HP iPAQ
Product Guide

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22 Guidelines for care and maintenance

1 Register your HP iPAQ

You need to register your HP iPAQ with Hewlett-Packard to be able to:

- Access support and services, and get the most out of your HP products.

- Manage your profile.

- Sign up for free support alerts, software updates, and personalized newsletters.

After registering your HP iPAQ, you will receive an e-mail message regarding special offers and promotions. Visit http://www.register.hp.com to register your HP iPAQ or update your mail or e-mail address after registration. You are required to enter your user ID and registration password to edit your profile online.

NOTE: Registration is not supported in all countries/regions.

2   Box contents

This illustration depicts the items that come in the box with your HP iPAQ.

NOTE: Box contents vary by model.

(1)	HP iPAQ
(2)	Stylus
(3)	1590 mAh Li-Ion removable/rechargeable battery
(4)	*Getting Started* CD with additional software
(5)	HP iPAQ documentation
(6)	Wired stereo headset **NOTE:** Listening to personal stereo equipment at full volume for long periods can damage hearing. To reduce the risk of hearing loss, do not spend much time listening to personal stereo equipment at full volume. HP recommends use of the headset manufactured by Merry, part number XXX, that is included with your HP iPAQ.
(7)	AC adapter with interchangeable plug **NOTE:** The AC adapter is provided with one or more interchangeable plug, which might not be attached. Attach the correct plug for your country/region.
(8)	Mini-USB charging/synchronization cable
(9)	Screen protector film

3 Components

NOTE: Not all models or features are available in all countries/regions.

Front panel components
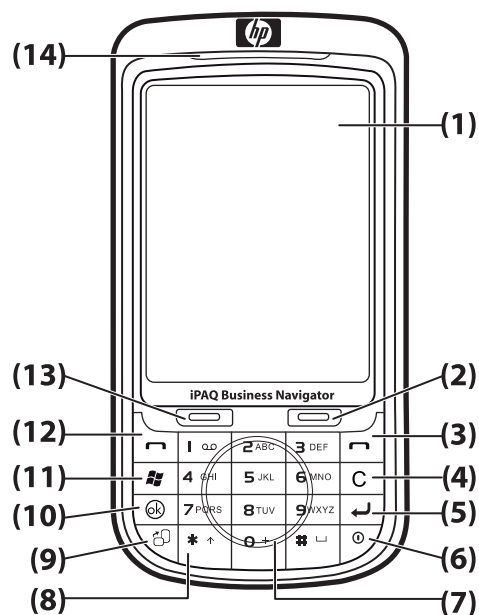
Component		Function
(1)	Touch Screen Display	Use to view the contents on the screen. Use stylus to select items, navigate menus, change feature settings, and play games.
(2)	Right Softkey	Press to launch **Messaging** from the **Today** screen.
(3)	End Key	Press to end a phone call.
(4)	Back Space Key	Press back space and clear text one at a time.
(5)	Enter Key	Press to open an application or insert a line break while typing messages.
(6)	Power Key	Press and hold to switch your HP iPAQ on or off.
(7)	Smart-Touch Navigation Wheel	Use to navigate and scroll through items on the screen.
(8)	Keyboard	Use keys on the keyboard to enter text, dial numbers, or navigate menus.
(9)	Landscape/Portrait Key	Press to switch between the landscape and portrait views.

Component		Function
(10)	ok Key	Press to confirm your selection.
(11)	Windows Key	Press to display the **Start** menu.
(12)	Answer/Send Key	Press to answer a call or to view the on-screen keypad.
(13)	Left SoftKey	Press to launch **HP iPAQ Shortcuts** from the **Today** screen.
(14)	LEDs	● Solid Red – Charging ● Flashing Amber – One or more notifications received ● Solid Green – Full Charged ● Flashing Red – Low battery warning ● Flashing Green – Within GPRS/GSM/EDGE/WCDMA/3G coverage area ● Flashing Blue – WLAN or Bluetooth on ● Blue Off – WLAN and Bluetooth off

Top and bottom panel components

(1)   **(2)**

(3)
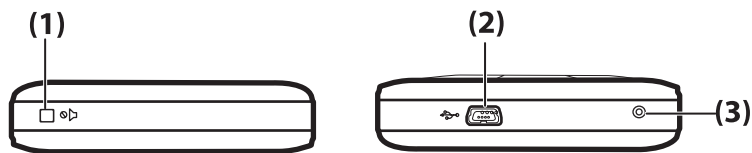
Component		Function
(1)	Vibrate key	Use to set your HP iPAQ in vibration mode.
(2)	Charging/Communications Port	Use to connect the mini-USB charging/synchronization cable.
(3)	Reset	Use to soft reset your HP iPAQ. **WARNING!** Resetting your HP iPAQ before turning it off might corrupt data present on your HP iPAQ.

Left and right side components
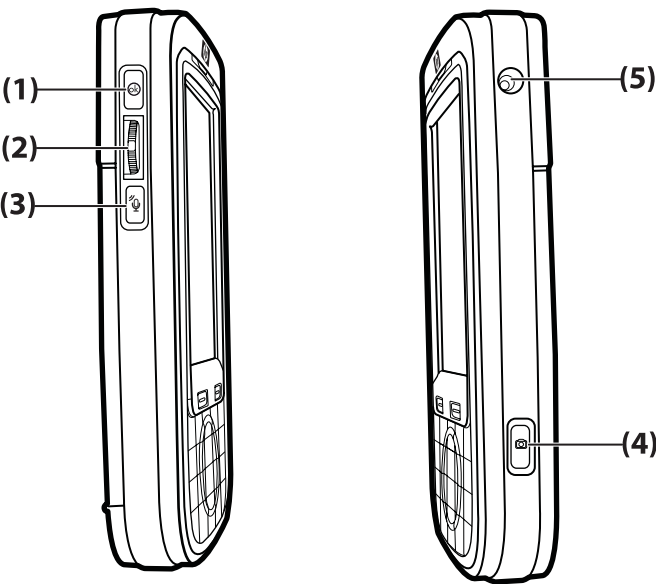
Component		Function
(1)	ok Key	Press to confirm your selection.
(2)	3-Way Thumb-Wheel	Use to navigate and scroll through items on the screen and confirm your selection.
(3)	HP Voice Commander Key	Press to launch the **HP Voice Commander** application.
(4)	Camera Key	Press to use the camera and click pictures.
(5)	Test Port	Use to receive GPS signal.

Back panel components
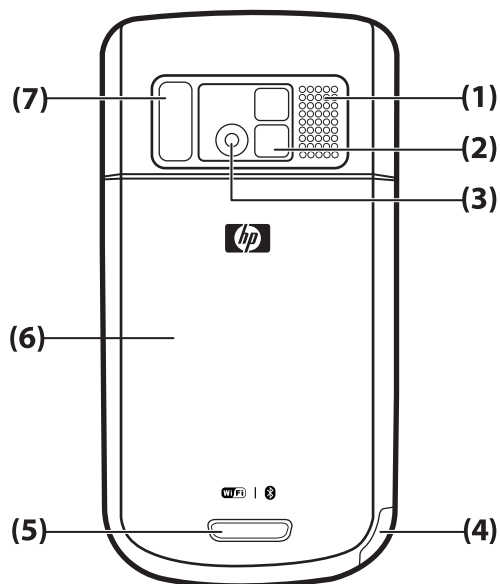
Component		Function
(1)	Back Speaker	Use the speaker to listen to music or as a speakerphone.
(2)	Self Portrait Mirror	Use the mirror lens to center your own image for a self-photograph.
(3)	Camera	With the camera turned on, frame the subject in the camera lens and view it on your HP iPAQ screen before capturing the photo.
(4)	Stylus	Remove and use to select elements on the screen and input information. Slide down to remove the stylus. Slide up to replace the stylus.
(5)	Cover Latch	Press the cover latch on the battery cover and slide the cover down and away from the HP iPAQ.
(6)	Battery Cover	Remove to insert or remove the battery and/or the SIM card.
(7)	Flash Light	Turn on the flash light while capturing pictures in dim light.

4   Set up your HP iPAQ

Step 1: Remove the battery cover and insert the SIM card

1. Press the cover latch on the battery cover and slide the cover down and away from the HP iPAQ.
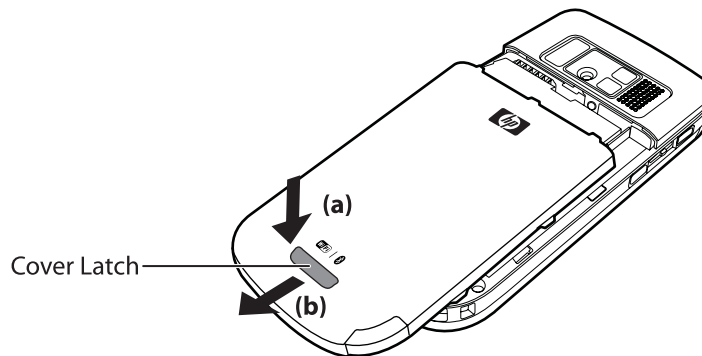
2. Slide the SIM card slot cover and open it.
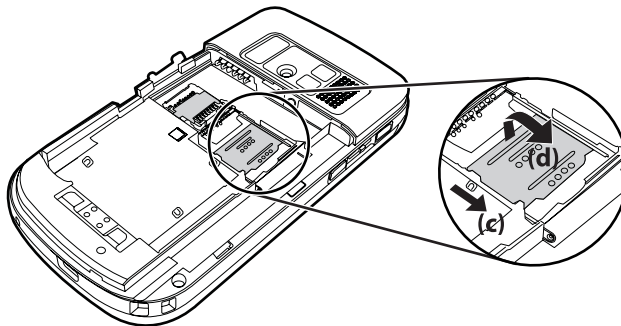
3. Place the SIM card into the SIM card slot.

