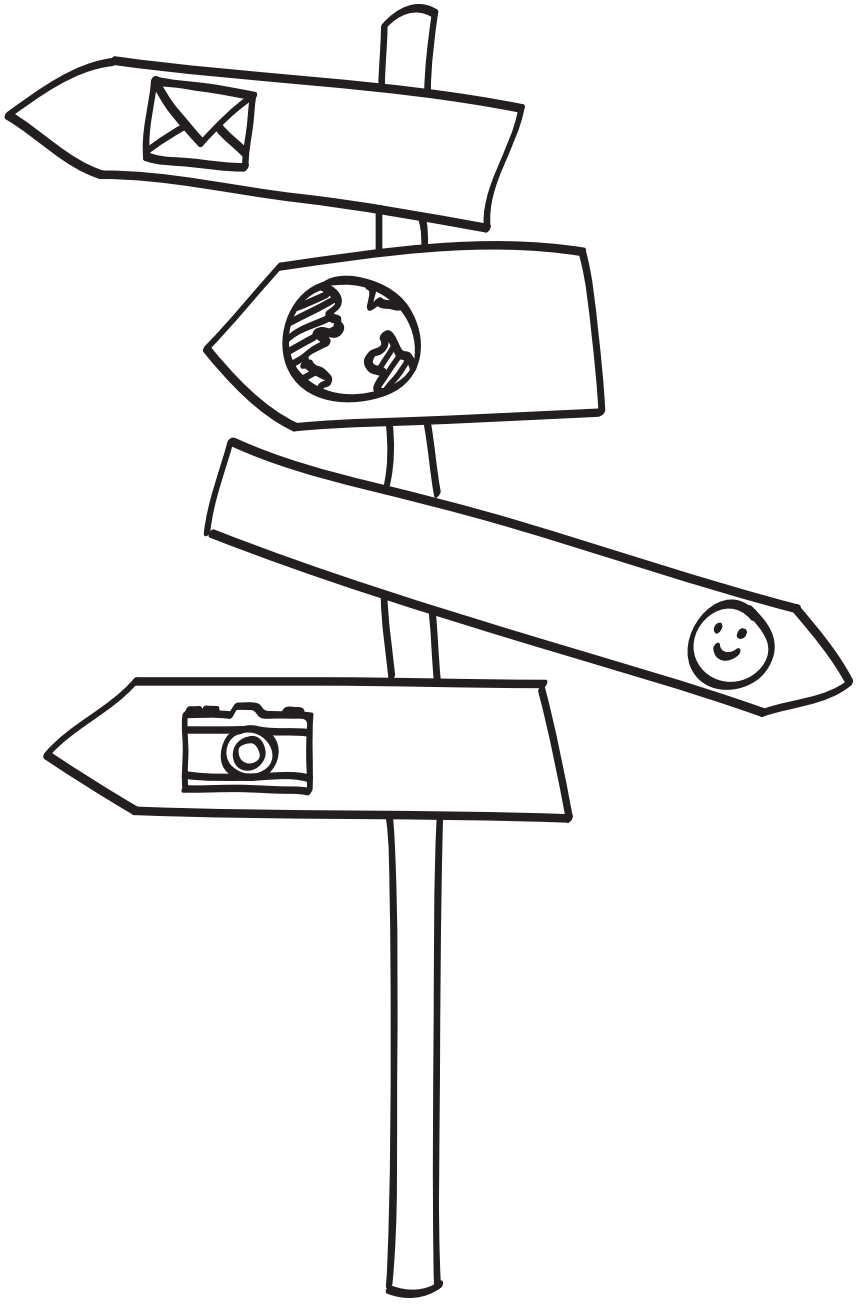
Your **HTC** One

User guide



htc

quietly brilliant

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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.

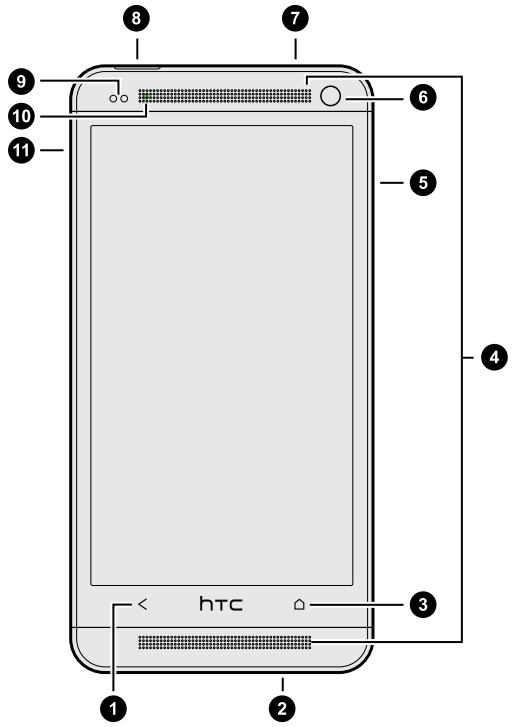
This is a tip. A tip gives you an alternative way to do a particular step or procedure, or lets you know of an option that you may find helpful.

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 One



1. BACK
2. USB connector
3. HOME
4. Dual speakers
5. VOLUME
6. Front camera
7. 3.5mm headset jack
8. POWER
9. Proximity sensor
10. Notification LED
11. Tray eject hole/SIM card tray

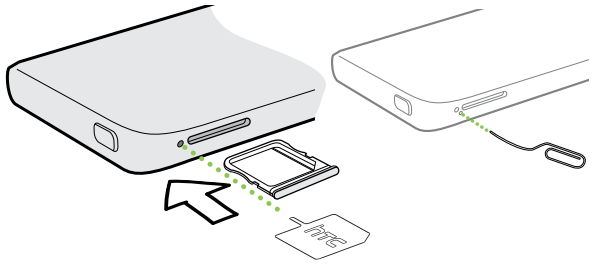
- HTC One is available in either a 3G or LTE version, depending on your region and mobile operator. You need an LTE plan to use your operator's 4G/LTE network for voice calls and data services. Check with your operator for details.
- If you want to use a screen protector, please don't cover and block the proximity sensor. You can purchase the dedicated screen protector for HTC One that already has a small opening for the sensor.

SIM card

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

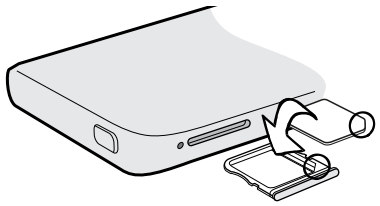
Inserting the SIM card

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



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

Use a standard microSIM only. Inserting other types (such as nanoSIM with an adapter or a modified SIM) may cause the card to not fit properly or damage the card slot.

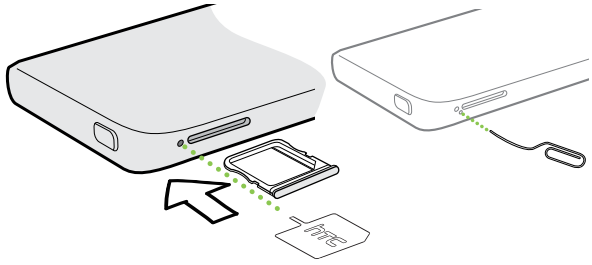


5. Insert the SIM card tray back into the slot.

Removing the SIM card

Make sure to switch off HTC One before removing your SIM card.

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



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

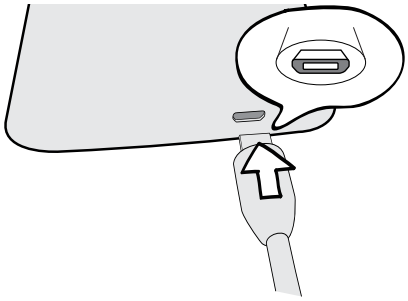
When removing the SIM card, make sure that you insert the empty SIM card tray back into the slot.

Charging the battery

Before you turn on and start using HTC One, 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.

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

Switching the power off

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

Want some quick guidance on your phone?

Exploring HTC One

Tips & Help lets you get the most out of HTC One in seconds.

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

To open Tips & Help from the Home screen, tap > **Tips & Help**.

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

To change the sync settings of Tips & Help, tap > **Update settings**.

Searching Tips & Help

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

Setting up your phone

Setting up your new phone for the first time

When you switch on your new phone for the first time, you'll be asked to set it up. Walk through the on-device setup to choose your Internet connection, select how you want to set up your new phone, and more.

- Select **Set up from scratch** to set up your accounts and personalize your new phone from your computer using the HTC Get Started service.

  Your phone shows you the URL of the HTC Get Started site and a pair code. On your computer's web browser, just go to the URL and enter the pair code to start your web setup. You need an HTC Account to save your accounts and settings on the Web and download them to your phone.

- If you already finished the HTC Get Started setup before turning on your new phone, just download your web setup. Choose to import content, and then select **Apply HTC Get Started setup**.

- If you have content from an old phone, you can choose to do a direct phone-to-phone transfer.

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

- To find out more about HTC Get Started and HTC Account, see the Help and FAQ on the HTC Get Started site (www.htcsense.com/help/).

- If you transferred content such as wallpaper and ringtone from an old phone, using HTC Get Started to personalize and download the same content types from the Web will change your settings on your new phone.

- 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.

Transferring content from an Android phone

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

- You need Android version 2.3 or later to use the HTC Transfer Tool on your old phone.
- If your old phone has Android version 2.2 or an earlier version, you need to use Bluetooth® transfer. For details, see Transferring content from your old phone through Bluetooth on page 15.

1. Do one of the following:
   - If you're setting up your new HTC phone for the first time, choose to transfer content, and then select **Transfer from old phone** on the Set up phone screen.
   - Go to Settings, and then tap **Transfer content**.
2. Choose whether to transfer from an old HTC phone or other Android phone.
3. Follow the suggestions shown on your new phone to download and install the HTC Transfer Tool to your old phone.

4. Follow the instructions on the two phones to connect them. When you see a PIN on your old phone, make sure the same PIN also appears on your new phone before you continue.
5. On your old phone, choose the types of content you want to transfer, and then tap **Start**.
6. Wait for the transfer to finish.

Don't have an Internet connection on your old phone?

Don't worry. On your old phone, turn on Wi-Fi® and connect to the hotspot that you see on your new HTC phone. You'll then need to download the HTC Transfer Tool from an HTC webpage on your web browser.

1. After turning on Wi-Fi, connect your old phone to the hotspot that's shown on your new phone (for example, "HTC Transfer Tool 1234").
2. Go to **Settings** > **Security**, and then select the **Unknown sources** option to allow the download and installation of the tool through your web browser.
3. Access the HTC webpage on your web browser. Depending on the type of Android phone that you have:
   - The web browser automatically opens to the HTC webpage if you're using an HTC phone.
   - You need to slide the Notifications panel open, and then tap **Sign in to Wi-Fi network** if you're using another Android phone.
4. Tap the download button on the HTC webpage.
5. Slide the Notifications panel open again, and wait until you see a notification that shows the **Transfer_tool.apk** has been downloaded.
6. Tap the **Transfer_tool.apk** notification to install the HTC Transfer Tool.
7. After installation is complete, open the HTC Transfer Tool.
8. Choose the types of content you want to transfer, and then tap **Start**.
9. Wait for the transfer to finish.

Transferring content from an iPhone

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

To find out how, see Transferring iPhone content to your HTC phone on page 113.

If you only need to migrate your contacts, you can also use Bluetooth transfer. For details, see Transferring content from your old phone through Bluetooth on page 15.

Transferring content from your old phone through Bluetooth

Use Bluetooth to transfer contacts from an iPhone, a phone that has Android version 2.2 (or earlier version), or other types of phones. Depending on the capabilities of your old phone, you may be able to transfer not only contacts but also other data such as calendar events and text messages to your new HTC phone.

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

1. Do one of the following:
   - If you're setting up your new phone for the first time, choose to transfer content, and then select **Transfer from old phone** on the Set up phone screen.
   - Go to Settings, and then tap **Transfer content**.
2. Tap **iPhone**, or tap **Other** and then choose your old phone's name and model.
3. On your old phone, turn Bluetooth on and set it to discoverable mode.
4. Follow the onscreen instructions on your old and new phones to pair them.
5. Choose the types of data you want to transfer.
6. Wait for the transfer to finish.

Getting contacts and other content into HTC One

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

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

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

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

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

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

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

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

Check first what online storage accounts are available on HTC One and sign in to the one you want to use. To sign in to an account, slide the Notifications panel open, and then tap > Accounts & sync > +. Use the Gallery app to access media in your online storage.

