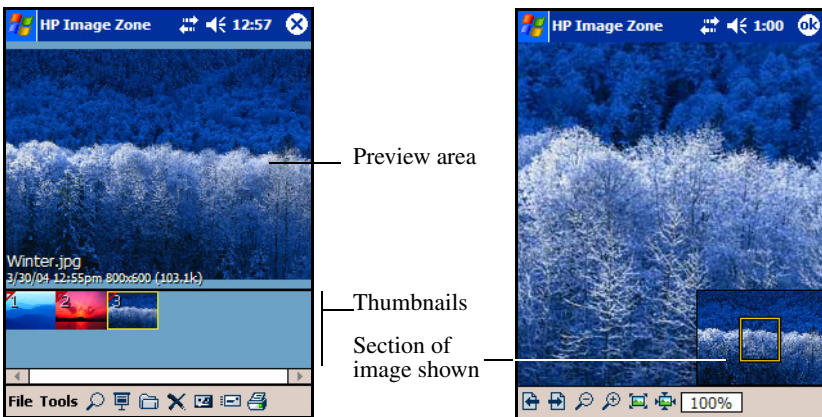
## Viewing a Full-screen Picture

To view a picture full-screen, and to be able to zoom in or out:

1. Select the picture by tapping on its thumbnail.
2. Tap **Tools > View Image**, or tap on the preview window.









- Zoom in or out using the toolbar icons. If the picture is too large to fit on the screen, you can view sections of the picture by dragging the stylus on the screen or by using the program icons.
- To view another picture, tap **OK**.













## HP Image Zone Icons

The following table describes the HP Image Zone icons.

Icon	Action
	Zoom in and out on an image.
	Start a slide show of images.
	Navigate through folders.
	Delete an image.
	Record a wave file to accompany the displayed image.
	Send an image to another computer.

*(Continued)*

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Icon	Action
	Send an image to a printer. ( <b>Note:</b> This requires an additional optional program.)
	Scroll back and forth through the list of images.
	Zoom in and out of an image.
	Stretch and shrink an image.
	See the size percentage of the image.
	Drag the recording window.
	Stop recording.
	Start recording.
	Play a recording.
	Delete a recording.

## Adding Sound to a Picture

You can add sound to a picture to listen to when you view the picture. You can see when a picture has an audio file associated with it by the speaker icon displayed in its thumbnail.

To add sound to a picture:

1. Select the picture by tapping on its thumbnail.
2. Tap the **Cassette** icon.
3. Tap the **Record** icon.
4. Speak into the microphone or record sounds.
5. Tap the **Stop** icon.

To change recording settings:

1. Tap **Tools > Settings > Audio** tab.
2. Tap a record setting.
3. Tap **OK**.

## Creating a Slideshow

To create a slideshow, you must first group several images in a folder.

1. Tap the **Folders** icon.
2. Tap the **New Folder** icon to create a new folder.
3. Type a name for the new folder.
4. Copy images from other folders into the new folder.
5. Start a slideshow of the images in the current folder by tapping the **Slideshow** icon or by pressing the center of the 5-Way Navigation button.

During the slideshow, tap anywhere on the screen to display controls to move forward or back through the slides, or to end the slideshow.

To control how fast the slideshow rotates images, or to add transition effects from one image to another:

1. Tap **Tools > Settings > Slideshow** tab.
2. Select settings and effects.
3. Tap **OK**.

## Safekeeping Files in iPAQ File Store

Storing programs and files in the iPAQ File Store folder protects them from being deleted in case you perform a full reset on the HP iPAQ, or the battery discharges completely.

To store a file in iPAQ File Store:

1. Browse for programs and files in your HP iPAQ by tapping **Start > Programs > File Explorer > My Documents > My Device**.
2. Copy the programs or file(s) you want to store:
  - ❑ To select one file to copy, tap and hold to highlight the file.
  - ❑ To select several files to copy, tap and drag to highlight the files; then tap and hold the files.
3. In the popup, tap **Copy**.
4. Open iPAQ File Store by tapping **Start > Programs > File Explorer > My Documents > My Device > iPAQ File Store**.
5. Tap and hold anywhere on the screen. In the popup, tap **Paste**.

