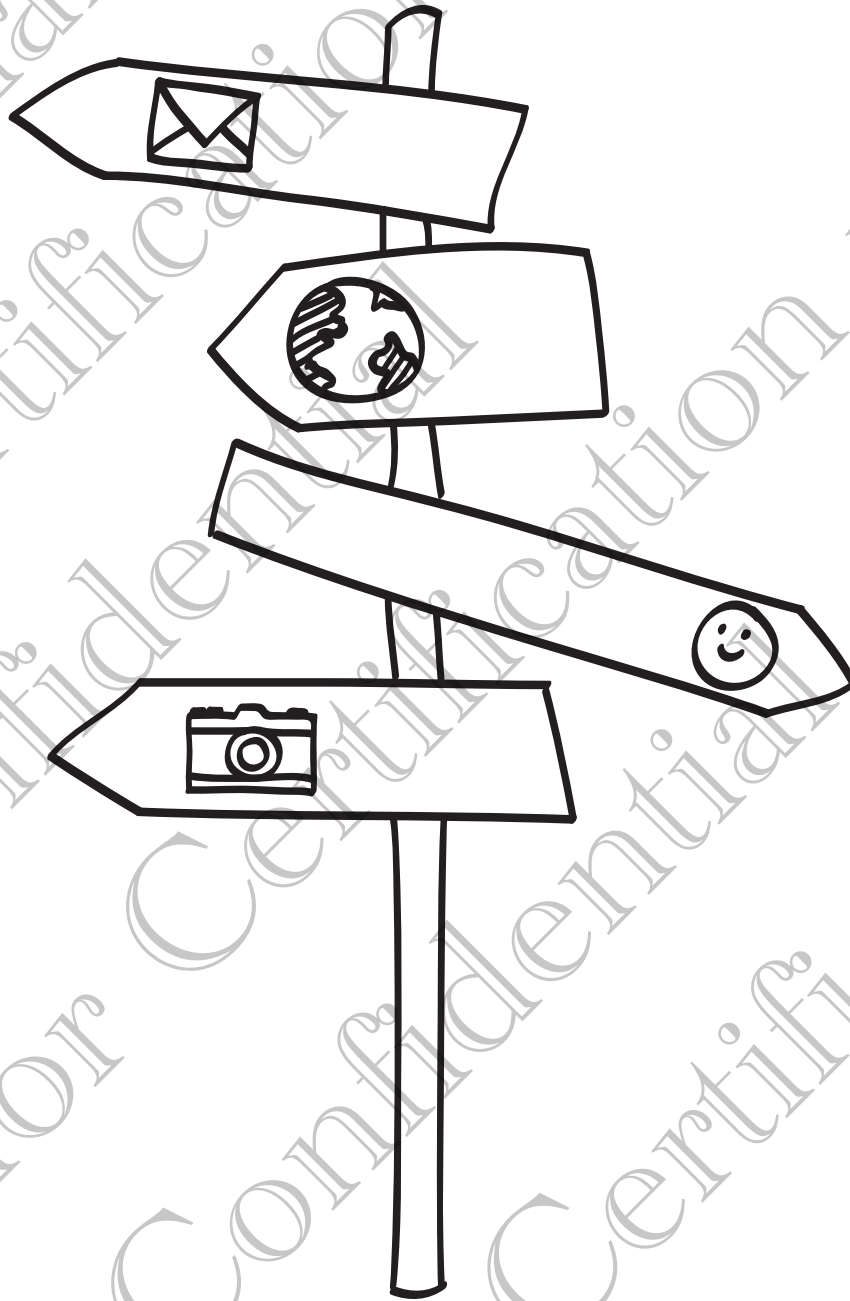


Your HTC BALLOON

User guide



Setting up HTC BALLOON for the first time


When you switch on HTC BALLOON for the first time, you'll be asked to set it up.

Just follow the onscreen instructions and you'll be up and running in no time.



Some features that need to connect to the Internet such as location-based services and auto-sync of your online accounts may incur extra data fees. Don't worry. You can enable or disable them in settings later on.

When HTC BALLOON has started, you'll see Quick Tips on some screens (such as the Home screen) that will guide you in using HTC BALLOON. The tips for a screen won't display again after you've closed them.

To view the Quick Tips again, slide the Notifications panel open, and then tap  > About > Help > Show all quick tips.

Want some quick guidance on using your phone?


Show Me helps you get the most out of HTC BALLOON in seconds.

- Need to know how to do something right away? Just type in some keywords and get clear, up-to-date answers right on HTC BALLOON.
- Ever have the feeling that you're not getting the most out of your phone? Browse through the friendly walkthroughs on Show Me to learn how. The topics range from intro to advanced and the Show Me widget even recommends topics that you might like.

To open Show Me from the Home screen, tap  > Show Me.

If you haven't downloaded Show Me content yet, or if there's updated content available, just tap the download link to get it.

Searching Show Me

1. In Show Me, tap , and then enter the words you want to search for.
2. Tap a search result to jump straight to that item.

How to indicate type approval information

1. Menu>setting>About phone
2. Legal information>Type approval Information.

Your first week with your new phone


Home screen

Your Home screen is where you make HTC BALLOON your own. You can add your favorite applications, shortcuts, folders and widgets so they're always just a tap away. To find out how, see [Personalizing](#) on page 23.


Extended Home screen

As you start to do more things with HTC BALLOON, you might find that one Home screen is not enough. No problem.

Slide your finger horizontally to the left or right on the screen and you'll discover more space for adding icons, widgets, and more.

Press  to return to the main Home screen.

Using Leap view

- To jump straight to the screen that you want, press  or pinch the screen to show the Leap view. It reveals all Home screens as thumbnails. Just tap the one you want and you'll leap right there.
- In Leap view, if there's space to add a new screen, you can tap **Add panel** to do so. An empty Home screen appears and you can start customizing from there.



Finger gestures

Tap	When you want to type using the keyboard, select items onscreen such as application and settings icons, or press onscreen buttons, simply tap them with your finger.
Press and hold	To open the available options for an item (for example, a contact or link in a web page), simply press and hold the item.
Swipe or slide	To swipe or slide means to quickly drag your finger vertically or horizontally across the screen.
Drag	Press and hold your finger with some pressure before you start to drag. While dragging, do not 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. This finger gesture is always in a vertical direction, such as when flicking the contacts or message list.
Rotate	For most screens, you can automatically change the screen orientation from portrait to landscape by turning HTC BALLOON sideways. When entering text, you can turn HTC BALLOON sideways to bring up a bigger keyboard.
Pinch	In some apps, like Gallery or the web browser, you can “pinch” the screen using two fingers (for example, thumb and index finger) to zoom in or zoom out when viewing a picture or a web page.
Two-finger scrolling	In some apps that have sorting, like Mail or People, you can use two fingers to scroll the screen. The screen displays the sorting order, and you can easily scroll to the information you want.

Sleep mode

Sleep mode saves battery power by putting HTC BALLOON into a low power state while the display is off. It also stops accidental button presses when HTC BALLOON is in your bag. You'll still receive messages and calls though, and missed calls and messages appear on the lock screen.



To prevent missed calls or messages from appearing on the lock screen, slide the Notifications panel open, and then tap  > Privacy.

Switching to Sleep mode

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

Waking up from Sleep mode

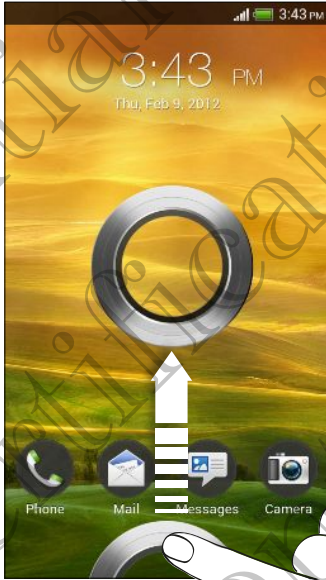
To wake HTC BALLOON up manually, press the POWER button. You'll need to unlock the screen.




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

Unlocking the screen

Pull the ring up to unlock the screen.