Home screen

Your Home screen is where you make HTC One your own.

- After you've turned on and set up HTC One, you'll see the Feeds view as the main Home screen. Customize it to show posts from your social networks, headlines from your favorite news media, and more. For details, see Checking feeds on your Home screen on page 29.
- You can change the apps on the launch bar at the bottom of the Home screen. See Personalizing the launch bar on page 59.
- Swipe left and you'll discover another Home screen panel for adding your favorite apps, widgets, and more so they're just a tap away. And if you need more Home screen panels, you can add more. For details, see Personalizing on page 56.

Press ⌂ to return to the main Home screen.

Getting to know your settings

Want to change the ringtone, set up a Wi-Fi connection or make HTC One more secure? 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** to set a ringtone, choose a sound profile, and configure incoming call sound settings.
- Tap **Personalize** to change the Home screen wallpaper, lock screen style, and more.
- Tap **Security** to secure HTC One, for example with a screen lock.

Updating the HTC One software

HTC One can check and notify you if there's a new update available. You can also manually check if there's an available update.

Installing a software update

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

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

After updating, HTC One will restart.

Installing an application update

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

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

   The Updates screen opens with the list of application updates to be installed.

2. Tap an item to view its details, and then tap .
3. When you're done reviewing the updates, tap **Install**. You'll be asked to restart HTC One if needed.

Checking for updates manually

1. Slide the Notifications panel open, and then tap .
2. Tap **About** > **Software updates**. HTC One checks if updates are available.

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

Your first week with your new phone

About your phone

Features you'll enjoy on HTC One

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

On this phone, enjoy taking shots with the camera, checking personalized content with HTC BlinkFeed™, and more.

Easy phone setup and transfer

- With our HTC Get Started service, you can set up and personalize HTC One from your computer, and just download your settings to HTC One. See Setting up your new phone for the first time on page 12.
- Easily transfer your contacts, messages, music, photos, videos, and more from an Android phone to HTC One. See Transferring content from an Android phone on page 13.

  By using **HTC Sync Manager**, you can even migrate content from an iPhone. See Transferring iPhone content to your HTC phone on page 113.
- Back up HTC One to the cloud so it'll be a lot easier to restore your content to a new phone next time. See Using HTC Backup on page 109.

Live Home screen

With **HTC BlinkFeed**, personalize your Home screen with the information and updates that matter most to you. See a variety of content such as feeds about news and your interests, social network updates, HTC One tips, and more. The content is constantly refreshed when you're connected to the Internet. See Checking feeds on your Home screen on page 29.

HTC Zoe

Experience a whole new way of capturing and retouching photos.

- Capture entire moments with pictures and sound, and watch them come alive again with **HTC Zoe**™. See Taking HTC Zoe photos on page 44.
- Retouch your HTC Zoe photos or continuous shots with **Object Removal**, **Always Smile**, and **Sequence Shot**. See Camera and Gallery on page 41.

New way to share memories

Create highlight videos without editing or share your photos to friends and family on the fly.

- Show off the excitement of your event. **Video Highlights** automatically selects the highlights of an event from your photos to create a half-minute show with a musical theme. See Viewing the highlights of an event on page 48.
- HTC Share brings together your best photos, regular photos, and a highlight video so that you can easily share your memories with friends and family. See Sharing memories through HTC Share on page 54.

Outstanding camera features

- With **VideoPic**, you can snap a picture while you're shooting video. See Taking a photo while recording a video (VideoPic) on page 43.
- Switch to **Sweep panorama** mode and pan the camera to capture a wide-angle view of the scenery. See Taking a panoramic photo on page 45.
- Use **Continuous shooting** mode to capture 20 consecutive shots (or more) of a subject in motion. See Taking continuous camera shots on page 43.
- By just tapping the shutter button, take three shots of your subject at different exposures and combine them into a nice, evenly exposed photo. Use either the main or front camera to capture HDR photos.

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

  See Using HDR on page 45.
- With **Variable Speed Playback**, add a cinematic flair to your videos by slowing down particular scenes. See Changing the video playback speed on page 48.

Immerse in music

- Beats Audio™ integration gives you a rich, authentic sound experience, whether you're listening to music, watching a video, or playing a game. To find out more, see Making your music sound better on page 87.
- In our HTC Music app, you'll see a visual animation while you're playing a song. And if lyrics are available, they'll show onscreen.

Entertainment

- Access your TV program guide with **Sense TV**. With just one tap, watch a program on your home TV. See Enjoying TV with HTC One on page 90.

  You can also turn HTC One into a remote control for your TV, set-top box (cable box), and home theater. See Setting up your remote control on page 92.

- Rent or buy movies and shows. Choose from our wide collection of titles in HTC Watch™. See About HTC Watch on page 94.

- Use HTC Media Link HD to wirelessly share your media from HTC One to your HD TV. See Sharing on a big screen on page 97.

Dropbox integration with HTC Sense

Always have access to your photos, videos, and documents anywhere by storing them in Dropbox. When you sign in to your Dropbox account from HTC One, you can even get an additional 23 GB of free Dropbox storage for two years. To find out how, see Using Dropbox on HTC One on page 101.

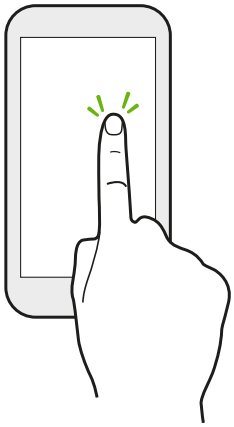
- The 23 GB offer is available only if Dropbox is preloaded. If it's not preloaded, you can download it from Google Play and still enjoy Dropbox integration with apps such as Gallery and Mail.
- Additional terms and requirements may apply (including a subscription fee) after your two year trial ends.

Basics

Touch gestures

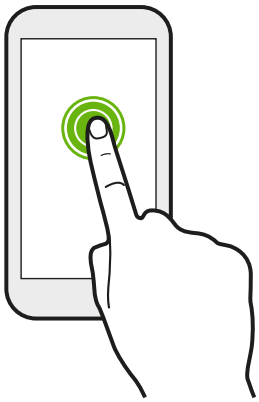
Use touch gestures to get around the Home screen, open apps, scroll through lists, and more.

Tap



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

Press and hold

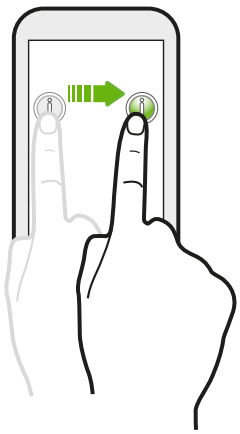


To open the available options for an item (for example, a contact or link in a webpage), just press and hold the item.

Swipe or slide

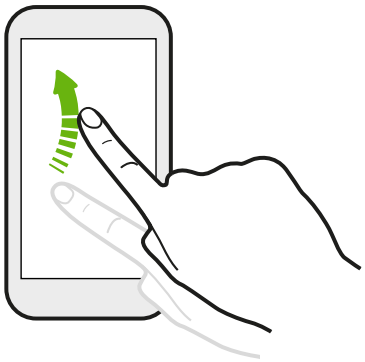
Quickly swipe your finger vertically or horizontally across the screen to go to other Home pages, scroll through documents, and more.

Drag



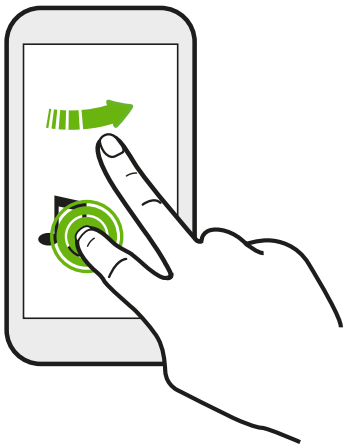
Press and hold your finger with some pressure before you start to drag. While dragging, don't release your finger until you have reached the target position.

Flick



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

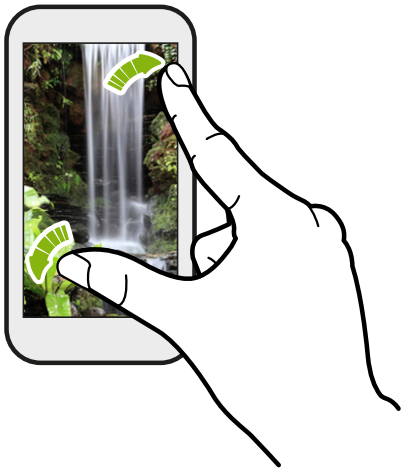
Press and flick



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

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

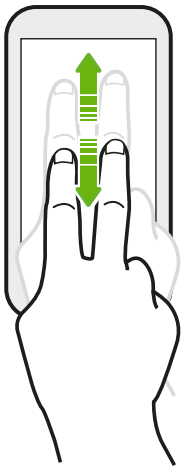
Pinch and spread



In some apps, like Gallery, Messages, Mail, or the web browser, spread your fingers on the screen to zoom in when viewing a picture or text.

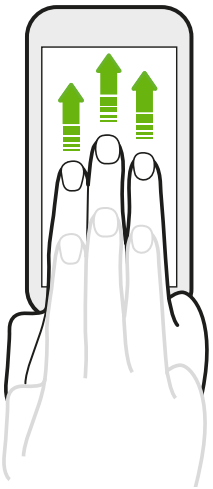
Pinch the screen to zoom out of the picture or text.

Two-finger swipe



In some apps that have sorting, like Mail or People, swipe up or down using two fingers to scroll the screen. The screen displays the sorting order, and you can easily scroll to the information you want.

Three-finger gesture



- Swipe up using three fingers to share content such as photos, videos, and music from HTC One to your TV or speakers.
- While using the HTC Car app, tap the screen with three fingers to activate the voice command mode.

- **HTC gestures** is enabled by default, which makes the three-finger gesture work only when sharing content or using HTC apps.
- You need to hook up the HTC Media Link HD (sold separately) to your HDMI TV to share content.

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

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

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

Motion gestures

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

Flip to silence

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

Pick up to lower volume

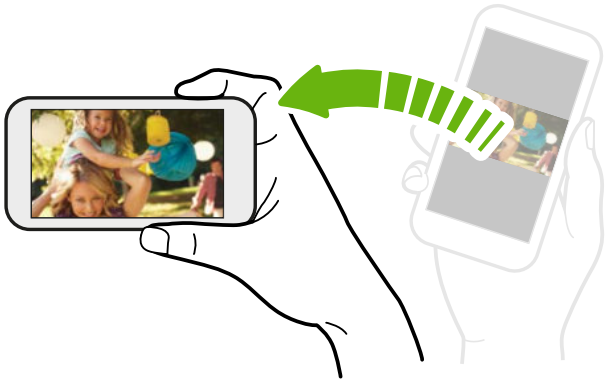
In a business meeting or restaurant, pick HTC One up when a call comes in to lower the ringtone volume.

Set volume to automatically rise while in your pocket or bag

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

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

Rotate HTC One for a better view



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

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

Sleep mode

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

Switching to Sleep mode

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

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

Waking up from Sleep mode

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

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

Unlocking the screen

You can:

- Drag the lock icon or clock up.

- Swipe up from an empty space on the lock screen.

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

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

Opening an app

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

Opening an app or folder from the lock screen

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

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

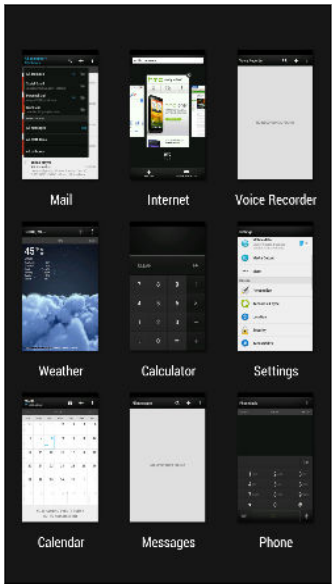
- When there's a notification or info shown on the lock screen such as a missed call or new message, you can drag it up to directly go to its app.

If you've set up a screen lock, you'll be asked to provide your credentials first before HTC One opens the app or folder.

Switching between recently opened apps

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

Double-tap to see recently-opened apps.



- To switch back to an app, just tap it.
- To remove an app from the list, drag it up.

Refreshing content

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

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

Capturing the HTC One screen

Want to show off your high game score, write a blog post about HTC One features, or post a status update about a song you're playing? It's easy to take a picture of the screen and share it from Gallery.