📝 **NOTE:** Make sure that the metal contacts are facing down and the notched corner is in the correct position.
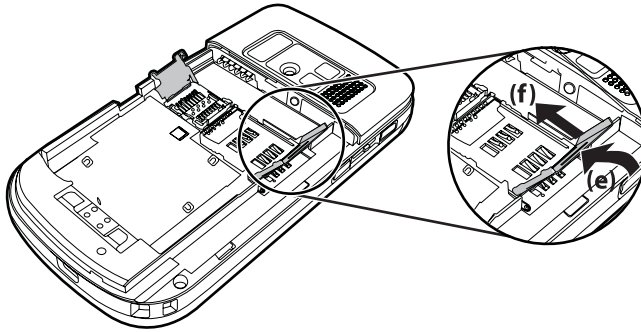
4. Slide back the SIM card slot cover until it locks into place.

Step 2: Install the battery and replace the battery cover
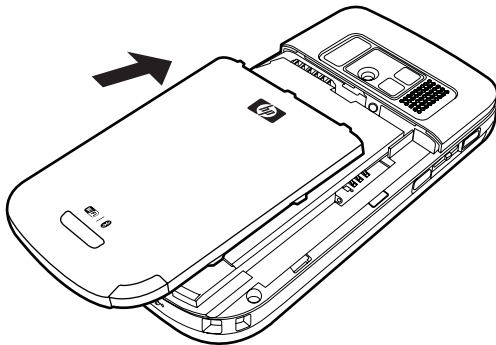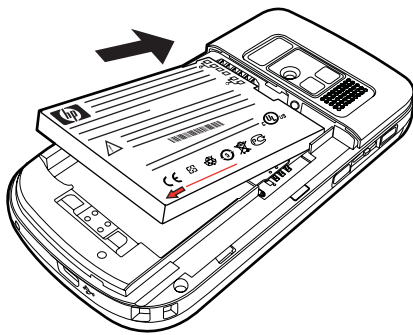
1. Align the battery connectors on the battery with the housing pins in the battery compartment, and insert the battery.

2. Place the battery cover down and slide up until it locks into place.

Step 3: Charge the battery
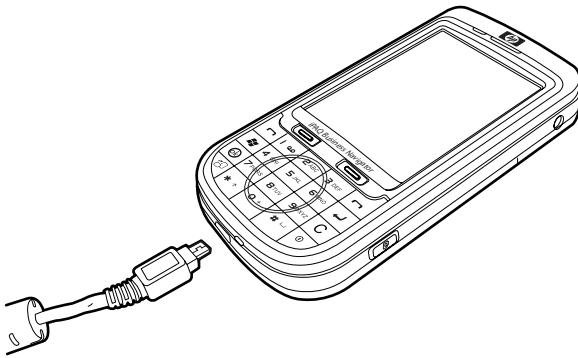
⚠ **CAUTION:** To avoid damaging your HP iPAQ or the AC adapter, make sure all connectors are properly aligned before connecting.

The battery provides power for your HP iPAQ to operate. Use the mini-USB synchronization cable, that comes with your HP iPAQ, to charge the device.

It takes approximately 2–4 hours to fully charge the battery for the first time. Subsequent charges might take longer.

1. Insert the USB end of the mini-USB synchronization cable into the port on the AC adapter.

2. Connect the AC adapter to an electrical outlet.

3. Connect the mini-USB synchronization cable to the charging/communications port on your HP iPAQ. The cable connector only fits one way. If the connector does not insert easily, turn it over.

☆ **TIP:** You can also charge the battery by connecting your HP iPAQ to a USB port on your computer using the mini-USB synchronization cable.

📝 **NOTE:** Whenever a replacement battery is inserted into your HP iPAQ, press the **Power** key for at least two seconds. In case the device does not turn on, attach an AC adapter to turn on your HP iPAQ.

Step 4: Turn on your HP iPAQ

Press and hold the **Power** key to turn on your HP iPAQ. Next, follow the instructions on the screen to complete the setup. Use the on-screen keypad to enter information.

Protect your HP iPAQ with a password

You can secure data on your HP iPAQ by setting a password. Each time you turn on your HP iPAQ, you will be prompted to enter the password.

To set a password:

1. Tap **Start > Settings > Lock**.

2. Select the **Prompt if device unused for** check box. Then, select the amount of time your HP iPAQ should remain unused before you are prompted to enter the password.

3. In the **Password type** list, select the type of password you would like to use. Next, enter the password, and then confirm the password.

4. On the **Hint** tab, enter a phrase to help you remember your password. Make sure that your hint does not allow others to guess your password. The hint is displayed after the wrong password is entered five times in a row.

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.

Find the serial and model number

Locate the serial and model numbers before contacting HP Customer Support, particularly if you are calling for in-warranty support.

View the serial number and model ID by tapping **Start > Programs > HP Help and Support > Serial and Model Number**.

To locate the serial and model number:

1. Remove the battery cover.

2. Remove the battery from the unit.

3. Locate the label containing the product ID and serial number underneath the battery.

📝 **NOTE:** Tap **Start > Settings > System > HP Asset Viewer > Identity** to view the serial number and tap **Start > Settings > System > HP Asset Viewer > System** to view the model number on your HP iPAQ.

Status Icons

The following table lists the common status indicators and their meanings.

Icon	Status	Icon	Status
	Missed call		Call forwarding active
	Voice call active		Call on hold
	No SIM card installed		SIM card fault
	New Voice mail		New e-mail or SMS
	Instant message received		Battery level
	Battery level low		Battery charging
	Vibrate mode on		Sync error

Icon	Status	Icon	Status
	Ringer off		Speaker phone on
	Wi-Fi on		Bluetooth
	Roaming	G	General Packet Radio Service (GPRS) available
G	GPRS available in roaming	G	GPRS in use
E	Enhanced Data Rates for GSM Evolution (EDGE) available	E	EDGE available in roaming
E	EDGE in use		Signal strength
	Phone connection unavailable or network error		Radio off

5   Learn the basics

Get started with your HP iPAQ by learning basic functions such as knowing the **Today** screen, entering text, and synchronizing data.

The Today screen

The **Today** screen displays the date and time and provides a quick status of the remaining battery capacity, upcoming appointments, your current profile, and the number of unread text messages. At the top of the **Today** screen, connectivity icons, volume indicator, and clock are displayed.

To customize the **Today** screen:

1. Tap **Start > Settings > Personal > Today**.

2. On the **Appearance** tab, select the required theme for the background of the **Today** screen.

3. On the **Items** tab, select the items to appear on the **Today** screen.

☆ **TIP:** To move the order in which the items appear, tap **Start > Settings > Personal > Today**. On the **Items** tab, tap **Move Up** or **Move Down**.

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

TodayPanel Lite

Icon	Name	Description
	TodayPanel Lite	Use to change the TodayPanel Lite options or the **Today** screen settings.
	Battery power	Use to view the amount of remaining battery turn on your HP iPAQ. Set the standby period, time duration for turning off the HP iPAQ, and USB charging method.
	Main memory	Use to view the amount of available main memory on your HP iPAQ. View, activate, and stop all running programs from this screen.
	Storage memory	Use to view the amount of available storage memory on your HP iPAQ. View, activate, and stop all running programs from this screen.
	Backlight	Use to view and change the backlight options on your HP iPAQ.

To use TodayPanel Lite, tap the required icon, make the necessary 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 the memory and storage settings to display as percentages instead of file sizes.

To change the TodayPanel Lite icons to compact mode:

1. Tap the (TodayPanel Lite) icon **> Options** to open the TodayPanel Lite application.

2. Tap the **Display Mode** list 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 or the **Display Storage as** list and select the percentage listed.

3. Tap **ok**.

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

1. Tap **Start > Settings > Personal > Today > Items**.

2. Clear the **TodayPanel** check box and tap **ok**.

For more options, visit http://www.rhinocode.com to upgrade to TODAYPANEL.PRO.

Enter text

Based on your preference, you can use the on-screen keypad or a handwriting recognition feature such as **Block Recognizer**, **Keyboard**, **Letter Recognizer**, or **Transcriber** to enter text.

1. Tap **Start > Settings > Personal > Input**.

2. On the **Input method** tab, select a text input method and change options as appropriate.

3. Tap **ok**.

You can now go to a program (such as Notes) and start entering text.

Text-Input Method	Definition
Block Recognizer	Use a single stroke to write letters, numbers, symbols, and punctuation marks that get converted into typed text.
Keyboard	Tap keys on the keyboard to enter text.
Letter Recognizer	Write individual letters, numbers, and punctuation marks that are converted into typed text.
Transcriber	Write in cursive, print, or mixed handwriting (consisting of both cursive and print), and convert your writing into typed text.

☆ **TIP:** Change the text-input method from within any program by tapping the **Input Selector** arrow and tapping an input method. To switch between T9 and multipress mode while entering text, press and hold ***** key on the keypad.

📝 **NOTE:** To disable the Smart-Touch Navigation wheel while entering text, press and hold the **ok** key on the left panel of your HP iPAQ.

Customize your HP iPAQ

Device information

To get detailed information about your HP iPAQ:

▲ Tap **Start > Settings > System > 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 the 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**.

2. Enter a name for the device. 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.

Enter owner information

Enter your personal information, such as your name and address, so that the HP iPAQ can be returned to you if it is lost.

1. Tap **Start > Settings > Personal > Owner Information**.

2. On the **Identification** tab, enter your personal information.

TIP: You can edit the owner information directly from the **Today** screen.

Change the regional settings

The style in which regions, numbers, currency, time, and date are displayed is specified in regional settings.

To change the regional settings:

1. Tap **Start > Settings > System > Regional Settings > Region**.

2. Select a region.

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

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

● On the **Region** tab, select the required region display options.

● On the **Number** tab, select the required number display options.

● On the **Currency** tab, select the required currency display options.

● On the **Time** tab, select the required time display options.

● On the **Date** tab, select the required date display options.

