



**United States
Department of
Agriculture**

GUIDE

ITS Workstation HP/Compaq TC4400 Tablet PC User Guide

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HP/Compaq TC4400 Tablet PC User Guide

Revision History

RECORD OF CHANGE

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1 Overview

1.1 Purpose

The USDA Service Center concept is a cornerstone of the department's reorganization effort undertaken subsequent to the Department of Agriculture Reorganization Act of 1994. By consolidating its individual agency field offices into service centers, the USDA intends to see a greater return on investment, and at the same time provide taxpayers with more efficient service at reduced cost.

One of the key components of this concept is the implementation of the *Information Technology Services* (ITS) organization. The ITS vision is to be recognized as a professional team of customer-driven service providers who respond to the needs of its customers by providing outstanding service and cost-efficient, highly effective technical solutions.

1.2 Introduction

This User Reference Guide is intended to assist end users to fully implement the capabilities of the HP/Compaq TC4400 Tablet PC Computer.

2 Unpack and Inventory the Tablet PC

The HP/Compaq TC4400 Tablet PC is shipped in one box. This box contains additional boxes: 1) Laptop w/Accessories box; 2) Docking Station; 3) DVD/CD-RW; 4) Mouse; and 5) Keyboard along with software and documentation.

There were no external DVD/CD-RW drive and monitor purchased with these tablets.

After unpacking the tablet, make sure it is inventoried in EATS. Place a USDA/OCIO/ITS label on the Tablet

Notice on the tablet's label, both a serial number and service tag are listed, Figure 2.a. The HP Serial number is the number recorded in EATS.



Figure 2.a – Location of Tablet Serial Number

2.1 Contents of Accessories Box

The following items are located in the Accessories box of the Tablet PC:

| ✓ | Part No | Description | Notes |
|---|------------|--|---------------|
| | 408722-001 | HP Tablet Battery | Hardware |
| | 213349-001 | Power Cord | Hardware |
| | 384019-001 | HP AC Adapter | Hardware |
| | 112666-008 | RJ-11 Phone Cable | Hardware |
| | 408673-001 | Digital pen | Hardware |
| | 367427-002 | Getting Started HP Compaq Tablet PC Series | Documentation |
| | 311972-007 | Worldwide Telephone Numbers | Documentation |
| | 370768-B23 | HP Notebook Accessories | Documentation |
| | 413886-002 | Limited Warranty and Technical Support | Documentation |

| ✓ | Part No | Description | Notes |
|---|------------|-----------------------------------|---------------|
| | 414258-001 | Using the Fingerprint Reader | Documentation |
| | 412935-001 | Restore Your System Without Disks | Documentation |

2.2 Contents of Docking Station Box

The following items are located in the Docking Station box of the Tablet PC:

| ✓ | Part No | Description | Notes |
|---|---------------------------------|--|---------------|
| | EN489AA | HP Advanced Docking Station | Hardware |
| | 213349-001 | Power Cord | Hardware |
| | 397747-002 | HP AC Adapter | Hardware |
| | 367061-B22 | Accessory Documentation HP Advanced Docking Station | Software |
| | 367060-B21 | HP Advanced Docking Station Quick Setup | Documentation |
| | 325582-001 | worldwide limited warranty and technical support | Documentation |
| | 370768-B23 and/or 433140-B21 | HP Notebook Accessories | Documentation |
| | 416046-B21 | Use Only the Included AC Adapter | Documentation |
| | 393352-A21 | Disposal of Waste Equipment by Users in Private Households in the European Union | Documentation |

2.3 Contents of Mouse Box

The following items are located in the Mouse box of the Tablet PC:

| ✓ | Part No | Description | Notes |
|---|------------|---|---------------|
| | 302697-003 | USB-P/S2 Mouse | Hardware |
| | 381788-B21 | Global Limited Warranty and Technical Support for Option Products | Documentation |
| | 393352-A21 | Disposal of Waste Equipment by Users in Private Households in the European Nation | Documentation |

2.4 Contents of DVD/CD-RW Box

The following items are located in the DVD/CD-RW box of the Tablet PC:

| ✓ | Part No | Description | Notes |
|---|------------|--|---------------|
| | 394423-131 | Internal DVD/CD-RW w/case | Hardware |
| | 358317-B22 | Record Now! V 7.2 | Software |
| | 374763-B21 | HP MultiBay II Optical Drive Installation Guide | Documentation |
| | 351021-B21 | Connect the External MultiBay to AC Power | Documentation |
| | 347279-B21 | Locating InterVideo WinDVD Software | Documentation |
| | 393352-A21 | Disposal of Waste Equipment by Users in Private Households in the European Union | Documentation |
| | 370768-B22 | HP Notebook Accessories | Documentation |

| ✓ | Part No | Description | Notes |
|---|------------|---|---------------|
| | 304721-191 | Japan Only – Option Warranty Card | Documentation |
| | 381788-B21 | Global Limited Warranty and Technical Support for Option Products | Documentation |

2.5 Contents of Keyboard Box

The following items are located in the Keyboard box of the Tablet PC:

| ✓ | Part No | Description | Notes |
|---|------------|--|---------------|
| | 395157-001 | HP USB-PS/2 Keyboard | Hardware |
| | 343081-B21 | Safety & Comfort Guide HP Notebook Series | Software |
| | 317595-002 | Keyboard Compatibility | Documentation |
| | 393352-A21 | Disposal of Waste Equipment by Users in Private Households in the European Union | Documentation |
| | 381788-B21 | Global Limited Warranty and Technical Support for Option Products | Documentation |

2.6 HP/Compaq TC4400 Tablet PC Components

2.6.1 TC4400 Front Components

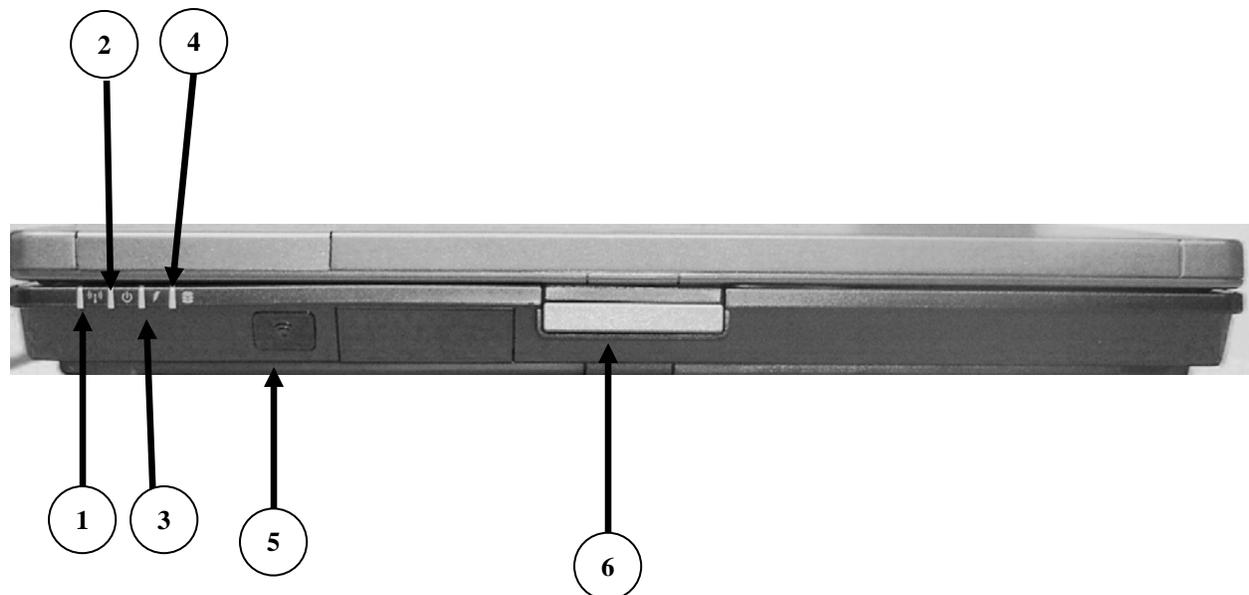


Figure 2.6.1.a – Tablet PC Front Components

| Item | Description | |
|------|------------------------|--|
| 1 | Wireless Indicator | Blue: Wireless connection is activated Off: Wireless connection is shut down |
| 2 | Power Light | Green: Tablet PC is on. Blinking Green: Tablet PC is in standby mode. Note there is also a power light on the switch, Figure 2.6.1.a |
| 3 | Battery Light | Amber: Battery is charging. Green: Battery pack is close to full charge capacity Blinking Amber: Low Battery Condition Off: If the Tablet PC is connected to an external power source, the light is turned off when all batteries in the tablet PC are fully charged. If the Tablet PC is not connected to an external power source, the light is turned off until the battery reaches a low battery condition, when the light begins blinking amber. |
| 4 | IDE Drive Light | Indicates hard drive activity |
| 5 | Infrared Port | Provides wireless communication between the tablet PC and an optional IrDA-compliant device. |
| 6 | Display Release Button | Opens the tablet PC |

2.6.2 TC4400 Rear Components

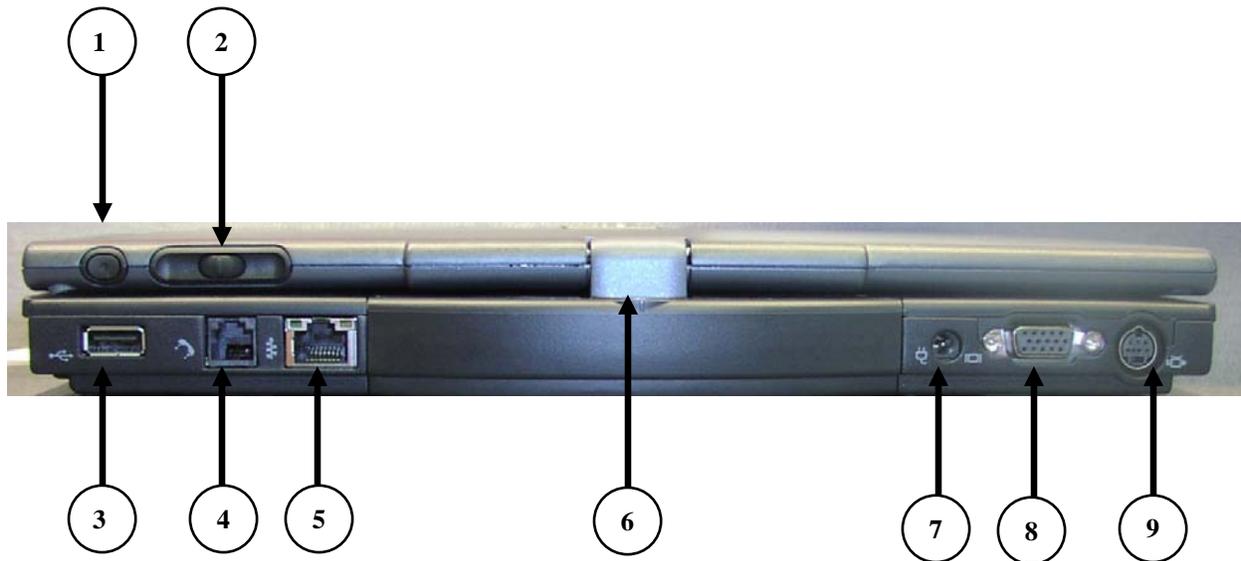


Figure 2.6.2.a – Tablet PC Back Components

| Item | Description | |
|------|-------------------------|---|
| 1 | Windows Security Button | When pressed while Windows is open, enters the Ctrl-Alt-Delete command. When pressed while the Setup utility is open, enters the reset command |
| 2 | Jog Dial | Functions like enter and the up and down arrow keys on a standard keyboard. <ul style="list-style-type: none"> • Press inward to enter a command • Rotate upward to scroll up • Rotate downward to scroll down. |
| 3 | USB Port | Connects USB 1.1 and 2.0 compliant devices to the tablet PC using a standard USB cable. |
| 4 | RJ-11 (modem) Jack | Connects modem cable. |
| 5 | RJ-45 (network) Jack | Connects network cable. |
| 6. | Rotating Hinge | Swivels the display and converts the tablet PC from notebook mode into tablet mode. |
| 7. | Power Connector | Connects AC adapter. |
| 8 | External Monitor Port | Connects optional VGA external monitor. |
| 9 | S Video-out Jack | Is a 7 pin, dual purpose jack. It connects an optional S-Video device, such as a television, VCR, camcorder, overhead projector, or video capture card with an optional (4 pin) S-Video cable. The extra 3 pins also enable an optional S-Video-to-composite adapter to be used with the tablet PC. |

2.6.3 TC4400 Left Side components

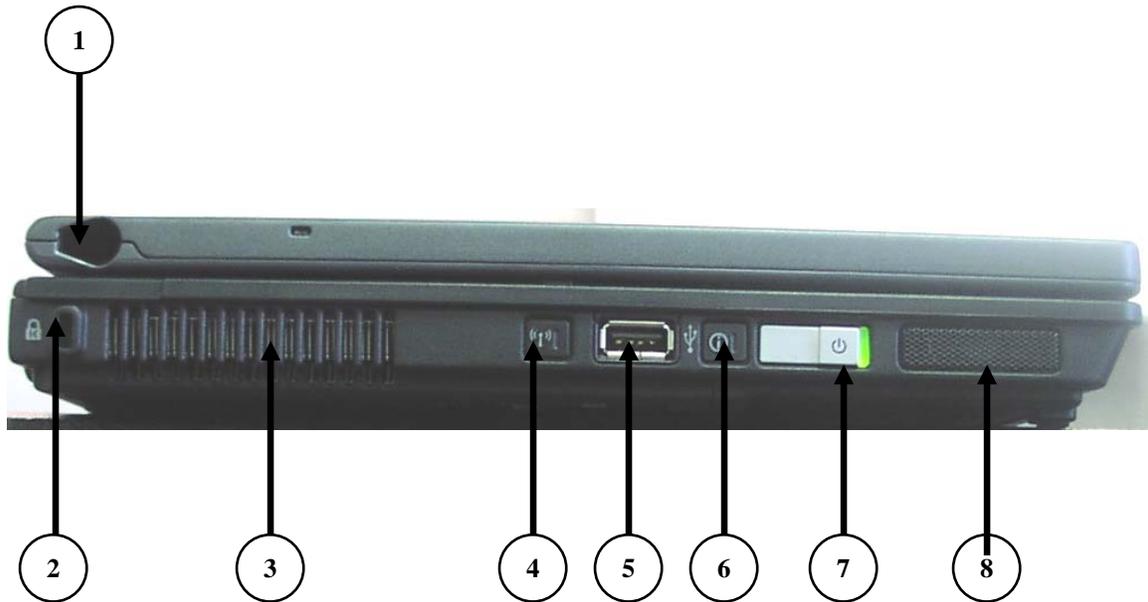


Figure 2.6.3.a – Tablet PC Left Side Components

| Item | Description | |
|------|---------------------|--|
| 1 | Tablet Pen Holder | Stores digital pen when not in use. |
| 2 | Security Cable Slot | Attaches optional security cable to the tablet PC ➡ <i>These cables were not purchased.</i> |
| 3 | Vent | Cools Tablet. |
| 4 | Wireless Button | Toggles wireless on/off. |
| 5 | USB Port | Connects a USB 1.1 or 2.0 compliant device to the tablet PC using a standard USB cable. |
| 6 | Info Center Button | Button that can be configured to open frequently used programs and/or web pages. |
| 7 | Power switch | Toggles Tablet on/off. |
| 8 | Speaker | |

2.6.4 TC4400 Right Side Components

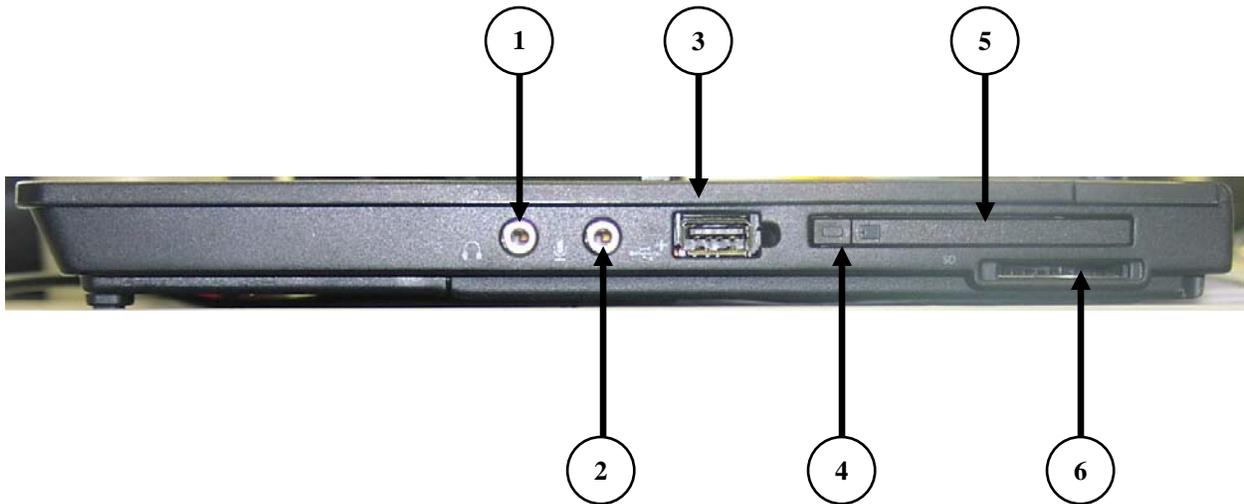


Figure 2.6.4.a – Tablet PC Right Side Components

| Item | Description | |
|------|----------------------------|--|
| 1. | Audio-Out (headphone) jack | Connects optional headphones or powered speakers. Also connects the audio function of an audio/video device such as a television or VCR. |
| 2 | Audio-In (microphone) jack | Connects optional mono/stereo microphone |
| 3 | USB port | Connects a USB 1.1 or 2.0 compliant device to the tablet PC using a standard USB cable. |
| 4 | PC Card eject button | Ejects PC cards from the PC card slot. |
| 5 | PC Card slot | Supports optional type I, type II, 32-bit (Cardbus), or 16-bit PC cards. |
| 6 | Digital Media Slot | Accepts SD (Secure Digital) memory or multimedia cards. |