It is a good idea to be aware of how much memory is available in iPAQ File Store.

To determine the amount of memory:

1. Tap **Start > Settings > System** tab > **Memory > Storage Card** tab.
2. Tap **iPAQ File Store** from the dropdown list to see the amount of free space available.

## Backing Up Programs and Files

Use Microsoft ActiveSync Backup to back up and restore information on your HP iPAQ. To help reduce the chance of data loss, perform a backup on a regular schedule.

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**Note:** Before using ActiveSync Backup, you must first install ActiveSync from the Companion CD.

---

## Backup/Restore Using ActiveSync

Close all programs on the device before performing a backup or restore.



**CAUTION:** Restoring your information replaces the current information on your device with the information in your backup.

To backup/restore:

1. Connect the HP iPAQ to your computer.
2. On your computer, open ActiveSync by clicking **Start > Programs > Microsoft ActiveSync**.
3. In ActiveSync, click **Tools > Backup/Restore**.
4. Click the **Backup** or **Restore** tab, and click each option.
5. Click **Backup Now** or **Restore Now**.

## Programs Available on the HP iPAQ

The following table lists programs included in your HP iPAQ. For additional programs to install, see the Companion CD.

HP iPAQ Software	Function
Experience HP iPAQ	Run a video clip showing the capabilities of the HP iPAQ.
HP Asset Viewer	Display device specifications such as memory, and operating system, plus serial, model, and product version numbers.
HP Image Zone	Display individual images and run slide shows. Also display images from the SD storage card of a digital camera.

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<b>HP iPAQ Software</b>	<b>Function</b>
HP Profiles	Customize characteristics (alarm, volume, backlight and battery conservation settings) and save them in memory. Invoke them according to your surroundings.
HP Task Switch	Switch between running programs.
iPAQ File Store	Repository folder where programs and files are protected from loss.
SelfTest	Run a diagnostic test on the device.

---

The following table lists Microsoft Windows Mobile software programs included in your HP iPAQ.

Microsoft Windows Mobile Software	Function
Microsoft Windows Mobile 2003	Operating system
ActiveSync	Synchronize the information between the HP iPAQ and computer so you have the latest information in both locations. Be sure you install ActiveSync on your computer before connecting the sync cable and HP iPAQ to your computer.
Calculator	Perform basic mathematical calculations.
Calendar	Schedule and keep track of appointments, meetings, and other events, and set an alarm to remind you of the appointments. See the schedule in a daily to-do list on the <b>Today</b> screen.
Connections	Connect the HP iPAQ to the Internet and intranet to browse websites, send and receive email, and synchronize information using ActiveSync.
Contacts	Keep track of friends and colleagues.
Games	Play games. (Jawbreaker and Solitaire are included.)
Messaging	Send and receive Internet email messages through Messaging on your HP iPAQ or your computer after ActiveSync is installed. To send and receive email, you must have an email address provided by your Internet Service Provider (ISP) or employer.
MSN Messenger	Send and receive instant messages. (This requires Internet access.)

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<b>Microsoft Windows Mobile Software</b>	<b>Function</b>
Notes	Create handwritten or typed notes, drawings, and recordings.
Pocket Excel	Create new workbooks or view and edit Excel spreadsheets created on your computer.
Pocket Internet Explorer	Browse the Internet. Download webpages, programs, and files via ActiveSync or by connecting to the Internet.
Pocket Word	Create new documents or view and edit Word documents created on your computer.
Settings	Obtain quick access to settings for the backlight, clock, memory, battery power, the <b>Today</b> screen, password, alarm sounds and notifications.
Tasks	Keep track of your to-do list.
Windows Media Player 9 Series	Play digital audio and video files.

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## Entering Information

### Using the Input Panel to Enter Data



**CAUTION:** To avoid damaging the screen, always use a stylus. **Never** use a pen or any type of metal pointer on the screen.