Adjust 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 ◀€ (Speaker) icon at the top of the screen.

2. Move the system volume slider on the screen using the stylus, 3-Way Thumb-Wheel, or the Smart-Touch Navigation wheel of your HP iPAQ to the required volume level.

3. To mute system sounds, tap **Off**.

☼ **TIP:**   To switch to silent mode, press the **Vibrate** key on the top of your HP iPAQ.

You can also set a specific sound for a specific event.

1. Tap **Start > Settings > Personal > 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 the **Event** list, 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.

Change the power management settings

1. Tap **Start > Settings > System > Power**.

2. Tap **Advanced** and select the length of time the HP iPAQ stays on when using battery power or AC power.

Dim or adjust 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 > Backlight**.

2. Tap **Battery power** or **External Power**.

3. Select the backlight options of your choice.

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

1. You can also change the brightness by tapping **Start > Settings > System > Backlight > Brightness**.

2. Move the slider on the **Backlight** screen up or down to set the required level of brightness.

📝

NOTE: You can also change the brightness setting from the **Today** screen by tapping the (Backlight) icon.

☼ **TIP:**   You can also use the 3-Way Thumb-Wheel or the Smart-Touch Navigation wheel to move the slider.

Install and remove programs

To install programs on your HP iPAQ:

1. Use the mini-USB synchronization cable to connect your HP iPAQ to your computer.

2. Follow the instructions in the Installation Wizard provided with the program you want to install.

3. Check the screen of 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 > Remove Programs**.

2. Select the check box for the program(s) you want to remove, and then tap **Remove**.

NOTE: By removing a program from your HP iPAQ, you might increase available memory on the device. You can also remove the unused programs from your device to increase the available memory.

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

Open and close 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**, and then tap the program you want from the list. If you do not see the program you want, tap **Start > Programs**.

In most cases, programs automatically stop to free required memory. However, you can choose to close programs manually.

1. Tap **Start > Settings > System > Memory > Running Programs**.

2. In the **Running Programs** list, tap the program you want to close, and then tap **Stop**.

Set alarms and clocks

To set alarm on your HP iPAQ:

1. Tap **Start > Settings > System > Clock & Alarms > Alarms**.

2. Tap **<Description>** to enter a name for the alarm.

3. Tap the day of the week for the alarm. You can select multiple days by tapping each required day.

4. Tap the **Time** tab and set the time for the alarm.

5. Tap ☀ (Alarm) icon to specify the type of alarm. You can choose single sound or a repeating sound.

6. If you choose to play a sound, tap the list next to the **Play sound** check box, and then tap the sound you want to set.

To set time on your HP iPAQ:

1. Tap **Start > Settings > System > Clock & Alarms > Time**.

2. Select **Home** to set the time zone, local time, and date when you are in your home country. Select **Visiting** to set these options while traveling.

Shortcut menus

A shortcut menu is displayed when you tap and hold an item. This menu displays the most common commands for a specific item. For example, you can delete an appointment or send a text message to a contact by using commands on a shortcut menu.

When the shortcut menu displays, tap the action you want to perform.

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

Display the clock in title bar

When viewing certain programs, the clock might not be displayed in the title bar. To display the clock in the title bar of all programs:

1. Tap **Start > Settings > System > Clock & Alarms**.

2. On the **More** tab, tap to select the **Display the clock on the title bar in all programs** check box.

Create and assign a category

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

1. From the list, select an existing item or create a new one.

2. Do one of the following:

    - For an existing item in **Calendar**, open the appointment and tap **Menu > Edit > Categories**.

    - For an existing item in **Tasks**, open the task and tap **Edit > Categories**.

    - For an existing item in **Contacts**, open the contact and tap **Menu > Edit > Categories**.

        NOTE: To assign a category to a contact, the contact should be saved on the phone memory.

    - For a new item in **Calendar**, **Contacts**, and **Tasks**, select **Categories**.

3. Select the required check box (**Business**, **Holiday**, **Personal**, or **Seasonal**) and tap **ok** to assign the category.

4. Tap **ok** to return to the appointment, task, or contact.

NOTE: To create a new category, tap **New** and assign a name to the category for a contact, task, or an appointment. The new category is assigned automatically to the item.

Adjust the speed for scrolling through items in a list

To change the speed at which scrolling occurs:

1. Tap **Start > Settings > Personal > Buttons > Up/Down Control**.

2. Under **Delay before first repeat**, move the slider to reduce or increase 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.

View the Operating System (OS) information

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

The OS version gets displayed on the screen.

Lock and unlock your HP iPAQ

To lock the phone:

1. Press ⌒ (Answer/Send) key on the keyboard.

2. Tap **Menu > Options…**

3. On the **Phone** screen, select the **Require PIN when phone is used** check box.

4. Tap **Change PIN**.

5. Enter a Personal Identification Number (PIN) and tap **Enter**.

6. Reenter the new PIN for confirmation and tap **Enter** for verification.

NOTE: You can also access the **Phone** screen by tapping **Start > Settings > Personal > Phone**.

To unlock the phone:

1. Enter the PIN to access your device.

2. Press ⌒ (Answer/Send) key on the keyboard.

3. Tap **Menu > Options**.

4. Clear the **Require PIN when phone is used** check box and tap **ok**.

NOTE: You can place an emergency call at anytime, without entering the PIN.

Battery saving tips

You can adjust the settings on your HP iPAQ to fit your individual needs and to help your battery last as long as possible between charges. Here are some recommendations to conserve battery life:

-   **Sounds** – Every time you are notified of an event, battery power is consumed. Tap **Start > Settings > Personal > Sounds & Notifications** to turn off any unnecessary notifications.

-   **Auto Turn Off the Backlight** – Tap **Start > Settings > System > Backlight**. Specify a short amount of wait before turning off the backlight. On the **Battery Power** tab, set **Turn off backlight if device is not used for** to 10 seconds.

-   **Turn off Bluetooth and WLAN** – Always turn off Bluetooth and WLAN when not in use.

HP also offers a variety of accessories to keep your HP iPAQ charged when you are out of the office for extended time periods. These include the mini-USB synchronization cable and travel adapter. Use original HP batteries and chargers to charge your HP iPAQ.

To check the battery power, tap **Start > Settings > System > Power**.

NOTE: In case of a battery drain out, you will loose any unsaved data on your iPAQ.

WARNING! Removing the battery from your HP iPAQ before turning it off might corrupt data present on your HP iPAQ.

6 Use your Business Navigator

Use the keypad

Smart-Touch Navigation wheel

Use the Smart-Touch Navigation wheel to navigate through on-screen menus, play songs, change settings, and view information. Move your finger lightly around the Smart-Touch Navigation wheel to scroll through a list.

To disable Smart-Touch Navigation wheel:

1. Tap **Start > Settings > System > Keyboard**.

2. Select the **Disable Smart Wheel function** check box and tap **ok**.

NOTE: To disable the Smart-Touch Navigation wheel , press and hold the **ok** key on the left panel of your HP iPAQ. Once you disable the Smart-Touch Navigation wheel, the (Wheel Lock) icon displays on the top of the screen. To enable the Smart-Touch Navigation wheel, press and hold the **ok** key on the left panel of your HP iPAQ.

Answer/Send key

Press the (Answer/Send) key to access the **Dialer** screen as well as make and receive calls.

End key

Press the (End) key to end a call and quit the **Dialer** screen.

Enter key

Press the (Enter) key to open an application from any screen. You can also make a call or move on the next line while entering text by pressing the (Enter) key.

Back space key

Press the C (Back space) key to back space and clear text or characters one at a time. When browsing, when the cursor is not in the input-field, pressing the key takes you to the previous web page.

Softkeys

Press the left softkey to open the **HP iPAQ Shortcuts** application and the right softkey to open the **Messaging** application.

3-Way Thumb-Wheel

Use the 3-Way Thumb-Wheel to navigate through on-screen menus, play songs, change settings, and view information. Press the 3-Way Thumb-Wheel to select an application. You can also use the 3-Way Thumb-Wheel to increase or decrease the speaker volume during a call by moving it up and down.

Call features

Make a call

1. Press the ▭ (Answer/Send) key.

2. Use the on-screen keypad to enter the number you want to call.

3. Tap **Talk**.

☆ **TIP:** You can also make a call by dialing the numbers using the keypad, and then pressing the ↵ (Enter) key.

Answer a call

To answer a call, press the ▭ (Answer/Send) key.

When you receive a call, you can answer or ignore the call. When the phone stops ringing, the caller might be sent to Voice Mail, depending on the settings provided by your mobile phone service provider. To ignore the call, tap **Ignore** on the on-screen keypad or press the ▭ (End) key.

📝 **NOTE:** To switch to silent mode during a incoming call, press the **Vibrate** key on the top of your HP iPAQ.

Call waiting

Use Call Waiting to be notified of incoming calls when you are on another call.

To turn on Call Waiting:

1. Press the ▭ (Answer/Send) key.

2. Tap **Menu > Options… > Services**.

3. Tap **Call Waiting > Get Settings…**

4. Under **When calls are waiting**, tap **Notify me**.

To use Call Waiting to answer an incoming call during a phone conversation:

1. Press the ▭ (Answer/Send) key to move the current phone call to call waiting.

2. Press the ▭ (Answer/Send) key to answer the incoming call or tap **Ignore** if you do not want to answer the call.

3. Tap **Swap** to switch between the calls.

Redial a number

To redial the last number, press the ▭ (Answer/Send) key twice.

Call a contact

You can call a number stored in the contact list. As you enter a contact's name, the HP iPAQ searches the **Contacts**, **Call History**, **Speed Dial** lists, and the SIM card to find a matching name and number.