2.6.5 TC4400 Display Components

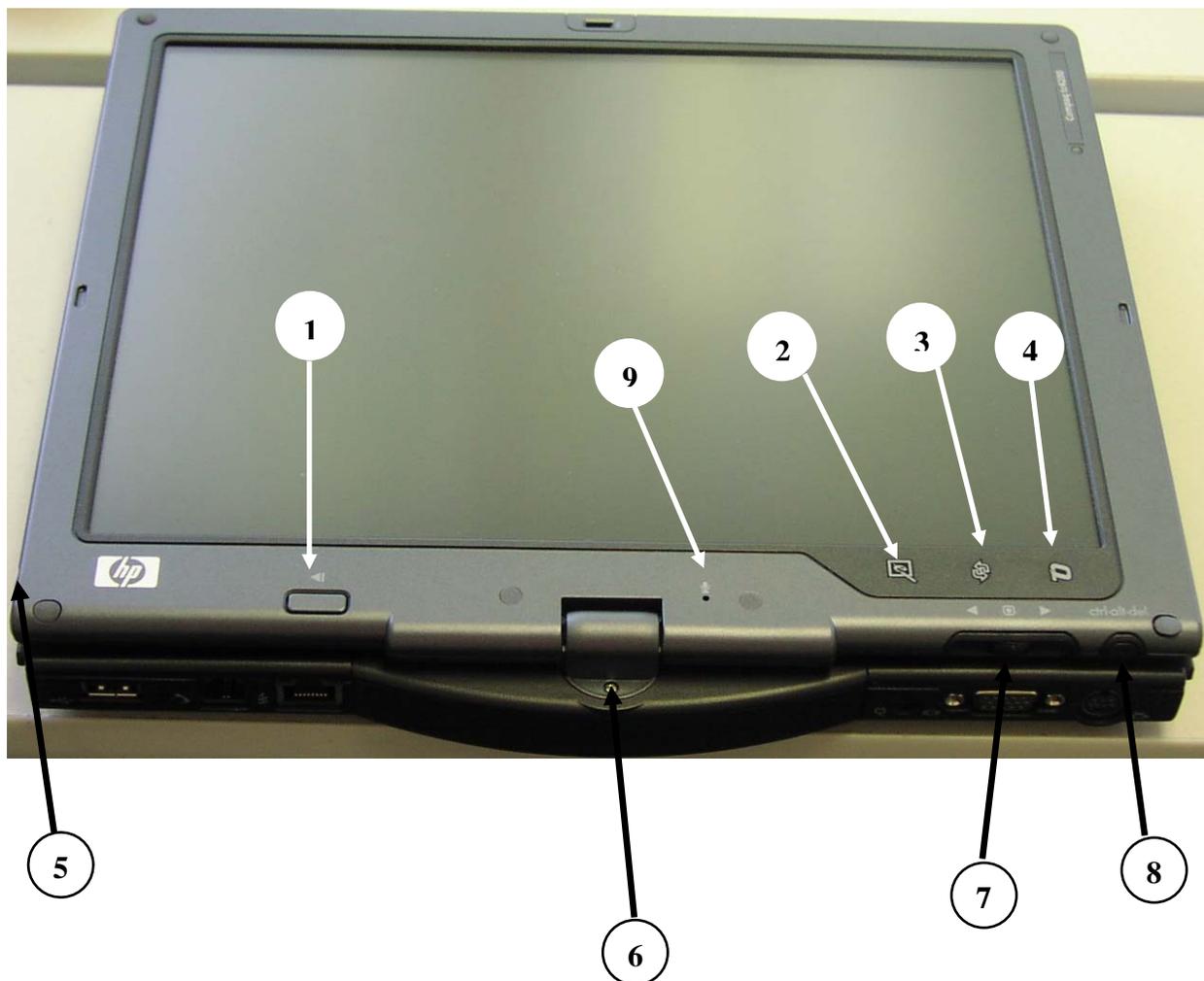


Figure 2.6.5.a – Tablet PC Display Components

| Item | Description | Notes |
|------|-------------------------------------|--|
| 1 | Pen eject button | Releases the digital pen from the pen holder. |
| 2 | Tablet PC input panel launch button | When Windows is running, opens the Microsoft Tablet PC Input Panel application which includes a handwriting pad and an on-screen keyboard. |
| 3 | Rotate button | Switches the image between landscape and portrait. |
| 4 | Q button | When Windows is running, opens or closes the QMenu application. |
| 5 | Pen holder | Secures the pen to the tablet PC (located on side of display). |
| 6 | Rotating hinge | Swivels the display and converts the tablet PC from notebook mode to tablet PC mode. |

| Item | Description | Notes |
|------|-------------------------|--|
| 7 | Jog dial | Functions like enter and the up and down arrow keys on a standard keyboard. <ul style="list-style-type: none"> • Press inward to enter a command • Rotate upward to scroll up • Rotate downward to scroll down. |
| 8 | Windows Security Button | When pressed while Windows is open, enters the Ctrl-Alt-Delete command. When pressed while the Setup utility is open, enters the reset command. |
| 9 | Microphone | Tablet PC internal microphone. |

2.6.6 TC4400 Bottom Components



Figure 2.6.6.a – Tablet PC Bottom Components

| Item | Description | Notes |
|------|-------------------|--|
| 1 | Docking Connector | Connects the tablet PC to the docking device. |
| 2 | Vents (2) | Enable airflow to cool internal components. <ul style="list-style-type: none"> ☞ To prevent overheating, do not obstruct vents. Using the tablet PC on a soft surface such as a pillow, blanket, rug, or thick clothing may block airflow. |

| Item | Description | Notes |
|------|-------------------------------------|--|
| 3 | Travel Battery Connector | Connects an optional travel battery. ⚠ <i>Travel batteries were not purchased with the tablet PC's.</i> |
| 4 | Expansion memory module compartment | Contains one expansion memory module slot. |
| 5 | Primary battery bay | Holds the primary battery pack. |
| 6 | Battery charge indicator | When pressed indicates the level of charge currently in the battery. |
| 7 | Primary battery release latch | Releases the primary battery pack from the battery bay. |
| 8 | Hard drive bay | Holds the primary hard drive. |

2.6.7 TC4400 Keyboard Components

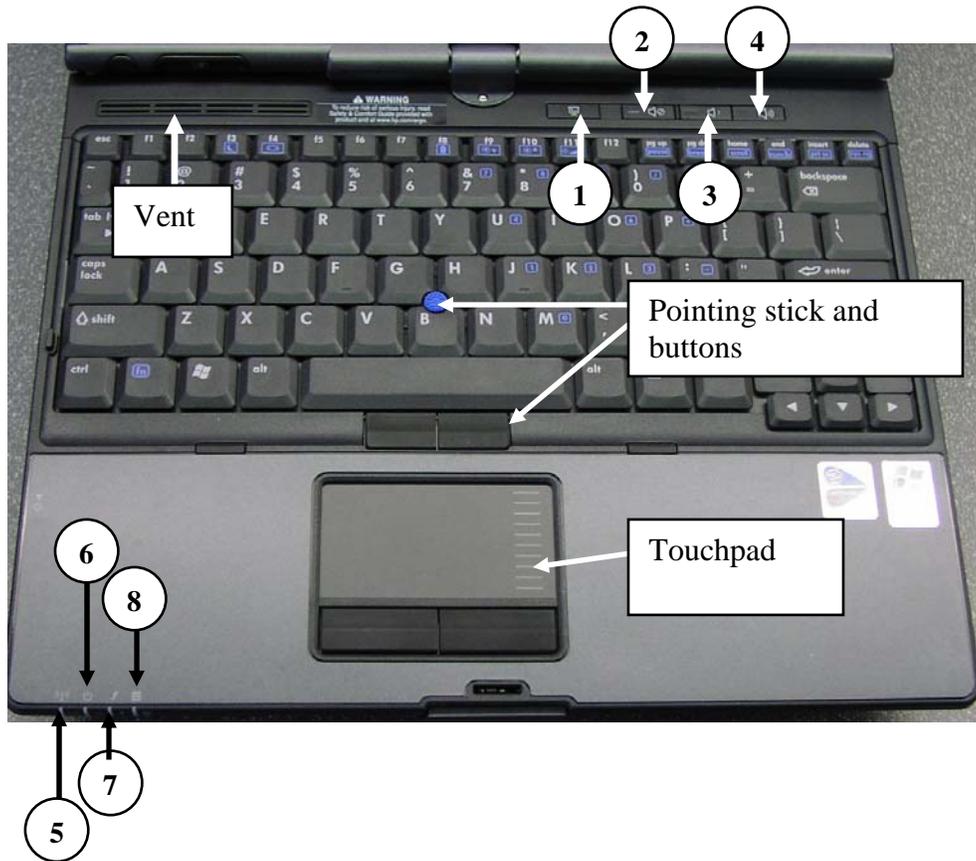


Figure 2.6.7.a – Tablet PC Keyboard Components

| Item | Description | Notes |
|---|-----------------------|--|
| 1 | Presentation Button | User programmable button that will open any selected program/file when pressed.  <i>To program this button, open Quick Launch Buttons under the control panel.</i> |
| 2 | Sound mute button | Press to toggle on/off. When lit, sound is muted. |
| 3 | Sound decrease button | Does not light up. Press repeatedly to decrease level of sound. |
| 4 | Sound increase button | Does not light up. Press repeatedly to increase level of sound. |
| 5  | Wireless Indicator | Blue: Wireless connection is activated. Off: Wireless connection is shut down. |
| 6  | Power Light | Green: Tablet PC is on. Blinking Green: Tablet PC is in standby mode. Note there is also a power light on the switch, figure 2.6.1.a. |
| 7  | Battery Light | Amber: Battery is charging. Green: Battery pack is close to full charge capacity Blinking Amber: Low Battery Condition Off: If the Tablet PC is connected to an external power source, the light is turned off when all batteries in the tablet PC are fully charged. If the Tablet PC is not connected to an external power source, the light is turned off until the battery reaches a low battery condition, when the light begins blinking amber. |
| 8  | IDE Drive Light | Indicates hard drive activity |

-  *The battery is pre-installed on the laptop and does contain a charge, however the battery charge displays will not be accurate until the new battery pack has been fully charged. Therefore it is recommended that you leave the PC connected to external power until the battery pack is fully charged and the battery light is turned off. You can proceed with the build and configuration of the tablet while the battery is charging.*

2.7 HP/Compaq TC4400 Tablet PC Advanced Docking Station

The HP/Compaq TC4400 tablet ships with an Advanced Docking Station that enhances the capabilities of the Tablet PC by providing MultiBay II and Express Card expandability. It also provides full port replication, allowing you to connect an external monitor, keyboard, mouse and other external devices.

2.7.1 Docking Station Top

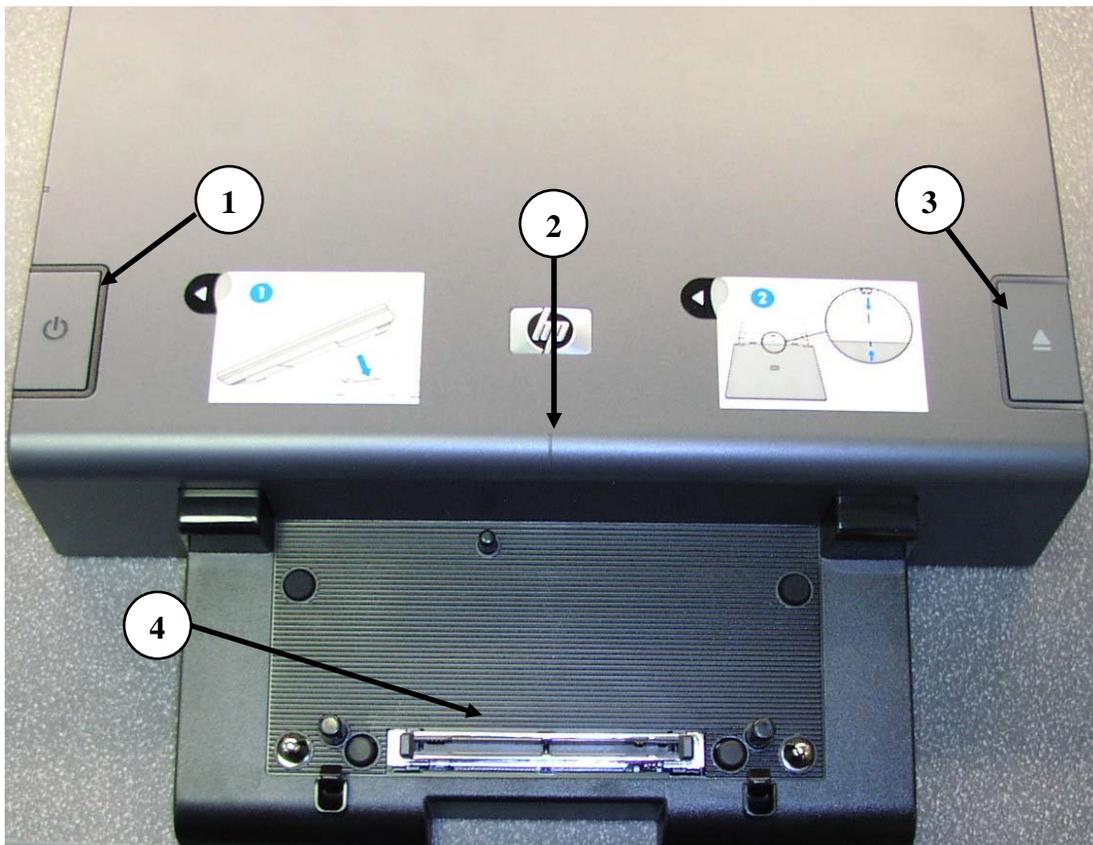


Figure 2.7.1.a – Docking Station Components

| Item | Description | Notes |
|------|-------------------|--|
| 1 | Power button | Applies power to docking station and tablet PC when tablet is docked |
| 2 | Docking Guide | Lines up with same symbol on tablet PC to align the docking connector correctly when docking tablet. |
| 3 | Release latch | Releases docked tablet PC from docking station. |
| 4 | Docking connector | Aligns with same connector on bottom of tablet PC when docking. |

2.7.2 Docking Station Right Side Components

The right side of the docking station is shown in Figure 2.7.2.a

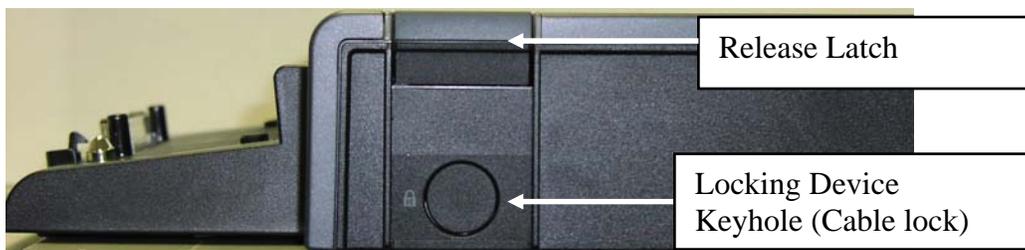


Figure 2.7.2.a – Docking Station Right Side

2.7.3 Docking Station Left Side Components



Figure 2.7.3.a – Left Side Components

| Item | Description | Notes |
|------|-------------------|--|
| 1 | USB 2.0 Ports (4) | The upper left port is a powered USB port and must be used with the external MultiBay II USB Cable as it will also power the device. |
| 2 | MultiBay II | Supports 80 GB HDD, DVD +/- RW, DVD/CD-RW & DVD-ROM. |
| 3 | ExpressCard Slot | The ExpressCard Standard is the next generation of PC Card technology. |

2.7.4 Docking Station Back Components

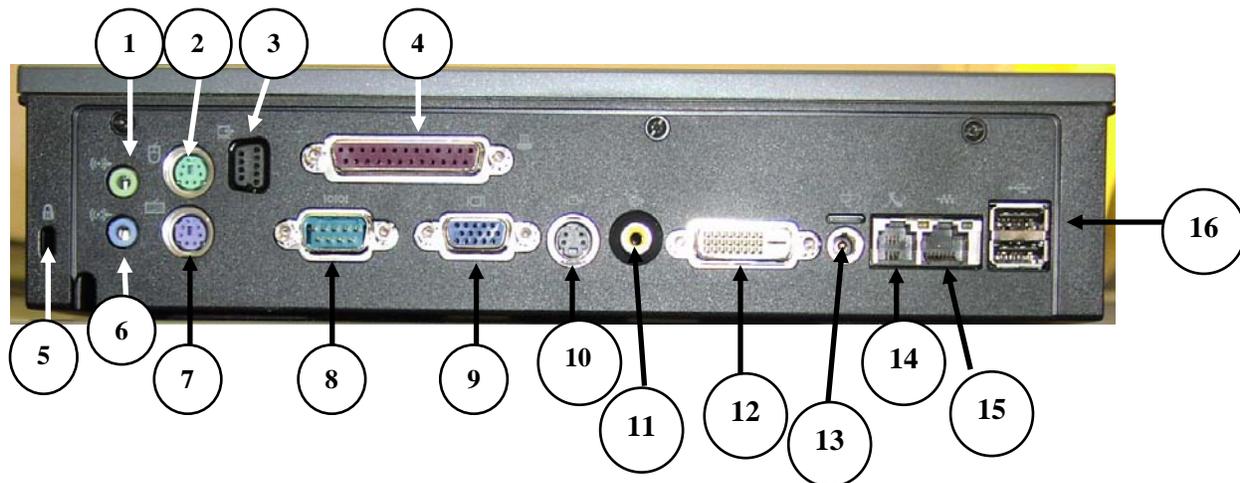


Figure 2.7.4.a – Docking Station Back Components

| Item | Description | Notes |
|------|----------------------|---|
| 1 | Audio line out port | Mini-phone 3.5 mm |
| 2 | 6 pin mini-DIN | Generic mouse port |
| 3 | Monitor Stand Port | Connects an optional HP Monitor Stand to the docking station. |
| 4 | Parallel Port | IEEE 1284 (ECP/EPP) – 25 pin D-Sub |
| 5 | Cable Locking Device | |
| 6 | Audio line-in port | Mini-phone 3.5 mm |
| 7 | 6 pin mini-DIN | Generic keyboard port |
| 8 | 9 pin D-Sub (HD-15) | Serial RS-232 |
| 9 | Display/Video port | Standard 15 pin HD D-Sub |
| 10 | Display/Video port | S-video output – 4 pin mini-DIN |
| 11 | Display/Video port | Composite video output - RCA |
| 12 | Display/Video port | DVI-Digital – 24 pin |
| 13 | Power | |
| 14 | Modem port | RJ-11 phone line |
| 15 | Network port | RJ 45 network |
| 16 | USB Ports (2) | 2.0 USB Ports |

2.8 MultiBay II Optical Drive (DVD/CD-RW Drive for the Docking Station)

The DVD/CD-RW Drive is located on the left side of the docking station. A plastic “weight-saver” is inserted into the bay at the time of delivery. You will need to press firmly on the icon on the right side of the weight-saver to release from the bay. Refer to the following screen print.