If you have set up a screen unlock pattern, pin, or password, you will be asked to draw the pattern on the screen or enter the PIN or password before it unlocks.

If you've set an event reminder or an alarm, you can drag  or  to the ring to snooze or dismiss the event or alarm.

Opening an app from the lock screen

- On the lock screen, drag an app icon to the ring to unlock the screen and directly go to the app.



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

- When there's a notification or info shown on the lock screen such as a missed call or new message, you can drag it to the ring to directly go to its app.


Ways of getting contacts into HTC BALLOON

There are several ways you can add contacts to HTC BALLOON. You can sync HTC BALLOON with contacts from your Google® Account, computer, Facebook®, and more.


Gmail™	Google contacts are imported to HTC BALLOON after you sign in to your Google Account. You can also create more Google contacts right from HTC BALLOON.
Facebook	Log in to your Facebook account to import your Facebook friends' contact information.
Phone contacts	You can choose to create and store contacts directly in HTC BALLOON or transfer existing ones from your old phone.
SIM card	Copy all your SIM contacts to HTC BALLOON.
Microsoft® Exchange ActiveSync®	HTC BALLOON syncs your work contacts from the Microsoft Exchange ActiveSync Server in your workplace.
Transfer	Use the Transfer app to transfer not only your contacts, but also calendar events and text messages from your old phone to HTC BALLOON.

Transferring contacts from your old phone

Easily transfer contacts from your old phone to HTC BALLOON through Bluetooth®. Depending on your old phone's model, you may also transfer other types of data such as calendar events and text messages to HTC BALLOON.



1. From the Home screen, tap  > **Transfer**.
2. Tap **Next** to begin.
3. Choose your old phone's name and model.
4. On your old phone, turn Bluetooth on, set it to discoverable mode, and then follow the instructions on the screen.

Making your first call

1. On the Home screen, tap .
2. Enter the phone number or first few letters of the contact's name.
3. From the list, tap a contact to call.
4. To hang up, tap **End Call**.

Adjusting the volume

Adjusting the ringer volume

- Press the VOLUME buttons to adjust the ringer. The Ringtone volume window appears on the screen to display the volume levels.
- While in the lowest ringer volume level (Silent mode), press VOLUME DOWN once to switch to Vibrate mode. The vibrate mode icon  appears in the status bar.
- While in Vibrate mode, press VOLUME UP once to switch to silent mode. The speaker mute icon  displays in the status bar.





Adjusting the earpiece volume for calls

During a call, press the VOLUME buttons.

Adjusting the media volume

When playing music or watching video, press the VOLUME buttons to adjust the volume. The Media volume window appears on the screen to display the volume level.

Sending your first text message

1. From the Home screen, tap  > Messages.
2. Tap .
3. Tap , and then select the contacts you want to send the message to.
4. Tap the box that says **Add text**, and then enter your message.
5. Tap  to insert a smiley or add quick text.
6. Tap **Send**.

Copying and sharing text

In apps such as the web browser and Mail, you can select and copy text, and then paste or share it.

Selecting text

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



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

Copying and pasting text


1. After you have selected the text you want to copy, tap **Copy**.
The selected text is then copied to the clipboard.
2. In a text entry field (for example while composing an email), press and hold at the point where you want to paste the text.
3. Tap **Paste**.

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.

Switching between recently opened apps

You can easily access apps you've just recently opened.

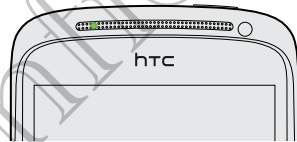
1. Press .
2. Slide your finger left or right to see recently-opened apps.



3. Tap an app to open it.

Notifications

Notification LED



The notification LED shows a:

- Solid green light when HTC BALLOON 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.

Notification icons

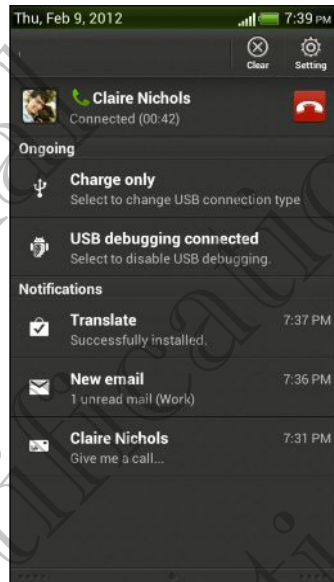
Notification icons on the status bar make it easy for you to keep on top of your messages, calendar events, and alarms.



Notifications panel

When you get a new notification, you can open the Notifications panel to see what event notification or new information you've received. The Notifications panel also lets you quickly access settings.

1. To open the Notifications panel, press and hold the status bar, then slide your finger downward.



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

2. To close the Notifications panel, press and hold the bottom bar of the panel, then slide your finger up. Or just press **<**.

Getting to know your settings

Want to change the ringtone, set up a Wi-Fi® connection or make the screen brighter? Do this and more in Settings.

Slide the Notifications panel open, and then tap . 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 & vibration** to set a ringtone, choose a sound profile, and configure incoming call sound settings.
- Tap **Display** to change the screen brightness or set how long the screen is off before going to sleep.
- Tap **Security** to set a screen or SIM card lock.

Getting the battery to last longer

How long the battery can last before it needs recharging depends on how you use HTC BALLOON. The features and accessories you use can affect battery life.


You can get the battery to last longer by following a few simple tips:

- Turn off the display when you're not using it
- Lower the volume
- Close battery-intensive programs, such as the Camera, when you're done using them
- Make sure apps are closed and not continuously running in the background
- Use the power adapter whenever possible

You can get HTC BALLOON to help you conserve power automatically in the Power settings.

Optimizing battery life

You can set HTC BALLOON to automatically switch to power saver mode when the battery level reaches a certain level.

1. Slide the Notifications panel open, and then tap .
2. Tap **Power**.
3. Tap **Save power automatically** and choose how much battery power remains before switching to power saver mode.
4. Tap **Save power settings** and choose which settings to adjust or turn off when power saver is on.



If you want power saver mode to be on all the time, select the **Save power** option.

Updating the HTC BALLOON software


HTC BALLOON can check and notify you if there's a new software update available. You can then download and install the software update using the Wi-Fi or data connection. You can also manually check if there's an available software update.

Depending on the type of update, the update may erase all your personal data and customized settings, and also remove any applications you've installed. Make sure that you've backed up the information and files you want to keep.



You might want to use Wi-Fi to download software updates to avoid extra data fees.


Installing an update

When the Internet connection is on and there's a new update available, the system update dialog box appears and guides you through the process. If you don't see the dialog box, check for the update notification icon  in the status bar.

1. Slide open the Notifications panel, and then tap the update notification.
2. In the system update dialog box, choose what type of connection to use for downloading the update.
3. Follow the onscreen prompts to start the download.
4. After the download is complete, tap **Install now** and then tap **OK** in the Install system software update dialog box.

Wait for the update to finish. HTC BALLOON will then restart automatically.

Checking for updates manually

1. Slide the Notifications panel open, and then tap .
2. Tap **About** > **Software updates** > **Check now**.

Camera

Camera basics

Enjoy taking photos and videos of your trips and everyday surprises with HTC BALLOON.

To open the camera, tap  from the Home screen, and then tap **Camera**.



If the screen is locked, just drag the Camera app icon to the Lock screen ring so you can take photos and videos right away.

You'll find onscreen controls to add effects, zoom in or out of your subject, and more on the Viewfinder screen.



Before capturing


Zooming

Before taking a photo or video, you can first use the onscreen zoom bar to zoom in or out of your subject.

Simply slide your finger on the zoom bar to zoom in or out.

When you're recording video, the zoom bar is always onscreen. You can freely zoom in or out while recording.

Switching between the front and rear camera

1. On the Viewfinder screen, tap .
2. Tap **Camera**.
3. Tap either **Front** or **Main**.



Some camera features are not available when you're using the front camera, such as zooming and face detection.

Choosing an effect

Use the available camera effects to make your photos look like they've been taken through special lenses and filters. You can also apply certain effects to videos.

