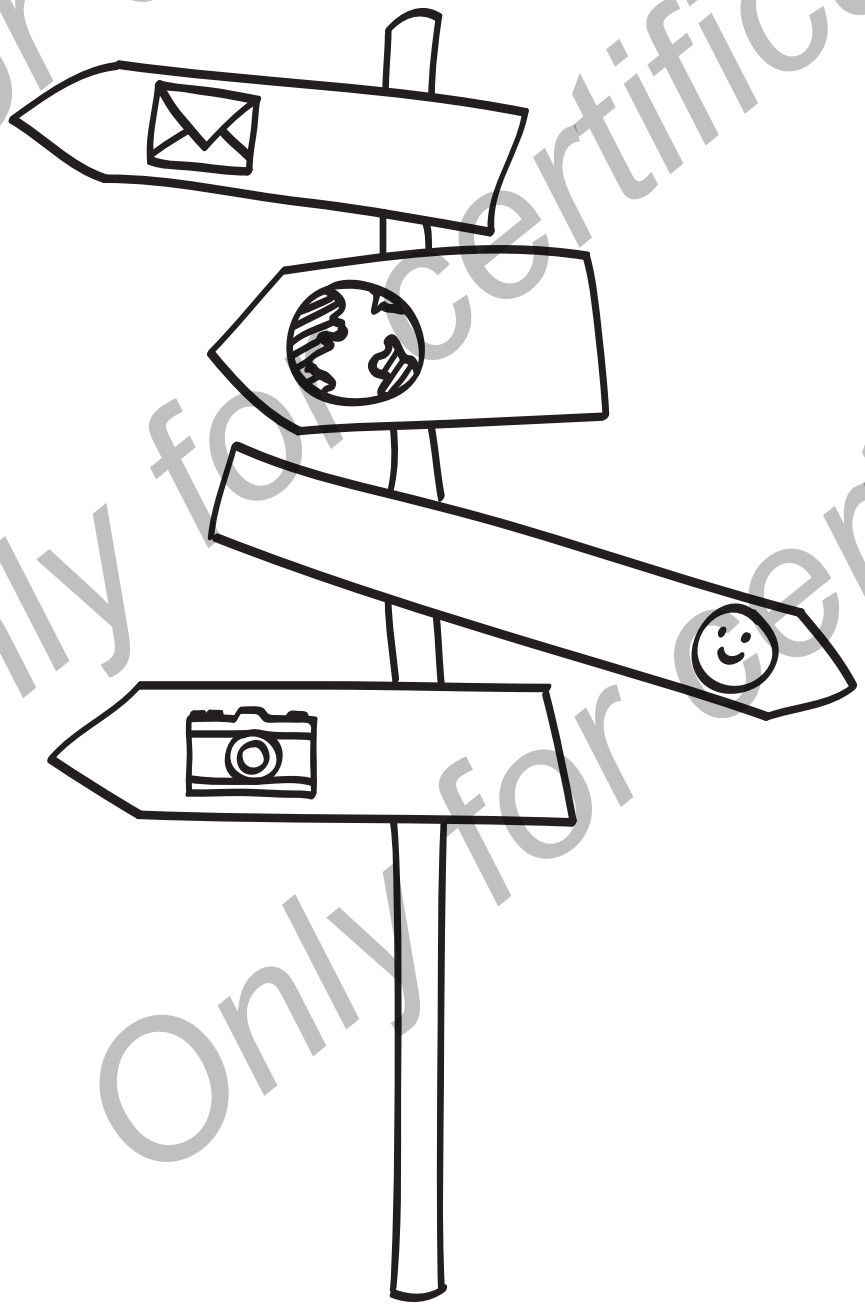
Your **HTC** One

User guide



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Trademarks and copyrights

Trademarks and copyrights

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Conventions used in 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.

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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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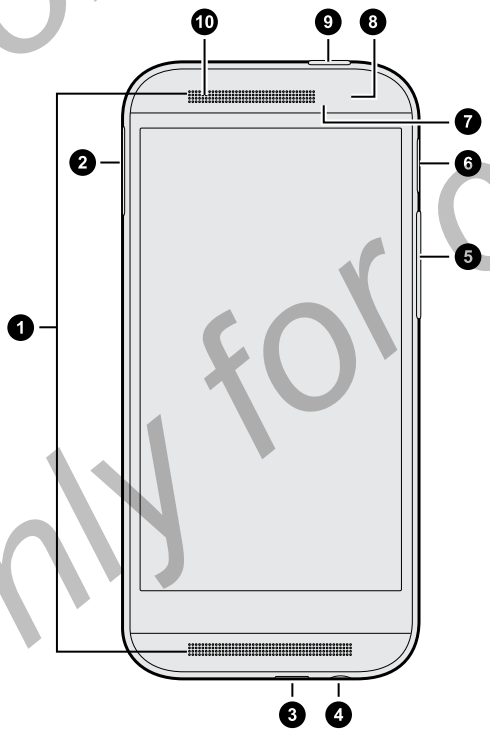
Unboxing

HTC One

Front panel



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

- HTC One is available in either a 3G-only or 3G-and-LTE version, depending on what's supported by the phone you purchased and your mobile operator. You need an 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, please don't cover and block the proximity sensor. Purchase a case designed for HTC One.

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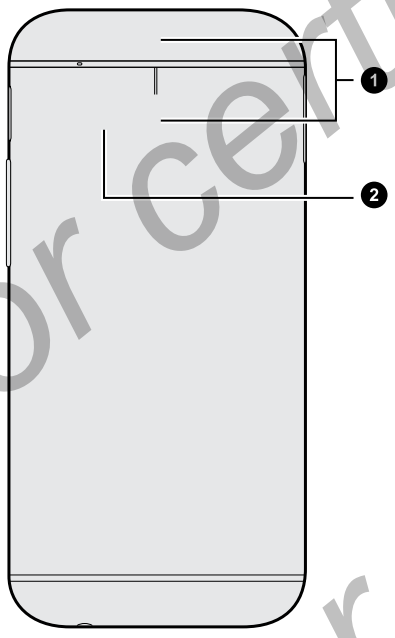
Back panel



1. Duo Camera
2. LED flash

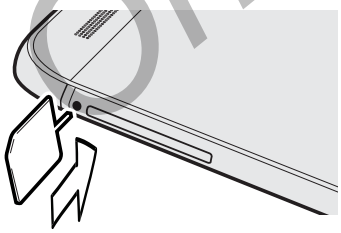
nano SIM card

HTC One uses a nano SIM card. The nano SIM card contains your phone number, service details, and memory for storing phonebook contacts and/or text messages.

Inserting the nano SIM card

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

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 tray slot.



3. Push the tip all the way into the hole until the nano SIM card tray ejects.

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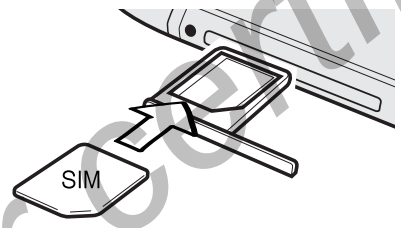
4. Pull the nano SIM card tray out, and place the nano SIM card (contacts facing down) into the tray.

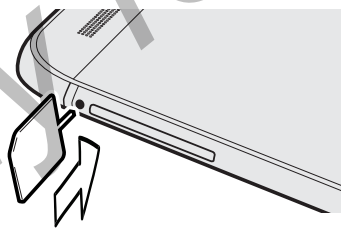


5. Insert the nano SIM card tray back into the slot.

Removing the nano SIM card

Make sure to switch off HTC One before removing your nano SIM 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 tray slot.



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

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

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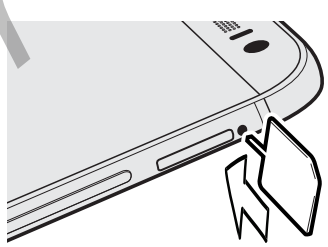
Storage card

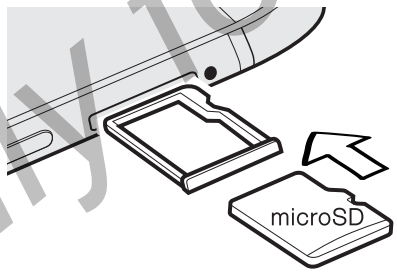
Use a storage card to store your photos, videos, and music.

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 tray slot.



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.

Unmounting the storage card

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

1. Go to Settings, and then tap **Storage**.
2. Tap **Unmount SD card**.

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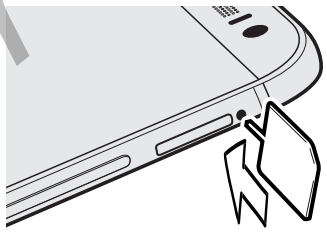
Removing the microSD card

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 tray slot.



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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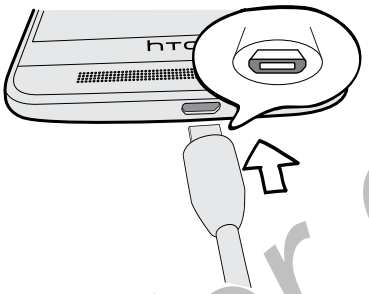
Charging the battery

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

Use only the adapter and the USB cable that came with HTC One 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.
- When you're using the Internet and charging the battery, HTC One 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 One vibrates.

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

Switching the power off

1. If the display is off, press the POWER button to turn it back on. If you've set up a lock screen, you need to unlock it.
2. Press and hold the POWER button for a few seconds.
3. Tap **Power off** on the options menu.

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Want some quick guidance on your phone?

Check out the friendly walkthroughs and the FAQs in the Tips & 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.
- To open Tips & Help from the Home screen, tap > **Tips & Help**.

  You can then browse by subject matter and topic. Or tap , and then enter what you want to search for.

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Phone setup and transfer

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 18.

1. Do one of the following:
   - If you're setting up your new HTC phone for the first time, choose to transfer content, and then select **Transfer from old phone** on the Set up phone screen.
   - 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**.
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.

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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, tap **Try another transfer method** on your new phone to use Bluetooth for transferring contacts from your old phone.

6. On your old phone, choose the types of content you want to transfer, and then tap **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 to your HTC phone on page 137.

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 18.

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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. Do one of the following:
   - If you're setting up your new phone for the first time, choose to transfer content, and then select **Transfer from old phone** on the Set up phone screen.
   - 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. Choose your old phone's name and model.
4. On your old phone, turn Bluetooth on and set it to discoverable mode.
5. Follow the onscreen instructions on your old and new phones to pair them and start the data transfer.

Getting contacts and other content into HTC One

Aside from the HTC Transfer Tool, there are other ways you can add contacts and other content to HTC One.

Sync with your computer	Use HTC Sync Manager to sync contacts, documents, playlists, and more between HTC One and your computer running a Windows® or Mac OS operating system. You can also use it to transfer contacts, messages, and other content from an iPhone to your computer, and then to your HTC One.
Google® Account	Google contacts are imported to HTC One after you sign in to your Google Account. You can also create more Google contacts right from HTC One.
Social network accounts	Log in to your favorite social networks to sync contact information from them.
Microsoft® Exchange ActiveSync®	HTC One syncs your work contacts from the Microsoft Exchange ActiveSync Server in your workplace.

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Phone contacts	You can create contacts locally on HTC One, if you don't prefer to store them on your online accounts.
nano SIM card	Copy all your nano SIM contacts to HTC One.

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 One 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 One 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 One and copy them over.

Tired of keeping copies of your media in several places? Use online storage services to put your media in one place so you can manage them anywhere — on your computer, HTC One, and other mobile devices.

Go to Settings, and then tap Accounts & sync > + to check first what online storage accounts are available on HTC One and sign in to the one you want to use. Use the Gallery app to access media in your online storage.

Home screen

After you've turned on and set up HTC One 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 Your dynamic Home screen on page 35.
- 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 76.
- You can change the apps on the launch bar at the bottom of the Home screen. See Launch bar on page 77.

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

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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.
   - With two fingers, swipe down from the status bar to open Quick settings, 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** to set a ringtone, choose a sound profile, and configure incoming call sound settings.
   - Tap **Personalize** to change the wallpaper, add widgets and shortcuts 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 One, for example with a screen lock.

Updating your phone's software

HTC One 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.

Enabling automatic updates

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

1. Go to Settings, and then tap **About**.
2. Tap **Software updates**.
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.

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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 One 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 One if needed.

Checking for updates manually

1. Go to Settings, and then tap **About**.
2. Tap **Software updates**. HTC One 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.

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Getting apps from Google Play

Google Play is the place to go to find new apps for HTC One. 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 One, 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 One. You're responsible for the results of using downloaded apps.

1. Open the Play Store app.
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.

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. Open the Play Store app.
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.

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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 One 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 One 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.

Matching your iPhone apps

Switching from an iPhone to HTC One? You can download from the Google Play many of the same apps you have on your iPhone to HTC One.

Enter your first step here.

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Your first week with your new phone

About your phone

Features you'll enjoy on HTC One

HTC One gives you options for quick and easy setup. Transferring your old phone's content such as your contacts, messages, and media can be done right from HTC One.

Also, enjoy taking shots with the camera, checking personalized content with HTC BlinkFeed, and more.

Easy phone setup and transfer

- With our HTC Get Started service, you can set up and personalize HTC One from your computer, and just download your settings to HTC One. See .
- Easily transfer your contacts, messages, music, photos, videos, and more from an Android phone to HTC One. See Transferring content from an Android phone on page 16.

  By using **HTC Sync Manager**, you can even migrate content from an iPhone. See Transferring iPhone content to your HTC phone on page 137.
- Back up HTC One to the cloud so it'll be a lot easier to restore your content to a new phone next time.

Dynamic Home screen

With **HTC BlinkFeed**, personalize your Home screen with the information and updates that matter most to you. See a variety of content such as feeds about news and your interests, social network updates, HTC One tips, and more. The content is refreshed when you're connected to the Internet. See Your dynamic Home screen on page 35.

HTC Zoe

Experience a whole new way of capturing and retouching photos.

- Capture entire moments with pictures and sound, and watch them come alive again with **HTC Zoe**™. See Using Zoe Camera on page 54.
- Retouch your HTC Zoe photos or continuous shots with **Object Removal**, **Always Smile**, and **Sequence Shot**. You can even create a short animation with **GIF Creator**. See Gallery on page 63.

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New way to share memories

- Invite your friends and family to view and add photos to your online album with Zero.
- Show off the excitement of your event. **Video Highlights** automatically selects the highlights of an event or album to create a half-minute show with a musical theme. See Viewing and editing Zoe Highlights on page 70.
- Share your Video Highlights with friends and family through **HTC Share**. See .

Outstanding camera features

- With **VideoPic**, you can snap a picture while you're shooting video. See Taking a photo while recording a video (VideoPic) on page 52.
- Switch to **Sweep panorama** and pan the camera to capture a wide-angle view of the scenery. See Taking a panoramic photo on page 55.
- With **Dual capture** mode, capture both the scene and your own self-portrait in a single photo or video. See Using dual capture mode on page 56.
- Use **Continuous shooting** mode to capture 20 consecutive shots (or more) of a subject in motion.
- By just tapping the shutter button, take three shots of your subject at different exposures and combine them into a nice, evenly exposed photo.

  With the main camera, you can also record HDR videos with authentic sound quality.

  See Using HDR on page 57.
- With **Variable Speed Playback**, add a cinematic flair to your videos by slowing down particular scenes. See Changing the video playback speed on page 74.

Unleash your creativity

The **Scribble** app takes a page from your imagination. Design photo blogs and greeting cards, or plan your schedule and budget using an assortment of templates. To add personalized content, you can easily access the camera, calendar, and more right on the app.

You can even include HTC Zoe photos to make your notes action-packed.

See Using Scribble on page 104.

Immerse in music

- In our HTC Music app, you can see a visual animation while you're playing a song. And if lyrics are available, they'll show onscreen.
- Your phone's dual speakers make the audio loud, while the built-in amplifiers deliver rich and sharp sound. With HTC BoomSound, you'll hear fine details not only while you listen to music but also when you watch videos, play games, and the like.

Only for certification

Entertainment with HTC Sense TV

HTC Sense TV™ brings entertainment to your phone and extends it to your TV. You can:

- Access your TV program guide with the TV app. With just one tap, watch a program on your home TV. See Enjoying TV with HTC One on page 112.

  You can also turn HTC One into a remote control for your TV, set-top box (cable box), and home theater. See Setting up your remote control on page 115.

- Connect to official websites and related social media of your favorite shows.
- View dynamic sports information while watching a live sports event.
- Use HTC Media Link HD to wirelessly share your media from HTC One to your HD TV. See Connecting to your home entertainment system on page 118.

Google Drive integration

HTC One features an additional 50GB of Google Drive™ storage free for 2 years. See Activating your free Google Drive storage on page 124.

Basics

Onscreen navigation buttons

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

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

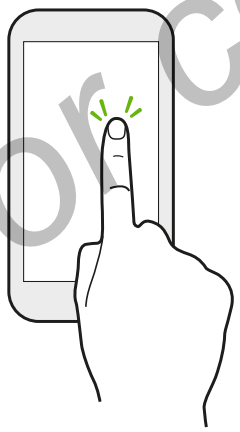
⮌	Goes to the previous screen.
⌂	Goes to the home screen.
▭	Shows thumbnails of the most recently used apps.

Only for certification

Touch gestures

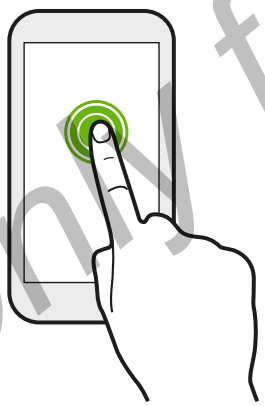
Use touch gestures to get around the Home screen, open apps, scroll through lists, and more.