---

Various data input programs are available on the device. These are:

- On-screen keyboard
- Letter Recognizer
- Block Recognizer
- Microsoft Transcriber

To use an input program, first open an application that accepts user input such as Notes, Calendar, Contacts, or Tasks. Also, from any **Notes** tab in Calendar, Contacts, or Tasks, you can open an input program and use the stylus to draw and write on the screen.

---

**Note:** Microsoft Transcriber is a free program that you can download from the Microsoft website.

---

### Adjusting Word Suggestion Options

As you type or write, the HP iPAQ suggests words for you in a box above the input panel.

You determine:

- Whether words are suggested.
- The number of letters you want to enter before a word is suggested.
- The number of suggested words per entry.

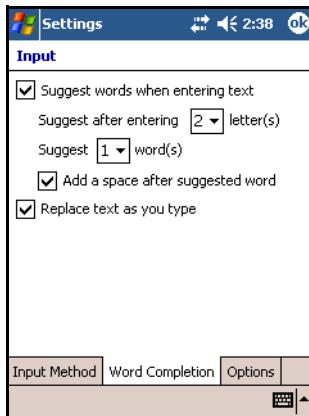
---

**Note:** Word suggestion is not available in Microsoft Transcriber.

---

To change settings for word suggestions:

1. From the **Start** menu, tap **Settings > Input > Word Completion** tab.



2. Tap the number of letters you want to type before a word is suggested.
3. Tap the number of words you want suggested.
4. Tap **OK**.

---

**Note:** If you do not want words suggested, remove the checkmarks.

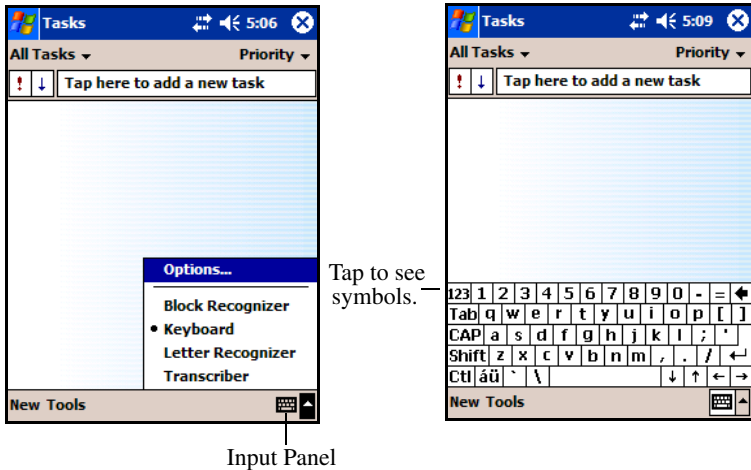
---

## Using the On-screen Keyboard

Use the stylus to tap letters, numbers, and symbols on the on-screen keyboard.

To type with the on-screen keyboard:

1. From any program, tap the up arrow next to the **Input Panel** button and tap **Keyboard** to display a keyboard on the screen.



**Note:** To see symbols, tap the **123** key.

2. Tap a letter, symbol, or number.
3. Tap the **Return** key.

## Using Letter Recognizer

Use the stylus and Letter Recognizer to write letters, numbers, and symbols on the screen. Create words and sentences in uppercase, lowercase, and symbols.

To write with the stylus and Letter Recognizer:

1. From any program, tap the up arrow next to the **Input Panel** button.
2. Tap **Letter Recognizer**.
3. Write a letter or symbol between the dashed line and baseline.
  - a. To display in uppercase, write a letter between the hatch marks labeled **ABC**.
  - b. To display in lowercase, write a letter between the hatch marks labeled **abc**.
  - c. To use numbers, write a number or draw a symbol between the hatch marks labeled **123**.

What you write is converted to typed text on the screen.