Press and hold POWER and then press . The screen is saved in the Screenshots album in Gallery.

Home screen feeds

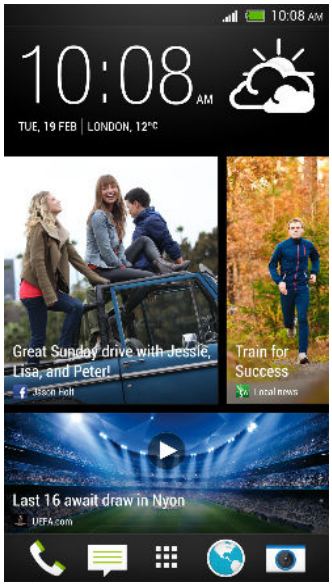
Checking feeds on your Home screen

Stay in touch with friends or get the latest about your interests right on your Home screen. Set up which social networks, news sources, and more will appear. HTC One refreshes the stream every time you return to the Home screen.

- Tap a tile to view more details or to comment on a post or status update.
- Scroll to the top and pull down on the screen to manually refresh the stream. This also shows icons for posting on social networks, searching, and more.

If the Feeds view is set as the main screen, you can press ⌂ or tap the status bar to scroll to the top.

- Tap ▼ to choose the type of feeds to display. Select Highlights to see other contents such as upcoming events, frequently-viewed photos in Gallery, and more .



Your social networks

When you sign in to your social network accounts and authorize HTC Sense to access them, you can:

- Post status updates from the Home screen when using the Feeds view.
- See your contacts and their status updates in People.
- See photos in Gallery or on the Home screen.
- Check your friends' status updates and posts on the Home screen when using the Feeds view.
- View events and reminders in Calendar.

Posting an update on your social network

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

1. From the Feeds view, tap , and then choose a social network.

If the icon doesn't show, scroll to the top and pull down the screen.

2. Compose your status update and post it on your social network.

Selecting feeds

Get updated with the most relevant content and posts with just a swipe. Choose which feeds to display on the Home screen. You can select popular news channels and websites or choose a category like Entertainment. You can also show posts from friends in social networks or information from apps such as Calendar.

1. From the Feeds view, tap > **Topics and services**.

If the icon doesn't show, scroll to the top and pull down on the screen.

2. Select feeds from apps, types of content, and social networks that will display on the Home screen. Swipe left or right for more choices.

Can I subscribe to a different news source or channel?

Feeds from news channels and web sites displayed on the Home screen are set by a local content guide. To see a different list of news sources, change the local content.

1. From the Feeds view, tap > **Settings**.

If the icon does not show, scroll to the top and pull down the screen.

2. Tap **Local content**.
3. Select the local content you want to use, and tap **Next**.
4. Select news sources and categories that you want.

Notifications

Notification LED

The notification LED shows a:

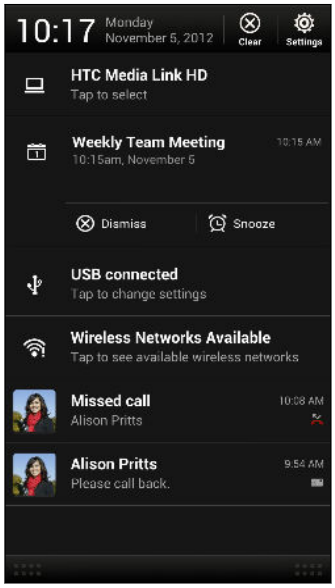
- Solid green light when HTC One is connected to the power adapter or a computer and the battery is fully charged.
- Flashing green light when you have a pending notification.
- Solid orange light when the battery is being charged.
- Flashing orange light when the battery level reaches very low.

Notifications panel

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

When you see notification icons, open the Notifications panel to check out details of the notifications that you've received. You can also quickly access settings from the Notifications panel.

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



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

2. On the Notifications panel:

   - You can expand certain notifications to see more information, such as email previews and calendar events. Spread with your two fingers to expand a notification, or pinch to collapse it.
   - You'll see icons in some notifications that allow you to take immediate actions. For example, when you have a missed call, tap the available icons to return the call or reply with a text message.
   - Tap the notification icon on the left to open the corresponding app.
   - To dismiss just one notification in the list, drag it left or right.

3. To close the Notifications panel, slide up from the bottom bar of the panel or press .

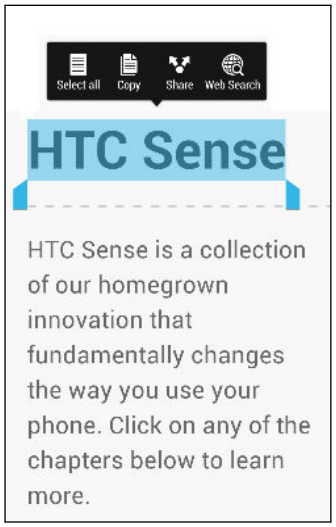
   You can also tap to dismiss all notifications and close the Notifications panel.

Working with text

Selecting, copying, and pasting text

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

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



You can use the magnifier to zoom in while selecting your text. To turn on the magnifier, slide the Notifications panel open, tap > **Accessibility**, and then select the **Show magnifier** option. You'll see the magnifier when you tap one of the text selection anchors.

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

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

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

Sharing text

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

The HTC Sense keyboard

Typing is fast and accurate with the HTC Sense™ keyboard.

- Turn on the Trace keyboard so you can type words by just sliding your finger from one letter to another. See Using the Trace keyboard on page 36.
- You can type words by just speaking. See Entering text by speaking on page 37.
- Word prediction also saves typing time. As you type, you'll see word suggestions that you can choose from. You can even add words, phrases, and shortcuts to the word prediction dictionary. See Entering text with word prediction on page 35.
- Just swipe right to access the numeric and symbol keyboard. Or swipe left to switch between languages.
- The keys have secondary numbers, punctuation symbols, or other characters that you can quickly insert without having to switch to the numeric and symbol keyboard.

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

And since everyone has their own typing style, you can go to Settings to calibrate the keyboard so it learns how you type.

Entering text

The onscreen keyboard becomes available when you tap a text field in an app. Enter letters and numbers, change the keyboard layout or language, and more.

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

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

To open the keyboard settings, press and hold the comma key. Or, slide the Notifications panel open, and then tap > **Language & keyboard** > **HTC Sense Input**.

Selecting a keyboard layout

Choose a keyboard layout that suits your typing style.

1. Slide the Notifications panel open, and then tap > **Language & keyboard**.
2. Tap **HTC Sense Input** > **Keyboard selection**.
3. Tap **Keyboard types**, and then select the keyboard layout that you want to use.

Choosing and switching between keyboard languages

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

1. Slide the Notifications panel open, and then tap > **Language & keyboard**.
2. Tap **HTC Sense Input**.
3. Tap **Keyboard selection**, and then choose the languages you want.

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

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

Entering text with word prediction

Word prediction is enabled by default, and word suggestions are displayed as you type.

Tap XT9 ABC to switch between Multitap and XT9 predictive modes when using the Phone keyboard layout.

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

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

Setting a second language for word prediction

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

1. Slide the Notifications panel open, and then tap > **Language & keyboard**.
2. Tap **HTC Sense Input** > **Keyboard selection** > **Bilingual prediction**, and then choose the language you want.

Adding words and phrases to the word prediction dictionary

Add frequently-used names, acronyms, and even phrases to the word prediction dictionary to easily find them in the suggestion list.

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

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

While you're entering text using the Standard keyboard layout, any word you tap on the suggestion list is also automatically added to the dictionary.

Editing or deleting words and phrases in the word prediction dictionary

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

Using the Trace keyboard

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

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

1. Slide your finger from one letter to the next to enter a word.
2. Lift your finger when the word is completed. The suggestion list will show possible matches.
3. You can:
   - Tap the space bar to insert a highlighted word.
   - Tap a word from the suggestion list.
   - Tap the arrow next to the suggestion list to see more choices.

Entering text by speaking

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

1. Tap an area where you want to enter text.
2. On the onscreen keyboard, press and hold .
3. When you see the microphone image, speak out the words you want to type.

To set the voice input language, tap the language bar above the microphone image. You can choose one or more languages. Available languages depend on the voice input languages supported by Google.

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

Battery

Checking battery usage

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

1. Slide the Notifications panel open, and then tap .
2. Tap **Power** > **Usage**.
3. Tap an app to check how it's using the battery. You'll see how much battery power is used by resources such as the CPU for the app and other use details.

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

Checking battery history

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

1. Slide the Notifications panel open, and then tap .
2. Tap **Power** > **History**.
3. If you've used HTC One for a long time since the last charge, swipe left or right to scale the graph that details battery usage over time.

   You can also spread your fingers or pinch to scale the graph.

Optimizing battery life with power saver mode

Turning power saver mode on helps to increase battery life. It reduces the usage of phone features that drain the battery such as the CPU and display.

1. Slide the Notifications panel open.

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

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

2. Tap the check box next to the **Power saver** notification to turn power saver mode on or off.

Getting the battery to last longer

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

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

Check your battery usage

Monitoring your battery usage helps you identify what's using the most power so you can choose what to do about it. For details, see Checking battery usage on page 37.

Manage your connections

- Turn off wireless connections you're not using.

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

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

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

Manage your display

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

- Use automatic brightness (the default), or manually lower the brightness.
- Set the screen timeout to a shorter time.

- Don't use a live wallpaper for your Home screen. Animation effects are nice to show off to other people but they drain your battery.

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

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

For more details, see Settings and security on page 166 and Personalizing on page 56.

Manage your apps

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

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

  If an app came preloaded and can't be uninstalled, disabling the app can still prevent it from continuously running or syncing data. In **Settings** > **Apps**, swipe to the **All** tab, tap the app, and then tap **Disable**.

Limit background data and sync

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

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

  In the Mail app, select an account, tap ⋮ > **Settings** > **Sync, Send & Receive**, and then adjust the settings under Sync schedule.

- When you're not traveling from one place to another, sync weather updates of only your current location, rather than in all of your named cities. Open the Weather app, and then tap ⋮ > **Edit** to remove unneeded cities.
- Choose widgets wisely.

  Some widgets constantly sync data. Consider removing the ones that are not important from your Home screen.

- In Play Store, tap ⋮ > **Settings**, and then clear **Auto-add widgets** to avoid automatically adding Home screen widgets whenever you've installed new apps. Also clear **Auto-update apps** if you're fine with updating apps from Play Store manually.

Other tips

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

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

Camera and Gallery

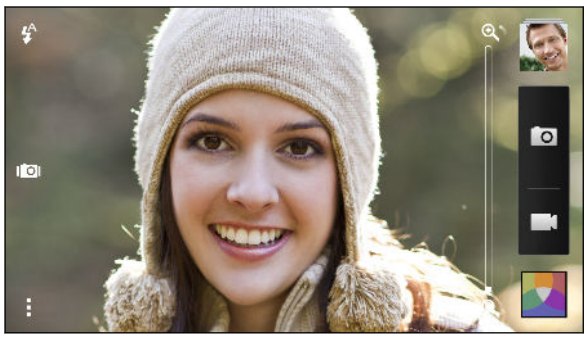
Camera

Camera basics

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

The camera is always ready to capture that perfect moment. While waiting to take your next photo, switch HTC One to Sleep mode. When you're ready to take more photos and videos, just press POWER again to use the camera.

Use the controls on the Viewfinder screen to add effects, zoom in or out, and more.



Zooming

- Before taking a photo or video, 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 main camera

On the Viewfinder screen, do any of the following:

- Pull from the top or bottom edge in landscape view.
- Pull from the left or right edge in portrait view.
- Tap ⋮ and then tap the **Front/Main** switch.

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

Choosing an effect

Use the available camera effects to make your photos look like they've been taken through special lenses or 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 video resolution

1. On the Viewfinder screen, tap .
2. Under Settings, tap **Video Quality**, and then choose a video resolution.

Choosing a flash mode

Tap the flash icon to choose a flash mode.

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

Taking a photo

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

You can also tap anywhere on the screen to take a photo if you turned on **Touch to capture** in > **Shutter option**.

Recording video

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

Taking a photo while recording a video (VideoPic)

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

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

Turning off auto focus

You can only turn off auto focus before you start recording with the main camera.

1. On the Viewfinder screen, tap .
2. Under Settings, tap **Lock focus in video**.

Taking continuous camera shots

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

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

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

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

Camera scenes

A scene is a collection of settings to suit the lighting and environment. Use **Normal** and let the camera automatically determine optimal settings, or choose from a wide selection of scenes before you start taking photos.

