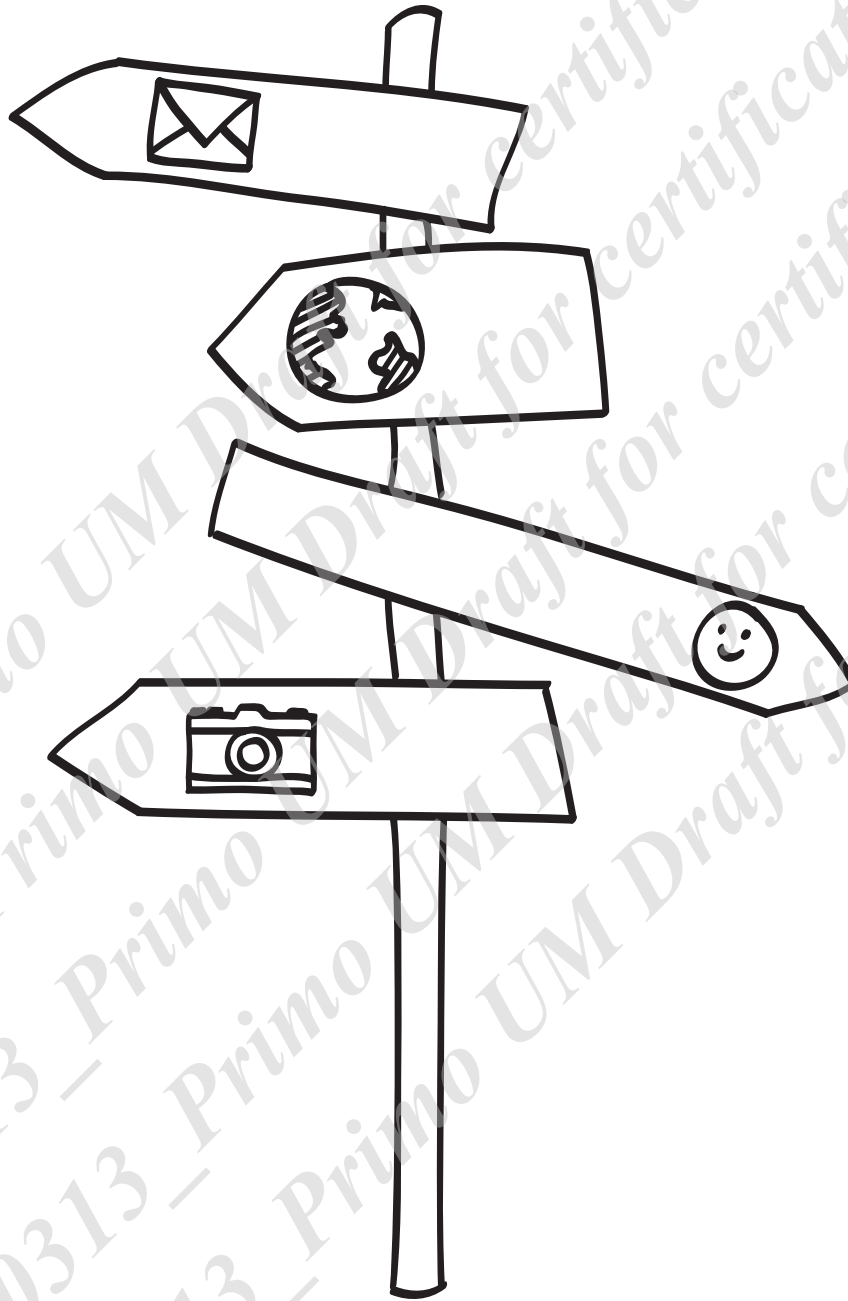


# Your HTC Phone

## User guide



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## 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.