1. Tap .
2. Scroll through the available effects and tap one that you like.



Setting the resolution

1. On the Viewfinder screen, tap .
2. Tap **Image resolution** or **Video quality**, and then choose a resolution.




Choosing a flash mode

Tap the flash button repeatedly to choose a flash mode depending on your lighting conditions.


Taking a photo

1. From the Home screen, tap  > **Camera**.
2. Point the camera and focus on your subject.
3. When you're ready to take the photo, tap .


Recording video

1. From the Home screen, tap  > **Camera**.
2. Frame your subject on the Viewfinder screen.
3. Tap  to start recording.
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 button to switch the camera light on or off.
5. To stop recording, tap .

Taking a photo while recording a video

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

Changing camera and video settings

1. On the Viewfinder screen, tap .
2. As well as changing basic camera and video settings, you can also:
 - Change the review duration to set how long a captured photo or video will be displayed on the Review screen before the camera changes back to the Viewfinder screen.
 - Automatically take a shot when your subject smiles (photo mode only).
 - Geo-tag photos to store GPS location in your captured photos (photo mode only).
 - Set the ISO level. Higher ISO numbers are better for taking pictures in low light conditions (photo mode only).
 - Automatically upload photos to a social network (photo mode only). You can set the upload frequency, select the album to upload to, and set the privacy level.

Personalizing

Making HTC BALLOON truly yours

Make HTC BALLOON look and sound just the way you want it. Personalize it with a different wallpaper, skin, ringtone, and notification sound for events such as incoming text, email, and calendar reminders.

Personalizing HTC BALLOON with scenes


HTC BALLOON becomes multiple phones in one when you use scenes. Scenes are personalized Home screen layouts that you can quickly apply. By switching between scenes, you instantly turn HTC BALLOON into your perfect weekend phone, travel phone, work phone, or pure play phone.



Everytime you add or modify something on the Home screen, HTC BALLOON automatically saves your changes to the current scene selected.



Using a preset scene

HTC BALLOON features preset scenes, each preconfigured with a different wallpaper and collection of widgets that reflect different moments in your life. You can choose a scene that is suitable for work, play, travel, or your social life.

1. Slide the Notifications panel open, and then tap  > **Personalize**.
2. On the Display tab, tap **Scene**.
3. Slide your finger on the screen from right to left to select the scene you want.
4. Tap **Apply**.


Creating a new scene

You'll start with an empty Home screen when you create a new scene.



1. Slide the Notifications panel open, and then tap  > **Personalize**.
2. On the Display tab, tap **Scene**.
3. Tap  > **New**.

4. Enter a new scene name, and then tap **Done**.
5. Personalize the scene by adding widgets and apps, changing the wallpaper, and more. All of your changes will be automatically saved to this scene.

Renaming a scene


1. Slide the Notifications panel open, and then tap  > **Personalize**.
2. On the Display tab, tap **Scene**.
3. Slide your finger on the screen from right to left to select the scene you want to rename.
4. Press and hold a scene thumbnail, and then tap **Rename**.
5. Enter a new scene name.
6. Tap **Done**.

Deleting scenes

1. Slide the Notifications panel open, and then tap  > **Personalize**.
2. On the Display tab, tap **Scene**.
3. Tap  > **Delete**.
4. Slide your finger on the screen from right to left to browse through scenes, then tap one or more scenes you want to delete.
5. Tap **Delete**.

Changing your wallpaper

Pick your favorite photo as your Home wallpaper. Choose from the available wallpapers, or use any photo you've taken with the camera.


1. Slide the Notifications panel open, and then tap  > **Personalize**.
2. On the Display tab, tap **Wallpaper**.
3. Tap one of the following:

Gallery	Choose an existing photo and crop it.
HTC wallpapers	Choose a preset wallpaper, and then tap Preview .
Live wallpapers	Choose a preset animated wallpaper, and then tap Preview . If the animated wallpaper you chose can be customized, tap Settings .

4. Tap **Save** or **Apply**.

Applying a new skin


Personalize beyond the Home screen by applying a new skin. Skins give a different look and feel to most onscreen buttons, application screens, option menus, and other items.

1. Slide the Notifications panel open, and then tap  > **Personalize**.
2. On the Display tab, tap **Skin**.
3. Slide your finger on the screen from right to left to select the skin you want.
4. Tap **Apply**.

Personalizing your Home screen with widgets

Widgets put at-a-glance important information and media content up front on your Home screen. Some widgets are already added to your Home screen for your convenience. You can add more from the available selections of widgets.

Adding a widget to your Home screen

1. Press and hold on an empty space on your Home screen.
2. On the Widgets tab, you can:
 - Slide left or right to browse through the complete set of widgets.
 - Tap  to search for specific widgets.
 - Tap **All Widgets** to choose from a selection menu.



Some widgets are available in different styles and sizes.

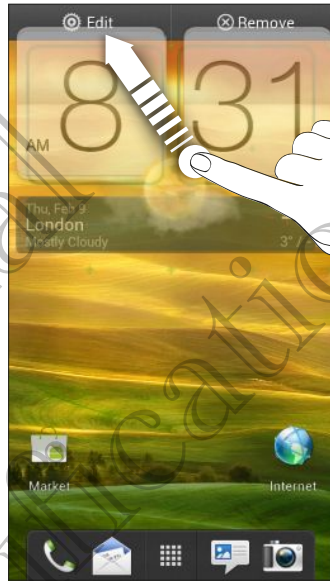
3. Drag a widget to a home screen thumbnail where you want to add it.

You can also add widgets that allow you to quickly switch on or off certain settings such as Wi-Fi and Bluetooth. Tap **All Widgets** > **Settings**, and then tap the widget that you want.

Changing the settings of a widget

You can modify basic settings of some widgets (for example, the People and Mail widgets) from the Home screen.

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



The relevant screen where you can change some settings for this widget then opens.

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 you see directional arrow buttons appear on the widget, that means the widget is resizable.
2. Drag an arrow button to enlarge or shrink the widget size.

Adding apps and other shortcuts on your Home screen

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

1. Press and hold on an empty space on your Home screen.
2. On the Apps or Shortcuts tab, choose whether to add an app or a shortcut.



To add an app, you can also tap , press and hold an app, and then drag it to an empty area on your Home screen.

Rearranging or removing widgets and icons on your Home screen

Moving a widget or icon

1. Press and hold the widget or icon you want to move.
2. Drag the widget or icon to a new location on the screen.



- You can pause at the left or right edge of the screen to drag the widget or icon onto another Home screen panel.
- When you drag a widget to a spot that's already occupied by another widget or icon, the occupant automatically moves away to give room.

3. When the widget or icon is where you want it, lift your finger.

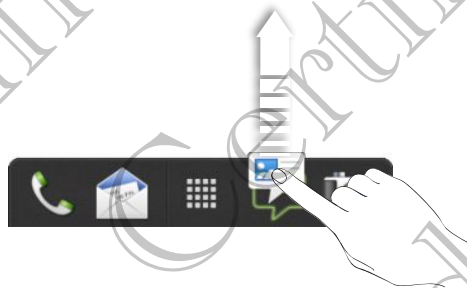
Removing a widget or icon

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.

Personalizing the launch bar

The launch bar on your Home screen gives you one-touch access to commonly used apps. You can replace the apps on the launch bar with other apps you often use.

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



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

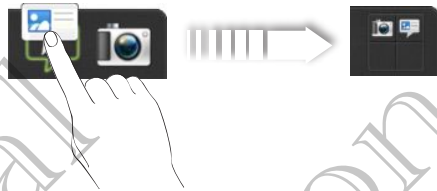


- You can also place shortcuts to settings or information on the launch bar. Add a shortcut first to the Home screen, and then drag it to the launch bar.
- The apps or shortcuts you see on the lock screen are the same as the ones on the launch bar.

Grouping apps into a folder

Use folders to group apps on the launch bar or your Home screen to free up space so you can add more apps.

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 **+**.
4. Select one or more apps that you want to add to the folder.
5. Tap Add.



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

Renaming a folder

1. Tap the folder to open it.
2. Tap the folder window's title bar.
3. Enter a new folder name.
4. Tap outside the folder to close it.