Improving portrait shots

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

1. On the Viewfinder screen, tap ⋮.
2. Under Photo capture mode, tap **Scene** > **Portrait**.
3. When you're ready to take the photo, tap .

Taking a self portrait

No one around to take your photo?

1. Switch to the front camera by pulling the Viewfinder screen's top or bottom edge in landscape view.

In portrait view, you can pull from the left or right edge to switch to the front camera.

2. Tap anywhere on the screen to start the timer. The camera takes a photo after the countdown.

Taking HTC Zoe photos

Don't let the best moments just pass by. With HTC Zoe, record memories as a "living album" of up to 20 photos and a 3-second video.

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

1. On the Viewfinder screen, tap to switch HTC Zoe on.
2. When you're ready to capture, tap . When you see the shutter release icon slowly turn red , continue holding the phone steady as the camera captures a few seconds of shots.

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

Taking a panoramic photo

Whether it's the Golden Gate Bridge or the Eiffel Tower, you can capture anything wide or tall in a single photo.

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

1. On the Viewfinder screen, tap .
2. Under Photo capture mode, tap **Sweep panorama**.
3. When you're ready to take the shot, tap . Directional arrows appear, prompting you to pan left or right in landscape view (or pan up or down in portrait view).
4. Pan HTC One as smoothly as you can to automatically capture frames.

   You can also tap to stop capturing anytime.

The camera stitches the frames into a single photo.

Using HDR

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

1. On the Viewfinder screen, tap .
2. To take an HDR photo, under Photo capture mode, tap **HDR**, and then tap .

HDR is also available when you're using the front camera.

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

3. To capture an HDR video, under Video capture mode, tap **Scene** > **Video HDR (Full HD)**, and then tap .

Recording videos in slow motion

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

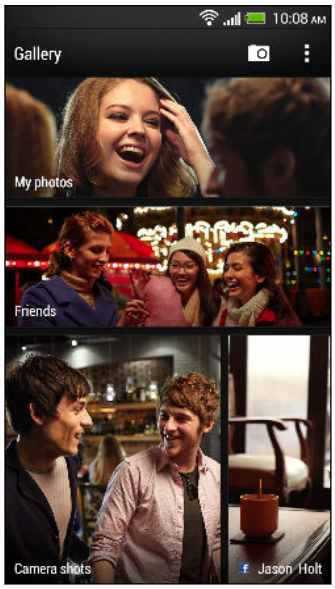
1. On the Viewfinder screen, tap .
2. Under Video capture mode, tap **Scene** > **Slow motion video**.
3. Frame your subject on the Viewfinder screen.
4. Tap to start recording.

Gallery

Viewing photos and videos in Gallery

Reminisce on good times. Gallery lets you view all the photos and videos on HTC One or online albums. You can view photos by event or location, trim videos, add photo frames and special effects, and more.

1. Open the Gallery app. You'll see tiles of photos on your HTC One, online friends' photos, the last camera shot you took, and more. The view is refreshed every time new photos or videos are shot or new images are added.



2. Tap a tile to browse the photos inside. To view photos stored on HTC One, tap **My photos**. To browse photos on your friends' online social networks, tap **Friends**.
3. Browse to an album or a group of photos.
4. Tap a photo or video to view it in full screen. HTC Zoe photos appear as moving images when viewed in Gallery or in full screen mode.

When viewing HTC Zoe photos in full screen mode, a white dot on the progress bar indicates the moment when the shutter button was pressed to capture the HTC Zoe photo.

Viewing photos and videos by event

View photos and videos based on when they were taken.

1. In Gallery, tap **My photos**.
2. Tap ▼ > **Events**. Photos and videos that you captured using HTC One are grouped by date taken.
3. Tap a tile to view all the photos and videos taken during a specific date.

Viewing photos by location

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

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

1. In Gallery, tap **My photos**.
2. Tap ▼ > **Locations**.
3. Zoom out or pan across the map until a numerical location indicator appears. The number in the location indicator shows how many photos were taken in that area.
4. Tap the location indicator. The photos taken in the same area are displayed.

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

Watching and trimming a video

You can capture a snapshot while watching a video, trim the video to remove unwanted scenes, and more.

1. In the Gallery app's Album or Events view, go to the video that you want to watch.
2. Tap the onscreen controls to play or pause the playback, adjust the volume, and more.

Tap ⋮ > **Select player** to share the video on your home network.

3. Tap 📷 to capture and save a still shot.
4. To trim the video, tap ⋮ > **Edit**.
5. Drag the two trim sliders to the part where you want the video to begin and end.
6. Tap ▶ to preview your trimmed video.
7. Tap **Save**.

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

Changing the video playback speed

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

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

1. In the Gallery app's Album view, go to the slow motion video that you want to edit.
2. Tap to switch between normal and slow motion playback.
3. To adjust the playback speed of the video, tap > **Edit** > **Adjust playback speed**.
4. Frame the sequence you want to slow down by moving the left and right sliders.
5. Choose how much to slow the sequence down.
6. Tap to watch the result.
7. Tap **Save**.

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

Viewing photo highlights

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

- To view these favorite photos go to the Highlight album.
- To manually add a highlight, view the photo in full screen, tap the photo, and then tap ★.

Viewing the highlights of an event

Want to share the excitement of a wedding or party? Gallery automatically selects the highlights of an event no matter whether they're HTC Zoe photos or still photos, and displays them in a highlight video that lasts about half a minute. Your most viewed or most shared photos from an event are the top highlights.

There are also background music themes that play with the show, and you can change their sequence.

1. In Gallery, tap **My photos**.
2. Tap > **Events**.
3. Tap a tile to see the photos taken at a certain event. You'll see a preview that displays the highlight video created from highlighted photos of the event.

4. Tap the preview to view the highlight video in full screen.
5. While viewing the show in full screen, tap the screen to access the controls. You can:
   - Tap to change to another music theme.
   - Tap to shuffle the order of the highlights.
   - Tap > **Save** to create a video file of the highlights. The video will be saved in the Video Highlight folder.

Organizing your photos and videos

Showing or hiding albums

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

1. In Gallery, tap **My photos**.
2. Tap > **Albums**.
3. Tap > **Show/hide albums** and choose which albums you'd like to show or hide.

Copying or moving a photo or video to another album

1. In Gallery, tap **My photos**.
2. Go to the album that has the photo or video you want to copy or move.
3. Press and hold the photo or video.
4. Choose whether to move or copy the photo or video and then select the destination album.

Renaming an album

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

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

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

Working with event photos

Photos and videos that you captured using HTC One are grouped together in Events view according to the date they were taken. You can combine photos from two events. You can also move photos from an event into a new or existing event.

1. In the Gallery app's Events view, press and hold the event that you want to split or combine.
2. Do one of the following:
   - Tap **Merge to** and then select another event to combine the two events.
   - Tap **Split to** and then select the pictures or videos in the event you want to split to another event. Tap **Split** and then tap an existing event as the destination, or tap + to create a new event as the destination.

Viewing photos in your social networks

Right in the Gallery app, check what you and your friends have uploaded to your social networks or photo sharing sites.

Log on to your accounts and add them in Gallery before you start viewing online photos.

1. Open the Gallery app.
2. Tap **Friends**.
3. Tap a social network account or photo sharing site.

In social networks, to comment on a photo, press and hold a photo thumbnail and then tap **Add comment**.

Adding an online service

1. On the Gallery main screen, tap ⋮ > **Add online service**.
2. Tap the social network or photo sharing service that you want to add.

To remove a network or photo sharing service, on the Add online service screen tap the service name and then tap ⋮ > **Remove**.

Editing your photos

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

1. In Gallery, tap **My photos**.
2. Browse to the photo that you want to edit.
3. Tap the photo, and then tap **Edit**.

4. Do any of the following:
   - Tap **Effects** to apply a special effect filter to the photo.
   - Tap **Frames** to add a decorative frame to the photo.
   - Tap **Retouch** to make a portrait shot even better with red eye removal, skin smoothing, and more.
   - Tap **Transform** to rotate, crop, flip, or straighten the photo.
5. Tap ⋮ > **Save**.

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

Adding custom photo effects

Are the existing photo effects not exactly what you are looking for? You can make your own photo effects in Gallery.

You can only add effects to photos that are stored locally.

1. In Gallery, tap **My photos**.
2. Browse to the photo that you want to edit.
3. Tap the photo, and then tap **Edit**.
4. Tap **Effects**.
5. Press and hold the effect you want to customize and drag it to **Custom**.

You can also press and hold an effect and then drag it to a new location.

6. On the Custom Effects screen you can:
   - Make changes to the effect by adjusting filters such as exposure, saturation, white balance, and more.
   - Use the slider bars on selected filters to adjust the intensity of the effect.
   - Rearrange filters to modify the effect. Press and hold the filter you want to move. Then drag it to a new position.
   - Remove filters. Press and hold the filter you want to remove. Then drag it to **Remove**.
   - Tap + to add more filters and create a more complex effect.
7. Tap **Done** to apply the effects to your photo.

To save your custom effects for future use, tap **Save Preset**.

Creating an action sequence shot

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

You can use this feature when editing HTC Zoe photos. This feature is only available for continuous shots that are saved as a batch.

1. Tap the album that has the photos or videos you want to share.
2. Browse to the photo that you want to edit.
3. Tap the photo, and then tap **Edit** > **Retouch** > **Sequence Shot**. You'll see frames that you can combine in one photo.
4. Select the frames that you want to include in the sequence shot.
5. Tap **Done**.
6. Tap ⋮ > **Save**. The edited photo is saved as a copy. The original photo remains unedited.

Editing a group shot

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

You can use this feature when editing HTC Zoe photos. This feature is only available for continuous shots that are saved as a batch.

1. Tap the album that has the photos or videos you want to share.
2. Browse to the photo that you want to edit.
3. Tap the photo, and then tap **Edit** > **Retouch** > **Always Smile**. You'll see circles around any faces detected in the photo.
4. Select one face at a time and drag it sideways with your finger to select the expression you want.

5. After making your changes, tap **Done**.
6. Tap ⋮ > **Save**. The edited photo is saved as a copy. The original photo remains unedited.

Removing unwanted objects in a photo

Is there a pedestrian or a passing car that ruins your otherwise perfect shot of a famous landmark? Retouch the photo to remove unwanted people or objects.

You can use this feature when editing HTC Zoe photos. This feature is only available for continuous shots that are saved as a batch.

1. Tap the album that has the photos or videos you want to share.
2. Browse to the photo that you want to edit.
3. Tap the photo, and then tap **Edit** > **Retouch** > **Object Removal**. You'll see frames around areas in the photo where objects have been automatically removed.
4. To retain an object, tap ✕ on its image on the film strip.
5. After making your changes, tap **Done**.
6. Tap ⋮ > **Save**. The edited photo is saved as a copy. The original photo remains unedited.

Sending your photos and videos

Send photos and videos to your computer or to another device via email, MMS, or Bluetooth.

1. Open the Gallery app.
2. Tap **My photos**, and then go to the photo album or group of photos that you want to send.
3. If you want to share a single shot from an HTC Zoe photo, while viewing the HTC Zoe photo, drag the slider on the progress bar to the shot you want to send.
4. Tap **Share** and then choose how you want to send the photos and videos.
5. Select the photos or videos you want to send and then tap **Next**.

You can send several photos, videos, or both in an email message. They are added as file attachments in your email.

6. Follow the onscreen instructions to finish sending your photos and videos.

Sharing your photos on social networks

Use the Gallery app to share photos straight to your social networks.

- Log in to your social network account before you upload photos or videos.
- Some social networks only allow you to upload photos.

1. Open the Gallery app.
2. Tap **My photos**, and then go to the photo album or group of photos that you want to share.
3. If you want to share a single shot from an HTC Zoe photo, while viewing the HTC Zoe photo, drag the slider on the progress bar to the shot you want to share.
4. Tap **Share** and choose which social network you want to upload to.

For HTC Zoe photos, use HTC Share to provide your recipients with the total HTC Zoe experience, including a highlight video and a collage of your best photos. Sharing in other ways may not deliver the entire series of shots to the recipient.

5. Select the items you want to share and then tap **Next**.
6. Follow the onscreen instructions to upload your photos and videos. You may be able to enter a caption, select the online album you want to upload to, select privacy options, and more.

You can also share a photo or video right after you've captured it.

You can post videos on YouTube®.

Sharing memories through HTC Share

It's easy to create a collage of your best photos and share them with friends and family with HTC Share.

