HTC Phone

User guide

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Trademarks and copyrights

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About this guide

In this user guide, we use the following symbols to indicate useful and important information:

This is a note. A note often gives additional information, such as what happens when you choose to do or not to do a certain action. A note also provides information that may only be applicable to some situations.

This is a tip. A tip gives you an alternative way to do a particular step or procedure, or lets you know of an option that you may find helpful.

This indicates important information that you need in order to accomplish a certain task or to get a feature to work properly.

This provides safety precaution information, that is, information that you need to be careful about to prevent potential problems.

Some apps may not be available in all regions or with your mobile operator.

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Important note on recoverable data

Files and other data that have been deleted, cleared, removed, or erased from your device may still be recoverable by third-party data recovery software. Even a factory reset may not permanently erase all data from your phone, including personal information.

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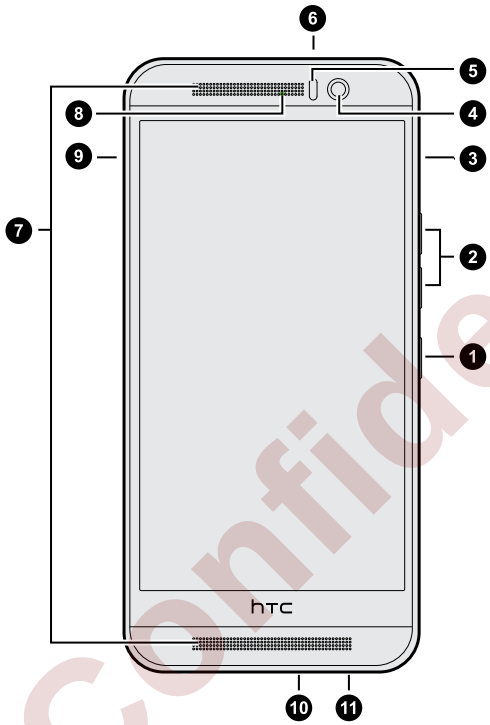
Unboxing

HTC Phone



1. POWER
2. VOLUME
3. microSD™ card slot with eject hole
4. Front camera
5. Proximity sensor
6. IR SENSOR
7. Dual speakers
8. Notification LED
9. nano SIM card slot with eject hole
10. USB connector
11. 3.5mm headset jack

You need a 4G/LTE™ plan to use your operator's 4G/LTE network for voice calls and data services. Check with your operator for details.

- If you want to use a case or screen protector, don't cover and block the proximity sensor. Purchase a case or screen protector designed for HTC Phone.
- Avoid connecting third-party headsets or accessories with metallic charms that dangle near the headset jack. Using these may affect signal reception.

Slots with card trays

With HTC Phone facing up, the nano SIM slot is on the left side and the microSD slot on the right side. There are trays inside the slots that are used for inserting your cards.

When inserting the eject tool into the tray eject holes to remove the card trays, make sure not to press on the trays to avoid damaging the eject mechanism inside the slots.

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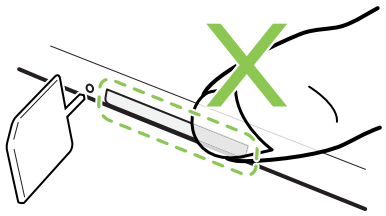
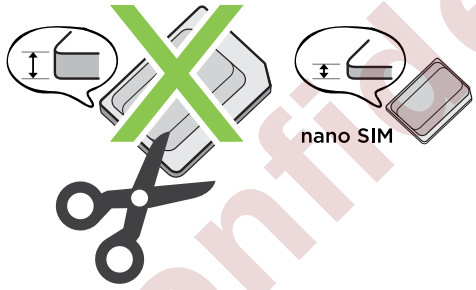


Also, if you want to use a protective case, make sure to buy a case that's designed for HTC Phone and that doesn't block the trays.

nano SIM card

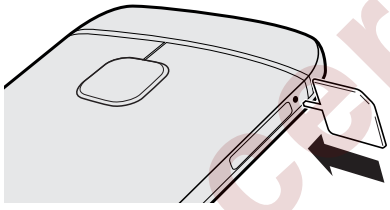
HTC Phone uses a nano SIM card.

Use a standard nano SIM card only. Inserting a modified card that is thicker than the standard nano SIM card may cause the card to not fit properly or damage the card slot.



Inserting a nano SIM card

1. Hold the phone face up.
2. Insert the tip of the tray eject tool (or a small bent paperclip) into the tray eject hole next to the nano SIM card slot.



Use the tray eject tool that came with your phone.

3. Push the tip all the way into the hole until the tray ejects, and then pull the tray out.

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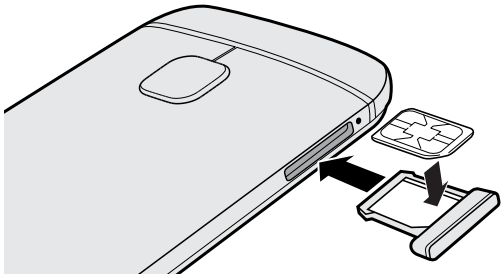
4. Place the nano SIM card (contacts facing down) into the tray.

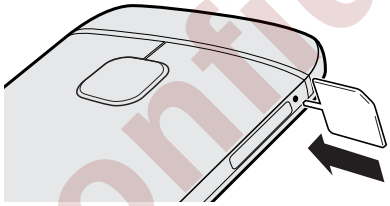


5. Insert the card tray back into the slot.

Removing a nano SIM card

Make sure to switch off HTC Phone before removing the card.

1. Hold the phone face up and the top panel facing you.
2. Insert the tip of the tray eject tool (or a small bent paperclip) into the tray eject hole next to the nano SIM card slot.



Use the tray eject tool that came with your phone.

3. Push the tip all the way into the hole until the card tray ejects.
4. Pull the card tray out, and remove the nano SIM card.
5. Make sure that you insert the empty card tray back into the slot.

Storage card

Use a storage card to store your photos, videos, and music. When you need to free up phone storage space, you can also move certain apps to the storage card, if the apps support this feature.

The storage card is optional and sold separately.

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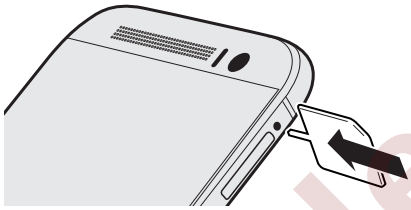
- Moving apps to the storage card doesn't back up the apps. If you do a factory reset, your phone loses the apps. You'll need to reinstall them.
- When you remove the storage card and insert it in another phone, the apps on the storage card won't be installed automatically to the other phone. You'll need to reinstall them.

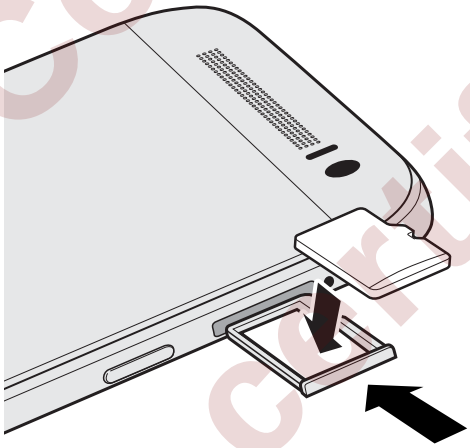
Inserting the microSD card

1. Hold the phone face up.
2. Insert the tip of the tray eject tool (or a small bent paperclip) into the tray eject hole next to the microSD card slot.



Use the tray eject tool that came with your phone.

3. Push the tip all the way into the hole until the microSD card tray ejects.
4. Pull the microSD card tray out, and place the microSD card (contacts facing down) into the tray.



5. Insert the microSD card tray back into the slot.

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Unmounting the storage card

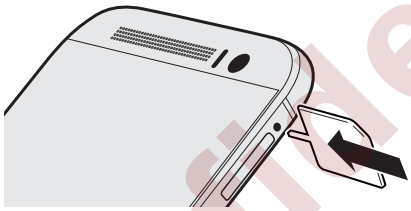
When you need to remove the storage card while HTC Phone is on, unmount the storage card first to prevent corrupting or damaging the files in the storage card.

1. From the Home screen, tap > > **Settings** > **Storage**.
2. Tap **Unmount SD card**.

Removing the microSD card

Make sure to unmount your microSD card before removing it.

1. Hold the phone face up and the top panel facing you.
2. Insert the tip of the tray eject tool (or a small bent paperclip) into the tray eject hole next to the microSD card slot.



Use the tray eject tool that came with your phone.

3. Push the tip all the way into the hole until the microSD card tray ejects.
4. Pull the microSD card tray out, and remove the microSD card.

After removing the microSD card, make sure that you insert the empty microSD card tray back into the slot.

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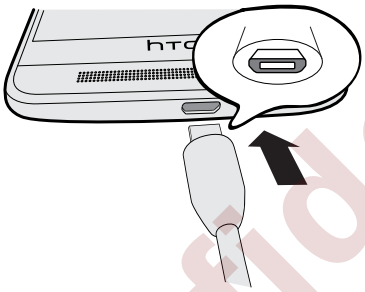
Charging the battery

Before you turn on and start using HTC Phone, it is recommended that you charge the battery.

- If the battery has been discharged for several days, you may need to charge HTC Phone for several minutes before powering it on.
- Use only the adapter and the USB cable that came with HTC Phone to charge the battery. When the battery power is too low, make sure to use the power adapter to charge, not the USB cable connection with your computer.

1. Insert the small end of the USB cable into the USB connector.



2. Insert the other end of the USB cable into the power adapter.
3. Plug in the power adapter to an electrical outlet to start charging the battery.

- As a safety precaution, the battery may stop charging to avoid overheating.
- We recommend you check the temperature of the battery while you're charging. Also, avoid charging the battery in hot environments.
- When you're using the Internet and charging the battery, HTC Phone may become warmer. This is normal.
- To conserve energy, unplug the power adapter from the electrical outlet after you finish charging.

Switching the power on or off

Switching the power on

Press the POWER button until HTC Phone vibrates.

When you turn on HTC Phone for the first time, you'll need to set it up.

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Switching the power off

1. If the display is off, press the POWER button to turn it back on.
2. Press and hold the POWER button for a few seconds.
3. Tap **Power off** on the options menu.

Need help using your phone?

Check out the friendly walkthroughs and the FAQs in the HTC Help app to learn how to use your phone.

- When you see a Tips & Help tile in HTC BlinkFeed™, just tap the tile to know more about the tip.
- From the Home screen, tap > > **HTC Help**.

  You can then tap **Search help articles & video**, and enter what you're looking for. Or you can tap to browse videos, how-to's, FAQ's and more.

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Phone setup and transfer

Setting up your new phone for the first time

When you switch on your new phone for the first time, you'll be asked to set it up.

You can enable TalkBack to navigate by voice feedback before selecting the language. Press and hold two fingers on the screen until you hear a message saying that accessibility mode is enabled.

Walk through the on-device setup to choose your Internet connection, sign in to your accounts, set up your screen lock, and more.

There are different options you can choose to set up your new phone:

- If you have content from another phone that you want to transfer, whether it's from an Android™ or other phone, select **Get content from old phone**.
- If you have a previous phone backup that you want to restore from your online storage, select **Restore from HTC Backup**.

To make it easier for you to back up and restore content from HTC Phone to another HTC phone in the future, select **Back up phone daily**.

Some features that need to connect to the Internet such as location-based services and auto-sync of your online accounts may incur extra data fees. To avoid incurring data fees, disable these features under Settings. For more information on location services, see Turning location services on or off on page 141.

Restoring your backup from your online storage

If you used HTC Backup before, you can restore your backup to HTC Phone when you turn the phone on for the first time or after a factory reset.

Depending on the amount of content, restoring your backup to your phone through your data connection may incur additional data costs and take a long time. Using a Wi-Fi® connection is recommended.

1. When you're asked whether you have a Google® Account, sign in to your account.
2. Use your mobile data or Wi-Fi connection to connect your phone to the Internet.

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3. If you used your Google login credentials as your HTC Account and your backup is in Google Drive™, tap **Sign in with Google**.

   If not, tap **Remind me later**, go to the Transfer or restore screen, and select **Restore from HTC Backup**.

4. Follow the onscreen instructions to restore your backup and to continue setting up your phone.

5. Slide open the Notifications panel to check if there's any notification to finish setting up your phone.

Free apps from Google Play™ will be restored in the background, and you can track the progress via a notification in the status bar. To restore paid apps, you need to download and install them from Google Play.

Your apps will appear on the Apps screen as they are installed. The Apps and Home screen shortcuts will be reorganized as in your backup after all of your apps have been installed. You may continue using HTC Phone while apps are being restored.

Transferring content from an Android phone

On your old Android phone, download the HTC Transfer Tool and use it to transfer your content to your new HTC phone. The types of locally stored content on your old phone that the tool can transfer include contacts, messages, calendar events, web bookmarks, music, photos, and videos. Some settings can also be transferred.

- You need Android version 2.2 or later to use the HTC Transfer Tool on your old phone.
- If your old phone has Android version 2.1 or an earlier version, you need to use Bluetooth® transfer. For details, see Transferring contacts from your old phone through Bluetooth on page 17.

1. If you're setting up your new HTC phone for the first time, select **Get content from old phone**.

   Or go to Settings, and then tap **Get content from another phone**.

2. Choose whether to transfer from an old HTC Android phone or other Android phone.

3. Tap **Full transfer**, and then tap **Next**.

4. Follow the steps shown on your new phone to download the HTC Transfer Tool from Google Play to your old phone, install it, and open the tool.

5. When you see a PIN on your old phone, make sure the same PIN also appears on your new phone before you continue.

If the PIN code doesn't appear, this may mean that your old phone is unable to connect to your new phone. If this happens, try another transfer method.

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6. On your old phone, choose the types of content you want to transfer, and then tap **Start** or **Transfer**.
7. Wait for the transfer to finish.
8. Tap **Done** on both phones.

Transferring content from an iPhone

If you have an iPhone, it's fast and easy to transfer your contacts, messages, and other content when you use HTC Sync Manager.

To find out how, see Transferring iPhone content and apps to your HTC phone on page 93.

If you only need to migrate your contacts, you can also use Bluetooth transfer. For details, see Transferring contacts from your old phone through Bluetooth on page 17.

Transferring contacts from your old phone through Bluetooth

Use Bluetooth to transfer contacts from an iPhone, a phone that has Android version 2.1 (or earlier version), or other types of phones. Depending on the capabilities of your old phone, you may be able to transfer not only contacts but also other data such as calendar events and text messages to your new HTC phone.

Use HTC Sync Manager to transfer more types of content from an iPhone.

1. If you're setting up your new HTC phone for the first time, select **Get content from old phone**.

   Or go to Settings, and then tap **Get content from another phone**.
2. Choose whether to transfer from an Android phone, iPhone, or other phone types. If you chose to transfer from an Android phone, tap **Quick transfer**.
3. On your old phone, turn Bluetooth on.
4. Follow the onscreen instructions on your old and new phones to pair them and start the data transfer.

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Other ways of getting contacts and other content

There are different ways you can individually add contacts and other content to HTC Phone.

Sync with your computer	Use HTC Sync Manager to sync contacts, documents, playlists, and more between HTC Phone and your computer running a Windows® or Mac OS operating system. You can also use it to transfer your iTunes backup that contains contacts, messages, and other content from an iPhone from your computer to HTC Phone.
Google Account	Google contacts are imported to HTC Phone after you sign in to your Google Account. You can also create more Google contacts right from HTC Phone.
Social network accounts	Log in to your favorite social networks to sync contact information from them.
Microsoft® Exchange ActiveSync®	HTC Phone syncs your work contacts from the Microsoft Exchange ActiveSync Server in your workplace.
Phone contacts	You can create contacts locally on HTC Phone, if you don't prefer to store them on your online accounts.
nano SIM card	Copy all your nano SIM contacts to HTC Phone.

Transferring photos, videos, and music between your phone and computer

There are two ways you can transfer your media from or to your computer.

- Connect HTC Phone to your computer. Your computer will recognize it just like any removable USB drive, and you can copy your media between them.
- Download and use the HTC Sync Manager software on your computer. You can set it up to automatically get music, photos, and videos off HTC Phone to your computer. You can also sync playlists from your computer to the phone.

  If you have an iPhone, you can even connect it and transfer camera roll photos to your computer. Then reconnect HTC Phone and copy them over.

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Home screen

After you've turned on and set up HTC Phone for the first time, you'll see HTC BlinkFeed.

- Customize HTC BlinkFeed to show posts from your social networks, headlines from your favorite news media, and more. For details, see .
- Swipe left and you'll discover widget panels for adding your favorite widgets, apps, and more so they're just a tap away. If you need more room for your stuff, you can add more panels. For details, see Personalizing on page 49.
- You can change the apps on the launch bar at the bottom of the Home screen. See Launch bar on page 50.

While you're in another screen or app, press ⌂ to return to the last Home screen you visited.

Using Quick Settings

In the Quick Settings panel, easily turn settings such as Wi-Fi and Bluetooth on or off.

1. Do any of the following:
   - With two fingers, swipe down from the status bar.

   - Swipe down twice from the status bar.
2. To turn a setting on or off, just tap its tile.
3. To change the options for a setting, press and hold its tile. Or tap ▪▪▪.

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Customizing Quick Settings

You can remove, replace, or rearrange the tiles in Quick Settings.

1. With two fingers, swipe down from the top of the screen to open Quick Settings.

2. Tap and do one of the following:
   - In the Quick Settings list, press and hold next to the item you want to move and drag it to rearrange the list.
   - Under Hidden items, press and hold and drag it up to make it available in Quick Settings.

There is a limit to the number of tiles that can be shown in Quick Settings. You may need to remove an existing item to make space for another one. To remove an item, drag it below Hidden items.

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Getting to know your settings

Want to change the ringtone, set up a Wi-Fi connection, or add your accounts? Do this and more in Settings.

1. Open Settings either from the Quick Settings panel or the Apps screen.
   - Swipe down from the status bar, and then tap .
   - From the Home screen, tap to switch to the Apps screen, and then tap **Settings**.
2. Here are some of the basic settings you can change:
   - Tap the **On/Off** switch next to an item such as Wi-Fi to turn it on or off. Tap the item itself to configure its settings.
   - Tap **Sound & notification** to set a ringtone, choose a sound profile, and configure incoming call sound settings.
   - Tap **Personalize** to change the wallpaper, add apps and widgets to the Home screen, and more.
   - Tap **Accounts & sync** to add and sign in to your different accounts, such as email, social networks, and more.
   - Tap **Security** to help secure HTC Phone, for example with a screen lock.

Tap in Settings to quickly find options and settings.

Updating your phone's software

HTC Phone can check and notify you if there's a new update available. You can also choose to automatically download updates or manually check if there's an available update.

Checking your system software version

Before installing a system software update, you can check first what Android and HTC Sense™ versions you have on your phone.

1. From the Home screen, tap > > **Settings** > **About**.
2. Tap **Software information**.

Enabling automatic updates

You can choose to automatically download and install software updates for HTC or mobile operator apps.

1. From the Home screen, tap > > **Settings** > **About**.
2. Tap **Software updates**.

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3. To save on data usage, you can choose to update through Wi-Fi only.
4. Choose whether to auto-download system updates, app updates, or both.

   App updates are installed automatically. You'll still need to confirm when to install system software updates.

Installing a software update

When Internet connection is on and there's a new software update available, the update notification icon appears in the status bar.

1. Slide the Notifications panel open, and then tap the system update notification.
2. If you don't want to download the update using your data connection, select **Update over Wi-Fi only**.
3. Tap **Download**.
4. When download is complete, select **Install now**, and then tap **OK**.

After updating, HTC Phone will restart.

Installing an application update

When Internet connection is on and there's an available update for your HTC or mobile operator apps, the update notification icon appears in the status bar.

1. Slide the Notifications panel open, and then tap the update notification.

   The Updates screen opens with the list of application updates to be installed.
2. Tap an item to view its details, and then tap .
3. When you're done reviewing the updates, tap **Install**. You'll be asked to restart HTC Phone if needed.

Installing app updates from Google Play

Some HTC apps and third-party apps get updated with improvements and bug fixes through Google Play. You can manually update apps or set your phone to automatically download and install app updates when available.

1. From the Home screen, tap > > **Play Store**.
2. Tap to open the slideout menu.
3. Tap **My apps**.

   You'll see a list of apps installed on your phone.
4. Under Updates, tap an app.
5. Tap **Update**.
6. Tap **Accept**.

In Play Store, tap > **Settings** > **Auto-update apps** to choose how you want Google Play to update your apps.

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Checking for updates manually

1. From the Home screen, tap > > Settings > About.
2. Tap Software updates. HTC Phone checks if updates are available.

If you don't have Internet connection, you'll be prompted to turn on mobile data or connect to a Wi-Fi network. Once connected, tap Check now to check for updates.

Getting apps from Google Play

Google Play is the place to go to find new apps for HTC Phone. Choose from a wide variety of free and paid apps ranging from productivity apps, entertainment, to games.

- A Google Wallet™ payment service is required to purchase a paid app. You will be asked to confirm method of payment when you purchase an app.
- The name of the Play Store app may differ depending on your region.
- The ability to purchase apps varies by region.

Finding and installing an app

When you install apps and use them on HTC Phone, they may require access to your personal information or access to certain functions or settings. Download and install only apps that you trust.

Be cautious when downloading apps that have access to functions or a significant amount of your data on HTC Phone. You're responsible for the results of using downloaded apps.

1. From the Home screen, tap > > Play Store.
2. Browse or search for an app.
3. When you find the app that you like, tap it and read its description and user reviews.
4. To download or purchase the app, tap Install (for free apps) or the price button (for paid apps).
5. Tap Accept.

Apps sometimes get updated with improvements or bug fixes. To automatically download updates, after installing the app, tap > Auto-update.

To open the app, go to the Apps screen and tap the app.

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Restoring apps from Google Play

Upgraded to a new phone, replaced a lost one, or performed a factory reset? Restore apps that you previously downloaded.

1. From the Home screen, tap > > Play Store.
2. Tap to open the slideout menu.
3. Tap My apps, swipe to the All tab, and then tap the app you want to restore.
4. Install the app.

For more details, refer to the Google Play help.

Downloading apps from the web

You can download apps directly from websites.

- Apps downloaded from websites can be from unknown sources. To help protect HTC Phone and your personal data, we strongly recommend that you only download from websites you trust.
- Before you can install the downloaded app, make sure that you've set HTC Phone to allow installation of third-party apps in Settings > Security > Unknown sources.

1. Open the browser, and then go to the website where you can download the app you want.
2. Follow the website's download instructions for the app.

After installing the app, make sure to go back to Settings > Security and clear the Unknown sources option.

Uninstalling an app

If you no longer need an app that you've downloaded and installed, you can uninstall it.

Most of the preloaded apps cannot be uninstalled.

From the Apps screen, press and hold the app you want to remove, and then drag it to Uninstall.

If you purchased an app in Play Store, you can uninstall it for a refund within a limited time. To know more about the refund policy for paid apps, refer to the Google Play help.