Removing items from a folder

1. Tap the folder to open it.
2. Press and hold an app or shortcut, and then drag it out to **⊗** to remove it. Repeat this process to remove more items.

If there's only one item left in the folder, the folder ungroups the last item and removes itself automatically.

Rearranging the Home screen



Reorder your Home screen panels in any way that fits how you use them. For example, move the panels with frequently-used widgets, shortcuts, and folders closer to the main Home screen.

1. Pinch the Home screen to show the Leap view.
2. Press and hold the thumbnail of the home screen you want to move. HTC BALLOON then vibrates. Don't lift your finger just yet.
3. Drag the thumbnail to its new position, and then lift your finger.





Removing a Home screen panel

If you feel you need fewer Home screens, you can remove some.

1. On the Home screen, pinch the touch screen or press  to go to Leap view.
2. Press and hold the panel you want to remove. Don't lift your finger just yet.
3. Drag the panel to .

Adding back a Home screen panel



Add back a Home screen if you have more widgets, apps, and shortcuts that you want to access right away.

1. On the Home screen, pinch the touch screen or press  to go to Leap view.
2. Tap . A new Home screen appears. You can start adding widgets, apps, and shortcuts.



Personalizing with sound sets

Each sound set gives you a different combination of sounds for your ringtone and notifications such as incoming messages, email, calendar event reminders, and more. By switching between sound sets, you can instantly make HTC BALLOON ring or alert you with fun sounds when you're out with friends or change to subtle sounds while you're at work.

Choosing a preset sound set


1. Slide the Notifications panel open, and then tap  > **Personalize**.
2. On the Sound tab, tap **Sound set**.
3. On the Sound sets screen, tap a sound set name.
4. You can tap  to listen to the different sounds for that sound set.
5. Tap **Apply**.

Creating a sound set

1. Slide the Notifications panel open, and then tap  > **Personalize**.
2. On the Sound tab, tap **Sound set**.
3. On the Sound sets screen, tap .
4. Enter a new sound set name, and then tap **Done**.

The newly created sound set is then added to the list of sound sets. You can assign different tones to the sound set to your preference.



Changing your ringtone, notifications, and sounds

1. Slide the Notifications panel open, and then tap  > **Personalize**.
2. On the Sound tab, tap **Sound set**.
3. Choose a sound set you want to customize, or create a new one, and then tap **Apply**.
4. Change the ringtone, notification sound, and alarm from the Personalize screen.

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

HTC BALLOON automatically saves your choices to the current sound set.

Deleting sound sets

1. Slide the Notifications panel open, and then tap  > **Personalize**.
2. On the Sound tab, tap **Sound set**.
3. Tap .

4. Select one or more sound sets you want to delete.
5. Tap **Delete**.

Rearranging application tabs

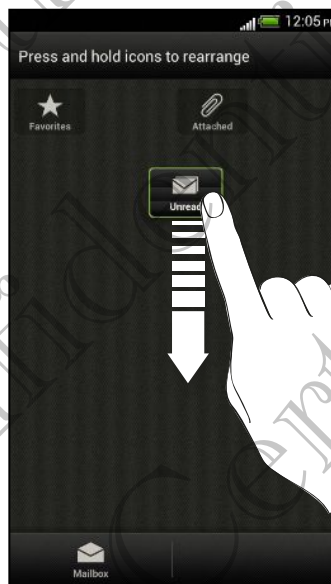
You can rearrange the tabs at the bottom of some apps to prioritize the types of information you frequently use. You can also add or remove tabs.

1. Open an app that has the usual tabs at the bottom of its screen.
2. Press and hold the current tab until the screen changes and shows a message about rearranging tabs.



If you don't see any tabs on the app, tap  > **Edit tabs**.


3. You can:
 - Change the order of the tabs. Press and hold a tab, and then drag it to its new position.
 - Drag a tab into or out of the bottom row to add or remove it.



4. When you're done, press .

Customizing the lock screen style

Choose from our selection of lock screens. Some lock screens are customizable.

1. Slide the Notifications panel open, and then tap  > **Personalize**.
2. On the Display tab, tap **Lock screen style**.
3. Slide your finger left or right to choose a lock screen style.

4. Tap the lock screen style to see a preview. If you want to further customize it, tap **Settings**.
5. Tap **Apply**.




The shortcuts on the lock screen are the same apps as the ones on your Home screen's launch bar. To change them, you'll have to replace the apps on the launch bar.


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 contact or a number from your call history.

1. On the Home screen, tap .
2. Enter the phone number or first few letters of the contact's name.
3. From the list, tap a contact to call.



To check other phone numbers associated with the contact, tap  beside the contact name.

4. To hang up, tap End Call.




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. On the Home screen, tap .
2. Tap  > Speed dial.
3. Tap , and then 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.

Calling a phone number in a text message

1. Tap the phone number within the message.
2. Tap **Call**.



To call the message sender, tap the received message, and then tap **Call** on the options menu.

Calling a phone number in an email

1. Tap the phone number in the email body.
2. Tap **Call**.

Calling a phone number in a Calendar event

1. Open an event in Calendar.
2. On the Event details screen, tap the phone number.
3. Tap **Call**.
4. When the call is received, tap  to see event details such as the conference call ID or meeting PIN code on the Phone dialer screen.

Making an emergency call

In some regions, you can make emergency calls from HTC BALLOON even if you don't have a SIM card installed or your SIM card has been blocked.

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

Receiving calls


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



You can use the polite ringer and pocket mode features for receiving calls.


Answering a call

Do one of the following:

- If the display is locked when you get a call, drag  to the Lock screen ring.
- If the display is on when you get a call, tap **Answer**.

Rejecting a call

Do one of the following:

- If the display is locked when you get a call, drag  to the Lock screen ring. Then drag to the ring the **Remind me** icon to create a task or the **Send message** icon to send a text message to the caller.
- If the display is on when you get a call, tap **Decline**.
- 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 BALLOON face down on a level surface.



If HTC One S is already facing down, it will still ring when there are subsequent incoming calls.

Look who's calling


Every time you make a call or your friend gives you a ring, you get to see your friend's latest social network status update right on the call-screen. You'll also see a birthday reminder, if your friend's birthday will happen within one week.



What can I do during a call?

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

Putting a call on hold

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

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

Switching between calls

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

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




3. To end the current call and return to the other call, tap **End Call**.

Turning the speakerphone on during a call



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



Do one of the following:

- Flip HTC BALLOON over during a call (be sure that **Flip for speaker** is selected in **Sound & vibration** settings).
- On the call screen, tap .

The speakerphone icon  appears in the status bar when the speakerphone is on.


To turn the speakerphone off, just flip HTC BALLOON over again, facing it up. Or tap  again.

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 open the Notifications panel, then tap .

If the phone number of the person who called is not in your contacts list, you can choose to save the number to your contacts list after you hang up.

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 your 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.
3. When connected to the second participant, tap merge .
4. To add another participant, tap  on the conference call screen, 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** on the options menu.

To end the call with a participant, tap  and then tap **Finish call** on the options menu.



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

Internet calls

When you're connected to a Wi-Fi network, you can make and receive calls through an Internet calling account.

 Before you add an Internet calling account, make sure that you've registered with an Internet calling service that supports voice calls over Session Initiation Protocol (SIP). Internet calls to phone numbers may incur additional fees.


Adding an Internet calling account

1. Slide the Notifications panel open, and then tap  > **Call**.
2. Under Internet call settings, tap **Accounts**.
3. Tap **Add account**.
4. Enter your account details.
5. Tap  > **Save**.
6. To set HTC BALLOON to receive Internet calls on your added account, tap the **Receive incoming calls** check button.

Making an Internet call

Make an Internet call to either your contact's Internet calling account or phone number.


Call any of the following:

Internet calling account	<ul style="list-style-type: none"> ▪ In People, tap a contact who has an Internet calling account, and then tap Internet call. ▪ In Call History, tap an Internet call log.
Phone number	First, enable Internet calling for your outgoing calls. Slide the Notifications panel open, and then tap  > Call . Tap Use Internet calling , and then select either For all calls when data network is available or Ask for each call .