- Build and share your collage quickly. Highlights of the event have been picked for you.
- Add still photos or even include a highlight video that will play before showing the collage. You can also add HTC Zoe photos.
- Share through a URL link—no need for bulky attachments.

You must have an HTC Account to create and share photos using HTC Share. Friends and family do not need an HTC Account to view or download photos.

1. In Gallery, tap **My photos**.
2. Tap ▼ > **Events**.

3. Tap a tile to see the photos taken at a certain event.
4. Tap > HTC Share. The highlights are ready for upload.

If there are no highlights, select photos that you want to include in the collage, and then tap Next.

5. Review your collage, and refine it:
   - Tap a photo to show options for replacing and more.
   - If available, tap + to add more photos from the same album or event.

Worried about data charges? Tap > Settings and choose Wi-Fi connection. When uploading, you will be prompted to use the Wi-Fi connection.

6. Fill in details, such as title and description.
7. Tap Upload, and wait for HTC One to finish uploading.
8. Under Share to, select how you want to share your collage.

A link is sent to friends and family or a status update appears on their social networks. For a limited time, they can:

- Tap or click the link to view the collage on a web browser.
- Tap or click a photo in the collage to see a bigger view or to see the download option.

Personalizing

Making HTC One truly yours

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

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. Tap **Wallpaper**.
3. Tap one of the following:

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**.
Gallery	Choose an existing photo and crop it.

4. Tap **Done** or **Apply**.

Adding a widget to your Home screen

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

1. Slide the Notifications panel open, and then tap > **Personalize**.
2. Tap **Customize home screen**.

3. Tap ▼ > **Widgets**. You can:
   - Swipe to browse through the widgets.
   - Tap 🔍 to search for specific widgets.

Some widgets are available in different styles and sizes.

4. Press and hold and then 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.

Changing the settings of a widget

You can modify basic settings of some widgets (for example, the People widget) 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 a border appears, that means the widget is resizable.
2. Drag the sides of the border 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. Slide the Notifications panel open, and then tap > **Personalize**.
2. Tap **Customize home screen**.
3. Tap > **Apps** or **Shortcuts**. You can:
   - Swipe to browse through the apps or shortcuts.
   - Tap to search for specific apps or shortcuts.
4. Press and hold and then drag an app or a shortcut to a home screen thumbnail where you want to add it.

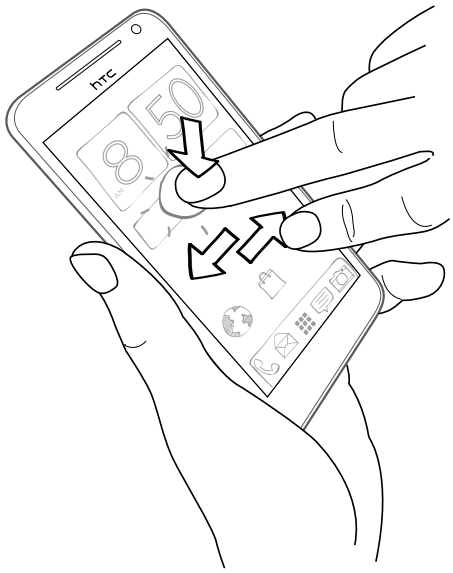
To add an app from the All apps view, press and hold an app and drag it to . Drop the app on an empty space in the Home screen.

Rearranging or removing widgets and icons on your Home screen

Moving a widget or icon

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

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



3. Release the widget or icon.
4. To move the widget or icon to another position on the panel, just press and hold and then drag it.

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. From the Home screen, tap ⋮⋮⋮ to go to the All apps view.
2. Press and hold the app you want to replace, and then drag it out of the launch bar.

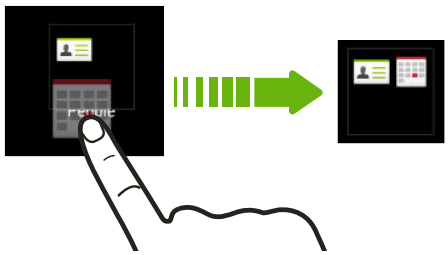
3. Press and hold an app, and then drag it to the empty slot on the launch bar.

- You can also group apps on the launch bar into a folder.
- 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

You can group apps into a folder in the All apps view, and then move the folder to the launch bar or the Home screen.

1. From the All apps view, press and hold an app, and then drag it over to another app to automatically create a folder.



Can't group or re-arrange apps? Scroll to the top, pull down the screen, and then tap ▼ > **Custom**.

2. To add more, press and hold another app and drag it to the folder.

You can also:

- Drag the folder from the All apps view to the launch bar.
- Drag the folder to , and then drop it on an empty space in the Home screen.

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, and then drag it to the Home screen, or drag it out to ✕ to remove. If removing an app from a folder on the launch bar, switch to the All apps view and then drag the app out of the folder.

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

Adding a Home screen panel

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

1. Slide the Notifications panel open, and then tap > **Personalize**.
2. Tap **Customize home screen**.
3. Tap **Add panel**. A new Home screen appears. You can start adding widgets, apps, and shortcuts.

To remove a panel, press and hold and then drag it to .

Changing your ringtone, notifications, and sounds

1. Slide the Notifications panel open, and then tap > **Personalize**.
2. Under Sound, change the ringtone, notification sound, and alarm.

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

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

Rearranging application tabs

You can add to or rearrange the tabs in some apps to make it easy to get to the most important information.

1. Open an app that has tabs.
2. Press and hold a tab until a screen for rearranging tabs appears.
3. You can:
   - Select the tabs you want to add.
   - Change the order of the tabs. Press and hold next to a tab, and then drag to the new position.
4. Tap **Done**.

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. Tap **Lock screen style**.

3. Swipe 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**.

Hiding missed calls and messages on the lock screen

You'll see missed calls and messages on the lock screen. Want these hidden instead?

1. Slide the Notifications panel open, and then tap > **Security**.
2. Clear the **Phone notification preview** and **Message notification preview** options.

Securing HTC One with a personal touch

Make unlocking your phone as easy as looking at it. Protect your personal information and prevent others from using HTC One without your permission by setting up face unlock.

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

You can also tap **Improve face matching** on the Security screen to train HTC One to recognize your face in different situations, such as when you're wearing glasses or sporting a beard.

You'll be asked to unlock the screen every time HTC One is turned on or when it's idle for a certain period of time.

To further improve security, select **Liveness check** on the Security screen. You'll be asked to blink to unlock the screen.

Phone calls

Making a call with Smart dial

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

HTC One is available in either a 3G or LTE version, depending on your region and mobile operator. You need an LTE plan to use your operator's 4G/LTE network for voice calls and data services. Check with your operator for details.

1. Open the Phone app.
2. Enter the phone number or first few letters of the contact's name to see the top matching contact.

If there is more than one match, you'll be told how many matches. For example, tap "8 MATCHES" to see all 8 matches.

3. Tap the contact you want to call.

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

4. To hang up, tap **End Call**.

Changing the Phone dialer layout

Switch between the Smart dial keypad to find contacts with just a few taps and a full screen keypad that gives you more room to enter phone numbers.

1. Open the Phone app.
2. Tap > **Full screen keypad** or **Smart dial keypad**.

Returning a missed call

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

1. Slide the Notifications panel open to check who the caller is.
2. To return the call, spread your two fingers on the missed call notification to expand it, and then tap **Call back**.

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

Using Speed dial

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

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

Assigning a speed dial key

1. Open the Phone app.
2. Tap > **Speed dial** > .

You can also press and hold an unassigned key on the dialpad, and then tap **Yes**.

3. Select a contact from the list.
4. On the Speed dial screen, choose the phone number of the contact to use, and a speed dial key to assign.
5. Tap **Save**.

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**.

Making an emergency call

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

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

1. Open the Phone app.
2. Dial the emergency number for your locale, and then tap **Call**.

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

Receiving calls

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

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

Answering or rejecting a call

Do one of the following:

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

After declining a call, you can send a text message to the caller or create a task to remind you to return the call.

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

Muting the ringing sound without rejecting the call

Do one of the following:

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

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

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 (stored on your phone or online account) will happen in a few days.

Viewing a task reminder while on a call

Did you promise to babysit for a friend this weekend? If you associate a task to a contact, you'll see a task reminder on the call screen when you're on a call with that friend.

If the contact has a recent status update, you won't be able to see the task reminder.

What can I do during a call?

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

Putting a call on hold

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

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

Switching between calls

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

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

Turning the speakerphone on or off during a call

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

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

Muting the microphone during a call

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

Ending a call

Do one of the following to end the call:

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

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 .
4. To add another participant, tap , and then dial the number of the contact.
5. When connected, tap to add the participant to the conference call.
6. To talk to a person in the conference call in private, tap and then select **Private call**.

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

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

Checking calls in the Call History

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

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

Adding a new phone number to your contacts from Call History

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

Clearing the Call History list

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

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

Blocking a caller

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

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

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

Changing ringtone settings

Switching between silent, vibrate, and normal modes

Do one of the following:

- To change from silent to normal mode, press the VOLUME UP button.
- To change from vibrate to normal mode, press the VOLUME UP button twice.
- Slide the Notifications panel open, and then tap > **Sound** > **Sound profile**.

Lowering the ring volume automatically

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

1. Slide the Notifications panel open, and then tap .
2. Tap **Sound**.
3. Select the **Quiet ring on pickup** option.

Making HTC One ring louder in your pocket or bag

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

1. Slide the Notifications panel open, and then tap .
2. Tap **Sound**.
3. Select the **Pocket mode** option.

Home dialing

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

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

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

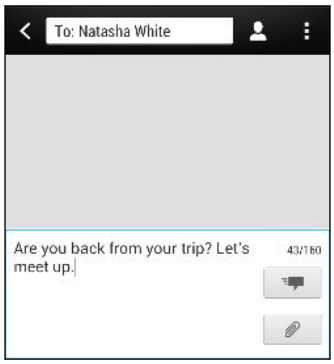
If you prefer to manually enter complete phone numbers to call while roaming, you can turn off Home dialing.

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

Messages

Sending a text message (SMS)

1. Open the Messages app.
2. Tap +.
3. Enter a contact name or mobile number in the **To** field.
4. Tap the box that says **Add text**, and then enter your message.



5. Tap , or press to save the message as a draft.

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

Sending a multimedia message (MMS)

1. Open the Messages app.
2. Tap +.
3. Enter a contact name, mobile number, or email address in the **To** field.
4. 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 , or press to save the message as a draft.

Depending on the resolution of your photo or video attachments, they may be displayed as cropped thumbnails in your multimedia message.

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 , 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 Messages screen, and then tap **Settings** > **General** > **Show email address**.

Sending a group message

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

Group MMS may incur extra data fees.

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

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

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

Top questions on group MMS

Why can't my recipients see or join the group MMS I sent to them?

Check whether your recipients have enabled Group messaging on their mobile devices. Some devices or mobile operators may not support this feature.

How do I receive or block group MMS?

In Message settings, tap **Multimedia messages (MMS)**, and then turn **Group Messaging** on or off.

Resuming a draft message

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

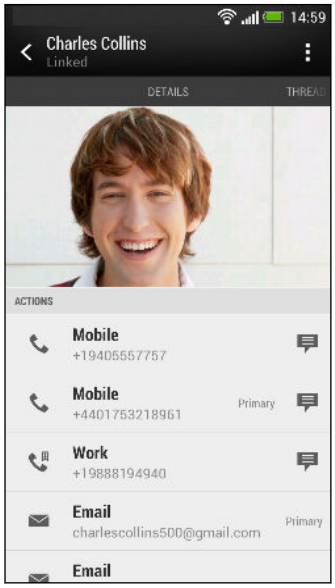
To see all draft messages in one place, tap on the Messages screen, and then tap **Drafts**.

Replying to a message

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

Replying to a contact's other phone number

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



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

1. On the Messages screen, tap a contact (or phone number) to display the exchange of messages with that contact.
2. Tap > **Open contact**.
3. On the Details tab, tap next to the phone number you want to reply to.
4. Tap the box that says **Add text**, then enter your reply message.
5. Tap .

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 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 other details or change the task title.
4. Tap **Save**.

Forwarding a message

1. On the Messages screen, tap a contact (or phone number) to view the exchange of messages with that contact.
2. Tap a message, and then tap **Forward**.
3. In the **To** field, fill in one or more recipients.
4. Tap .

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 Messages screen, tap > **Settings** > **Multimedia messages (MMS)**. Clear the **Auto-retrieve** option.