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Your first week with your new phone

Basics

Onscreen navigation buttons

HTC Phone has onscreen navigation buttons at the bottom of the screen which rotate when you change the orientation.

Standard navigation buttons

	Goes to the previous screen.
	Goes to the Home screen.
	Shows thumbnails of the most recently used apps.

Fourth navigation button options

	Hides the navigation bar.
	Puts HTC Phone into sleep mode.
	Shows the notification list.
	Shows the available Quick Settings.

Swipe up from any of the navigation buttons to access Google search.

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Rearranging the navigation buttons

Right-handed or left-handed? Customize the placement of the navigation buttons to fit what's most comfortable for you. You can also add a fourth button if you want.

1. With two fingers, swipe down from the top of the screen to open Quick Settings.

2. Tap > **Personalize** > **Change navigation buttons**.
3. Select the fourth navigation button. To have only three navigation buttons, make sure none of the fourth button options are selected.
4. Rearrange the navigation buttons by dragging next to the button names. The resulting order from top to bottom in the list will be the corresponding order from left to right on the navigation bar.
5. Tap **Done** to save and apply your customization.

Sleep mode

Sleep mode saves battery power by putting HTC Phone into a low power state while the display is off. It also stops accidental button presses when HTC Phone is in your bag.

Switching to Sleep mode

To turn off the display and switch to Sleep mode, you can:

- Briefly press the POWER button.
- Double-tap the lock screen.

HTC Phone also automatically goes into Sleep mode when it's left idle for a while. You can change the time before HTC Phone sleeps by setting the screen timeout. For details, see Setting when to turn off the screen on page 144.

Waking up from Sleep mode

- Press the POWER button.
- Use Motion Launch™ to wake up and unlock your phone directly to an app or screen. See What is Motion Launch? on page 34.

Unlocking the screen

Swipe up to unlock the screen.

If you've set up a screen lock, you'll be asked to provide your credentials before HTC Phone unlocks.

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If you've set an event reminder or an alarm, you can snooze or dismiss the event or alarm right from the lock screen. Just drag or up.

Motion gestures

Use motion gestures to mute HTC Phone, lower the ring volume, and more.

Lift phone to auto answer a call

To automatically answer an incoming call, lift the phone and look at the screen first to see who's calling before you hold it to your ear.

You can turn this feature on or off. Go to Settings, tap **Call**, and then select or clear **Auto answer calls**.

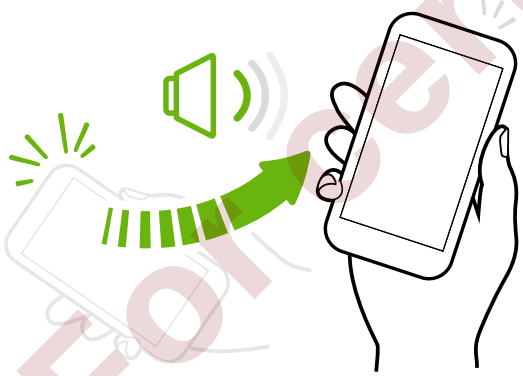
Flip to mute

If your phone is facing up when a call comes in, turn the phone over to mute it.

If you go to Settings and then tap **Sound & notification** > **Flip to mute**, you can set your phone to:

Mute once	Mute only once after flipping the phone. While the phone is still facing down, it will ring again when there are other incoming calls.
Mute always	After flipping the phone to mute a call, keep it always muted while it's still facing down when there are other incoming calls.

Pick up to lower volume



In a business meeting or restaurant, pick HTC Phone up when a call comes in to lower the ring volume automatically.

You can turn this feature on or off. Go to Settings, tap **Sound & notification**, and then select or clear **Quiet ring on pickup**.

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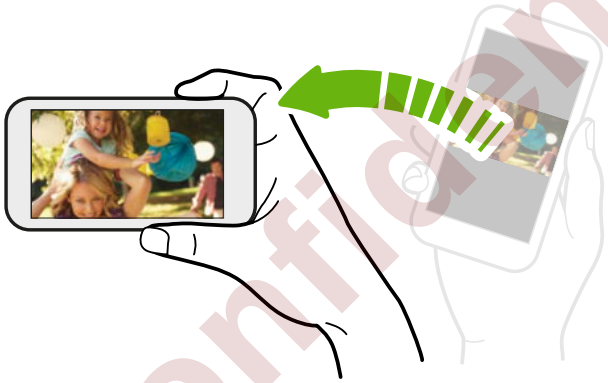
Increase ring volume automatically while phone is in your pocket or bag

Pocket mode makes HTC Phone recognize when your phone is in your bag or pocket and raise the ring volume so that you can hear it in noisy environments.

You can turn this feature on or off. Go to Settings, tap **Sound & notification**, and then select or clear **Pocket mode**.

Rotate HTC Phone for a better view



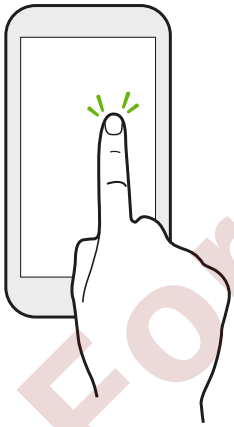
For many screens, you can automatically change the screen orientation from portrait to landscape by turning HTC Phone sideways.

When entering text, you can turn HTC Phone sideways to bring up a bigger keyboard.

Touch gestures

Use touch gestures to get around the Home screen, open apps, scroll through lists, and more.

Tap



- Tap the screen with your finger when you want to select onscreen items such as application and settings icons, or press onscreen buttons.
- After you've scrolled down a long list or screen (in apps such as Mail and People), tap the status bar to jump straight to the top of your screen.

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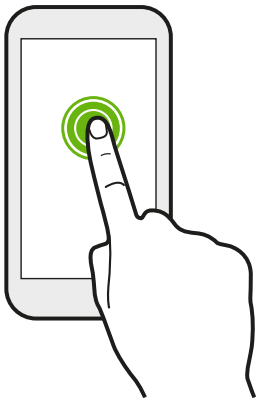
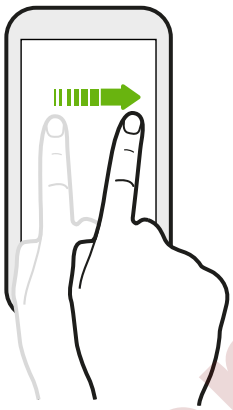
Press and hold



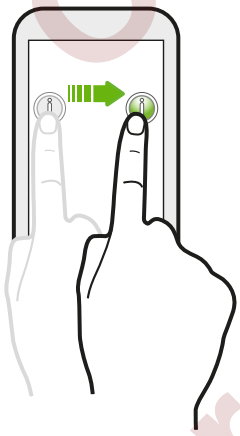
To open the available options for an item (for example, a contact or link in a webpage), just press and hold the item.

Swipe or slide



Quickly swipe your finger horizontally across the screen to go to other Home screen panels. Swipe vertically to scroll through a list, document, and more.

Drag



Press and hold your finger with some pressure before you start to drag. While dragging, don't release your finger until you have reached the target position.

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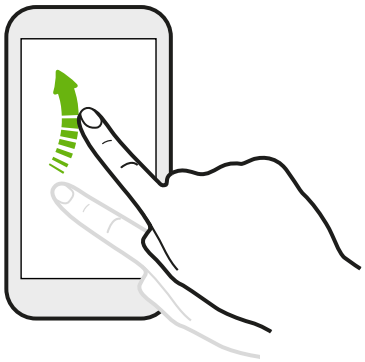
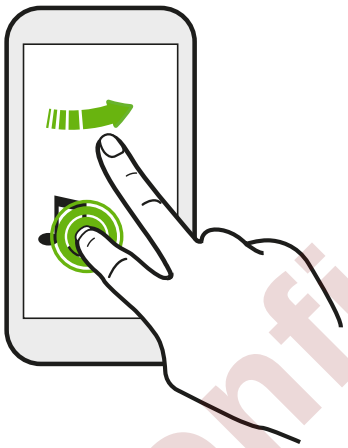
Flick



Flicking the screen is similar to swiping, except that you need to swipe your finger in light, quicker strokes, such as when moving right and left on the Home screen, or flicking through a contacts or message list.

Press and flick



On the Home screen, you can easily move a widget or icon from one screen to another.

Press and hold the widget or icon with one finger, and flick the screen to the new location with another finger.

Slide with two fingers

In some apps, like Gallery, Messages, Mail, or the web browser, slide two fingers apart to zoom in when viewing a picture or text.

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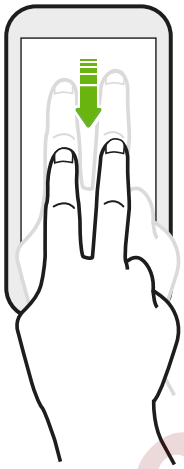
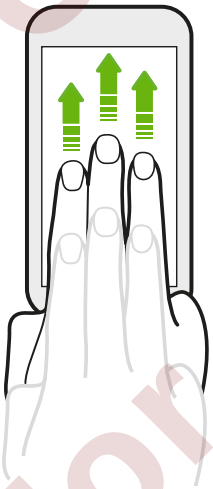
Slide two fingers together to zoom out of the picture or text.

Two-finger swipe



Swipe down from the status bar using two fingers to access Quick Settings.

Three-finger swipe



- Swipe up using three fingers to choose a device where to share content such as photos, videos, and music from HTC Phone. You can also share streaming media from apps such as YouTube®.
- Swipe down to disconnect from the device.

Media gesture is turned on in Settings by default, which makes the three-finger gesture work only when sharing content or using HTC apps.

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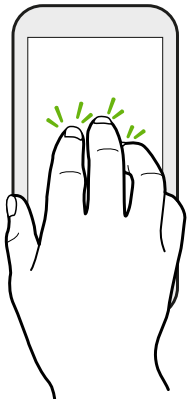
Three-finger tap



While using the HTC Car app, tap the screen with three fingers to activate the voice command mode.

This feature may not be available in all languages.

Opening an app

- Tap an app on the launch bar at the bottom of the Home screen.
- Tap to go to the Apps screen, and then tap the app you want to use.
- On the Apps screen, tap , and then enter the name of the app you're looking for.

Opening an app or folder from the lock screen

On the lock screen, drag an app or folder icon up to unlock the screen and directly go to the app or folder.

The shortcuts on the lock screen are the same ones on your Home screen's launch bar. To change the lock screen shortcuts, replace the apps or folders on the launch bar.

If you've set up another security layer like a screen lock pattern or PIN, you'll be asked to provide your credentials first before HTC Phone opens the app or folder.

Sharing content

Have something to share, such as a photo or video?

- In an app, just tap the share icon: or .
- If you don't see the icon, tap > **Share**.

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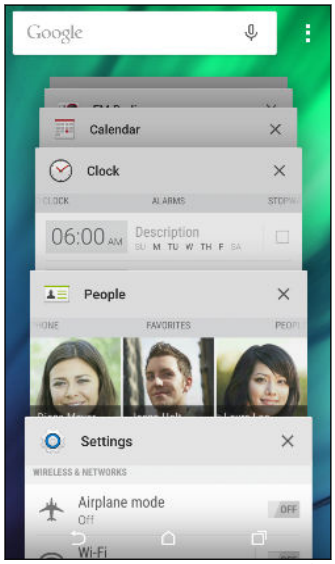
Switching between recently opened apps

When you're multitasking and using different apps on HTC Phone, you can easily switch between the apps you've recently opened.

Press ▭ to see recently-opened apps.



- To switch back to an app, just tap it.
- To remove an app from the list, tap ✕ or drag it left or right.

Prefer a different way to view your recent apps? Tap ⋮ > **Settings** > **Layout**, and then choose between card or grid view.

Refreshing content

In some apps, you can easily refresh content that's synced or downloaded from the Web with a simple finger gesture.

1. While viewing content such as weather or Mail inbox, scroll to the top of the screen.
2. Pull down with your finger, and then release to refresh.

Capturing your phone's screen

Want to show off your high game score or write a blog post about HTC Phone features? It's easy to take a picture of the screen and share it from Gallery.

Press and hold POWER and VOLUME DOWN at the same time.

The image is saved in the Screenshots album in Gallery.

You can also share the image when you see ▬ in the status bar. Open the Notifications panel and tap ⋔ under the screenshot notification. If you don't see ⋔, slide two fingers apart on the screenshot notification.

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Motion Launch

What is Motion Launch?

Motion Launch is a combination of a motion gesture followed by a finger gesture. With Motion Launch, you don't have to reach for the POWER button to wake up HTC Phone. Using a combination of simple gestures, you can wake up to your Home screen, HTC BlinkFeed, and more.

See the following:

- Waking up to the lock screen on page 34
- Waking up and unlocking on page 35
- Waking up to the Home widget panel on page 35
- Waking up to HTC BlinkFeed on page 36
- Auto launching the camera with Motion Launch Snap on page 37
- Making a call with Quick call on page 37

Turning Motion Launch gestures on or off

Choose the Motion Launch gestures you want on or off in Settings.

1. With two fingers, swipe down from the top of the screen to open Quick Settings.

2. Tap > **Display & gestures** or **Display, gestures & buttons**.
3. Tap **Motion Launch gestures**.
4. Select the Motion Launch gestures you want.

Waking up to the lock screen

Go from sleep mode to the lock screen without reaching for the POWER button.

If you've set up a screen lock with credentials, you'll be asked to provide your credentials first before HTC Phone unlocks.

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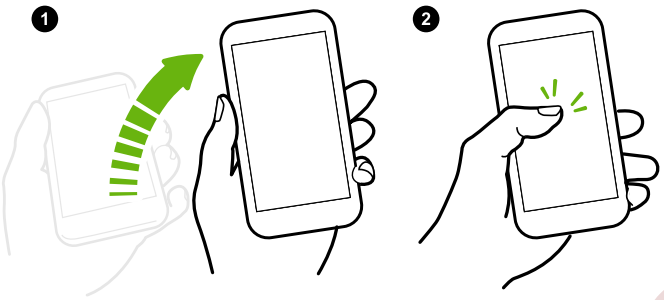
1. Lift the phone in portrait orientation.
2. Immediately double-tap the screen.



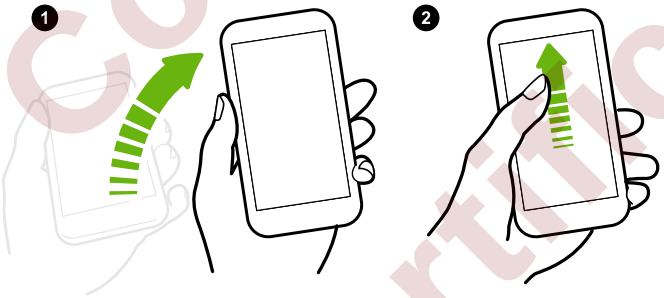
Make sure you're not touching the screen when the phone vibrates.

Waking up and unlocking

Go from sleep mode and unlock HTC Phone to the last screen you were using without reaching for the POWER button.

If you've set up a screen lock with credentials, you'll be asked to provide your credentials first before HTC Phone unlocks.

1. Lift the phone in portrait orientation.
2. Immediately swipe up from the bottom half of the screen.



Make sure you're not touching the screen when the phone vibrates.

Waking up to the Home widget panel

Go from sleep mode to the Home widget panel without reaching for the POWER button.

If you've set up a screen lock with credentials, you'll be asked to provide your credentials first before HTC Phone unlocks.

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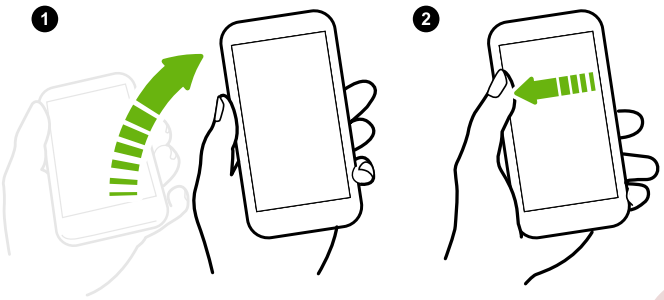
1. Lift the phone in portrait orientation.
2. Immediately swipe left from the right side of the screen.



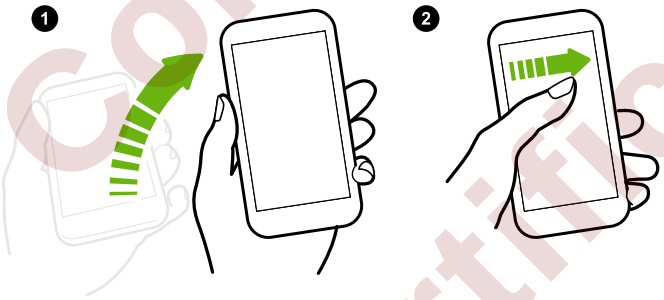
Make sure you're not touching the screen when the phone vibrates.

Waking up to HTC BlinkFeed

Go from sleep mode to HTC BlinkFeed without reaching for the POWER button.

If you've set up a screen lock with credentials, you'll be asked to provide your credentials first before HTC Phone unlocks.

1. Lift the phone in portrait orientation.
2. Immediately swipe right from the left side of the screen.



Make sure you're not touching the screen when the phone vibrates.

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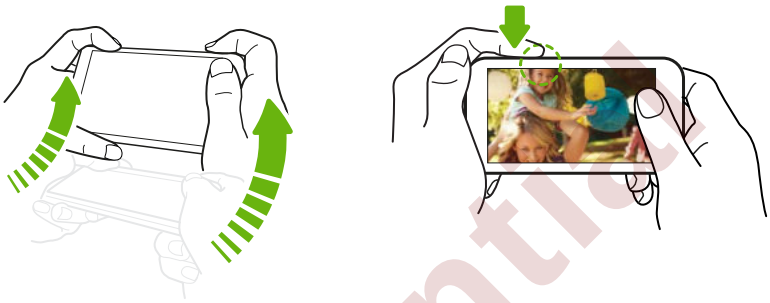
Auto launching the camera with Motion Launch Snap

When the screen is off, you can wake up the phone directly to the Camera app.

- Press and hold the VOLUME UP or VOLUME DOWN button, and then lift the phone in landscape orientation.
- Or first lift the phone in landscape orientation, and then press the VOLUME UP or VOLUME DOWN button right away.



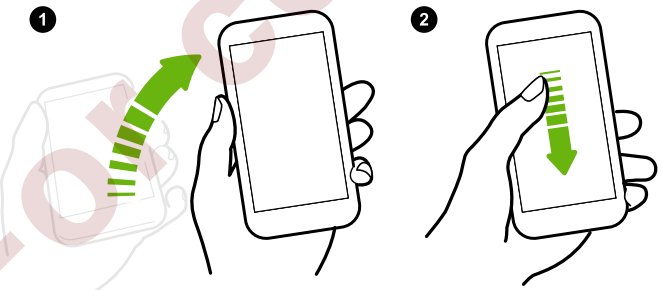
If you've set up a screen lock with credentials, you'll be asked to provide your credentials when you exit the Camera app.

Making a call with Quick call

When the screen is off and HTC Phone is in sleep mode, easily make a call by just swiping and using voice commands.

- This feature may not be available in all languages.
- Make sure **Motion Launch gestures** and **Quick call** are turned on in **Settings** > **Display & gestures** > **Motion Launch gestures**.
- If you've set a screen lock with credentials, you'll be asked to provide your credentials first before you can make the call.

1. Lift the phone in portrait orientation.
2. Immediately swipe down from the top half of the screen.



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3. When you see the microphone icon on the screen, hold the phone close to your mouth, and then say "Call" and the contact name. For example, say "Call Jennifer".
4. You can then do one of the following:
   - If there are several contacts with the same first name, say the full name of the contact you want to call.
   - If a contact has several phone numbers, you'll see the following:

     1.[full name] Home

     2.[full name] Mobile

     3.[full name] Work

     Just say the item number of the one you want to call. For example, say "2" to call the second one.

     Or say the full name and type of phone number as shown on the screen. For example, say "Jennifer Singer Mobile".
   - If you're asked to confirm, say "Yes" or "No".
   - To cancel the call, say "Cancel".

Bypassing the screen lock for Quick call

If you've set a screen lock with credentials, you can set HTC Phone to skip the security screen so you can immediately place calls with Quick call.

1. With two fingers, swipe down from the top of the screen to open Quick Settings.

2. Tap > **Display & gestures** or **Display, gestures & buttons**.
3. Tap **Motion Launch gestures**.
4. Select the **Bypass Security screen** option.

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Lock screen

Setting a screen lock

Help protect your personal information and help prevent others from using HTC Phone without your permission.

Choose to set a screen lock pattern, numeric PIN, or other means of securing your phone. You'll be asked to unlock the screen every time HTC Phone is turned on or when it's idle for a certain period of time.

1. From the Home screen, tap > > Settings > Security.
2. Tap Screen lock.
3. Select a screen lock option and set up the screen lock.
4. Tap Lock phone after, then specify the idle time before the screen is locked.

You can also clear Make pattern visible or Make passwords visible if you don't want your screen lock to display as you enter it onscreen.

Setting up Smart Lock

Set up your phone to detect your face or another trusted device before you can unlock the screen.

1. From the Home screen, tap > > Settings > Security.
2. Tap Screen lock, and then select and set up a screen lock.

   This will be your backup screen lock method to use in case the phone doesn't recognize you or a trusted device.
3. On the Security screen, tap Smart Lock.
4. Confirm your screen lock.
5. Tap Trusted face.
6. Follow the onscreen instructions.
7. Tap Lock phone after, and then specify the idle time before the screen is locked.

To help make Smart Lock more reliable and more secure, you can to train HTC Phone to recognize your face in different situations, such as when you're wearing glasses or sporting a beard.

Tap Smart Lock, confirm your screen lock, then tap Trusted face > Improve face matching. Follow the onscreen instructions.

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Choosing what notifications to show on the lock screen

Choose the types of notifications to show or hide on the lock screen. You can also prioritize notifications from your favorite apps.

The app notifications you allow or block will be applied for both the lock screen and Notifications panel.

1. From the Home screen, tap > > Settings > Sound & notification.
2. Under Notification, tap App notifications.
3. Tap an app, and then choose whether to block or prioritize its notifications.

If you don't want any notifications to show on your lock screen, tap Sound & notification > When device is locked > Don't show notifications at all.

Hiding sensitive info from the lock screen

For apps that you consider personal, you can choose to show its notifications but hide the preview content from the lock screen.

- You must first set a screen lock on your phone.
- Preview content of a notification may still show in the Notifications panel.

1. From the Home screen, tap > > Settings > Sound & notification.
2. Tap When device is locked > Show all notifications content.
3. Tap App notifications, and then tap an app from the list.
4. Tap the Sensitive On/Off switch to turn it on.
5. Press to return to the Sound & notification screen, and then tap When device is locked.
6. Tap Hide sensitive notification content.

Hiding the caller from the lock screen

You can prevent the names and photos of incoming callers from appearing on the lock or security screens.

The caller must be in your private contacts list.

1. From the Home screen, tap > > Settings > Security.
2. Under Lock screen, select Incoming phone calls.

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Changing lock screen shortcuts

To change apps (or other shortcuts) on the lock screen, change the ones on the launch bar. To find out how, see Launch bar on page 50.