---

**Note:** For Letter Recognizer to work effectively, write characters between the dashed line and baseline.

- When writing a letter like “p,” write the tail portion below the baseline and the top portion within the dashed line and baseline.
  - When writing a letter like “b,” write the top portion above the dashed line and the bottom portion within the dashed line and baseline.
- 

**Note:** To view help on using Letter Recognizer, open the program and tap the question mark next to the writing area.

---

## Using Block Recognizer

Use the stylus and Block Recognizer to write letters, numbers, and symbols in specific areas. Create words and sentences by writing letters and numbers in specific areas.

To write with the stylus and Block Recognizer:

1. From any program, tap the up arrow next to the **Input Panel** button.
2. Tap **Block Recognizer**.
3. Write a word, letter, or symbol between the hatch marks.
  - a. To type text, write a letter between the hatch marks labeled “abc.”
  - b. To type numbers or symbols, write a number or symbol between the hatch marks labeled “123.”

What you write is converted to typed text on the screen.

---

**Note:** For Character Recognizer Help, open Block Recognizer and tap the question mark on the bottom right of the screen.

---

## Using Microsoft Transcriber

Use the stylus and Microsoft Transcriber (available free from the Microsoft website) to write letters, numbers, and symbols on the screen.

To write with the stylus and Microsoft Transcriber:

1. From any program, tap the up arrow next to the **Input Panel** button.
2. Tap **Transcriber** to display the **Transcriber Intro** help screen. Teach Transcriber your style of writing by tapping the “*a*” button on the taskbar to display the **Letter Shapes** screen, and follow the instructions.
3. Tap **OK**.
4. Tap **New**.
5. Write on the screen. What you write is converted to text.

---

**Note:** For help on using Microsoft Transcriber, open Microsoft Transcriber and tap the question mark at the bottom of the screen.

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## Writing and Drawing on the Screen

Use the stylus to draw and write on the screen as if it were on paper.

1. From the **Start** menu, tap **Notes > New** or tap the **Notes** tab from within Calendar, Contacts, or Tasks.
2. Tap **Pen** to switch to writing mode.
3. Draw and write on the screen.
4. Tap **OK**.

## Converting Writing to Text

You can convert writing to text when you write with the stylus in the Notes program or from the Notes tab in Calendar, Contacts, and Tasks.

To convert writing to text:

1. From the **Start** menu, tap **Notes** or tap the **Notes** tab from within Calendar, Contacts, or Tasks.
2. Tap a note to open it.
3. Tap **Tools > Recognize**.

---

**Note:** If a word is not recognized, it will not be converted.

---

## Editing Text

You can correct your input at any time after you have written and saved it as a file.

To enter corrections or changes:

1. Tap and hold the stylus next to text you want to edit.
2. Drag the stylus across the text to select it.
3. In the popup menu that opens, select a command.

## Word Recognition Tips

Not all letters or words are recognized. When this occurs, they are ignored. To increase the likelihood that an input program will recognize your writing, do the following:

- Write neatly.
- Tap **Tools** and increase the zoom level on the screen while you enter input.
- Clearly indicate the beginning and end of words by leaving large gaps between words.

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## Expansion Cards

### Using an Expansion Card

You can expand the memory and connectivity of your HP iPAQ by using an expansion card to:

- Add an SDIO camera or other SDIO accessories
- Expand the memory on the device

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**Note:** Expansion cards must be purchased separately and are not included with your HP iPAQ.

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To purchase an expansion card or other accessories, visit:  
[www.hp.com/go/ipaqaccessories](http://www.hp.com/go/ipaqaccessories).