Make a call from the Today screen

To make calls from the **Today** screen:

1. Use the keyboard to enter the contact name.

2. In case there is more than one contact with the same name, scroll to select the required contact.

3. Press the ⌐ (Answer/Send) key to make the call.

Make a call from the contacts

You can select a person's name from your contact's list and press the ⌐ (Answer/Send) key to place the call. If a contact has more than one phone number, such as **Work**, **Home**, and **Fax**, do the following:

1. Tap **Start > Contacts**.

2. Scroll to the contact name.

3. Scroll to the required number and press the ⌐ (Answer/Send) key to place a call.

☼ **TIP:** If you have a long list of contacts, enter the first few letters of a contact's name. Your HP iPAQ searches the entire contact's list to display the name.

Change the default number for a contact

The **Mobile** phone number is set as the default number for a contact.

1. Tap **Start > Contacts**.

2. Scroll to the required contact number.

3. Scroll and select to change the default number.

Make emergency calls

You can make calls to emergency service numbers, even if you have locked the SIM card and/or the HP iPAQ.

Your service provider programs one or more emergency phone numbers, such as 911 or 112, which you can call under any circumstances, even when your HP iPAQ is locked or the SIM card is not inserted.

To dial an emergency number:

1. Press the ⌐ (Answer/Send) key.

2. Use the on-screen keypad to dial the local emergency number.

3. Press the ⌐ (Answer/Send) key to place the call.

📝 **NOTE:** Emergency numbers vary by country/region. Your HP iPAQ's preprogrammed emergency number(s) might not work in all locations, and sometimes an emergency call cannot be placed due to network, environmental, or interference issues.

Make calls using speed dials

You can dial phone numbers quickly by assigning speed dial numbers. You can choose speed dial entries from 2-99. The speed dial entry 1 is often reserved to set up or dial your Voice Mail after the initial setup.

📝 **NOTE:** The **Speed Dial** feature is available only for phone numbers stored in the contact's list.

To create a speed dial shortcut:

1. Press the ⌒ (Answer/Send) key **> Speed Dial**.

2. Scroll to the required contact and tap the contact.

3. On the screen, tap **Menu > Add to Speed Dial…**

4. Select a speed dial number from 2-99 in the **Location** box and tap **ok**.

📝 **NOTE:** You can also assign speed dial by tapping **Start > Contacts**, select a contact and tap **Menu > Add to Speed Dial…**

💡 **TIP:** You can also assign speed dial numbers to Web addresses and e-mail addresses that are stored in the **Contacts** on your HP iPAQ.

To make a speed dial call:

1. Press the ⌒ (Answer/Send) key.

2. On the screen keypad, tap and hold the number you assigned as a speed dial entry. For two-digit speed dial numbers, press the first digit and press and hold the second digit of the number.

Voice mail

1. Press the ⌒ (Answer/Send) key.

2. On the screen keypad, tap and hold **1** to automatically call Voice Mail.

📝 **NOTE:** You might need to set up the Voice Mail shortcut.

Handsfree function

You can turn the speaker on during a call to use the handsfree function.

▲ On the screen, tap **Speaker On** to turn the earpiece off.

Monitor phone usage

Call history stores the duration of your last call, the total number of calls made and received, calls by type, and a lifetime counter. You can use call history to keep track of your calling patterns, to help you choose a calling plan, or estimate your monthly billing.

1. Tap **Start > Phone > Call History**.

2. Tap the icon next to the required number to view the call details.

Make data calls

Use connections settings to set up General Packet Radio Service (GPRS), dial-up, Virtual Private Network (VPN), proxy, and WLAN connections to connect to the Internet or your corporate network. With a data connection, you can browse the Web, download e-mail, or synchronize with the server without using wires.

📝 **NOTE:** Your HP iPAQ has already been configured to allow you to browse and chat. Contact your service provider for information on mobile Internet plans, configuring e-mail or wireless synchronizing with the server.

Mute a call

You can mute the microphone during an active call. On making a call the other party will not be able to hear anything you say, but you can still hear the other party.

To mute the microphone during a call:

▲ Tap **Mute** on the **Dialer** screen.

Put a call on hold

During a call, you can put the call on hold and dial another number or answer an incoming call. If you have more than one call on the line, you can switch between calls.

● To put a call on hold, tap **Hold**.

● To switch between calls, tap **Swap**.

Make a conference call

To make a conference call:

1. Press the ⌒ (Answer/Send) key.

2. On the screen keypad, dial the required number.

3. Tap **Talk**.

4. Once you are connected, tap **Hold**.

5. Dial the second number, and then tap **Talk**.

6. Once you are connected, tap **Menu > Conference**.

📝 **NOTE:** To add more parties to the conference call, dial each number, connect, and then tap **Menu > Conference**.

Make a call from a hyperlink phone number

Use a hyperlinked phone number to quickly dial a phone number from an e-mail or text message. A hyperlinked phone number is underlined in the same manner as a Web site address.

From an e-mail or text message containing a hyperlinked phone number:

1. Tap the phone number.

2. Tap **Call** to dial the number.

Dial international numbers

To make an international call, enter a country code before the phone number.

1. On the screen, tap and hold **0** until the plus (+) sign displays.

2. Enter the country code and phone number.

📝 **NOTE:** You can also insert a plus (+) sign into a contact's phone number for quick dialing.

Call history

Manage calls using call history

Call history provides the time and duration of all incoming, outgoing, and missed calls, a summary of total calls, and has easy access to notes taken during a call.

- On the screen tap **Start > Phone > Call History** to view the history of all dialed and received calls.

- Tap **Menu > Filter** and select a different view to change the call history view.

  📝 **NOTE:** Tap **Menu > Call Timers…** to view call durations. The **All Calls** timer cannot be reset.

- Tap **Call History > Menu > Delete All Calls** to clear the entire Call History.

Make calls using call history

Use call history to quickly call someone whom you recently called or someone who recently called you.

1. Press the ☎ (Answer/Send) key.

2. On the screen keypad tap **Call History**.

3. Tap the required number to place a call.

View call details

1. On the screen, tap **Call History**.

2. Tap the phone number of the contact to view the details.

The date and timestamp, as well as the duration of the call, are displayed.

Voice commands

Use voice commands to look up contacts, dial a contact by name, get calendar information, play and control your music, as well as launch applications on your HP iPAQ.

Press the **HP Voice Commander** key to launch the **HP Voice Commander** application. Wait for the audio cue to say **Say command**, and then begin saying a command into the microphone.

📝 **NOTE:** You can also launch the **HP Voice Commander** by pressing the hookswitch on your HP iPAQ headset.

To…	Say…
Call a contact saved in the contact list	**Call** followed by the name of the contact and home/work/mobile
Find a contact saved in the contact list	**Find** followed by the name of the contact
To call numbers not stored in the contact list	**Digit Dial** followed by the digits in the number, **Redial** to redial the number, and **Callback** to call the last dialed number **Important!** The **Digit Dial** feature might not be available in all countries/regions.
To play, pause, and/or resume music	**Play Music/Pause/Resume**
To play an existing music file	**Play** followed by the name of the music file

To play the previous or the next song in the playlist	**Previous/Next**
To open an application	**Start** followed by the application name
View appointments	**<Today's/Tomorrow's/This Week's appointments>** to list the appointments for the day, next day, or the present week
Read messages, e-mails, check Call History	**Read<SMS/E-mail>/Call history**
View time	**What time is it?**
View the different set of commands	**What can I say?**
To close HP Voice Commander application	**Goodbye**
To compose an e-mail	**Compose E-mail To (Contact)**
To compose an audio e-mail	**Compose Audio E-mail To (Contact)** to start recording an audio message
To change profiles	**Set** followed by the name of the profile to set the profile
To dial a number using speed dial	**Speed Dial** followed by the digit assigned to the number
To record an audio note	**Start Recording** to open the voice recorder and start recording
To see all reminders	**Reminder**
To schedule a call	**Schedule A Call To (Contact)** to call a contact

Check connection and signal strength

When you slide your SIM card into your HP iPAQ, your unit automatically connects to your mobile phone service provider's network. The ![signal strength icon] (Signal strength) icon indicates that you are connected. The more the vertical bars, the better the connection.

Change the SIM PIN

For security purposes, the SIM PIN protects your HP iPAQ against unauthorized access. You can assign a password to protect your device and information. Your first PIN comes from your wireless service provider.

1. Press the ![Answer/Send icon] (Answer/Send) key.

2. Tap **Menu > Options…**.

3. Under **Phone**, tap **Change PIN**.

4. Enter your current PIN.

5. Tap **Enter**.

6. Enter and confirm your new PIN.

7. Tap **ok**.

To enter a PIN before you make calls, check **Require PIN when phone is used**.

📝 **NOTE:** Emergency calls can be placed at any time, without entering a PIN.

Change service settings

Change phone service settings

Once your phone service is set up through your mobile phone service provider, you can change service settings on your HP iPAQ. For example, you might want to block certain types of incoming and/or outgoing calls, forward incoming calls to a different phone number, be notified of incoming calls when you are already in a phone session, or let others know your identity when making calls.

To change phone service settings:

1. Press the ☏ (Answer/Send) key.

2. On the screen, tap **Menu > Options… > Services**.

3. Tap the service you want to change, and then tap **Get Settings**.

4. Make appropriate changes and tap **ok**.

Forward calls

1. On the screen, tap **Menu > Options… > Services**.

2. Tap **Call Forwarding > Get Settings**.

3. Select the **Forward all incoming phone calls** check box.

4. Enter the phone number that is to receive the forwarded calls.

You can set numbers for the following:

- **No answer** – phone cannot be answered.

- **Unavailable** – phone is off.

- **Busy** – line is busy.

Configure caller ID

1. On the screen, tap **Menu > Options… > Services**.

2. Tap **Caller ID > Get Settings**.

3. Tap **Everyone**.

4. Tap **ok**.

To prevent your identity from being displayed to others, tap **No one**.