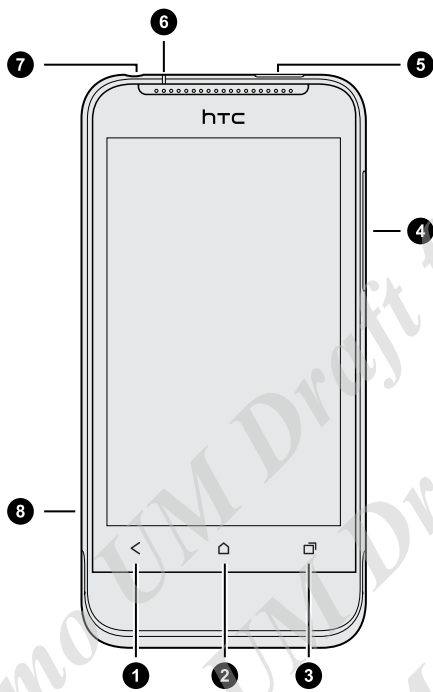
This indicates important information that you need in order to accomplish a certain task or to get a feature to work properly.



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

# Unboxing

## HTC Phone



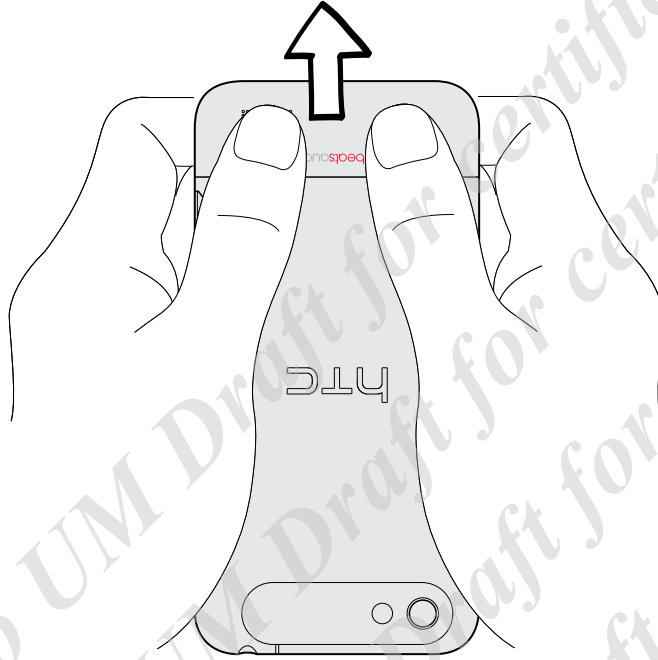
1. BACK
2. HOME
3. RECENT APPS
4. VOLUME
5. POWER
6. Notification LED
7. 3.5mm headset jack
8. Proximity sensor
9. USB connector

## Bottom cover

### Removing the bottom cover

Remove the bottom cover to access the SIM card slot and storage card slot.

1. Securely hold HTC Phone with the front facing down.
2. With your thumbs, push the bottom cover out to remove it.



---

## Replacing the bottom cover

---

**F** Antennas are placed underneath the cover. To get the best signal for calls and data connection, be sure to secure the cover tightly.

1. Align the teeth underneath the bottom cover with the notches on the side of the phone.
2. Press down on the bottom cover with your thumbs, and then push it until it locks into place.



You'll hear a click when the bottom cover is locked in place.



## Storage card

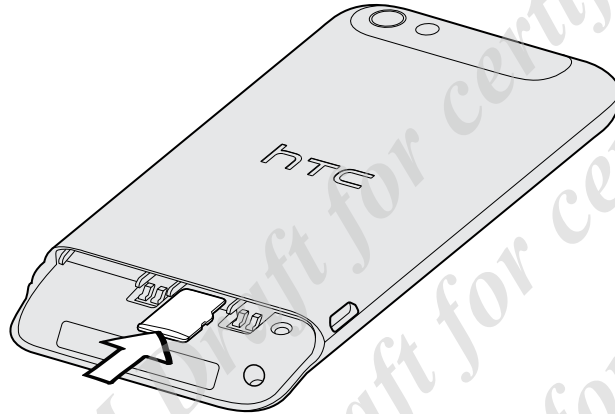
Use a storage card to store your photos, videos, and music.

---

### Inserting the storage card

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1. Take the bottom cover off.
2. Insert the microSD™ card into the storage card slot with its gold contacts facing down and push it into place.