Call history




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

Returning a missed call

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

1. Slide open the Notifications panel to check who the caller is.
2. To return the call, tap the missed call notification.
3. Tap the caller's name or number on the Call History screen.

Checking calls in the Call History


1. On the Home screen, tap .
2. Tap the **Call History** tab.
3. On the Call History screen, you can:
 - 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 check only the call history of a particular contact.
 - Tap  > **View** to display just a particular type of calls such as missed calls or outgoing calls.

Adding a new phone number to your contacts from Call History

1. On the Call History screen, press and hold the phone number, and then tap **Save to People**.
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 screen, 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 > Select all > Delete .

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.

Changing the default country code for Home dialing

1. Slide the Notifications panel open, 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. Slide the Notifications panel open, and then tap  > **Call**.
2. Under **Other settings**, clear the **Home dialing** check button.

Call services

You can change the settings of various phone services. Call services may include call forwarding, call waiting, voicemail, and more. Contact your mobile operator to find out about the availability of call services.

Slide the Notifications panel open, and then tap  > **Call**.

Messages


About the Messages app

Keep in touch with important people in your life. Use the Messages app to compose and send text and multimedia messages. On the All messages screen, your sent and received messages are neatly grouped into conversations, by contact name or phone number.

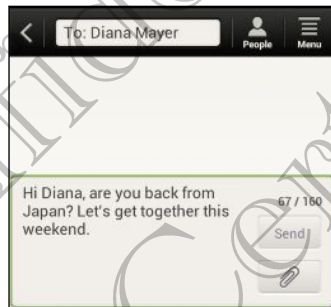
Sending a text message (SMS)

1. From the Home screen, tap  > Messages.
2. Tap .
3. Enter a contact name or mobile number in the To field.



Sending the message to a group of friends? Tap , and then select the contacts to whom you want to send the message.

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





5. Tap **Send**, 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 the **Send** button). 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. From the Home screen, tap  > Messages.
2. Tap .







3. Enter a contact name, mobile number, or email address in the **To** field.



Sending the message to a group of friends? Tap , and then select the contacts to whom you want to send the message.


4. To add a subject line, tap  > **Add subject**.
5. Tap the box that says **Add text**, and then enter your message.
6. Tap , and then choose an attachment type.
7. Select or browse for the item to attach.
8. After adding an attachment, tap  to see options for replacing, viewing or removing your attachment.
9. Tap **Send**, or press  to save the message as a draft.

Creating a slideshow


1. After you've added either a photo, video, or audio in the multimedia message you're composing, tap  > **Slide**.
2. Choose where you want to insert the next slide.
3. Right after adding a slide, do one of the following:
 - Tap , and then choose to add a photo or a video.
 - Tap  > **Audio** to add music or a voice recording to a slide.
 - Tap **Add text**, and then enter your caption.
 - Tap  to see options for replacing, viewing or removing your attachment.
4. Tap  > **Preview**. Tap once on the preview screen to see playback controls.
5. When finished, tap **Send**, or press  to save the message as a draft.

Can't find your contacts' email addresses in Messages?


1. If only phone numbers are showing up when you're entering a contact name, tap .
2. Tap  > **Show Email**.

To always show email addresses, tap  on the All messages screen, and then tap **Settings > General > Show email address**.

Resuming a draft message

1. On the All messages screen, tap  > Drafts.
2. Tap the message and then resume editing it.
3. Tap Send.

Checking your messages

Depending on your notification settings, HTC BALLOON plays a sound, vibrates, or displays the message briefly in the status bar when you receive a new message. A new message icon  is also displayed in the status bar.


To open and read the message, you can:

- Open the Notifications panel, and then tap the new message notification.
- Go to the Messages app and open the message.

Viewing and saving an attachment from a multimedia message

- If there's a media attachment such as a photo or video in a received message, tap it to view the content.
- To save the attachment, tap the multimedia message, and then choose to save from the options menu.
- If the attachment is a contact (vCard), tap it to view the contact information, then tap **Save** to add to your contacts.
- If the attachment is an appointment or event (vCalendar), tap it to choose the calendar where to save it, and then tap **Import**.



If you are concerned about the size of your data downloads, you can choose to check the size and subject first before you download a multimedia message. On the All messages screen, tap  > Settings > Multimedia messages (MMS). Clear the Auto-retrieve option.

Saving a text message in the Tasks app

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

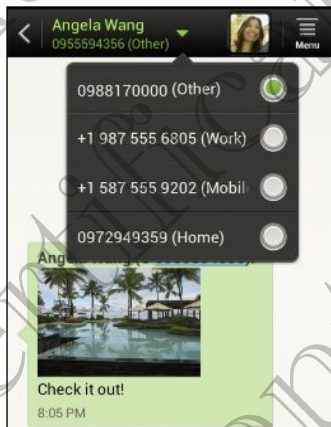
1. On the All messages screen, tap a contact (or phone number) to display the exchange of messages with that contact.
2. Tap the message you want to save, and then tap **Save as task**.
3. Enter a task title and other details.
4. Tap **Save**.

Replying to a message

1. On the All 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 **Send**.

Replying to another phone number of the contact

When a contact has multiple phone numbers stored on HTC BALLOON, you'll see the particular phone number used below the contact's name.



Keep in mind that your response will be sent to the phone number of the latest message you've received from this contact.

1. On the All messages screen, tap a contact (or phone number) to display the exchange of messages with that contact.
2. Tap ▼, and then select another phone number of this contact.
3. Tap the box that says **Add text**, then enter your reply message.
4. Tap **Send**.

Forwarding a message

1. On the All 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**.
3. In the **To** field, fill in one or more recipients.
4. Tap **Send**.

WAP push messages



WAP push messages contain a web link. Often, the link will be to download a file that you have requested from a service provider.

When you receive a WAP push message, a notification icon  is displayed in the status bar.

Opening and reading a new WAP push message

1. Open the Notifications panel, and then tap the push message notification.
2. Tap **Visit website**.

Viewing all your WAP push messages

1. From the Home screen, tap  > **Messages**.
2. Tap  > **Push messages**.




You can only see this option if you've previously received WAP push messages.


Managing message conversations

Locking a message

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 All 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.

Copying a text message to your SIM card


1. On the All 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 SIM card icon  is displayed.

Deleting a single message

1. On the All 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 delete.

3. If the message is locked, tap **Unlock message** on the options menu, and then tap the message to display the options menu again.
4. Tap **Delete message**, and then tap **OK**.

Deleting several messages within a conversation

1. On the All messages screen, tap a contact (or phone number) to display the exchange of messages with that contact.
2. Tap  > **Delete**.
3. Tap **Delete by selection** or **Delete by phone number** (if the contact used multiple phone numbers throughout the conversation).
4. Select the messages you want to delete, and then tap **Delete**.



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


Deleting a conversation

1. On the All messages screen, press and hold a contact (or phone number) whose messages you want to delete, and then tap **Delete**.
2. Tap **OK** to delete the entire thread.




Any locked messages in the conversation thread will not be deleted unless you select the **Delete locked messages** check box.

Deleting several conversations


1. On the All messages screen, tap  > **Delete**.
2. Select the conversation threads you want to delete.
3. Tap **Delete**. Any locked messages will not be deleted.

Backing up your text messages

1. From the Home screen, tap  > **Messages**.
2. Tap  > **Back up SMS** > **Back up SMS**.
3. Enter a name for your backup file, and then tap **OK**.

Restoring text messages

You can only restore text messages that were exported using the **Back up SMS** feature.

1. From the Home screen, tap  > **Messages**.
2. Tap  > **Back up SMS** > **Restore SMS**.

3. Tap the backup file to import.
4. Tap OK.

Setting message options

Access and change the settings of the Messages app. You can enable pop-up message notifications, add a signature to your messages, edit your MMS options, and more.




On the All messages screen, tap  > Settings.

Search and Web browser


Searching HTC BALLOON and the Web

You can search for information on HTC BALLOON and on the Web by using Google Search. Some apps, such as People or Mail, have their own search function, which you can use to search only within those apps.