Changing the lock screen wallpaper

Use the home wallpaper, or use any photo you've taken with the camera as the lock screen wallpaper.

1. From the Home screen, tap > > Settings > Personalize.
2. Tap Lock screen wallpaper.
3. In the pop-up menu, tap Use home screen wallpaper or tap Use custom wallpaper to select a photo from Gallery.

Turning the lock screen off

Rather not have to unlock your phone every time you wake it up? You can turn the lock screen off in Settings.

1. From the Home screen, tap > > Settings > Security.
2. Tap Screen lock > No lock screen.

To turn the lock screen on again, in Security settings, tap Screen lock > Lock screen.

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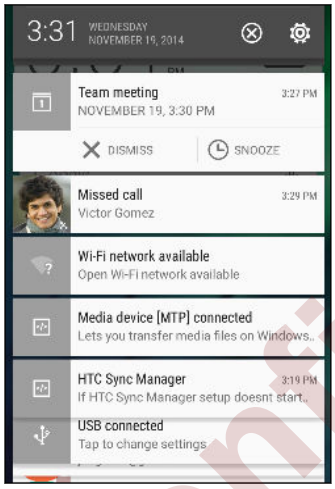
Notifications

Notifications panel

Notification icons inform you of new messages, calendar events, alarms, and activities in progress such as files downloading.

When you see notification icons, open the Notifications panel to check out details of the notifications that you've received.

To open the Notifications panel, slide down from the top of the screen.



- Some notifications allow you to take immediate action. For example, tap a missed call notification to return the call or reply with a text message.
- Tap the notification icon on the left to open the corresponding app.
- To dismiss just one notification in the list, drag it left or right. To dismiss all notifications and close the Notifications panel, tap ⊗.

If you have several notifications, scroll through the list screen to see them all.

You can change which notifications you want to receive in Security settings. See Choosing what notifications to show on the lock screen on page 40.

Notification LED

The notification LED shows a:

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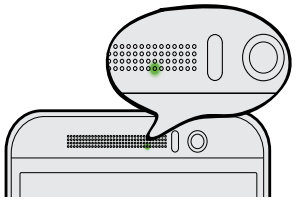

- Solid green light when HTC Phone is connected to the power adapter or a computer and the battery is fully charged.
- Flashing green light when you have a pending notification.
- Solid orange light when the battery is being charged.
- Flashing orange light when the battery level reaches very low.

Choosing when to flash the notification LED

You can change when to flash and which apps will flash the LED when there are new notifications.

1. With two fingers, swipe down from the top of the screen to open Quick Settings.

2. Tap ⚙ > **Sound & notification**.
3. Under Notification, tap **Flash notifications**. Choose whether to always flash the LED or flash it only when the screen is off.
4. Tap **App light notifications**. Choose which app notifications you want the LED to flash for.

In other apps, check their settings to find out if they have an option for flashing the LED.

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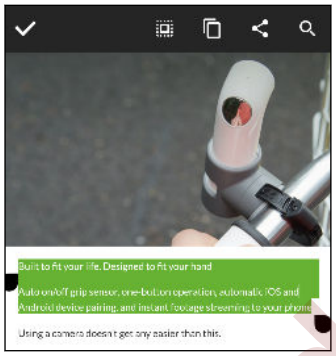
Working with text

Selecting, copying, and pasting text

In HTC apps such as Internet and Mail, you can select and copy text, and then paste or share it.

1. Press and hold on a word.
2. Drag the start and end anchors to highlight the surrounding text you want to select.



You can use the magnifier to zoom in while selecting your text. To turn on the magnifier, go to **Settings** > **Accessibility**, and then select the **Show magnifier** option. You'll see the magnifier when you press and hold one of the text selection anchors.

3. After you have selected the text you want to copy, tap .

   The selected text is then copied to the clipboard.
4. In a text entry field (for example while composing an email), press and hold at the point where you want to paste the text.
5. Tap .

To copy the address of a linked webpage in the Internet app, press and hold the link, and then tap **Copy link URL**.

Sharing text

1. After you have selected the text you want to share, tap .
2. Choose where to paste and share the selected text, such as in an email message or social network status update.

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The HTC Sense keyboard

Typing is fast and accurate with the HTC Sense keyboard.

- Word prediction also saves typing time. As you type, you'll see word suggestions that you can choose from. You can even add words, phrases, and shortcuts to the word prediction dictionary. See Entering text with word prediction on page 46.
- You can type words by just speaking. See Entering text by speaking on page 48.
- Turn on the Trace keyboard so you can type words by just sliding your finger from one letter to another. See Using the Trace keyboard on page 47.
- Just swipe right to access the numeric and symbol keyboard. Or swipe left to switch between languages.
- The keys have secondary numbers, punctuation symbols, or other characters that you can insert without having to switch to the numeric and symbol keyboard.

  For example, just press and hold a key on the first row to insert a number.
- Choose from a wide selection of emoji.
- Show or hide navigational arrow keys on the keyboard. If you enable the arrow keys in Settings, they'll only appear on the portrait keyboard.

Entering text

The onscreen keyboard becomes available when you tap a text field in an app.

Tap the keys on the onscreen keyboard to enter letters and numbers, as well as punctuation marks and symbols.

- Tap ⬆ to enter an uppercase letter. Tap twice to turn on caps lock.
- Press and hold keys with gray characters at the top to enter numbers, symbols, or accented letters. Some keys have multiple characters or accents associated with them.
- Swipe right to show number and symbol keys. To return to the main keyboard, swipe left.
- Press ⌄ to close the onscreen keyboard.

To open the keyboard settings, press and hold the comma key if you see ⚙ above the key. Or go to **Settings** > **Language & keyboard** > **HTC Sense Input**.

Selecting a keyboard layout

Choose a keyboard layout that suits your typing style.

1. Go to Settings, and then tap **Language & keyboard** > **HTC Sense Input**.
2. Tap **Keyboard selection** > **Keyboard types**.
3. Select the keyboard layout that you want to use.

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Choosing and switching between keyboard languages

If multiple keyboard languages are available on HTC Phone, you can choose which languages to enable in the onscreen keyboard.

1. Go to Settings, and then tap **Language & keyboard** > **HTC Sense Input**.
2. Tap **Keyboard selection**, and then choose the languages you want.

To change the keyboard language, do any of the following:

- Swipe left on the onscreen keyboard (not available if you're using trace keyboard).
- Tap the language key, for example, EN, until you see the keyboard language you want to use.
- Press and hold the language key, and then drag your finger to the keyboard language you want to use.

Entering text with word prediction

Ever started typing something you weren't sure how to spell? With word prediction, you'll see suggested words displayed just above the keyboard.

Word prediction and next word prediction are enabled by default.

To enter text in word prediction mode, do any of the following:

- Tap the space bar to insert a highlighted word in the suggestion list.
- Tap a word from the suggestion list.
- Tap the arrow next to the suggestion list to see more choices.

In some keyboard languages such as English and Spanish, if you've accidentally chosen a wrong word from the suggestion list, you can go back and change it by tapping the word and selecting another suggestion.

Setting a second language for word prediction

You can set the word prediction to be bilingual. As you type, you'll get word suggestions in the languages that you've selected.

This feature is available only for Latin-based languages.

1. Go to Settings, and then tap **Language & keyboard** > **HTC Sense Input**.
2. Tap **Keyboard selection** > **Bilingual prediction**, and then choose the language you want.

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Adding words and phrases to the dictionary

For certain keyboard languages such as English and Spanish, you can add frequently-used names, acronyms, and even phrases to the word prediction dictionary to easily find them in the suggestion list.

Type even faster when you create text shortcuts to words and phrases. For example, instead of typing the English phrase "`Talk to you later`", save a few keystrokes by adding the ttyl shortcut. In your message or email, just type "`ttyl`", and then tap the spacebar to enter the complete phrase.

This feature is available only for Latin-based languages.

1. Go to Settings, and then tap **Language & keyboard** > **HTC Sense Input**.
2. Tap **Personal dictionary** > **+**.
3. Enter a word or phrase, and then enter its text shortcut. Be sure to remember this shortcut, including the uppercase and lowercase letters you've typed.
4. Tap **OK**.

While you're entering text using the Standard keyboard layout, tapping a suggested word that's not in the dictionary (usually the first word shown in the suggestion list) automatically stores it.

Editing or deleting words and phrases in the dictionary

1. Go to Settings, and then tap **Language & keyboard** > **HTC Sense Input**.
2. Tap **Personal dictionary**.
   - To edit a word, phrase, or shortcut, tap the item in the list.
   - To delete items from the dictionary, tap ⋮ > **Delete**. Select the words you want to remove, and then tap **Delete**.

Using the Trace keyboard

Instead of tapping the keys on the onscreen keyboard, you can "trace" to type words.

This feature is available only for Latin-based languages.

1. Turn on the Trace keyboard in **Settings** > **Language & keyboard** > **HTC Sense Input**.
2. On the onscreen keyboard, slide your finger from one letter to the next to enter a word.

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3. Lift your finger when the word is completed.
4. If you want to continue entering text, slide your finger over the letters again to enter the next word.

If the word that appears after you traced isn't the one you want, you can:

- Tap a word from the suggestion list.
- Tap the arrow next to the suggestion list to see more choices.

Entering text by speaking

No time to type? Try speaking the words to enter them.

1. Tap an area where you want to enter text.
2. On the onscreen keyboard, press and hold .
3. When you see the animated microphone button and the words "Speak now", say the words you want to enter.

To set the voice input language, tap the language bar above the microphone button. You can choose one or more languages. Available languages may vary.

4. If a word doesn't match what you've spoken and it's underlined, tap the underlined word to delete it or to see more choices.
5. Enter punctuation marks by saying the name (for example, say "comma").

HTC Guide

Having hardware or connection problems?

Before calling for support, you can first use the HTC Help app to troubleshoot or perform diagnostics on your phone. This helps you in finding the problem cause, and in determining whether you can resolve the problem or you need to call for support.

To use the app, tap > **HTC Help**.

If HTC Help is not preinstalled on your phone, you can download it from Google Play.

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Personalizing

More ways to personalize

Making HTC Phone truly yours

Make HTC Phone look and sound just the way you want it.

- Choose a ringtone and other sounds that you like to use. See Ringtones, notification sounds, and alarms on page 49.
- Personalize your Home screen with a different wallpaper. See Home wallpaper on page 50.
- For the lock screen, you can use the same wallpaper as your Home screen or choose a different wallpaper. See Changing the lock screen wallpaper on page 41.
- Change the apps on the launch bar. See Launch bar on page 50.
- Populate your Home screen with widgets and shortcuts. See Adding Home screen widgets on page 50 and Adding Home screen shortcuts on page 51.
- Need another widget panel? See Adding or removing a widget panel on page 52.
- Set HTC BlinkFeed or a widget panel as your main Home screen. See Changing your main Home screen on page 53.
- Organize your apps. See Arranging apps on page 54.

Ringtones, notification sounds, and alarms

1. From the Home screen, tap > > **Settings** > **Personalize**.
2. Under Sound, choose different sounds for your ringtone, system notification, and alarm.

   Go to the Messages, Mail, and Calendar apps to choose sounds for new messages, email, and event reminders respectively.

Want alarms to ring louder but notifications to be more discreet? In Settings, tap **Sound & notification** > **Volumes** and set the volume levels for each sound type.

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Home wallpaper

Choose from the available wallpapers, or use any photo you've taken with the camera.

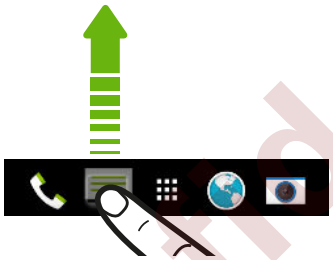
1. Press and hold an empty space on a widget panel.
2. In the pop-up menu, tap **Home screen wallpaper**.
3. Choose from where you want to select a wallpaper.

   To use a photo you captured with the camera, tap **Gallery**, choose and crop a photo, and then tap **Done**.

Launch bar

The launch bar gives you one-touch access to commonly used apps (and other shortcuts). You can replace the apps on the launch bar with the ones you often use.

1. Press and hold the app you want to replace, and then drag it out to .



2. Tap to go to the Apps screen.
3. Press and hold an app, and then drag it to the empty slot on the launch bar.

- You can also group apps on the launch bar into a folder. See Grouping apps on the widget panel and launch bar on page 54.
- The apps (or other shortcuts) on the lock screen are the same as the ones on the launch bar.

Adding Home screen widgets

Widgets make at-a-glance important information and media content easily available. Choose from a selection of widgets and add the most useful ones to your Home screen.

1. Press and hold an empty space on a widget panel.
2. In the pop-menu, tap **Add apps and widgets**.
3. Tap > **Widgets**.

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4. Scroll through the widgets, or tap Search to search for a specific widget.

   Some widgets are available in different styles and sizes.

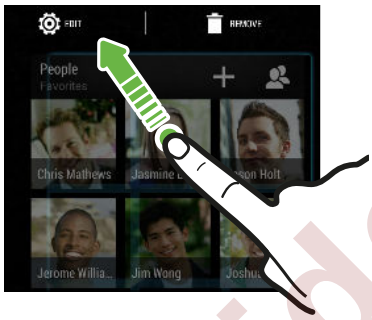
5. Press and hold and then drag the widget to a widget panel you want to add it to.

You can also add widgets that allow you to quickly switch on or off certain settings such as Wi-Fi and Bluetooth.

Changing the settings of a widget

You can modify basic settings of some widgets (for example, the People widget).

1. Press and hold a widget on your Home screen, and then drag it to Settings.



2. Customize the widget settings.

Resizing a widget

Some widgets can be resized after you've added them to your Home screen.

1. Press and hold a widget on the Home screen, and then release your finger. If a border appears, that means the widget is resizable.
2. Drag the sides of the border to enlarge or shrink the widget size.

Adding Home screen shortcuts

Place apps you often use on any widget panel of your Home screen. You can also add shortcuts to frequently used settings, bookmarked webpages, and more.

1. Press and hold an empty space on a widget panel.
2. In the pop-up menu, tap **Add apps and widgets**.
3. Tap ▼ > **Apps** or **Shortcuts**.
4. Scroll through the apps or shortcuts, or tap Search to search for one.
5. Press and hold and then drag an app or a shortcut to a widget panel you want to add it to.

Tip: To add an app from the Apps screen, press and hold the app, and then drag it to a widget panel.

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Editing Home screen panels

Adding or removing a widget panel

- You won't be able to add a new widget panel if you've already reached the maximum limit.
- HTC BlinkFeed always appears as the first panel (if it's not removed). A widget panel cannot be added before HTC BlinkFeed.

1. Press and hold an empty space on a widget panel.
2. In the pop-up menu, tap **Manage home screen pages**.
3. To add a new widget panel, swipe left until you see the + icon, and then tap it.
4. To remove a widget panel, swipe left or right until you see the panel, and then tap **Remove**.
5. When done, press ⮌.

Arranging widget panels

A widget panel cannot be moved and inserted before HTC BlinkFeed.

1. On HTC BlinkFeed or any widget panel, slide two fingers together to customize the Home screen.
2. Press and hold a widget panel thumbnail, and then drag it left or right to the position that you want.
3. When you're done arranging widget panels, press ⮌.

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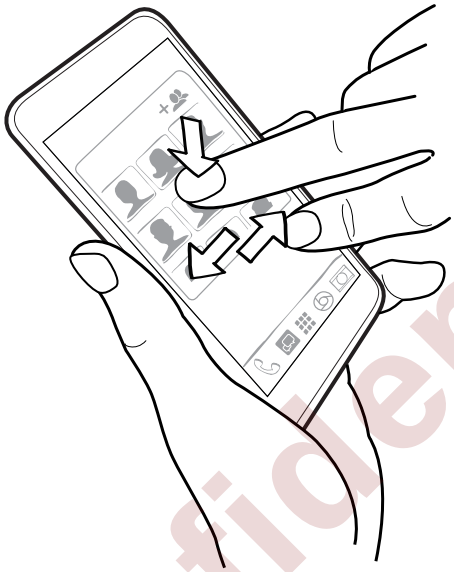
Moving a widget or icon

You can easily move a widget or icon from one widget panel to another.

1. Press and hold the widget or icon with one finger.
2. With another finger, flick left or right to rotate the screen to another widget panel.



3. Release the widget or icon.

Removing a widget or icon

1. Press and hold the widget or icon you want to remove, and then drag it to .
2. When the widget or icon turns red, lift your finger.

Changing your main Home screen

Set HTC BlinkFeed or a widget panel as your main Home screen.

1. Press and hold an empty space on a widget panel.
2. In the pop-up menu, tap **Manage home screen pages**.
3. Swipe left or right until you see the panel that you want to use as your main Home screen.
4. Tap **Set as home**.
5. Press .

Pressing from an app will first return you to the last panel you were in. Just press again to go to your main Home screen.

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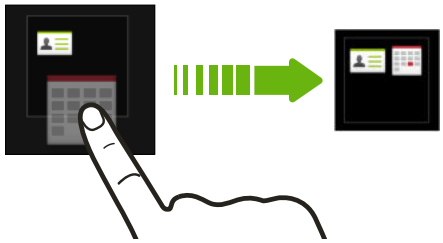
Grouping apps on the widget panel and launch bar

1. Press and hold an app, and then drag it over to another app to automatically create a folder.



2. Tap the folder to open it.
3. Tap the folder window's title bar, and then enter a new folder name.
4. Add more apps into the folder. Tap +, select your apps, and then tap **Done**.

You can also add shortcuts to settings or information to a folder. Add a shortcut first to a widget panel, and then drag it over to the folder.

Removing items from a folder

1. On the launch bar or widget panel, tap a folder to open it.
2. Press and hold an app or shortcut in the folder, and then drag it out to .

Arranging apps

On the Apps screen, you can rearrange the apps and change the layout.

1. From HTC BlinkFeed or any widget panel, tap .
2. Tap , and then choose how to arrange apps, such as alphabetically.

   If you want to group apps into folders or rearrange them, select **Custom**.
3. Tap > **Grid size** to choose whether to display more or fewer apps per page.

Moving apps and folders

1. On the Apps screen, tap > **Custom**.
2. Tap > **Rearrange apps**.
3. Press and hold an app or folder, and then do one of the following:
   - Drag the app or folder to another position on the same page. Wait until you see the occupying icon move away before releasing your finger.
   - Drag the app or folder to the or arrow to move it to another page.
4. When you're done moving apps and folders, tap .

Grouping apps into a folder

1. On the Apps screen, tap > **Custom**.
2. Tap > **Rearrange apps**.

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3. Press and hold an app, and then drag it over to another app to automatically create a folder.
4. To add more apps, drag each app over to the folder.
5. To name the folder, open the folder, tap its title bar, and then enter a folder name.
6. When done, tap ✓.

Removing apps from a folder

1. On the Apps screen, tap ▼ > **Custom**.
2. Tap ⋮ > **Rearrange apps**.
3. Tap the folder to open it.
4. Press and hold an app, and then drag it out to the Apps screen. Wait until you see the occupying icon move away before releasing your finger.
5. When you're done removing apps, tap ✓.

Hiding or unhiding apps

1. On the Apps screen, tap ⋮ > **Hide/Unhide apps**.
2. Select the apps you want to hide, or clear their check boxes to unhide them.
3. Tap **Done**.

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Video chat and phone calls

Video chat

Face Tracking

While doing a video chat using a third-party video chat app, Face Tracking focuses on your face and others around you, and tracks faces that are within the camera's angle of view. Face Tracking can track a maximum of 4 faces.

1. Open your video chat app, and then tap to open the menu.

2. Tap to turn on Face Tracking. As other people around you enter the front camera's field of vision, each person will appear in a window on the video chat screen. Your camera will zoom in or out to keep the faces in focus when you move.

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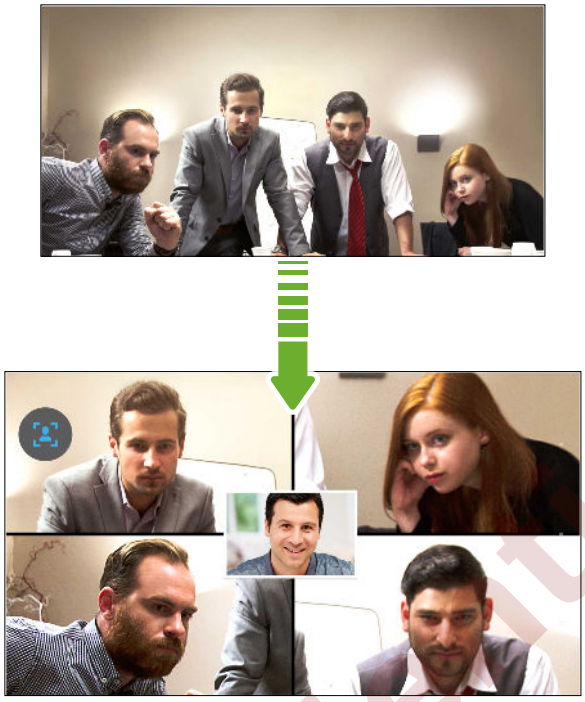

3. Drag the mini-window anywhere you want.
4. Depending on the video chat app, you can single or double-tap the mini-window to switch screens with the called participant.
5. Tap again to turn off Face Tracking.

Sharing your phone screen

Want to show off some pics or teach your friend how to use a phone feature? Screen Share allows you to show your phone screen to the person you're video chatting with. You need a third-party video chat app to use Screen Share.

1. On the video chat screen, tap > to activate Screen Share.
2. On your phone, go to the screen you want to share and then tap . You can go to any screen on your phone and the person you're chatting with will see it.
3. While sharing your screen, you can:
   - Tap [INSERT ICON] to draw. Trace your finger across the screen to call out important parts.
   - Tap to pause screen sharing.
   - Tap to stop screen sharing.

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Phone calls

Making a call with Smart dial

You can either dial a number directly, or use Smart dial to quickly place a call. Smart dial searches and calls a stored/synced contact or a number from your call history.

1. From the Home screen, tap > > Phone.
2. Enter the phone number or first few letters of the contact's name to see the top matching contact.
3. If there are a number of matches found (for example, 8 matches), tap the number to see all the matches.
4. Tap the contact you want to call.

- To check other phone numbers associated with the contact, tap beside the contact name.
- If the phone number has an extension, tap after connecting to the main line and then dial the extension number.

Dialing an extension number

To skip voice prompts when dialing an extension number, do one of the following:

- After dialing the main number, press and hold * . A comma (,) is added to the number you are dialing. Enter the extension number, and then tap the call button. You will be connected to the mainline and then to the extension number.
- After dialing the main number, press and hold # to add a semicolon (;). Enter the extension number after the semicolon , and then tap the call button. After connecting to the main line, tap Send to dial the extension number.

You can save phone numbers with an extension in the People app.

Returning a missed call

You'll see the missed call icon in the status bar when you miss a call.

1. Slide the Notifications panel open to check who the caller is.
2. To return the call, tap Call back.

If you have multiple missed calls, tap the missed calls notification to open the Call History tab.