Block calls

1. On the screen, tap **Menu > Options… > Services**.

2. Tap **Call Barring > Get Settings**.

3. Select the type of calls you want to block.

Set up voice mail or text messaging center number

To use voice mail or send text messages (SMS), enter the correct voice mail or text message phone number in phone settings.

NOTE: Sending text messages is not included in all network service plans. Ask your mobile service provider if your plan includes this service.

1. On the screen, tap **Menu > Options… > Services**.

2. Tap **Voice Mail and Text Messages > Get Settings**.

3. Enter the voice mail or text message center number in the appropriate box.

4. Tap **ok**.

If you do not know the correct voice mail or text message phone numbers, contact your mobile phone service provider.

Limit calls to specific area codes or phone numbers

Placeholder- more information required.

Change network settings

Change phone network settings

In phone network settings, you can:

● View available wireless phone networks.

● Determine the order in which your phone accesses other phone networks (if the current one is unavailable).

● Specify whether you want to change networks manually or automatically.

To change network settings:

1. Tap **Start > Settings > Personal > Phone > Network**.

2. Select the network setting options you want to change.

NOTE: The current phone network your HP iPAQ is using is listed at the top of the screen and remains active until you change it, lose your signal, or change your SIM.

View available phone networks

To view all mobile phone networks available to you:

1. On the screen, tap **Menu > Options… > Network**.

2. In the **Network selection** list, tap **Manual**.

3. Tap **Find Network** to display all of the available mobile phone networks.

4. Tap **ok**.

Set preferred networks

You can set preferred phone networks in the order you want your HP iPAQ to access them. For example, if your first preferred network is unavailable, your HP iPAQ tries to access your second preferred phone network.

To assign network preferences:

1. On the screen, tap **Menu > Options… > Network**.

2. Tap **Set Networks** and select your preferred networks.

3. To set the network preference order, tap **Move Up** or **Move Down**.

4. Tap **ok**.

5. In the **Network** screen, tap the **Network selection** list.

6. Tap **Automatic**.

Manually selecting a phone Network

Sometimes you might want to control costs by knowing when connectivity for your current, selected network is unavailable.

To manually select a network:

1. On the screen, tap **Menu > Options… > Network**.

2. In the **Network selection** list, tap **Manual**.

3. Select the network you want to use and then tap **ok**.

4. If your current network is unavailable, tap **Select**, and then manually select a different network.

Change the ring tone and ring type

Change the ring tone and type to select a different sound to notify you of incoming calls.

To change ring tone and ring type:

1. Press the ▭ (Answer/Send) key.

2. On the screen, tap **Menu > Options… > Phone**.

3. Tap the **Ring type** or **Ring tone** list.

4. Select the sound you want to use.

Take notes during a call

To create a note during a call:

1. On the screen keypad, tap **Menu > Create Note**.

2. Enter your text.

To access a note you created during a call:

1. Tap **Phone > Call History** on the screen.

2. Tap and hold the name or number for the phone call entry containing the note.

3. Tap **View Note**.

A note created during a call can also be accessed from the **Notes** application. The note title is the phone number you were connected to when writing the note.

Select a frequency band automatically

Your HP iPAQ has an integrated GSM/GPRS/EDGE feature that supports four different frequency bands (850/900/1800/1900) for international roaming. When traveling between countries and/or wireless network operators, this feature automatically changes the connection settings for frequency bands if the home band is unavailable. This feature is the default setting on the HP iPAQ.

To avoid problems once you are out of the country, follow these tips before you leave:

- Visit your mobile phone service provider's Web site to see if their service is available where you are traveling.

- Verify if your mobile phone account is set up for international roaming and if additional charges apply.

Copy a contact from a SIM to a device

When using the SIM card in multiple devices, you can copy contacts from the SIM to the new device.

1. Tap **Start > Contacts**.

2. Tap **Menu > Copy to Memory**.

3. Tap **OK** to copy the contacts or **Cancel** to go back to the previous screen.

4. Tap **Start > Contacts** and search for the added contacts to verify if you copied the contacts to your HP iPAQ.

Add Tele-typewriter (TTY) functionality

Add TTY functionality for people who are deaf or hard-of-hearing

HP iPAQ products support Tele-typewriter (TTY) functionality, which allows people who are deaf or with hearing limitations to communicate using existing telephony infrastructure, including cell phones. To achieve this, separately purchased TTY devices must be connected to the telephones on both ends of a telephone call session, and the HP iPAQ must be configured for TTY use. The sending TTY device generates a distinct audio tone for every supported character, and these tones are decoded and converted back into text on the receiving TTY device.

Due to the use of audio compression codecs in modern digital cell phones, these TTY audio tones might be unintentionally distorted while being transmitted through cell phones. Therefore, in order for TTY devices to continue to work in cellular networks, the cell phone must be set into a mode that optimizes the compression codec to handle TTY tones instead of the human voice.

To use TTY with the HP iPAQ, an optional TTY audio adapter must be plugged into the HP iPAQ earbud jack (also called the earbud connector). This TTY audio adapter converts the pin-out of the earbud jack, which is designed for a wired earbud and stereo headphones, to the pin-out required by most TTY devices. To purchase the TTY audio adapter (part number: FA709BAC3), visit http://www.hp.com **> Handhelds & Calculators > Options and Accessories**.

NOTE: Because the HP iPAQ does not support internal Cellular Text Telephone Modem (CTM) conversion, the TTY device you use must contain CTM conversion, or you must use an external CTM adapter between the HP iPAQ and the TTY device.

For information on connecting TTY devices or CTM adapters to the HP iPAQ, refer to the TTY device or CTM adapter manufacturer's documentation.

HP is committed to developing products, services and information that are accessible to everyone, including people with disabilities or age-related limitations. For more information, visit http://www.hp.com/accessibility.

Enable TTY support

NOTE: Before enabling TTY (Tele-typewriter) support on the HP iPAQ, connect a 2.5 mm connector into the earbud jack or the setting reverts back to disabled. For example, plug in the optional TTY audio adapter into the earbud jack first, as described below. Once you enable TTY support, you can remove the 2.5 mm connector and TTY remains enabled on the HP iPAQ until you disable it.

1. Connect the TTY device to the TTY audio adapter.

2. Connect the TTY audio adapter to the earbud jack (earbud connector) on the bottom of the HP iPAQ.

3. Press the **Answer/Send** key on the front of the HP iPAQ to launch the screen keypad.

4. Tap **Menu > Options… > TTY**.

5. Tap **On**.

6. Tap **ok**. The [TTY] icon displays in the Navigation bar when it is enabled. Now you are in TTY audio mode.

7. Connect the optional TTY device cable to the TTY audio adapter as stated in the TTY manufacturer's documentation.

NOTE: Do not activate TTY audio mode while a telephone call is already in progress.

Make a phone call using the TTY enabled HP iPAQ

1. Press the (Answer/Send) key.

2. Dial the phone number of the person you are trying to reach who also has a Tele-typewriter (TTY) device connected to his phone. If you are asked if you want to turn on the phone, tap **Yes**.

    NOTE: Install a SIM card before making your first phone call.

3. When the phone call is answered, start typing on the TTY keyboard.

    The letters typed into the TTY device are turned into electrical signals that travel over regular telephone lines. When the signals reach their destination (another TTY device), they are converted back into letters that appear on a display screen, are printed out on paper, or both.

    When you are finished typing your phone conversation, the person on the other end of the line might begin typing their answers or comments to you.

4. To end the phone call, press and hold the (End) key.

NOTE: If a normal headset is connected while TTY support is enabled, the audio quality might decrease. Also, if you make a phone call using a Bluetooth headset while in TTY mode and insert a plug into the headphone jack, TTY audio mode activates thereby decreasing the quality of voice calls.

Disable TTY support

1. Press the (Answer/Send) key to launch the screen keypad.

2. Tap **Menu > Options… > TTY**.

3. Tap **Off**.

4. Tap **ok**.

📝 **NOTE:** If you plan to use the HP iPAQ in both normal and Tele-typewriter (TTY) audio mode, HP recommends disabling TTY support when the HP iPAQ is not being used for TTY to allow the special network resources to be used by others.

Voice notes

Create voice votes

To create a stand-alone recording (voice note) or add a recording to a note:

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

2. Do one of the following:

   ● To create a stand-alone recording, record from the note list.

   ● To add a recording to a note, create or open a note.

   📝 **NOTE:** If the Recording toolbar does not appear, tap **Menu > View Recording Toolbar**.

3. Tap the 🔴 (Record) button.

4. Speak into the microphone located at the bottom of the unit.

5. When you have finished recording the note, tap the ■ (Stop) button on the recording toolbar.

📝 **NOTE:** If you are recording in an open note, an icon displays in the note. If you are creating a stand-alone recording, an displays in the note list.

Also, you can create a voice note in **HP Photosmart Mobile** and attach the note to a picture.

Delete voice notes

To delete a stand-alone recording voice note:

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

2. From the note list, tap and hold the note.

3. Tap **Delete**.

To delete a recording within a note:

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

2. Open a note.

3. Tap and hold the 🔊 (Voice Note) icon.

4. Tap **Clear**.

Listen to voice notes

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

2. Tap the 🔊 (Recorded voice note) icon to hear the note.

Rename voice notes

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

2. Tap and hold the note to rename.

3. Tap **Rename/Move**.

4. Enter the new name in the **Name** box.

5. Tap **ok**.

Configure channels

Enable this feature to receive real-time news and information such as traffic news and weather reports. Check with your mobile phone service provider for availability in your area.

To configure the phone broadcast channels:

1. Tap **Start > Settings > Personal > Phone > More**.

2. Select the **Cell Broadcast** check box.

3. Tap **Setting…**

4. Tap **Add…**, and then enter the channel name and number.

5. Tap **ok**.

HSDPA

High Speed Download Packet Access (HSDPA) is an enhancement of Wideband Code Division Multiple Access (WCDMA) which is based on 3G technology, and offers better compression and codecs.Your HP iPAQ supports HSDPA 3.6 to 7.2 mbps that uses WCDMA for high speed downloads. HP iPAQ also supports WCDMA over three different frequency bands (850/1900/2100). When WCDMA or HSDPA is available, the device uses the technology and reverts back to GSM/GPRS/EDGE if WCDMA or HSDPA is unavailable.