Remove the DVD/CD-RW from its case and insert it into the Docking Station MultiBay. Press firmly on the icon on the right side of the drive and the drive should click into place.

2.9 Using the Tablet PC while Docked

The HP/Compaq TC4400 Tablet PC docks the same as the HP Laptops. With the tablet closed, align the line on the center of the tablet with the line on the docking station and snap the tablet in to place. Figure 2.9.a.

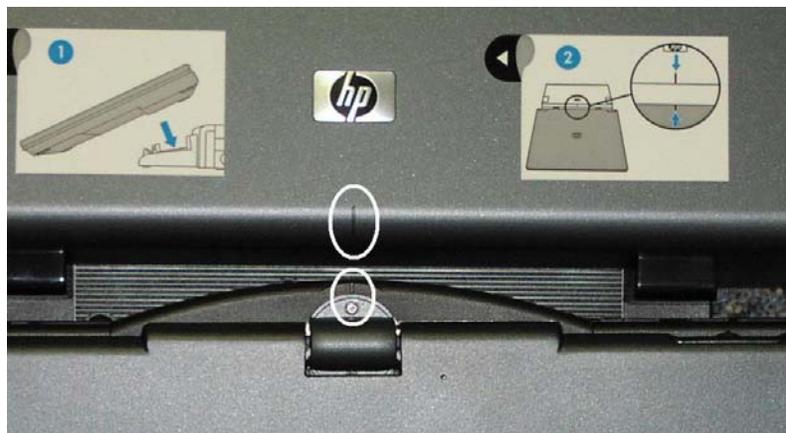


Figure 2.9.a – Docking the Tablet PC

When docked, the Tablet PC functions the same as a standard PC or docked laptop. When at the CONTROL-ALT-DELETE screen, you will see the on-screen keyboard on the Tablet PC monitor as well as the external monitor. You can ignore the keyboard, and log on to WINDOWS as you normally do. Anytime you press the <shift> key, you will see that key highlight on the on-screen keyboard.

2.10 Using the Tablet PC as a Notebook Computer

The tablet PC functions as a notebook computer in the same way as the HP laptops do. Press the display release latch to lift the display. See Figure 2.10.a



Figure 2.10.a – Display Release Latch

2.11 Using the Tablet PC Undocked, as a Notepad

With the tablet PC undocked and display open, rotate the display clockwise 180 degrees (Figure 2.11.a), until it snaps into place. Close the lid. The notebook computer is now in tablet PC mode.



Figure 2.11.a – Swivel the Display

2.12 Tablet PC External Devices (Optional)

The TC4400 Tablets are not shipped with an external DVD/CD-RW drive. If an External MultiBay Device is purchased separately, you would use the following instructions to connect it to the Tablet.

A special pronged USB cable, referred to as an **External MultiBay II USB Cable**, shipped with the external DVD/CD-RW allows you to connect the device to the Tablet PC and power the device through the Tablet PC's power source.

An external power adapter is also included which will allow you to connect the DVD/CD-RW device through a regular USB port and apply external power to the drive.

- ➔ *If you are connecting the External DVD/CD-RW to your computer using the standard USB cable, you must also connect the DVD/CD-RW to AC power. If you are using the External MultiBay II USB Cable, connecting to AC power is not necessary.*

2.12.1 HP External USB MultiBay Cradle 2.0

To connect the External DVD/CD-RW using the External MultiBay II USB Cable:

1. Connect the single-connector end of the External MultiBay II USB Cable (Item 1, Figure 2.12.1.a) to the USB Powered port on either the tablet or the docking station. Be sure the connector pin is inserted completely in the pin slot.
2. Connect the USB connector on the other end of the cable (Item 2, Figure 2.12.1.a) to the USB connector on the External DVD/CD-RW.
3. Connect the 5-volt plug (Item 3, Figure 2.12.1.a) to the power connector on the External DVD/CD-RW.



Figure 2.12.1.a – External DVD/CD-RW-Powered USB Cable

2.12.1.1 Using the Standard USB Cable

1. Plug the AC Adapter cable into the power connector on the back of the External DVD/CD-RW.
2. Plug the prong adapter into an electrical outlet.
3. Connect one end of the standard USB cable to the USB connector on the External DVD/CD-RW.
4. Connect the other end to any USB connector on the computer.

2.12.1.2 Disconnecting the External DVD/CD-RW

To disconnect the External DVD/CD-RW from the computer:

1. If you are connected to AC power, unplug the power cable from the electrical outlet, and then unplug the AC Adapter cable from the External DVD/CD-RW.
2. Unplug the USB cable from the computer.

2.13 Powering on the TC4400 Tablet PC

To power on the tablet when docked in the docking station, press down on the <Power> button on the docking station as shown in Figure 2.7.1.a.

To power on the tablet when in tablet or notebook mode, slide the <power> switch forward. The power switch is shown in Figure 2.6.3.a.

➡ *To protect your work and the system, the <CTRL>+<ALT>+<DELETE> command cannot be entered using the <Ctrl>, <Alt>, and keys on the on-screen keyboard*

1. Press the <Windows Security > Button, Figure 2.6.2.a to enter the Ctrl-Alt-Delete sequence.
2. Using the pen, tap the keystrokes that correspond with your login information. When capitalization is required, pressing the <Shift> key on the on-screen keyboard will capitalize only the next character typed unless you press the <Caps> key.

3 Installing ITS Image on Tablet PC

The build can be either CD based or Server based. Refer to the instructions in the **ITS Workstation Build Guide** to complete the build of the tablet. The ITS Staff will be responsible for completing the build.

4 Logging on to Windows for the First Time

4.1 Welcome to the Tablet PC Computing Tutorial

1. The first time you log on to the tablet, the WELCOME TO TABLET PC COMPUTING tutorial will automatically launch (Figure 4.1.a).

➡ *This tutorial requires the use of the Tablet PC pen.*

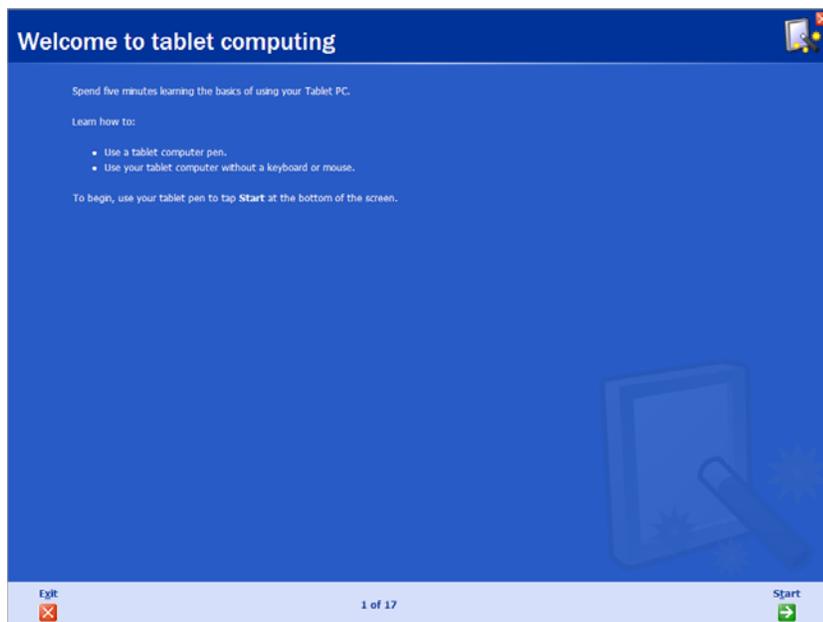


Figure 4.1.a – Welcome to Tablet Computing Screen

➡ *Each user of the Tablet PC needs to take the time to go through this tutorial. It reviews proper use of the Tablet PC pen, walks you through the pen settings, and allows you to practice using the pen. The tutorial also reviews the Tablet PC Input Panel, keyboard and writing pad, and shows how these items interact with other WINDOWS based programs. If you exit the tutorial, you can access it again through the menus:*

2. Click [Start] ➡ [All Programs] ➡ [Get Going with Tablet PC].

5 Tablet PC Input Panel

5.1 On-Screen Keyboard

Once you are logged on to WINDOWS, and have closed the WELCOME TO TABLET PC COMPUTING tutorial, the TABLET PC INPUT PANEL application displays a keyboard on the screen (Figure 5.1.a).

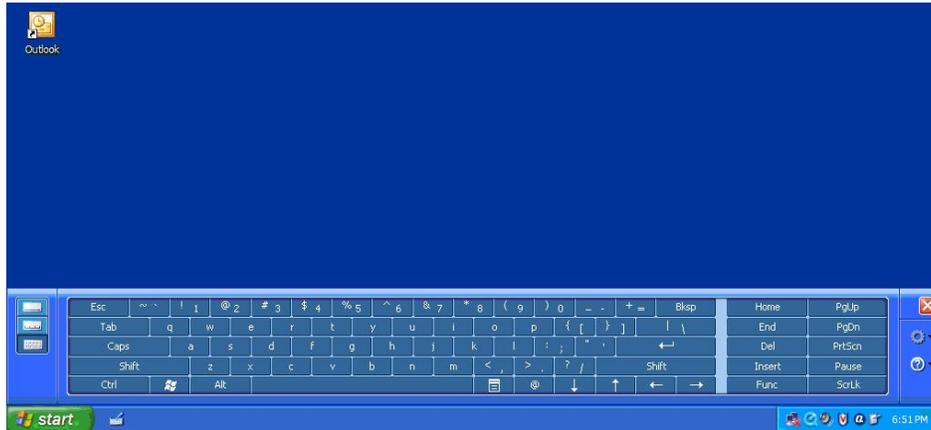
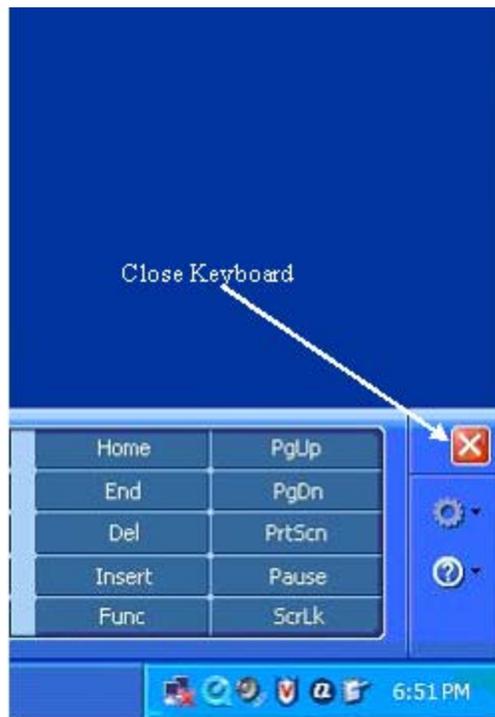


Figure 5.1.a – Tablet PC Input Panel

➡ *The on-screen keyboard simulates the functions of an optional keyboard.*



To close the keyboard, with either a mouse or the pen, press the red X in the upper right hand corner of the keyboard.

Figure 5.1.b – Close Keyboard

- ➔ *To utilize the features of the keyboard or writing pad, first open the application you wish to send text to. The input panel will function with all WINDOWS based programs that allow text to be inserted.*

There are two ways to launch the on-screen keyboard:

- With the Tablet PC set up in portrait position, tap the <Tablet PC Input Panel> launch button (Figure 5.1.c) with the pen.

OR

- Tap the [Tablet PC Input Panel] icon on the task bar in WINDOWS (Figure 5.1.d).

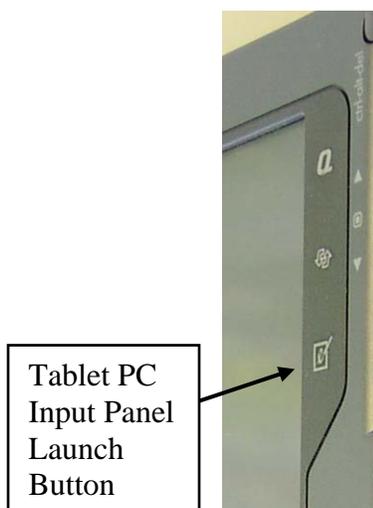


Figure 5.1.c – Tablet PC Input Panel Launch Button



Figure 5.1.d – Input Panel Icon

To type, tap a key.

- To switch the keys displayed in the top row between number keys and function keys, tap [Func] on the right side of the keyboard, Figure 5.1.d.

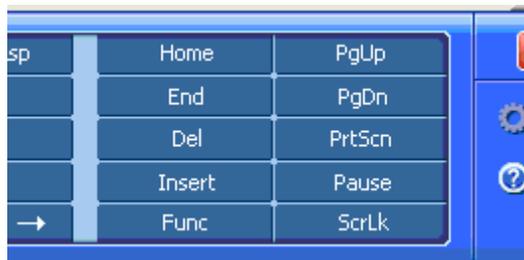


Figure 5.1.d – Function Option

- To enter the CTRL+ALT+DELETE command, press the <Windows Security> button (Figure 2.6.5.a) on the Tablet PC.
- When typing text using the **Keyboard** function of the TABLET PC INPUT PANEL, the typed text is immediately inserted into the application that you have open (Figure 5.1.e). The following illustration shows that MICROSOFT WORD 2003 is open. As each letter is tapped on the INPUT PANEL KEYBOARD, it is immediately inserted into the WORD program.

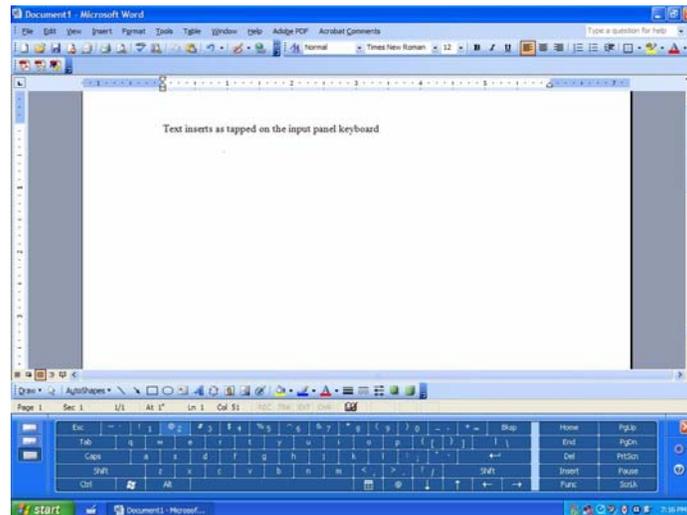


Figure 5.1.e – MS Word 2003 Sample Text

5.1.1 Customizing the Input Panel

The Tablet PC INPUT PANEL has 3 viewable options, shown to the left of the keyboard, Figure 5.1.1.a.

Option 1 is the writing pad. Text written here will insert as typed text into the application you have open.

Option 2 is the character line. This line allows you to enter your text as block characters for those instances where clarification is important

Option 3 is the Input panel and functions as the on-screen keyboard.



Figure 5.1.1.a – Input Panel Viewable Options

5.1.2 Tablet PC Input Panel Options

The customizable options available for the Tablet PC Input Panel are shown on the right side of the keyboard, by clicking the down arrow shown in Figure 5.1.2.a.

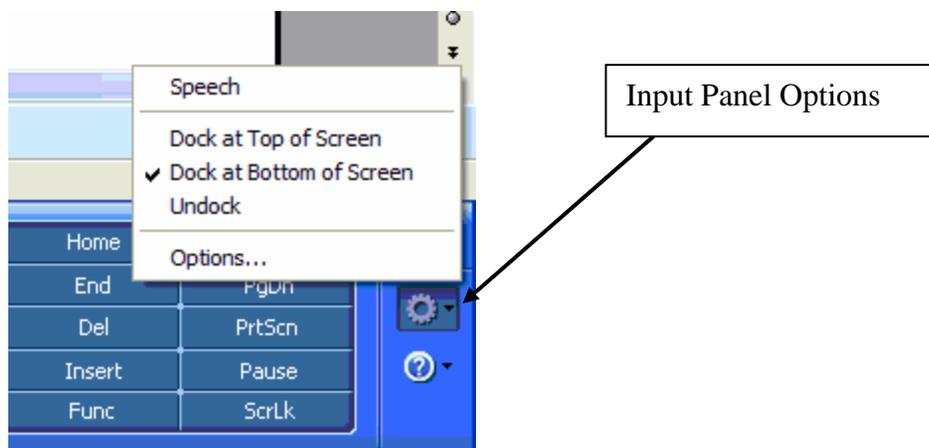


Figure 5.1.2.a – Input Panel Options

Speech: This option toggles the speech recognition portion of the INPUT PANEL on and off. Speech recognition must be configured prior to use.