Moving messages to the secure box

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

Messages stored on your SIM card cannot be moved to the secure box.

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

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

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

Blocking unwanted messages

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

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

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

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

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

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. Open the Messages app.
2. Tap > **Push messages**.

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

Copying a text message to your SIM card

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

Deleting messages and conversations

On the Messages screen, do any of the following:

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

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

How do I protect a message from being deleted?

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

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

Search and web browser

Searching HTC One and the Web

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

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

Performing searches on the Web and HTC One

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

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

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

Searching the Web with your voice

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

1. Open the Google app. Or press and hold .
2. Say "Google", and then say what you want to search for. After speaking, matching items from Google web search are shown.
3. If what you're searching for is in the list, tap the item to open it in its compatible app. Otherwise, tap to search again.

Setting search options

1. Open the Google app. Or press and hold .
2. Scroll to the bottom of the screen, and then tap > **Settings** to set the following options:
   - **Voice**. Set the Google Voice Search language, speech output, and more.
   - **Phone search**. Select which apps on HTC One is included when doing a search.
   - **Privacy & accounts**. Manage your location history, enable recent web searches to show, or clear your search history.

Getting instant information with Google Now

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

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

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

Setting up Google Now

Before setting up Google Now:

- Make sure that you're signed in to your Google account.
- Turn location services on and make sure that you have an Internet connection.

1. Open the Google app. Or press and hold .
2. The subsequent screens show examples of Google Now information cards. Tap **Next** until you reach the **Get Google Now!** screen.
3. Tap **Yes, I'm in**. Google Now information cards will start to appear on the Google search screen.
4. To see all available information cards, tap **Show sample cards**.

More information cards will appear on the Google search screen as you use HTC One to search the Web, create appointments, and more.

Changing card settings

You can easily customize the settings of Google Now cards to suit your information needs. For example, you can change your home and work addresses in the Traffic card or choose which time of the day the Weather card appears. You can also keep a card from appearing on the Google search screen.

1. Open the Google app. Or press and hold .
2. Scroll to the bottom of the screen, and then tap > **Settings** > **Google Now**.
3. Tap the information card you want to customize.

4. Tap a card setting, and then change it to your preference.

To hide the card, tap the **On/Off** switch next to the card name.

5. Press < to save your changes and return to the previous screen.

Refreshing Google Now

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

1. Open the Google app. Or press and hold ⌂.
2. Scroll to the bottom of the screen, and then tap ⋮ > **Refresh**.

Turning off Google Now

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

Browsing the Web

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

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

3. Enter the webpage address or your search keywords.
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.
   - Press and hold an image to save, copy, or set it as your wallpaper.
5. To return to the previous webpage you've viewed, tap ⋮, and then tap < or >.

Switching to Read mode

Want to read a Web article without distractions? Read mode removes menus, banners, and backgrounds from a webpage.

Read mode may not be available on certain webpages.

While viewing a webpage, tap before the URL address. The browser remains in Read mode even when you browse other pages on the same website.

To turn Read mode off, tap .

Maximizing your browsing space

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

Using browser tabs

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

Open the Internet app.

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

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

Saving web content for later

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

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

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

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

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

Setting browser options

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

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

Bookmarking a webpage

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

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

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

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

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

Not seeing your bookmark?

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

Syncing your bookmarks with Google Chrome

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

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

1. Slide the Notifications panel open, and then tap ⚙ > **Accounts & sync**.
2. Tap **Google**.
3. Tap your Google Account.
4. Select the **Internet** option.

Using your browsing history

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

If you don't want HTC One to keep your browsing history, browse using an incognito tab. See Private browsing on page 85.

1. While viewing a webpage, tap ⋮ > **History**.

   You can also press and hold <.
2. Swipe to the History or Most visited tab.
3. Navigate to the webpage that you want to view, and then tap it.

Clearing your browsing history

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

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

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

Private browsing

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

From the browser screen, tap > .

Entertainment

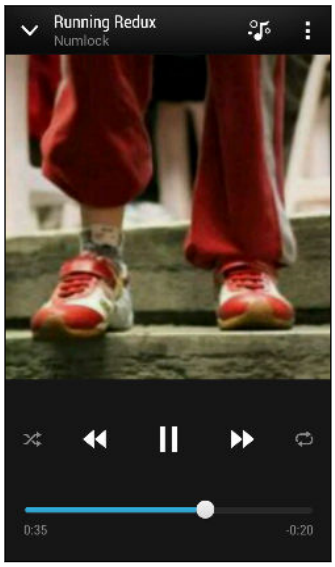
Music

Listening to music

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

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

1. Open the Music app.
2. Tap ▼, and then choose if you want to browse by artists, albums, or other categories.
3. Tap a song to play.
4. Tap the onscreen icons to control music playback, repeat songs, and more.



	Press and drag your finger across the progress bar to jump to any part of the song.
	Turn shuffle on or off. (Shuffle is off when button is gray.)
	Cycle through the repeat modes: repeat all songs, repeat current song, and don't repeat.
	Open the full screen player (Music Channel) to view lyrics and music visualization while the song is being played. (You can set whether the full screen player starts automatically or not in Music settings.)
	Minimize the Now playing screen to continue browsing your music collection.

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

Making your music sound better

Turn on Beats Audio for an enhanced sound experience. Songs and videos sound richer and more authentic, especially when played in Music, Gallery, or others apps.

To turn the Beats Audio profile on or off, slide the Notifications panel open, tap , and then tap the Beats Audio **On/Off** switch.

Creating and working with playlists

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

1. Open the Music app.
2. Tap , and then select **Playlists**.
3. Tap , and then enter a playlist name.
4. To add songs, tap beside the title text box, browse your music collection, and then tap a song to add.

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

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

6. Tap **Save**.

To edit a playlist you've created, tap on the Music app's main screen, and then select **Playlists**. Open a playlist, and then tap > **Edit playlist**.

Playing the songs in a playlist

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

When you tap a song in the list to play it, the Now playing screen is updated with the songs from your playlist.

Deleting playlists

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

Adding a song to the queue

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

1. While a song is playing, browse for other tracks.
2. Do any of the following:
   - When you find the album or folder that you like, press and hold it, and then tap **Add to queue**.
   - Browse for a playlist or an artist, and then tap ⋮ > **Add to queue**.
   - To add a single track, browse for the song, and then tap ▪▪▪ > **Add to queue**.

Updating album covers and artist photos

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

1. Open the Music app.
2. Tap ▼, and then select **Artists** or **Albums**.
3. Tap ⋮ > **Update artist photos** or **Update album art**.

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

Setting a song as a ringtone

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

1. Open the Music app.
2. Play the song that you want to set as a ringtone.
3. Tap ⋮ > **Set as ringtone**.
4. Tap **Phone ringtone** or **Contact ringtone**. If you select **Contact ringtone**, choose the contacts you want to associate the ringtone with.

Trimming an MP3 ringtone

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

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

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

You can see your new ringtone in the phone settings. Slide the Notifications panel open, and then tap > **Sound** > **Ringtone**.

Searching for lyrics, music videos, and more

Viewing song lyrics

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

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

1. Open the Music app.
2. Tap , select a category, and then tap a song to play.
3. Tap to view the lyrics in full screen. Song lyrics appear onscreen if content has been successfully downloaded.
4. To scroll through the lyrics, tap .
5. To return to the Now playing screen, press .

Looking up related music info

SoundHound can find info about the song you're listening to.

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

You can look up the lyrics, learn about the artist's tour dates, and more.

Finding music videos on YouTube

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

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

TV

Enjoying TV with HTC One

The TV app puts HTC One at the center of your living room experience. With an intelligent electronic program guide (EPG) and the HTC remote, the TV app gives you full control of your TV entertainment.

The TV app lets you easily tune into your preferred shows, get reminded when your favorite show is on, see what shows are coming up, and more.

The TV app is only available in selected countries.

Setting up the TV app

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

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

Depending on your location, you may be asked to enter your postal code or select your region.

3. Choose your cable provider, and then tap **Next**.
4. Select the channels included in your cable package, and then tap **Next**. Otherwise, let TV select the channels and tap **Skip**.
5. Select your video on demand services, and then tap **Next**.

The available video on demand services depend on your location.

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

Using the EPG

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

The first time you tap a now showing program on the EPG, you'll be asked to set up HTC remote. See Setting up your remote control on page 92.

1. Open the TV app. The Today tab displays your favorite shows and channels.
2. On the Today tab, you can:
   - Tap a show thumbnail under the Now showing on TV section to watch it on your TV screen.
   - Tap ■■■ below the show thumbnail to check the show's title, cast, and synopsis.
   - Swipe up to check your upcoming favorite shows.
   - Tap ▼ to change the type of shows you want to display on the EPG or to view the channel guide.

To add or remove favorite shows, show or hide channels, set reminders, and more, tap ⋮ > **Settings**.

Scheduling TV programs

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

1. Open the TV app.
2. Swipe up the Showing next on TV section or go to the This week tab. Or if you've selected **Movies**, **TV Programs**, or **Sports** to display on the EPG, go to the On later tab.
3. Tap a show thumbnail, tap an episode under the Upcoming section, and then tap a show schedule that you want to be reminded of. The reminder set icon appears.

Before the show starts, you'll receive an upcoming event notification. Open the notification and then tap the link to view the show details and watch the show as it starts.

Watching on demand videos

Do you want to see what shows are available on demand? The TV app keeps you updated on current and upcoming on-demand movies and TV shows. Instantly watch them on HTC One or on your TV using the HTC Media Link HD (sold separately).

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

1. Open the TV app.
2. On the Today tab, do any of the following:
   - Swipe up to the Available on demand section.
   - Tap ▼, select **Movies**, **TV Programs**, or **Sports**, and then go to the On demand tab.
3. Tap a show thumbnail, and then tap the video on demand service that you want use to watch the show.

To add or remove video on demand services, tap ⋮ > **Settings** > **Provider information**.

Setting up your remote control

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

- Set up the Electronic Program Guide (EPG) first.
- Make sure HTC One has an Internet connection.

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

The TV option can't be deselected.

5. Select the brand of your TV, and then tap **Next**.
6. Make sure your TV is off, and then tap **Next**.

7. Point HTC One towards the TV and tap the blinking button on the screen.
8. Tap **Yes** if HTC remote was able to turn on your TV, and then follow the onscreen instructions to continue setting up the other devices.
    - If the TV didn't turn on, tap **No**. HTC remote will try another remote control profile.
    - If HTC remote doesn't find a matching remote control profile, you'll need to manually set up the remote control.

To add, edit, or delete remotes, tap > > **Add a remote** (or **Edit/delete**).

Customizing the remote control buttons

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

- The channel enter button should not be changed.
- All of the buttons on the tab should control the same device.

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

Red buttons are buttons that have not been configured.

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

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

9. Press until you exit the Button setup mode.

Controlling your TV with HTC remote

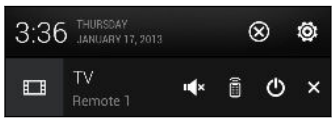
Turn the TV, set top box, or home theater system on or off	Tap , and then tap the **On/Off** button next to the device name.
Change the input source for the TV or home theater system	Tap , and then tap the **Input** button next to the device name.

Change channels, adjust or mute the volume, and more	Tap CH.
Enter channel numbers directly	Tap .
Switching between recently watched channels	On the number pad, tap . You can also switch to a recently watched channel in the Notifications panel.
Access the playback controls	Tap .
Switching remote control profiles	Tap , and then tap another remote control.

Controlling your TV from the Notifications panel

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

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



HTC Watch

About HTC Watch

With our HTC Watch online video service, shop for your favorite movies or TV series and enjoy watching them.

You can:

- Rent or purchase movies and TV shows. You'll need to create your HTC Watch account first.
- Preview trailers before purchasing your movies.
- Recommend a movie or TV show to your family and friends.
- Watch your purchased videos on up to five HTC devices that have access to HTC Watch using your same account.

HTC Watch is only available in selected countries.

Creating or signing in to your HTC Watch account

1. Open the Watch app.
2. Tap > **Settings** > **Account**.
3. Create a new HTC Watch account, or directly sign in if you already have your account.

Renting or purchasing a video

Make sure to use a credit card that's registered in the same region as the one associated to your HTC Watch account.

1. In the HTC Watch app, browse our video store, or tap to search for a title.
2. Tap a video to view details such as casting and synopsis.
3. While viewing, you can:
   - Watch the trailer, if available. Tap to play it.
   - Recommend the video by sharing its link. Tap > **Share** and then choose how you want to share.
4. Tap the price button to rent or purchase the video.
5. If this is your first time to rent or purchase, add your credit card details and billing information.
6. Confirm your rental or purchase.