Setting search options

1. From the Home screen, tap  Google.
2. Tap  > Settings.
3. Tap Google Search, and then customize your search settings.
4. When done, press .
5. Tap Searchable items, and then select the items you want included when doing a search.


Performing searches on the Web and HTC BALLOON

1. From the Home screen, tap  Google.
2. In the search box, enter the words you want to search for. As you type, matching items on HTC BALLOON and suggestions from Google web search are shown as a list.
3. If what you're searching for is in the list of suggestions, tap the item to open it in its compatible app.



Tap  to enter it in the search box. New suggestions appear and you can enter more text or tap  beside a subsequent suggestion to quickly refine your search.

Browsing the Web


1. From the Home screen, tap  > Internet.
2. Tap the URL box on top of the screen.
3. Enter your search keywords or a webpage address.
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.

Switching to Reading mode

Want to read an article or blog without distractions? Reading mode removes menus, banners, and backgrounds from a webpage.


While viewing an article, tap  (when it's available) to switch reading mode on or off.

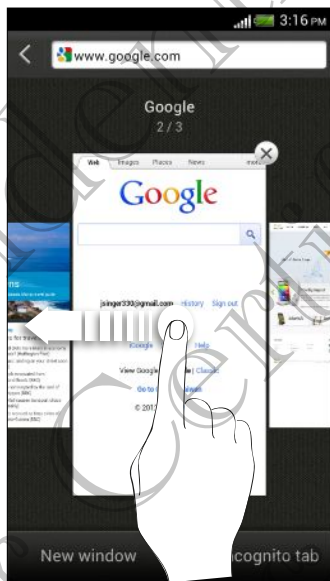
Viewing the full version of a website


While viewing a webpage, tap  > View desktop site.

Opening or switching between browser windows

Open multiple browser windows to make it easier for you to switch from one website to another.


1. While viewing a webpage, tap  > Windows.
2. Do one of the following:
 - To open a new window, tap **New tab**.
 - To switch to another browser window, slide your finger until the webpage you want to view appears. Tap a webpage to display it in full screen.



Tap  to close a webpage.


Private browsing



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

1. From the browser screen, tap  > **Windows**.
2. Tap **New incognito tab**.


Adding and managing your bookmarks

Bookmarking a webpage

 Bookmark a webpage in a normal browser screen (not when you're using an incognito tab).




1. While viewing a webpage, tap  > **Add to**.
2. Tap **Bookmark**.
3. Edit the bookmark name if needed.
4. To save the bookmark to a new folder, tap **Bookmarks**.
5. On the Add to screen, tap  > **New folder**.
6. Tap **Done**.

Opening a bookmark

1. While viewing a webpage, tap  > **Bookmarks**.
2. On the Bookmarks tab, navigate to the bookmark you want to open, and then tap it.

 If you have set up Google Chrome™ sync on your Google Account, tap  on the Bookmarks screen, and then select the Google Account to view for your synced bookmarks.


Editing a bookmark

1. While viewing a webpage, tap  > **Bookmarks**.
2. On the Bookmarks tab, tap  > **Edit**.
3. Tap  at the right of the bookmark you want to edit.
4. Enter your changes, and then tap **Done**.

Syncing your bookmarks with Google Chrome

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

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 - 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. Slide the Notifications panel open, and then tap  > Accounts & sync.
2. Tap your Google Account.
3. Select the Sync Internet option.



Saving web content for later

Save webpages to read later, even without an Internet connection. Some video clips in webpages (for example, embedded YouTube® videos) can also be added to the Watch Later list so you can quickly find and watch them during your free time.

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 - Only webpages will be stored on HTC BALLOON. You need to connect to the Internet when opening linked pages and video clips.
 - You may need to download and install Adobe® Flash® software to add videos in the Watch Later list.

1. While viewing a webpage, tap  > Add to.
2. Tap Read Later or Watch Later.

Viewing items in your Read Later or Watch Later list

1. While viewing a webpage, tap  > Bookmarks.
2. On the Later tab, do any of the following:
 - Under Read Later, tap a thumbnail of the webpage you want to open. You can also tap **More** to see all Read Later items.
 - Under Watch Later, tap a thumbnail of the video clip you want to open. You can also tap **Play all** to watch all clips.
 - Tap  to see more options.


Viewing your browsing history

1. While viewing a webpage, tap  > History.
You can also press and hold .
2. On the History tab, tap a time period to see a list of webpages you've visited.

Clearing your browsing history

1. While viewing a webpage, tap  > History.
2. On the History tab, tap  > Clear all.

Viewing a page that you often visit


1. While viewing a webpage, tap  > History.
2. On the Most visited tab, navigate to the page you want to view, and then tap the page.

Clearing the list of most visited pages

1. While viewing a webpage, tap  > History.
2. On the Most visited tab, tap  > Clear all.

Downloading files and apps


You can download file and apps directly from your favorite websites.

 Files and apps downloaded from the Web can be from unknown sources. To protect HTC BALLOON and your personal data, we strongly recommend that you download and open only the files you trust.

1. Open your web browser, then go to the website where you can download the file you want.
2. Do any of the following:
 - Follow the website's download instructions for apps.
 - Press and hold an image or a web link, and then tap **Save link**.

Before you can install the downloaded app, you need to set HTC BALLOON to allow installation of third-party apps in **Settings > Security > Unknown sources**.

Viewing your downloads


1. From the Home screen, tap  > Downloads.
2. Tap the file to open it.

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**.

Setting your homepage


1. From the browser screen, tap  > **Settings**.
2. Tap **General** > **Set homepage**.
3. Select the homepage you want to use.

Choosing when to show content compatible with Adobe Flash

Choose which Adobe Flash content you want to see on a webpage, and when you want to view it.




You first need to download and install the Adobe Flash software on HTC BALLOON.

1. From the browser screen, tap  > **Settings**.
2. Tap **Advanced** > **Enable Flash and plug-ins** > **On demand**.

After selecting **On demand**, you can show the Adobe Flash content by tapping  on the webpage.


Accounts and sync

Adding your social networks, email accounts, and more

1. Slide the Notifications panel open, 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.

Adding one or more Google Accounts

Sign in to your Google Account to see your Gmail, contacts, and calendars, and to use Google apps on HTC BALLOON.

1. Slide the Notifications panel open, and then tap  > Accounts & sync.
2. Tap **+**.
3. Tap **Google**.
4. Follow the onscreen instructions to sign in to an account or create a new account.



- If you added more than one Google Account, apps such as Gmail can allow you to switch between your accounts.
- HTC BALLOON can only back up settings (such as bookmarks and your Wi-Fi password) to the first Google Account that you added.


Forgot your Google Account password?

If you have forgotten your Google Account password, you can try to recover it by going to the Google website.



1. On HTC BALLOON or on your computer, open your web browser
2. Go to www.google.com/accounts/recovery.
3. Enter the email address or username that you use to sign in to your Google Account.
4. Click **Submit**.
5. Follow the instructions on the screen to reset your password.

Managing your online accounts


Syncing all your accounts automatically

1. Slide the Notifications panel open, and then tap  > Accounts & sync.
2. On top of the screen, tap the On/Off switch to turn automatic sync on or off.

Syncing an account manually



1. Slide the Notifications panel open, and then tap  > Accounts & sync.
2. Tap the account you want to sync.
3. Tap .

Changing the synced data or settings for an account

1. Slide the Notifications panel open, and then tap  > Accounts & sync.
2. Tap the account that you want to update.
3. Tap the item you want to sync or edit.

Removing an account

You can remove an account to delete all information associated with it from HTC BALLOON. Removing an account does not delete information from the online service itself.

1. Slide the Notifications panel open, and then tap  > Accounts & sync.
2. Tap the account that you want to remove.
3. Tap .

People

About the People app


With the People app, easily manage your communications with your contacts via phone, messaging, email, and social networks.