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Speed dial

Use Speed dial to call a phone number with a single tap.

1. From the Home screen, tap > > **Phone**.
2. Tap > **Speed dial** > . You can also press and hold an unassigned key on the dialpad, and then tap **Yes**.
3. Select a contact from the list.
4. On the Speed dial screen, choose the phone number of the contact to use, and a speed dial key to assign.
5. Tap **Save**.

To use Speed dial, press and hold the speed dial number you want to call.

Calling a number in a message, email, or calendar event

When you receive a text message, email, or calendar event that has a phone number in it, you can just tap the number to place a call.

Making an emergency call

In some regions, you can make emergency calls from HTC Phone even if the nano SIM card has been blocked or if you don't have one installed.

If you don't have a network signal, you won't be able to make an emergency call.

1. From the Home screen, tap > > **Phone**.
2. Dial the emergency number for your locale, and then tap **Call**.

If you've enabled but forgotten your lock password or lock pattern, you can still make emergency calls by tapping **Emergency call** on the screen.

Receiving calls

When you receive a phone call from a contact, the Incoming call screen appears.

HTC Phone will automatically adjust the ringtone volume when you use the polite ringer and pocket mode features.

Answering or rejecting a call

Do one of the following:

- Tap **Answer** or **Decline**.
- If you've set up a lock screen, drag or upwards.
- Press the POWER button twice to reject a call.

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Muting the ringing sound without rejecting the call

Do one of the following:

- Press the VOLUME DOWN or VOLUME UP button.
- Press the POWER button.
- Place HTC Phone face down on a level surface.

If **Flip to mute** option in **Sound & notification** settings is set to **Mute once**, HTC Phone will still ring when there are subsequent incoming calls.

What can I do during a call?

When a call is in progress, you can turn the speakerphone on, place the call on hold, and more.

Putting a call on hold

To put the call on hold, tap > **Hold**. The status bar then displays the hold call icon .

To resume the call, tap > **Unhold**.

Switching between calls

If you're already in a call and you accept another call, you can switch between the two calls.

1. When you receive another call, tap **Answer** to accept the second call and put the first call on hold.
2. To switch between the calls, tap the person you want to talk to on the screen.

Turning the speakerphone on or off during a call

To decrease potential damage to your hearing, do not hold HTC Phone to your ear when the speakerphone is on.

- On the call screen, tap . The speakerphone icon appears in the status bar.
- To turn the speakerphone off, tap .

Muting the microphone during a call

On the call screen, tap to toggle between turning the microphone on or off. When the microphone is turned off, the mute icon appears in the status bar.

Ending a call

Do one of the following to end the call:

- On the call screen, tap **End Call**.
- Slide the Notifications panel open, then tap **End Call**.

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Setting up a conference call

Conference calling with your friends, family, or co-workers is easy. Make or accept a call, and then simply dial each subsequent call to add it to the conference.

Make sure that you have conference calling service activated. Contact your mobile operator for details.

1. Make a call to the first conference call participant.
2. When connected, tap > **Add call**, and then dial the number of the second participant. The first participant is put on hold.
3. When connected to the second participant, tap .
4. To add another participant, tap , and then dial the number of the contact.
5. When connected, tap to add the participant to the conference call. Tap to access options such as ending the call with a participant.
6. To end the conference call, tap **End Call**.

Call History

Use Call History to check missed calls, your dialed numbers, and received calls.

1. From the Home screen, tap > > **Phone**.
2. Swipe to view the Call History tab.
3. Do one of the following:
   - Tap a name or number in the list to call.
   - Press and hold a name or number in the list to display the options menu.
   - Tap to display just a particular type of call such as missed calls or outgoing calls.

Adding a new phone number to your contacts from Call History

1. On the Call History tab, tap next to the new phone number.
2. Choose whether to create a new contact or save the number to an existing contact.

Clearing the Call History list

1. On the Call History tab, tap > **Remove call history**.
2. Select the items you want to delete, or tap > **Select all**.
3. Tap **Delete**.

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Blocking a caller

When you block a phone number or a contact, all calls from the phone number or contact will be declined automatically.

On the Call History tab, press and hold the contact or phone number you want to block, and then tap **Block contact**.

You can always remove a caller from your blocked list. On the Call History tab, tap > **Blocked contacts**. Press and hold a contact, and then tap **Unblock contacts**.

Switching between silent, vibrate, and normal modes

Do one of the following:

- To change from silent to normal mode, press the VOLUME UP button.
- To change from vibrate to normal mode, press the VOLUME UP button twice.
- Go to Settings, and then tap **Sound & notification** > **Sound profile**.

Home dialing

When you're on a trip abroad, it's easy to dial friends and family from home.

Your home country code is automatically added when you call your contacts while roaming. But when manually entering a phone number to call, you need to enter a plus (+) sign and country code before the number.

Using a roaming service may incur additional charges. Check with your mobile operator for rates before using a roaming service.

Changing the default country code for Home dialing

1. From the Home screen, tap > > **Settings** > **Call**.
2. Tap **Home dialing settings**.
3. Select a country, and then tap **OK**.

Turning off Home dialing

If you prefer to manually enter complete phone numbers to call while roaming, you can turn off Home dialing.

1. From the Home screen, tap > > **Settings** > **Call**.
2. Clear the **Home dialing** option.

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Messages

Sending a text message (SMS)

1. From the Home screen, tap > > Messages.
2. Tap .
3. Enter a contact name or mobile number in the To field.
4. Tap the area that says Add text, and then enter your message.
5. Tap , or press to save the message as a draft.

- There is a limit on the number of characters for a single text message (displayed above). If you exceed the limit, your text message will be delivered as one but will be billed as more than one message.
- Your text message automatically becomes a multimedia message if you enter an email address as the recipient, attach an item, or compose a very long message.

Sending a multimedia message (MMS)

Before attaching and sending a high-resolution video, compress it first so that the file size doesn't exceed the message size limit.

1. From the Home screen, tap > > Messages.
2. Tap .
3. Enter a contact name, mobile number, or email address in the To field.
4. Tap the area that says Add text, and then enter your message.
5. Tap , and then choose an attachment type.
6. Select or browse for the item to attach.
7. After adding an attachment, tap to see options for replacing, viewing or removing your attachment.
8. Tap , or press to save the message as a draft.

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Sending a group message

Group messaging makes it easy to send a message to multiple contacts all at once. You can choose to send a group SMS or group MMS.

Group MMS may incur extra data fees.

1. From the Home screen, tap > > **Messages**.
2. Tap .
3. Tap , and then select multiple recipients.
4. To send a group SMS, make sure that **Send as individual messages** is selected. Clear this option to send your message as a group MMS.

Group SMS	Your message will be sent to the recipients as a text message and you will be charged by your mobile operator for each message sent. Replies of your recipients are sorted separately.
Group MMS	Similar to a group chat, sending a group MMS lets your recipients join the conversation you've started. HTC Phone also organizes message replies in a single conversation thread. If this is your first time to send a group MMS, you may need to enter your mobile phone number.

5. Tap the area that says **Add text**, then enter your message.
6. Tap .

Resuming a draft message

If you switch to another app or if you receive an incoming call while composing a text message, the message is automatically saved as a draft.

1. From the Home screen, tap > > **Messages**.
2. Tap a draft message, and then edit the message.

To see all draft messages in one place, tap , and then tap **Filter** > **Drafts**.

3. Tap .

Replying to a message

1. From the Home screen, tap > > **Messages**.
2. Tap a contact (or phone number) to display the exchange of messages with that contact.

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3. Tap the area that says **Add text**, and then enter your message.
4. Tap .

Replying to a contact's other phone number

When a contact has multiple phone numbers stored on HTC Phone, you can select which phone number to reply to.

Keep in mind that if you don't select another number, your response will be sent to the phone number that your contact used to send the last message.

1. While viewing the exchange of messages with a contact, tap and select which phone number you want to reply to.
2. Tap the area that says **Add text**, then enter your reply message.
3. Tap .

Forwarding a message

1. From the Home screen, tap > > **Messages**.
2. Tap a contact (or phone number) to view the exchange of messages with that contact.
3. Tap a message, and then tap **Forward**.

Moving messages to the secure box

You can move private messages to the secure box. You will need to enter a password to read these messages.

- The secure box does not encrypt messages.
- Messages stored on a nano SIM card cannot be moved to the secure box.

1. From the Home screen, tap > > **Messages**.
2. Tap a contact (or phone number) to display the exchange of messages with that contact.

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3. Tap ⋮ > **Move to secure box**.
4. Select the messages, and then tap **Move**.

To move all the messages from a contact, on the Messages screen, press and hold the contact and tap **Move to secure box**.

- To read messages in the secure box, on the Messages screen, tap ▼ > **Secure**. If it is your first time to use the secure box, set a password.
- To remove messages or contacts from the secure box, press and hold the contact (or phone number) and tap **Move to general box**.

Blocking unwanted messages

Declutter your Messages screen by moving spam messages from contacts to the block box. If you have blocked a contact, that contact's text or picture messages will also be in the block box.

- Open the Messages app, press and hold a contact (or phone number) and tap **Block contact**.
- To block multiple contacts, tap ⋮ > **Block contacts**, select the contacts, and tap **Block**.

When the contact sends you messages, you will not see them in the Messages screen or receive notifications and calls.

To read messages in the block box, on the Messages screen, tap ▼ > **Block**.

- To remove messages or contacts from the block box, press and hold the contact (or phone number) and tap **Unblock**.
- To completely discard future messages from blocked contacts, clear the **Save block message** option in the Messages settings.

Copying a text message to the nano SIM card

1. From the Home screen, tap ⋮⋮⋮ > 🔍 > **Messages**.
2. Tap a contact (or phone number) to display the exchange of messages with that contact.
3. Tap the message, and then tap **Copy to SIM**. The SIM icon is displayed.

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Deleting messages and conversations

Open the Messages app and do any of the following:

Delete a message	Open the conversation thread with a contact, tap the message, and then tap **Delete message**. To delete multiple messages within a conversation, tap ⋮ > **Delete messages** > **Delete by selection**, and then select the messages to delete.
Delete a conversation	Press and hold a contact (or phone number), and then tap **Delete**. To delete multiple conversations, tap ⋮ > **Delete threads**, and then select the conversations to delete.

In the Messages settings, tap **General** > **Delete old messages** to auto delete old messages.

Preventing a message from being deleted

You can lock a message to prevent it from being deleted even if you delete the other messages in the conversation.

1. Open the Messages app.
2. Tap a contact (or phone number) to display the exchange of messages with that contact.
3. Tap the message that you want to lock.
4. Tap **Lock message** on the options menu. A lock icon is displayed.

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Entertainment

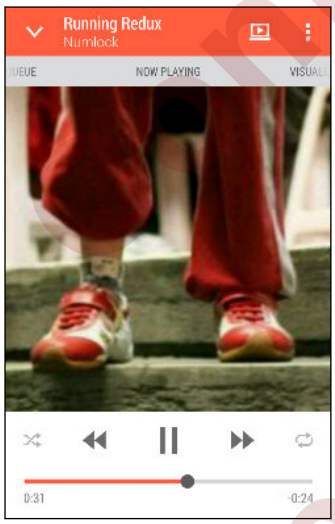
HTC Music

Listening to music

Enjoy your favorite songs on HTC Phone using the Music app.

When you open the Music app for the first time, you'll be asked if you would like to automatically download related content, such as album covers and artist photos, to HTC Phone.

1. From the Home screen, tap > > Music.
2. Swipe to the different tabs to browse by category.
3. Tap a song to play.
4. Tap the onscreen icons to control music playback, repeat songs, and more.



	Press and drag your finger across the progress bar to jump to any part of the song.
	Turn shuffle on or off. (Shuffle is off when button is gray.)
	Cycle through the repeat modes: repeat all songs, repeat current song, and don't repeat.
	Play your music on a DLNA® compliant TV or audio system, HTC Media Link HD, or stereo Bluetooth device.
	Minimize the Now playing screen to continue browsing your music collection.

When you're listening to music and the screen display turns off, press POWER to turn the screen back on and control the music playback directly on the Lock screen.

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Music playlists

Personalize your music experience by creating music playlists. Make a playlist containing just your favorite songs or create one to match your mood for the day. You can make as many playlists as you like.

1. From the Home screen, tap > > Music.
2. Swipe to the Playlists tab.
3. Tap , and then enter a playlist name.
4. To add songs, tap beside the title text box, browse your music collection, and then tap a song to add.

   Repeat this step to add more songs.
5. You can also:

Rearrange songs	Press and hold next to the song title you want to move, and then drag it to its new position.
Delete songs	Select the songs you want to remove from the playlist.
Change playlist name	Type the new name of the playlist in the title text box.

6. Tap Save.

You'll find newly created playlists on the Music app's Playlists tab.

To edit or delete a playlist you've created, from the Playlists tab, tap a playlist to open it, and then tap > Edit playlist or Delete.

Adding a song to the queue

While playing a song, you can also browse other tracks stored on HTC Phone. Add a song or an album to the queue so it plays when the current playlist has finished playing.

1. While a song is playing, browse for other tracks.
2. Do any of the following:
   - Browse for the album or playlist that you want, press and hold it, and then tap Add to queue.
   - Browse for an artist or song, and then tap > Add to queue.

The songs you've added appear on the Queue tab.

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Updating album covers and artist photos

To save on data usage, you might want to connect to a Wi-Fi network when updating your album covers and artist photos. In Music settings, select **Wi-Fi only**.

1. From the Home screen, tap > > **Music**.
2. Swipe to the Artists or Albums tab.
3. Tap > **Update artist photos** or **Update album art**.

If you want HTC Phone to automatically check and update your music collection, tap on the Music app's main screen, and then tap **Settings**. Select **Album art** and **Artist photos**.

Setting a song as a ringtone

Pick a song from your Music library and set it as your ringtone or as ringtone for a favorite contact.

1. From the Home screen, tap > > **Music**.
2. Play the song that you want to set as a ringtone.
3. Tap > **Set as ringtone**.
4. Tap **Phone ringtone** or **Contact ringtone**.

   If you select **Contact ringtone**, choose the contacts you want to associate the ringtone with.

Trimming an MP3 ringtone

Use the Music app's ringtone trimmer if you want to set only a part of the song as ringtone.

1. When you find the song that you want, tap > **Set as ringtone** > **Trim the ringtone**.
2. Drag the trim sliders to the part where you want the ringtone to begin and end.

   For a more precise trimming, tap the left or right arrow buttons. Time markers indicate where you are on the song.
3. When you're done trimming, tap **Set as**.
4. Choose whether to set your trimmed song as your **Phone ringtone** or **Contact ringtone**.

You can see your new ringtone in the phone settings. Go to **Settings** > **Sound & notification** > **Ringtone**.

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Viewing song lyrics

Love a song so much that you want to sing along? HTC Phone gives your music an extra kick with song lyrics and cool music visualizations.

To save on data usage, connect to a Wi-Fi network when downloading lyrics. In Music settings, select **Wi-Fi only**.

1. From the Home screen, tap > > **Music**.
2. Browse to the song you want to play and tap it.
3. Swipe to the Visualizer tab to view the lyrics. Song lyrics appear onscreen if content has been successfully downloaded.

Want a different visual for your music? Tap > **Scene** and select a scene. If you want the scene to change for every song, select **Random**.

4. Tap the screen to display the lyrics in full screen.
5. To jump to another part of the song, tap the screen to make the progress bar appear. Press and drag your finger across the progress bar, or press and hold or .

Not all languages are supported.

Finding music videos on YouTube

It's easy to find music videos of the song you're listening to on YouTube.

On the Now playing screen, tap > **Search** > **YouTube**.

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FM Radio

Listening to FM Radio

Listen to your favorite radio stations using the FM Radio app.

You need to connect a headset first to the audio jack of HTC Phone to use FM Radio. FM Radio uses the stereo headset as the FM radio antenna.

1. From the Home screen, tap > > **FM Radio**.
2. Tap .

   The first time you open FM Radio, it scans for local FM stations that you can listen to.
3. While you're listening to an FM station, you can:
   - Tap or to go to the next or previous station.
   - Drag the slider to tune in to a frequency on the FM band. To fine tune the radio frequency, tap or .
   - Tap to mark a radio station as a favorite. To see your other favorites and preset stations, tap .
4. To turn off FM Radio, tap .

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Power and storage management

Battery

Displaying the battery percentage

You can check the percentage of remaining battery power right from the status bar.

1. From the Home screen, tap > > Settings > Power.
2. Select Show battery level.

Checking battery usage

See a ranking list of apps that are using the battery. You can also see how much and how long the battery has been used for each app.

1. From the Home screen, tap > > Settings > Power.
2. Tap Battery usage, and then tap an app to check how it's using the battery. You'll see how much battery power is used by resources such as the CPU for the app and other use details.

If you see buttons while viewing an app's battery use details, you can tap them to adjust settings that affect battery usage, stop the app, and more.

Checking battery history

Check how long you've been using HTC Phone since the last charge. You can also see a chart that shows how long the screen has been on, and how long you've been using connections like the mobile network or Wi-Fi.

1. From the Home screen, tap > > Settings > Power.
2. Tap History.
3. If you've used HTC Phone for a long time since the last charge, swipe left or right to scale the graph that details battery usage over time.

   You can also slide two fingers together or apart to scale the graph.

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Using power saver mode

Power saver mode helps to increase battery life. It reduces the usage of phone features that drain the battery such as the display and data connection.

1. From the Home screen, tap > > Settings > Power.
2. Tap the Power saver On/Off switch to turn power saver mode on or off.

   If you want to choose which phone features to conserve power for, tap Power saver.

If power saver mode's Data connection option is selected, HTC Phone automatically disconnects from the mobile network after 15 minutes when the screen is off and the data connection is idle (no download activity, streaming, or data usage). It reconnects and then disconnects periodically when the data connection is idle to save battery power.

Keep in mind though that the Sleep mode option for the data connection in Settings > Power, when enabled, overrides power saver mode.

Extreme power saving mode

In times when you don't need to use much of your phone, turn Extreme power saving mode on to extend battery life longer. In this mode, standby time can last longer than usual, and you can only use the most basic functions such as phone calls, text messaging, and email.

1. From the Home screen, tap > > Settings > Power.
2. Tap the Extreme power saving mode On/Off switch to turn extreme power saving mode on or off.

   If you want to set when to automatically switch this mode on, tap Extreme power saving mode and select a battery level.

Tips for extending battery life

How long the battery can last before it needs recharging depends on how you use HTC Phone. HTC Phone power management helps to increase battery life.

If you like more control by tweaking settings on your own, try out some of these battery saving tips.

Check your battery usage

Monitoring your battery usage helps you identify what's using the most power so you can choose what to do about it. For details, see Checking battery usage on page 73.

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Manage your connections

- Turn off wireless connections such as mobile data, Wi-Fi, or Bluetooth when not in use.
- Turn GPS on only when a precise location is needed, such as while using navigation or location-based apps. See Turning location services on or off on page 141.
- If the **Sleep mode** option in **Settings > Power** is enabled, at low peak times, your phone will turn off the data connection after the screen has been off for 15 minutes and there's no network activity (no downloads, streaming, or data usage). The data connection resumes when you switch the screen back on.
- Turn on Airplane mode when you don't need any wireless connections and you don't want to receive calls or messages.

Manage your display

Lowering the brightness, letting the display sleep when not in use, and keeping it simple helps save battery power.

- Use automatic brightness (the default), or manually lower the brightness.
- Set the screen timeout to a shorter time.
- Don't use a live wallpaper for your Home screen. Animation effects are nice to show off to other people but they drain your battery.

  Changing your wallpaper to a plain, black background can also help a little. The less color is displayed, the less battery is used.

For more details, see Settings and security on page 141 and Personalizing on page 49.

Manage your apps

- Install the latest software and application updates. Updates sometimes include battery performance improvements.
- Uninstall or disable apps that you never use.

  Many apps run processes or sync data in the background even when you're not using them. If there are apps that you don't need anymore, uninstall them.

  If an app came preloaded and can't be uninstalled, disabling the app can still prevent it from continuously running or syncing data. See Disabling an app on page 146.

Limit background data and sync

Background data and sync can use a lot of battery power if you have many apps syncing data in the background. It's recommended not to let apps sync data too often. Determine which apps can be set with longer sync times, or sync manually.

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- In Settings, tap **Accounts & sync** and check what types of data are being synced in your online accounts. When the battery is starting to run low, temporarily disable syncing some data.
- If you have many email accounts, consider prolonging the sync time of some accounts.

  In the Mail app, select an account, tap ⋮ > **Settings** > **Sync, Send & Receive**, and then adjust the settings under Sync schedule.
- When you're not traveling from one place to another, sync weather updates of only your current location, rather than in all of your named cities. Open the Weather app, and then tap ⋮ to edit and remove unneeded cities.
- Choose widgets wisely.

  Some widgets constantly sync data. Consider removing the ones that are not important from your Home screen.
- In Play Store, tap ☰ > **Settings**, and then clear **Add icon to Home screen** to avoid automatically adding Home screen app shortcuts whenever you've installed new apps. Also tap **Auto-update apps** > **Do not auto-update apps** if you're fine with updating apps from Play Store manually.

Other tips

To squeeze in a little bit more battery power, try these tips:

- Tone down the ringtone and media volume.
- Minimize the use of vibration or sound feedback. In Settings, tap **Sound & notification** and choose which ones you don't need and can disable.
- Check your apps' settings as you may find more options to optimize the battery.

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Phone storage

Types of storage

Want to know what types of storage you can use for your apps, data, and files?

HTC Phone has these storage types:

Phone storage	This storage combines both the internal storage, where apps, email, data, and text messages are stored, and the file storage, where photos, videos, and music files are kept. If you are running out of phone storage, see Making more storage space on page 78 for some tips on how to free up space.
Storage card	Use a storage card for storing more files. You can also set some apps to store data or files directly to the card.
USB storage	When you plug in an external USB storage device (such as a USB flash drive or an SD card reader), you can view photos and videos stored on the device right from Gallery and play songs stored on the device in Music. You can also open PDFs and edit Office documents. You need a special cable to connect HTC Phone and a USB storage device. HTC Phone supports USB storage devices (except portable hard drives) up to 64 GB.

- Moving apps to the storage card doesn't back up the apps. If you do a factory reset, your phone loses the apps. You'll need to reinstall them.
- When you remove the storage card and insert it in another phone, the apps on the storage card won't be installed automatically to the other phone. You'll need to reinstall them.

Copying files to or from HTC Phone

You can copy your music, photos, and other files to HTC Phone.

Save and close your files before copying them from your computer to HTC Phone, or vice versa.

1. Connect HTC Phone to the computer using the supplied USB cable. You'll see options for viewing or importing files on the computer screen.
2. Choose to view files.
3. Copy the files from your computer to HTC Phone, or vice versa.
4. After copying the files, disconnect HTC Phone from the computer.

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Making more storage space

As you use HTC Phone, you'll accumulate data and fill its storage capacity over time. Here are some tips on how to increase storage space.

Run the storage wizard

Free up space in the storage by uninstalling apps and deleting files you no longer want to keep. In Settings, tap **Storage** > **Make more space**.