Tap



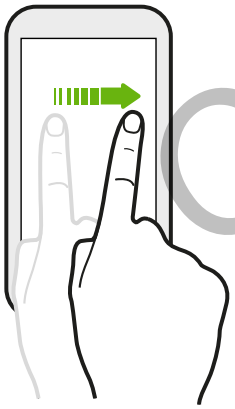
- Tap the screen with your finger when you want to select onscreen items such as application and settings icons, or press onscreen buttons.
- After you've scrolled down a long list or screen (in apps such as Mail and People), tap the status bar to jump straight to the top of your screen.

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.

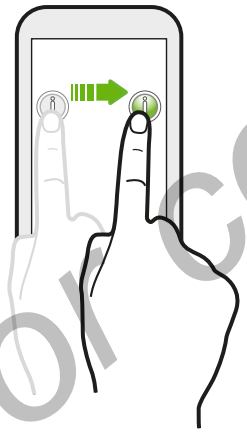
Swipe or slide



Quickly swipe your finger vertically or horizontally across the screen to go to other Home pages, scroll through documents, and more.

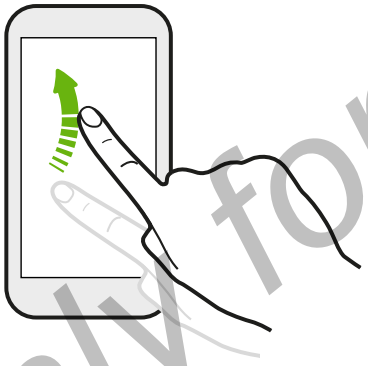
Only for certification

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.

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.

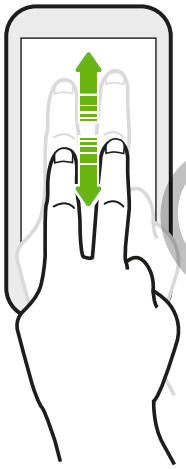
Only for certification

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.

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

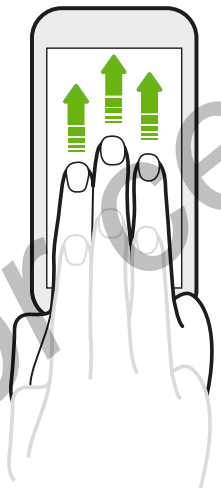
Two-finger swipe



- Swipe down from the status bar using two fingers to access Quick settings.
- In some apps that have sorting, like Mail or People, swipe up or down using two fingers to scroll the screen. The screen displays the sorting order, and you can easily scroll to the information you want.

Only for certification

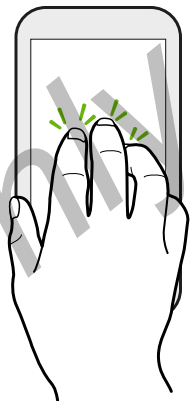
Three-finger swipe



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

HTC gestures is enabled by default, which makes the three-finger gesture work only when sharing content or using HTC apps.

Three-finger tap



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

Can't use multi-finger gestures in your apps?

That's because **HTC gestures** is enabled by default. This makes the three-finger gesture exclusive for sharing content or for use with HTC apps. You won't be able to use multi-finger gestures (gestures that use three fingers or more) for other purposes.

To use multi-finger gestures in games or musical instrument apps, clear the **HTC gestures** option in **Settings** > **Display & gestures** (or **Display, gestures & buttons**).

Only for certification

Motion gestures

Use motion gestures to mute HTC One, lower the ringtone volume, and more.

Flip to silence

When a call comes in you can turn HTC One over to mute it.

Pick up to lower volume

In a business meeting or restaurant, pick HTC One up when a call comes in to lower the ringtone volume.

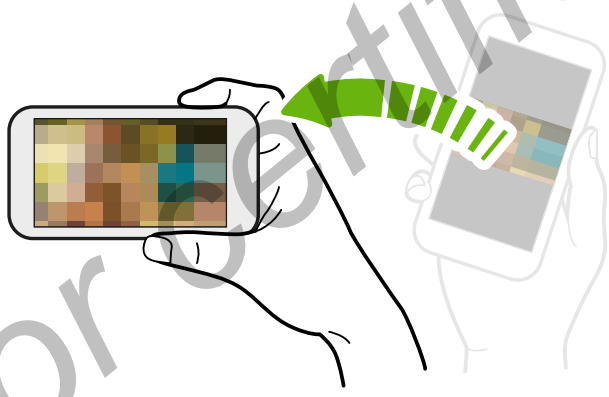
Set volume to automatically rise while in your pocket or bag

On a noisy street and can't hear HTC One ringing in your bag?

You can set HTC One to recognize when it's in your bag or pocket and raise the ringtone volume so that you can hear it in noisy environments.

Only for certification

Rotate HTC One for a better view



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

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

Sleep mode

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

Switching to Sleep mode

Briefly press the POWER button to turn off the display and switch to Sleep mode. HTC One also automatically goes into Sleep mode when it's left idle for a while.

You can change the time before HTC One sleeps in the **Display & gestures** (or **Display, gestures & buttons**) settings.

Waking up from Sleep mode

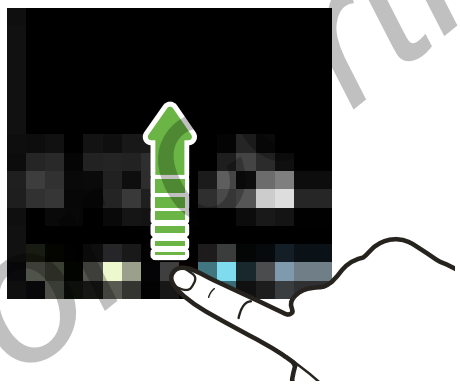
To wake HTC One up manually, press the POWER button. If you've set up a lock screen, you need to unlock it.

HTC One automatically wakes up when you have an incoming call.

Only for certification

Unlocking the screen

Drag the lock icon up.



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

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.

Opening an app

- Tap an app on the launch bar at the bottom of the Home screen.
- To see the Apps screen, tap . Then tap the app you want to use.
- In the Apps screen, tap and 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.

- When there's a notification or other info shown on the lock screen such as a missed call or new message, you can expand the notification widget and then tap the notification to directly go to its app.

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 One opens the app or folder.

Sharing

Have something to share, such as a photo or video? You can share from many apps.

Sharing can be accessed by tapping on an icon or through the options menu. For example, try one of the following: look for the share icon (or) and tap it. Or in some apps tap > **Share**.

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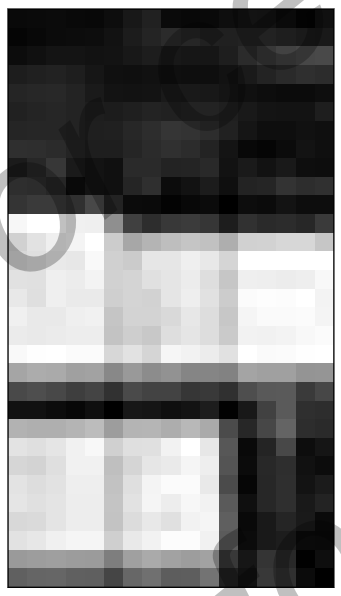
Switching between recently opened apps

When you're multitasking and using different apps on HTC One, 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, drag it up.
- To remove all apps from the list, tap ⊗.

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, stocks, or Mail inbox, scroll to the top of the screen.
2. Pull down with your finger, and then release to refresh.

Using Quick Settings

Tap the tiles in Quick Settings to easily turn on Wi-Fi, Bluetooth, and more. You'll also find a few shortcuts, such as for viewing your profile in the People app.

With two fingers, swipe down from the status bar to open Quick Settings.

You can also tap ⊞ to switch to Quick Settings from the Notifications panel.

Only for certification

Customizing Quick Settings

Aside from the default tiles, there are several other tiles available in Quick Settings.

1. With two fingers, swipe down from the status bar 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.

Capturing your phone's screen

Want to show off your high game score or write a blog post about HTC One 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 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.

HTC BlinkFeed

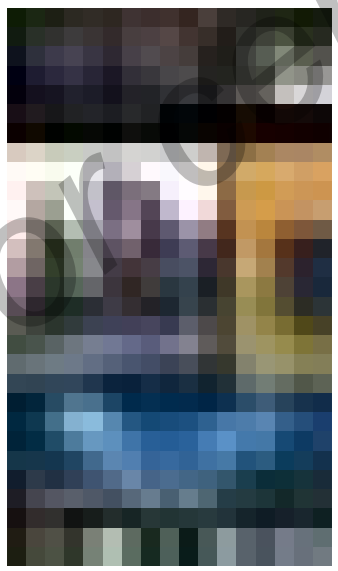
Your dynamic Home screen

Stay in touch with friends or get the latest about your interests right on HTC BlinkFeed. Set up which social networks, news sources, and more will appear.

- Swipe up or down to browse stories on HTC BlinkFeed.
- Tap a tile to view the content or to comment on a post or status update.
- While viewing a news article, swipe left or right to see more stories.
- While in HTC BlinkFeed, you can press or or tap the status bar to scroll to the top.

Only for certification

- Scroll to the top and pull down on the screen to manually refresh the stream.
- Swipe right on HTC BlinkFeed to open the slideout menu where you can choose the type of feeds or add your custom topics to display.



You'll see the clock widget on HTC BlinkFeed if you've set HTC BlinkFeed as the main Home screen.

Turning HTC BlinkFeed on or off

1. On HTC BlinkFeed, slide two fingers together, and then tap .
2. Do one of the following:
   - To remove HTC BlinkFeed, swipe to the HTC BlinkFeed panel, and then tap **Remove**.
   - To add it back, tap **BlinkFeed**. (You may need to swipe right until you see this button.)

Ways of adding content on HTC BlinkFeed

Personalize HTC BlinkFeed to show articles and status updates from your favorite news sources, categories, editions, and apps.

Showing feeds from your apps and social networks

See your friends' posts in social networks or show content from your HTC apps right on HTC BlinkFeed.

You need to sign in to your social network to see its feeds on HTC BlinkFeed.

1. On HTC BlinkFeed, swipe left to right to open the slideout menu.
2. Tap , tap **Services & Apps**, and then select the apps and social networks you like.

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Selecting feeds

Discover stories and articles on HTC BlinkFeed based on your interests, favorite categories, and popular news channels or websites.

1. On HTC BlinkFeed, swipe left to right to open the slideout menu.
2. Tap > Add content.
3. Choose a category.

   Or, if it's your first time to add content on HTC BlinkFeed, tap the tile that says Get automatic recommendations from BlinkFeed. Sign in to your social network account to get recommendations.
4. Select one or more feed sources.

   You can tap a name first to check out a particular feed, and then tap [_] to add it to HTC BlinkFeed.

Adding topics of interest

Looking for a more specific topic? Search for and select topics of interest to display them on HTC BlinkFeed.

1. On HTC BlinkFeed, swipe left to right to open the slideout menu.
2. Tap Search for content, and then enter the topic you're looking for.
3. Tap a result, and then tap [_] to add it under Custom topics.

Subscribing to localized editions

Want to keep up to date on current events in more than one locale? You can show one or more localized editions of your choice on HTC BlinkFeed.

1. On HTC BlinkFeed, swipe left to right to open the slideout menu.
2. Tap > Add content.
3. Tap ▼, and then select a locale or region.

Subscribing to an RSS feed

Don't want to miss out on news and updates from your favorite blog or website? Add custom RSS feeds on HTC BlinkFeed.

1. Open the Internet app.
2. Go to the RSS feed URL of the blog or website you want to subscribe to.
3. Tap [_] to add it to HTC BlinkFeed.

Only for certification

Customizing the Highlights feed

Go to the Highlights feed to see a mix of top trending articles and status updates from the feed sources you added. You can also set the Highlights feed to only show items from your favorite news sources, categories, and apps.

1. On HTC BlinkFeed, swipe left to right to open the slideout menu.
2. Tap > **Settings** > **Choose Highlights topics**.
3. Select the feed sources you want to appear in Highlights.

Saving articles for later

Don't have time to read that potentially interesting article? You can bookmark articles to your reading list.

Do one of the following:

- While viewing an article, tap .
- On HTC BlinkFeed, press and hold the tile of the article you want to bookmark. Then tap **Read later**.

You'll find the reading list in the slideout menu.

Posting to your social networks

You can easily post a status update from the Home screen.

1. On HTC BlinkFeed, swipe left to right to open the slideout menu.
2. Tap > **Compose**, and then choose a social network.
3. Compose your status update and post it on your social network.

Removing content from HTC BlinkFeed

Whether it's a tile or an entire feed, you can remove content you don't want to see on HTC BlinkFeed.

- To remove a tile, press and hold the tile you want to remove, and then tap **Remove**.
- To remove a feed source, in the slideout menu, tap > **Remove content**, select one or more items, and then tap **Remove**.

  To unsubscribe to a localized edition, tap on the Remove content screen. Tap **Remove editions**, select one or more items, and then tap **Remove**.

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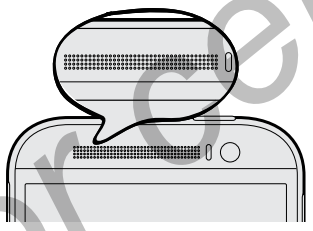
Notifications

Notification LED



The notification LED shows a:

- Solid green light when HTC One 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.

Only for certification

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.

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

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

To quickly access the Notifications panel from Quick settings, tap ☰.

2. On the Notifications panel:
   - You can expand certain notifications to see more information, such as email previews and calendar events. Slide two fingers apart to expand a notification. To collapse it, slide two fingers together.
   - You'll see icons in some notifications that allow you to take immediate actions. For example, when you have a missed call, tap the available icons 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.
3. To close the Notifications panel, slide up from the bottom bar of the panel or press ⮌.

   You can also tap ⊗ to dismiss all notifications and close the Notifications panel.

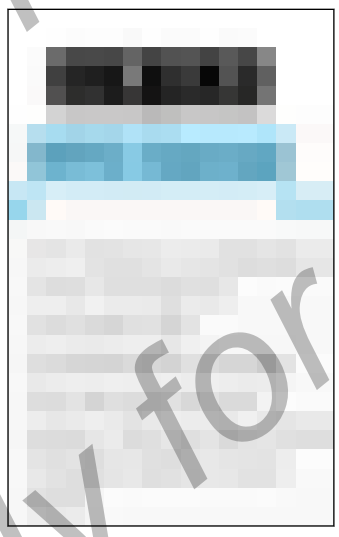
Only for certification

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 **Copy**.

   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 **Paste**.

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 **Share**.
2. Choose where to paste and share the selected text, such as in an email message or social network status update.

Only for certification

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 43.
- You can type words by just speaking. See Entering text by speaking on page 45.
- 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 45.
- 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. Enter letters and numbers, change the keyboard layout or language, and more.

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**.

Only for certification

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.

Choosing and switching between keyboard languages

If multiple keyboard languages are available on HTC One, 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,) 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.

If you've accidentally chosen a wrong word from the suggestion list, you can always go back and change it by tapping the word and selecting another suggestion.

Only for certification

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.

Bilingual prediction is available only when you're using a Latin-based keyboard.

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.

Adding words and phrases to the word prediction dictionary

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. Instead of typing "`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.

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 an underlined word lets you store it in the dictionary or replace it with a suggested word.

Editing or deleting words and phrases in the word prediction 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**.

Only for certification

Using the Trace keyboard

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

You need to turn on the Trace keyboard in **Settings** > **Language & keyboard** > **HTC Sense Input**.

1. Slide your finger from one letter to the next to enter a word.
2. Lift your finger when the word is completed.
3. 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").

Only for certification

Battery

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. Go to Settings, and then tap **Power**.
2. Tap **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.

Displaying the battery percentage

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

1. Go to Settings, and then tap **Power**.
2. Select **Show battery level**.

Checking battery history

Check how long you've been using HTC One 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. Go to Settings, and then tap **Power**.
2. Tap **History**.
3. If you've used HTC One 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.

Getting the battery to last longer

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

In times when you need to extend the battery life more, try out some of these 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 46.

Only for certification

Manage your connections

- Turn off wireless connections you're not using.

  To turn on or off connections such as mobile data, Wi-Fi, or Bluetooth, go to Settings and tap their **On/Off** switches.

- Turn GPS on only when a precise location is needed.

  To prevent some apps from using GPS in the background, keep the **GPS satellites** setting off. Turn it on only when you need your precise location while using navigation or location-based apps. Go to Settings and tap **Location** to turn this setting on or off. For more information on location services, see Turning location services on or off on page 156.

- 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.

- Set the web browser to auto dim the screen while webpages load. Open the Internet app, and then tap > **Settings** > **Accessibility** > **Dim screen during page loading**.

For more details, see Settings and security on page 185 and Personalizing on page 76.

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. In **Settings** > **Apps**, swipe to the **All** tab, tap the app, and then tap **Disable**.

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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.

- 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 ⋮ > **Edit** to 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 **Auto-add widgets** to avoid automatically adding Home screen widgets 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** 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.

Only for certification

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. With two fingers, swipe down from the status bar to open Quick Settings.
2. Tap the **Power saver** tile to turn power saver mode on or off.

   If you want to choose which phone features to conserve power for, tap ▪▪▪ first before you turn power saver mode on.

If power saver mode's **Data connection** option is selected, HTC One 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.

Only for certification

Camera

Camera basics

Take great photos and videos with the camera, and make them more memorable by applying a variety of effects and scenes.

Open the Camera app to capture that perfect moment. Use the controls on the Viewfinder screen to switch to a capture mode, add effects, set the flash, and more.