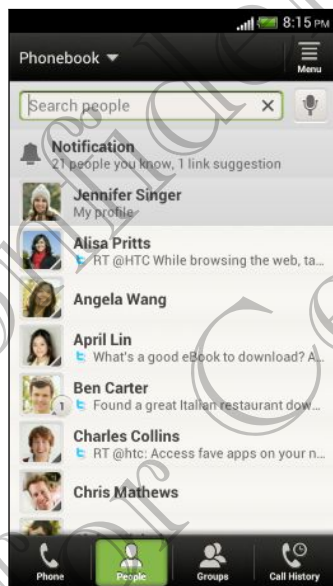
And, if you have the same contacts from different sources, you can merge their contact information so you won't have duplicate entries.

To open People, from the Home screen, tap  > People.

Your contacts list

The People app lists all contacts stored on HTC BALLOON and from the online accounts you're logged in to.

Your contacts list also displays the contacts stored on your SIM card (marked with ).



You can:

- View your profile and edit your contact information.
- Create, edit, or find contacts.
- See status updates.
- Tap a name to see that contact's stored information.
- See a notification icon when a contact has sent you new messages or when it's the contact's birthday.
- Check out who's online in Google Talk™. Online status icons are displayed if you're signed in to Google Talk.

Filtering your contacts list

Choose which account contacts to show.

1. On the People tab, tap ▼ on the top bar.
2. Choose the online accounts that contain the contacts you want to display.
3. Press <.



To set your contact sorting options, tap ≡ > Settings.


Setting contact search options

In addition to searching contacts by name, you can also search by other criteria, such as by their group name or company.

1. On the People tab, tap ≡ > Settings.
2. Tap Search contacts by, and then choose the types of criteria to search for.




Setting up your profile

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


1. On the People tab, tap My profile.
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.

What you can see on your profile


When you tap My profile, you'll see the following tabs:

	<p>Details</p> <p>Shows your contact details. You'll also see your most recent posts in social networks (if you're signed in to social networks.) You can also edit your profile or share it with others.</p>
	<p>Updates</p> <p>Shows the updates that you've posted in your social networks.</p>
	<p>Gallery</p> <p>Shows your social network albums and photos.</p>

Adding a new contact

1. On the People tab, tap  > Add contact.
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 a name prefix (such as Dr.) or a name suffix (such as Ph.D).

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 your SIM card.



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

Finding people you know on social networks

HTC BALLOON automatically searches for your phone contacts on different social networks you're signed into. Based on matching email addresses and contact details, you can send requests to your contacts to join your social network.

To turn this feature on or off, tap  > Settings on the People tab, and then select or clear the Find people you know option.




To manually refresh the list of people suggestions, tap  > Manage contacts > Linked contacts. On the Notifications tab, tap  > Refresh.

Sending social network requests to your contacts

1. Tap the People you know notification (when it's available on the People tab).
2. Choose the people to follow or send friend requests using the social networks you're signed into.

Importing or copying contacts


Importing contacts from your SIM card

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

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 BALLOON 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.

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 .
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 .
3. Under the **Linked contacts** section, tap  beside an account to break the link.

Contact information and conversations

When you tap a contact on the People screen, the contact details screen opens.

The contact details screen has the following tabs:

	Details Shows the information you've stored for the contact. Get in touch with the contact by tapping an option.
	Thread Shows SMS messages and emails you've received from the contact. It also lists all your incoming, outgoing, and missed calls to and from the contact.
	Updates Shows the contact's updates and events from social network accounts. If you see a notification of the contact's birthday under the Events section, you can tap the notification and choose how you want to greet your contact.
	Gallery Shows the linked contact's albums and photos.

Editing a contact's information


1. On the People tab, press and hold the contact, and then tap **Edit contact**.



Facebook and Twitter™ contacts cannot be edited.

2. Enter the new information.
3. Tap **Save**.




Deleting contacts

1. On the People tab, tap  > **Delete**.
2. Select the contacts you want to remove.
3. Tap **Delete**.




Contact groups

Assign contacts to groups so you can easily send a message or email to a whole group. You can also sync groups on HTC BALLOON with the groups in your Google Account, accessible via your computer's web browser. We've also added the Frequent group as a special group type that automatically stores the contacts you dial or get calls from the most.

Creating a group

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

Editing a contact group

1. On the Groups tab, press and hold the group, and then tap **Edit group**.
2. You can:
 - Tap the group name to change the name. You can only change the name for groups that you have created.
 - Tap the icon next to the group name to change or remove the group photo.
 - Tap  > **Add contact to group** to add more members.
 - To rearrange the group members, press and hold  at the end of the contact's name, and then drag it to its new position.
 - Tap  beside a contact to remove from the group.
3. 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 text message or email.

Rearranging your contact groups


1. On the Groups tab, tap  > **Edit groups**.
2. Press and hold  at the end of the group to move, and then drag it to its new position.
3. Tap **Save**.

Deleting groups



You can only delete groups that you have created.

On the Groups tab, you can:

- Press and hold a group you want to delete, and then tap **Delete group**.
- Tap  > **Edit groups** to choose several contact groups to remove.

Adding People widgets

Stay close with the people that matter by adding a people widget for each of your groups.

1. Press and hold on an empty space on your Home screen.
2. On the Widgets tab, tap **All Widgets** > **People**.
3. Choose the widget style, and then drag it to a home screen thumbnail where you want to add it.
4. Select the group you want to add as a widget.
5. Repeat the above steps to add another People widget.

Setting the default communication method

Choose the communication action (for example, call or send a message) when you tap a contact's photo on the People widget.

1. On the Home screen, go to the People widget.
2. Tap a contact's photo on the widget.
3. Tap the communication method you want for the contact.



If you need to change the default communication method, tap the contact's name (not the photo), and then tap **Set default action**.

Getting in touch with a contact

1. On the Home screen, go to the People widget.
2. Tap a contact's photo (not the name) on the widget. The default communication method you've set for this contact will be performed.


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.

Backing up your contacts

1. On the People tab, tap  > **Manage contacts**.
2. Tap **Import/Export** > **Export to phone storage**.
3. Select an account or type of contacts to export, then tap **OK**.

Restoring contacts

You can only restore contacts that were backed up using the **Export to phone storage** feature.

1. On the People tab, tap  > **Manage contacts**.
2. Tap **Import/Export** > **Import from phone storage**.
3. If you have more than one account set up, tap the type for the imported contacts.

Email

Gmail

Viewing your Gmail Inbox

All your received email messages are delivered to your Inbox.

From the Home screen, tap  > Gmail.



Archive, delete or label multiple conversations

Tap the check box before the email message or conversation. Then tap the onscreen buttons at the bottom to choose what to do with the selected messages or conversations.


Display drafts, sent messages, and other labels

Tap **Inbox** at the top bar and then tap another label (such as **Sent**, **Drafts**, or your created label) to view its messages and conversations.

Switch to your other Gmail account



Tap **Inbox** at the top bar, and then tap the account you want to switch to.

Sending an email message in Gmail

1. In the inbox of the Gmail account you want to use, tap .
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  > **Attach file**.
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.

Getting help

To find out more about using Gmail, in the Gmail inbox, tap  > **Help**.

Mail

Adding a POP3/IMAP email account

1. From the Home screen, tap  > **Mail**.
2. Do one of the following:
 - If this is the first email account you're adding in Mail, tap **Other (POP3/IMAP)** on the Choose a mail provider screen.
 - If you've already added an email account in Mail, tap  > **New account** > **Other (POP3/IMAP)**.
3. Enter the email address and password for your email account and then tap **Next**.



If you're asked to enter more email settings, ask your email service provider for assistance.



4. Enter the account name and your name and then tap **Finish setup**.

Adding a Microsoft Exchange ActiveSync account

You can sync with Microsoft Exchange Server 2003 Service Pack (SP2) or later.



Add up to 15 Exchange ActiveSync accounts on HTC BALLOON.

1. From the Home screen, tap  > **Mail**.
2. Do one of the following:
 - If this is the first email account you're adding in Mail, tap **Microsoft Exchange ActiveSync** on the Choose a mail provider screen.
 - If you've already added an email account in Mail, tap  > **New account** > **Microsoft Exchange ActiveSync**.