Manage photos and videos

- After taking continuous camera shots, keep only the best shot. Discard the rest, if you don't need them.
- After editing a photo or trimming a video, the original file is kept. Delete original files or move them elsewhere, such as to your computer.
- If you're only sending videos through MMS, use a lower resolution. Hi-res video takes up more space. In Camera settings, tap **Video Quality** to change the resolution.

Remove unused themes

Themes can quickly consume up storage space because themes can include images, sounds and icons. Remove themes you're not using. See .

Back up data and files

Keep only the most recent data in your apps and files that you often need to use. You can back up your other data and files. For some tips, see Ways of backing up files, data, and settings on page 86.

Disable some apps

See Disabling an app on page 146.

Move some apps to the storage card

Some third-party apps can be moved from the phone storage to the storage card. Go to **Settings** > **Apps** > **On SD card** to see which apps can be moved. To move, tap an app, and then tap **Move**.

- Moving apps to the storage card doesn't back up the apps. If you do a factory reset, your phone loses the apps. You'll need to reinstall them.
- When you remove the storage card and insert it in another phone, the apps on the storage card won't be installed automatically to the other phone. You'll need to reinstall them.

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File Manager

About File Manager

Use the File Manager app to browse and organize your files and folders on your phone storage and storage card.

You can also browse for files and folders on your external USB storage device when you have it connected to your phone. For details, see Types of storage on page 77.

Switching between storage types

1. From the Home screen, tap > > **File Manager**.
2. Swipe left or right to switch to a file storage where you want to browse or organize your files.

Searching for files

1. In File Manager, tap .
2. In the search box, enter a few characters of the filename. Matching filenames from the root and subfolders are then displayed.
3. Tap a file to open it.

Sorting your files

1. In File Manager, tap > **Sort**.
2. Choose how you want to sort your files and folders.

Copying or moving files

1. In File Manager, browse for the file or folder.
2. Select items to copy or move.
3. Tap **Copy** or **Move to**.
4. Press , and then browse for the folder where you want to copy or move the files.

   Or tap > **Create folder** to create a new folder.
5. Tap **Paste**.

Favoriting files

1. In File Manager, browse for the file or folder.
2. Select items to favorite.
3. Tap .

To remove an item from the Favorites tab, select the item and tap **Remove from favorites**.

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Deleting files or folders

1. In File Manager, browse for the file or folder.
2. Select items to delete.
3. Tap **Delete**.

Google Drive

Using Google Drive on HTC Phone

Store your photos, documents, and other files on Google Drive to access them on HTC Phone, your computer, and your other mobile devices.

On HTC Phone, just use your Google Account to sign in to your Google Drive storage. You can then:

- Use Gallery to upload your captured photos to Google Drive.
- Share a link to your Google Drive files by email.
- View and edit Office documents that are stored in Google Drive. After creating new Office documents, you can also save them to Google Drive.
- View PDFs that are stored in Google Drive. You can also export Office documents as PDFs to Google Drive.
- Check your available Google Drive storage space in Settings.
- Back up HTC Phone to Google Drive, so you can easily restore your backup to another HTC phone next time.
- Use the Google Drive app to manage your online storage.

Uploading files requires you have the Drive app installed on HTC Phone. If this app is not preloaded, you can download and install it from Google Play.

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Activating your free Google Drive storage

Use up to 115GB of free Google Drive storage. In addition to the default storage that you get from Google Drive, HTC Phone features an additional 100GB of online storage free for two years. Sign in to your Google Account on HTC Phone—and not from your computer or other non-HTC phones—to claim this offer.

1. From the Home screen, tap > > **Drive**.
2. If this is your first time to open the Drive app, walk through the product tour until you see the additional storage offer.

   If you've opened this app before and currently don't see the screen for redeeming the offer, tap > **Product Tour** to walk through the product tour.
3. On the screen that shows the additional storage offer, tap **Redeem**.

   Or to claim the offer at a later time, tap **Offer Details** and check up to when you can redeem the offer.

- If the Drive app is not preloaded on your phone, download it from Google Play.
- Additional terms and requirements may apply, including a subscription fee, after your two-year trial expires. For details, refer to the terms and conditions on the Google Drive support site at support.google.com/drive/?p=drive_offers_htc.
- The Drive app is owned by Google and is not provided by or associated with HTC Corporation.

Checking your Google Drive storage space

In Settings, you can check your available Google Drive storage space.

Before your Google Drive storage info appears in Settings, you need to access your Google Drive from an HTC app first. For example, use the Mail app to share a link to your Google Drive file.

From the Home screen, tap > > **Settings** > **Storage**. Under Online storage, you'll see your Google Drive storage space.

You can also check your online storage space in the Drive app. Tap , and you'll see your storage space on the slideout menu.

From time to time, check back on how much online storage space you still have before you upload more content.

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Uploading your photos and videos to Google Drive

Use Gallery to upload your photos and videos to Google Drive.

1. On the Gallery app's main screen, swipe to the Timeline, Albums, or Locations tab.
2. Tap an album or event that contains the photos and videos you want to upload.
3. Tap .
4. From the selection menu, tap **Drive**.
5. Select the photos and videos you want to upload, and then tap **Next**.
6. Choose or create a folder in Google Drive.
7. Tap **Save** to upload.

Sharing links to documents or files in Google Drive

No more attaching large files to your email. Using the Mail app, you can easily share links to documents or other files in your Google Drive by email.

1. From the Home screen, tap > > **Mail**.
2. If you have several email accounts, switch to an email account you want to use.
3. Create a new email message and fill in your recipients, or reply to an email.
4. Tap .
5. Tap **Document**, and then choose whether to share PDFs or Office documents.

   Or tap **File** to choose any file type.
6. On the HTC files screen, tap **Drive**.

   If you don't see this screen, press first.
7. In your Google Drive storage, open the folder that contains the files that you want.
8. Select the files you want to share, and then tap **OK**.

   You'll then see the links to your selected files added to your email message.
9. Tap to send your email.

Shared links are not accessible by your recipients automatically. Once your recipients receive the link, they can request access, and then you'll receive an email that notifies you to give them access. Or, before sharing, you can first use the Drive app to add the recipients you will share your Google Drive link with.

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Giving people access through the Drive app

Using the Drive app, add the people you want to share your Google Drive link with. You can also set permissions, such as to let the recipients view, edit, or comment on your shared content.

1. From the Home screen, tap > > Drive.
2. Tap next to a file or a folder, depending on which one you will share.
3. Tap .
4. Enter the first few characters of the name or email address from your Google contacts, and then select one from the matching results.

   Repeat this step to add more people.
5. Choose whether to allow recipients to:
   - View or edit a folder.
   - View, edit, or comment on a file.
6. Tap Add.

Working with documents that are stored in Google Drive

With Polaris™Office 5, view PDFs and edit Office documents that are stored in your Google Drive. You can also create Office documents in this app, save them to Google Drive, and even export them as PDFs to Google Drive.

1. From the Home screen, tap > > Polaris Office.
2. Tap to see your documents by file type.

   Documents listed under your Google Account are the files that are stored in your Google Drive storage. If necessary, tap next to your account to see the file list.
3. Tap a PDF document to view it, or tap an Office document to edit it.
4. After making changes to an Office document, tap the icon on the top left to open a selection menu.
5. Tap Save or Save as.

If you want to export this document as a PDF, tap the icon on the top left, and then tap PDF Export.

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Saving a document from HTC Phone to Google Drive

In Polaris Office 5, you can save a PDF you're viewing or an Office document you created to your Google Drive storage.

1. In Polaris Office, tap to see your documents by file type.

   Documents listed below the icon are the files that are locally stored on HTC Phone. If necessary, tap to see the file list.

2. Open a PDF document, or create a new Office document.
3. To save the document to Google Drive, tap the icon on the top left, and then tap **Save as**.
4. Tap the Folder path box.
5. Tap , and then tap your Google Account to switch to your Google Drive storage.
6. Tap a folder where to save the document, and then tap .
7. Enter a file name, and then tap .

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Sync, backup, and reset

Online sync

Adding your social networks, email accounts, and more

You can sync contacts, calendars, and other information from your social networks, email accounts, and online services on HTC Phone. Depending on the account type, signing in to your online accounts lets you sync updates between HTC Phone and the Web.

1. From the Home screen, tap > > Settings > Accounts & sync.
2. Tap .
3. Tap the account type you want to add.
4. Follow the onscreen instructions to enter your account information.

- In Settings > Accounts & sync, tap the Auto sync On/Off switch to turn automatic sync of all your accounts.
- You can add several Google Accounts.

Syncing your accounts

1. From the Home screen, tap > > Settings > Accounts & sync.
2. Tap the Auto sync On/Off switch to turn automatic sync of all your accounts on or off.
3. To manually sync individual accounts, tap an account type, and then do one of the following:
   - Tap next to the account you want to sync, and then tap Sync now.
   - Tap > Sync now on the Account settings screen.

On the Account settings screen, you can also change the sync settings for an account.

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Removing an account

Remove accounts from HTC Phone if you no longer use them. Removing an account does not remove accounts and information from the online service itself.

1. From the Home screen, tap > > Settings > Accounts & sync.
2. Tap an account type.
3. Tap next to the account you want to remove.

   Or if you're on the Account settings screen, tap .
4. Tap Remove.

Some personal data may be retained by the third-party app after you have removed the account from HTC Phone.

Backup

Ways of backing up files, data, and settings

Worried that you might lose important stuff on HTC Phone? Back up HTC Phone before you erase the storage, do a factory reset, or upgrade to a new phone.

HTC Backup

Use the built-in HTC Backup to back up your accounts, settings, contacts stored on your phone, text messages, and more to the cloud so that it will be easier to restore them on HTC Phone (after a factory reset) or newer phone.

HTC Sync Manager

Use HTC Sync Manager to import music, photos, and videos from HTC Phone to your computer. You can also sync locally stored contacts, calendar events, bookmarks, and playlists between HTC Phone and your computer.

Likewise, HTC Sync Manager is a good alternative if you don't want to back up your accounts, settings, and other personal content to the cloud. You can use it to create backups of HTC Phone on your computer.

Other backup options

If you want, you can separately back up your data or files.

Some apps allow you to back up data to the phone storage or storage card so you can easily restore them after a factory reset. Just make sure not to erase the phone storage or storage card when you do a factory reset.

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- Moving apps to the storage card doesn't back up the apps. If you do a factory reset, your phone loses the apps. You'll need to reinstall them.
- When you remove the storage card and insert it in another phone, the apps on the storage card won't be installed automatically to the other phone. You'll need to reinstall them.

Messages	Back up your text messages to the phone storage or storage card, or save them as an email attachment.
Contacts	▪ Save contacts and other personal data to your online accounts so you can just sync them when switching to another phone. ▪ If you have locally stored contacts in the People app, export them to the phone storage or storage card.
Files	Manually copy and paste files by connecting HTC Phone to your computer as a disk drive.
Other data	▪ If you added new words to your personal dictionary in the onscreen keyboard, back up the dictionary to the storage card or save it as an email attachment. ▪ Check the other apps to see if they support exporting data to the storage.

Using HTC Backup

Save the time and frustration of re-creating your personalized HTC Phone experience when you do a factory reset or buy another phone. On HTC Phone, use HTC Backup to do a daily backup to the cloud so you can easily restore your content and settings next time.

HTC Backup uses your Google Drive or Dropbox storage to keep your content and settings. It can back up and restore the following:

Personalization settings	These include your feed sources in HTC BlinkFeed, widgets, wallpaper, Home screen layout, and ringtones.
Accounts and passwords	HTC Backup stores the login credentials for many popular email and social network accounts, such as Exchange ActiveSync, Outlook.com, and POP/IMAP.
Apps and settings	These include your contacts stored on HTC Phone, text messages, call history, web bookmarks, personal dictionary, Wi-Fi networks, free apps you've installed, grid size and sort order on the Apps screen, and more. The backup can also include your TV remotes and viewing preferences.

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Backing up HTC Phone to Google Drive

Turn on HTC Backup to do a daily backup of your phone over Wi-Fi. Turn it on by selecting **Back up phone daily** while doing the on-device setup. If you didn't do so, use the HTC Backup app.

Depending on the amount of content, doing a manual backup through data connection may incur additional data costs and take a long time. Using a Wi-Fi connection is recommended.

1. From the Home screen, tap > > **HTC Backup**.
2. Tap **Turn on automatic backup**.
3. Make sure **Back up phone daily** is selected, and then tap **Next**.
4. Sign in with your Google Account, HTC Account, or Facebook account.
5. On the Cloud storage screen, tap the **Google Drive** option, and then tap **OK**.
6. If prompted, sign in to your Google Account to access your Google Drive.
7. To do a daily backup, make sure the **Automatic backup** switch is on. You can also tap **Back up now** to manually back up your phone anytime.

You'll see the most recent backup date and time under Backup history.

Restoring your backup to HTC Phone from Google Drive

If you backed up your phone to your online storage before, you can restore your backup to HTC Phone, or to a new HTC phone.

- Depending on the amount of content, restoring your backup to your phone through your data connection may incur additional data costs and take a long time. Using a Wi-Fi connection is recommended.
- To restore paid apps, you need to download and install them from Google Play.

1. When you turn on a new HTC phone for the first time or after a factory reset, select **Restore from HTC Backup** on the Transfer or restore screen.
2. Make sure to sign in using the same account that you used to back up your phone before. Your backup history will then be displayed.
3. Select a backup, and then tap **Next**.
4. If you used your HTC Account or Facebook account to backup your phone, sign in to your Google Account to access your Google Drive.

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5. Follow the onscreen instructions to restore your backup and to continue setting up your phone.
6. Slide open the Notifications panel to check if there's any notification to finish setting up your phone.

Free apps from Google Play will be restored in the background, and you can track the progress via a notification in the status bar.

The Apps and Home screen shortcuts will be reorganized as in your backup after all of your apps have been installed. You may continue using your phone while apps are being restored.

You can also open the HTC Backup app, and then tap **Restore from backup**. Just make sure that you've already signed in to the same account that you used to back up your phone before.

Restoring a backup will overwrite the current data and settings on HTC Phone.

Switching from your previous online storage to Google Drive

After you've restored a saved backup from your Dropbox storage to HTC Phone, remember to change your backup storage and use Google Drive from now on.

1. From the Home screen, tap > > **HTC Backup**.
2. Tap **Change backup settings**.
3. Tap > **Select storage service**.
4. Select **Google Drive**, and then tap **OK**.
5. Sign in to your Google Account, if you haven't done so.

Backing up your data locally

If you want to separately back up your content such as contacts and text messages on HTC Phone, here are some tips on how to export or import your data.

Backing up your contacts

1. From the Home screen, tap > > **People**.
2. On the People tab, tap > **Manage contacts**.
3. Tap **Import/Export contacts** > **Export to phone storage** or **Export to SD card**.
4. Select an account or type of contacts to export.

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5. To help protect your data, tap **Yes**, and then set a password for this backup. Be sure to remember this password. You'll need to enter it again when importing contacts.

   If you don't need a password, tap **No**.

6. Tap **OK**.

Restoring contacts

1. On the People tab, tap ⋮ > **Manage contacts**.
2. Tap **Import/Export contacts** > **Import from phone storage** or **Import from SD card**.
3. If you have more than one account set up, tap the type for the imported contacts.
4. If you have multiple backups available, select the backup you want to import, and then tap **OK**.
5. Enter the password you've set for this backup, and then tap **OK**.

Backing up your text messages

Keep important text messages by backing them up to the phone storage. You can easily restore backed up text messages after you've deleted them from your message list.

Text messages in the secure box and blocked messages will not be backed up. To include such messages to your backup, move them first to the general message box.

1. From the Home screen, tap ⋮⋮⋮ > 🔍 > **Messages**.
2. Tap ⋮ > **Back up/Restore SMS** > **Back up** > **Back up SMS**.
3. To help protect your data, set a password for your backup. Be sure to remember this password. You'll need to enter it again when restoring messages.

   If you don't need a password, select **Do not password protect this backup**.

4. Enter a name for your backup file, and then tap **OK**.

Backing up text messages by email

You need to set up your email account in the Mail app.

1. From the Home screen, tap ⋮⋮⋮ > 🔍 > **Messages**.
2. Tap ⋮ > **Back up/Restore SMS**.
3. Tap **Back up** > **Back up SMS via mail**.

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4. To help protect your data, set a password for your backup. Be sure to remember this password. You'll need to enter it again when restoring messages.

   If you don't need a password, select **Do not password protect this backup**.

5. Enter your email address.
6. Compose your email message, and then send it.

Restoring text messages

1. From the Home screen, tap > > **Messages**.
2. Tap > **Back up/Restore SMS** > **Restore**.
3. Choose how you want to restore the messages, and tap **Next**.
4. Tap the backup to import.
5. Enter the password you've set for this backup. If you didn't set a password, select **This backup file is not password protected**.
6. Tap **OK**.

To restore text messages that were backed up via email, open the email message with the backup file attachment from the Mail app. Tap the attachment to download it first, and then tap it again to open the backup file to import. Enter the password you've set for this backup or select **This backup file is not password protected**.

Backing up your personal dictionary

You can back up new words you've added to the predictive text dictionary.

1. From the Home screen, tap > > **Settings** > **Language & keyboard**.
2. Tap **HTC Sense Input**.
3. Tap **Personal dictionary** > > **Back up to storage card** or **Back up to email**.
4. When prompted, tap **OK**.

Importing your personal dictionary

- Go to **Settings** > **Language & keyboard** > **HTC Sense Input**. Tap **Personal dictionary** > > **Restore from storage card**.
- To import your personal dictionary backed up via email, open the email message with the backup file attachment from the Mail app. Tap the attachment to download it first, and then tap it again to open the backup file to import.

Backing up or restoring tasks

1. Go to the list that contains the tasks you want to back up.
2. Tap > **Import/Export**.
3. Tap **Export to SD card** to back up your tasks, or tap **Import from SD card** to restore tasks on HTC Phone.

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HTC Sync Manager

About HTC Sync Manager

HTC Sync Manager supports a computer running a Windows or Mac operating system.

Here's what you can do with HTC Sync Manager.

View and manage media on your computer and phone

- Browse and manage music, photos, and videos that are on your computer and your phone.
- Import iTunes and Windows Media® Player playlists from your computer to HTC Sync Manager.
- Play music, videos, and playlists using the built-in player.

Transfer content

- Transfer iPhone photos, text messages, contacts, and more to your HTC phone. You can also find and install the same apps that you were using on your iPhone.
- Import all music, photos, and videos from your HTC phone to your computer.
- Copy selected music, photos, or videos from your computer to your phone.
- Import documents from your computer to your phone.

Back up and restore

Back up your HTC phone to your computer so you can easily restore your backup to the same phone or to another HTC phone.

Sync playlists and data

Sync music playlists and data such as contacts and calendar between your phone and your computer.

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Installing HTC Sync Manager on your computer

- You can install HTC Sync Manager on Windows XP or later versions. To install it on a Mac computer, you need Mac OS 10.6 or later versions.
- If you have problem in installing HTC Sync Manager, close all your running programs and reinstall. If the problem persists, temporarily disable your anti-virus program and try installing again.

1. Download the HTC Sync Manager installer from the HTC support site: htc.com/hsm/.
2. Launch the installer and follow the onscreen instructions.
3. Connect your phone to your computer using the supplied USB cable. HTC Sync Manager opens.

If you disabled your anti-virus program, make sure to turn it back on after installing HTC Sync Manager.

Transferring iPhone content and apps to your HTC phone

With HTC Sync Manager, easily transfer iPhone content such as contacts, messages, wallpaper, camera photos, and more to your HTC phone. If you're using an HTC phone that has HTC Sense 6, HTC Sync Manager also enables your phone to find and install the same apps that you were using on your iPhone.

You need to use iTunes 9.0 or later to back up your iPhone content first to your computer.

1. Connect your iPhone and your HTC phone to your computer.
2. In HTC Sync Manager, click **Home** > **Transfer & Backup**.
3. Click the **Get Started** button.
4. If you haven't used iTunes to back up your iPhone content to your computer, please do so before proceeding.
5. Select your iPhone backup file, and then click **OK**.
6. Select the types of content you want to transfer to your HTC phone.

   You can choose whether to replace the content on your HTC phone with the iPhone content.
7. Click **Start**. Wait for HTC Sync Manager to finish transferring content.
8. When done, slide open the Notifications panel on your HTC phone, and then tap .

   Choose which apps you were using on iPhone you want to find in Google Play and download to your HTC phone.

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Getting help

To find out more about using HTC Sync Manager, download the user guide PDF from the HTC support site (htc.com/hsm/). Or open the Help that comes with the software.

On Windows, click ⋮ in HTC Sync Manager, and then click **Help**.

Reset

Restarting HTC Phone (Soft reset)

If HTC Phone is running slower than normal, is unresponsive, or has an app that is not performing properly, try rebooting and see if that helps solve the problem.

1. If the display is off, press the POWER button to turn it back on.
2. Press and hold the POWER button, and then tap **Restart**.
3. When asked to confirm, tap **Restart**.

HTC Phone not responding?

If HTC Phone does not respond when you touch the screen or press the buttons, you can still restart it.

Press and hold the POWER and VOLUME UP buttons for at least 10 seconds. HTC Phone then restarts.

Resetting HTC Phone (Hard reset)

If HTC Phone has a persistent problem that cannot be solved, you can perform a factory reset (also called a hard reset or master reset). A factory reset reverts the phone back to its initial state — the state before you turned on the phone for the first time.

The following will be removed from the phone when you do a factory reset:

- Your Google Account
- All accounts you've added in **Settings** > **Accounts & sync** and the data associated with these accounts
- Personal data that you've created or synced to the phone such as your profile, contacts, messages, email, calendar events, and more
- System and application data and settings
- Downloaded apps

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Files such as your music, photos, videos, and documents can also be deleted from the storage, if you chose to do so.

Be sure to back up any data and files you want to keep before you do a factory reset.

A factory reset may not permanently erase all data from your phone, including personal information.

Performing a factory reset from settings

1. From the Home screen, tap > > Settings > Backup & reset.
2. Tap Reset phone.
3. If you want to delete media, documents, and other data from the phone storage, select Erase all data.

   To also delete media and other data from your storage card, select Erase SD card.
4. Tap OK.

Performing a factory reset using hardware buttons

If you can't turn HTC Phone on or access settings, you can still perform a factory reset by using the hardware buttons on HTC Phone.

1. Press and hold the VOLUME DOWN button, and then press and hold the POWER button.
2. Wait for the screen with the three Android images to appear, and then release the POWER and VOLUME DOWN buttons.
3. Press VOLUME DOWN to select FACTORY RESET, and then press the POWER button.

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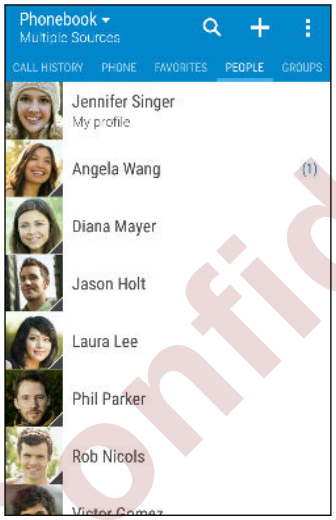
People

Your contacts list

The People app lists all contacts you've stored on HTC Phone and from online accounts you're logged in to. Use the People app to easily manage communications with people that matter to you.