You can go to your library to check your downloads.

Managing your downloads

Manage your downloads and see all of your purchases. You can also start watching a video as it's being downloaded.

Under the My library section of the HTC Watch main screen, you can:

- Tap **Downloading** to check the download progress of your purchased or rented videos.
- Tap **My movies** or **My TV shows** to see a complete list of videos you've purchased or rented.

While a video is being downloaded, you can tap the video to start watching it. You can also pause a download, resume it, or redownload a video.

Changing settings

In the HTC Watch app, tap > **Settings**. You can modify your account settings, edit or remove your credit card info, and more.

Checking what's linked to your HTC Watch account

When you download movies or TV shows from the video store, your HTC device will automatically be added to your HTC Watch account. If you own more than one HTC device that has access to HTC Watch, you can download and watch videos on up to five devices. You can check what HTC devices are linked to your HTC Watch account.

1. In the HTC Watch app, tap ⋮ > **Settings**.
2. Tap **Device management**.

You can unlink and remove an HTC device from your account.

Removing your HTC Watch account

1. In the HTC Watch app, tap ⋮ > **Settings**.
2. Tap **Account**, and then tap your account name.
3. Tap ⋮ > **Remove**.
4. Tap **Remove account**.

Top questions on HTC Watch

Why am I asked to sign in again to my account?

Whenever a time interval (about 20 minutes) has passed, you'll be asked again to sign in to your HTC Watch account before you can continue to rent or purchase videos or access some settings. This is a safety precaution to check your identity and to ensure that you acknowledge that it is your account.

How long is the rental period of a video?

Depending on the studio's terms and the country where you downloaded the video, the rental period is either 24 or 48 hours, starting from the first viewing.

If you're not immediately watching the video, you have up to 30 days before the rental expires.

Why won't HTC Watch allow me to remove a device and add a new one?

You can only remove an HTC device once every 120 days.

Wireless display

Sharing on a big screen

Share what you're viewing on HTC One onto a big screen TV.

- If you have a home theater system that's DLNA® compliant, you can share your photos, videos, movies, and music from HTC One to your TV through your home Wi-Fi network.
- Don't have a DLNA setup at home? Don't worry. Just purchase the HTC Media Link HD and hook it up to your HDMI TV. You can then wirelessly share what you're viewing or listening on HTC One to your TV.

About HTC Media Link HD

You can plug in HTC Media Link HD to any TV with HDMI port, and use it to display content wirelessly to your TV.

HTC Media Link HD is sold separately.

Easy to set up and use

With just a three-finger swipe, connect HTC One to HTC Media Link HD and share on the big screen.

Multitask with dual-screen display

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

- Viewing a video in Gallery
- Playing music in the HTC Music app
- Watching a trailer, purchased movie, or rented show in HTC Watch

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

Turns your TV into a digital photo frame

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

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

Sharing your media on DLNA devices

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

1. Connect HTC One to your home network via Wi-Fi.
2. Open the Gallery, HTC Watch, or Music app.
3. Locate the media stored on HTC One that you want to share, and then tap it.
4. Do one of the following:

While viewing photos or videos in Gallery	Tap the screen to show the controls, and then tap ⋮ > **Select player**.
While playing music in Music	Tap ⋮ > **Select player**.
While playing a movie in HTC Watch	Tap the screen to show the controls, and then tap ⋮ > **Select player**.

5. Choose the device on your network where you want to play the media.
6. Once connected to the other device, tap the onscreen controls to control playback, adjust the volume, and more.

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

Storage

Phone storage

Types of storage

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

HTC One has these storage types:

Phone storage	This storage combines both the internal storage, where apps, email, data, and text messages are stored, and the file storage, where photos, videos, and music files are kept. When you are running out of phone storage, you can free up space by uninstalling apps, changing download settings, or moving files to your computer or to an online storage service.
USB storage	When you plug in an external USB storage device (such as a USB flash drive or an SD card reader), you can view photos and videos stored on the device right from Gallery and play songs stored on the device in Music. You can also open PDFs and edit Office documents. You need a USB On-The-Go micro cable adapter to connect HTC One and a USB storage device. HTC One supports USB storage devices (except portable hard drives) up to 64 GB.
Online storage	If you're using an online storage account that's accessible from HTC One, you can store your files to your online storage.

Copying files to or from HTC One

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

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

Making more storage space

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

Run the storage wizard

Easily free up space in the phone storage by cleaning the application cache, uninstalling apps, and changing settings so that only the most recent data is kept. In Settings, tap **Storage** > **Make more space**.

Store files in Dropbox

Photos, email attachments, and other documents can be stored in Dropbox and accessed anywhere you are. You can set the Camera app to automatically upload photos to Dropbox.

Manage photos and videos

- Set the Camera app to automatically upload to a photo-sharing site or online storage. When you reach the storage limit, just delete all your photos. You can retrieve them from the photo-sharing site or online storage when needed.
- After taking continuous camera shots, keep only the best shot and discard the rest.
- After editing a photo or trimming a video, the original file is kept. You can delete original files or move them to online storage or to your computer.
- If you are only sending videos through MMS, use a lower resolution. High-resolution video takes up more space. In Camera settings, tap **Video Quality** to change the resolution.

Back up apps data

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

Disable some apps

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

Encrypting data on HTC One

You can encrypt data such as your online accounts, settings, music files and other media. After encryption, you will need to enter the screen lock PIN or password to turn on your phone and access the data.

- Set a lock screen PIN or password before encrypting your data.
- Fully charge the battery and keep HTC One connected to the power adapter during encryption. The encryption process takes about an hour.
- You cannot undo encryption. If you want to return to an unencrypted phone, you must perform a factory reset.

1. Slide the Notifications panel open, and then tap .
2. Tap **Storage** > **Phone storage encryption**.
3. Tap **OK**.
4. Enter the lock screen PIN or password, and tap **Next**.
5. Tap **OK**.

Encryption starts and the progress is displayed. The phone may restart a few times.

When the encryption process is complete, enter your PIN or password.

Dropbox integration

Using Dropbox on HTC One

When you use Dropbox, you'll always have access to your photos, videos, and documents – on HTC One, your computer, and your other mobile devices where you have Dropbox access.

On HTC One, sign in to your Dropbox account so you can:

- Enjoy an additional 23GB of free Dropbox storage for two years.
- Access your photos and videos that are stored in Dropbox right from Gallery.
- No more large attachments when sharing by email. Simply send a link to your Dropbox files.
- View and edit Office documents that are stored in Dropbox.
- View PDFs that are stored in Dropbox.
- Save documents, such as from email attachments, directly to Dropbox.
- Check your remaining Dropbox storage space anytime.

If the Dropbox app is not preloaded, you can download and install it from Google Play.

About the additional free Dropbox storage offer

The additional 23GB Dropbox storage is a special offer that's available on HTC devices using Android with HTC Sense 4.0 or later, and have Dropbox preloaded. This offer is available to both new and current Dropbox users.

Additional terms and requirements may apply (including a subscription fee) after your two year trial ends.

- To get the additional 23GB of Dropbox storage free for two years, please sign in to your Dropbox account from HTC One (and not from your computer or other non-HTC devices), and complete the getting started guide on the Dropbox website (www.dropbox.com/gs).
- If you don't have a Dropbox account yet, you can create a new account from HTC One or from your computer at www.dropbox.com.
- This additional free storage is a one-time offer only. You're eligible to use this offer only on one HTC device.

Please visit the Dropbox website (http://www.dropbox.com/help/249) for full terms and conditions.

Setting up your Dropbox account

To get your additional 23GB of free Dropbox storage for two years, set up your Dropbox account from HTC One, and complete the getting started guide on the Dropbox website.

1. Slide the Notifications panel open, and then tap > **Accounts & sync**.
2. Tap > **Dropbox**.
3. Follow the onscreen instructions to create or sign in to your account.
4. Using your computer's web browser, go to the Dropbox website (www.dropbox.com), log in to your account, and complete the getting started guide.

You can also open the Dropbox app to set up your account.

Sharing your photos and videos on Dropbox

Use Gallery to upload your photos and videos to Dropbox. You can then share the link to your Dropbox so that your friends can see your photos and videos.

Uploading your photos and videos to Dropbox from Gallery

1. Open the Gallery app.
2. Tap **My photos**, and then tap the album that contains the photos or videos you want to share.
3. Tap **Share** > **Dropbox**.

4. Select the photos or videos you want to upload, and then tap **Next**.
5. Create or choose a folder in Dropbox, and then tap **Upload**.

To view your uploads right from Gallery, put them under the Photos folder in your Dropbox. Or under Photos, create a folder and upload them to this folder.

Auto uploading camera shots

Your new camera shots will be uploaded automatically, if you turned on the Camera Upload feature when you set up your Dropbox account on HTC One. If you didn't turn it on before, you can enable it in the Dropbox settings.

1. Open the Dropbox app.
2. Tap > **Settings** > **Turn On Camera Upload**.
3. Choose the type of Internet connection to use for uploading your captured photos and videos to Dropbox.
4. Tap **Turn on**.

Viewing your uploaded photos and videos from Gallery

The Camera Uploads folder and subfolders under the Photos folder in your Dropbox can be accessed from Gallery. They will appear as albums.

1. Open the Gallery app.
2. Tap **My photos**.
3. Tap > **Albums** > **Dropbox**.
4. When you see a message that shows HTC Sense wants to access Dropbox, make sure you tap **Allow**.
5. Tap an album to view the photos and videos in it.

Sharing the link to your Dropbox

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

1. From the Gallery Albums screen, tap **Dropbox**.
2. Do one of the following:
   - Tap an album to share, and then tap **Share**.
   - To share a single photo, tap it to display it, then tap it again and tap **Share**.
3. Choose how you want to share the link to this album or photo, such as sending it by email or posting it to your social networks.

You can also use the Dropbox app. Tap that appears next to the album or file, and then tap **Share**.

Sending the links to Dropbox files by email

No more attaching files to your email. Using the Mail app, you can easily include the links to your Dropbox files and send them in your email.

1. Open the Mail app.
2. If you have several email accounts, switch to an email account you want to use.
3. Create a new email message and fill in your recipients, or reply to an email.
4. You can:
   - Tap > **Document**, and then choose a document type.
   - Tap > **File** if you want to choose any file type.
5. Press and then tap **Dropbox**.
6. Open the folder that contains the files that you want, and then select the files you want to share.
7. Tap **Done**.

   You'll then see the links to your selected files added to your email message.
8. Tap **Send**.

Keeping your documents in Dropbox

Saving an Office document to Dropbox

You can open an Office document on HTC One and save it to your Dropbox.

1. Open an Office document, such as one that's attached to an email.
2. Tap > **Save as**.
3. Enter a new filename.
4. Tap > **Dropbox**.
5. Tap **Save**.

Your document will be saved to the Polaris Office folder in the root of your Dropbox folder.

To save the document to another Dropbox folder, tap > **Share** > **Dropbox**. Create or select a folder, and then tap **Upload**.

Editing an Office document in Dropbox

You can edit a document that's stored in your Dropbox and save your changes.

1. Open the Dropbox app.
2. Open the folder that contains the document you want.
3. Tap the document to open it.

4. To make changes, tap .
5. After editing the document, tap or tap > **Save as**.

Saving a PDF document to Dropbox

You can open a PDF document on HTC One and save it to your Dropbox.

1. Open a PDF document, such as one that's attached to an email.
2. Tap > **Save as**.
3. Enter a new filename.
4. Tap > **Dropbox**, and then tap **OK**.

Your document will be saved to the PDFViewer folder in the root of your Dropbox folder.

To save the PDF to another Dropbox folder, tap > **Share** > **Dropbox**. Create or select a folder, and then tap **Upload**.

Checking your Dropbox storage space

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

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

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

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

Unlinking HTC One from Dropbox

You can remotely unlink HTC One from your Dropbox, if you lost your device.

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

Sync, backup, and reset

Online sync

Adding your social networks, email accounts, and more

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

1. 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.

In **Settings** > **Accounts & sync**, tap the Auto sync **On/Off** switch to turn automatic sync of all your accounts.

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 One. If you add more than one Google Account, you can switch between accounts in apps such as Gmail and choose which account to back up your settings to.

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.