	See a collection of camera scenes when taking photos and videos.
	Choose an ISO level or set it back to **Auto**. Higher ISO works best in low light conditions.
	Adjust the exposure settings. Higher exposure settings captures more light for your photos or videos.
	Select a white balance setting that matches your current lighting environment.
	Apply photo or video filters.
	Modify basic and advanced camera settings.

Only for certification

Choosing a capture mode

HTC One gives you a variety of capture modes to enjoy, from the basic ones for taking photos and recording videos to advanced modes such as Zoe Camera and [Pan 360].

On the Viewfinder screen, tap , and then select a capture mode to use.

Zooming

- Before taking a photo or video, slide two fingers apart to zoom in or together to zoom out.
- When you see the zoom bar, slide your finger on the zoom bar to zoom in or out.
- When you're recording video, you can freely zoom in or out while recording.

Switching between the front and main camera

On the Viewfinder screen, do any of the following:

- Pull from the top or bottom edge in landscape view.
- Pull from the left or right edge in portrait view.
- Tap , and then tap **Selfie** or **Camera**.

Some camera features are not available when you’re using the front camera, such as zooming.

Applying a filter

Use the available filters to make your photos and videos look like they’ve been taken through special lenses.

Some camera modes may not support filters.

1. On the Viewfinder screen, tap to show the camera options.
2. Tap .
3. Scroll through the available filters, and then tap one that you like.

Setting the video resolution

1. Switch to **Video** mode.
2. On the Viewfinder screen, tap to show the camera options.
3. Tap .
4. Under Settings, tap **Video Quality**, and then choose a video resolution.

Only for certification

Turning the camera flash on or off

Tap the flash icon to choose a flash mode.

When using Flash on or Auto flash mode, the camera intelligently sets the best flash brightness for your photo.

Taking a photo

1. Open the Camera app.
2. Switch to **Camera** mode.
3. Point the camera at what you want to capture. The camera adjusts the focus automatically as you move it.
4. When you're ready to take the photo, tap .

Recording video

1. Open the Camera app.
2. Switch to **Video** mode.
3. When you're ready to start recording, tap .
4. While recording, you can:
   - Freely zoom in or out.
   - Change focus to a different subject or area by just tapping it on the Viewfinder screen.
   - Tap the flash icon to turn the flash on or off.
   - Tap to pause the recording, and then tap to resume.
5. To stop recording, tap .

Taking a photo while recording a video (VideoPic)

Make sure that you're in **Normal** scene to use this feature.

While you're recording video using the main camera, tap to capture a still shot of your subject.

Only for certification

Taking continuous camera shots

Do you want to take photos of moving subjects? Whether it's your kid's football game or a car race, you can capture the action.

Make sure that you're in **Auto** scene to use this feature.

1. Open the Camera app.
2. Switch to **Camera** mode.
3. On the Viewfinder screen, just press and hold . The camera takes up to 20 consecutive shots of your subject.
4. After taking the shots, do any of the following:
   - To keep just one photo, select the photo that you like the most, and then tap **Best shot**.
   - To save the photos as a batch, press .

To get creative with your photos, open and edit them in the Gallery app. Additional editing features are available for a batch of continuous shots, such as Sequence Shot, Always Smile, and Object Removal.

Only for certification

Using Zoe Camera

Don't let the best moments just pass by. When timing is everything, capture the exact moment with HTC One and get more than just a still photo.

Zoe Camera removes the fuss of having to switch between **Camera** and **Video** modes. Depending on how long you press the integrated button, you can:

- Take a photo
- Capture a combo of burst shots and a three-second video clip for advanced editing features in Gallery, see [Gallery] for details
- Continue recording a longer video

Some camera features are not available when you're using Zoe Camera, such as zooming.

1. Open the Camera app.
2. Switch to **Zoe camera** mode.
3. Do any of the following:
   - Tap once to take a photo.
   - Press and hold for three seconds to capture a burst shot and a 3-second video clip.
   - If you want to continue recording a video, press and hold until you see the **Locked** status right above .

Taking selfies

No one around to take your photo?

1. Switch to **Selfie** mode. Or, switch to the front camera by swiping from the left or right edge of your phone's screen.
2. Tap anywhere on the screen to start the timer. The camera takes a photo after the countdown.

Improving portrait shots

If you'd like your family or friends to look their best in your photos, make sure to use the portrait scene. It smoothens the skin in your shots.

1. On the Viewfinder screen, tap to show the camera options.
2. Tap AUTO.
3. Tap [_].
4. When you're ready to take the photo, tap .

Only for certification

Taking a panoramic photo

Get a wider shot of natural or urban landscapes in one sweep.

Some camera features are not available when you're in this mode, such as zooming.

1. On the Viewfinder screen, tap ⋮ to show the camera options.
2. Tap AUTO, and then tap [_].
3. When you're ready to take the shot, tap .
4. Pan left or right in either landscape or portrait view. Hold HTC One as smoothly as you can to automatically capture frames.

   You can also tap ■ to stop capturing anytime.

The camera stitches the frames into a single photo.

Taking a 360 degree panoramic photo

The world isn't flat and your photos shouldn't be either. Take a 360-degree panorama of what's around you.

Some camera features are not available when you're in this mode, such as zooming.

1. On the Viewfinder screen, tap ⋮.
2. Under Photo capture mode, tap **Panorama 360**.
3. Hold HTC One at face level so you'll have more room to capture scenes above or below you.
4. When you're ready to take the first shot, tap , and then center the Viewfinder on the rectangular marker.

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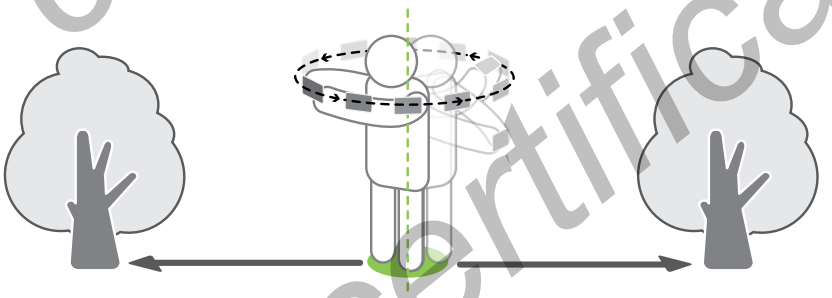
5. Stand in the same spot once you've started capturing, even as you turn around to take more shots.

For best results, remember to:

- Avoid capturing scenes with moving objects.
- Keep your distance from the scene by at least five meters.



6. To take succeeding shots, pan HTC One as smoothly as you can, and then center the Viewfinder on another rectangular marker. Do this repeatedly until you get your desired frames or when you don't see any more markers.

   To stop capturing anytime, tap .

Photos taken with Panorama 360 are indicated by the icon in Gallery. While in compass view, tilt HTC One to see your photo in multiple dimensions. Tap to save an image from the Panorama 360 photo to Gallery.

Using dual capture mode

Do you know that you can use both cameras at the same time when taking shots? With dual capture mode, you can capture the scene in front of you and yourself behind the camera in a single photo or video.

1. Open the Camera app.
2. Switch to **Dual capture** mode.
3. Under Photo capture mode, tap **Dual capture**.
4. Choose the primary frame by switching to either the main or front camera.
5. To adjust the secondary frame, drag it to its new position or slide two fingers to resize it.
6. Tap to take a photo or to record a video.

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Using HDR

When shooting portraits against a bright background, use HDR, short for High Dynamic Range, to capture your subjects clearly. HDR brings out the details of both the highlights and shadows, even in high contrast lighting.

HDR works best when your subject is steady. The camera takes multiple shots at different exposure levels and combines them into one enhanced photo.

1. Open the Camera app.
2. Switch to **Camera** mode.

   To capture an HDR video, switch to **Video** mode.
3. Tap AUTO, and then tap [_].

   For an HDR video, tap beside the menu button, and then tap [_].
4. To take an HDR photo, tap .

   Tap to start recording.

Recording videos in slow motion

Relive high speed action bit by bit and add a touch of suspense to your videos.

Audio is not captured when you're in this scene.

1. Open the Camera app.
2. Switch to **Video** mode.
3. Tap AUTO.
4. Tap [_].
5. Tap to start recording.
6. To stop recording, tap .

After recording your slow motion video, you can change the playback speed of selected sections when you edit the video in Gallery.

Only for certification

Manually adjusting your camera settings

Want to take more command of your camera settings for different environments or lighting conditions. You can manually increase or decrease the values for settings like white balance, exposure, ISO, and more.

1. Open the Camera app.
2. Switch to **Camera** mode.
3. On the Viewfinder screen, tap ⋮ to show the camera options.
4. Tap [_].
5. Tap an item at the bottom of the Viewfinder screen, and then drag its slider up or down to adjust the setting.
6. When done, tap ⋮ to show or hide the manual settings.
7. Tap to take a photo.

If you want to save the your customized settings, tap > **Save as camera**.

Saving your settings as a camera mode

Save a scene or settings as a new camera mode so you can conveniently use it anytime you need it.

1. Open the Camera app.
2. Switch to the camera mode to start with.

Some camera modes may not support modifying the camera settings.

3. On the Viewfinder screen, tap ⋮ to show the camera options.
4. Modify the settings to get the desired effect or action.
5. When done, tap > **Save as camera**.
6. Enter a camera name, and then tap **Save**.
7. Tap , and then slide up the screen to check or switch to the newly created camera mode.

Modifying a camera mode you've created

1. Switch to this camera mode that you've created.
2. Modify the scene or settings.
3. Tap > **Save as camera**.
4. Tap **Yes** to save changes to the existing mode.

Only for certification

Tips for capturing better photos

To get better captures with the Camera app, here are some tips on what to do while taking your shots.

Getting the most out of Zoe Camera

- When using the Zoe Camera, try to keep HTC One steady to capture moving subjects against a static background scene.
- If using Sequence Shot to stitch different action shots in one photo, encourage the subject to make obvious lateral movements.
- When taking a group photo, ask your subjects to hold the pose until you have finished capturing. Use Always Smile to choose the best frames and have a photo that has everyone smiling.

Improving focus and sharpness

- HTC One has autofocus, which works best on a subject that is not moving too much. To change the focus, on the Viewfinder, tap the one you want to focus on.
- If the subject is moving, on the Viewfinder, press and hold the subject to lock the focus.
- You can manually adjust the sharpness of a photo by editing in Gallery. You can also set the sharpness before taking a photo in the Camera settings.

  Generally, it is better to sharpen a blurry image rather than to reduce the sharpness in an image.

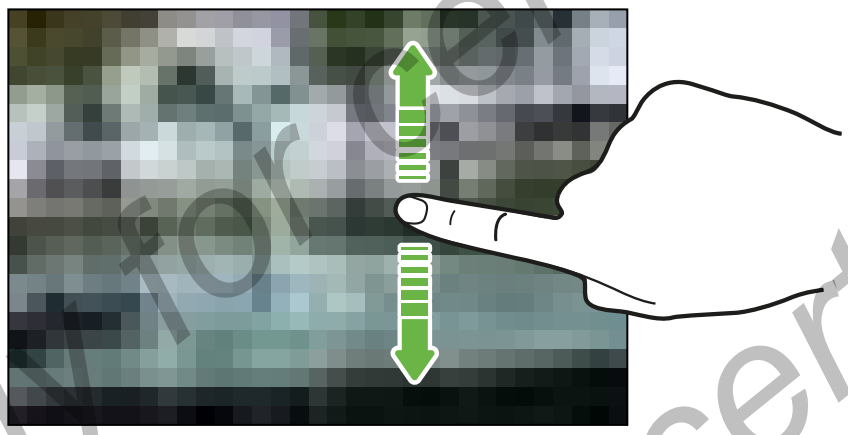
Taking well-lit photos

- HTC One automatically adjusts the focus and exposure. If the image appears underexposed or that it appears dark on the Viewfinder, tap a part of the image that is in shadow. Conversely, tap a well-lit object in the image if the image seems to be overexposed. Focus on an object with a neutral tone for a balanced exposure. Keep in mind that tapping on another object may shift the focus from your subject.
- If you are using the default settings and the photo still appears too dark, switch to Night scene, but place HTC One on a level surface to keep it steady.
- If there are parts of the image that are in shadows and others are in highlights, use HDR to capture three shots of different exposures and combine them into one shot. Keep HTC One steady or place it on a level surface when using HDR.
- When taking a panoramic photo, consider the whole scene and focus on an object that has a neutral tone to help keep the exposure balanced in the composite image.
- If your subject is lit from the back, use Backlight scene to highlight the foreground and keep some details of the background.

Only for certification

Other tips

- In Camera settings, tap **Grid** to help frame the subject better or improve the composition.
- If taking pictures under fluorescent or incandescent bulbs and the subject appears to be off-color, choose a white balance setting in camera options. Check the image on the Viewfinder and select the option that displays the closest color to the natural color of the subject.
- In Camera settings, you can tap **Image adjustments** and adjust the exposure, contrast, and others before taking the photo.
- After capturing the photo, you can continue to edit the contrast, brightness, and other settings in Gallery. You can even straighten a slightly skewed photo by tapping **Edit** > **Tools** > **Straighten**.



Only for certification

Photo tips when using the Duo Camera

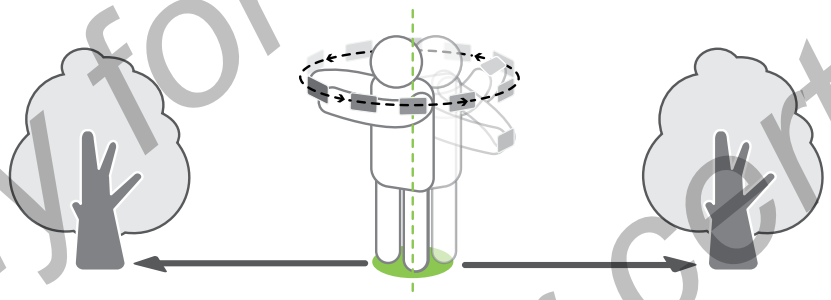
With HTC One, take and edit professional-looking photos with ease. You don't have to worry about turning on different settings to achieve effects that you usually get from DSLR cameras such as bokeh and parrallax.

Just launch the Camera app to take photos right away, and then apply the effects in Gallery afterwards.

Before taking and editing photos, here are some things you need to remember:

Composition

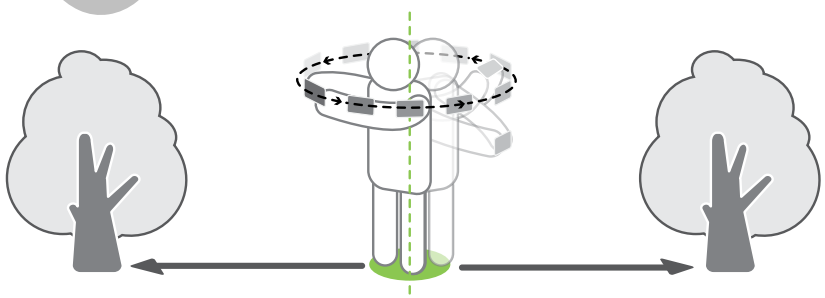
- Match your subject with an interesting background. Positioning your subject with some lights or a garden in the background will add color and distinction to your photo, especially if you'll use the UFocus™ feature in Gallery.
- Post-processing effects for Duo Camera may not work if your subject and background are too close or when you're taking a close-up shot. So, mind the distance between your subject and your background, as well as the distance between the camera and your subject.



- Duo Camera doesn't support zooming.

Lighting

- Use Duo Camera in an environment where there is a good light source. Post-processing effects for Duo Camera do not work for low-light photos or when the flash was turned on.
- If lighting is uneven, like when the the background is a little bit under or overexposed, tap [_] to adjust the exposure settings.
- Hold HTC One in such a way that you don't block the second camera lens.



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Settings

Do a quick check on your settings and be sure to have these options set to the following:

Capture mode	Camera
Scene	Auto
Flash	Off
Filters	None
Aspect ratio	Wide (16:9)
Zooming	Zoom slider should be on the minimum zoom level

Only for certification

Gallery

Viewing photos and videos in Gallery

Reminisce about good times. Use Gallery to view all your photos and videos. View them by event, album, or location. When viewing your photos and videos, the onscreen navigation buttons will be hidden. Tap anywhere on the screen to see Gallery controls and onscreen navigation buttons.

Viewing photos and videos organized by time

Photos and videos that you captured using HTC One are grouped together in Timeline view according to the time they were taken.

1. On the Gallery app's main screen, swipe to the Timeline tab. You'll see a video highlight and thumbnails for every time period.
2. Scale the time period by sliding two fingers together or apart. You can choose between event, day, month, and year. Events can span from hours to days.
3. Tap a thumbnail to see all of the photos and videos related to the time period.
4. Tap a photo or video to see it in full screen.

Viewing photos and videos by album

1. On the Gallery app's main screen, swipe to the Albums tab.
2. Tap a tile to open an album.
3. Tap a photo or video to see it in full screen.

Viewing photo highlights

Easily see all your favorite photos in one place. Gallery automatically groups all your most viewed or shared photos (your highlights) in one album. You can also manually edit the Highlights album.

- To view these favorite photos, open the Highlights album.
- To manually add a photo, find and view the photo in full screen, tap the photo, and then tap ★.
- To remove a photo from the Highlights album, press and hold the thumbnail and then tap **Remove**.

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Copying or moving photos or videos to another album

1. On the Gallery app's main screen, swipe to the Albums tab.
2. Tap a tile to open an album.
3. Tap > **Move to** or **Copy to**.
4. Select the photos or videos you want to move or copy and then tap **Next**.
5. Select an album to move or copy the photos or videos to. To create a new album to move or copy to, tap +.

The photos or videos will be copied to the destination album.

To move or copy a single photo or video, open an album and then press and hold the photo or video. Choose whether to move or copy the photo or video and then select the destination album or create a new album.