Dock at Top of Screen: When checked, the keyboard will attach to the top of your screen and will not cover any open windows.

Dock at Bottom of Screen: When checked, the keyboard will attach to the bottom of your screen and will not cover any open windows.

Undock: Closes the input panel

Options: When selected opens up the options menus for

- **General:** Settings for input panel
- **Settings:** Options for insert button and gestures
- **Character Pad:** Settings for appearance and handwriting recognition.
- **Writing Pad:** Settings for appearance and automatic text insertion
- **Speech:** Settings for sounds, voice command configuration, and Keyboard mode key settings.

➔ *With **Keyboard Mode Key Settings** you can assign keyboard keys to switch quickly between dictation and voice command modes when using speech recognition. This is useful when you're working at a desk with a hardware keyboard attached to your tablet computer.*

5.2 Speech

Speech recognition is a computer feature that converts spoken words into typed text or voice commands.

- By using a microphone, you can speak to your Tablet PC computer either to dictate or give commands.
 - Dictate to your computer to enter text into any program.
 - Use voice commands to correct any errors, format text that you have dictated, or control any windows based program.
- Speaking to your computer is often easier and quicker than using the Tablet PC pen to enter text.
 - It may also be more comfortable, allowing you to rest your hands and wrists.
 - Dictating to your computer enables you to save thoughts or ideas immediately, before you forget them.
- You can use your computer's speech feature and Tablet PC pen at the same time.
 - Use the microphone to enter text.
 - Use the pen to correct and format the text.
- Before you can use speech to enter text or to control your computer, you must display the speech bar. The speech bar contains the menu and buttons that you use to control the speech feature (Figure 5.2.a).
- When you use speech the first time, you are prompted to set up your microphone and train the computer to recognize your voice.
 - You will be prompted to go through tutorials that will train the Tablet PC to recognize your voice.
 - This is required for speech recognition to function properly.
 - Once the required speech recognition training is completed and speech is selected, the view of the tablet PC input panel will change to allow speech options, Figure 5.2.a
- To use Speech, on the tablet PC Input panel, click [Tools] → [Speech].



Figure 5.2.a – Input Panel Speech Feature

🔊 *An external microphone is required for speech recognition to train properly.*

TABLET PC INPUT PANEL speech has two different speech modes: dictation and voice command. Understanding the speech modes and how they work is important so that your computer is listening for the right thing at the right time (Figure 5.2.b).

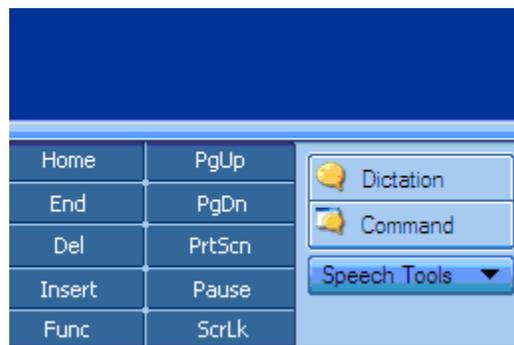


Figure 5.2.b – Speech Recognition Modes

- When you use dictation mode, your computer listens to everything you say and changes your words to text.
- When you use voice command mode, your computer listens for specific words that correspond to an existing list of available voice commands. You can say "What Can I Say" at any time to display the list of available voice commands for the program that you are currently using.
- Most voice commands are available only in voice command mode.
- However, a small set of commands can be used only in dictation mode.
- In addition, you can make some editing voice commands available in both modes.
- It's convenient to use this set of editing commands while you are dictating, but the accuracy of speech recognition may be lower as a result.
- Sections 5.2.1 and 5.2.2 describe some basic voice commands that control windows. These commands operate all WINDOWS-based programs.
- If you want to see a contextual list of available voice commands for the program that you are currently using, say "What Can I Say" and expand the category that relates to what you want to do.

5.2.1 Switching Between Open Programs

| To: | Say This: | Example: |
|--------------------------------|--------------------------|----------------|
| Switch to another open program | Switch to <program name> | Switch to WORD |

- *You can say the full program name or any part of the program name that distinguishes it from other open programs.*

To open MICROSOFT OFFICE programs, you need to say the full menu path to the program:

1. Say “[Start] → [All Programs] → [Microsoft Office] → [Microsoft Application (word, excel, etc) 2003]”
2. Once the program is opened, you can use the “Switch to” command..

5.2.2 Menu commands

Menu commands depend on the particular program that you are using. Table 5.2.2 shows several examples of common menus.

Pause after you say a menu name to give the program time to open the menu. When the menu is open, you can say a command listed on the menu.

- ➡ *If you are unfamiliar with the menus in the program you are using, you may want to make a list of them to keep near your computer. Say "What Can I Say" to see a list of available commands.*

Table 5.2.2 – Menu Commands

| To | Say this |
|-------------------|-------------|
| Open a new file | File, New |
| Save a file | File, Save |
| Close a file | File, Close |
| Close the program | File, Exit |

You cannot activate speech recognition until a WINDOWS based application such as Microsoft Word is open.

5.2.3 Speech Tools

When Speech Tools is selected, Figure 5.2.b, the following options are available:

Table 5.2.3 – Speech Tools

| Speech Tool | Description |
|------------------------------|---|
| What Can I Say: | Gives a listing of available voice commands |
| Speech Help | Starts the speech help index |
| Microphone Adjustment | Starts the microphone wizard to allow you to adjust the microphone volume to your voice. |
| Voice Training | Starts the voice training wizard |
| Add Pronunciation for a Word | Allows you to input the pronunciation and spelling of words that speech cannot otherwise recognize. |
| Voice Command Configuration | Allows you to determine which sets of voice commands are available. |

5.3 Quick Launch Buttons

Configuring the Quick Launch Button Properties

1. Open the Quick Launch Buttons control panel:
2. Click [Start] → [Control Panel] → [HP Quick Launch Buttons].
3. Click on the [Preferences] tab. Figure 5.3.a.

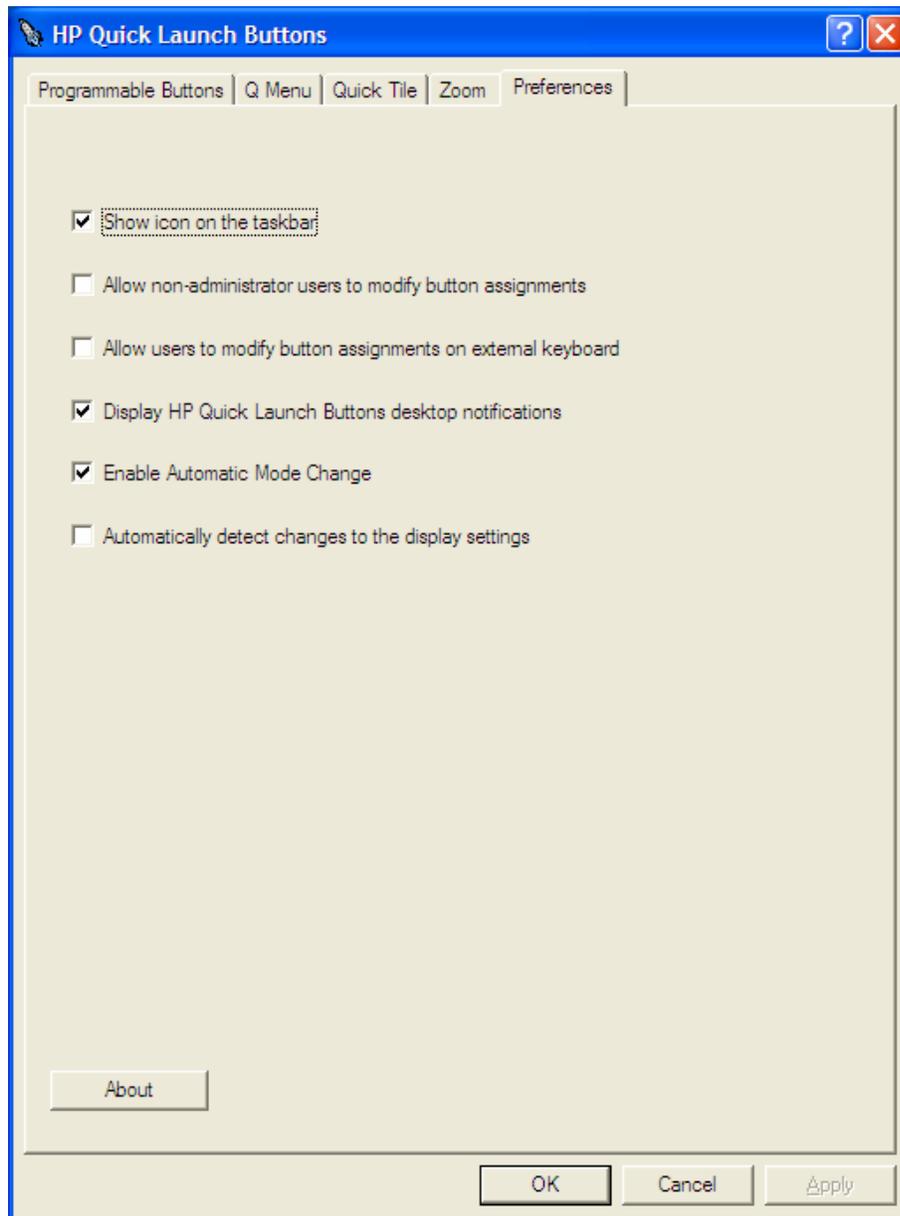


Figure 5.3.a – Quick Launch Button Configuration

4. On the PREFERENCES tab, check the desired options. To save your preferences and close the display, click [**OK**].

5.3.1 Presentation Mode

➤ *The Presentation Mode Button is shown in Item 1, Figure 2.6.7.a.*



Starts **Presentation mode**, which optimizes for an external monitor or projects and opens a user-defined program such as Microsoft PowerPoint.

The Presentation mode button toggles Presentation mode on and off. Turning Presentation mode on opens an application, folder, file, or web site that you specify. The image simultaneously displays on the tablet PC screen and on an external device connected to the external monitor port or S-Video-out jack on the rear panel, or to display ports and jacks on an optional docking device. When you first select the Presentation mode button, the Presentation Settings dialog box displays. In this dialog box, you can:

- Set the program to start when the button is pressed.
- Choose a power scheme.
- Choose whether you want to show the Presentation Settings (Welcome Screen) dialog box each time you press Presentation mode button.
 - *If you select this option, each time you press the Presentation mode button, the Presentation Settings dialog box displays and you have to select Continue to open the program, application, folder, file, or Web site you have selected to start when the button is pressed.*
- Automatically switch to an external display.

You can modify the Presentation mode settings using the Quick Launch Button control panel.

1. Open the Quick Launch Buttons control panel:
2. Click [Start] ➔ [Control Panel] ➔ [HP Quick Launch Buttons].

- Click on the [**Programable Buttons**] tab – Figure 5.3.1.a.

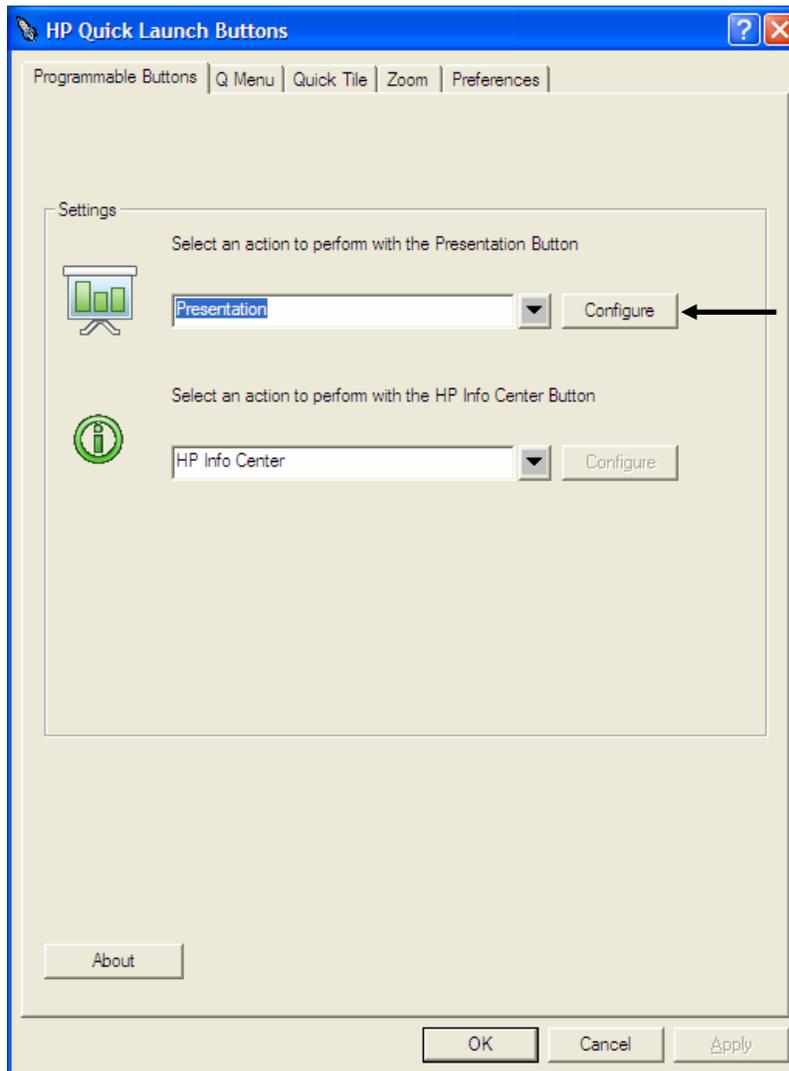


Figure 5.3.1.a – Presentation Button Configuration

- To set an application, folder, file, or Web site to start when the Presentation mode button is pressed, click on [**Configure**]:

In the box under **Program to Start**, add the application, folder, file, or Web site you want to start when the Presentation mode button is pressed, or select **Browse** to view available applications, folders, files, or Web sites. To save your preferences and close the display, select [**OK**].

5.3.1.1 Changing the Power Scheme

By default the Presentation power scheme is selected when the Presentation mode button is pressed. To change the power scheme:

- Open the Quick Launch Buttons control panel:
- Click [**Start**] ➔ [**Control Panel**] ➔ [**HP Quick Launch Buttons**].

3. Click on the [**Programable Buttons**] tab.
4. Next to the **PRESENTATION** option, click on [**Configure**].
5. Click the [**Power Options**] tab to open the Microsoft Power Options control panel to view or change the current power scheme (Figure 5.3.1.1.a).

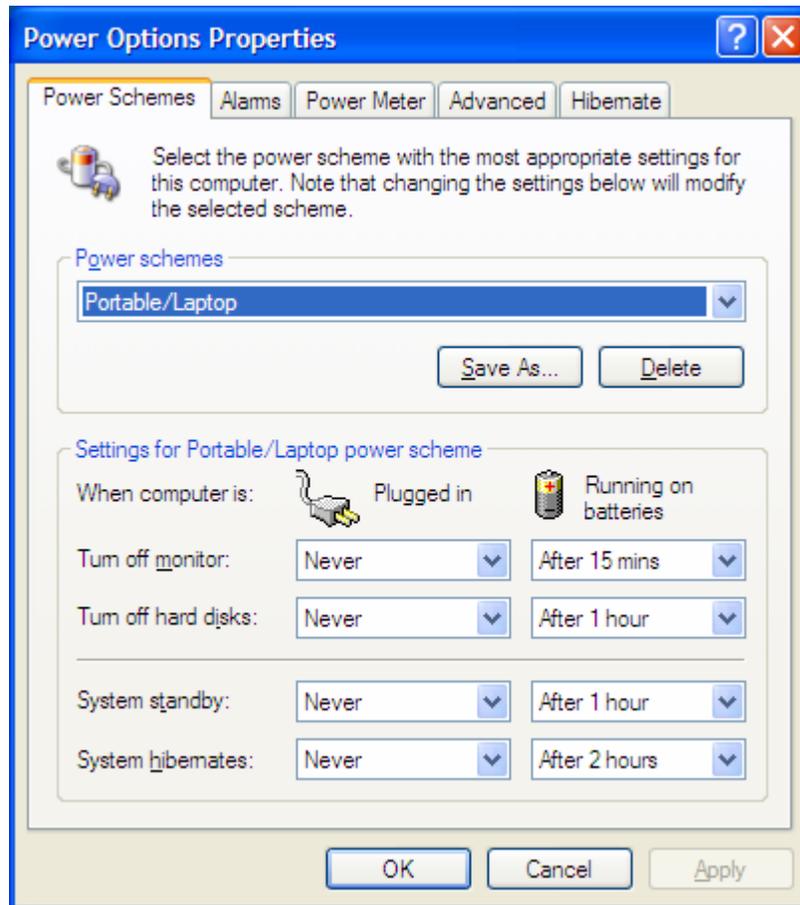


Figure 5.3.1.1.a – Power Options

6. To save your preferences and close the display, select [**OK**].

5.3.1.2 Using Quick Tile

Quick Tile enables you to quickly organize and view open windows on your desktop.