1. From the Home screen, tap > > **People**.



2. On your contacts list, you can:
   - View your profile and edit your contact information.
   - Create, edit, find, or send contacts.
   - Tap a contact photo to find ways to quickly connect with the contact.
   - See when a contact has sent you new messages.

To sort your contacts by their first or last name, tap > **Settings** > **Sort contacts by**.

Filtering your contacts list

When your contacts list gets long, you can choose which contact accounts to show.

1. On the People tab, tap .
2. Choose the accounts that contain the contacts you want to display.
3. Press .

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Finding people

Search for contacts stored on HTC Phone, your company directory if you have an Exchange ActiveSync account, or social networks you've signed into.

1. From the Home screen, tap > > **People**.
2. On the People tab, you can:
   - Find people in your contacts list. Tap , and then enter the first few letters of the contact name in the Search people box.
   - Find people on your company directory. Tap , enter the first few letters of the contact name in the Search people box, and then tap **Search contacts in your Company Directory**.

Aside from searching for a contact by name, you can search using a contact's email address or company name. On the People tab, tap > **Settings** > **Search contacts by**, and then choose a search criteria.

Setting up your profile

Store your personal contact information to easily send it to other people.

1. From the Home screen, tap > > **People**.
2. Tap **My profile**.
3. Tap **Edit my contact card**.
4. Enter or edit your name and contact details.
5. Tap or the current photo to change your contact photo.
6. Tap **Save**.

Aside from your contact details, swipe to the Updates tab to see updates you've posted on your social networks.

Adding a new contact

1. From the Home screen, tap > > **People**.
2. On the People tab, tap .
3. Tap the **Name** field, and then enter the contact name. Tap to separately enter the contact's given, middle, or family name and name suffix, such as Jr.
4. Select the Contact type. This determines which account the contact will sync with.

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5. Enter the contact information in the fields provided.
6. Tap ✓.

When you tap the added contact in your contacts list, you'll see the contact information and your exchange of messages and calls. Depending on the contact type, you may also see the person's social network updates or events.

How do I add an extension number to a contact number?

While creating a new contact or editing a contact's details in People, you can add an extension number to their number so you can skip the voice prompts when calling.

1. After entering the number of the main line, do one of the following:
   - Tap **P(,)** to insert a pause before the phone dials the extension number. To insert a longer pause, enter **P(,)** several times.
   - Tap **W(;)** to be prompted to confirm the extension number.
2. Enter the extension number.

Editing a contact's information

Social network contacts cannot be edited.

1. From the Home screen, tap ⋮⋮⋮ > 🔍 > **People**.
2. On the People tab, press and hold the contact, and then tap **Edit contact**.
3. Enter the new information.
4. Tap ✓.

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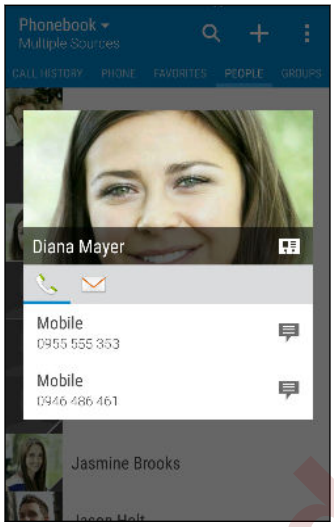
Getting in touch with a contact

1. From the Home screen, tap > > **People**.
2. Tap a contact's photo (not the name), and then choose how you want to get in touch with that contact.



For more ways of getting in touch with your contact, tap an icon below the contact photo.

Importing or copying contacts

Importing contacts from your nano SIM card

1. From the Home screen, tap > > **People**.
2. On the People tab, tap > **Manage contacts**.
3. Tap **Import/Export contacts** > **Import from SIM card**.
4. If prompted, select which account you'd like to import your contacts to.
5. Select the contacts you want to import.
6. Tap **Save**.

Importing a contact from an Exchange ActiveSync account

1. On the People tab, tap and enter the contact's name or email address in the search box.
2. Tap **Search contacts in your Company Directory**.
3. Tap the name of the contact you want copied to HTC Phone.
4. Tap to import the contact.

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Copying contacts from one account to another

Contacts from your social network accounts may not be copied.

1. On the People tab, tap > **Manage contacts**.
2. Tap **Copy contacts**, and then choose a contact type or online account to copy from.
3. Select a contact type or account you want to save to.

Merging contact information

Avoid duplicate entries by merging contact information from different sources, such as your social network accounts, into one contact.

Accepting contact link suggestions

When HTC Phone finds contacts that can be merged, you'll see a link notification when you open the People app.

1. From the Home screen, tap > > **People**.
2. On the People tab, tap the Contact link suggestion notification when available. You'll see a list of suggested contacts to merge.
3. Tap next to the contact you want to merge. Otherwise, tap to dismiss the link suggestion.

If you don't want to receive contact link suggestions, on the People tab, tap > **Settings**. Clear the **Suggest contact link** option.

Manually merging contact information

1. On the People tab, tap the name of the contact (not the icon or photo) you want to link.
2. Tap > **Link**.
3. You can:
   - Under **Suggest links**, link the contact to an account.
   - Under **Add contact**, tap one of the options to link to another contact.

Breaking the link

1. On the People tab, tap the name of the contact (not the icon or photo) whose link you want to break.
2. Tap > **Link**.
3. Under the **Linked contacts** section, tap beside an account to break the link.

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Sending contact information

1. From the Home screen, tap > > **People**.
2. On the People tab, do one of the following:

To send	Do this
Someone's contact information	Press and hold the name of the contact (not the icon or photo), and then tap **Send contact as vCard**.
Your contact information	Press and hold **My profile**, and then tap **Send my profile**.

3. Choose how you want to send the vCard.
4. Select the type of information you want to send.
5. Tap **Send**.

Sending multiple contact cards

1. On the People tab, tap > **Send contacts**.
2. Select the contacts whose contact information you want to share
3. Tap **Send**.
4. Choose how you want to send the contact cards.

Contact groups

Organize your friends, family, and colleagues into groups so you can quickly send a message or email to everyone in the group. We've also set up the Frequent group to automatically add the contacts you dial or get calls from the most.

HTC Phone also syncs with groups you've created in your Google Account.

Creating a group

1. From the Home screen, tap > > **People**.
2. On the Groups tab, tap +.
3. Enter a name for the group, and then tap > **Add contact to group**.
4. Select the contacts you want to add, and then tap **Save**.
5. When your group is complete, tap **Save**.

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Sending a message or email to a group

You will be charged for each text message sent. For example, if you send a message to a group of five people, you will be charged for five messages.

1. On the Groups tab, tap the group you want to send a message or email to.
2. Go to the Group action tab.
3. Choose if you want to send a group message or group email.

Editing a group

1. On the Groups tab, press and hold the group, and then tap **Edit group**.
2. You can:
   - Change the group name. You can only change the name for groups that you have created.
   - Add more contacts to the group. Tap ⋮ > **Add contact to group**.
   - Select the contacts you want to remove from the group.
3. Tap **Save**.

Removing contact groups

1. On the Groups tab, tap ⋮ > **Edit groups**.
2. Select the contact groups you want to remove.
3. Tap **Save**.

Private contacts

If you don't want to show a contact's name and photo on the lock screen when you have an incoming call, add the contact to your private contacts list.

Adding a contact to the private contacts list

1. From the Home screen, tap ⋮⋮⋮ > 🔍 > **People**.
2. On the People tab, press and hold the contact, and then tap **Add to private contacts**.

To view your private contacts list, on the People tab, tap ⋮ > **Manage contacts** > **Private contacts**.

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Organizing your private contacts

1. On the People tab, tap ⋮ > **Manage contacts** > **Private contacts**.
2. To add contacts to the private contacts list, tap +, select the contacts you want to add, and then tap **Save**.
3. To remove private contacts from the list, tap ⋮ > **Remove private contact**, select the contacts you want to remove, and then tap **Remove**.

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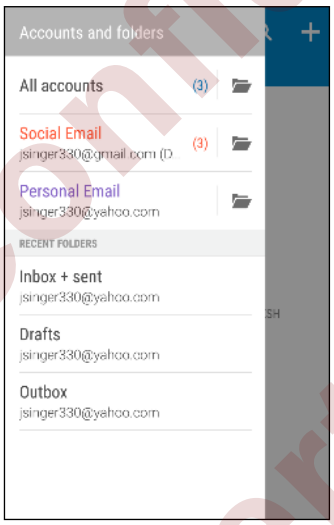
Calendar and Email

Checking your mail

The Mail app is where you read, send, and organize email messages from one or more email accounts that you've set up on HTC Phone.

1. From the Home screen, tap > > **Mail**. The inbox of one of your email accounts appears.
2. Do any of the following:
   - Tap an email message to read.
   - To display email messages in another mail folder, tap > **Folder**, and then tap the folder you want to view.
   - To switch between email accounts or view email messages from all your accounts, tap .



   - To change an email account's settings, select the account first and then tap > **Settings**.

Organizing your inbox

Do you have a big pile of email messages in your inbox? Organize your email messages into tabs and quickly find the messages you want.

1. Switch to the email account that you want to use.
2. In the inbox, tap > **Edit tabs**.
3. Select the tabs you want to add to the inbox.
4. To arrange the tabs, drag , and then move the tab to its new location.

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5. Tap **Done**.
6. Swipe to the added tab to check your email messages.

Sending an email message

1. From the Home screen, tap > > **Mail**.
2. Switch to the email account that you want to use.
3. Tap .
4. Fill in one or more recipients.

Want to loop in more recipients in a carbon copy (Cc) or blind carbon copy (Bcc) of the email message? Tap > **Show Cc/Bcc**.

5. Enter the subject, and then compose your message.
6. Do any of the following:
   - Add an attachment. Tap and then choose what you want to attach.
   - Set the priority for an important message. Tap > **Set priority**.
7. Tap .

To save the email as draft and send it later, tap > **Save**. Or press .

Resuming a draft email message

1. In an email account inbox, tap > **Folder** > **Drafts**.
2. Tap the message.
3. When you finish editing the message, tap .

Reading and replying to an email message

1. From the Home screen, tap > > **Mail**.
2. Switch to the email account you want to use.
3. In the email account inbox, tap the email message or conversation you want to read.

If you want to read a particular message inside an email conversation, tap to expand the conversation, and then tap the email message.

4. Tap **Reply** or **Reply All**.

Tap for more actions for the email.

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Quickly replying to an email message

You can quickly respond to a new email message from the Home screen or lock screen.

1. When you receive a new email message notification, slide the Notifications panel down.
2. On the email preview, tap **Reply all**.

   If you have several notifications and you don't see the email options, expand the email preview by sliding two fingers apart on the notification.
3. Compose your reply message and tap .

Saving an image in an email message

- Depending on your mail size limit settings, you may need to tap **Display images** to see images that are embedded in an email.
- Inline images may not display correctly when using certain mail accounts.

While viewing an email message, press and hold an embedded image, and then tap **Save image**. You'll find the saved image in the `All downloads` album in Gallery.

You can also copy the image to the clipboard or set it as your wallpaper.

Managing email messages

The Mail app provides easy ways to sort, move, or delete your email messages.

Sorting email messages

Customize how you sort your email messages.

In an email account inbox, tap > **Sort**, and select from the sorting options.

Moving email messages to another folder

1. Switch to the email account you want to use.
2. Select the email messages you want to move.

To select all, select one email message first, and then tap > **Select all**.

3. Tap **Move to**, and then select a folder.

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Deleting email messages

1. Switch to the email account you want to use.
2. Select the email messages you want to delete.

To select all, select one email message first, and then tap > **Select all**.

3. Tap **Delete**.

Searching email messages

1. From the Home screen, tap > > **Mail**.
2. Tap .
3. If you want to refine or filter your search, tap , check the search options, and then tap **OK**. For example, you can focus the search on a part of an email or filter email messages that have attachments or tagged as high priority.
4. In the search box, enter the words you want to search for.
5. Tap a result to open the email message.

Searching for emails from a contact

Do you remember the sender, but can't find a particular email from him or her?

1. Switch to the email account you want to use.
2. Press and hold an email message from a contact.
3. Tap **Show all mail from sender**. A list of email messages from that contact appears.

Working with Exchange ActiveSync email

Enjoy the powerful email features of Microsoft Exchange ActiveSync right on HTC Phone. Flag important email messages, set your out of the office reply, or send invites to your next team meeting while you're on the go.

Flagging an email

1. From the Home screen, tap > > **Mail**.
2. Switch to your Exchange ActiveSync account.
3. While viewing the inbox, tap the flag icon that appears beside an email message or conversation.

To flag an email message inside a conversation, tap to expand the conversation, and then tap the flag icon of the email message.

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Setting your Out of the office status

1. Switch to your Exchange ActiveSync account.
2. Tap > **Out of the office**.
3. Tap your current office status, and then select **Out of the office**.
4. Set the dates and times.
5. Enter the auto-reply message.
6. If you want a different auto-reply message for recipients outside your organization, tap the **Send replies to external senders** option, and then enter the auto-reply message in the box.
7. Tap **Save**.

Sending a meeting request

1. Switch to your Exchange ActiveSync account.
2. Tap > **New meeting invitation**.
3. Enter the meeting details.
4. Tap **Save**. Or tap **Send** if you've invited people to the meeting.

Adding an email account

Set up additional email accounts such as another Microsoft Exchange ActiveSync account or an account from a Web-based email service or email provider.

If you're adding a Microsoft Exchange ActiveSync or a POP3/IMAP email account, ask your network administrator or email service provider for additional email settings that you may need.

1. From the Home screen, tap > > **Mail**.
2. Tap > **Add account**.
3. Select an email account type from the list of email providers. Otherwise, tap **Other (POP3/IMAP)**.
4. Enter the email address and password for your email account, and then tap **Next**.

Some email accounts allow you to set the sync schedule. By default, HTC Phone uses Smart Sync to save battery power. See What is Smart Sync? on page 109.

5. Enter a name for your email account, and then tap **Finish setup**.

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What is Smart Sync?

Smart Sync automatically extends the sync time the longer the Mail app is inactive. Set your email account to Smart Sync when you don't need to check new email messages frequently. Smart Sync helps save battery power.

If you want to receive email messages as they arrive, select another **Peak time sync** and **Off-peak sync** schedule in the email account's **Sync, Send & Receive** settings.

Viewing the Calendar

Use the Calendar app to view your events, meetings, and appointments. If you've signed into your online accounts, related events will also appear in Calendar.

1. From the Home screen, tap , and then find and tap **Calendar**.
2. Tap , and then choose a calendar view.

If you see the current date icon, tap it to return to the current date.

Month view

In month view, you will see markers on days that have events. Upcoming events for the day are also shown at the bottom of the screen.

- Swipe left or right across the screen to view succeeding or previous months.
- Tap a day to view the events for that day.
- Press and hold a day to see more options.

Day and agenda views

Day view shows your day's schedule and weather forecast for the next few days, while agenda view gives a quick glance of all your day's events.

- Swipe left or right across the screen to view succeeding or previous days.
- Tap an event to view its details.
- If the event is a contact's birthday or anniversary, tap it to send a greeting.

Need to see the event time in another time zone? In Day view, tap > **Select 2nd time zone** > **Choose location**, and then enter the city name.

Week view

Week view displays a chart of the events of one week.

- Swipe left or right across the screen to view succeeding or previous weeks.
- Tap an event (shown as colored blocks) to view its details.

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- Check the week number in the upper left corner of the chart.
- Select the day you start a week by tapping > **Settings** > **First day of week**.

Scheduling or editing an event

You can create or edit events on HTC Phone, and also sync events with your Exchange ActiveSync calendar. You can also create, modify, and sync events with your Google calendar.

Editing events is not supported for all accounts.

1. From the Home screen, tap , and then find and tap **Calendar**.
2. On any Calendar view, do one of the following:

Create an event	Tap . Tap , and then select the calendar you will add the event to.
Edit an event	View an event, and then tap .

3. Enter and set the event details. Aside from setting the event name, date, time, and location, you can:

Invite contacts from your Exchange ActiveSync or Google account	Tap , and select the contacts you want to invite.
Enable Do not disturb during the event	Tap the **Off** button below Do not disturb, and then tap **On**.
Set the event to repeat	Tap the **Does not repeat** button, and then select a repeat schedule. You can then set the repeat frequency and end date.
Create an event note	While viewing the event details, tap **Create note**.

4. Tap **Save**.

   If you've invited people to the event, tap **Send** or **Send update**.

Checking your schedule for an event

Avoid juggling multiple meetings at the same time. In Calendar, you can check your appointments to see if a new event would conflict with your schedule.

1. When creating or editing an event, tap **Check calendar**.
2. Press and hold the event box, and then drag it to an available time slot.

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3. Drag the top and bottom nodes to adjust the event's time duration. You'll see a message if there are conflicts with other scheduled events.
4. Tap **Done** to return to the event screen, and then save your event.

Choosing which calendars to show

1. From the Home screen, tap , and then find and tap **Calendar**.
2. Tap > **Accounts (All calendars)** or **Accounts (Multi-calendar)**.
3. Select or clear an account you wish to show or hide.

   If you have multiple calendars under an online account, tap to select the items to include.
4. Tap **Save**.

Calendars are synced on HTC Phone, even if they are hidden.

Sharing an event

You can share a calendar event as a vCalendar using Bluetooth or by sending it as a file attachment with your email or message.

1. From the Home screen, tap , and then find and tap **Calendar**.
2. Do one of the following:
   - While viewing an event, tap > **Share via**.
   - In day, agenda or week view, press and hold an event and then tap **Share via**.
3. Choose how you want to send the event.

You can also forward accepted meeting invitations from your Exchange ActiveSync calendar. While viewing an event, tap > **Forward**. Compose your email message, and then send it.

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Accepting or declining a meeting invitation

Switch to Invites view to see meeting invitations which you have not yet accepted or declined.

You must set up an Exchange ActiveSync account to receive meeting invitations in Calendar.

1. From the Home screen, tap , and then find and tap **Calendar**.
2. Tap > **Invites**, and then tap a meeting invitation.
3. Accept, decline, or tentatively accept the invitation, or propose a new time.

Tap to choose from more options, such as moving the invitation to a folder.

If you need to cancel an accepted meeting invitation or propose a new time, view the event details in Calendar, and then tap **Response**.

Dismissing or snoozing event reminders

If you have set at least one reminder for an event, the upcoming event icon will appear in the notifications area of the status bar to remind you.

1. Slide the Notifications panel open.
2. If the notification shows that there are multiple reminders, tap it to see all the reminders. You can then choose to snooze or dismiss them.
3. If you see a single event notification, spread your two fingers on the notification to expand it. You can then:
   - Tap **Snooze** or **Dismiss**. Or drag the notification left or right to dismiss it.
   - Tap **Send mail** to send a quick response to the meeting attendees.

To edit the preset quick responses or add your own, open Calendar, and then tap > **Settings** > **Quick response**.

If you don't want to dismiss or snooze the calendar reminders, press from the Notifications panel to keep them pending in the notifications area of the status bar.

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Google apps

Google Now

Getting instant information with Google Now

Do you want to check the weather or your morning commute time before you start your day? Google Now™ delivers quick and up-to-date information that matters to you —all without the search.

Depending on your location, time of day, and previous Google searches, Google Now displays information cards that include:

- The day's weather and the weather forecast for upcoming days.
- The traffic conditions on your way to work or your commute back home.
- The directions and travel time to your next appointment.
- The next train or bus arriving at your platform or bus stop.
- Your favorite team's score and stats while you enjoy the game.

Open the Google Search app to use Google Now. To open, tap **Google** on the Apps screen. Or just swipe up from the onscreen navigation buttons.

Setting up Google Now

Before setting up Google Now:

- Make sure that you're signed in to your Google account.
- Turn location services on and make sure that you have an Internet connection. For more information on location services, see Turning location services on or off on page 141.

1. From the Home screen, tap > > **Google Search**.
2. Tap **Next** on the **Get Google Now!** screen.
3. Tap **Yes, I'm in**. Google Now information cards will start to appear on the Google search screen.
4. To see all available information cards, swipe up the screen and tap **More**.
5. To keep a card from appearing on the Google search screen, tap on the card you want to hide, and then tap **No**.

Depending on the information that you've allowed to share, more information cards will appear on the Google search screen as you use HTC Phone to search the Web, create appointments, set reminders, and more.

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Changing card settings

You can easily customize the settings of Google Now cards to suit your information needs. For example, you can change the weather units in the Weather card or your transportation mode in the Traffic card.

1. From the Home screen, tap > > **Google Search**.
2. Do any of the following:
   - To change a card setting, such as the weather unit on the Weather card, tap , and then tap the arrow buttons when available.
   - To change specific card information such as your work address and sports teams or stocks you follow, tap , and then tap **Customize**. Choose the information you want to change.

Setting reminders in Google Now

Creating reminders in Google Now is an easy way to keep tab of things to do. You can set time or location-based reminders. When the reminder time is up or when you've arrived at the specified location, Google Now displays the Reminder card in the Google search screen and sounds a notification to alert you.

This feature may not be available in all languages.

1. From the Home screen, tap > > **Google Search**.
2. Tap , and then tap **Reminders**.
3. Tap .
4. Enter the reminder title, such as the task you want to be reminded of.
5. Select **When** to set a time-based reminder or **Where** to set a location-based reminder.
6. Set the reminder time or location details.
7. Tap .

When the reminder time is due or when you've arrived at the location, the Reminder card will appear in the Google search screen. You can then dismiss or snooze the reminder.

Turning off Google Now

1. From the Home screen, tap > > **Google Search**.
2. Tap , and then tap **Settings**.
3. Tap the **On/Off** switch next to Google Now, and then tap **Turn off**.

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Google Search

Searching HTC Phone and the Web

You can search for information on HTC Phone and on the Web. In the Google Search app, start your search by entering a keyword or by using Google Voice Search™.

To open Google Search, tap **Google** on the Apps screen. Or just swipe up from the onscreen navigation buttons.

Some apps, such as People or Mail, have their own search function, which you can use to search only within those apps.

Performing searches on the Web and HTC Phone

1. From the Home screen, tap > > **Google Search**.

If you've already set up a Google account on HTC Phone, you will be given the option to sign in to Google Now. To sign in to Google Now at a later time, tap . See Getting instant information with Google Now on page 113.

2. In the search box, enter what you want to search for. As you type, matching items on HTC Phone and suggestions from Google web search are shown.

To search for the information exclusively on HTC Phone, swipe your finger up the screen, and then tap **Search Phone**.

3. If what you're searching for is in the list of suggestions, tap the item to open it in its compatible app.

Searching the Web with your voice

Use Google Voice Search to find information on the Web by speaking to HTC Phone.