Showing or hiding albums

Have too many albums cluttering up Gallery? You can choose to show or hide albums.

1. On the Gallery app's main screen, swipe to the Albums tab.
2. Tap > **Show/hide albums** and choose which albums you'd like to show or hide.

Renaming an album

If you have created albums to organize photos, you can rename these albums.

1. On the Gallery app's Albums tab, press and hold the album that you want to rename.
2. Tap **Rename**.

Some albums, like Camera shots and All photos, cannot be renamed.

Viewing photos by location

Using Map view, you can view photos according to location.

Only photos with geo-tag info appear on the map.

1. On the Gallery app's main screen, swipe to the Locations tab.

   You'll see tiles of photos taken at specific locations, with numbers that indicate how many photos were taken in each location.

2. Tap to display Map view.

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3. Zoom out or pan across the map until a numerical location indicator appears.

   The number in the location indicator shows how many photos were taken in that area.

4. Tap the location indicator to see the photos taken in that area.

Want to know where you took a particular photo? While viewing the photo in full screen, tap anywhere on the screen, and then tap > **Show on map**. (**Show on map** is available when you've enabled **Geo-tag photos** in Camera.)

Adding names of locations

Want to specify more than just the city? You can add names of points of interests (POI) to your photos too.

1. On the Gallery app's main screen, swipe to the Locations tab.
2. Tap a tile to open it.
3. Swipe to the Places tab.
4. Tap **Tap to edit location** > **Add a new place**.
5. Tap a point of interest to add a POI from Foursquare™ or tap **New place** to manually enter a new name.
6. Tap **Save**.

Changing names of locations

1. On the Gallery app's main screen, swipe to the Locations tab.
2. Tap a tile to open it.
3. Swipe to the Places tab.
4. Find the grouping you want to rename, then tap ▪▪▪ and try one of the following:

Selecting another POI	1. Tap **Edit location** > **Tap to edit location**. 2. Tap a point of interest to add a POI from Foursquare™ or tap **New place** to manually enter a new name. 3. Tap **Save**.
Renaming the location	1. Tap **Edit location** > **Rename this place**. 2. Enter a new name. 3. Tap **Save**. You'll only see **Rename this place** if the name is stored on HTC One.

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Finding matching images

Looking for photos of a specific person or thing? Use Image match to find photos faster instead of browsing through Gallery.

1. On the Gallery app's main screen, swipe to the Timeline, Albums or Locations tab.
2. Tap and find a photo that is visually similar to what you want to find.
3. Tap the photos that are most similar to what you want to find and do one of the following:
   - Tap **Refresh** to refine the search.
   - Tap **Finish** to see the results.
4. On the Images matched screen, tap all of the images you want to save to a new album, and then tap **Save**.

You can also find matching images while viewing a photo in full screen. Tap > **Image match**.

Editing your photos

Make your pictures even better. Gallery has an array of editing tools that let you crop, rotate, apply and create photo filters, and much more to your photos.

1. In Gallery, open the photo you want in full screen, tap it, and then tap .
2. Do any of the following:
   - Tap to apply a special effect to the photo.
   - Tap to a filter to the photo.
   - Tap to add a decorative frame to the photo.
   - Tap to rotate, crop, flip, or straighten the photo.
3. Tap **Save**.

Except for when applying rotation, edited photos are saved as copies of the original.

Drawing on a photo

Get more creative with your photos or call out an interesting part in a picture.

1. In Gallery, open the photo you want in full screen, tap it, and then tap .
2. Tap > **Draw**.
3. Tap and then choose a pen stroke, color, and thickness.

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4. Draw on the photo.
5. Tap **Done** > ✓.

   The edited photo is saved as a copy. The original photo remains unedited.

Applying custom filters to photos

Filters can only be applied to photos that are stored locally.

1. In Gallery, open the photo you want in full screen, tap it, and then tap ✎.
2. Tap ✨ > +.
3. On the Custom Effects screen you can:
   - Make changes to the filter by adjusting the controls on exposure, saturation, white balance, and more.
   - Rearrange filters to modify the effect. Press and hold the filter you want to move. Then drag it to a new position.
   - Remove filters. Press and hold the filter you want to remove. Then drag it to **Remove**.
   - Tap + to add more filters.
4. Tap **Save Preset** to name your filter and save it. After saving your filter, you'll see a preview of your photo with the filter applied.
5. Tap ✓ to save the modified photo as a new photo.

Trimming a video

1. On the Gallery app's main screen, swipe to the Timeline or Albums tab.
2. Tap a tile to open an event or album.
3. When you see the video you want, tap it to play in full screen.
4. Tap the onscreen controls to pause or resume playback, adjust the volume, and more.

Tap ⧉ to share the video on your home network.

5. To trim the video, tap ⋮ > **Edit**.
6. Drag the trim sliders to the part where you want the video to begin and end.
7. Tap ▶ to preview your trimmed video.
8. Tap **Save**.

The trimmed video is saved as a new file. The original video remains unedited.

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Saving a photo from a video

It's easy to save a still shot from a video.

While you're watching a video in Gallery, tap to capture a still shot.

You can also pause the playback and drag the slider to the image you want before tapping .

Introducing Duo Effects

Enjoy livening up photos taken on HTC One with Duo Effects. Do creative things with your photos such as changing the subject of the focus, applying artistic filters to the background, changing the angle of the photo, and more. See Tips for capturing better photos on page 59 to learn how to take Duo Effects capable photos.

Changing the focus in a photo (UFocus)

You don't need a time machine to change the focus of a photo taken with a Duo Camera. With UFocus™ you can create different versions of the same moment, anytime.

1. In Gallery, open the photo you want in full screen, tap it, and then tap .
2. Tap > .
3. Tap anywhere on the photo to focus on objects in the same relative distance.

Cutting and pasting photos

1. In Gallery, open the photo you want in full screen, tap it, and then tap .
2. Tap > .
3. Find the photo you want to cut an object from and tap it.
4. Draw an outline around the object you want to cut. You can refine your selection by using the or tools.

Tap to zoom and pan for a more accurate selection.

5. Tap **Done** to finish cutting.
6. Try any of the following:
   - Drag the slider to move the object between layers.
   - Slide two fingers together or apart to scale the object.
   - Rotate two fingers to rotate the object.
   - Drag the object to position it.
7. Tap **Done** > .

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Adding stickers to your photos

1. In Gallery, open the photo you want in full screen, tap it, and then tap .
2. Tap > .
3. Tap the sticker you want to add.
4. Try any of the following:
   - Drag the slider to move the sticker between layers.
   - Slide two fingers together or apart to scale the sticker.
   - Rotate two fingers to rotate the sticker.
   - Drag the sticker to position it.
5. Tap **Done** > .

Adding animated seasons

1. In Gallery, open the photo you want in full screen, tap it, and then tap .
2. Tap > .
3. Tap a season to apply the effect.
4. Tap or to add a timestamp or location information on the photo.
5. Tap > **Save as photo** or **Save as video**.

Adding artistic effects to the background (Foregrounder)

Give your photos an artistic touch such as applying a pencil sketch look to the background.

1. In Gallery, open the photo you want in full screen, tap it, and then tap .
2. Tap > .
3. Tap a thumbnail to apply the effect.
4. Tap to save the photo.

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Changing the angle of a photo (Dimension Plus)

Have you ever taken a picture of something and later wished you could have taken it from a slightly different angle? With Dimension Plus™ you can create the illusion that the photo was taken at a different angle.

1. In Gallery, open the photo you want in full screen, tap it, and then tap .
2. Tap > .
3. Try any of the following:
   - Tilt HTC One to see the photo from different angles.
   - Tap at the bottom-left corner and then drag your finger on the screen to change the angle.
4. Tap to save the photo.

Viewing and editing Zoe Highlights

Gallery automatically selects the highlights of photos and videos, and displays them with background music and some special effects.

You can change the highlights, theme, and music, and also save or share the video.

1. On the Gallery app's main screen, swipe to the Timeline, Albums or Locations tab.
2. Tap a tile to open the thumbnail view. Above the thumbnails, you'll see the Zoe™ Highlights.
3. Tap the Zoe™ Highlights tile.
4. To change the highlights in the video:
   - On the Content tab, tap a thumbnail to include or exclude it from the video.
   - Tap ▪▪▪ > **Remix** to shuffle the highlights.
5. On the Themes tab, tap a thumbnail to choose the special effects and music to apply to the video.
6. On the Music tab, tap **Search my library** to change the default soundtrack in the selected theme.

   To restore the default soundtrack, tap ▪▪▪ > **Restore theme's music** on the Zoe™ Highlights tile.

Do not reproduce, distribute, or otherwise use copyrighted materials in connection with the Zoe™ Highlights feature unless you have secured the copyright owner's permission first.

7. To trim the chosen soundtrack and include audio that was captured with the video, tap ▪▪▪ > **Music settings**.

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8. To view the Zoe™ Highlights in full screen, hold HTC One in landscape orientation.
9. To create a video file of the highlights, tap ▪▪▪ > **Save**, and then choose a video quality.

   This will be saved in the Video Highlights album.

Viewing and editing Pan 360 photos

1. On the Gallery app's main screen, swipe to the Timeline, Albums or Locations tab.
2. Tap a tile to open the thumbnail view.
3. When you see the Pan 360 photo you want, tap it to view in full screen. You can quickly identify Pan 360 photos by the icon on the thumbnail.
4. Tap to edit the photo.
5. Try any of the following:
   - Tilt HTC One or drag your finger on the screen to pan the photo.
   - Tap the rotation indicator at the top left corner to re-center the photo.
   - Slide two fingers together or apart to zoom the photo.
   - Rotate two fingers to rotate the photo.
   - Tap to save the current view of the photo.

Creating an animated gif

Create an animated gif that you can quickly upload and share.

- You can save a batch of shots that was captured with continuous shooting mode as an animated gif.
- You can also save a HTC Zoe photo as an animated gif.

1. In Gallery, open the photo you want in full screen, tap it, and then tap .
2. Tap > . You'll see an animation of the frames.
3. Drag the trim sliders to the part where you want the animated gif to begin and end.
4. Tap **Next**.

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5. On the next screen, you can choose the direction you want the animation to play, set the speed of the animation, choose which frames you want to include, and more.
6. Tap ✓.

- To save and share the edited photo, tap .
- The edited photo is saved as a copy. The original photo remains unedited.

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Creating an action sequence shot

Hop, skip, or jump. Create a sequence shot to stitch a series of actions into one photo.

- This feature is available for a batch of shots that was captured with continuous shooting mode.
- You can also use this feature for HTC Zoe photos.

1. In Gallery, open the photo you want in full screen, tap it, and then tap .
2. Tap > . You'll see frames that you can combine in one photo.
3. Select the frames that you want to include in the sequence shot.
4. Tap **Done** > . The edited photo is saved as a copy. The original photo remains unedited.

Editing a group shot

Finding it difficult to choose a group shot with the most smiles and the fewest blinks? Retouch a group shot so everyone looks their best in the photo.

- This feature is available for a batch of shots that was captured with continuous shooting mode.
- You can also use this feature for HTC Zoe photos.

1. In Gallery, open the photo you want in full screen, tap it, and then tap .
2. Tap > . You'll see circles around any faces detected in the photo.
3. Select one face at a time and drag it sideways with your finger to select the expression you want.
4. Tap **Done** > . The edited photo is saved as a copy. The original photo remains unedited.

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Removing unwanted objects in a photo

Did a pedestrian or passing car ruin your otherwise perfect shot of a famous landmark? Retouch the photo to remove unwanted people or objects.

- This feature is available for a batch of shots that was captured with continuous shooting mode.
- You can also use this feature for HTC Zoe photos.

1. In Gallery, open the photo you want in full screen, tap it, and then tap .
2. Tap > . You'll see frames around areas in the photo where objects have been automatically removed.

To choose a precise moment in an HTC Zoe photo, while viewing the HTC Zoe photo, drag the slider on the progress bar until you see the image you want. You can then remove unwanted objects.

3. To retain an object, tap on its image on the film strip.
4. Tap **Done** > . The edited photo is saved as a copy. The original photo remains unedited.

Changing the video playback speed

Want to add a cinematic flair to your video by slowing down a particular scene? You can vary the playback speed of a selected section of a slow motion video.

You can only change the video playback speed of videos captured using the slow motion scene in the Camera app.

1. On the Gallery app's main screen, swipe to the Timeline, Albums or Locations tab.
2. Tap a tile to open the thumbnail view.
3. When you see the slow motion video you want, tap it to play in full screen. You can quickly identify slow motion videos by the icon on the thumbnail.
4. Tap to switch between normal and slow motion playback.
5. To adjust the playback speed of the video, tap > **Edit** > **Adjust playback speed**.
6. Frame the sequence you want to slow down by moving the left and right sliders.
7. Drag the slider up or down to choose how fast you want the sequence to play.
8. Tap to watch the result.
9. Tap **Save**.

The edited video is saved as a new file. The original video remains unedited.

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Tips for editing photos

Enter a short description of your concept here (optional).

This is the start of your concept.

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Personalizing

Making HTC One truly yours

Make HTC One 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 76.
- Personalize your Home screen with a different wallpaper. See Home wallpaper on page 77.
- 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 82.
- Change the apps on the launch bar. See Launch bar on page 77.
- Populate your Home screen with widgets and shortcuts. See Adding Home screen widgets on page 77 and Adding Home screen shortcuts on page 78.
- Need another widget panel? See Adding or removing a widget panel on page 79.
- Set HTC BlinkFeed or a widget panel as your main Home screen. See Changing your main Home screen on page 80.
- Organize your apps. See Arranging apps on page 81.

Ringtones, notification sounds, and alarms

1. Go to Settings, and then tap **Personalize**.
2. Under Sound, choose different sounds for your ringtone, system notification, and alarm.

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

Want alarms to ring louder but notifications to be more discreet? In Settings, tap **Sound** > **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**.
   - Tap **Computer photos** to use the HTC Get Started service to choose a photo from your computer.

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 81.
- 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 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 .

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**.

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4. Scroll through the apps or shortcuts, or tap 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.

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

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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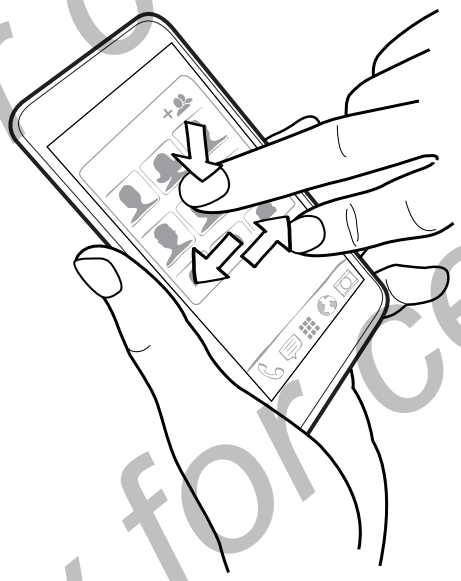
Moving a widget or icon

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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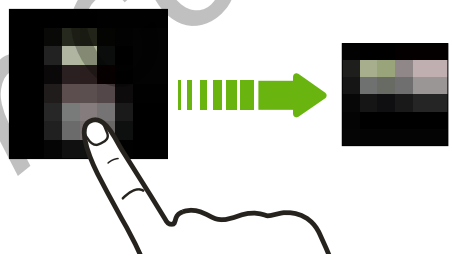
Grouping apps on the widget panel and launch bar

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**.

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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**.
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**.

Lock screen

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. Go to Settings, and then tap **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.

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Adding a widget on the lock screen

Choose from our selection of lock screen widgets.

1. On the lock screen, pull from the right edge until you see a + icon.
2. Tap +.
3. Tap a widget that you want to add to the lock screen.

Moving or deleting a lock screen widget

1. On the lock screen, pull from the right edge until you see the widget you want to move or delete.
2. You can:
   - Press and hold the widget, and then drag it left or right to the position that you want.
   - Press and hold the widget, and then drag it to ✕ to remove it.

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 77.

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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.

HTC One is available in either a 3G-only or 3G-and-LTE version, depending on what's supported by the phone you purchased and your mobile operator. You need an LTE plan to use your operator's 4G LTE network for voice calls and data services. Check with your operator for details.

1. Open the Phone app.
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 * . The letter p is added to the number you are dialing. Enter the extension number, and then tap **Call**. You will be connected to the mainline and then to the extension number.
- After dialing the main number, press and hold **#** to add a w. Enter the extension number after the letter w, and then tap **Call**. 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.

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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, spread your two fingers on the missed call notification to expand it, and then tap **Call back**.

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

Using Speed dial

Use Speed dial to call a phone number with a single tap. For example, if you assign a contact's number to the number 2 key, you can just press and hold 2 to dial the number.

The number 1 key is generally reserved for your voicemail. Press and hold this key to call voicemail and retrieve your voicemail messages.

Assigning a speed dial key

1. Open the Phone app.
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**.

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Making an emergency call

In some regions, you can make emergency calls from HTC One 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. Open the Phone app.
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 One 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:

- If the display is on when you get a call, tap **Answer** or **Decline**.
- If the display is locked when you get a call, drag or upwards.

You can also press the POWER button twice to reject a call.

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 One face down on a level surface.

If HTC One is already facing down, it 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.

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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 One 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 .

Setting up a conference call

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

Make sure the nano SIM card is enabled with conference calling service. 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.

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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.
6. To talk to a person in the conference call in private, tap and then select **Private call**.

To end the call with a participant, tap and then tap **Finish this call**.

To end the conference call, tap **End Call**.

Call History

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

1. Open the Phone app.
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 .
2. Choose whether to create a new contact or save the number to an existing contact.