1. Open the Quick Launch Buttons control panel:
2. Select [**Start**] ➔ [**Control Panel**] ➔ [**HP Quick Launch Buttons**].

3. Select the **Quick Tile** Tab, Figure 5.3.1.2.a.

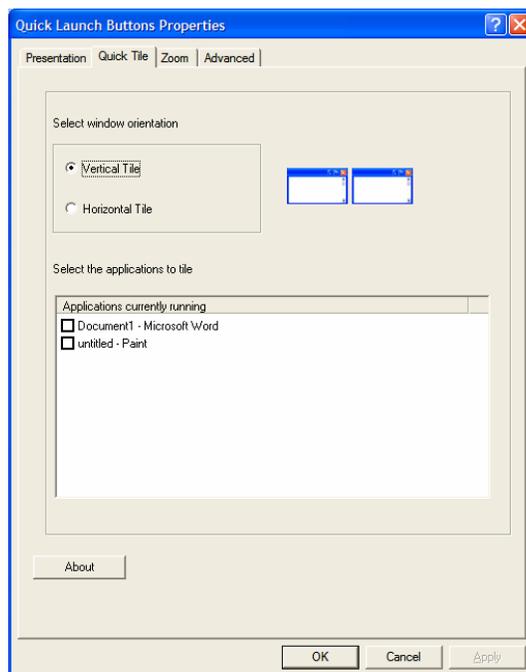


Figure 5.3.1.2.a – Quick Tile Configuration

4. Select the **vertical** tile or **horizontal** tile option.
5. Select the software to include from the **Applications currently running** list.
6. Click [OK].

5.3.1.3 Using Zoom

The Zoom function allows you to easily change operating system and application font and icon settings.

1. Open the Quick Launch Buttons control panel:
2. Select [**Start**] ➔ [**Control Panel**] ➔ [**HP Quick Launch Buttons**].
3. Select the [**Zoom**] Tab, Figure 5.3.1.3.a.

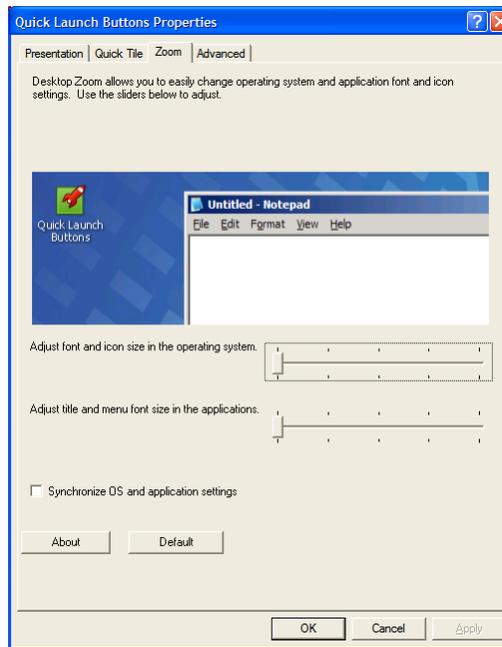


Figure 5.3.1.3.a – Zoom Configuration

4. Use the sliders to adjust applications and fonts as needed. Check the Synchronize OS and Applications Settings box to change the operating system and the application settings simultaneously. Click [OK] to apply the change.

5.3.2 Info Center Button

➔ The *Info Center Buttons* is shown in Item 6, Figure 2.6.3.a.

- ⓘ Opens the **Info Center**. This enables you to view a list of commonly used software solutions, Figure 5.3.2.a.

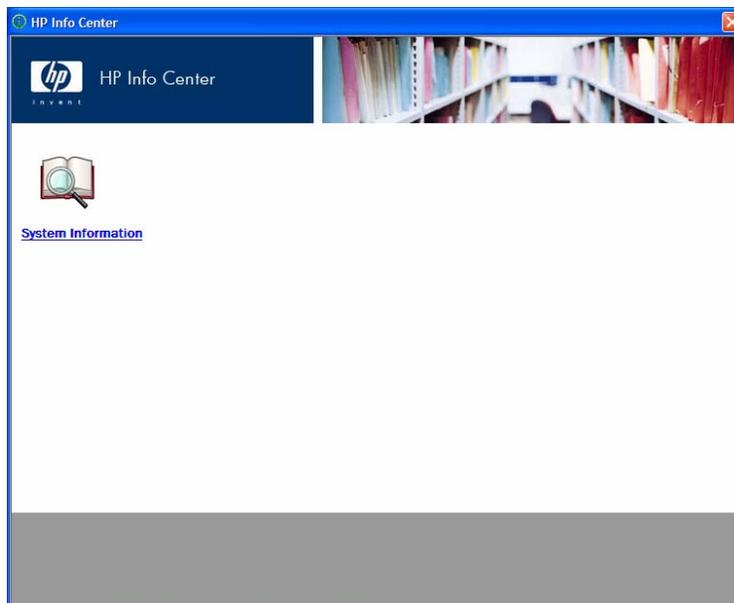


Figure 5.3.2.a – HP Info Center

System Information – Figure 5.3.2.b gives a short summary of the system. Clicking on the advanced button gives a more detailed listing, Figure 5.3.2.c.

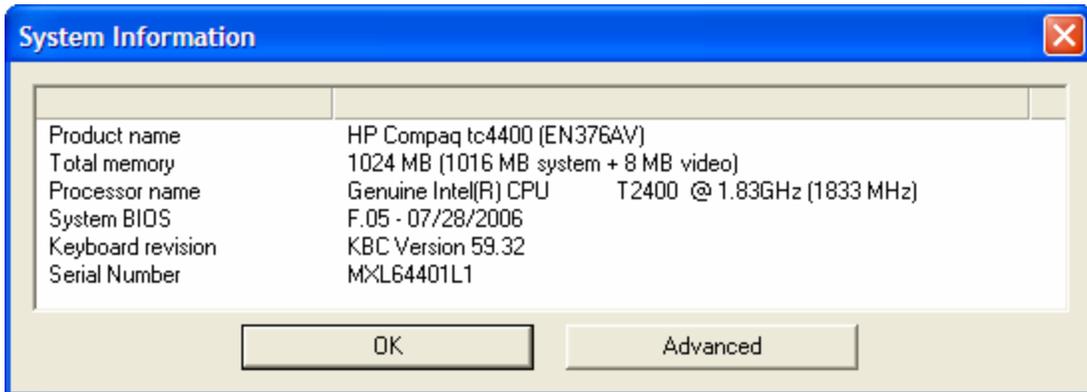


Figure 5.3.2.b – System Summary

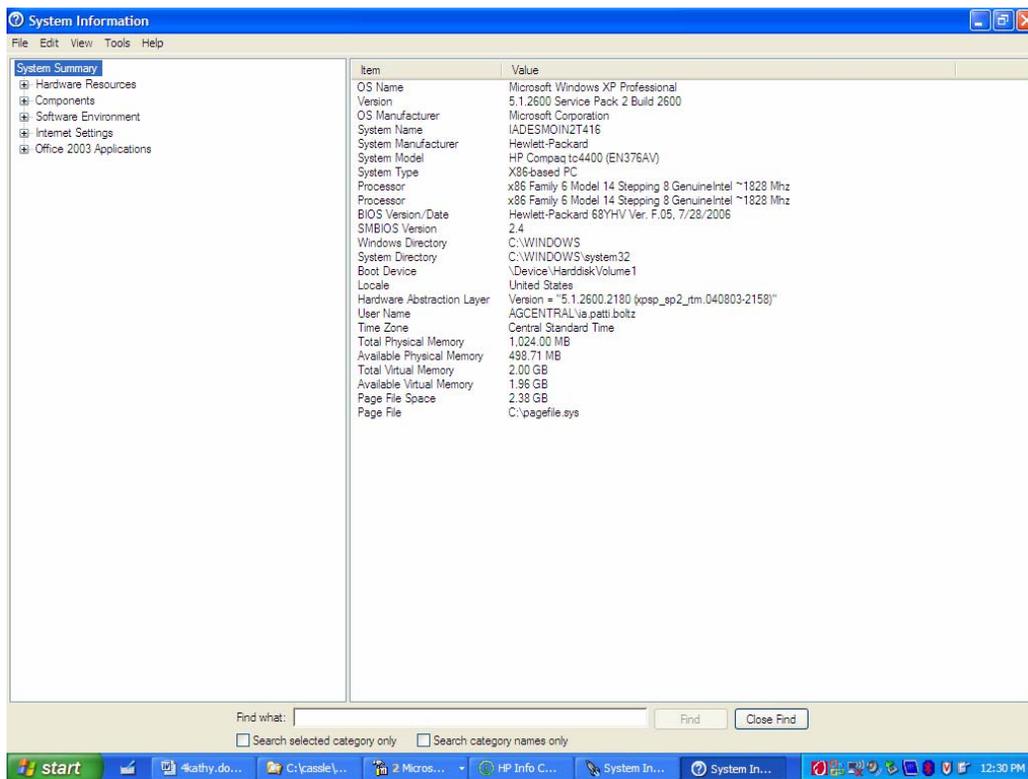


Figure 5.3.2.c – Detailed System Summary

5.4 Sticky Notes

You can use STICKY NOTES the same way that you use a paper sticky note—to retain names, phone numbers, simple maps with directions, and other information that you need to write quickly and keep easily available. You can also use a microphone to record information. A sticky note can contain both writing and recording.

For convenience and quick access, sticky notes are kept in a single stack that you can make "stick" to your desktop, always visible and available. In addition, you can copy and paste sticky notes into other programs and import and export your stack of sticky notes.

To start STICKY NOTES:

1. Click [Start] → [All Programs] → [Tablet PC] → [Sticky Notes].
2. To set your options to automatically open STICKY NOTES at startup and keep on top of your screen, once the application is launched (Figure 5.4.a) click [Tools] → [Options].
3. Place checkmarks according to your needs.

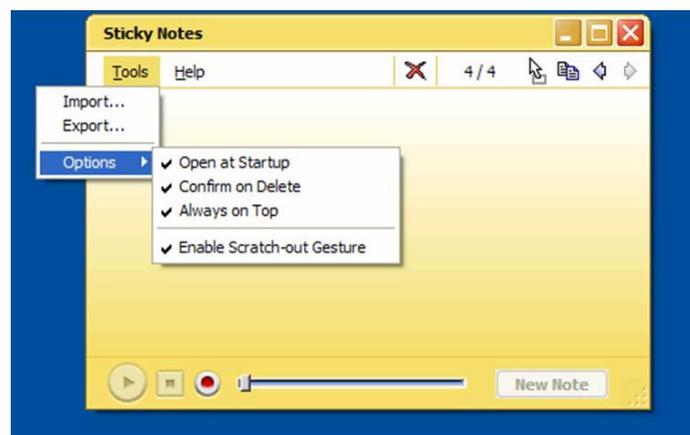


Figure 5.4.a – Sticky Notes Options

5.4.1 Recording a Voice Note

The MICROSOFT STICKY NOTES voice feature is an additional way to retain information. You can record a new voice note or add your voice to a written note.

To create a voice note:

1. In the lower-right corner, tap [New Note].
- ➡ *Use the current note if the button is unavailable.*
2. In the lower-left corner (Figure 5.4.1.a), tap [Record].
3. Speak into your computer microphone.

4. When you finish recording, tap [Stop].

- *When you tap [Record], the date and time appear in the title bar. You can record a maximum of 30 seconds. The position of the slider indicates how much recording time remains.*

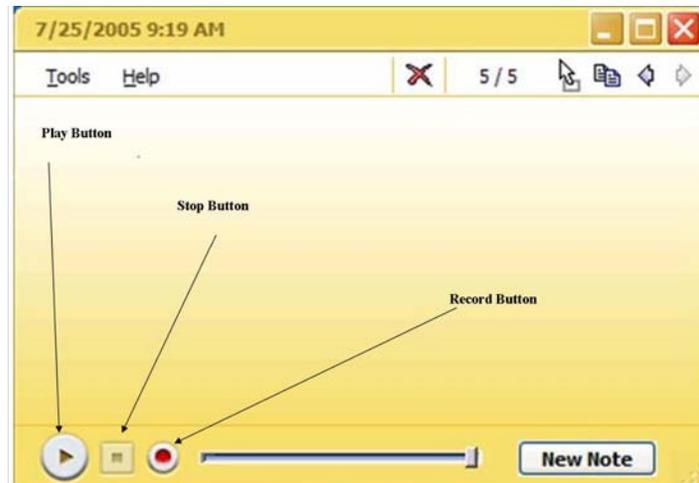


Figure 5.4.1.a – Recording a Sticky Note

Warning! A voice sticky note does NOT convert to text. It stores as a recorded note.

5.5 Windows Journal

In WINDOWS JOURNAL, you can use the Tablet PC pen to write information and save it in a note. You can convert your writing to typed text, and you can enter typed text into your notes. You can create drawings in your notes and insert pictures.

To start Windows Journal:

1. Click [Start] → [Windows Journal].

- *By turning on all toolbars, it's easier to switch between colors of ink, highlight and make formatting changes with the tap of your pen.*

5.5.1 To Turn on Toolbars in Windows Journal

To turn on toolbars in WINDOWS JOURNAL:

1. Click [View] → [Toolbars].
2. Place checkmarks next to the toolbars you wish to access. Figure 5.5.1.a shows all toolbars turned on in JOURNAL.

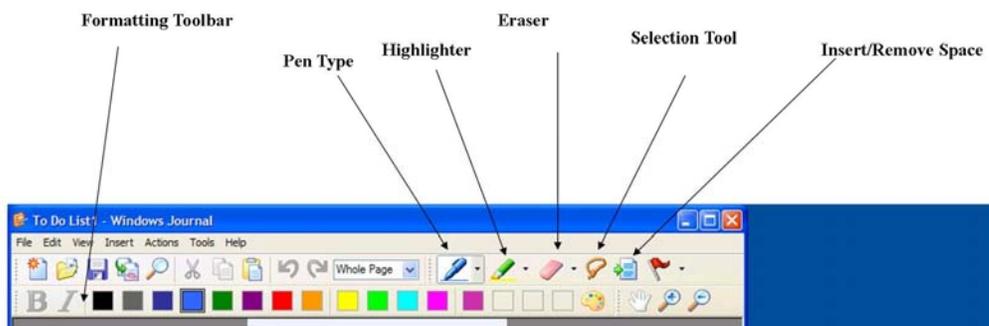


Figure 5.5.1.a – Toolbar View

5.5.2 Changing the Template

WINDOWS JOURNAL defaults to the “To Do” Template, although several templates are available, or you can create your own. To change the template,

1. Click [**File**] → [**New Note from Template**].
2. You can change the default template under the Options menu by clicking [**Tools**] → [**Options**].
3. Once the program is opened, using your pen, you can begin to take notes as needed. (Figure 5.5.2.a).

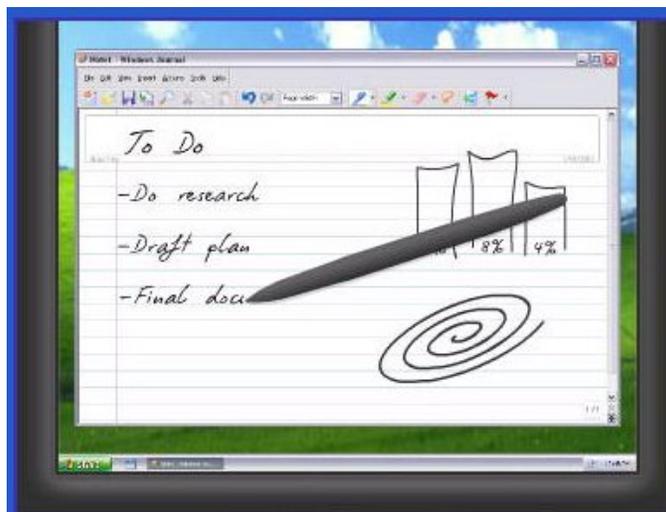


Figure 5.5.2.a – Windows Journal “To Do” Template

4. Handwriting inserted into the title line of any note will default to the file name when the note is saved.
5. JOURNAL notes are saved by default in JOURNAL NOTE format (.jnt). If you want to save a note as a template, you can also save it in JOURNAL TEMPLATE format (.jtp).

6. Exporting a note allows it to be read on a computer that does not have MICROSOFT WINDOWS JOURNAL. When you export a note, you can save it in one of two formats:
 - Web archive (.mht): A Web archive file contains both HTML and images and can be opened in INTERNET EXPLORER 5.0 and later. It cannot be opened and edited in JOURNAL.
 - Tagged Image File Format (.tif): A TIFF file can be opened in most graphics programs, but cannot be opened and edited in JOURNAL. TIFF files are usually smaller than Web archive files, especially for notes with many pages.

5.5.3 Convert Ink into Text

In WINDOWS JOURNAL, you can convert ink into typed text and then paste the text into another program. You can also replace the original ink with the converted text in a text box.

1. On the Pen toolbar, tap [Selection Tool].
2. Draw a **loop around the ink** that you want to select.
3. On the Actions menu, tap [Convert Handwriting to Text].
4. Set options, if necessary.
5. In the Text Correction dialog box, tap [Options].
6. Tap to select or clear either of the following two options:
 - Preserve line breaks from notes. If your selection consists of several lines, these lines are preserved in the Converted text box and in the output text. Select this option when you are converting writing in which line breaks are important, such as a list or a poem. Clear this option when you are converting paragraphs in which the line breaks are unimportant.
 - Display converted text in large font. The text in the Converted text box appears in a large font. This does not affect the size of the output text.
7. Correct your text by using the **Alternative** list.
8. In the **Converted** text box, tap a word that is recognized incorrectly (Figure 5.5.3.a).