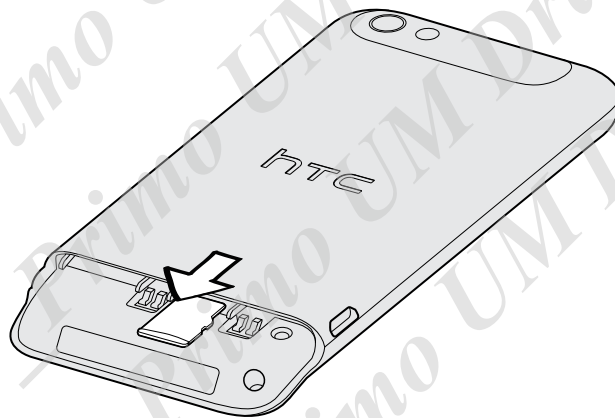


---

### Removing the storage card

---

1. Take the bottom cover off.
2. Slide the storage card out from its slot.




---

### Unmounting the storage card

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

1. Slide the Notifications panel open, and then tap .
2. Tap Storage > Unmount SD card.

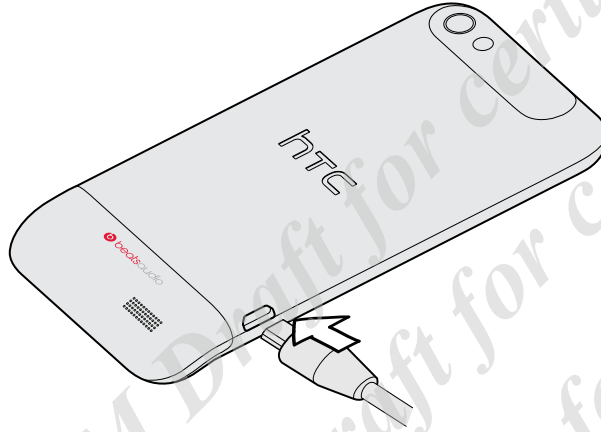
## Charging the battery

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



Only the power adapter and USB cable provided in the box must be used to charge the battery.

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 stops charging if it overheats.

## Switching the power on or off

### Switching the power on

Press the POWER button. Easy.



When you turn on HTC Phone 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, then unlock the screen.
2. Press and hold the POWER button for a few seconds.
3. When the Power options menu appears, tap **Power off**.

## Setting up HTC Phone for the first time

When you switch on HTC Phone 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 Phone has started, you'll see Quick Tips on some screens (such as the Home screen) that will guide you in using HTC Phone. 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 Phone 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 Phone.
- 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.

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### Searching Show Me

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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.

# Your first week with your new phone

## Home screen

Your Home screen is where you make HTC Phone 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 22.

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### Extended Home screen

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As you start to do more things with HTC Phone, 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.

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

<b>Pinch</b>	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.
<b>Two-finger scrolling</b>	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 Phone into a low power state while the display is off. It also stops accidental button presses when HTC Phone 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**.

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### Switching to Sleep mode

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

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### Waking up from Sleep mode

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



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

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## Unlocking the screen

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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.

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## Opening an app from the lock screen

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- 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 Phone

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


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

### Transferring contacts from your old phone

Easily transfer contacts from your old phone to HTC Phone 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 Phone.

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

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### Adjusting the ringer volume

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- 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.

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### Adjusting the earpiece volume for calls

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During a call, press the VOLUME buttons.





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### Adjusting the media volume

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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

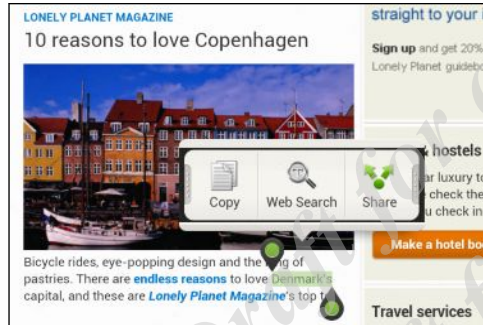
In apps such as the web browser and Mail, you can select and copy text, and then paste or share it.

---

### Selecting text

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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

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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.

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### Sharing text

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

### Notification icons

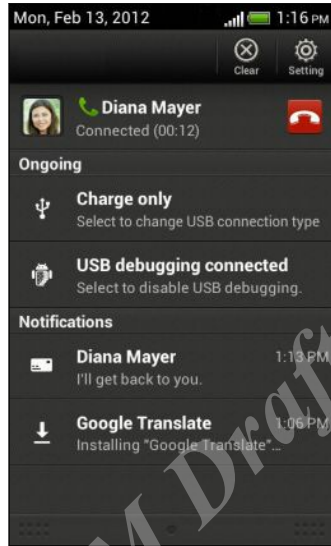
Notification icons on the status bar make it easy for you to keep on top of your messages, calendar events, and alarms.