Clearing the Call History list

On the Call History tab, do one of the following:

Remove one name or number	Press and hold the name or number, and then tap **Delete from call history**.
Clear the entire list	Tap > **Remove call history**. On the Delete from call history screen, tap > **Select all**, and then 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**.

Changing ringtone settings

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** > **Sound profile**.

Lowering the ring volume automatically

HTC One has a quiet ring feature that automatically lowers the ring volume when you move it.

1. Go to Settings, and then tap **Sound**.
2. Select the **Quiet ring on pickup** option.

Making HTC One ring louder in your pocket or bag

To help avoid missing incoming calls when HTC One is in your pocket or bag, the pocket mode feature gradually increases the ring volume and vibrates when you receive a call.

1. Go to Settings, and then tap **Sound**.
2. Select the **Pocket mode** option.

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.

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Changing the default country code for Home dialing

1. Go to Settings, and then tap **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. Go to Settings, and then tap **Call**.
2. Under Other settings, clear the **Home dialing** option.

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Messages

Sending a text message (SMS)

1. Open the Messages app.
2. Tap +.
3. Enter a contact name or mobile number in the **To** field.
4. Tap the box 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, add a message subject, attach an item, or compose a very long message.

Sending a multimedia message (MMS)

1. Open the Messages app.
2. Tap +.
3. Enter a contact name, mobile number, or email address in the **To** field.
4. Tap the box 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. Open the Messages app.
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 One 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 box 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.

Open a draft message right from the Messages screen, edit the message, and then tap .

To see all draft messages in one place, tap on the Messages screen, and then tap **Drafts**.

Replying to a message

1. On the Messages screen, tap a contact (or phone number) to display the exchange of messages with that contact.
2. Tap the box that says **Add text**, and then enter your message.
3. Tap .

Only for certification

Replying to a contact's other phone number

When a contact has multiple phone numbers stored on HTC One, 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. On the Messages screen, tap a contact (or phone number) to display the exchange of messages with that contact.
2. Tap ▼ and select which phone number you want to reply to.
3. Tap the box that says **Add text**, then enter your reply message.
4. Tap .

Saving a text message as a task

Save a text message in your Tasks list so you can remind yourself when to reply.

1. On the Messages screen, tap a contact (or phone number) to display the exchange of messages with that contact.
2. Tap the message you want to save, and then tap **Save as task**.

Forwarding a message

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

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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 the nano SIM card cannot be moved to the secure box.

1. On the Messages screen, tap a contact (or phone number) to display the exchange of messages with that contact.
2. Tap > **Move to secure box**.
3. 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.

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

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.

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Copying a text message to the nano SIM card

1. On the Messages screen, tap a contact (or phone number) to display the exchange of messages with that contact.
2. Tap the message, and then tap **Copy to SIM**. A nano SIM card icon is displayed.

Deleting messages and conversations

On the Messages screen, 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, on the Messages screen, tap > **Delete threads**, and then select the conversations to delete.

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

Protecting a message from being deleted

You can lock a message so that it will not be deleted even if you delete the other messages in the conversation.

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

Only for certification

Search and web browser

Searching HTC One and the Web

You can search for information on HTC One and on the Web. Start your search by entering a keyword or by using Google Voice Search™.

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 One

1. Open the Google app. Or swipe up from the ⌂ button.

If you've already set up a Google account on HTC One, 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 97.

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

To search for the information exclusively on HTC One, 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 One.

1. Open the Google app. Or swipe up from the ⌂ button.
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.

Only for certification

Setting search options

1. Open the Google app. Or swipe up from the ⌂ button.
2. Tap ⋮ > **Settings** to set the following options:
   - **Phone search**. Select which apps on HTC One are included when doing a search.
   - **Voice**. Set the Google Voice Search language, speech output, and more.
   - **Accounts & privacy**. Select which Google account to use for Google search, manage your location settings, enable recent web searches to show, and more.
   - **Notifications**. Enable or disable notifications for Google Now updates.
   - **Help & feedback**. Check out the Google Now and Google search help or provide feedback.

You can also access the settings when viewing the search results. Pull down the screen to show the hidden menu button, and then tap ⋮ > **Settings**.

Getting instant information with Google Now

Do you want to know 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.

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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 156.

1. Open the Google app. Or swipe up from the ⌂ button.

To launch Google Now from the lock screen, drag up the screen.

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**.

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

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. Open the Google app. Or swipe up from the ⌂ button.
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, scroll to the bottom of the screen, tap ✨, and then tap the information you want to change.

Dismissing and hiding cards

1. Open the Google app. Or swipe up from the ⌂ button.
2. Do any of the following:
   - To dismiss a card, swipe it left or right.
   - To keep the card from appearing on the Google search screen, tap ⋮ on the card you want to hide, and then tap **No**.

Only for certification

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.

1. Open the Google app. Or swipe up from the ⌂ button.
2. Scroll to the bottom of the screen, and then tap > +.
3. Enter the reminder title, such as the task you want to be reminded of.
4. Select **When** to set a time-based reminder or **Where** to set a location-based reminder.
5. Set the reminder time or location details.
6. Tap **Remind me at this time** or **Remind me at this place**.

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.

To see a list of all your reminders, scroll to the bottom of the Google search screen, and then tap .

Refreshing Google Now

Refresh Google Now to update the information cards or show relevant cards for information that you've just added on HTC One, like an upcoming event in Calendar.

1. Open the Google app. Or swipe up from the ⌂ button.
2. Pull down the screen with your finger, and then release to refresh.

Turning off Google Now

1. Open the Google app. Or swipe up from the ⌂ button.
2. Scroll to the bottom of the screen, and then tap ⋮ > **Settings**.
3. Tap the **On/Off** switch next to Google Now, and then tap **Turn off**.

Browsing the Web

1. Open the Internet app.
2. Tap the URL box on top of the screen.

If the webpage is in fullscreen mode, flick the screen down to show the URL box and other options.

3. Enter the webpage address or your search keywords.

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4. On the webpage, you can:
   - Tap a link to open it, or press and hold a link to see more options.
   - Tap an email address to send a message to the email address, save it to People, and more.
   - Press and hold an image to save, copy, or set it as your wallpaper.
5. To return to the previous webpage you've viewed, tap ⋮, and then tap ‹ or ›.

Maximizing your browsing space

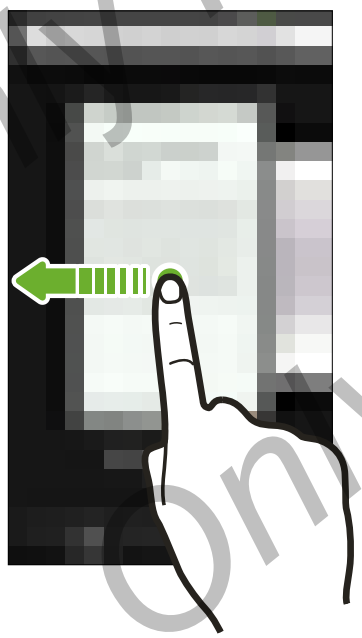
- To hide the status bar when browsing, tap ⋮ > **Settings** > **General**, and then select **Fullscreen**.
- While browsing a webpage, tap ⋮ > **Desktop View** to display the full desktop version of the webpage.

Using browser tabs

Open multiple browser tabs and quickly switch from one webpage to another.

Open the Internet app.

- To add a browser tab, tap 1 > +. Repeat the same to open new browser tabs.
- To switch among browser tabs, tap 3 and swipe to the webpage you want to view. Tap the browser tab to display the webpage in full screen.



- To close a browser tab, tap 3, and then tap ✕.

Only for certification

Saving web content for later

Save webpages to read later, even without an Internet connection. You can also add some video clips on webpages to the Watch list so you can quickly find and watch them whenever you like.

HTC One saves webpage text and images only. You will need Internet connection to open linked pages and play video clips.

1. While viewing a webpage, tap > +.
2. Tap **Reading list** or **Watch list**.

When the webpage you're adding to the Watch list has one or more video clips, you'll be asked to choose which videos you want to add.

To view a saved webpage or video clip, tap > **Saved**. Swipe to the Reading list or Watch list, and then tap a webpage or video you want to view.

Setting browser options

Customize the web browser to suit your browsing style. Set display, privacy, and security options when using the web browser.

From the browser screen, tap > **Settings**.

Bookmarking a webpage

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

Bookmark a webpage in a normal browser screen and not when you're browsing incognito.

1. While viewing a webpage, tap > + > **Bookmarks**.
2. On the Bookmark this page screen, you can edit the bookmark name, sync the bookmark with an online account, or save the bookmark in a new category folder.
3. Tap **Done**.

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

You can also add a bookmark directly to the Home screen. While viewing a webpage, tap > + > **Home screen**.

Only for certification

Not seeing your bookmark?

On the Bookmarks screen, tap ▼ and select **All bookmarks**. HTC One will display all your bookmarks, including those which are synced with an online account.

Syncing your bookmarks with Google Chrome

Create bookmarks from your computer's Google Chrome™ browser and sync them on HTC One. For more information about Google Chrome, visit http://support.google.com/chrome.

- Using your Google Chrome desktop browser, you need to sign in to your Google Account and set up Google Chrome sync.
- Be sure that you are logged in to your Google Account every time you save Google Chrome bookmarks on your computer.

1. Go to Settings, and then tap **Accounts & sync**.
2. Tap **Google**.
3. Tap your Google Account.
4. Select the **Internet** option.

Using your browsing history

HTC One keeps a record of webpages you've visited.

If you don't want HTC One to keep your browsing history, browse using an incognito tab. See Private browsing on page 103.

1. While viewing a webpage, tap ⋮ > **History**.
2. Swipe to the History or Most visited tab.
3. Navigate to the webpage that you want to view, and then tap it.

Only for certification

Clearing your browsing history

1. While viewing a webpage, tap > **Settings** > **Privacy & security** > **Clear history**.
2. Tap **OK**.

All webpage entries in the History and Most visited tabs are deleted.

If you want to delete a single webpage entry, go to the History or Most visited tab, press and hold the webpage entry, and then tap **Remove from history** or **Remove from most visited**.

Only the browsing history stored by the Internet app is deleted. Browsing history stored by other browsers on HTC One will remain unaffected.

Private browsing

You can use incognito tabs to browse the Web with more privacy. Browser cookies are deleted and not shared when you close all incognito tabs. Pages you view in incognito also won't appear in your browser history (except for files you've downloaded).

From the browser screen, tap > .

Only for certification

Fun and entertainment

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. You can also add HTC Zoe photos.

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. Open the Scribble app.
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, draw figures, record audio, and more.
5. Insert images such as photos and illustrations. To find out how, see Inserting images and illustrations in a note on page 105.
6. Press and hold an image to move, resize, or delete it. You can also use two fingers to rotate an image.
7. Tap ⋮ for other options, such as changing the template, linking the note to an event, and more.
8. Press ⮌ to save the note.

Only for certification

Inserting images and illustrations in a note

While composing a note, you can:

- Tap to take a photo, or tap > **Insert** 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.

- To insert a web page thumbnail, tap > **Web content**. On the Internet app, go to the web page, and then tap > **Share** > **Scribble**.

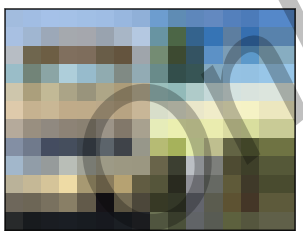
Creating a photo blog note

Think photos can best convey your story? Group photos into a note, and make it more entertaining by including photo collages, stickers, and more.

You can also add HTC Zoe photos.

If inserting a collage, first group the photos in the same event or album in Gallery.

1. Open the Scribble app.
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.



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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 +.
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 Notebook tab, and then tap +.

Publishing and sharing a note

Upload and share your creative work on the Web and get your own Scribble home page.

1. With a note opened, tap .
2. Tap **Share article**.
3. Type a description or tag your note.
4. Make sure that **Share your post** is selected.
5. 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.
6. Tap **Done**.

To view notes you've shared, swipe to the Share tab on the Scribble main screen. Or while viewing the web link for any of your notes, tap **Home**, and then tap **Menu** to see or search your recent posts.

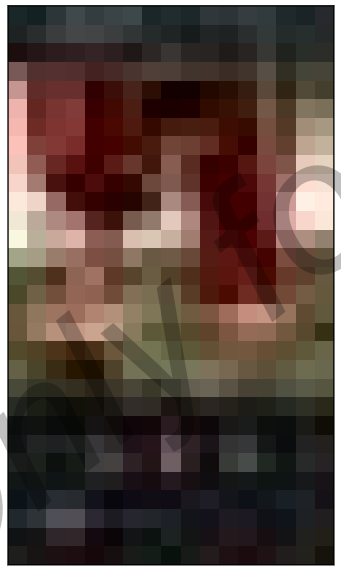
Only for certification

Listening to music

Enjoy your favorite songs on HTC One 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 One.

1. Open the Music app.
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.

Turning the BoomSound profile on or off

With the BoomSound profile turned on, you can still enjoy enhanced audio quality even when you plug in a headset or connect HTC One to an external speaker. Songs and videos sound rich and authentic, especially when played in Music and Gallery apps.

To turn the BoomSound profile on or off, go to **Settings**, and then tap the BoomSound **On/Off** switch.

Only for certification

Creating and working with 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. Open the Music app.
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**.

To edit a playlist you've created, swipe to the Playlists tab on the Music app's main screen. Tap a playlist to open it, and then tap ⋮ > **Edit playlist**.

Playing the songs in a playlist

1. Open the Music app.
2. Swipe to the Playlists tab.
3. Tap a playlist, and then tap the song you want to play first.

The song starts playing on the Now playing tab.

Deleting playlists

The Recently played and the Recently added playlists can't be deleted.

1. Open the Music app.
2. Swipe to the Playlists tab.
3. You can:
   - Press and hold the playlist you want to delete, and then tap **Delete playlist**.
   - Tap ⋮ > **Delete playlists** to remove several playlists.

Only for certification

Adding a song to the queue

While playing a song, you can also browse other tracks stored on HTC One. 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.

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. Open the Music app.
2. Swipe to the Artists or Albums tab.
3. Tap ⋮ > **Update artist photos** or **Update album art**.

If you want HTC One 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. Open the Music app.
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.

Only for certification

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** > **Ringtone**.

Viewing song lyrics

Love a song so much that you want to sing along? HTC One 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. Open the Music app.
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.

Only for certification

Looking up related music info

SoundHound™ can find info about the song you're listening to. You can look up the lyrics, learn about the artist's tour dates, and more.

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

While a song is playing, tap > **Get info**.

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**.

Turning Music Channel on or off

With Music Channel on, you get to enjoy more features such as visualizations and song lyrics (when available) as you listen to songs on music-related apps.

While playing a song in a music app, pull down the status bar and tap to launch the Music Channel player. Tap the onscreen icons to control music playback, repeat songs, and more.

To turn Music Channel on or off, go to Settings, and then tap the Music Channel **On/Off** switch.

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 One to use FM Radio. FM Radio uses the stereo headset as the FM radio antenna.

1. Open the FM Radio app.

   The first time you open FM Radio, it scans for local FM stations that you can listen to.

2. 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 .

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3. To turn off FM Radio, tap ■.

Enjoying TV with HTC One

The TV app makes HTC One a key part of your entertainment experience. The TV app lets you easily tune into your preferred shows, get reminded when your favorite show is on, see what shows are coming up, and more.

Discover current and upcoming programs with the intelligent electronic program guide (EPG) that learns your viewing habits and suggests shows you might like. The TV app can also remember more than one EPG, so if you have more than one service provider, you can get reminders for any of them.

EPG information is only available for some countries.

Setting up the TV app

Make sure that you have an Internet connection before you set up the EPG.

1. Open the TV app.
2. Tap **Next**.
3. Select your location, and then tap **Next**.

   Depending on your location, you may be asked to enter your postal code or select your region.
4. Choose your TV service provider, and then tap **Next**.

Your cable or service provider may not be supported by the TV app.

5. Select the channels included in your cable package, and then tap **Next**.
6. Select your video on demand services, and then tap **Next**.

The available video on demand services depend on your location.

7. Tap ♥ next to your favorite shows. If you don't find your favorite shows in the list, tap 🔍, enter the show's name, and then tap ♥.
8. Tap **Finish**.

Only for certification

Using the EPG

Use the TV app's EPG (electronic program guide) to check what's showing on your TV, view show details, or schedule TV reminders.

You need to set up a remote before using the TV app. See Setting up your remote control on page 115.

1. Open the TV app.
2. Do one of the following:
   - Tap a thumbnail to check the show's title, cast, and synopsis.
   - Tap ▶ to watch the show or movie on your TV.
   - Press and hold a thumbnail to see the options menu.
   - Tap ▼ to change the type of shows you want to display on the EPG or to view the channel guide.

To make changes to your EPG settings, add remotes, and more, tap ⋮ > **Settings**.

Adding another EPG

If you have more than one TV service provider, you can add additional EPGs to the TV app and easily switch between them on the HTC One. The TV app is designed on the concept of Rooms. For each Room you can add one EPG and one remote.

- You can only set up another EPG for a TV service provider from the same location or country. When you change the location or country, previously created EPGs and remotes will be deleted.
- There is a limit to the number of Rooms you can add. When you reach the maximum number, you'll need to remove one before you can add another.

1. Open the TV app.
2. On the TV app main screen, tap ⋮ > **Settings** > **Rooms**.
3. Tap + and enter a name for the new Room.
4. With **Create a new room** selected, tap **Next**.

If you want to duplicate an existing EPG, select the Room with the EPG you want to copy.

5. Follow the onscreen instructions to setup the EPG.

To switch between EPGs, tap ▼ on the main screen of the TV app.