3. Enter the Exchange ActiveSync account details, and then tap **Next**.



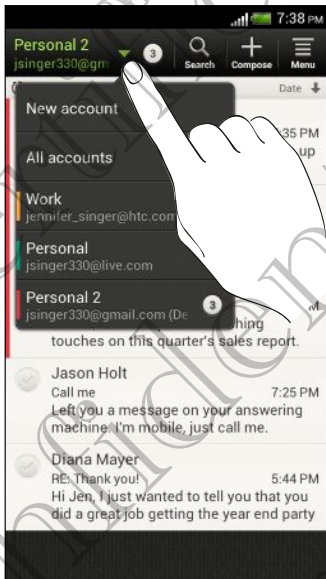
If your corporate Exchange Server does not support auto-detect, you'll need to enter your Exchange Server settings. Ask your Exchange Server administrator for details.

4. Choose the sync options that you want, then tap **Next**.
5. Enter the account name, then tap **Finish setup**.

Checking your Mail inbox

When you open the Mail app, it displays the inbox of one of your email accounts that you've set up on HTC BALLOON.

To switch between email accounts, tap the bar that shows the current email account, and then tap another account.



Viewing the unified inbox of all your email accounts

You can view email messages from all your accounts just in one place without having to switch to different accounts.

Just tap the bar that shows the current email account, and then tap **All accounts**. Email messages are color coded so you can easily distinguish which email accounts they belong to.




Up to 15 email accounts can be shown in the unified inbox.

Organizing email messages



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

1. Switch to the email account that you want to use.
2. In the inbox, tap > **Edit tabs**.

3. Press and hold a tab, and then drag it to the bottom row to add.
4. Press  and then slide to the added tab.

Manually refreshing an email account

Whatever your sync settings are, you can also sync your sent and received email messages manually at any time.

- While viewing an email account, tap  > **Refresh**.
- If you have several email accounts, you can refresh them all at the same time. Go to the All accounts inbox first. Then tap  > **Refresh**.

Sorting email messages



You can sort email messages by date received, priority, subject, sender, or size.

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.

Sending an email message


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




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

5. Enter the subject, and then compose your message.
6. Do any of the following:
 - Format your email message text. Press and hold a word in your message, and then drag the start and end markers to highlight the text you want to format. Tap **Style** and then choose a text editing option.
 - Add an attachment. Tap **Attach** and then choose what you want.
 - Set the priority for an important message. Tap  > **Set priority**.
7. Tap **Send**, or to send it later, tap **Save as draft**.


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 **Send**.

Reading and replying to an email message

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



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

4. Tap Reply or Reply All.





Tap  for more actions for the email.

Where are my unread email messages?

Colored bars appear before unread email messages in your inbox. If you're viewing the unified inbox of all your email accounts, these bars also indicate the email account from where the email message is received.

To group all unread email messages, add the Unread tab to your inbox.



1. Switch to the email account you want to use.
2. In the inbox, tap  > Edit tabs.
3. Press and hold **Unread**, and then drag it to the bottom row to add.
4. Press , and then tap the Unread tab.

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. On the New task screen, enter the task details, and then tap **Save**.

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.
3. In the search box, enter the words you want to search for.

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


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 auto reply message to external recipient** option, and then enter the auto-reply message in the box that appears.
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**.

Managing email messages

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. Tap the check buttons of email messages you want to delete.



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


3. Tap Delete.

Switching to other mail folders

1. In an email account inbox, tap  > Folder.
2. Tap the mail folder that contains the messages you want to view.

Changing email account settings

You can change your email notification settings, add an email signature, delete an account and more.


1. Switch to the email account whose settings you want to change.
2. Tap  > Settings.

Internet connections

Data connection


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


Checking the data connection you're using

1. Slide the Notifications panel open, and then tap .
2. Tap **Mobile network** > **Network operators** or **Access Point Names**.


Turning the data connection on or off




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

1. Slide the Notifications panel open, and then tap .
2. Tap the **Mobile network On/Off** switch to turn the data connection on and off.

 If you don't have the data connection turned on and you're also not connected to a Wi-Fi network, you won't receive automatic updates to your email, social network accounts, and other synchronized information.

Adding a new access point

 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. Slide the Notifications panel open, and then tap .
2. Tap **Mobile network** > **Access Point Names**.
3. On the APNs screen, tap  > **New APN**.
4. On the Edit access point screen, enter the APN settings. Tap an APN setting item to edit it.
5. Tap  > **Save**.

Enabling data roaming

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. Slide the Notifications panel open, and then tap .
2. Tap **Mobile network**, and then select the **Data roaming** option.

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


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 and connecting to a wireless network

1. Slide the Notifications panel open, and then tap .
2. Tap the Wi-Fi On/Off switch to turn Wi-Fi on.
3. Tap **Wi-Fi**.

Detected Wi-Fi networks will be listed.




If the wireless network that you want is not listed, tap  > **Add network** to manually add it.

4. Tap the Wi-Fi network you want to connect to.




If you selected a secured network, you'll be asked to enter the network key or password.

5. Tap **Connect**.

When HTC BALLOON is connected to the wireless network, the Wi-Fi icon  appears in the status bar and tells you the approximate signal strength.

The next time HTC BALLOON connects to a previously accessed secured wireless network, you won't be asked to enter the key or other security information again, unless you reset HTC BALLOON to its factory default settings.

Checking the wireless network status

1. Slide the Notifications panel open, and then tap .
2. Tap **Wi-Fi**, and then tap the wireless network that HTC BALLOON is connected to.

A message box is then displayed showing the Wi-Fi status, speed, signal strength, and more.



If you want to remove the settings for this network, tap **Forget**.

Connecting to a different Wi-Fi network

1. Slide the Notifications panel open, and then tap .
2. Tap **Wi-Fi**. Detected Wi-Fi networks are displayed.




To manually scan for available Wi-Fi networks, tap  > **Scan**.

3. Tap a Wi-Fi network to connect to it.

Connecting to a Wi-Fi network with EAP-TLS security

You may need to install a network certificate (*.p12) on HTC BALLOON before you can connect to a Wi-Fi network with EAP-TLS authentication protocol.

1. Save the certificate file on HTC BALLOON.
2. Slide the Notifications panel open, and then tap  > **Security**.
3. Tap **Install from phone storage**.
4. Select the network certificate needed to connect to the EAP-TLS network.
5. Turn on Wi-Fi and connect to a wireless network.

Connecting to a virtual private network (VPN)

Add virtual private networks (VPNs) so you can connect and access resources inside a secured local network, such as your corporate network.


Depending on the type of VPN you're using at work, you may be asked to enter your login credentials and install security certificates before you can connect to your company's local network. You can get this information from your network administrator.

Also, HTC BALLOON 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. Slide the Notifications panel open, and then tap .
2. Under Wireless & Networks, tap **More**.
3. Tap **VPN > Add VPN network**.
4. Enter the VPN settings and set them up according to the security details your network administrator gave you.
5. Tap **Save**.

The VPN is then added to the VPNs section of the VPN settings screen.

Connecting to a VPN

1. Slide the Notifications panel open, and then tap .
2. Under Wireless & Networks, tap **More**.
3. Tap **VPN**.
4. Tap the VPN that you want to connect to.
5. Enter your log in credentials, and then tap **Connect**. When you're connected, the VPN connected icon  appears in the notification area of the title 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 connection to return to the VPN settings screen, and then tap the VPN connection to disconnect from it.

Using HTC BALLOON as a wireless router

Share your data connection with other devices by turning HTC BALLOON into a wireless router.



- 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.

1. Slide the Notifications panel open, and then tap .
2. Under Wireless & Networks, tap **More**.

3. Tap **Tethering & portable hotspot**.
4. Tap **Portable Wi-Fi hotspot settings**.
5. Enter a router name or use the default router name.
6. Choose the type of security and set the password (key) for your wireless router. If you selected **None** in Security, you don't need to enter a password.



The password is the key other people need to enter on their device so they can connect and use HTC BALLOON as a wireless router.

7. Select the **Portable Wi-Fi hotspot** option to turn on the wireless router.

HTC BALLOON is ready to be used as a wireless router when you see  on the status bar.

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