1. From the Home screen, tap > > **Google Search**.
2. Tap , and then say what you want to search for. After speaking, matching items from Google web search are shown.
3. If what you're searching for is in the list, tap the item to open it in its compatible app. Otherwise, tap to search again.

Setting search options

1. From the Home screen, tap > > **Google Search**.
2. Tap , and then tap **Settings**.
3. Tap an option you want to set.

To get help or provide feedback, tap , and then tap **Help & feedback**.

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Google Chrome

Browsing the Web

Visit your favorite websites or search the Web using Google Chrome™.

1. Open the Chrome app.
2. Tap the URL box on top of the screen.
3. Enter the webpage address or your search keywords.
4. To open more browser tabs, tap > +.
5. To return to the previous webpage you've viewed, press ⮌.

Bookmarking a webpage

Add your favorite webpages as bookmarks so you can access them quickly.

1. While viewing a webpage, tap ⋮ > .
2. On the Add Bookmark screen, you can edit the bookmark name and save the bookmark in a new category folder.
3. Tap **Save**.

To view and open a bookmark, tap ⋮ > **Bookmarks** . Navigate to the bookmark you want to open, and then tap it.

Clearing your browsing history

1. While viewing a webpage, tap ⋮ > **Settings** > **Privacy**, and then tap **Clear browsing data**.
2. Choose which types of data to delete, and then tap **Clear**.

Gmail

Google Maps

About Google Maps

Google Maps™ lets you track your current location, view real-time traffic situations, and receive detailed directions to your destination.

It also provides a search tool where you can locate places of interest or an address on a map, or view locations at street level.

- To find your location with Google Maps, you need to enable location sources.
- The Google Maps app does not cover every country or city.

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Getting around maps

When you open Google Maps, you can easily find your location on the map or check out nearby places by panning and zooming in and out on the map.

1. From the Home screen, tap > > Maps.
2. Tap to show your current location. The blue marker or shows your current location on the map.
3. Tap to turn Compass mode on. In Compass mode, the map orients itself depending on the direction you're facing. To exit Compass mode, tap .
4. If you want to see more information overlaid on the map, tap , and then tap a map view such as Traffic or Public transit to toggle the view on and off.

Navigating the map

You can navigate the map using finger gestures.

- Slide your finger in any direction to pan.
- Double-tap the map or slide two fingers apart over an area to zoom in.

  To zoom in while holding the phone with one hand, double-tap with your thumb and hold the second tap, and then drag your thumb down.
- Double-tap the map with two fingers or slide two fingers together over an area to zoom out.

  To zoom out while holding the phone with one hand, double-tap with your thumb and hold the second tap, and then drag your thumb up.
- Press and hold an area with two fingers and then drag your fingers in a circular motion to rotate the map.
- Press and hold an area with two fingers and then swipe up to see an angled view of the map. Swipe down to return to overhead view.

Searching for a location

Use Google Maps to search for a location, such as an address or a type of business or establishment (for example, museums).

1. From the Home screen, tap > > Maps.
2. Tap the search box and then enter the place you want to search for.

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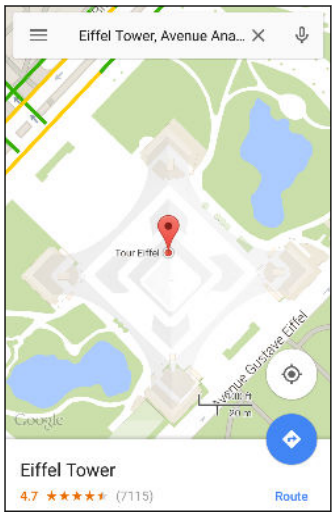
3. Tap the **Enter** key on the keyboard or tap a suggested search item. If there is only one search result, it will be marked with a place marker .



4. If there are multiple search results, they will be indicated by red dots or smart map icons. Swipe up from the bottom to see all of the search results.
5. If available, tap to narrow the search results.
6. Tap a card from the search results to check the address, get directions, see the location in Street View (if available), and more.
7. To check the next or previous location on the search, swipe the info sheet left or right.

To clear the map and search for another location, swipe the info sheet down (if it's expanded), and then tap .

Getting directions

Get detailed directions to your destination. Google Maps provides travel directions by car, public transit, bike, or foot.

1. From the Home screen, tap > > **Maps**.
2. Tap .
3. Choose how you want to get to your destination.
4. Use your current location as starting point, or tap **Your location** to enter your starting point or select a location from your search history.
5. Tap **Choose destination**, and then enter or select your destination.

If you're taking public transit, tap to set the date and time of travel, or tap **Options** to set your route preferences.

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6. Tap a route or transit option to view the directions on the map. You'll also see the travel duration on the info sheet at the bottom of the screen.
7. Tap the info sheet to view the directions in a list.

When you're finished viewing or following the directions, tap ✕ to reset the map. Your destination is automatically saved in the Google Maps history.

YouTube

Watching videos on YouTube

Check out the latest video sensations using the YouTube app.

1. From the Home screen, tap ⋮⋮⋮ > 🔍 > **YouTube**.
2. Browse or search for a video.
3. When you find the video that you like, tap it.

Want to watch the video at a later time instead? Tap ⋮ next to the video title, and then tap **Add to** > **Watch later**. You can access the video again from your account profile's Watch Later list.

4. While watching a video, you can:
   - Turn HTC Phone sideways to watch the video in full screen.
   - Tap the video screen to pause or to resume playback, or drag the slider to jump to a different part of the video.
   - Scroll down the video information panel to see related videos and comments from other viewers.
   - Browse other videos by minimizing the video screen. Tap ⌄ or drag the video screen down to minimize. To close the video thumbnail, swipe it left or right.

Minimize the video screen, and then tap ☰ to open the slideout menu. You can view your account profile and manage your subscriptions and video lists.

Creating video playlists

Organize your favorite videos into playlists and watch them in the YouTube app.

Make sure that you're signed in to your Google account.

1. From the Home screen, tap ⋮⋮⋮ > 🔍 > **YouTube**.
2. Browse or search for a video.
3. Tap ⋮ next to the video title, and then tap **Add to** > **New playlist**.
4. Enter the playlist name, and then tap **OK**.

   If you don't want to share the video playlist, select **Private** before you tap **OK**.

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5. To add another video to your playlist, browse or search for the video, and then tap ⋮ next to the video title.
6. Tap **Add to**, and then tap the playlist name.

To access and watch your video playlists, minimize the video screen and then tap ☰ to open the slideout menu. Tap the playlist you want.

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Other apps

HTC Dot View

Personalizing HTC Dot View

If you bought the HTC Dot View™ case designed for HTC Phone, use its app to personalize what's seen through the case.

To use the app, tap > **HTC Dot View**.

The HTC Dot View app is available in Google Play. Make sure to install the latest app update.

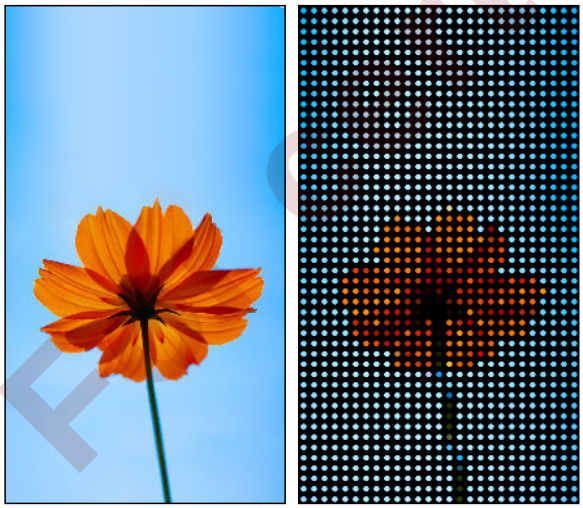
Wallpaper

Choose a preset wallpaper, or create your own dotted wallpaper from a photo.

1. In the HTC Dot View app, tap **Theme**.
2. Choose a preset pattern as your wallpaper.

   To create your own wallpaper, tap +, and then choose whether to use an existing photo from Gallery or take a new photo.
3. If you selected or taken a photo, crop the photo, and then tap **Done**.
4. Tap **Apply**.

For best results when creating your own wallpaper, use a simple image with distinct colors between the subject and background. For example, use an image that shows a high-contrast subject on a simple background.



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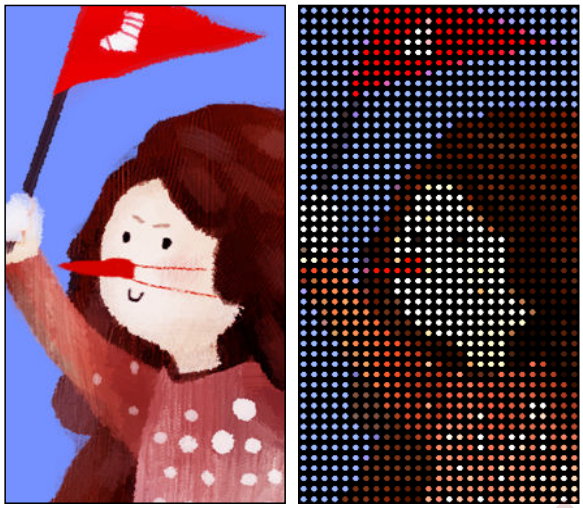

Types of notifications to display

Alerts for clock alarms, timers, and calendar events will automatically display through the HTC Dot View case. You can choose whether to display or hide notifications for apps—which include Mail, Messages, Phone, and more.

1. In the HTC Dot View app, tap **Notification settings**.
2. Choose which app notifications you want to show or hide.

Not seeing recent calls on HTC Dot View?

By default, up to 3 received or dialed numbers will be displayed on HTC Dot View.

- If you're not seeing them, open the HTC Dot View app, and then select **Show call history**.
- If you've set a screen lock with credentials, you need to select **Bypass security screen** to display the recent calls.

Music controls or app notifications not appearing on HTC Dot View?

Check if HTC Dot View Music Controls and Notifications are enabled in Settings.

1. Go to **Settings**, and then tap **Security** > **Notification access**.
2. Tap the **HTC Dot View Music Controls** and **HTC Dot View Notifications** options if they're not selected.

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Need more details?

For more details, see the HTC Dot View Get started guide that comes with the case.

HTC Car

On the road with HTC Car

Now when you drive, you can easily use HTC Phone to reach your destination, keep you entertained, and help you stay in touch with the people that matter to you. Access music, phone calls, maps, and more with HTC Car.

1. HTC Car instantly launches when you mount HTC Phone in HTC Car Kit.
2. Swipe up or down to see what you can do in HTC Car.

When using HTC Car, return to the main screen from any other screen by pressing ⌂.

When you remove HTC Phone from HTC Car Kit, HTC Car will automatically exit.

You can also manually close HTC Car by pressing ⮌ from the main screen.

Using voice commands in HTC Car

Use your voice to control HTC Car.

This feature may not be available in all languages.

1. In HTC Car, tap the screen with three fingers to activate voice command mode.
2. Do one of the following:

Call someone	Say "`Call [person's name in phonebook]`"
Play music	Say "`Play [song title, album, artist name, or genre]`"
Find something on the map	Say "`Navigate`" . When you hear HTC Car ask you where you want to go, say the address or name of a point of interest.

You can also activate voice command mode by:

- Tapping **Speak** on the main screen in HTC Car.
- Pressing the answer button on supported Bluetooth headsets.

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Finding places in HTC Car

1. In HTC Car, tap **Navigation**.
2. To search for a place, tap and enter a location in the search box.
3. To look up a previously searched for place, tap **Previous**.
4. To get directions for an upcoming event in Calendar, tap **Appointments** and then tap an upcoming appointment.

Exploring what's around you

Feeling adventurous? With just a few taps, you can find interesting places around you quickly.

1. In HTC Car, tap **Navigation**.
2. Tap a category, for example **Restaurant** or **Parking** to see what's available near you.
3. Tap to enter your own search keywords.

Playing music in HTC Car

1. In HTC Car, tap **Music**.
2. Swipe left or right to browse by category.
3. Tap to search your collection.
4. Tap an album, song, or playlist to listen to it.

Making phone calls in HTC Car

- Tap **Dialer** to open the dialpad.
- Tap **People** and then browse a category or search by entering a name.
- Tap **Speak** and say "`Call`" and the person's name. For example, say "`Call Jennifer Singer`".

Handling incoming calls in HTC Car

When you receive an incoming call, you can easily answer or decline.

- If you hear a voice prompt, say "`yes`" or "`no`" to answer or decline a call.
- Tap **Answer** or **Decline**.

Customizing HTC Car

- To change the default behavior of HTC Car, tap **Settings**.
- To add more apps to HTC Car, tap + and select an app.

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Scribble

Using Scribble

Want to make a page for your digital scrapbook? Use the Scribble app to get artistic and combine photos, text, and illustrations in a note.

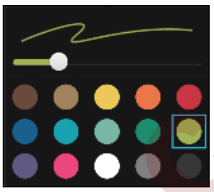
With several templates to choose from, you can even create lists or track your budget. Have a greeting card ready and link it to your friend's birthday in Calendar to send in a few taps.

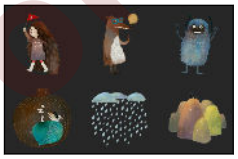
Composing a note

1. From the Home screen, tap , and then find and tap **Scribble**.
2. Choose a template when you're prompted. Or, tap .
3. In the box that says **Title text here**, type in your note title.
4. Use the editing tools to enter text, record audio, and more.
5. Draw figures and insert images such as photos and illustrations. To find out how, see Inserting images and illustrations in a note on page 125.
6. Tap for other options, such as changing the template, linking the note to an event, and more.
7. Tap or to undo or redo your actions.
8. Press to save the note.

Inserting images and illustrations in a note

1. While composing a note, you can:
   - Tap to take a photo, or tap > **Insert picture** to select an image from Gallery.
   - Tap to draw, or tap to write text. You can change the pen characteristics.

     
   - Tap to insert a sticker.

     
2. Press and hold an image to move, resize, or delete it. You can also use two fingers to rotate an image.

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Creating a photo blog note

Think photos can best convey your story? Group photos into a note, and make it more entertaining by including photo collages, stickers, and more.

If inserting a collage, first group the photos in the same event or album in Gallery.

1. From the Home screen, tap , and then find and tap **Scribble**.
2. Tap + and choose the photo blog template.
3. Tap to take a photo or select photos in Gallery to group them in a collage.

4. When inserting a collage, press and hold it, and then select a layout. You can also:
   - Press and hold, and then drag around a photo within the frame to put the subject in the center of the frame.
   - Press and hold, and then drag a photo over another to re-arrange them.
   - Slide two fingers apart to zoom in on a photo, or slide two fingers together to zoom out.
   - Tap another layout to change the current layout.
5. Tap the area above the date, and then use the editing tools to insert text and illustrations.
6. To add another page, tap +. You'll see an onscreen message if you reached the maximum number of pages.
7. Press to save the note.

Grouping notes into a notebook

- To group notes into a new notebook, tap > **Group**.
- To group notes into an existing notebook, tap > **Move to**.
- To create a new notebook, swipe to the Notebooks tab, and then tap +.

Publishing and sharing a note

Upload and share your creative work on the Web and get your own Scribble blog site.

1. With a note opened, tap .
2. Tap **Share article**.
3. Select the account you want to use to publish the note to.

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4. Type a description or tag your note.
5. Make sure that **Share your post** is selected.
6. Under Share to, tap where you also want to share the link that will be created. You'll be prompted to complete the action in the apps you selected.
7. Tap **Done**.

To view notes you've shared, swipe to the Share tab on the Scribble main screen.

Clock

Using the Clock

Get more from the Clock app than just the regular date and time. Use HTC Phone as a world clock to see the date and time in cities across the globe. You can also set alarms or track your time using the stopwatch or timer.

Setting an alarm

You can set up one or more alarms.

1. From the Home screen, tap , and then find and tap **Clock**.
2. On the Alarms tab, select the check box of an alarm and then tap that alarm.
3. Under Set alarm, use the scroll wheels to set the alarm time.
4. If you want the alarm for multiple days, tap **Repeat**.
5. Tap **Done**.

- To turn off an alarm, clear the check box of that alarm.
- If you need to set more than three alarms, tap +.

Setting the date and time manually

1. From the Home screen, tap , and then find and tap **Clock**.
2. On the World Clock tab, tap > **Local time settings**.
3. Clear **Automatic date & time** and **Automatic time zone**, and then set the time zone, date, and time as required.

To display military time, choose the **Use 24-hour format** option.

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Weather

Checking Weather

Use the Weather app and widget to check the current weather and weather forecasts for the next few days. In addition to your current location, you can view weather forecasts for other cities around the globe.

1. From the Home screen, tap , and then find and tap **Weather**. You'll see the weather for different cities, including where you are.
2. Tap a city to view weather information.
3. Swipe to the Hourly and Forecast tabs to view the forecast in your selected location.
4. To check the weather in other cities, tap , and then select the city you want.
5. To add more cities, tap and then enter the location.
6. To change the temperature scale, update schedule, and more, tap > **Settings**.

Your settings in the Weather app also control the weather information that is shown in the Clock and Calendar.

Voice recorder

Recording voice clips

Use Voice Recorder to capture information during lectures, interviews, or even to create your own audio log.

1. From the Home screen, tap > > **Voice Recorder**.
2. Hold the microphone near the sound source.
3. Tap to start recording a voice clip.

Voice Recorder can run in the background while you do other things on HTC Phone, except when you open other apps that also use audio functions.

4. Tap to stop recording.

To play back the voice clip, tap .

To see your recorded voice clips, tap . Press and hold a voice clip to see options for sharing, setting it as a ringtone, and more.

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Internet connections

Turning the data connection on or off

Turning your data connection off saves battery life and money on data charges.

You need a 4G/LTE plan to use your operator's 4G/LTE network for voice calls and data services. Check with your operator for details.

1. From the Home screen, tap > > Settings.
2. Tap the Mobile data On/Off switch to turn the data connection on and off.

If you don't have the data connection turned on and you're also not connected to a Wi-Fi network, you won't receive automatic updates to your email, social network accounts, and other synced information.

Managing your data usage

If you're on a limited data allowance, it's important to keep track of the activities and apps that usually send and receive data, such as browsing the web, syncing online accounts, and sending email or sharing status updates.

Here are some other examples:

- Streaming web videos and music
- Playing online games
- Downloading apps, maps, and files
- Refreshing apps to update info and feeds
- Uploading and backing up your files to your online storage account
- Using HTC Phone as a Wi-Fi hotspot
- Sharing your mobile data connection by USB tethering

To help you save on data usage, connect to a Wi-Fi network whenever possible and set your online accounts and emails to sync less frequently.

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Turning data roaming on or off

Connect to your mobile operator's partner networks and access data services when you're out of your mobile operator's coverage area.

Using data services while roaming may be costly. Check with your mobile operator for data roaming rates before you use data roaming.

1. From the Home screen, tap > > **Settings**.
2. Tap **Mobile data**.
3. Select or clear the **Data roaming** option.

Keeping track of your data usage

Monitor your data usage to help prevent going over your monthly data allowance.

Data usage measured by HTC Phone may differ from, and be less than, your actual data usage.

1. From the Home screen, tap > > **Settings**.
2. Under Wireless & Networks, tap **More**.
3. Tap **Data usage**.
4. On the Mobile tab, select **Limit mobile data usage** and tap **OK** to automatically disable your data connection when you reach the set limit.
5. Drag the upper LIMIT line to set your monthly data limit.
6. Select **Alert me about data usage**, and then drag the lower ALERT line to set an alert before you reach your monthly data limit.
7. Tap **Reset data usage**, and then set the day of the month when your usage cycle resets. This date is usually the start of your monthly billing cycle.
8. Drag the vertical line markers to see how much data you've used during a particular time interval.

If you're connecting HTC Phone to another portable Wi-Fi hotspot, tap > **Mobile hotspots** to restrict background data from downloading that may incur extra data fees.

Viewing the data usage of apps

1. From the Home screen, tap > > **Settings**.
2. Under Wireless & Networks, tap **More**.
3. Tap **Data usage**.
4. On the Mobile tab, drag the vertical line markers to see how much data you've used during a particular time interval.

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5. Scroll down the screen to see a list of apps and their data usage info.
6. Tap an app to see more details.

Wi-Fi connection

To use Wi-Fi, you need access to a wireless access point or “hotspot”.

The availability and strength of a Wi-Fi signal varies depending on objects the Wi-Fi signal has to pass through (such as buildings or a wall between rooms).

Turning Wi-Fi on or off

1. From the Home screen, tap > > **Settings**.
2. Tap the Wi-Fi **On/Off** switch to turn Wi-Fi on or off.
3. Tap **Wi-Fi** to see a list of detected wireless networks.

- To manually scan for Wi-Fi networks, tap > **Scan**.
- If the wireless network that you want is not listed, tap > **Add network** to manually add it.

Connecting to a Wi-Fi network

1. Turn Wi-Fi on, and check the list of detected Wi-Fi networks.

   See Turning Wi-Fi on or off on page 131.
2. Tap a Wi-Fi network you want to connect to.
3. If you selected a secured network, enter the network key or password.
4. Tap **Connect**. You'll see the Wi-Fi icon in the status bar when connected.

Connecting to a Wi-Fi network via WPS

If you're using a Wi-Fi router with Wi-Fi Protected Setup (WPS), you can connect HTC Phone easily.

1. Turn Wi-Fi on, and check the list of detected Wi-Fi networks.

   See Turning Wi-Fi on or off on page 131.
2. Tap > **WPS Push**, and then press the WPS button on your Wi-Fi router.

To use the Wi-Fi Protected Setup (WPS) PIN method, tap > **WPS Pin Entry**.

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Logging into a public Wi-Fi network automatically (WISPr)

You can set HTC Phone to automatically log into a public Wi-Fi network that you regularly use. This saves you the trouble of going through the Wi-Fi provider's web authentication every time you connect to their Wi-Fi network. Just add your login credentials to the WISPr (Wireless Internet Service Provider roaming) settings.

The access point of the Wi-Fi network needs to support the WISPr web portal. Consult the Wi-Fi provider for details.

1. From the Home screen, tap > > **Settings**.
2. If Wi-Fi connection is off, tap the Wi-Fi **On/Off** switch to turn it on.
3. Tap **Wi-Fi**.
4. Tap > **Advanced**.
5. Under WISPr settings, select **Auto login** and then tap **WISPr account settings** > **Add a new account**.
6. Enter the service provider name, your login name (the full domain name), and password.
7. Tap > **Save**
8. Connect to the public Wi-Fi network.

- If you have access to several public Wi-Fi networks, you can add up to five sets of login credentials to the WISPr accounts list.
- In the WISPr accounts list, press and hold an account to remove or edit it.

Connecting to VPN

Add virtual private networks (VPNs) so you can connect and access resources inside a local network, such as your corporate network.

Before you can connect to your organization's local network, you may be asked to:

- Install security certificates
- Enter your login credentials
- Download and install a required VPN app on HTC Phone

Contact your network administrator for details. Also, HTC Phone must first establish a Wi-Fi or data connection before you can start a VPN connection.

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Adding a VPN connection

You must first set a lock screen PIN or password before you can use credential storage and set up the VPN.