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Editing, renaming, or removing a Room

1. Open the TV app.
2. Tap ⋮ > **Settings** > **Rooms**.
3. Tap a Room to hide or show channels, tag your favorite channels, and more.

If you want to rename or remove the Room, tap ⋮ while viewing the Room editor, and tap the option you want.

Scheduling TV programs

Whether your favorite show is airing in the next hour or next weekend, you'll never miss it when you set a reminder in the TV app. The Calendar app will notify you when your favorite show is about to start.

1. Open the TV app.
2. Tap a thumbnail of a program that interests you.
3. Do one of the following:
   - For programs that are part of a series, tap an episode under Upcoming, and then tap **Remind me** to add a reminder for that show.
   - For programs such as movies or sports events, tap **Remind me** under the Upcoming to add a reminder for a particular viewing time.

   The Reminder set icon appears next to the scheduled program.

Before the show starts, you'll receive an upcoming event notification. Tap the notification and then tap the link and open it in the TV app to view the show details.

If you want to check what shows you scheduled, tap ▼ > **My Picks**. Then go to the **Scheduled** tab.

If you want to receive reminders for future episodes of a TV series, tap **Add series**.

Watching on demand videos

Add on-demand services to the TV app to enjoy available movies and TV shows anytime you want.

- Most on-demand movies and TV shows can be purchased or rented from your video service provider.
- You may need to download the on demand service app first from Google Play.

1. Open the TV app.
2. Tap ▼, select **Movies**, **TV Programs**, or **Sports**, and then go to the On demand tab.

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3. Tap a thumbnail to view details about the program.
4. Do one of the following:
   - For programs that are part of a series, go to the On demand tab and select an episode. Then tap the video on demand service that you want to use to watch the show.
   - For programs such as movies or sports events, tap the video on demand service that you want to use to watch the show.

To add or remove video on demand services, tap > **Settings** > **On Demand**.

Setting up your remote control

Tired of shuffling your TV, set top box, and home theater system remote controls while watching TV? You can combine them into one remote.

- Make sure you have created a Room. By default, your first Room will be called "TV Room". See Adding another EPG on page 113 to add more Rooms.
- Make sure HTC One has an Internet connection.

1. Open the TV app.
2. Tap to select the Room you want to create a remote for.
3. Tap > **Start**.
4. Select the devices you want to control with your remote, and then tap **Next**.

The TV option can't be deselected.

5. Select the brand of your TV, and then tap **Next**.
6. Make sure your TV is off, and then tap **Next**.
7. Point HTC One towards the TV and tap the blinking button on the screen.
8. Tap **Yes** if HTC One was able to turn on your TV, and then follow the onscreen instructions to continue setting up the other devices.
   - If the TV didn't turn on, tap **No**. HTC One will try another remote control profile.
   - If a matching remote control profile isn't found, you'll need to manually set up the remote control.

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Customizing the remote control buttons

Are the predefined buttons not to your liking? You can change any button.

To avoid conflict with the EPG, it is recommended to not change any of the buttons on the Number pad tab.

1. Open the TV app.
2. Tap > > **Button setup**.
3. Tap a button to configure.

Red buttons (except for the Record button) have not been configured.

4. Align the IR port on HTC One with the IR port on your device's remote control. Your HTC One and your device's remote control should be less than 5 cm apart.
5. On your device's remote control, press and hold the button you want to add to HTC One.
6. Tap the blinking onscreen button to test the button.
7. Tap **Yes** to finish setting up the button.

If you tap **No**, you'll be prompted to try again.

8. Press until you exit the Button setup mode.

Controlling your TV with HTC One

1. Open the TV app.
2. Tap .
3. Do any of the following:

Turn the TV, set top box, or home theater system on or off	On the Power & input tab, tap the **On**, **Off**, **On/Off** button under the device name.
Change the input source for the TV or home theater system	On the Power & input tab, tap the **Input** button under the device name.
Change channels, adjust or mute the volume, and more	Go to the Ch/Vol tab.
Enter channel numbers directly	Go to the Number pad tab.

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Switch between recently watched channels	On the Number pad tab, tap ↩. You can also switch to a recently watched channel in the Notifications panel.
Access the playback controls	Go to the Ch/Vol tab.

To automatically turn on the display when you pick up HTC One while using the TV app, select the **Auto Wake** option in ⋮ > **Settings**.

Controlling your TV from the Notifications panel

Get a call while watching TV? You can easily use HTC One to mute the TV and more.

1. Slide open the Notifications panel.
2. Tap the controls to mute the TV, switch channels, and more.

Watching videos on YouTube

Check out the latest video sensations using the YouTube app.

1. Open the YouTube app.
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 One 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.

Tap the **YouTube** icon to see your account profile and manage your subscriptions and video lists.

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Preloading videos

Set the YouTube app to preload videos so that you can watch them without interruptions. Videos are preloaded when HTC One is being charged and is connected to a Wi-Fi network.

For more information about preloading videos, refer to the YouTube help.

1. Open the YouTube app.
2. Tap > **Settings** > **Preloading**.
3. Select what type of videos to preload.

The videos are preloading when appears on Watch later screen or on the channel you subscribed to. The icon changes to when the videos are ready.

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. Open the YouTube app.
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**.
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, tap the YouTube icon, and then tap **Playlist**.

Connecting to your home entertainment system

Want to make your HTC One experience bigger and louder? By swiping up with three fingers, share your videos, music, and even streaming media to external devices.

You can share through:

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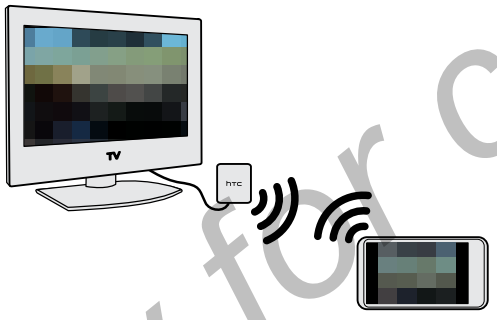
- DLNA (see HTC Connect on page 120 and Sharing your media on DLNA devices on page 120)
- HTC Media Link HD (see About HTC Media Link HD on page 119)
- A2DP (Bluetooth) or other supported display connections

Some devices may need to be paired before you can share to them.

About HTC Media Link HD

Plug in HTC Media Link HD to any TV with an HDMI port. Then swipe up with three-fingers on HTC One to connect and display content wirelessly to your TV.



HTC Media Link HD is sold separately.

Multitask with dual-screen display

HTC Media Link HD gives you dual-screen display when you're:

- Viewing a video in Gallery
- Playing music in the HTC Music app

While you're playing media on the big screen, you can multitask and do other things such as take calls, browse the Web, or send email on HTC One.

Turns your TV into a digital photo frame

Use the TV screen saver feature to store up to 30 photos from HTC One on HTC Media Link HD, and display them as a slideshow on your TV.

To find out more about setting up HTC Media Link HD and using it with HTC One, refer to the HTC Media Link HD user guide.

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HTC Connect

Looking for a new DLNA home entertainment system? Find one that has the HTC Connect™ logo.

Connecting your HTC phone to an HTC Connect™ certified device is fast and easy. You'll also be able to remotely control media playback, adjust the volume, and more.

For more information, see http://www.htc-connect.com.

Sharing your media on DLNA devices

If you'll be using a DLNA compliant TV or audio system, refer to its documentation on how to connect it to your home network.

1. Connect HTC One to your home network via Wi-Fi.
2. Open the Gallery or Music app.
3. Locate the media stored on HTC One that you want to share, and then tap it.
4. Swipe up with three fingers to show the Media output screen.
5. Choose the device on your network where you want to play the media.
6. Once connected to the device on your network, tap the onscreen controls to control playback, adjust the volume, and more.

For more information about DLNA, visit www.dlna.org.

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Storage

Phone storage

Types of storage

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

HTC One 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 122 for some tips on how to free up space.
Storage card	Use a storage card for storing more files. You can also set apps such as Camera to store 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 One and a USB storage device. HTC One supports USB storage devices (except portable hard drives) up to 64 GB.

Copying files to or from HTC One

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

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

1. Connect HTC One 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 One, or vice versa.
4. After copying the files, disconnect HTC One from the computer.

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Making more storage space

As you use HTC One, 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 phone storage by uninstalling apps and deleting files you no longer want to keep. In Settings, tap **Storage** > **Make more space**.

Store files on your online storage

Photos, email attachments, and other documents can be stored on your online storage and accessed anywhere you are.

Manage photos and videos

- Set the Camera app to automatically upload to a photo-sharing site or online storage. You can retrieve them from the photo-sharing site or online storage when needed.

Using data services while uploading photos and videos may be costly. You may want to connect to Wi-Fi or disable auto upload of camera shots if you have a limited data plan.

- After taking continuous camera shots, keep only the best shot and discard the rest.
- After editing a photo or trimming a video, the original file is kept. You can delete original files or move them to online storage or to your computer.
- If you are only sending videos through MMS, use a lower resolution. High-resolution video takes up more space. In Camera settings, tap **Video Quality** to change the resolution.

Back up apps data

Keep only the most recent data from apps on HTC One. You can back up calendars, contacts, and bookmarks or export text messages, and personal dictionaries.

Disable some apps

Apps, even if not used often, may be running in the background and downloading data into the phone storage. If the app cannot be removed, you can disable it. In Settings, tap **Apps** and then swipe to **All**. Select the app you want to disable, and then tap **Disable**.

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About storage encryption

On the phone storage, you can encrypt data such as your accounts, settings, downloaded apps and their data, media, and other files. On a storage card, you can only encrypt files.

Set a lock screen PIN or password before you start encryption. Fully charge the battery first, or keep HTC One connected to the power adapter during encryption. This process may take about an hour or so.

You cannot undo encryption on the phone storage. If you want to return to an unencrypted phone, you must perform a factory reset.

Once you enable storage card encryption, only new files added after encryption will be encrypted. Files already on the card will not be encrypted. Also, storage card encryption doesn't reformat or erase your card. Encrypted files on the storage card can only be opened by the phone that encrypted them.

How to encrypt

1. Go to Settings, and then tap **Storage**.
2. Tap **Phone storage encryption**. Or, tap **Encrypt SD card content**.
3. Tap **Next**.
4. Enter the lock screen PIN or password, and tap **Next**.
5. Tap **Enable encryption**.

During phone storage encryption, the phone may restart a few times. When storage encryption is complete, enter your PIN or password.

If you turn off SD card encryption to stop encrypting new files, previously encrypted files will remain encrypted. To access these files, you must enable encryption again for your storage card.

Google Drive

Using Google Drive on HTC One

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

Just sign in to your Google Account on HTC One to access your Google Drive storage. You can then:

- See your Google Drive photos right from Gallery. After taking photos with the Camera, you can also use Gallery to upload them 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.

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- 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 One 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 One. If this app is not preloaded, you can download and install it from Google Play.

Activating your free Google Drive storage

Use up to 65GB of free Google Drive storage. In addition to the default storage that you get from Google Drive, HTC One features an additional 50GB of online storage free for two years. Sign in to your Google Account on HTC One (and not from your computer or other non-HTC phones) to claim this offer.

1. If you see the promotional Google Drive offer on the Feeds panel of your Home screen, just tap the tile.

   Or open the Drive app. (If this app is not preloaded on your phone, you can download it from Google Play.)
2. On the screen that shows the additional storage offer, tap **Redeem**. The additional storage will then be added to your account.
3. Follow the onscreen prompts to learn the things you can do with Google Drive.

- If you don't see the screen for redeeming the offer, tap ⋮ > **Product Tour** in the Drive app to access it.
- 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 (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 (such as Gallery).

Go to Settings, and then tap **Storage**. Under Online storage, you'll see your Google Drive storage space.

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 and share the link.

If you only have videos to share, make sure to upload them to a folder in Google Drive that also contains photos.

1. Open the Gallery app.
2. Swipe to the Timeline, Albums or Locations tab.
3. Tap an album or event that contains the photos and videos you want to share.
4. Swipe to the All tab.
5. Tap .
6. If you see the HTC Share screen, tap **No, thanks** to close it.
7. From the selection menu, tap **Drive**.
8. Select the photos and videos you want to upload, and then tap **Next**.
9. Choose or create a folder in Google Drive.
10. Tap **OK** to upload.

When done, go to the All Apps screen, and then tap **Drive** to check if your uploads are in your Google Drive storage.

You can then share the link to your Google Drive photos and videos.

Sharing the link to Google Drive photos and videos

Share the link to an entire album of photos and videos that's in your Google Drive storage so that other people can access it.

1. Open the Gallery app.
2. Swipe to the Albums tab, and then tap the **Drive** tile.
3. Do one of the following:
   - Tap an album to share, and then tap .
   - To share a single photo, tap to display it in full screen, and then tap .
4. Choose how you want to share the link, such as sending it by email or posting it to your social networks.

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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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. Open the Mail app.
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. Do one of the following:
   - Tap **Document**, and then choose whether to share PDFs or Office documents.
   - Tap **File** to choose any file type.
6. Tap **GoogleDrive**.
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.

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. Open the Drive app.
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. Matching results from your Google contacts will then be listed.
5. Select a contact name or email address, and then select the permissions. You can set permissions to allow recipients to:
   - View or edit a folder.
   - View, edit, or comment on a file.
6. Tap **Add**.
7. Add more people, and when done, tap ✓ or press ⮌.

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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. Open the Polaris Office app.
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**.

Saving a document from HTC One 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 One. (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 .

Getting help

To find out more about using Polaris Office 5, tap > **Help**.

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Unlinking HTC One from your Google Drive storage

You can remotely unlink HTC One from Google Drive, if you lost your phone or you no longer need to use your Google Drive storage on your phone.

1. On your computer's web browser, sign in on the Google Accounts homepage at www.google.com/settings/account.
2. Click **Security**.
3. Under Account Permissions, tap **View all**.
4. Click the following items, and then click **Revoke access**:
   - MyGoogledrive
   - HTC services

Dropbox

Using Dropbox on HTC One

If you're a Dropbox user, you can download and install the Dropbox™ app from Google Play to continue using your online storage.

You still get to enjoy Dropbox integration with HTC apps. You can:

- Access your Dropbox photos and videos from Gallery.
- Upload photos and videos to your Dropbox storage.
- Use the Mail app to share links to documents or files in your Dropbox storage by email.
- Restore a previous backup from your Dropbox storage to HTC One.

Access your Dropbox account on the Dropbox website (www.dropbox.com/account/bonus) to check details about any previous bonus storage space (such as the expiration).

Also refer to the following URL for information: www.dropbox.com/help/333

Dropbox is a third-party app and is not provided by or associated with HTC Corporation.

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Checking your Dropbox storage space

You can check how much storage space you still have in your Dropbox before you upload more content.

Before your Dropbox storage info appears in Settings, you need to access your Dropbox from an HTC app first (such as Gallery) and allow HTC Sense to access your Dropbox.

Go to Settings, and then tap **Storage**.

Under Online storage, you'll see your available Dropbox storage.

Unlinking HTC One from Dropbox

You can remotely unlink HTC One from your Dropbox, if you lost your phone or you no longer need to use Dropbox.

1. On your computer's web browser, log in to the Dropbox website (www.dropbox.com).
2. On the right-hand corner of any page on the website, click **Account**. (Or click your account name, and then click **Settings**.)
3. Click the **Security** tab.
4. Under My devices, click **Unlink** to the right of your Android device.
5. Click **Unlink phone**.

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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 One. Depending on the account type, signing in to your online accounts lets you sync updates between HTC One and the Web.

1. Go to Settings, and then tap **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. Go to Settings, and then tap **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.

Removing an account

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

1. Go to Settings, and then tap **Accounts & sync**.
2. Tap an account type.

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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 One.

Backup

Ways of backing up files, data, and settings

Worried that you might lose important stuff on HTC One? Back up HTC One 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 One (after a factory reset) or newer phone.

HTC Sync Manager

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

Other backup options

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

In some apps, you can back up data to the storage on the phone so you can easily restore them after a factory reset.

If you're backing up data to the storage, don't choose to erase the storage when you do a factory reset.

Messages	Back up your text messages to the storage on the phone, 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 storage on the phone.

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Files	Manually copy and paste files by connecting HTC One 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 One experience when you do a factory reset or buy another phone. On HTC One, 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 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, including Exchange ActiveSync, Outlook.com, Flickr®, LinkedIn®, and POP/IMAP.
Apps and settings	These include your contacts stored on HTC One, text messages, web bookmarks, personal dictionary, Wi-Fi networks, TV remotes and viewing preferences, apps you've installed, grid size and sort order on the All Apps screen, and more.

Backing up HTC One to Google Drive

Turn on HTC Backup to do a daily backup of your phone over Wi-Fi. You can turn it on by selecting **Back up phone daily over Wi-Fi** while doing the on-device setup, or enable it in Settings.

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. Go to Settings, and then tap **Backup & reset**.
2. Tap **Backup account**.
3. Tap **HTC Account**.
4. Sign in with your Google Account, HTC Account, or Facebook® account.
5. On the Cloud storage screen, tap the **Google Drive** option that has your Google Account name under it, and then tap **OK**.
6. If you used your HTC Account or Facebook account, sign in to your Google Account to access your Google Drive.

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7. When prompted, tap **OK** to allow HTC Backup to access your Google Drive.
8. 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 One from Google Drive

If you backed up your phone to Google Drive before, you can restore your backup to HTC One, 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, choose to restore content, and then select **Restore from HTC Backup** on the Set up phone 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.
5. When prompted, allow HTC Backup to access your Google Drive.
6. After your settings have been restored, tap **Next** to continue setting up your phone.
7. Slide open the Notifications panel to check if there's any notification to finish restoring your home and apps layout.

Your free apps that you've previously downloaded from Google Play will be restored in the background, and you can track the progress via a notification in the status bar.