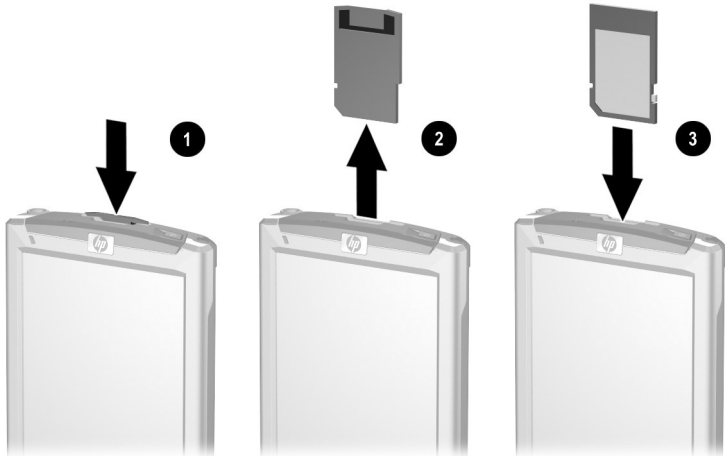
### Inserting/Removing a Secure Digital (SD) Expansion Card

Before inserting the card into the expansion slot, remove the protective card.

1. Locate the slot on the top of the device.



2. Remove the protective card by slightly pushing down on the card ❶.



3. When the protective card disengages and pops up ❷, remove it from the expansion slot.



**CAUTION:** To remove the protective card or an expansion card, first push it in quickly and wait for it to pop up by itself so you can easily remove it. Forcefully removing an expansion card might damage the card and/or the HP iPAQ.

4. Insert the expansion card into the expansion slot and push it in firmly ❸.

**Note:** If the device does not recognize the expansion card, please follow the card manufacturer's documentation for instructions on how to install it.

## Viewing the Contents of a Card

To view the contents of a card:

1. From the **Start** menu, tap **Programs > File Explorer > My Device**.
2. Under **My Device**, select the card folder to see a list of files or subfolders.

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## Connecting to the Internet

To connect to the Internet and send or receive email, you will need to set up a remote connection using a Wi-Fi card or Secure Digital Input/Output (SDIO) modem card (both sold separately). You need to have one of these cards inserted in the expansion slot on the device in order to access the Internet or to send and receive email from the device.

### Browsing the Internet

With Pocket Internet Explorer and a connection to the Internet, you can view websites on your HP iPAQ by typing an address or Universal Resource Locator (URL) in the **Address** bar.

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**Note:** Websites that use HTML 4.0, DHTML, animated GIF images, and Java applets may not work correctly with Pocket Internet Explorer without additional software.

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To access the Web:

1. From the **Start** menu, tap **Internet Explorer > Address Bar**.

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**Note:** If the address bar is not visible, tap **View** tab > **Address Bar** to access it.

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2. Enter an Internet address (URL) in the **Address** bar.
3. Tap **Go** to open the website URL you entered.

## Connecting to a Private Network

1. Before you start, be sure to have your Internet Service Provider (ISP) phone number, username, and password. This information can be obtained from your network administrator.
2. Tap **Start > Settings > Connections** tab > **Connections**.
3. In **My Work Network** help, follow the instructions for each type of connection.

## Using the Favorites List

With Pocket Internet Explorer and a connection to the Internet, you can view webpages you have previously visited and saved as links in the **Favorites** list.

To save a website URL address as a link in **Favorites** while using the HP iPAQ:

1. Open a webpage to save.
2. Tap and hold the page; then tap **Add to Favorites**.

To select a website from **Favorites**:

1. From the **Start** menu, tap **Internet Explorer**.
2. Tap **Favorites** and the website you want to view.

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**Note:** For help on Pocket Internet Explorer, tap **Start > Help > View > All Installed Help > Pocket Internet Explorer**.

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# Troubleshooting

Use the following suggestions to troubleshoot problems with the HP iPAQ. It is recommended that you print this chapter for quick reference if you need to troubleshoot a problem.