Differences between GSM and GPRS/EDGE/WCDMA/3G technology

GSM technology is typically used for voice calls and text messaging, whereas GPRS/EDGE/WCDMA/ 3G technology provides a connection to the Mobile Phone Network that can be used for Web browsing, Multimedia Messaging Service (MMS), or accessing your corporate network.

NOTE: Using GPRS/EDGE/WCDMA/3G data services are typically an additional charge to your standard mobile phone service. Check with your mobile phone service provider for data services and cost.

7   Camera

Use the camera

Use the built-in digital camera on your HP iPAQ to capture and view photos.

Capture photos

You can capture photos and store them in your HP iPAQ or storage card.

1.   Press the **Camera** key or tap **Start > Programs > Camera**.

2.   Use the 3-Way Thumbwheel key to zoom in or zoom out.

3.   To decrease or increase brightness, move the horizontal slider at the bottom of the screen.

4.   Press the **Camera** key to capture a photo and automatically save it in **File Explorer > My Documents > My Pictures**.

> **NOTE:**   Tap the (Flash) button to enable flash while taking pictures.

View photos

To view photos captured on your HP iPAQ:

1.   Tap **Start > Programs > Photosmart Mobile**.

2.   Navigate to a required folder.

3.   Tap the folder to open it and tap the required photo.

Change camera settings

Change brightness settings

1.   Tap **Start > Programs > Camera**.

2.   Tap the (Settings) button.

3.   On the **Basic** tab, select **Brightness** from the **White Balance** list.

4.   Select the required value for brightness from the adjacent list and tap **ok**.

You can adjust the brightness within a range of -10000 to +10000.

Change resolution settings

1.   Tap **Start > Programs > Camera**.

2.   Tap the (Settings) button.

3.   On the **Photo** tab, select the required settings from the **Resolution** list.

4.   Make the necessary changes and tap **ok**.

The Resolution settings can be changed to:

- QVGA – 320 X 240

- VGA – 640 X 480

- 1M – 1280 X 960

- 1.3M – 1280 X 1024

- 2M – 1600 X 1200

- 3M – 2048 X 1536

NOTE: The larger the resolution you choose, the more the storage space required and it might take longer to send such photos by Multimedia Messaging Service (MMS), e-mail, or Bluetooth.

Change mode settings

1. Tap **Start > Programs > Camera**.

2. Tap the ⚒ (Settings) button.

3. On the **Photo** tab, select the required setting from the **Capture mode** list.

4. Make the necessary changes and tap **ok**.

Mode settings can be changed to:

- **Normal** – Set this default mode when you capture photos.

- **Timer** – Set the self-timer to the time duration after which the camera captures photo on pressing the **Camera** key.

- **Burst** – Set the maximum number of photos that can be taken at a time.

- **Frame** – Set the type of frame.

- **Panorama horizontal** – Set to panorama horizontal to capture vast landscapes, city skylines, and other landscapes.

- **Panorama vertical** – Placeholder- more information required.

NOTE: You can also tap the 🖾 (Frame) button to change the frame type.

Video recorder

Record videos

You can use the built-in camcorder on your HP iPAQ to create short videos and share them with your friends and family.

1. Tap **Start > Programs > Camera**.

2. Tap 🖾 (Video) button to go into the video mode.

3. Press the **Camera** key to start recording. Press the **Camera** key again to stop recording.

Configure video format

Tap **Start > Programs > Camera**, and then tap the (Settings) button.

- On the **Video** tab, change one of the following:

- Select resolution from the **Resolution** list. You can change the settings to:

  ○ QCIF(176 X 144)

  ○ QVGA(320 X 240)

NOTE: Select the **Record voice** check box to record voice while recording videos.

Transfer images

Use GPRS

When the phone radio is turned on for the first time, the **HP iPAQ DataConnect** application detects the mobile phone service provider and automatically populates the MMS settings on the HP iPAQ.

To transfer pictures using MMS:

1. Tap **Start > Messaging > MMS**.

2. Tap **Menu > New**.

3. Tap the picture or the video you want to attach.

4. Tap **Send**.

Use Bluetooth

You can do the following to transfer images from your HP iPAQ to other devices:

1. Tap **Start > Programs > Photosmart Mobile**.

2. Scroll and select a picture.

3. Tap **Menu > Beam picture…** Select the device and tap **Tap to send**.

NOTE: You should have the Bluetooth connection on to transfer images.

8 HP Photosmart Mobile

HP Photosmart Mobile

You can use HP Photosmart Mobile to:

- View pictures stored on your HP iPAQ or a storage card.

- Add voice or text notes to pictures.

- Print pictures.

- View a slideshow.

- Send pictures via MMS, e-mail attachments, or Bluetooth.

- Associate a picture with a contact.

- Assign a picture to the **Today** screen background.

- Upload an image via e-mail to snapfish.

Attach a voice note to a picture

To attach a voice note to a picture:

1. Tap **Start > Programs > Photosmart Mobile**.

2. Tap the thumbnail to which you want to add a voice note.

3. Tap the ▣ (Cassette) button.

4. Tap the ● (Record) button on the recording toolbar.

5. Speak into the microphone to record the voice note and tap the ■ (Stop) button when finished.

6. Tap the ▣ (Cassette) button again to close the recording toolbar.

E-mail pictures

1. Tap **Start > Programs > Photosmart Mobile**.

2. Tap the thumbnail to be sent via e-mail.

   📝 **NOTE:** If the media file is protected by Digital Rights Management (DRM), you would not be able to view or hear it. DRM is a 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 for DRM.

3. Tap **Menu > Send… > E-mail Attachment**.

4. Select the **Reduce sent photo size to** check box, and then select the reduction in resolution.

5. Tap **Next**.

6. Enter the appropriate e-mail address or use **Contacts** by tapping **Menu > Add Recipient**.

7. Enter other appropriate information, such as an e-mail title and message.

8. Tap **Send**.

Snapfish

Snapfish feature enables you to upload images from your HP iPAQ to your **Snapfish** account via your e-mail account.

1. Tap **Start > Programs > Photosmart Mobile**.

2. Tap the thumbnail to be sent via **Snapfish**.

3. Tap **Menu > Send… > Snapfish**.

4. Select the **Reduce sent photo size to** check box, and then select the required reduction in resolution.

5. Tap **Next**.

6. Select the appropriate e-mail account in the **Select e-mail account** list and tap **Send**.

NOTE: To get more information about **Snapfish** feature, tap **Help**.

NOTE: If the e-mail account used to send the photo to **Snapfish** is not registered, you will receive an e-mail with a link to a Web page that allows you to register an account.

View a slideshow

To view a slideshow:

1. Tap **Start > Programs > Photosmart Mobile**.

2. Tap the ☐ (Slideshow) button at the bottom of the screen.

3. Tap the screen to view the ⊙ (Forward), ⊙ (Backward), ⊗ (Stop), and ⓪ (Pause) buttons.

9   Notes

Write a note

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

   📝 **NOTE:**   Writing must be selected as the default input mode.

2.   Tap **New**.

3.   Write your 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.

Create a copy of a note

To create a copy of a note:

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

2.   Tap the note you want to copy.

3.   Select the text on the screen, tap **Menu > Copy**.

4.   Open the required note from the note list or a new note to which the selected content is to be copied.

5.   Tap **Menu > Paste**.

If you paste the contents in a new note, a copy of the note displays in the note list.

Create a voice note

To create a stand-alone recording (voice note) or add a recording to a note:

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

2.   Do one of the following:

   ●   To create a stand-alone recording, record from the note list.

   ●   To add a recording to a note, create or open a note.

   📝 **NOTE:**   If the recording toolbar does not appear, tap **Menu > View Recording Toolbar**.

3.   Tap **Record**.

4.   Speak into the microphone located at the bottom of the unit.

5.   When finished recording the note, tap **Stop** on the recording toolbar.

6.   When finished, tap **ok** to return to the note list.

NOTE: If recording in an open note, an icon appears in the note. If creating a stand-alone recording, an icon appears in the note list.

Also, you can create a voice note in **HP Photosmart Mobile** and attach the note to a picture.

10 Storage cards

Use storage cards

Use optional storage cards for:

- Expanding the memory of your HP iPAQ

- Adding functionality

NOTE: Storage cards are not included with your HP iPAQ, and must be purchased separately.

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

Insert a storage card

1. Remove the battery cover, slide the storage card holder and open it.
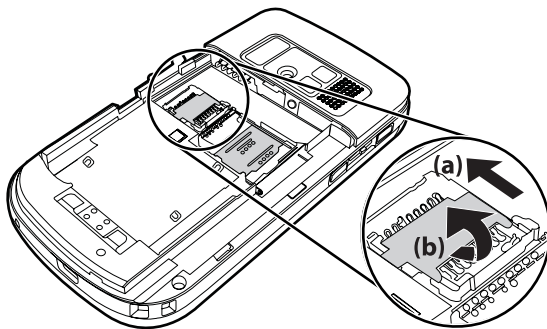
2. Place the card in the storage card holder with the metal area inserted first.

3. Slide back the storage card holder until it fits into place.

If you have trouble inserting a storage card, try the following:

- Make sure you are not inserting the card at an angle.

- Make sure you insert the connection area (the metal area) first.