## 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 Phone. 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

## Updating the HTC Phone software

HTC Phone 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.

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### 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 Phone will then restart automatically.

---

### Checking for updates manually

---

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

# Personalizing

## Making HTC Phone truly yours

Make HTC Phone 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 Phone with scenes

HTC Phone 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 Phone into your perfect weekend phone, travel phone, work phone, or pure play phone.




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

---

### Using a preset scene

---

HTC Phone 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 <b>Preview</b> .

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

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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** 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** > **Settings**, and then tap the widget that you want.

---

## Changing the settings of a widget

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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.

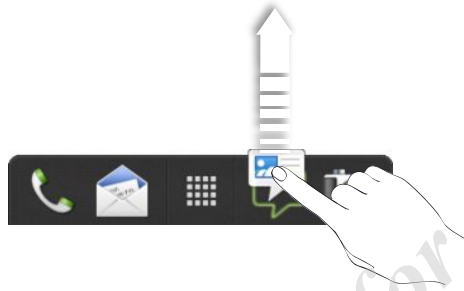
### Removing a widget or icon


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.

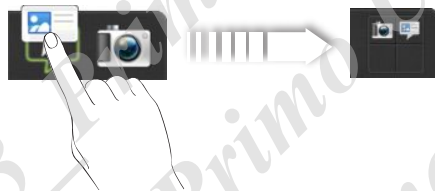



- You can also place shortcuts to settings or information on the launch bar. Add a shortcut first to the Home screen, and then drag it to the launch bar.
- The apps or shortcuts you see on the lock screen are the same as the ones on the launch bar.

## 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


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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

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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.



## 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 Phone 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

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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 Phone automatically saves your choices to the current sound set.

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## Deleting sound sets

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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.

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### Assigning a speed dial key

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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 Phone 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.
- 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 Phone face down on a level surface.



If HTC Phone 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 Phone to your ear when the speakerphone is on.

Do one of the following:

- Flip HTC Phone 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 Phone 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 Phone 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"> <li>In People, tap a contact who has an Internet calling account, and then tap <b>Internet call</b>.</li> <li>In Call History, tap an Internet call log.</li> </ul>
Phone number	First, enable Internet calling for your outgoing calls. Slide the Notifications panel open, and then tap  > <b>Call</b> . Tap <b>Use Internet calling</b> , and then select either <b>For all calls when data network is available</b> or <b>Ask for each call</b> .

## 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.

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

### Checking calls in the Call History


- On the Home screen, tap .
- Tap  > **Call History**.
- 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

- On the Call History screen, press and hold the phone number, and then tap **Save to People**.
- 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 <b>Delete</b> from call history.
Clear the entire list	Tap  > <b>Remove call history</b> > <b>Select all</b> > <b>Delete</b> .

## 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.

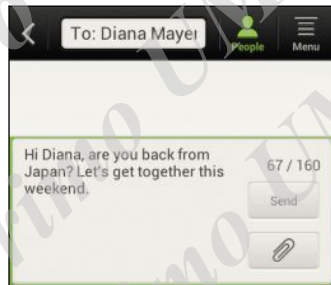
## Sending a text message (SMS)

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.

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### Creating a slideshow

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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 One V 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.


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### Viewing and saving an attachment from a multimedia message

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- 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.

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### Saving a text message in the Tasks app

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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

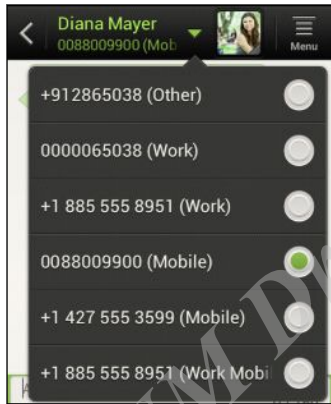
1. On the All messages screen, tap a contact (or phone number) to display the exchange of messages with that contact.
2. Tap the box that says **Add text**, and then enter your message.
3. Tap **Send**.