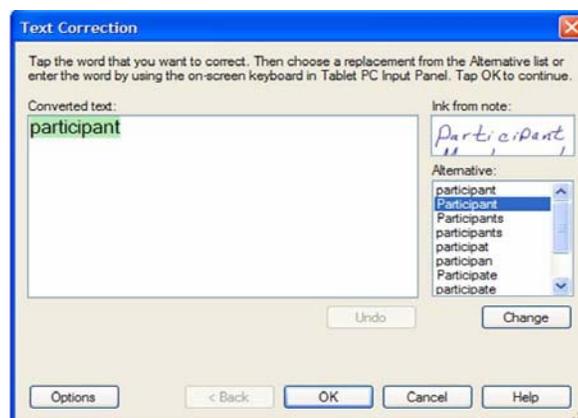


Figure 5.5.3.a – Text Correction

- ➔ *If a word is marked with a green background, it is likely that you need to correct it.*
9. The handwriting that corresponds to the word you tapped appears in the **Ink from Note** box. The handwriting is also selected in your note to provide context for the text that you are correcting.
 10. In the **Alternative** box, look for the correct word. If you find it, tap **the word**, and then tap [**Change**]. If necessary, enter the correct text.
 11. In the **Text Correction** dialog box, in the **Converted** text box, drag to select a **word**. You can also tap to set an insertion point.
 12. In INPUT PANEL, use the on-screen keyboard to correct your text.
 13. Tap [**OK**]. A new Text Correction dialog box appears that provides conversion choices.
 14. Select one of the following options:
 - **Copy to the Clipboard.** This option allows you to paste your text into another program. The handwriting in your note remains untouched.
 - **Insert in the same Journal note.** This option inserts your converted text into a text box in your note. Your original handwriting is deleted.
 15. Tap [**Finish**].
 - If you chose to copy your corrected text to the CLIPBOARD, you can paste the text into any program.
 - If you chose to insert your corrected text into a text box, the original ink is deleted and the text box is inserted in its place.
 - If you want to convert all of the handwriting on a page to text, you can first select all of the handwriting by using [**Select All**] on the Edit menu.
- ➔ *You can convert only ink from a pen into text. You cannot convert ink from a highlighter.*

*You can convert ink into text only when handwriting recognition is turned on. You can turn on or turn off handwriting recognition on the **Other** tab in the Options dialog box.*

5.5.4 Viewing and Organizing Notes

1. To view recent notes, tap [**View-Recent Notes**] on the Standard toolbar.
2. A list of your recent notes appears.
3. You can sort the notes in the note list to make it easier to find a particular note.
4. In the **Note List** pane, tap the [**View Notes**] arrow and then select a **view type** from the list.
5. To sort your notes further, tap a column heading.

5.5.5 Modifying Notes

5.5.5.1 To Insert Space

You can insert space into your notes by clicking the [Insert/Remove Space] on the Pen Toolbar.

➡ *You can use this option when modifying an existing note to add more information, or if you discover you need to insert information into a currently open note.*

1. Tap the [Insert/Remove Space] icon (Figure 5.5.1.a) on the Pen toolbar.
2. Press the tip of the pen in the note where you want to insert space and then drag downward.
3. If you insert too much space, you can remove it by tapping the [Insert/Remove Space] icon on the Pen toolbar.
4. Press the tip of the pen in the note where you want to insert space and then drag upward.

5.5.5.2 To Erase

1. Tap [Eraser] icon (Figure 5.5.1.a) on the Pen toolbar, or cross out the information using the pen.
2. To switch back to the pen, tap the [Pen] icon (Figure 5.5.1.a) on the Pen toolbar.

5.5.5.3 Adding Pages in Notes

To add a new page, go to the last page of the note, and then tap the double arrow that is pointed downward (Figure 5.5.5.3.a).

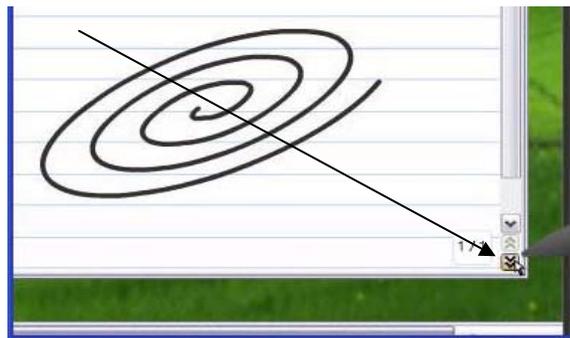


Figure 5.5.5.3.a – Double Arrow Button

5.5.6 Marking up a Document Image

To mark up a document, first you create an image of it in JOURNAL.

1. On the PEN toolbar, tap [Import].
2. Browse to and tap the **file that you want to create an image of** and then tap [Import]. The document image opens in its original application and converts to a JOURNAL file. The file will then automatically open in JOURNAL.

3. JOURNAL saves the file with the same name as the original file.
- *Before you begin marking up a document image, open it in full screen view to make it easier to read.*
4. On the **View** menu, tap [Full Screen].
5. When you are ready to go back to the normal view, tap [Full Screen] on the **View** menu again.
- *You can customize the pen to make your markup on the document image easier to read. Use different colors and thicknesses to circle handwriting or images, draw lines, or write comments in the margins.*
6. On the **Pen toolbar**, tap the [Pen arrow] and then tap the **type of pen** you want to use.
- *To select colors or thicknesses, tap the pen arrow on the **pen toolbar**, tap [Pen Settings], and then choose a color, thickness and style.*

5.5.7 Sharing Notes

To share a note with someone, first open JOURNAL and choose the note that you want to send.

1. On the File Menu, tap [Send to Mail Recipient].
2. Choose the file format that is best suited for sharing with the person receiving your note (Figure 5.5.7.a).
3. Outlook will automatically open a message with the JOURNAL NOTE attached.

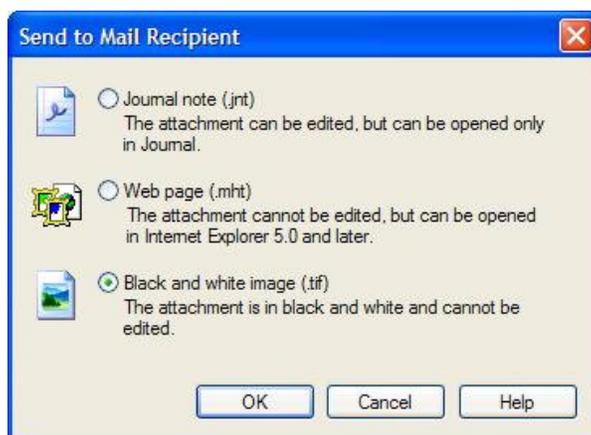


Figure 5.5.7.a – Sending Attachment

6 Tablet PC Tutorials

6.1 Tutorials

Several other tutorials are available in addition to the Welcome to Tablet PC Computing tutorial (Figure 6.1.a).

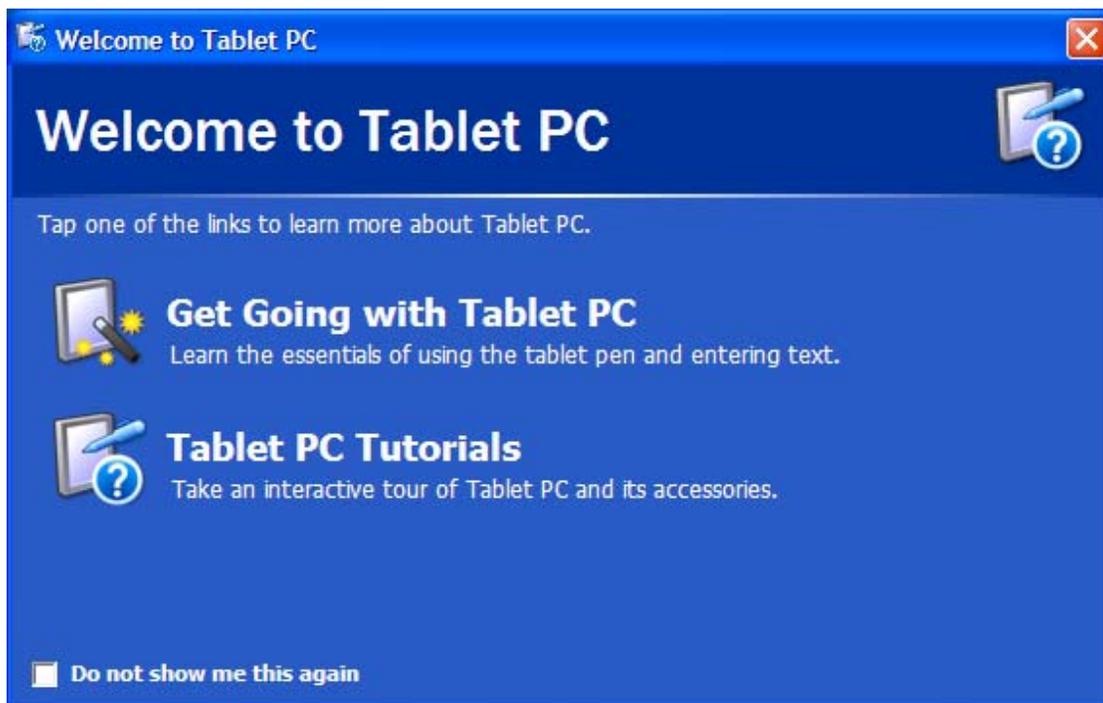


Figure 6.1.a – Tablet PC Tutorials

The option to go through these tutorials will appear every time you log on until you check the box next to [**Do not show me this again**].

If you have checked the box to not show the tutorial again and need to re-run it:

1. Click [**Start**] → [**All Programs**] → [**Tablet PC**] → [**Tablet PC Tutorials**].

↻ *These tutorials can either be played or run as text and images only.*

6.1.1 Get Going with Tablet PC

In this tutorial, you will be given a basic overview on using the Tablet PC, using the pen, calibration, etc.

6.1.2 Tablet PC Tutorials

This tutorial is web-based and covers topics such as Windows Journal, Speech, etc. See Figure 6.1.2.a.

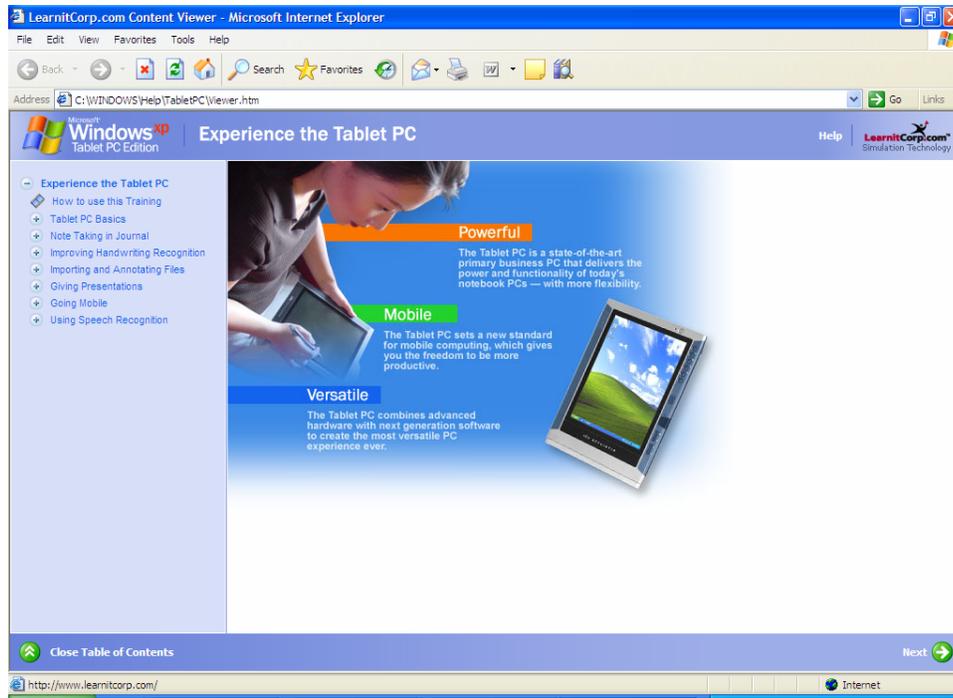


Figure 6.1.2.a – Web-based Topics

7 QMenu Software

7.1 QMenu Options

- ➔ *The QMenu puts many operations at your fingertips for convenient access and control. To open the QMenu, press the QMenu button located on the front on the tablet in a portrait setting, Figure 7.1.a.*

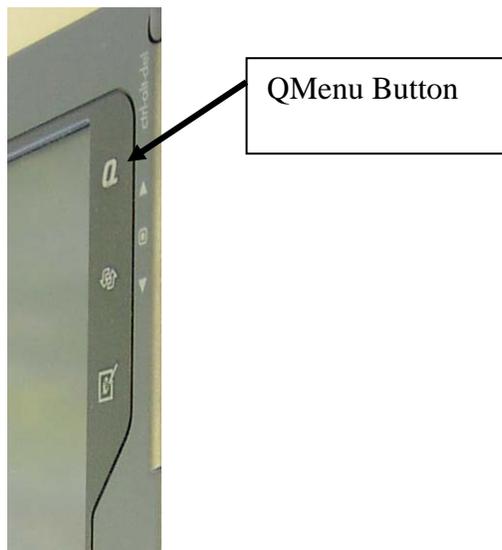


Figure 7.1.a – Location of QMenu Button

QMenu is a one-touch menu option installed to allow access to multiple features of the Tablet PC (Figure 7.1.b). To activate QMenu, using the pen, press the QMenu button located on the front of the tablet while in a portrait setting, Figure 7.1.a. The QMenu can display up to 40 items. Several system-defined are displayed by default. Additional system-defined and user-defined items can be added. Items on the QMenu are managed from the Items to **Display on the Qmenu List** under the **HP Quick Launch Buttons**.

The Items to Display on QMenu List can be accessed at any time by using the following procedure:

1. Press the [QMenu] button (located on the front of the tablet while in a portrait setting, Figure 7.1.a) and select [HP Quick Launch Buttons], or click [Start] ➔ [Control Panel] ➔ [HP Quick Launch Buttons].
2. Click the [QMenu] tab, see Figure 7.1.b.

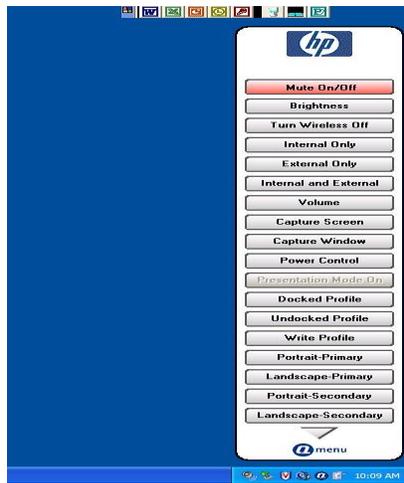


Figure 7.1.b – QMenu

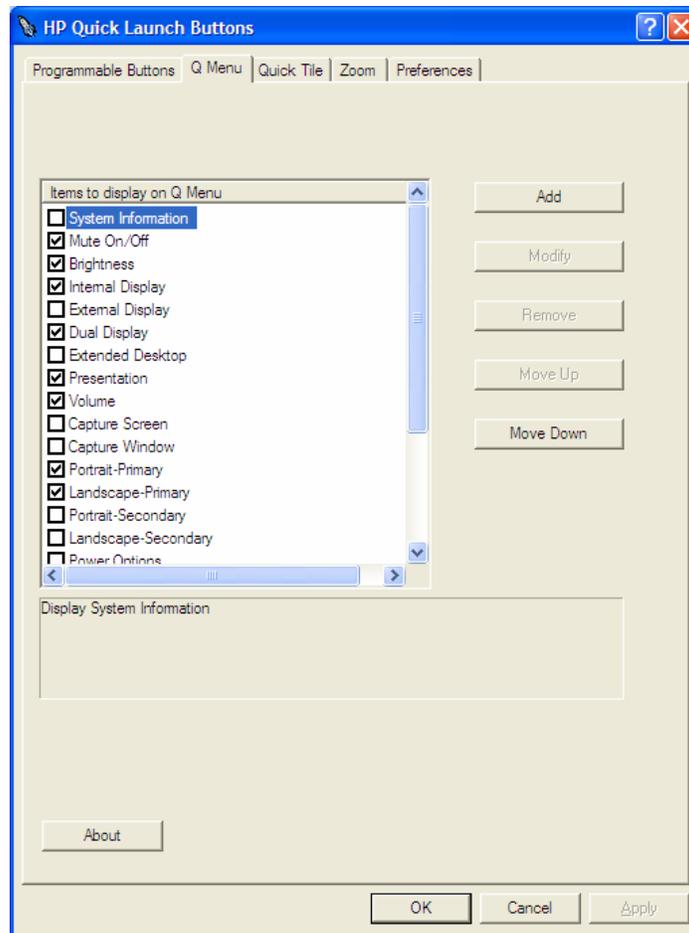


Figure 7.1.c – HP Quick Launch Buttons Screen

3. **Check or uncheck** boxes as desired.
4. Click on the [Preferences] tab.