## Common Problems

Problem	Solution
I cannot see anything on the screen.	<ul style="list-style-type: none"> <li>■ Be sure the HP iPAQ is powered on.</li> <li>■ Be sure the HP iPAQ is connected to the AC Adapter, and the AC Adapter is plugged into an electrical outlet.</li> <li>■ Reset the HP iPAQ by using the stylus to briefly press the <b>Reset</b> button.</li> </ul>
My battery does not keep charged as long as I would like.	<ul style="list-style-type: none"> <li>■ Always keep the HP iPAQ connected to the AC Adapter and an electrical outlet when not using it.</li> <li>■ Dim the backlight. Tap <b>Start &gt; Settings &gt; System tab &gt; Backlight &gt; Brightness</b> tab. In the backlight settings, adjust the slider to a lower level. This conserves battery power.</li> </ul>
The backlight keeps turning off.	<ul style="list-style-type: none"> <li>■ In Backlight Settings, increase the amount of time the backlight stays on when not in use.</li> <li>■ Select the option to turn on the backlight only when you touch the screen or push a button.</li> </ul>

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Problem	Solution
I want to travel with my HP iPAQ.	<ul style="list-style-type: none"> <li>■ Back up your information to your computer using ActiveSync.</li> <li>■ Disconnect all external devices.</li> <li>■ Take the AC Adapter with you.</li> <li>■ Keep your HP iPAQ in a protective case in your carry-on luggage. To purchase a case, visit: <a href="http://www.hp.com/go/ipaqaccessories">www.hp.com/go/ipaqaccessories</a> or <a href="http://www.casesonline.com">www.casesonline.com</a>.</li> </ul>
I want to travel internationally with my HP iPAQ.	Be sure you have the plug adapter appropriate for the country you are visiting.
I want to ship my HP iPAQ to a repair facility.	<ol style="list-style-type: none"> <li>1. Back up your information to your computer using ActiveSync.</li> <li>2. Disconnect all external devices.</li> <li>3. Pack the HP iPAQ and any external devices requested by Customer Support in protective packaging. Include any additional documentation or items as instructed by Customer Support.</li> </ol>
When I try to open Messaging, I receive an error or the program hangs.	Limit the number of email services you create.
I get an error when I try to record a note in Calendar or in Tasks.	Try using a more compressed recording format in Calendar or Tasks (8,000 Hz, Mono [8 KB/s] is the most compressed format available). To switch to a more compressed recording format, from the <b>Today</b> screen, tap <b>Start</b> > <b>Settings</b> > <b>Input</b> > <b>Options</b> tab.

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Problem	Solution
I want to see the current date.	<ol style="list-style-type: none"> <li>1. From the <b>Today</b> screen, tap <b>Start &gt; Calendar</b>.</li> <li>2. Tap the <b>Go to Today</b> button at the top of the screen to see today's date.</li> </ol>
I cannot see all my appointments.	Be sure the appointment you created is in the category you have selected.
I cannot find the document or workbook I saved.	<p>Pocket Word and Excel recognize and display documents in only one folder below the <b>My Documents</b> folder. For example, if you have created a subfolder under the <b>Personal</b> folder in <b>My Documents</b>, the documents in that sub folder are neither recognized nor displayed.</p> <p>You must browse for your document or workbook by tapping <b>Start &gt; Programs &gt; File Explorer</b>. Tap the subfolder you created; your file should be in that folder.</p>
My HP iPAQ is always asking me for a password.	Tap <b>Start &gt; Settings &gt; Password</b> to be sure the password settings are configured according to your preferences.
I cannot find files sent to me by another device.	Look in the <b>My Documents</b> folder. The <b>My Documents</b> folder is the default location used to receive files.

# ActiveSync

To learn how to use Microsoft ActiveSync, see [Chapter 2, “Synchronizing with Your Computer.”](#)