Remove a storage card

To remove a micro Secure Digital (SD) storage card from the storage slot on the HP iPAQ:

1. Close all programs that are using the storage card.

2. Press and hold the **Power** key to turn off your HP iPAQ.

3. Remove the battery.

4. Slide the storage slot cover and open it.
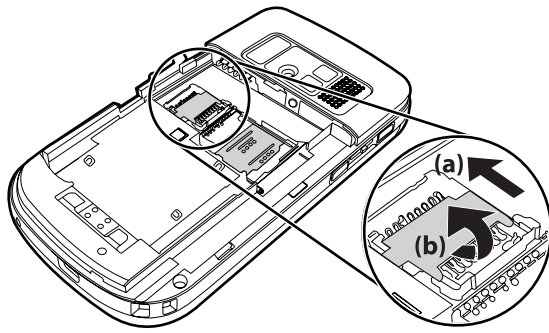
5. Remove the storage card from the storage card slot.

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

View content of a storage card

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

1. Tap **Start > Programs > File Explorer**.

2. Tap **Up**, then select the storage card folder to see a list of files and folders.

If the HP iPAQ does not recognize your storage card, try the following:

● Make sure to install any drivers that came with the storage card.

● Reset the HP iPAQ by using the stylus to lightly press the **Reset** button.

11 Synchronization

Synchronization software

If your computer is running Windows XP or an earlier version, synchronization settings are managed through Microsoft ActiveSync. Microsoft ActiveSync 4.5 is available on the *Getting Started* CD. You can also visit http://www.microsoft.com/windowsmobile for more information or to download Microsoft ActiveSync.

If your computer is running Windows Vista, synchronization settings are managed through Windows Mobile Device Center (WMDC). WMDC 6.1 is available on the *Getting Started* CD. You can also visit http://www.microsoft.com/windowsmobile to download WMDC.

Copy files

You can copy files to and from the computer using ActiveSync.

To copy files using ActiveSync:

1. Connect your HP iPAQ to the computer using the mini-USB synchronization cable.

2. On the computer, select **Start > Programs > Microsoft ActiveSync**.

3. In the **ActiveSync** window, select **Explore**.

4. Double-click **Windows Mobile-Based Device**.

5. Open **Windows Explorer** on your computer and locate the files to be copied.

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

   NOTE: You cannot copy preinstalled files or system files.

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

To copy files using WMDC:

1. Connect your HP iPAQ to the computer and wait for WMDC to launch automatically.

2. Click **File Management** to open the Mobile Device folder for your device.

3. In the **Mobile Device** folder, navigate and select the file that you want to copy on your device or computer.

Move the files directly into My Documents on your HP iPAQ (or into a folder inside My Documents).

Migrate data from Palm Desktop to Microsoft Windows Mobile 6

If you used a Palm OS based device before purchasing your HP iPAQ, you need to migrate your data from the Palm Desktop software to Microsoft Windows Mobile 6.

To migrate data from Palm Desktop to Windows Mobile 6:

1. Ensure that you have Microsoft Outlook 98 or higher installed on your computer.

2. Insert the Companion CD that came with your Palm unit into your computer's CD-ROM drive. From the **Discover Your Handheld** screen, select **Install Microsoft Conduits**. 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 your default e-mail program to properly synchronize with the Palm Desktop software. If you need to change your 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 your computer.

3. Use the HotSync software located on the Companion CD that came with your Palm unit to synchronize your Palm information with Outlook. Refer to the instructions that came with your Palm unit for help installing or using HotSync.

4. When Outlook is synchronized with your Palm device, uninstall Hotsync from your computer. Click **Start > Control Panel >** double-click **Add or Remove Programs**. Select **Palm Desktop**, then click **Remove**. Follow the on-screen instructions.

5. Insert the *Getting Started* CD into your computer's CD-ROM drive and follow the on-screen instructions to install ActiveSync on your computer and create a partnership between your HP iPAQ and your computer.

Wireless Synchronization Cost Saving Tips

How you manage the cost of synchronizing without wires from your HP iPAQ depends on your priorities.

To	Do this
Reduce network connection or data transfer costs	Increase the time between scheduled synchronizations, or synchronize manually. Check the details of your rate plan.
Extend battery life	Schedule synchronization less frequently or synchronize manually.
Keep your information up to date	During periods of high mail volume, schedule synchronization at regular but frequent intervals. During periods of low mail volume, schedule synchronization as items arrive.

NOTE: The device power-down timer is reset each time you synchronize. If you schedule a synchronization interval that is smaller than the time interval set for the device to automatically power down, the device never turns off to save battery power.

Troubleshoot synchronization Issues

Following is a list of symptoms that might indicate synchronization issues:

● No **ActiveSync** tone plays (or a gray icon displays), and there is no activity in the **ActiveSync** window on your computer.

● WMDC does not launch even after installation.

● **ActiveSync** tone plays, and the **ActiveSync** icon on your computer changes to a swirling green icon. The **Retrieving settings** message displays on your computer, but the **ActiveSync** connection drops prior to establishing the partnership.

- **ActiveSync** is searching for a connection but cannot establish one. (The green icon on your computer continues to spin.)

- Synchronization has been established between your HP iPAQ and computer but connection is dropped. (The green icon on your computer stops spinning and grays out.)

- Firewall or other network protection software message box is displayed for **ActiveSync** to access the network or Internet.

Following is a list of troubleshooting tips if you experience difficulty while synchronizing your HP iPAQ and computer. Try the following solutions to troubleshoot any synchronization issues:

- Check the OS on your computer before you begin synchronizing information between your HP iPAQ and computer. The synchronization method varies depending on the OS running on the computer.

  If your computer is running Windows XP or an earlier version, synchronization settings are managed through Microsoft ActiveSync. Microsoft ActiveSync 4.5 is available on the *Getting Started* CD.Visit http://www.microsoft.com/windowsmobile for more information or to download Microsoft ActiveSync.

  If your computer is running Windows Vista, synchronization settings are managed through Windows Mobile Device Center. Visit http://www.microsoft.com/windowsmobile to download Windows Mobile Device Center.

  NOTE: HP does not guarantee the accurate functionality of any third party applications with Windows Vista.

- If you are running **ActiveSync** 4.5 or later and personal firewall software on your computer, please add **ActiveSync** to the firewall program's exception list.

  (Firewall software, such as Sygate Personal Firewall, TrendMicro PC-cillin Internet Security 2005, Norton Personal Firewall, McAfee Personal Firewall, or Zone Alarm Security Suite might block synchronization.) Refer to the documentation that came with your firewall program to determine how to add ActiveSync 4.5 or later to the program's exception list. To further troubleshoot a firewall application and enable ActiveSync 4.5 or later, visit: http://www.microsoft.com/windowsmobile.

- 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 computer. Make sure an **ActiveSync** connection is established.

  ○ On your computer, click **Start > All Programs > Microsoft ActiveSync**.

  ○ Click **Tools > Options**.

  ○ Clear the boxes for the sync items listed under the **Server group**.

  ○ Select the check boxes under the **Computer group** for those items you want to synchronize.

- Disconnect your HP iPAQ from your computer and wait for the **ActiveSync** message confirming that your device is no longer connected. Reconnect your HP iPAQ to your computer. Wait to see if your HP iPAQ connects to your computer.

- On your computer, in **ActiveSync** application, select **File > Connection Settings**. Confirm that USB is selected as a potential connection method.

- Connect your HP iPAQ to a different USB port on your computer.

- Check your mini-USB synchronization cable. Consider using another mini-USB synchronization cable if one is available to you.

- Try synchronizing via a Bluetooth connection. Refer to the printed or CD-based documentation that came with your HP iPAQ for specific instructions.

- Once your computer and HP iPAQ restart, reconnect your HP iPAQ to your computer.

- Uninstall **ActiveSync** from your computer and then reinstall it. To uninstall **ActiveSync** from your computer, click **Start > Control Panel > Add or Remove Programs > Microsoft ActiveSync**. Then click **Remove > Yes**.

After trying the above solutions without any success in solving your connection problem, perform a factory reset on your HP iPAQ using the HP iPAQ Setup Assistant.

You can reinstall your applications on your HP iPAQ after the hard or clean reset is complete by using ActiveSync on your computer. After your HP iPAQ is synchronized properly, go to **ActiveSync** on your computer and select **Tools > Add/Remove Programs**, and then select any programs you want to reinstall.

Customized links in WMDC

After connecting your device to a Windows Vista system using WMDC 6.1, an image of HP iPAQ 600 Series Business Navigator pops up on the left of the **Windows Mobile Device Center** screen. You can set up your device to synchronize the Outlook contacts, e-mail, and other information on your device or just connect the device by skipping the setup process.

After the device synchronizes with your computer, the following links are displayed on your computer:

- **Programs and Services**

- **Pictures, Music and Video**

- **File Management**

- **Mobile Device Settings**

To view a list of customized links, navigate to **Programs and Services**. Click **more>>** to view additional links for the various HP services and click **<<back** to go back to the previous screen.

12 Tasks

Set 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**.

Show 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**.

Set options for displaying tasks on the Today screen

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

1. Tap **Start > Settings > Personal > Today**.

2. Tap **Items**, and then select the **Tasks** check box.

3. Tap **Tasks** to access options, then tap **Options…**

4. Under **Display number of**, select the type of tasks 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.

Mark 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**.

13 Messaging

Understand messages

To send and receive e-mail messages for an e-mail account, you need to connect to the Internet or your corporate network, depending on the account.

You can send and receive:

- Outlook e-mail
- Internet e-mail through an ISP
- Text messages

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 computer using any synchronizing software 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 need to use a modem to connect to your ISP. You can use an Ethernet card to connect to the local area network your e-mail server is connected to. You can also use your HP iPAQ to connect by using a cellular line connection (for example, using MMS).

Text messages are sent and received through your wireless service provider using a phone number as the message address.

Folder types

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 for each account.

The way folders work vary by type:

- If you use an Outlook e-mail account, e-mail messages in the Inbox folder in Outlook are synchronized automatically with your device. You can select additional folders for synchronization by assigning them designations. The folders you create and the messages you move are then mirrored on the e-mail server.
- If you use an MMS account or a text message account, messages are stored in the Inbox folder.
- If you use a POP3 account and move your e-mail messages to a folder you created, the link between the messages on the device and their copies on the e-mail server breaks. 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.