The All 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 go to Settings, and then tap **Backup & reset** > **Restore from HTC 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 One.

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Switching from your previous online storage to Google Drive

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

1. Go to Settings, and then tap **Backup & reset**.
2. Tap > **Select storage service**.
3. Select **Google Drive**, and then tap **OK**.
4. 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 One, here are some tips on how to export or import your data.

Backing up your contacts

1. Open the People app.
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.
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**.

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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. Open the Messages app.
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. On the Messages screen, tap > **Back up/Restore SMS**.
2. Tap **Back up** > **Back up SMS via mail**.
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 your email address.
5. Compose your email message, and then send it.

Restoring text messages

1. Open the Messages app.
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,

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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. Go to Settings, and then tap **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 One.

HTC Sync Manager

About HTC Sync Manager

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

Here are the things you can do with HTC Sync Manager.

View and manage media on your computer

- Show music, photos, and videos from your computer and manage them in HTC Sync Manager.
- Import iTunes and Windows Media® Player playlists from your computer to HTC Sync Manager.
- Play music, videos, and playlists using the built-in player.
- Browse and manage files on your phone (Mac only).

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Transfer content

- Easily transfer iPhone photos, text messages, contacts, and more to your HTC phone.
- 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 phone.

Sync playlists and data

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

Installing HTC Sync Manager on your computer

- You need to have administrator rights if you're installing HTC Sync Manager on Windows Vista® 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 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.

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**.

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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. Click **Next**.
6. Select your iPhone backup file, and then click **OK**.
7. 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.

8. Click **Start**.

Copying or removing media on your phone

One way to copy media files from your computer to your phone is to use Windows Explorer (or the Finder application on your Mac computer). Another way is to use HTC Sync Manager.

With HTC Sync Manager, you can copy music, photos, videos, entire albums, and playlists.

1. Connect your phone to your computer. Media that have already been copied to your phone will have the icon on their thumbnails.
2. Click an item to select it. Or, to select several media for transfer, do one of the following:

Select several items	On Windows: Hold down the CTRL key, and then click each item. On Mac: Hold down the ⌘ key, and then click each item.
Select all items	On Windows: Press CTRL + A. On Mac: Press ⌘ + A.
Select consecutive items	Hold down the SHIFT key, and then click the first and last items. Or drag your mouse over the range of items you want to select.

3. Click one of these icons:

	Copy the selected media to your phone.
	Remove the selected media from your 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 One (Soft reset)

If HTC One 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. If you've set up a lock screen, you need to unlock it.
2. Press and hold the POWER button, and then tap **Restart**.
3. When asked to confirm, tap **Restart**.

HTC One not responding?

If HTC One 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 One then restarts.

Resetting HTC One (Hard reset)

If HTC One 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. Go to Settings, and then tap **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 One on or access settings, you can still perform a factory reset by using the hardware buttons on HTC One.

The **Fast boot** option in **Settings** > **Power** must not be selected.

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 One and from online accounts you're logged in to. Use the People app to easily manage communications with people that matter to you.

1. Open the People app.

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 a notification icon 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 One, your company directory if you have an Exchange ActiveSync account, or social networks you've signed into.

1. Open the People app.
2. On the People tab, you can:
   - Find people in your contacts list. Tap the Search people box, and then enter the first few letters of the contact name.
   - Find people on your company directory. Tap the Search people box, enter the first few letters of the contact name, and then tap **Search contacts in your Company Directory**.
   - Search for people you know on your social networks. Tap > **Settings** > **Find people you know on**, and then select the social networks you're signed in to. The People app then uploads your contacts to the selected social networks to help you find friends.

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. Do one of the following:
   - On the People tab, tap **My profile**.
   - With two fingers, swipe down from the status bar to open Quick settings. Tap the **Me** tile (or your contact name, if you've already signed in to your Google account), and then tap **Me** or your contact name again.
2. Tap **Edit my contact card**.
3. Enter or edit your name and contact details.
4. Tap (or the current photo) to change your contact photo.
5. Tap **Save**.

Aside from your contact details, your profile also shows updates you've posted on your social networks and your online photo albums.

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Adding a new contact

1. On the People tab, tap +.
2. Tap the **Name** field, and then enter the contact name.

Tap if you want to separately enter the contact's first, middle, and last name. Depending on the contact type, you may also be able to add other info such as a name suffix (for example, "Jr.").

3. Select the Contact type. This determines which account the contact will sync with.

Some fields may not be available when you're adding contacts to a SIM card.

4. Enter the contact information in the fields provided.
5. Tap **Save**.

When you tap the added contact on your contacts list, you'll see the contact information and your exchange of messages and calls. Depending on the information that you've added to the contact (such as an email address), you'll also be able to see the contact's social network updates, events, and photos.

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

While creating a new contact 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 extension number is dialed automatically. To make the pause longer, tap **P(,)** again.
   - Tap **W(;)** to be prompted to confirm the extension number.
2. Enter the extension number.

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Editing a contact's information

Social network contacts cannot be edited.

1. On the People tab, press and hold the contact, and then tap **Edit contact**.
2. Enter the new information.
3. Tap **Save**.

Getting in touch with a contact

1. Open the People app.
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 micro SIM card

1. On the People tab, tap > **Manage contacts**.
2. Tap **Import/Export contacts** > **Import from SIM card**.
3. If you have a Google or Exchange ActiveSync account, tap the type for the imported contacts.

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4. Select the contacts you want to import.
5. Tap **Save**.

Importing a contact from an Exchange ActiveSync account

1. On the People tab, 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 One.
4. Tap + to import the contact.

Copying contacts from one account to another

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

Contacts from your social network accounts may not be copied.

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

1. On the People tab, tap the Link suggestion notification when available. You'll see a list of suggested contacts to merge.
2. Choose the contacts you want to merge.

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

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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**, tap to 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.

Sending contact information

1. 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**.

2. Choose how you want to send the vCard.
3. Select the type of information you want to send.
4. 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.

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

Creating a group

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

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**.

Contact not in your list? On the Groups tab, tap the name of the group where you want to add the contact, and then tap + > **Create a new contact**.

   - Rearrange the group members. Press and hold ☰ at the end of the contact's name, and then drag it to its new position.
   - Select the contacts you want to remove from the group.
3. Tap **Save**.

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Managing your contact groups

1. On the Groups tab, tap ⋮ > **Edit groups**.
2. You can:
   - Rearrange the contact groups. Press and hold ☰ at the end of the group name, and then drag it to its new position.
   - Select the contact groups you want to remove.
3. Tap **Save**.

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Email

Gmail

Viewing your Gmail Inbox

All your received email messages are delivered to your Inbox.

1. Open the Gmail app.
2. Do any of the following from your Inbox.
   - Tap an email message (not the sender image or letter tile) to read, forward, or reply to the message.
   - Tap **Inbox** at the top bar to switch to your other Gmail™ account or to display drafts, sent messages, or other email labels.
   - Tap the sender image or letter tile to select one or more messages or conversations. You can then tap the onscreen buttons at the top bar to archive, delete, or mark the selected messages or conversations.

Get help in using Gmail by tapping > **Help**.

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Sending an email message in Gmail

1. In the inbox of the Gmail account you want to use, tap (or tap > **Compose**).
2. 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 > **Add Cc/Bcc**.

3. Enter the email subject, and then compose your message.
4. If you want to attach a photo or video, tap , and then tap the attachment type.
5. Tap to send.

Replying to or forwarding email messages in Gmail

1. In the Gmail inbox, tap the email message or conversation.
2. To reply to the sender, tap . Or, tap and choose whether to **Reply all** or **Forward**.
3. Do one of the following:
   - If you're replying to the sender or you selected **Reply all**, enter your reply message.
   - If you selected **Forward**, specify the message recipients.

Tap **Respond inline** if you want to interleave your new message with the received email. But this removes any attachments or formatting in the original email message.

4. Tap to send.

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Mail

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 One.

1. Open the Mail app. The inbox of one of your email accounts appears.
2. Do any of the following:
   - Tap an email message to read.
   - To switch between email accounts, tap the bar that shows the current email account, and then tap another account.
   - To display email messages in another mail folder, tap > **Folder**, and then tap the folder you want to view.
   - To view email messages from all your accounts, tap the bar that shows the current email account, and then tap **All accounts**.

   - To change an email account's settings, select the account 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 > **Filters**.
3. Select the tabs you want to add to the inbox, and then tap **Done**.
4. Swipe to the added tab to check your email messages.

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Sending an email message

1. Open the Mail app.
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. Open the Mail app.
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.

Saving an image in an email message

While viewing an email message, press and hold an embedded image, and then tap **Save image**. You'll find the saved image under the `Downloads` folder.

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

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Saving an email message in the Tasks app

Save an email message in your Tasks list so you can remind yourself when to reply.

1. In an email account inbox, press and hold the email message, and then tap **Save as task**.
2. Enter the task details, and then tap **Save**.

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.

To quickly scroll through the message list based on the sorting option you've selected, press and hold two fingers on any email message, and then drag upward or downward.

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.

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. Tap .
2. 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.

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3. In the search box, enter the words you want to search for.
4. 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 **Search the mail from the 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 One. 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. Switch to your Exchange ActiveSync account.
2. 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.

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.

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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. Open the Mail app.
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 One uses Smart Sync to save battery power. See What is Smart Sync? on page 155.

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

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 and off-peak sync schedule in the email account's **Sync, Send & Receive** settings.

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Travel and maps

Location settings

Turning location services on or off

In order to find your location on HTC One, you need to enable location sources.

1. Go to Settings, and then tap **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 One will collect your location data through that location source. However, third party applications may collect — and HTC One may continue to provide — location data through other sources, including through Wi-Fi and signal triangulation.

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.

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. Open the Maps app.
2. Tap to show your current location. The blue marker or shows your current location on the map.

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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. Open the Maps app.
2. Tap the search box and then enter the place you want to search for.

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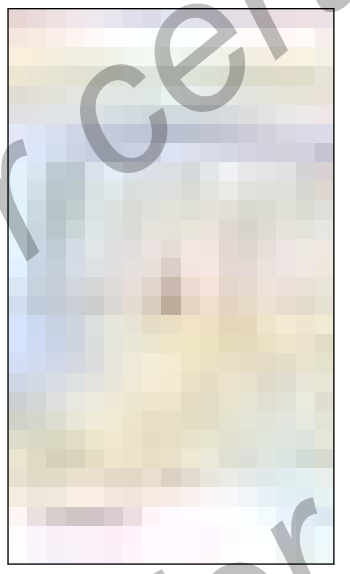
3. Tap the Enter key on the keyboard or tap a suggested search item. The first location on the search appears with a place marker and its info sheet displays at the bottom of the screen. All other search results are indicated by a red dot or a smart map icon.



4. If there is more than one search result, tap to view the search results list.
5. Tap the info sheet to check the address, get directions, see the location in Street View (if available), and more.
6. 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 .

Finding services near you

Quickly search for banks, gas stations, grocery stores, and other services nearby.

1. Open the Maps app.
2. Tap to show your current location.
3. Tap the search box and then press to hide the keyboard.
4. Tap one of the service icons (such as grocery or bank) or tap to select other services.
5. Tap the info sheet to check the address, get directions, see the location in Street View (if available), and more.

Checking the details of a location

1. Open the Maps app.
2. Press and hold a location on the map. A place marker opens and the location's info sheet appears at the bottom of the screen.
3. Tap the place marker or the info sheet to call, get directions, view the place in Street View, and more.

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Exploring places and activities near you

Google Maps lets you find places of interest where you can dine, sleep, shop, and more.

This feature may not be available for certain countries and locales.

1. Open the Maps app.
2. Tap to show your current location.
3. Tap the search box and then press to hide the keyboard.
4. Tap one of the Explore nearby activities (such as Eat or Drink). You can also tap to select other activities.
5. Tap a place of interest from the list to display it on the map.
6. Tap the info sheet to check the address, get directions, see the location in Street View (if available), and more.

   Scroll down the screen to view more information.
7. To find another place or activity, press until you return to the Explore screen.

Getting directions

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

1. Open the Maps app.
2. Tap .
3. Choose how you want to get to your destination.
4. Use your current location as starting point, or tap **My 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.

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.

Only for certification

HTC Car

On the road with HTC Car

Now when you drive, you can easily use HTC One 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 One 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 One 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.

1. In HTC Car, tap the screen with three fingers to activate the voice command mode.

You can also activate speak by:

- Tapping **Speak** on the main screen in HTC Car.
- Pressing the answer button on supported Bluetooth headsets.

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]"
Play the radio	Say "Listen to [song title, artist name, or genre]"
Find something on the map	Say "Find [name of place, address, type of place]"

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Playing music in HTC Car

1. In HTC Car, tap **Music**.
2. Do one of the following:
   - Swipe left or right to browse by category.
   - Tap to search your collection.
3. Tap an album, song, or playlist to listen to it.

You can also play music by tapping **Speak** on the main screen and saying what you want to hear. For example, say "`Play Beethoven's 5th`".

Listening to Internet radio with TuneIn

Right from HTC Car, enjoy listening to Internet radio stations with TuneIn.

1. In HTC Car, tap **Internet Radio**.
2. Do one of the following:
   - Browse for available stations by category.
   - Tap to enter and search for stations by keyword such as artist name or topic.
3. Tap a station to start listening to it.

- You can also find Internet radio stations by tapping **Speak** on the main screen and saying what you want to hear. For example, say "`Listen to comedy`".
- To ensure smooth playback, TuneIn preloads audio data (buffering) on HTC One before playing your selected station. To set the amount of audio to preload, tap and choose a buffer time.

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Finding your way with HTC Car

HTC Car helps you to find your way to where you want to go. Easily find nearby restaurants and more on your weekends. HTC Car gives you the information you need so you won't get lost.

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. Do one of the following:
   - Tap a category.
   - Tap 🔍 to enter your own search keywords.

You can also find places by tapping **Speak** on the main screen and saying what you are looking for. For example say "`Find parking`".

Finding places in HTC Car

1. In HTC Car, tap **Navigation**.
2. Do one of the following:

Search for a new place	1. Tap 🔍. 2. Type what you are looking for, and tap ↵.
Look up a previously searched place	Tap **Previous**.
Get directions for an upcoming event in Calendar	1. Tap **Appointments**. 2. Tap an upcoming appointment from the list.

3. Tap an item to go to the map.

Staying connected to your contacts

Just because you're driving doesn't mean you have to be isolated from the rest of the world. With HTC Car, you can take calls, make calls, and get notifications.

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**.

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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`".

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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Other apps

Using the Clock

Get more from the Clock app than just the regular date and time. Use HTC One 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 the date and time manually

1. Open the Clock app.
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.

Setting an alarm

You can set up one or more alarms.

1. Open the Clock app.
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 +.
- The alarm will ring even if the power is off.

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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. Open the Weather app. 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.

Your settings in the Weather app also control the weather information that is shown in the Clock and Calendar.

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. Open the Calendar app.
2. Tap ▼, and then choose a calendar view.

In any calendar view, return to the current date by tapping the today button beside +.

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.

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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.

Scheduling or editing an event

You can create or edit events on HTC One, and also sync events with your Google or Exchange ActiveSync calendars.

Editing events is not supported for all accounts.

1. Open the Calendar app.
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.
4. To invite contacts from your Google or Exchange ActiveSync account, tap .
5. Tap **Save**.

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

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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.
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. In any calendar view, tap ⋮ > **Accounts (All calendars)** or **Accounts (Multi-calendar)**.
2. 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.

- Calendars are synced on HTC One, even if they are hidden.
- You can also show or hide tasks that you've created on HTC One.

Why aren't my calendar events showing up?

If you can't find events from your email accounts or social networks in Calendar, check whether the Calendar sync is turned on in Settings.

1. Go to Settings, and then tap **Accounts & sync**.
2. Tap an account type. If multiple accounts are supported (such as Exchange ActiveSync), tap the account you want to sync.
3. Select **Calendar**, and then tap ⋮ > **Sync now**.

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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. 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**.
2. 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.

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. Open the Calendar app.
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**.

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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.

Recording voice clips

Use Voice Recorder to capture information during lectures, interviews, or even to create your own audio log.

1. Open the Voice Recorder app.
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 One, 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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Keeping track of your tasks

Use the Tasks app to organize and track to do and task lists. Create tasks on your phone or sync them with your Google and Microsoft Exchange ActiveSync accounts. You can also see your tasks in Calendar.

Creating a task

1. Open the Tasks app.
2. To select the task account where you want to create the task, tap ▼.
3. Tap +, and then enter the task details.

Tasks created under My tasks can be linked to a contact (tap 👤) or to a location (tap 📍).

4. Tap **Save**.

Managing tasks

1. Go to the list that contains the task.
2. In the list of tasks, you can:

Mark a task complete	Tap the check box next to the task. To view completed tasks, tap ⋮ > **View completed**.
Sort tasks	1. Tap ⋮ > **Sort**. 2. Select how you want to sort the tasks.
Edit a task	1. Tap the task that you want to edit, and then tap **Edit**. 2. Edit the task details, and then tap **Save**.
Delete a task	Press and hold the task that you want to delete, and then tap **Delete**.
Postpone a task	1. Press and hold a task, and then tap **Postpone**. 2. Choose how long you want to postpone the task.
Move a task to another list	You can only move the task to another list that is under the same account. 1. Press and hold the task that you want to move, and then tap **Move to**. 2. Tap the task list where you want the task to appear.

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Managing task lists

1. In the Tasks app, tap > **Manage lists**.
2. From here, you can:

Show tasks	To show all tasks under a list, tap a task list.
Create a list	Tap +, and then choose an account for the list. Lists can't be created for Microsoft Exchange ActiveSync accounts.
Rename a list	1. Tap ▪▪▪ at the right of a list, and then tap **Rename**. 2. Enter a new name for the list, and then tap **OK**.
Delete a list	1. Tap ▪▪▪ at the right of a list, and then tap **Delete**. 2. Tap **OK**.