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### Replying to another phone number of the contact

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When a contact has multiple phone numbers stored on HTC Phone, 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.

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### Opening and reading a new WAP push message



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

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### Viewing all your WAP push messages

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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

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### Locking a message

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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.

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### Copying a text message to your SIM card

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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.

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### Deleting a single message

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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**.

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### Deleting several messages within a conversation

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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.

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### Deleting a conversation

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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.



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### Deleting several conversations

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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**.

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### Restoring text messages

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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 Phone and the Web

You can search for information on HTC One V 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 Phone

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 Phone 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**.



### 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**.

## 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**.

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## Viewing a page that you often visit



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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.

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## Clearing the list of most visited pages

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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 Phone 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 HTCPhone to allow installation of third-party apps in **Settings > Security > Unknown sources**.

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## Viewing your downloads

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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**.

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## Setting your homepage

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

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## Choosing when to show content compatible with Adobe Flash

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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 Phone.



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 Phone.

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 Phone 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 Phone or on your computer, open your web browser
2. Go to [www.google.com/accounts/recovery](http://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

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### Syncing all your accounts automatically



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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.

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### Syncing an account manually


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

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### Changing the synced data or settings for an account

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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.

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### Removing an account

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You can remove an account to delete all information associated with it from HTC Phone. 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 Phone 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:

	<b>Details</b> 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.
	<b>Updates</b> Shows the updates that you've posted in your social networks.
	<b>Gallery</b> Shows your social network albums and photos.

## 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**.

## 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 Phone.
4. Tap **Save to People**.

## Merging contact information

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

### 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:

	<p><b>Details</b></p> <p>Shows the information you've stored for the contact. Get in touch with the contact by tapping an option.</p>
	<p><b>Thread</b></p> <p>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.</p>
	<p><b>Updates</b></p> <p>Shows the contact's updates and events from social network accounts.</p> <p>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.</p>
	<p><b>Gallery</b></p> <p>Shows the linked contact's albums and photos.</p>

---

## 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 Phone 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

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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 <b>Send contact as vCard</b> .
Your contact information	Press and hold <b>My profile</b> , and then tap <b>Send my profile</b> .

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 to the storage card


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

---

## Restoring contacts

---

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


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

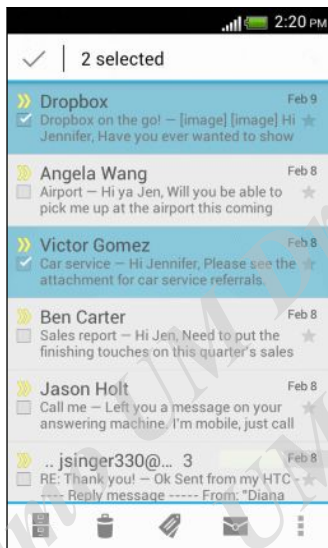
# Email

## 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.

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### Getting help

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

## Mail

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### Adding a POP3/IMAP email account

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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 Phone.

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**.



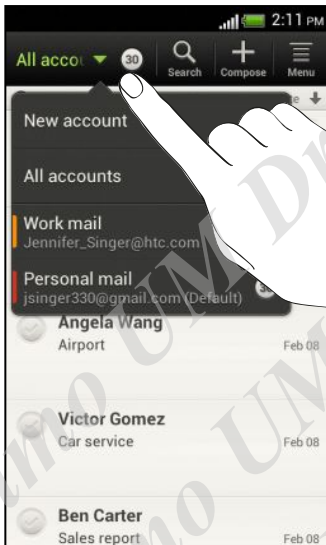
If your corporate Exchange Server does not support auto-detect, you'll need to enter your Exchange Server settings. Ask your Exchange Server administrator for details.

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 Phone.

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**.


### 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

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### 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 Phone 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 Phone 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 Phone 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 Phone 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 Phone 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 Phone 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 using enhanced security



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

1. Save the certificate file to the root folder of the storage card.
2. Slide the Notifications panel open, and then tap  > **Security**.
3. Tap **Install from SD card**.
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 Phone 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 Phone as a wireless router

Share your data connection with other devices by turning HTC Phone 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 Phone as a wireless router.

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

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

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