● If you use an IMAP4 account, the folders you create and the e-mail messages you move are mirrored on the e-mail server. These messages are therefore available from any location or device. 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.

Synchronize E-mail

When you synchronize Outlook e-mail on the computer with your device, e-mail messages are synchronized as follows:

● Messages in the Inbox folder on your computer or Exchange Server are copied to the Inbox folder of the Outlook e-mail account on your device.

● Messages in the Outbox folder on your device are transferred to Exchange Server or Outlook and then sent from those programs.

● When you delete a message on your device, it is deleted from your computer or Exchange Server the next time you synchronize.

● The default sync settings synchronize messages from the past three days 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 computer or tap **Contents**.

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

Set up messaging accounts

Set up e-mail using exchange server

1. Tap **Start > Messaging > New E-mail Account**.

2. Enter your e-mail address in the **E-mail address** box, and then tap **Next**.

3. Scroll and select the **Exchange server** option from the **Your e-mail provider** list.

4. Tap **Next** to synchronize outlook with your organization's Exchange e-mail server.

5. In **Server address**, enter the Outlook Web Access server address and tap **Next**.

   NOTE: Select **This server requires an encrypted (SSL) connection** check box to ensure you always send e-mail from this account using an SSL connection.

6. Enter the **User name**, **Password**, and **Domain** on the **Edit Server Settings** screen.

7. Select the check box for the items you want to synchronize, and tap **Finish**.

Internet E-mail

Create a new POP3 or IMAP4 account

You must set up an e-mail account that you have with an ISP or an account that you access using a VPN server connection (typically a work account) before you can send and receive e-mail.

1. Tap **Start > Messaging > New E-mail Account**.

2. Enter the account name and then Tap **Next**.

3. Scroll and select the **Internet e-mail** option from the **Your e-mail provider** list and tap **Next**.

4. Enter your name and required account name and tap **Next**.

5. Enter the incoming server name and select the required account type, **POP3** or **IMAP4**.

You can also perform the following functions:

● Change the time intervals for downloading new messages.

● Download attachments.

● Limit the number of messages that are downloaded.

Setting	Description
User name	Enter the user name assigned to you by your ISP or network administrator. This is often the first part of your e-mail address, which appears before the at sign (@).
Password	Choose a strong password. You have the option to save your password so that you do not need to enter it each time you connect to your e-mail server.
Domain	Not required for an account with an ISP. Might be required for a work account.
Account type	Select POP3 or IMAP4.
Account name	Enter a unique name for the account, such as Work or Home. This name cannot be changed later.
Incoming mail	Enter the name of your e-mail server (POP3 or IMAP4).
Outgoing mail	Enter the name of your outgoing e-mail server (SMTP).
Require SSL connection	Select this to ensure you always send e-mail from this account using an SSL connection. This enables you to send personal information more securely. Note that if you select this and your ISP does not support an SSL connection, you might not be able to send e-mail.
Outgoing mail requires authentication	Select this if your outgoing e-mail server (SMTP) requires authentication. Your user name and password from above is used.
Use separate settings	Select this if your outgoing e-mail server requires a different user name and password than the ones you entered before.
Outgoing server settings	
User name	Enter your user name for the outgoing e-mail server.
Password	Enter your password for the outgoing e-mail server.

Setting	Description
Domain	Enter the domain of the outgoing e-mail server.
Require SSL for outgoing mail	Select this to ensure you always send e-mail from this account using an SSL connection. This enables you to send personal information more securely. Note that if you select this and your ISP does not support an SSL connection, you might not be able to send e-mail.

☆ **TIP:** 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.

Change E-mail download options

You can customize the following download options for each e-mail account that you have with an ISP, or any account that you access using a VPN server connection (typically a work account).

You can choose:

- Whether messages are downloaded automatically.

- How much e-mail is downloaded.

- If and how attachments are downloaded (IMAP4 only).

To change the e-mail download options, do the following:

1. Tap **Start > Messaging > Menu > Options**.

2. Select the e-mail account.

3. Tap **Next** until you reach **Server information**.

4. Tap **Options**.

5. Enter your changes on the next three screens, and tap **Finish**.

☆ **TIP:** To send and receive messages automatically, tap **Connect**, check for messages and enter a time interval. Connecting automatically might result in higher connection charges.

To save memory, limit the number of e-mails downloaded to your device by lowering the number of days to display.

To change options for an Outlook e-mail account, tap **Start > Programs > ActiveSync > Menu > Options**.

Delete an account

1. Tap **Start > Messaging**.

2. Tap **Menu > Options**.

3. Tap and hold the account name, and tap **Delete**.

🗒 **NOTE:** You cannot delete your text message account.

Text messaging

Text messaging is the transmission of short text messages to and from a mobile phone, fax machine, and/or IP address. A single text message cannot be longer than 160 alpha-numeric characters or cannot contain pictures or graphics.

Messages longer than 160 alpha-numeric characters are sent as multiple text messages. A character count is visible when text messages (New/Reply/Forward) are composed. The count also shows how many text messages are generated when the message is sent.

The Text Message Service Center phone number is provided by your mobile phone service provider. Text messaging should function correctly after activating your account. To verify the number used to change the Text Message Service Center phone number, tap **Start > Phone > Menu > Options… > Services > Voice Mail and Text Messages > Get Settings…**

MMS

MMS is a method of transmitting photographs, video clips, sound files, and short text messages over wireless networks.

When the phone radio is turned on for the first time, the GSM/GPRS Manager application detects the mobile phone service provider and automatically populates the MMS settings on the HP iPAQ.

Alternately, you can access some MMS settings by tapping **Start > Messaging > Menu > Options > Accounts > MMS > Preferences**. It is not recommended to change the MMS settings provided by your mobile phone service provider unless they request the change.

MMS composer

With MMS composer you can create and share your own MMS messages. You can also add pictures, videos, text, and audio to your MMS messages.

To access MMS application, tap **Start > Messaging > MMS**

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

- **Deleted Items**

- **Drafts**

- **Inbox**

- **Outbox**

- **Sent Items**

To create an MMS message:

1. Tap **Start > Messaging > MMS**.

2. From any MMS folder, tap **Menu > New**

3. To add picture or video to the message, tap the **Insert picture/video** field, and then tap the required picture or video to be added.

   📝 **NOTE:** To view to the video clip before adding, navigate to the required file and tap the ▶ (Play) button.

4. To insert text in the message, tap the **Insert text here** field and type the required text.

5. To add an audio clip to message, tap **Insert audio** and tap the required audio to be added.

6. To preview the MMS message, tap the ▶ (Play) icon at the left bottom of the screen.

Receive attachments

An attachment sent with an e-mail message or downloaded from the server is displayed 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 your 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 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 > 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** and **When getting full copy, get 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 **Start > Messaging > Menu > Options > Storage**, and select the **When available, use this storage card to store attachment** check box.

Receive meeting requests

If you receive your 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, your 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 TNEF support for your account.

With TNEF enabled, your 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 might 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 will be sent the next time that you synchronize or connect to your e-mail server, and your device calendar will be updated.

Create or change a signature

1. Tap **Start > Messaging**.

2. Tap **Menu > Options… > Signatures…**

3. Select the account for which you want to create or change a signature.

4. Select the **Use signature with this account** check box if it is not already selected.

5. Select the **Use when replying and forwarding** check box if required.

6. 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.

Use messaging

Compose and send messages

1. In the message list, tap and select an account.

2. Tap **Menu > New**.

3. 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**.

4. Enter your message. To quickly add common messages, tap **Menu > My Text** and tap the required message.

5. To check the spelling, tap **Menu > Spell Check**.

6. 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.

Reply or forward a message

1. Tap on the message to open it, and then tap **Menu > Reply**, **Reply All**, or **Menu > Forward**.

2. Enter your response. To quickly add common messages, tap **Menu > My Text** and tap the required message.

3. To check the spelling, tap **Menu > Spell Check**.

4. Tap **Send**.

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

Add an attachment to a message

1. In an open message, tap **Menu > Insert** and tap the item you want to attach: **Picture**, **Voice Note**, or **File**.

2. Select the file you want to attach or record a voice note.

📝 **NOTE:** Embedded objects cannot be attached to messages.

Download messages

The manner in which you download messages depends on the type of account you have:

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

- Text messages are automatically received when your HP iPAQ is switched on. When your HP iPAQ is switched off (in flight mode), messages are held by your service provider until the next time your HP iPAQ is turned on.

💡 **TIP:** By default, messages you send are not saved on your device to help conserve memory. If you want to keep copies of sent messages in the messaging list, tap **Menu > Options > Message**, 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 **Start > Messaging > Outlook E-mail**, and then tap **Menu > Tools > Manage Folders…** and select the check box next to the **Sent Items** folder.

Download messages from a server

1. From any account, tap **Menu > Go To** and tap the account you want to use.

2. Tap **Menu > Send/Receive**.

   The messages on your device 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:** 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 will download the next time you send and receive e-mail. This will also download message attachments if you have selected those options while setting up your e-mail account.

The size column in the message list displays the local size and server size of a message. These numbers might differ because the size of a message can vary between the server and the device.

Install 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 a protocol known as Lightweight Directory Access Protocol (LDAP). When you create an e-mail account, the directory service of your e-mail server is added to the **Address**, 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. In the message list, tap **Menu > Options > Address**.

3. In the **In Contacts, get e-mail addresses from** list, select which e-mail address book to check in contacts. Contacts will be checked first unless you select **None**.

4. If your e-mail server is already listed, select the server's directory service check box to enable it and tap **ok**.

5. If your e-mail service is not listed, tap **Add…**

6. In the **Directory name** and **Server** boxes, enter the LDAP directory and server names.

7. 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.

8. 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 then 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.