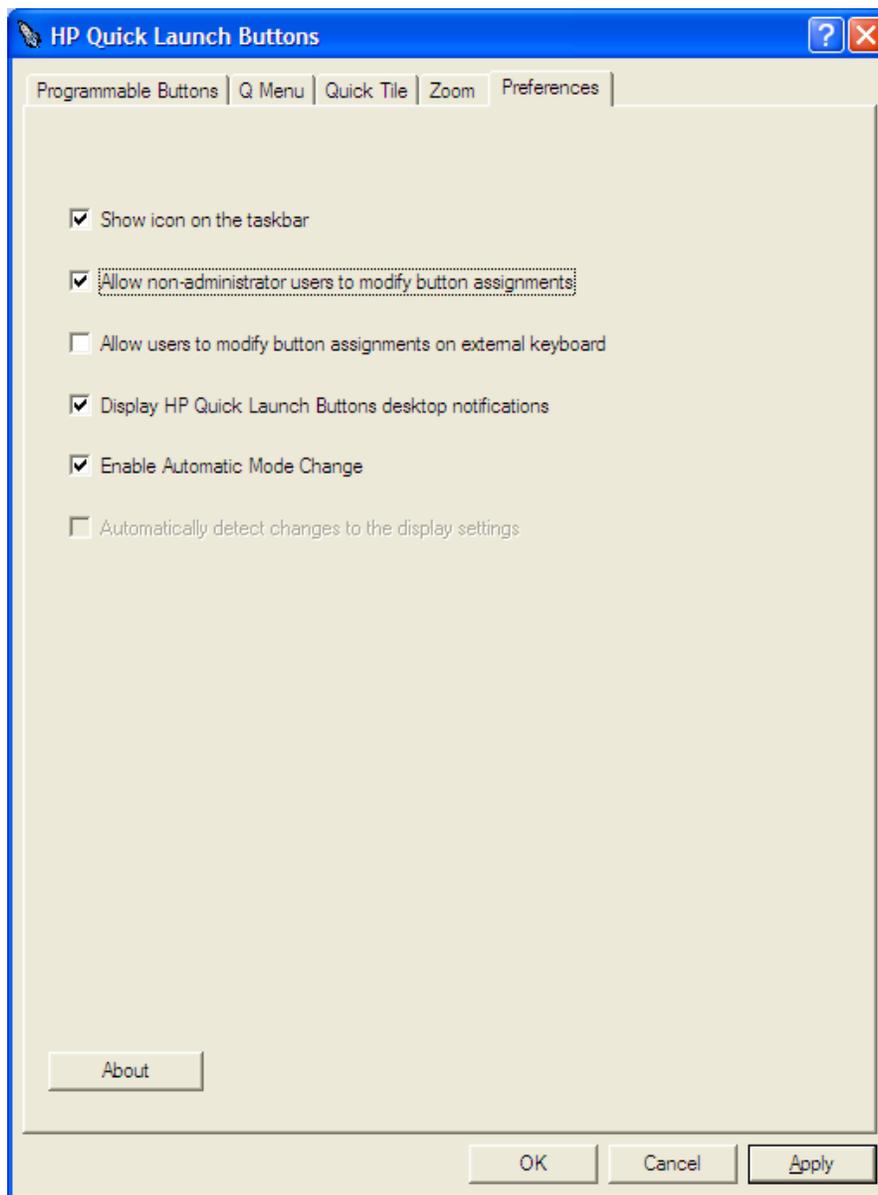


Figure 7.1.d – Preferences Options

5. To allow all non-administrative users to change the QMenu options, place a checkmark in front of [Allow non-administrator users to modify button assignments]. Refer to Table 7.1 for the different user options.
6. Check [Apply] then click [OK] to save the settings and exit.

| Table 7.1 - QMenu Options for Users | |
|--|--|
| System Information | Displays information from Info Center Button |
| Mute On/Off | Enable/Disable tablet speakers |
| Brightness | Adjust screen brightness |
| Internal Display | Shuts off any external displays |
| External Display | Shuts off Internal display and enables external |
| Dual Display | Mirrors displays |
| Extended Desktop | Extends Internal desktop onto an external monitor |
| Presentation | Starts presentation mode |
| Volume | Adjusts speaker volume |
| Capture Screen | Copies entire contents of screen which can then be pasted into a document |
| Capture Window | Copies active window which can then be pasted into a document |
| Portrait-Primary | Sets screen orientation of tablet video to portrait |
| Landscape Primary | Sets screen orientation of tablet video to landscape |
| Portrait-Secondary | Sets screen orientation of tablet video to reversed portrait |
| Landscape Secondary | Sets screen orientation of tablet video to reversed landscape |
| Power Options | Sets power options as described in section ***** |
| Tablet PC Settings | Configures Tablet and Pen Settings as described in ***** |
| Standby | Put tablet in Standby mode |
| Hibernate | Puts tablet in Hibernate mode |
| Shut Down | Shuts down tablet |
| HP Quick Launch Buttons | Configures Quick Launch Buttons as described in ***** |
| Toggle ALS | Light sensors measure the amount of ambient light in your environment. Based on these measurements, the tablet can adjust the display's brightness and turn on the keyboard's illumination |

7.1.1 Removing a QMenu Item

To remove an item from the QMenu:

1. Press the <QMenu> button or select the [Control Panel] → [HP Quick Launch Button] in the system tray.
2. Select the [QMenu Settings] item.

3. On the **Items to Display** on the QMenu list, clear the check box for the item you want to remove.
4. Select [**Apply**] ➔ [**OK**]. (The item is removed from the QMenu.)

7.1.2 Adding a QMenu Item

1. An item must be displayed on the **Items to Display** on QMenu list before it can be added to the QMenu.
2. The **QMenu** and the **Items to Display** on QMenu list can include no more than 40 items.
3. If the list currently contains 40 items, the [**Add**] button is dimmed and unavailable.
4. If the [**Add**] button is unavailable, you must remove a listed item before you can add the new item.

7.1.3 Adding a Listed Item to the QMenu

To add an item from the Items to Display On QMenu list to the QMenu:

1. Press the **<QMenu>** button or select the [**Control Panel**] ➔ [**HP Quick Launch Button**] in the system tray.
2. Select the [**QMenu Settings**] item.
3. Select the check box for the item you want to add.
4. Select the [**OK**] button. (The item is added to the QMenu.)

7.1.4 Adding an Unlisted Item to the QMenu

To add an item that is not on the **Items to Display** on QMenu list—for example, an item on a drive, network, or the Internet—to both the **Items to Display** on QMenu list and to the QMenu:

1. Press the **<QMenu>** button or select the [**Control Panel**] ➔ [**HP Quick Launch Button**] in the system tray.
2. Select the [**QMenu Settings**] item.
3. Select the [**Add**] button. (The **ADD NEW MENU ENTRY** window is displayed.)
4. In the **ADD NEW MENU ENTRY** window, you can add the item by typing or by browsing:
5. To add the item using an external keyboard, type a name for the item in the **Display Name** field and type the path to the item in the **File Name** field. If you prefer to type the **Display Name**, but browse for the **File Name**, leave the **File Name** field blank.
6. To add an item by browsing, select the [**Browse**] button beside the **File Name** field.
7. In the window, select the item. (The full name of the item is displayed in the **File Name** field and, if you did not type a name earlier in the **Display Name** field, a **Display Name** is generated from the item name and displayed in the **Display Name** field.)
8. Select [**Apply**] ➔ [**OK**]. (The new item is added to the **Items to Display** on QMenu list and to the QMenu.)
9. To close the **QMENU** window, select [**OK**].

8 Office 2003 and the Tablet PC

8.1 Office 2003 and the Tablet PC

➔ *With the upgrade to OFFICE 2003, INK has been integrated into all OFFICE products.*

You will notice the INSERT INK ANNOTATION icon on the formatting toolbar in all office applications (Figure 8.1.a)

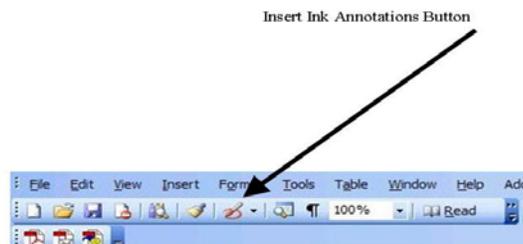


Figure 8.1.a – Insert Ink Annotations Button

INK is integrated directly into programs in OFFICE 2003 Editions, allowing you to access more functions and use ink more effectively for annotating and drawing within your files. INK integration can help you:

- **Add handwritten notes to your work** Use your Tablet PC and digital pen to annotate slides and documents in your own handwriting. Insert your handwritten notes with ease into WORD 2003, EXCEL 2003, OUTLOOK 2003, or POWERPOINT 2003.

➔ *To annotate your e-mail messages in OUTLOOK 2003, you must use WORD 2003 as your e-mail editor.*
- **Show and hide ink markup** Use the Reviewing toolbar in WORD 2003, EXCEL 2003, and POWERPOINT 2003 to show and hide ink markups the same way you can show or hide comments and revisions in WORD. If you're using Track Changes, you can selectively view annotations by each reviewer.
- **Word 2003** Mark up WORD 2003 documents in your own handwriting, annotate directly in the document, or add canvases to insert ink text or drawings. (A canvas is an ink area in your WORD document and you can draw anywhere inside it.) You can also use ink in WORD 2003 comments. Using comments ensures that your annotations remain anchored to the text referred to in the comment, even when someone else edits your document later.
- **Excel 2003** Add ink annotations or drawings to EXCEL 2003 worksheets. You can use digital ink to emphasize data in a worksheet or to add handwritten notes.
- **PowerPoint 2003** Use digital ink to emphasize key points during a POWERPOINT 2003 presentation. Or you can add ink drawings and annotations while you're working on slides to provide feedback or capture an idea. POWERPOINT 2003 has updated colors and types of pens to choose from, so your ink comments stand out. You can also highlight parts of the presentation using a new highlighter tool.

- **Anchor your annotations** Keep the annotations next to the items you commented on—even when you make changes to the file. In **EXCEL 2003**, for example, annotations move as you insert columns, so your ink comments remain over the relevant item. In **WORD 2003** your annotations are linked to paragraphs, so when edits are made elsewhere in the document the ink annotations stay in the correct place.
- **Insert drawings** In addition to annotating directly in the document, you can insert handwritten drawings in **WORD 2003** as you would a picture or a text box. You can use a canvas inside your document for making sketches, which acts like an ink picture. You can have options such as wrapping text around the ink or resizing the canvas.
- **Choose from two ink toolbars** Use one ink toolbar for drawing and writing, and another for annotations. Each provides a set of ballpoint pens, felt-tip pens, and highlighters, enabling you to change the color and width of your strokes.
- **Copy and paste objects** Copy and paste ink annotations between programs

8.2 Ink Annotation Bar

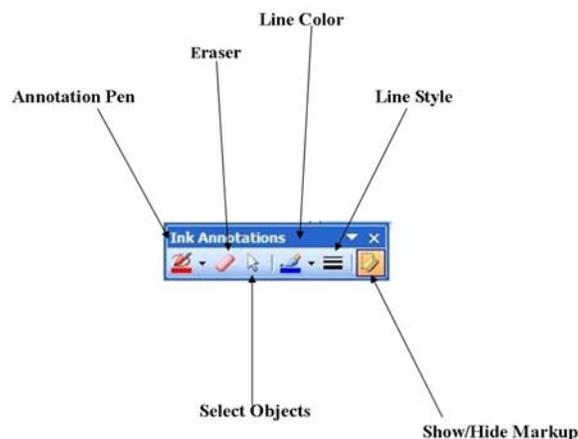


Figure 8.2.a – Ink Annotation Bar

- **Annotation Pen:** Allows you to choose the type of pen you'd like to use in **WORD 2003**. Press the drop down arrow to select from Ballpoint, Felt tip, or Highlighter.
- **Eraser:** Erases Ink
- **Line Color:** Allows more you to select more ink colors.
- **Line Style:** Allows you to select line thickness of your ink.
- **Select Objects:** Allows you to select text or ink in your document and drag to another area.
- **Show/Hide Markup:** Allows you to show or hide all ink changes made to your document.

8.3 Ink Annotation in Word 2003

With the Tablet PC, you can use the Tablet PC pen to add to your MICROSOFT OFFICE WORD 2003 documents— in comments, in the content of a document, or as annotations about content that already exists in the document.

8.3.1 Make handwritten comments

Use the INK COMMENT command to make handwritten comments. You can view and edit handwritten comments in the comment balloon, and you can view them in the REVIEWING PANE.

Use the INK DRAWING AND WRITING command to create handwritten or hand-drawn content in the document. For example, you can quickly sketch an idea or jot down a thought. You can resize or move the ink in your document in the same way that you would work with a graphic, such as a drawing object (drawing object: Any graphic you draw or insert, which can be changed and enhanced. Drawing objects include AutoShapes, curves, lines, and WordArt) or a picture.

8.3.2 Annotate a document with handwriting

Use the INK ANNOTATIONS command to mark up the existing content of a document, similar to how you would mark up a document that is printed on paper. You can imagine the INK ANNOTATION as a separate layer of content, like an overlay, that you can show or hide.

8.3.3 Write directly in a document

The INK ANNOTATIONS toolbar includes buttons for marking up content and for showing and hiding markup.

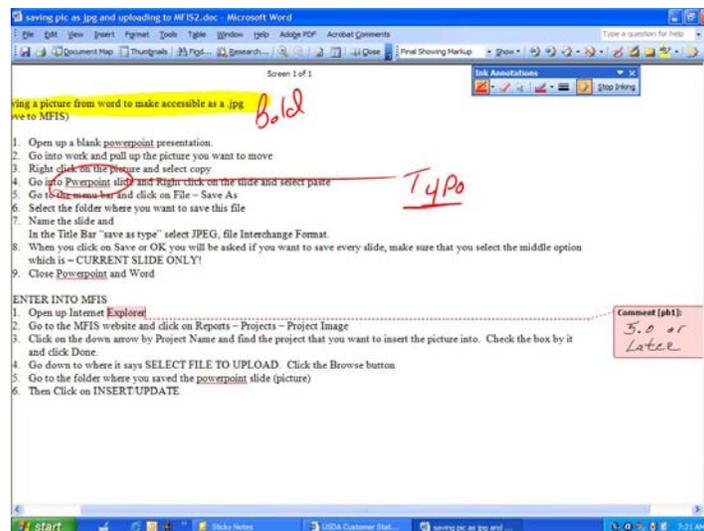


Figure 8.3.3.a – Place Ink Annotations Directly on Content in the Document.

For the alignment of annotations and content to work, the layout of your document is important. Therefore, it is recommended that you insert INK annotations in print layout view, especially if you intend to print the annotations.

- ➔ You can mark up a document with ink in reading layout view, but if you expect to print the document or share it with others, use ink comments, or be sure to click [**Actual Page**] on the **Reading Layout** toolbar before you add **INK** annotations (Figure 8.3.3.b).

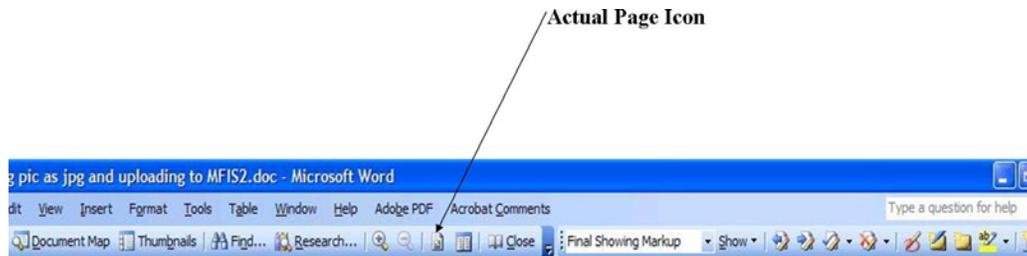


Figure 8.3.3.b

INK annotations are anchored to paragraphs, so that if you add or remove paragraphs before or after the annotation, the annotation remains aligned correctly. However, if you add or remove content in the same paragraph, change margins or font size, or make other changes that change the layout of the document, the annotations may no longer align correctly. This is why the layout of the document is locked when you use INK annotations in reading layout view.

8.4 Ink Annotation in Excel 2003

If you are using a Tablet PC and MICROSOFT OFFICE EXCEL 2003, you can use the Tablet PC pen to add ink annotations or drawings to worksheets. You can use ink to emphasize data in a worksheet or to add handwritten notes to the worksheet.

You can add ink anywhere in your worksheet by using INK annotations to make comments or recommendations. INK annotations can be shown or hidden. In addition, you can use ink drawing and writing to add a permanent hand-drawn or handwritten piece of ink to a worksheet.

8.5 Ink Annotation in PowerPoint 2003

With the Tablet PC, you can add ink to your MICROSOFT OFFICE POWERPOINT 2003 slides with a Tablet PC pen. You can add ink while you are delivering a presentation or while you are editing your slides.

8.5.1 Using ink annotations during presentations

One use of ink in PowerPoint 2003 is to take notes with a mouse or Tablet PC pen, which is viewable by the audience during a presentation. You can make comments or answer questions that are asked during the presentation by adding them directly to the slides. Because you can add handwritten notes in PowerPoint 2003, you don't have to switch to another program, use a keyboard, or take notes on paper. The ink you add is immediately visible to the audience. You can use ink to emphasize portions of the presentation by highlighting or circling relevant text and graphics on the slides.

You can keep the ink that you add during a presentation. This allows you to reference handwritten notes so that you can edit or update your slides for future presentations. You also have the option of turning on or off ink annotations.

8.5.2 Using ink while creating or editing presentations

When you are creating or reviewing slides, you can add ink drawing and writing to emphasize certain portions of a slide during a presentation. Additionally, you can use handwriting or hand-drawn pictures to quickly design the overall layout of the information you want to convey on the slide. For example, you can draw a chart graphic that will be replaced with a MICROSOFT EXCEL chart when you finalize your slide. You might also send the slides to other people using a Tablet PC to add their review comments in ink.