Problem	Solution
I cannot connect to my computer using the sync cable.	<ul style="list-style-type: none"> <li>■ Be sure you have installed Microsoft ActiveSync 3.7.1 or higher on your computer before connecting the HP iPAQ to it.</li> <li>■ Be sure your HP iPAQ is connected to the sync cable and the cable is connected to your computer.</li> <li>■ Be sure your HP iPAQ is securely connected and making good contact with the sync cable connector.</li> <li>■ Be sure you are running Microsoft Windows 98SE, Me, 2000, or XP, and you have installed Microsoft ActiveSync 3.7.1 or a later version on your computer. Also, be sure you are connecting directly to a USB port on your computer and not through a USB hub.</li> <li>■ Uninstall and reinstall ActiveSync.</li> <li>■ If you run personal firewall software, disable it. If you are then able to synchronize, see the firewall software documentation for information on how to make ActiveSync to bypass the firewall.</li> </ul>
I connected my HP iPAQ before installing Microsoft ActiveSync.	<ol style="list-style-type: none"> <li>1. Disconnect the HP iPAQ from your computer.</li> <li>2. On your computer running Windows 98 or 2000, click <b>Start &gt; Settings &gt; Control Panel &gt; System</b>. The Device Manager opens automatically. Locate and select the “unknown” USB device record and click Remove (Uninstall in Windows 2000).</li> <li>3. Restart your computer and allow it to detect the USB device.</li> <li>4. Install Microsoft ActiveSync 3.7.1 or higher.</li> <li>5. Reconnect the HP iPAQ to the computer.</li> </ol>

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Problem	Solution
<p>Microsoft ActiveSync cannot locate my HP iPAQ when I synchronize.</p>	<ul style="list-style-type: none"> <li>■ Be sure the HP iPAQ is on.</li> <li>■ Be sure all cables are securely connected.</li> <li>■ Disconnect your HP iPAQ from the sync cable, power on the unit by pressing the <b>Power</b> button, then reconnect it to the cable.</li> <li>■ Reset the HP iPAQ by using the stylus to lightly press the <b>Reset</b> button.</li> <li>■ Check <b>Connection Settings</b> in ActiveSync on your computer to ensure the communications port you are using is active.</li> </ul>
<p>I cannot open email in Messaging after I restore using Microsoft ActiveSync.</p>	<p>Use Microsoft ActiveSync to synchronize your HP iPAQ with your computer. For more information, see <a href="#">Chapter 2, "Synchronizing with Your Computer."</a></p>
<p>I tried to synchronize a workbook and the file is unresolved in Microsoft ActiveSync.</p>	<p>Pocket Excel does not support all Excel formatting; therefore, Microsoft ActiveSync cannot synchronize the file.</p>

# Expansion Cards

For more information on expansion cards, refer to [Chapter 7, “Expansion Cards.”](#)

Problem	Solution
I cannot get my HP iPAQ to recognize the expansion card.	<ul style="list-style-type: none"> <li>■ Be sure you have inserted the appropriate card into the appropriate slot.</li> <li>■ Be sure you have firmly pushed the expansion card down into the card slot of the HP iPAQ.</li> <li>■ Be sure you have installed the drivers that came with the expansion card.</li> </ul>
I cannot insert my card.	<ul style="list-style-type: none"> <li>■ Be sure the label is facing the front of the HP iPAQ.</li> <li>■ Be sure you are not inserting the card at an angle.</li> <li>■ Be sure you have inserted the connection area first.</li> </ul>
I cannot remove my SD card.	To release the locking mechanism, you must first push in the SD card. The card pops out slightly and is then easily removed.
My HP iPAQ cannot recognize my card.	<ul style="list-style-type: none"> <li>■ Be sure you have installed the drivers that came with the expansion card you purchased.</li> <li>■ Perform a normal reset of the HP iPAQ by using the stylus to briefly press the <b>Reset</b> button.</li> </ul>

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## 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 into 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

## **Modifications**

The FCC requires the user to be notified that any changes or modifications made to this device that are not expressly approved by Hewlett-Packard Company may void the authority to operate the equipment.

## **Cables**

Connections to this device must be made with shielded cables with metallic RFI/EMI connector hoods in order to maintain compliance with FCC Rules and Regulations.

## **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 two conditions: (1) this device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

For questions regarding your product, contact:

Hewlett-Packard Company  
P. O. Box 692000, Mail Stop 530113  
Houston, Texas 77269-2000

Or, call 1-800-652-6672

For questions regarding this FCC declaration, contact:

Hewlett-Packard Company  
P. O. Box 692000, Mail Stop 510101  
Houston, Texas 77269-2000

Or, call (281) 514-3333

To identify this product, refer to the Part, Series, or Model number found 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.