You cannot delete a main list.

Switching to Kid Mode

Worried that your kids might wander off to inappropriate web sites or mess with your important work files while using HTC One? Use Kid Mode™ to let your children enjoy fun and age-appropriate games and more, while helping to protect your important data from accidental deletion. To learn more about Kid Mode, visit www.zoodles.com.

1. Open the Kid Mode app.

The first time you use Kid Mode, you need to create or sign in to your Zoodles™ account.

2. On the Zoodles main screen, tap the profile that you created for your child.
3. Tap the icons to access games and apps, play recorded storybook readings, and more.

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How can I allow my child to access an app in Kid Mode?

When in Kid Mode, you can choose which apps on HTC One your child will have access to.

1. On the Zoodles main screen, tap **Parent Dashboard**.

You can also go to Parent Dashboard from **Settings** > **Security** > **Kid Mode**.

2. Confirm your action with your child lock setting (either by drawing the letter Z on the screen or by entering the child's birth year).
3. Under Basic Features, tap **Apps**. You'll see a list of apps installed on HTC One.
4. Tap the check option beside the app that you want your child to be able to use in Zoodles.

Want to receive or block incoming calls while in Kid Mode? Under Basic Features, tap **Settings** and then select or clear the **Allow incoming calls** check option.

Closing Kid Mode

On the Zoodles main screen, tap and then confirm your action with your child lock setting (either by drawing the letter Z on the screen or by entering the child's birth year).

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Internet connections

Data connection

When you turn on HTC One for the first time, it will be automatically set up to use your mobile operator's data connection (if the nano SIM card is inserted).

HTC One is available in either a 3G-only or 3G-and-LTE version, depending on what's supported by the phone you purchased and your mobile operator. You need an LTE plan to use your operator's 4G LTE network for voice calls and data services. Check with your operator for details.

Turning the data connection on or off

Turning your data connection off saves battery life and money on data charges.

1. With two fingers, swipe down from the status bar to open Quick Settings.
2. Tap the **Mobile data** tile 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.

Adding a new access point

You can add a new Access Point Name (APN) when roaming or if you have difficulty establishing a data connection. APNs connect HTC One to data networks for services such as mobile web browsing.

Before you add another data connection, have the access point name and settings from your mobile operator ready (including username and password if required).

1. With two fingers, swipe down from the status bar to open Quick Settings.
2. If Mobile data is off, tap the **Mobile data** tile to turn it on.
3. Tap ▪▪▪. The Mobile network settings screen opens.
4. Tap **Access point names**.
5. On the APNs screen, tap ⋮ > **New APN**.
6. Enter the APN settings.
7. Tap ⋮ > **Save**.
8. Select the new APN on the APNs screen.

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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
- Tuning in to Internet radio
- 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 One 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.

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. With two fingers, swipe down from the status bar to open Quick Settings.
2. If Mobile data is off, tap the **Mobile data** tile to turn it on.
3. Tap ⋯. The Mobile network settings screen opens.
4. Select or clear the **Data roaming** option.

Select the **Data roaming sound** option if you'd like HTC One to play a sound so you'll know when it's connecting to a roaming network.

Keeping track of your data usage

Monitor your data usage to help prevent going over your monthly data allowance.

Data usage measured by HTC One may differ from, and be less than, your actual data usage.

1. Go to Settings, and then under Wireless & networks, tap **More**.
2. Tap **Usage**.

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3. On the Mobile tab, select **Limit mobile data usage** and tap **OK** to automatically disable your data connection when you reach the set limit.
4. Drag the upper LIMIT line to set your monthly data limit.
5. Select **Alert me about data usage**, and then drag the lower ALERT line to set an alert before you reach your monthly data limit.
6. 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.
7. Drag the vertical line markers to see how much data you've used during a particular time interval.

If you're connecting HTC One 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. Go to Settings, and then under Wireless & networks, tap **More**.
2. Tap **Usage**.
3. On the Mobile tab, drag the vertical line markers to see how much data you've used during a particular time interval.
4. Scroll down the screen to see a list of apps and their data usage info.
5. Tap an app to see more details.

Wi-Fi

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

1. With two fingers, swipe down from the status bar to open Quick Settings.
2. Tap the **Wi-Fi** tile to turn Wi-Fi on.
3. Tap ▪▪▪ 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.

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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 on page 175.

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.

Preventing notifications from unsecured Wi-Fi networks

You can prevent getting notified about unsecured Wi-Fi networks.

1. Turn Wi-Fi on, and check the list of detected Wi-Fi networks.

   See Turning Wi-Fi on on page 175.

2. Press and hold an unsecured Wi-Fi network you want to stop being notified about, and tap **Block network notification**.
3. To unblock an unsecured Wi-Fi network, press and hold the network name and tap **Unblock network notification**.

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 One easily.

1. Turn Wi-Fi on, and check the list of detected Wi-Fi networks.

   See Turning Wi-Fi on on page 175.

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**.

Logging into a public Wi-Fi network automatically (WISPr)

You can set HTC One 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. With two fingers, swipe down from the status bar to open Quick Settings.
2. If Wi-Fi connection is off, tap the **Wi-Fi** tile to turn it on.
3. Tap ▪▪▪.
4. Tap > **Advanced**.

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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 One

Contact your network administrator for details. Also, HTC One must first establish a Wi-Fi or data connection before you can start a VPN connection.

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. Go to Settings, and then under Wireless & networks, tap **More**.
2. Tap **VPN** > > **Add VPN profile**.
3. Enter the VPN settings and set them up according to the security details your network administrator gave you.
4. Tap **Save**.

Connecting to a VPN

1. Go to Settings, and then under Wireless & networks, tap **More**.
2. Tap **VPN**.

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3. Tap the VPN that you want to connect to.
4. 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 One as a Wi-Fi hotspot

Share your data connection with other devices by turning HTC One 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. Go to Settings, and then under Wireless & networks, tap **More**.
2. Tap **Mobile network sharing**.
3. Tap the Portable Wi-Fi hotspot **On/Off** switch to turn it on.

   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 One as a wireless router.
6. To help make your Wi-Fi hotspot more secure, tap **Advanced settings**.

   Choose settings such as SSID and the security type, and then press .
7. Tap **Next** and then tap **Done**.

HTC One 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.

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Sharing your phone's Internet connection by USB tethering

No Internet connection available for your computer? No problem. Use the data connection of HTC One to connect to the Internet.

- To make sure that the USB drivers for HTC One are up-to-date, install the latest version of HTC Sync Manager on your computer.
- Make sure a nano SIM card with a data plan is inserted in HTC One.
- 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. Go to Settings, and then under Wireless & networks, tap **More**.
2. Tap **Mobile network sharing** > **USB network setting** > **USB tethering** (or **Mobile network sharing** > **USB tethering**).
3. Connect HTC One to your computer using the provided USB cable. The next time HTC One connects to a computer, it will remember your settings.

Wi-Fi printing

Connect HTC One to a supported printer via Wi-Fi and print out documents, email, photos, and more.

- You need to add a printer to HTC One before you can print documents or photos.
- Both printer and HTC One must be turned on and connected to the same local network. Connect HTC One to the local network using Wi-Fi. To learn how to connect the printer to a local network, refer to your printer user guide.

1. While in an app (such as Mail or Calendar), open the item you want to print.
2. Tap > **Print** (or **More** > **Print**).
3. On the Print screen, tap the printer you want to use.
4. If there's more than one page to print, set the page range that you want.

Tap **Advanced** to set the page size, print layout, and page orientation, and choose if you want to print in color or black and white.

5. Tap **Print**.

You can check the printing details by opening the Notifications panel, and then tapping the item you're printing.

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Adding a printer

If your printer does not show up in the list, you must add it.

The printer must be in the same Wi-Fi network that you are using.

1. From the Print screen, tap **Add printer**.
2. Enter the IP address of the printer that you want to add and choose a port. If you do not know the IP address of the printer, ask for help from your network administrator.
3. Tap **Next**, and then select the manufacturer and model of the printer.
4. Tap **Save**.

The printer appears on the list and you can tap it to print your photo or document.

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Wireless sharing

Turning Bluetooth on or off

1. With two fingers, swipe down from the status bar to open Quick Settings.
2. Tap the **Bluetooth** tile to turn BluetoothWi-Fi on or off.
3. Tap ▪▪▪ 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 One 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 181.
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 One 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 One, 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 181.

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 182, and then follow the steps under Connecting a Bluetooth headset on page 181.

Unpairing from a Bluetooth device

1. Turn Bluetooth on and check the list of paired devices.

   See Turning Bluetooth on or off on page 181.

2. In the Paired devices section, tap next to the device to unpair.
3. Tap **Unpair**.

Receiving files using Bluetooth

HTC One 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 181.

2. On the sending device, send one or more files to HTC One.
3. If asked, accept the pairing request on HTC One 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**.

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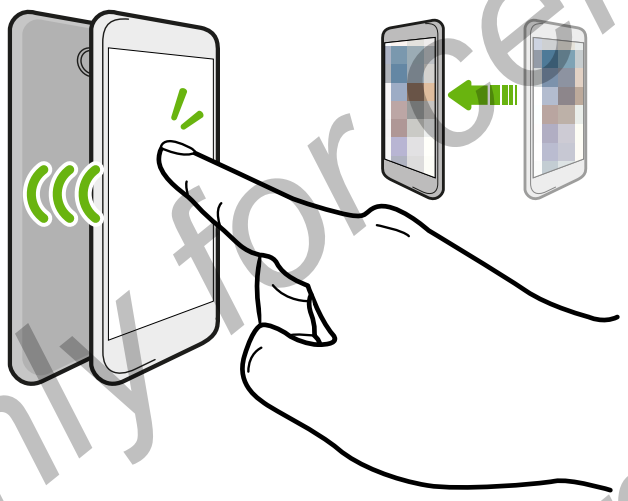
5. When HTC One receives a file transfer request notification, slide the Notifications panel down, tap the incoming file notification, and then tap **Accept**.
6. When a file is transferred, a notification is displayed. Slide the Notifications panel down, and then tap the relevant notification to view the file.
7. You can also tap > **Show received files** to view files received via Bluetooth.

Using NFC

With built-in NFC (near field communication) on HTC One, you can share content to another NFC-capable mobile device in an instant. Beam webpages, photos, contact information, and more by holding HTC One 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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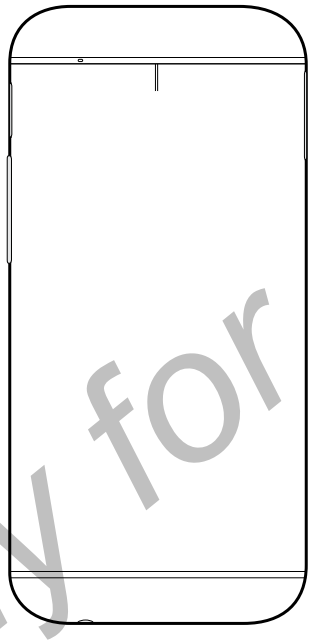
Beaming content

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, hold HTC One and the other phone back to back.



   Make sure that the NFC area (shaded part) of HTC One and the other phone's NFC area are close to one another. Experiment by slightly moving the phones until a connection is made.

2. 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.

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Settings and security

Checking your phone's HTC Sense version

You can view the HTC Sense version, as well as other information about your phone.

1. Go to Settings, and then tap **About**.
2. Tap **Software information** to view the HTC Sense version.

Turning Airplane mode on or off

When you enable Airplane (Flight) mode, all wireless radios on HTC One 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 Quick settings. Tap the **Airplane mode** tile to turn airplane mode on or off.

When enabled, the Airplane mode icon is displayed in the status bar.

Turning Do not disturb mode on and off

Use Do not disturb mode to reject calls, and silence audible alerts and notifications, but still want to have a data connection available.

1. Go to Settings, and then tap **Sound**.
2. Tap the Do not disturb **On/Off** switch to turn it on and off.
3. Tap **Do not disturb** to set an auto turn off time 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.

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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. Go to Settings, and then tap **Sound**.
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, or to manually add a phone number that's not available in your contact info.

To remove contacts or numbers from the exceptions list, tap ⋮ > **Remove contact**.

5. Select the checkbox to allow incoming calls from contacts on the exceptions list.

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. Go to Settings, and then tap **Power**.
2. Tap **Sleep mode**.
3. To manually change the settings, tap the Sleep mode **On/Off** switch and turn it off.
4. Clear **Learn sleep mode automatically** if it's selected.
5. Under Manually set sleep time, choose the start and end time when data connection is disabled.
6. Tap the Sleep mode **On/Off** switch again to turn it on.

The data connection resumes when you switch the screen back on.

Turning automatic screen rotation off

Automatic rotation is not supported in all applications.

1. Go to Settings, and then tap **Display & gestures (or Display, gestures and buttons)**.
2. Clear the **Auto rotate screen** option.

Only for certification

Screen not rotating?

Recalibrate the screen if you feel that the screen orientation does not respond properly to the way you hold HTC One.

1. Go to Settings, and then tap **Display & gestures (or Display, gestures and buttons)**.
2. Tap **G-Sensor calibration**.
3. Place HTC One on a flat and level surface, and then tap **Calibrate**.
4. After the recalibration process, tap **OK**.

Adjusting the time before the screen turns off

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. Go to Settings, and then tap **Display & gestures (or Display, gestures and buttons)**.
2. Tap **Screen timeout**, and then tap the time before the screen turns off.

Adjusting the screen brightness

1. Go to Settings, and then tap **Display & gestures (or Display, gestures and buttons)**.
2. Tap **Brightness**.
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.

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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 One.

- 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. Go to Settings, and then tap **Sound**.
2. Under System, select the option you want to turn on or off.

Turning off keyboard sounds and vibration

1. Go to Settings, and then tap **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. Go to Settings, and then tap **Language & keyboard**.
2. Tap **System 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. Go to Settings, and then tap **Accessibility**.
2. Choose the settings you want.

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Magnifying your phone's screen

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.

Turning Magnification gestures on or off

1. Go to Settings, and then tap **Accessibility**.
2. Tap **Magnification gestures**, and then tap the **On/Off** switch to turn it on or off.

Using Magnification gestures

Make sure that **Magnification gestures** is turned on in Settings to use this feature.

Triple-tap on any area of the screen that you want to magnify. You can:

- Slide two fingers apart or together to adjust the magnification.
- Drag two fingers to pan across the screen.

To exit magnification mode, open another app or triple-tap the screen again.

Working with certificates

Use client and Certificate Authority (CA) digital certificates to enable HTC One 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.

Some apps such as your browser or email client let you install certificates directly in the app. See the app's help for details.

Installing a digital certificate

You must set a lock screen PIN or password before installing a digital certificate.

1. Save the certificate file in the root folder on HTC One.
2. Go to Settings, and then tap **Security**.
3. Tap **Install from storage**.
4. If you have more than one certificate in the root folder, select the certificate you want to install.
5. Enter a name for the certificate and tap **OK**.

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Assigning a PIN to help protect the nano SIM card

You can help to protect the nano SIM card by assigning a PIN (personal identification number) that you enter before accessing the nano SIM.

Make sure you have the default PIN of the nano SIM card from your mobile operator before continuing.

1. Go to Settings, and then tap **Security**.
2. Tap **Set up SIM card lock**, then select **Lock SIM card**.
3. Enter the default PIN of the nano SIM card, and then tap **OK**.
4. To change the nano SIM 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 nano SIM card will become “PUK-locked.”

You need a PUK code to restore access to HTC One. 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**.

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. Go to Settings, and then tap **Apps**.
2. Swipe to the All tab.
3. Tap the app, and then tap **Disable**.

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Showing or hiding notifications on the lock screen

Choose the types of notifications to show or hide on the lock screen.

1. Go to Settings, and then tap **Security**.
2. Under Lock screen, tap **Notification settings**.
3. Choose whether to show or hide notifications such as missed calls, text messages, upcoming calendar events, and more.

Setting a screen lock to help protect HTC One

Help protect your personal information and help prevent others from using HTC One 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 One is turned on or when it's idle for a certain period of time.

1. Go to Settings, and then tap **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.

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Forgot your screen lock pattern?

If you've forgotten your screen lock pattern, you have up to five attempts to try and unlock HTC One.

If this fails, you can unlock HTC One by entering your Google Account user name and password.

1. On the unlock screen, enter your lock pattern.
2. After the fifth attempt, when you're asked to wait for 30 seconds, tap **OK**.
3. If the display goes off, press the POWER button to turn the display back on, and then unlock the screen.
4. Tap the **Forgot pattern?** button when it appears.
5. Enter your Google Account name and password, and then tap **Sign in**. You'll then be asked to create a new screen lock pattern. If you no longer want to do so, tap **None** or press ⮌.

Setting up a face unlock on your phone

Set up face unlock if you want to unlock HTC One using the front camera.

1. Go to Settings, and then tap **Security**.
2. Tap **Screen lock** > **Face Unlock**.
3. Tap **Set it up** and follow the onscreen instructions.
4. Choose a backup unlock method to use in case the phone doesn't recognize you.
5. Tap **Lock phone after**, and then specify the idle time before the screen is locked.

To help make face unlock more reliable and more secure, you can:

- Tap **Improve face matching** to train HTC One to recognize your face in different situations, such as when you're wearing glasses or sporting a beard.
- Select the **Liveness check** option and you will be asked to blink to unlock the screen.

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Bypassing the lock screen

If you've set a screen lock for HTC One, you can just skip the lock screen and go straight to the security screen for unlocking HTC One.

1. Go to Settings, and then tap **Security**.
2. Select the **Bypass lock screen on wake** option.

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