1. From the Home screen, tap > > Settings.
2. Under Wireless & Networks, tap More.
3. Tap VPN > > Add VPN profile.
4. Enter the VPN settings and set them up according to the security details your network administrator gave you.
5. Tap Save.

Connecting to a VPN

1. From the Home screen, tap > > Settings.
2. Under Wireless & Networks, tap More.
3. Tap VPN.
4. Tap the VPN that you want to connect to.
5. Enter your log in credentials, and then tap Connect. When you're connected, the VPN connected icon appears in the notification area of the status bar.

You can then open the web browser to access resources such as your corporate network intranet.

Disconnecting from a VPN

1. Slide the Notifications panel open.
2. Tap the VPN notification, and then tap Disconnect.

Using HTC Phone as a Wi-Fi hotspot

Share your data connection with other devices by turning HTC Phone into a Wi-Fi hotspot.

- Make sure the data connection is turned on.
- You must have an approved data plan associated with your account from your mobile service provider to use this service. Devices connected to your Wi-Fi hotspot use data from your subscribed data plan.

1. From the Home screen, tap > > Settings.
2. Under Wireless & Networks, tap More.

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3. Tap **Mobile network sharing** > **Portable Wi-Fi hotspot**.

   The first time you turn on the Wi-Fi hotspot, you'll need to set it up.

4. Enter a hotspot name or use the default.

5. Enter a password or use the default.

   The password is the key other people need to enter on their device so they can connect and use HTC Phone as a wireless router.

6. To help make your Wi-Fi hotspot more secure, tap > **Advanced**.

   Choose from the available settings, and then press .

7. Tap the Portable Wi-Fi Hotspot **On/Off** switch to turn it on.

HTC Phone is ready to be used as a Wi-Fi hotspot when you see on the status bar.

To help minimize security risks, use the default security settings and set a strong and unique password.

Sharing your phone's Internet connection by USB tethering

No Internet connection available for your computer? No problem. Use the data connection of HTC Phone to connect to the Internet.

- To make sure that the USB drivers for HTC Phone are up-to-date, install the latest version of HTC Sync Manager on your computer.
- Make sure you have a USB tethering service enabled by your mobile operator.
- You may need to have USB tethering added to your data plan, and it may incur additional cost. Contact your mobile service provider for details.
- Make sure that mobile data is turned on.

1. From the Home screen, tap > > **Settings**.
2. Under Wireless & Networks, tap **More**.
3. Tap **Mobile network sharing** > **USB network setting** > **USB tethering**.
4. Connect HTC Phone to your computer using the provided USB cable.

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Wireless sharing

Bluetooth

Turning Bluetooth on or off

1. From the Home screen, tap > > Settings.
2. Tap the Bluetooth **On/Off** switch to turn the Bluetooth connection on and off.
3. Tap **Bluetooth** to see a list of available devices.

Turn off Bluetooth when not in use to save battery power, or in places where using a wireless device is prohibited, such as on board an aircraft and in hospitals.

Connecting a Bluetooth headset

You can listen to music over a Bluetooth A2DP stereo headset, or have hands-free conversations using a compatible Bluetooth headset.

Before you connect your headset, make it discoverable so HTC Phone can find it. Refer to your headset manual for details.

1. Turn Bluetooth on and check the list of available devices.

   See Turning Bluetooth on or off on page 135.
2. If you don't see your headset listed, tap **Scan for devices** to refresh the list.
3. Tap the name of your headset in the Available Devices section. HTC Phone pairs with the headset and the headset connection status is displayed in the Paired Devices section.
4. If prompted to enter a passcode, try `0000` or `1234`, or consult the headset documentation to find the passcode.

When the Bluetooth headset is connected, you'll see in the status bar.

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Reconnecting a Bluetooth headset

Normally, you can easily reconnect your headset by switching on Bluetooth on HTC Phone, and then turning on the headset.

However, you might have to connect manually if your headset has been used with another Bluetooth device.

1. Turn Bluetooth on and check the list of paired devices.

   See Turning Bluetooth on or off on page 135.

2. Tap the headset's name in the Paired Devices section.
3. If prompted to enter a passcode, try `0000` or `1234`, or consult the headset documentation to find the passcode.

If you still cannot reconnect to the headset, follow the instructions in Unpairing from a Bluetooth device on page 136, and then follow the steps under Connecting a Bluetooth headset on page 135.

Unpairing from a Bluetooth device

1. Turn Bluetooth on and check the list of paired devices.

   See Turning Bluetooth on or off on page 135.

2. In the Paired devices section, tap next to the device to unpair.
3. Tap **Unpair**.

Receiving files using Bluetooth

HTC Phone lets you receive various files with Bluetooth, including photos, music tracks, contact info, calendar events, and documents such as PDFs.

Refer to the device's documentation for instructions on sending information over Bluetooth.

1. Turn Bluetooth on.

   See Turning Bluetooth on or off on page 135.

2. On the sending device, send one or more files to HTC Phone.
3. If asked, accept the pairing request on HTC Phone and on the sending device. You may also be prompted to enter the same passcode or confirm the auto-generated passcode on both devices.

   You'll then get a Bluetooth authorization request.

4. Tap **Pair**.
5. When HTC Phone receives a file transfer request notification, slide the Notifications panel down, tap the incoming file notification, and then tap **Accept**.

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6. When a file is transferred, a notification is displayed. Slide the Notifications panel down, and then tap the relevant notification to view the file.
7. You can also tap ⋮ > **Show received files** to view files received via Bluetooth.

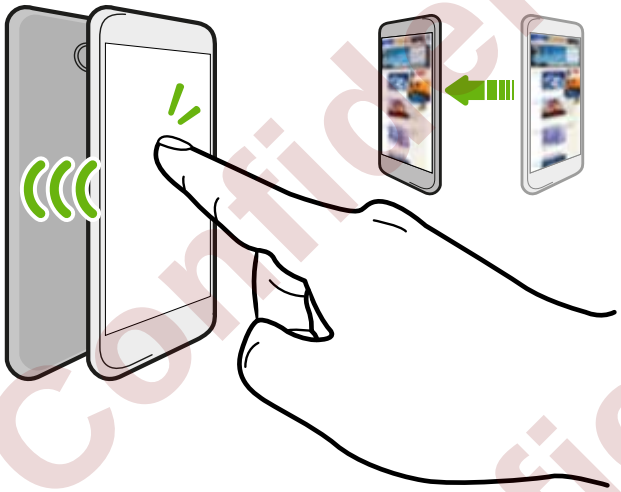
NFC

Using NFC

With built-in NFC (near field communication) on HTC Phone, you can share content to another NFC-capable mobile device in an instant.

NFC may not be available in some phones.

Beam webpages, photos, contact information, and more by holding HTC Phone and the other device back to back.



You can also use NFC for contactless payment. Availability of NFC payment depends on when your mobile operator launches this service. Contact your mobile operator for details.

Turning NFC on or off

1. Go to Settings, and then under Wireless & networks, tap **More**.
2. Tap **NFC**.
3. Tap the NFC **On/Off** switch to turn it on and off.

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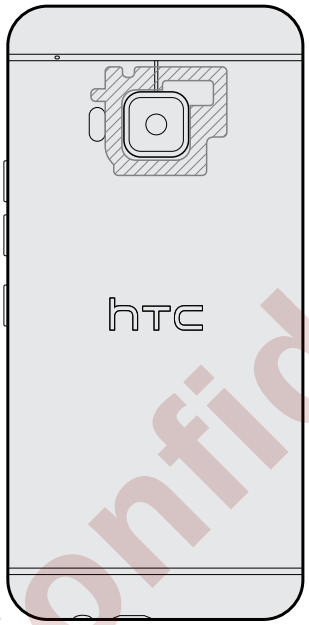
Beaming content

Make sure that both devices are unlocked and have NFC turned on. If the other device has an Android Beam™ option, make sure it is also turned on.

1. While viewing the content that you want to share, in the share options, tap **Android Beam**.
2. Hold HTC Phone and the other phone back to back.



   Make sure that the NFC area (shaded part) of HTC Phone and the other phone's NFC area are close to one another. Experiment by slightly moving the phones until a connection is made.
3. Tap the screen.

The shared content appears on the other screen. For some items that you've shared (such as contact information), additional instructions on how to save the item will appear on the receiving device.

HTC Mini+

About HTC Mini+

Want to multitask and take calls, read text messages, and more while browsing the Web or watching videos? Buy the HTC Mini+ and use it with HTC Phone.

Here are some of the things you can do right on HTC Mini+:

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- See instant notifications of text messages, calendar events, and email messages.
- Make and receive phone calls.
- View new text messages. Choose a preset response to send a quick reply, or call the sender.
- View ongoing and upcoming calendar events.
- Dismiss or snooze the alarm.
- Use as a laser pointer.
- Use as a remote control for HTC Phone. Remotely play music, control the shutter to take photos, or control a PowerPoint® presentation.
- Use as a TV remote control.

For complete details on how to use HTC Mini+, see its user guide.

Connecting HTC Mini+to your phone

Use NFC or Bluetooth to pair and connect HTC Mini+ to your phone.

NFC may not be available in some phones.

You only need to pair once. The next time you turn on HTC Mini+, it will automatically reconnect to your phone.

For more convenience, you can purchase and pair with several HTC Mini+ devices. For instance, you can have a device in your living room, bedroom, and study room. You can pair your phone with all HTC Mini+ devices, but your phone can only connect to two at the same time. Disconnect an HTC Mini+ device first before connecting to another one.

Pairing via NFC

If you're using a protective case with your phone, remove it first before using NFC to pair and connect.

1. Go to Settings, and then under Wireless & networks, tap **More**.
2. Tap **HTC Mini+**.
3. Follow the instruction and illustration on your phone to turn HTC Mini+ on.
4. Tap **NFC**, and then tap **Next**.
5. Hold HTC Mini+ back-to-back with your phone until the phone vibrates.
6. Tap **Yes** when you're prompted to pair with HTC Mini+.

Pairing via Bluetooth

1. Go to Settings, and then under Wireless & networks, tap **More**.
2. Tap **HTC Mini+**.

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3. Follow the instruction and illustration on your phone to turn HTC Mini+ on.
4. Tap **Bluetooth**, and then tap **Next**.
5. Follow the instruction and illustration on your phone to make HTC Mini+ discoverable via Bluetooth.
6. Tap **Connect**.

Disconnecting HTC Mini+

Slide the Notifications panel open, and then tap **HTC Mini+** to disconnect.

Managing HTC Mini+

While HTC Mini+ is connected, you can manage it from your phone. You can create your own Quick text replies to add to HTC Mini+, find the device if you misplaced it, and more.

1. Turn HTC Mini+ on.
2. On your phone, turn Bluetooth on. HTC Mini+ then automatically connects to your phone.
3. Go to Settings, and then under Wireless & networks, tap **More**.
4. Tap **HTC Mini+**.
5. Under Paired devices, tap next to the HTC Mini+ device name, and then choose what you want to do.

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Settings and security

Turning location services on or off

In order to find your location on HTC Phone, you need to enable location sources.

1. From the Home screen, tap , and then tap **Settings** > **Location**.
2. Tap the **On/Off** switch to turn location services on and off.
3. Under Location sources, select the location mode you want. For example, for a better estimate of your location, choose **High accuracy**. To save battery power, choose **Battery saving**.

Turning off a location source (for example GPS) means no applications on HTC Phone will collect your location data through that location source. However, third party applications may collect — and HTC Phone may continue to provide — location data through other sources, including through Wi-Fi and signal triangulation.

Airplane mode

When you enable Airplane (Flight) mode, all wireless radios on HTC Phone are turned off, including the call function, data services, Bluetooth, and Wi-Fi.

When you disable Airplane mode, the call function is turned back on and the previous state of Bluetooth and Wi-Fi is restored.

- You can manually turn Bluetooth and Wi-Fi back on after enabling Airplane mode.
- If USB tethering is turned on, enabling Airplane mode turns it off. You need to manually turn USB tethering on after you disable Airplane mode.

Do any of the following to turn Airplane mode on or off:

- Press and hold POWER, and then tap **Airplane mode**.
- With two fingers, swipe down from the status bar to open the Quick Settings panel. Tap the **Airplane mode** tile to turn airplane mode on or off.

When enabled, the Airplane mode icon is displayed in the status bar.

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Do not disturb mode

Use Do not disturb mode to reject calls, and silence audible alerts and notifications, but still keep a data connection available.

1. From the Home screen, tap > > Settings > Sound & notification.
2. Tap the Do not disturb On/Off switch to turn it on and off.
3. Tap Do not disturb to set when you want Do not disturb to turn off, or to allow the Clock app alarm and timer sounds to play when Do not disturb is on.

The Do not disturb icon will appear in the notifications area of the status bar. Even when Do not disturb mode is on, you'll still see notification icons in the status bar to alert you of missed calls, new messages, calendar events, alarms, and other notifications.

If Do not disturb is on, the notification LED will not flash.

Allowing incoming calls to bypass Do not disturb mode

Add important contacts to an exceptions list so that you can still receive their calls even when Do not disturb mode is on.

1. From the Home screen, tap > > Settings > Sound & notification.
2. Tap Do not disturb.
3. Tap Do not disturb exceptions and then tap +.
4. Choose whether to select contacts or groups to add to the exceptions list.
5. Select the checkbox to allow incoming calls from contacts on the exceptions list.

To remove contacts or numbers from the exceptions list, tap > Remove contact.

Setting a Do not disturb schedule

You can schedule when you want Do not disturb to turn on. For example, if you can set it to turn on during a weekly meeting.

1. From the Home screen, tap > > Settings > Sound & notification.
2. Tap Do not disturb.
3. Tap Do not disturb schedule and then tap +.
4. Set the start and end times for the schedule.
5. To have the schedule repeat on specific days, tap Repeat and select which days you want it to occur.

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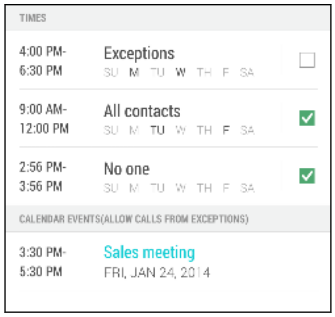
6. To select which contacts will be allowed to reach you when the Do not disturb schedule is active, tap **Contacts to allow calls**.
7. Tap **Done**.

The schedule will be listed on the Do not disturb schedule screen.



Calendar events created in your Microsoft Exchange ActiveSync account that have Do not disturb enabled will also be listed on the Do not disturb schedule screen.

Scheduling when to turn data connection off

To help conserve power and data usage, you can set a time period when the data connection will automatically turn off during low peak times. This takes effect after the screen has been off for 15 minutes and there's no network activity (no downloads, streaming, or data usage).

1. From the Home screen, tap > > **Settings** > **Power**.
2. Tap **Sleep mode**.
3. To manually change the settings, clear **Learn sleep time automatically** if it's selected.
4. Under Sleep time, choose the start and end time when data connection is disabled.
5. Tap the Sleep mode **On/Off** switch to turn it on.

The data connection resumes when you switch the screen back on.

Automatic screen rotation

Automatic rotation is not supported in all applications.

1. From the Home screen, tap > > **Settings** > **Display & gestures** or **Display, gestures & buttons**.
2. Select or clear the **Auto-rotate screen** option to turn it on or off.

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Setting when to turn off the screen

After a period of inactivity, the screen turns off to conserve battery power. You can set the idle time before the screen turns off.

1. From the Home screen, tap > > Settings > Display & gestures or Display, gestures & buttons.
2. Tap Screen timeout, and then tap the time before the screen turns off.

Screen brightness

1. From the Home screen, tap > > Settings > Display & gestures or Display, gestures & buttons.
2. Tap Brightness level.
3. With the Automatic brightness option selected, drag the slider to set the maximum brightness level. This sets a limit on how bright the screen will be when Automatic brightness is selected.
4. To set the brightness manually, clear the Automatic brightness option, and then drag the brightness slider to the left to decrease or to the right to increase the screen brightness.

Changing the display font

You can change the font style and size of the display font or you can download new fonts online.

1. From the Home screen, tap > > Settings > Personalize.
2. Under Font, tap Font style and choose one of the built-in fonts or tap + to go online and download new fonts.
3. Tap Font size to choose the size of the font.

Downloading fonts

You must be logged on to your HTC Account to download fonts.

1. From the Home screen, tap > > Settings > Personalize.
2. Under Font, tap Font style and then tap +.
3. Tap ▼ to select a category.
4. Select a font style, and then tap Download.
5. Tap Apply.

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Touch sounds and vibration

Some people like the sound or vibration feedback they get when touching the screen, and some don't. You can turn on or off various types of touch sounds and vibration on HTC Phone.

- Touch tones when tapping the phone dial pad
- Touch sounds when tapping onscreen items
- Screen lock sounds
- Pull-to-refresh sounds
- Vibration when pressing hardware buttons
- Touch sound and vibration when tapping the HTC Sense keyboard

Turning touch sounds and vibration on and off

1. From the Home screen, tap > > Settings > Sound & notification.
2. Under System, select the option you want to turn on or off.

Turning off keyboard sounds and vibration

1. From the Home screen, tap > > Settings > Language & keyboard.
2. Tap HTC Sense Input.
3. Tap Sound feedback and then select None to turn off keyboard sounds.
4. Clear the Vibration feedback option to turn off keyboard vibration.

Changing the display language

Changing the language adjusts the keyboard layout, date and time formatting, and more.

1. From the Home screen, tap > > Settings > Language & keyboard.
2. Tap Language, and then choose the language you want to use.

Accessibility settings

Use these settings when you've downloaded and installed an accessibility tool, such as a screen reader that provides voice feedback. You can turn accessibility functions or services on or off.

1. From the Home screen, tap > > Settings > Accessibility.
2. Choose the settings you want.

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Turning Magnification gestures on or off

If you're visually impaired or would just like to get a closer view of what's on the screen, use Magnification gestures to enlarge portions of your phone's screen.

1. From the Home screen, tap > > Settings > Accessibility.
2. Tap Magnification gestures, and then tap the On/Off switch to turn it on or off.

Tap Magnification gestures to read the onscreen instructions to learn how to use Magnification gestures.

Installing a digital certificate

Use client and Certificate Authority (CA) digital certificates to enable HTC Phone to access VPN or secured Wi-FI networks, and also to provide authentication to online secure servers. You can get a certificate from your system administrator or download it from sites that require authentication.

- You must set a lock screen PIN or password before installing a digital certificate.
- Some apps such as your browser or email client let you install certificates directly in the app. See the app's help for details.

1. Save the certificate file in the root folder on HTC Phone.
2. From the Home screen, tap > > Settings > Security.
3. Tap Install from storage.
4. Browse to the certificate and select it.
5. Enter a name for the certificate and select how it will be used.
6. Tap OK.

Disabling an app

Apps, even if not used often, may be running in the background and downloading data. If an app cannot be uninstalled, you can disable it.

1. From the Home screen, tap > > Settings > Apps.
2. Swipe to the All tab.
3. Tap the app, and then tap Disable.

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Assigning a PIN to a nano SIM card

You can help to protect the nano SIM card by assigning a Personal Identification Number (PIN).

Make sure you have the default PIN provided by your mobile operator before continuing.

1. From the Home screen, tap > > **Settings** > **Security**.
2. Tap **Set up SIM card lock**.
3. Choose to lock the card, enter the default PIN of the card, and then tap **OK**.
4. To change the card PIN, tap **Change SIM PIN**.

Restoring a nano SIM card that has been locked out

If you enter the wrong PIN more times than the maximum number of attempts allowed, the card will become “PUK-locked.”

You need a Pin Unlock Key (PUK) code to restore access to HTC Phone. Contact your mobile operator for this code.

1. On the Phone dialer screen, enter the PUK code, and then tap **Next**.
2. Enter the new PIN you want to use, and then tap **Next**.
3. Enter the new PIN again, and then tap **OK**.

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Navigating HTC Phone with TalkBack

Use TalkBack if you need to navigate HTC Phone by spoken feedback. When you touch the screen, HTC Phone vibrates and gives you an audible response so you know what you are touching.

Not all languages are supported.

Turning TalkBack on

1. From the Home screen, tap > > Settings > Accessibility.
2. Tap TalkBack, and then tap the On/Off switch.
3. Read the TalkBack disclaimer and then tap OK. You'll be prompted to enable Explore by touch, which provides an audible description of what you're touching on the screen.

A short tutorial explaining how to use TalkBack will begin playing after you turn on TalkBack.

TalkBack works best if you turn off auto-rotate and turn on Explore by touch.

Using TalkBack gestures

When TalkBack is turned on and the Explore by touch setting is selected, the regular touch gestures are replaced by the TalkBack gestures.

Media gestures such as 3-finger swiping may not be available when TalkBack gestures are enabled.

Do one of the following:

Open an item	1. Drag your finger on the screen to find and select the item. 2. Double-tap anywhere on the screen to open the item.
Move an item	1. Drag your finger on the screen to find the item. 2. Double-tap anywhere on the screen, but don't lift your finger on the second tap. 3. Drag the item to a new spot and then lift your finger.
Scroll through a screen	Use two fingers to swipe up, down, left or right.
Unlock the lock screen	Use two fingers to swipe up from the bottom of the screen.
Open the Notifications panel	Use two fingers to swipe down from the top of the screen.

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Assigning TalkBack shortcuts

TalkBack has customizable gestures that can be used to open the Notifications panel, view recent apps, access TalkBack controls, and more.

The steps below are described using the regular gestures. Use the corresponding TalkBack gestures if you already have TalkBack turned on.

1. From the Home screen, tap > > **Settings** > **Accessibility**.
2. Tap **TalkBack**, and then tap > **Settings** > **Manage gestures**.
3. Tap any of the shortcut gestures, and then select an action.

Using TalkBack context menus

TalkBack has context menus for controlling continuous reading and global TalkBack controls. These menus can be accessed using TalkBack shortcut gestures.

1. Turn TalkBack on.
2. Do one of the following:
   - To open the continuous reading menu, use one finger to swipe up and right in one continuous movement.
   - To open the global context menu, use one finger to swipe down and right in one continuous movement.

If you already changed the TalkBack shortcut gestures, check your TalkBack settings for the appropriate gesture.

3. Press and hold anywhere on the screen.
4. Drag your finger around the screen to explore the options.

To cancel an action, drag your finger to your starting position.

Changing the TalkBack reading speed

The steps below are described using the regular gestures. Use the corresponding TalkBack gestures if you already have TalkBack turned on.

1. From the Home screen, tap > > **Settings** > **Accessibility**.
2. Tap **Text-to-speech output** > **Speech rate**.
3. Select a speech rate.

You can test the speech rate by tapping **Listen to an example**.

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TalkBack language settings

1. From the Home screen, tap > > **Settings** > **Accessibility**.
2. Tap **Text-to-speech output** > **Google Text-to-speech Engine**, and do one of the following:

Select a different language	Tap **Language**.
Install a voice	Tap **Install voice data**, and then tap the language. Tap next to the voice data you want to install. When installation is completed, press twice and tap **Language**.

3. Select the language you want to use.

Not all languages are supported.

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