- ➔ *Ink drawing and writing is viewable at all times, and you cannot edit the ink in Slide Show view unless you use ink annotations.*

You can insert ink when you are in the following MICROSOFT OFFICE POWERPOINT 2003 views:

- Normal view
- Notes Page view
- Slide Master view
- Handout Master view
- Notes Master view
- Slide Show view (Figure 8.5.2.a)

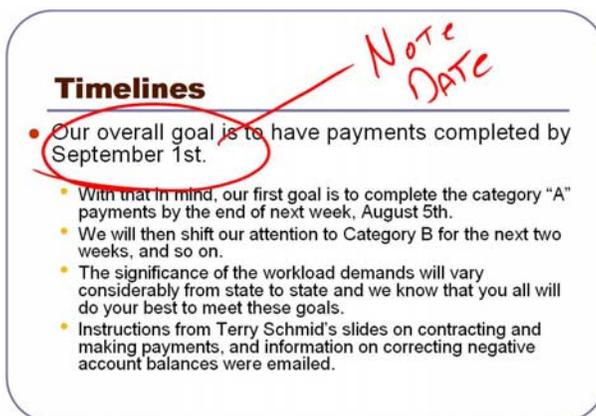


Figure 8.5.2.a – Slide Show View

- ➔ *You can't insert ink in Slide Sorter view. To add ink in Slide Show view, you must first place your Tablet PC pen or mouse over the lower part of the slide, tap or click the arrow on the Slide show toolbar, and then tap Ballpoint Pen, Felt Tip Pen, or Highlighter.*

Once your presentation is complete, you have the option of saving your ink annotations or discarding for the next session (Figure 8.5.2.b).



Figure 8.5.2.b – Keep Option Dialog Box

8.6 Ink Annotation in Outlook 2003

☞ *You must be running MICROSOFT OFFICE 2003 on a Tablet PC to use this feature.*

You must use MICROSOFT WORD as your e-mail editor for HTML format messages to insert ink into an e-mail message.

1. Turn Word on as your default e-mail editor in HTML format for all new messages.
2. From the main Microsoft Outlook window, tap [Options] on the Tools menu, and then tap the [Mail Format] tab.
3. In the Compose in this message format box, click [HTML].
4. Select the [Use Microsoft Word to edit e-mail messages] check box.
5. Turn Word on as your e-mail editor for one new message.
6. From the main MICROSOFT OUTLOOK window, point to New Mail Message Using on the Actions menu, and then tap [Microsoft Word (HTML)].

☞ *This command is available only if you are not already using WORD as your e-mail editor.*

7. In the message, tap where you want to write or draw.

☞ *You can insert ink only in the body of the message. Other information, such as names in the **To** box and a title in the **Subject** box, must be typed text.*

8. On the **Insert** menu, point to **Picture**, and then tap [Ink Drawing and Writing].
9. Write or draw your e-mail message.
10. When you are finished, tap [Stop Inking] on the **Ink Drawing and Writing** toolbar (To display a toolbar, click [Customize] on the **Tools** menu, and then click the [Toolbars] tab.).

8.6.1 Converting Journal Notes to Outlook Email Messages

☞ *You must be running MICROSOFT OUTLOOK on a Tablet PC to use this feature.*

You can insert handwriting from a MICROSOFT WINDOWS JOURNAL NOTE into a MICROSOFT OUTLOOK e-mail message. To insert ink selected from WINDOWS JOURNAL into an OUTLOOK e-mail message, you must have OUTLOOK installed and set up on your computer.

☞ *WINDOWS JOURNAL automatically converts your handwriting to typed text before inserting it into OUTLOOK. During the conversion process, you can correct the text.*

1. Open the Windows Journal Note that contains the handwriting that you want to use.

2. Select **the handwriting** that you want to insert into the e-mail message.
 3. On the Standard toolbar tap [**Selection Tool**].
 4. Draw a loop around the ink that you want to select.
 5. On the **Actions** menu, click [**Convert Selection**] to E-mail.
 6. Set text formatting options, if necessary.
 7. In the **Convert to E-mail** dialog box, tap [**Options**].
 8. Tap to select or clear one of the following options:
 - **Preserve line breaks from notes:** If your selection consists of several lines, these lines are preserved in the **Converted** text box and in the output text. Select this check box when you are converting writing in which line breaks are important, such as a list or a poem. Clear this check box when you are converting paragraphs in which the line breaks are not important.
 - **Display converted text in large font:** The text in the **Converted** text box appears in a large font. This does not affect the size of the output text.
 - **Include selected ink:** The ink you selected is attached to the e-mail message as an image file.
 9. Correct your text by using the **Alternative** list, if necessary.
 10. In the **Converted** text box, tap a word that is recognized incorrectly. If a word is marked with a green background, it is likely that you need to correct it.
 11. The handwriting that corresponds to the word you tapped appears in the **Ink from Note** box. The handwriting is also selected in your note to provide context for the text that you are correcting.
 12. In the **Alternative** box, look for the correct word. If you find it, tap the word, and then tap [**Change**].
 13. Correct your text by using MICROSOFT TABLET PC INPUT PANEL, if necessary.
 14. On the MICROSOFT WINDOWS taskbar, tap TABLET PC INPUT PANEL.
 15. Tap the [**Keyboard**] tab.
 16. In the **Convert to E-mail** dialog box, in the CONVERTED text box, drag to select a word. You can also tap to set an insertion point.
 17. In INPUT PANEL, use the on-screen keyboard to correct your text.
 18. Tap [**Convert**].
 19. The converted text automatically appears in the e-mail message that you selected.
 20. You can convert ink into text only when handwriting recognition is turned on in WINDOWS JOURNAL. In WINDOWS JOURNAL, you can turn on or off handwriting recognition on the Other tab in the OPTIONS dialog box.
- ➡ *You can't convert ink that is written with a highlighter.*

9 Tablet Pen

You can enter and access information on the Tablet PC by pen, command controls, the on-screen keyboard, or the Tablet PC keyboard or external USB keyboard. An optional external mouse can be connected to a USB connector on the Tablet PC, an optional HP Advanced Docking Station, or some external USB keyboards.

9.1 Using the Tablet Pen

All MICROSOFT WINDOWS based programs will run on your Tablet PC computer. You can use the pen to move around in your programs the same way you would normally use a mouse. You can open programs, make selections and drag items

You can write with the pen in pen-specific applications such as JOURNAL and TABLET PC INPUT PANEL. The information you write on the screen with the pen can be filed, searched, and shared among most WINDOWS applications.

To protect the pen when you are not using it insert the pen tip first, into the pen holder on the Tablet PC as shown in Figure 9.1.a. To remove, press the pen release button, Figure 2.6.5.a.

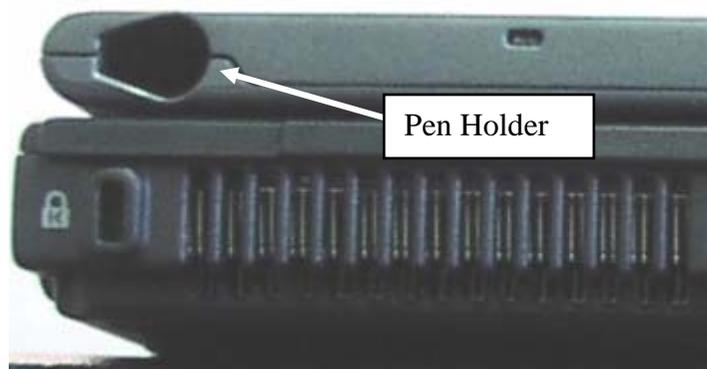


Figure 9.1.a – Pen Holder

9.1.1 Identifying the Pen Tip and Pen Button

The pen interacts with the Tablet PC whenever the tip of the pen is within 1/2 inch from the screen. The pen button emulates the functions of the right-click button on an external mouse.

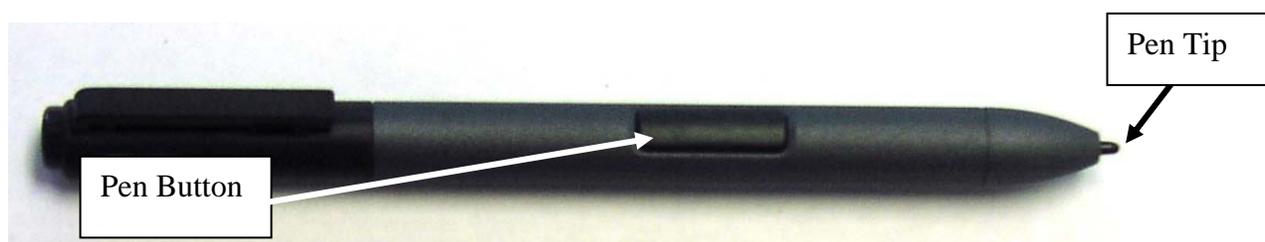


Figure 9.1.1.a – Pen Tip and Button

9.1.2 Holding the Pen

Hold the pen as if you were writing with a standard pen or pencil. Position your hand on the pen so that you will not accidentally press the pen button.

As you monitor the movements of the pen, focus on the pointer, not on the tip of the pen.

| Mouse | Pen |
|--------------|------------------------|
| Single-click | Single-tap |
| Double-click | Double-tap |
| Right-Click | Right-click equivalent |

Figure 9.1.2.a – Comparing Mouse to Pen

1. To select an item on the screen as you would with the left button of an external mouse, tap the item with the tip of the pen.
2. To double-click an item on the screen as you would with the left button of an external mouse, tap the item twice with the tip of the pen.
3. To select an item as you would with the right button of an external mouse; press and hold down the pen button, then tap the item with the tip of the pen.

9.1.3 Performing Other Procedures with the Pen

In addition to emulating mouse clicks, the pen can be used for the following tasks:

1. To display the pointer location, hold the pen tip immediately over any location on the Tablet PC screen without touching the screen with the pen tip.
2. To display the menu options related to an item on the screen, tap the screen with the pen tip.
3. To write with the pen, write on the screen with the tip of the pen.
4. To press a pen-activated button, tap the button with the tip of the pen.

9.1.4 Pressure – Sensitivity

The Tablet PC pen is equipped with a pressure-sensitive feature. This means that you can manipulate the pen to create lines of various thicknesses, depending upon the amount of pressure you use to write.

The pen can function at the default calibration or at a calibration set by another user. However, Motion Computing highly recommends that you use the pen only while it is calibrated to your personal handwriting and mouse action motions. Calibration optimizes pen performance for all users and particularly for left-handed users.

9.2 Calibrate the Pen

To Calibrate the Pen:

1. Click [Start] → [Control Panel] → [Tablet PC and Pen Settings].
2. Select the [Calibrate button].
3. Follow the instructions on the screen.
4. Tap the pen in the exact center of each of the calibration markers. The calibration markers are displayed on the screen as plus signs (+) on each corner of the screen.
5. Be sure to calibrate the pen for use in both portrait and landscape orientations.

9.3 Setting Pen Preferences

Pen preferences are set in the TABLET PC and PEN SETTINGS window of the operating system (Figure 9.3.a). The preferences include settings that optimize handwriting recognition and the location of on-screen menus for either right-handed or left-handed users. To access the pen settings, click [Start] → [Control Panel] → [Tablet PC and Pen Settings] → [Pen Options]. Alternately, you can activate the QMenu software to access the settings.

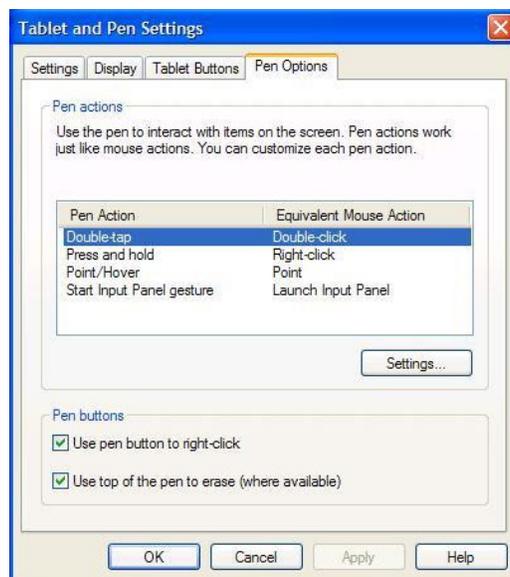


Figure 9.3.a – Setting Pen Preferences

The preferences you set in the TABLET PC and PEN SETTINGS window are specific to the pen and the Tablet PC.

Pointing device preferences, such as pointer speed, click speed, and mouse trails that apply to any pointing device in the system, are set in the MOUSE PROPERTIES window.

9.3.1 Programmable Command Controls

To assign or change the function of a programmable command control:

1. Click [Start] → [Control Panel] → [Tablet PC and Pen Settings] → [Tablet Buttons Tab].

2. In the **Button Settings For** field, select the view in which you want to use your preference.
3. In the **Tablet Button** list, select the button you plan to assign.
4. Select the [**Change**] button. (The **BUTTON ACTION** dialog box opens.)
5. Select your preference in the **BUTTON ACTION** drop down menu. To save your preference, select the [**OK**] or [**Apply**] button.

9.3.2 Returning All Command Controls to Default Settings

To return the settings on all command controls to their default settings:

1. Click [**Start**] → [**Control Panel**] → [**Tablet PC and Pen Settings**] → [**Tablet PC Buttons Tab**].
2. In the **Button Settings For** field, select the view in which you want to change all command controls to their default settings.
3. Select the [**Reset**] button. (All command controls are returned to their default settings only in the orientation currently selected.)
4. Select the [**Apply**] button, then select [**OK**].

Appendix A POWER AND BATTERY MANAGEMENT

Power Management

The Tablet PC provides access to a comprehensive suite of power management functions by using the buttons and controls on the QMenu.

Configuring Your Power Management Settings

The following power-related settings can be accessed, monitored or controlled from the QMenu.

- Power schemes
- Alarms for low and critical battery
- Power meter readings for the batteries
- Advanced power settings
- Hibernation settings

Tapping the Properties button in the Power panel of the QMenu opens the Power Options Properties window. Each of the power options is represented by a tab in this window. Tapping one of the tabs shows the various properties for that aspect of the Tablet PC power management feature. The following example shows the window open at the Power Schemes tab; it illustrates the various power schemes properties that can be set for the Tablet PC.

Power Schemes. Tap the Power Schemes tab to show the Power Schemes window. You can select from a set of pre-defined power schemes that apply to a wide variety of home and work environments. This operation also gives you the flexibility to define your own scheme and keep the same name or rename it to something that makes more sense to you.

Alarms. The Alarms tab shows the Alarms window. This option lets you specify the point at which battery alarms are activated for both the low and critically low battery level states. You also define the action that the Tablet PC should take when that battery level is reached. For example, you may choose to have the Tablet PC sound an alarm, or you may prefer to receive a text message.

Power Meter. The Power Meter tab shows the Power Meter window and shows a visual indication of the Battery Status for battery #1 and #2 (if present and attached to the Tablet PC). The icon shows the remaining battery level and the text shows the percentage remaining. You can click on a battery icon to open a detailed information window for that battery.

Advanced. The Advanced tab shows the Advanced window where you specify the power settings options that you want to use. You can also specify what you want the Tablet PC to do when you press the Power switch. Your choices include everything from doing nothing, going into standby mode, to hibernation, or to performing a shut down of your computer.

Hibernate. The Hibernate tab opens the Hibernate window where you enable or disable hibernation by using the Hibernation checkbox. This window also shows information about the hard drive space on your computer and details the amount of hard disk drive space required for safe hibernation. Selecting Hibernate has the following advantages over placing your Tablet PC in the Stand By state:

- Hibernate saves the state of the desktop and applications
- Hibernate consumes no battery power
- When you return from the Hibernate state, you return to where you were when you entered hibernation.

Checking Your Battery Power Level. There are several ways to see how much battery power is left on your Tablet PC. You can determine the remaining battery power by doing any of the following:

- **Reading Battery Power from the Tablet PC Display:** To check the power level while you are on battery power, move the pen over the Power Meter icon in the system tray at the bottom-right corner of the Tablet PC display. Hovering over this icon shows the number of hours of battery power and the percentage of battery power remaining. (Also, the blue area on the battery icon, representing available power, gets smaller as the battery discharges.)
- **Reading Battery Power from the Battery Gauge.** Turn the system over so that you are looking at the back. The gauge is mounted on the backside of the standard battery. Press the button and look at the LEDs. Each LED represents approximately 20% of the total available charge.
- **Reading Battery Power from QMenu.** The QMenu also has a power gauge (on the Power panel) that displays the percent of remaining battery charge. If a Standard Battery and a Extended Battery are both attached, the power reading is the cumulative amount of both batteries.
- **Reading Battery Power from the Power Meter** Right-click on the Power Meter icon in the system tray, located in the lower right-hand corner of the display window (only visible if you are running on the battery). To see remaining power, tap Power Meter; or tap Adjust Power Properties > Power Meter tab.

Using Your Batteries

This section describes how to use your Tablet PC battery. The Standard Battery is located at the top of the Tablet PC.

Charging the Battery. When you connect the Tablet PC to AC power with a battery attached, the system automatically charges the battery until it reaches full charge.

The Battery Status LED is on the Tablet PC flashes amber when the battery is at a critically low level and changes to solid amber while charging. When the battery is fully charged, the Battery Status LED turns off.



To avoid injury, keep the battery within the recommended temperature range when charging it. Wait until it cools to room temperature before recharging it in the Tablet PC or the battery charger.

To charge the battery:

Plug the AC adapter into the Tablet PC, then into a wall outlet or power strip. (Completely recharging the battery may take up to two hours, although the battery reaches an 80% charge in much less time).

Battery and Power Management

- Use AC power when available to lengthen the battery's usable life. The battery will charge automatically as you run on AC power, so leave the battery in the Tablet PC while you are working.
- Use AC power when installing software or writing to a CD, and for optimal battery life, when using a CD or DVD player.
- When using battery power, if you leave the Tablet PC unattended, place the system in Stand By or Hibernate.
- Keep in mind that the display, processor, PC Cards, SD cards, wireless cards, and accessory drives all draw on the battery, so adjust properties and disable unused accessories and PC Cards when operating on battery power.
- When using battery power, adjust the power mode and display brightness to lower settings to prolong the battery life.
- Turn off all wireless devices through the QMenu when not being used.