## 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。

## Korean Notice

**B급 기기 (가정용 정보통신기기)**

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

## European Union Notice

Products bearing the CE marking comply with the R&TTE Directive (1999/5/EC), EMC Directive (89/336/EEC), and the Low Voltage Directive (73/23/EEC) issued by the Commission of the European Community. CE compliance of this computer is valid only if powered with an HP-provided CE marked AC Adapter.

Compliance with these directives implies conformity to the following European Norms (in parentheses are the equivalent international standards and regulations):

- EN 55022 (CISPR 22)—Electromagnetic Interference
- EN 55024 (IEC61000-4-2, 3, 4, 5, 6, 8, 11)—  
Electromagnetic Immunity
- EN61000-3-2 (IEC61000-3-2)—Power Line Harmonics
- EN61000-3-3 (IEC61000-3-3)—Power Line Flicker
- EN 60950 (IEC 60950)—Product Safety
- ETS 300 328-2—Technical requirements for 2.4 GHz radio equipment
- EN 301 489-1, -17—General EMC requirements for radio equipment

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## Battery Warning

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**WARNING:** This computer contains an internal lithium-ion battery pack. To reduce the risk of fire or burns, do not disassemble, crush, puncture, or dispose of in fire or water. Replacement should only be done by an HP authorized service provider using the HP spare part for this computer.

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**CAUTION:** Danger of explosion if battery is incorrectly replaced. Replace only with the same or equivalent type recommended by the manufacturer. Dispose of used batteries according to the manufacturer's instructions.

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Batterij niet  
weggoien,  
maar inleveren  
als KCA.

Because of the type of battery used in your device, follow local regulations regarding the safe disposal of the battery. Your vendor can advise you on local regulations, and/or the existence of any battery disposal programs in operation.

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## Equipment Warning

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

- Plug the AC Adapter into a grounded (earthed) electrical outlet that is easily accessible at all times.
  - Disconnect power from the equipment by unplugging the AC adapter from the electrical outlet or unplugging the synchronization cable from the host computer.
  - Do not place anything on the AC Adapter 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 HP iPAQ.
-

## **Airline Travel Notice**

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



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## Specifications

### System Specifications

System Feature	Description
Processor	203 MHz Samsung 2410
RAM (Random Access Memory)	32 MB SDRAM
SD I/O slot	SD memory and SDIO card support
Display	3.5 in. transfective color TFT QVGA, 240 x 320 pixels, 64K colors; portrait & landscape support
Backlight	Multi-level brightness adjustment
Audio	Microphone, speaker, 3.5 mm stereo audio jack for Windows Media and MP3 files
Infrared (IrDA)	IrDA, SIR wireless data transfer up to 115.2 KB per second at 12 in (30 cm) range
External Power	10 watt maximum output AC Adapter
Indicators	3-mode alarm notification indicates battery charge and message status: Flashing green LED & tone: message Flashing amber LED: Battery is charging Solid amber LED: Battery is charged
Battery	950 mAh 3.6 Volt Lithium-ion, internal, rechargeable

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<b>System Feature</b>	<b>Description</b>
Expansion capabilities	1 SDIO slot (4-bit) synchronization via 22-pin USB connector (serial cable sold separately)
Data transfer port	USB 1.0
USB/serial support	USB – supported Serial – supported (serial cable sold separately)

## Physical Specifications

	<b>US</b>	<b>Metric</b>
Length	4.47 in.	114 mm
Width	2.78 in.	70 mm
Depth	0.53 in.	13.4 mm
Weight	4.23 oz	120 g

## Operating Environment

		<b>US</b>	<b>Metric</b>
Temperature	Operating	32° to 104° F	0° to 40° C
	Nonoperating	–4° to 140° F	–20° to 60° C
Relative Humidity	Operating	up to 80%	up to 80%
	Nonoperating	up to 80%	up to 80%
Maximum Altitude	Operating	15,000 ft	0 – 4572 m
	Nonoperating	40,000 ft	0 – 12,192 m