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 One or on your computer, open your web browser
2. Go to www.google.com/accounts/recovery.
3. Select the option for retrieving your password, and then enter the email address or username that you use to sign in to your Google Account.
4. Click **Continue**.
5. Follow the instructions on the screen to reset your password.

Syncing your accounts

1. Slide the Notifications panel open, and then tap > **Accounts & sync**.
2. You can:
   - Tap the Auto sync **On/Off** switch to turn automatic sync of all your accounts on or off.
   - Manually sync individual accounts. Tap an account type (such as for Exchange ActiveSync), and then tap the account you want to sync. On the Account settings screen, tap > **Sync now**.

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

Removing an account

You can remove an account to delete all information associated with it from HTC One. 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 an account type. If multiple accounts are supported (such as for Exchange ActiveSync), tap the account you want to remove.
3. Tap > **Remove**.

Backup

Ways of backing up files, data, and settings

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

HTC Backup

Use the built-in HTC Backup to back up your accounts, apps, settings, and more to the cloud so that it will be easier to restore them on HTC One (after a factory reset) or newer phone. For details, see Using HTC Backup on page 109.

HTC Sync Manager

Use HTC Sync Manager to import music, photos, and videos to your computer. You can also sync locally stored contacts, calendar events, bookmarks, documents, and playlists to your computer. For details, see Syncing your media and data with HTC Sync Manager on page 112.

Other backup options

Separately back up other data and file types if they're not supported in HTC Backup and HTC Sync Manager.

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

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

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

Using HTC Backup

Save the time and frustration of restoring your content when you do a factory reset or you lose, damage, or buy another phone. On HTC One, use HTC Backup to do a regular backup to the cloud so you can easily restore your content next time.

HTC Backup uses your Dropbox storage to keep your content. The types of content that it can back up and restore include the following:

Home screen settings	These include your Home screen feed settings, widgets, and Home screen layout.
Accounts and passwords	Except for some accounts (such as Facebook® and Google), HTC Backup can store the login credentials of the email and social network accounts that you've set up on your phone.
Apps and settings	These include your web bookmarks, personal dictionary (of the keyboard), Wi-Fi networks, settings in the TV app (such as favorites and reminders), apps you've installed, and over 150 other settings.

Backing up HTC One

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

Turning on HTC Backup will disable backup of settings to Google servers.

1. Slide the Notifications panel open, and then tap .
2. Tap **Backup & reset**.
3. Tap the Backup **On/Off** switch.
4. Choose HTC Account as your backup account, and sign in to your account.

- You can sign in with your HTC Account or Facebook account.
- If you're already signed into your Google Account, tap it to change your backup account to your HTC Account.

5. Sign in to Dropbox, if you haven't done so.

Once your phone has finished backing up, you'll see the last backup date and time under Backup history.

To manually start a backup, tap **Back up now** under Backup history.

Restoring content to your phone

If you used HTC Backup to back up HTC One, you can restore your content after a factory reset, or to a new HTC phone over Wi-Fi.

1. Turn on your phone, choose to restore content, and then select **Restore from HTC Backup** on the Set up phone screen.
2. Sign in using your HTC Account or Facebook, depending on which account you used to back up your phone before.
3. Sign in to Dropbox, and choose to allow HTC Backup to access Dropbox. Your backup history will then be displayed.
4. Select a backup, and then tap **Next**.
5. Wait for your accounts and settings to be restored.
6. Tap **OK** to continue restoring your previously installed apps.

Backing up your text messages

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

1. Open the Messages app.
2. Tap ⋮ > **Back up/Restore SMS** > **Back up** > **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. Open the Messages app.
2. Tap ⋮ > **Back up/Restore SMS** > **Restore**.
3. Choose how you want to restore the messages, and tap **Next**.
4. Tap the backup file to import.
5. Tap **OK**.

Backing up text messages by email

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

1. On the Messages screen, tap ⋮ > **Back up/Restore SMS**.
2. Tap **Back up** > **Back up SMS via mail**.

   The back up file is attached to an email.
3. Enter your email address.
4. Compose your email message, and then tap **Send**.

To restore your text messages to HTC One, open the email message with the backup file attachment from the Mail app. Tap the attachment to download it first, and then tap it again to open the backup file to import.

Backing up your contacts

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

Backing up your personal dictionary

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

1. Slide the Notifications panel open, and then tap ⚙ > **Language & keyboard**.
2. Tap **HTC Sense Input**.
3. Tap **Personal dictionary** > ⋮ > **Back up to storage** or **Back up to email**.
4. When prompted, tap **OK**.

Importing your personal dictionary

1. Slide the Notifications panel open, and then tap > **Language & keyboard**.
2. Tap **HTC Sense Input**.
3. Tap **Personal dictionary** > > **Restore from storage**.
4. When prompted, tap **OK**.

HTC Sync Manager

Syncing your media and data with HTC Sync Manager

With HTC Sync Manager, enjoy the same rich media whether you're at your computer or on the move. Use it also to store your same contacts, important documents, and other data on both your HTC phone and your computer.

HTC Sync Manager supports both Windows and Mac. You can:

- Import music, photos, and videos from your computer and manage them in HTC Sync Manager.
- Import iTunes® and Windows Media® Player playlists from your computer to HTC Sync Manager.
- Play music, videos, and playlists using the built-in player.
- Copy music, photos, and videos from your phone to your computer.
- Sync playlists and information such as contacts, calendar, documents, and web bookmarks between your phone and your computer.
- Easily transfer iPhone photos, videos, messages, contacts, and more to your HTC phone.
- Browse and manage files on your phone (Mac only).

Installing HTC Sync Manager on your computer

- For trouble-free installation, first quit all running programs and temporarily exit from your anti-virus program before you start installing HTC Sync Manager.
- You need to have administrator rights if you're installing HTC Sync Manager on Windows Vista® or later versions.

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

To check for and download new updates, click > **Check for updates** in HTC Sync Manager.

Transferring iPhone content to your HTC phone

With HTC Sync Manager, easily transfer iPhone content such as contacts, messages, wallpaper, camera photos and videos, and more to your HTC phone.

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

1. Connect your iPhone and your HTC phone to your computer.
2. In HTC Sync Manager, click **More** > **TRANSFER**.
3. Click the **Get Started** button.
4. If you haven't used iTunes to back up your iPhone content to your computer, please do so before proceeding.
5. Click **Next**.
6. Select your iPhone backup file, and then click **OK**.
7. Select the types of content you want to transfer to your HTC phone. Also choose whether to replace the content on your HTC phone with the iPhone content.
8. Click **Start**.

Copying or removing media on your phone

Easily copy music, photos, and videos, entire albums, or playlists from your computer to your phone.

1. Connect your phone to your computer. Media that have already been copied to your phone will have the icon on their thumbnails.
2. Click a thumbnail to select it. Or, select several media for transfer.
3. Click one of these icons:

	Copy the selected media to your phone.
	Remove the selected media from your phone.

Syncing data between your phone and your computer

Set up HTC Sync Manager to sync contacts, calendar events, and web bookmarks between your phone and your Windows or Mac computer.

You can sync your phone with the following applications on your computer:

- (On Windows) Outlook® 2003, Outlook 2007, or Outlook 2010.
- (On Mac) Apple® Contacts, Apple Address Book, Apple Calendar, Apple iCal, or Outlook 2011 for Mac.
- Web browser such as Internet Explorer®, Firefox®, or Google Chrome.

1. Connect your phone to your computer.
2. In HTC Sync Manager, click **More**.
3. Select the check boxes of the data types you want to sync.
4. Click **Settings** on the different data types to customize sync settings. You can:
   - Choose the application you want to sync your phone with.
   - For your calendar, choose from when you want to start syncing events.
   - Choose whether to keep the data on your phone or your computer when there's conflicting data.

If there are conflicting bookmarks on your phone and your computer, HTC Sync Manager always keeps the bookmarks from your computer.

5. Click if this is your first time to sync. To allow HTC Sync Manager to auto sync your data and files (such as documents and media) next time, select **Sync automatically whenever the phone connects**.

Syncing music, photos, and videos from your phone to your computer

Set HTC Sync Manager to import all music, photos, and videos from your phone to your computer.

1. Connect your phone to your computer.
2. Do any of the following:
   - To copy music from your phone to your computer, click **Music** > **SETTINGS**, and then select **Copy all music from phone**.
   - To copy photos and videos from your phone to your computer, click **Gallery** > **SETTINGS**, and then select **Automatically import photos and videos from phone**.

Select **Delete photos and videos from phone after importing** if you want to remove the photos and videos from your phone after the transfer.

3. Click **Apply** (Windows only).
4. Click if this is your first time to sync. To allow HTC Sync Manager to auto sync your media and other items (such as documents and data) next time, click **More** > **SYNC SETTINGS**, and then select **Sync automatically whenever the phone connects**.

Syncing playlists between your phone and your computer

Set HTC Sync Manager to sync iTunes and Windows Media Player playlists between your phone and your computer.

1. Connect your phone to your computer.
2. Click **Music** > **SETTINGS**, and then select **Sync selected playlist**.
3. Select the names of playlists that you want to sync.
4. Click **Apply** (Windows only).
5. Click if this is your first time to sync. To allow HTC Sync Manager to auto sync your playlists and other items (such as documents, media files, and data) next time, click **More** > **SYNC SETTINGS**, and then select **Sync automatically whenever the phone connects**.

Syncing documents from your computer to your phone

1. Connect your phone to your computer.
2. In HTC Sync Manager, click **Files** > **SYNC SETTINGS**.
3. Select the **Sync documents** option.
4. Click **Add**, and then choose the folder that contains the documents you want to sync to your phone. You can add several folders.
5. Click if this is your first time to sync. To allow HTC Sync Manager to auto sync your documents and other items next time, click **More** > **SYNC SETTINGS**, and then select **Sync automatically whenever the phone connects**.

Getting help

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

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

Reset

Restarting HTC One (Soft reset)

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

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

HTC One not responding?

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

Press and hold the POWER button for at least 10 seconds. HTC One then restarts.

Resetting HTC One (Hard reset)

If you're passing HTC One on to someone else or HTC One has a persistent problem that cannot be solved, you can perform a factory reset (also called a hard reset or master reset).

Factory reset will remove apps you've downloaded and installed, your accounts, as well as system and app data and settings. Be sure to back up any data and files you want to keep before you do a factory reset.

Performing a factory reset from settings

1. Slide the Notifications panel open, and then tap ⚙.
2. Tap **Backup & reset**.

3. Tap Reset phone.
4. If you also want to permanently delete media and other data on HTC One, select Erase all data.
5. Tap OK.

Performing a factory reset using hardware buttons

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

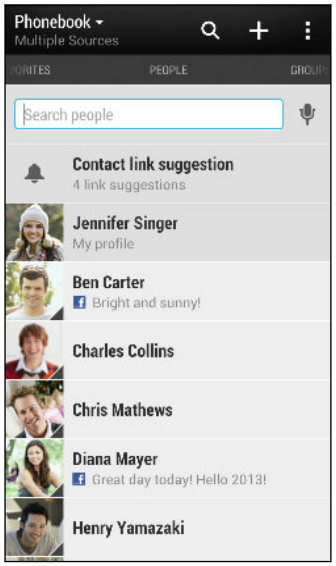
1. Press and hold the VOLUME DOWN button, and then press and hold the POWER button.
2. Wait for the screen with the three Android images to appear, and then release the POWER and VOLUME DOWN buttons.
3. Press VOLUME DOWN to select FACTORY RESET, and then press the POWER button.

People

Your contacts list

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

1. Open the People app.



2. On your contacts list, you can:

   - View your profile and edit your contact information.
   - Create, edit, find, or send contacts.
   - See status updates.
   - Tap a contact photo to find ways to quickly connect with the contact.
   - See a notification icon when a contact has sent you new messages.
   - Check out who's online in Google Talk™. Online status icons are displayed if you're signed in to Google Talk.

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

Filtering your contacts list

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

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

Finding people

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

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

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

Setting up your profile

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

1. 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**.

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

Adding a new contact

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

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

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

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

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

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

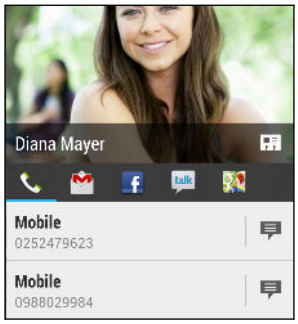
Editing a contact's information

Social network contacts cannot be edited.

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

Getting in touch with a contact

1. Open the People app.
2. Tap a contact's photo (not the name), and then choose how you want to get in touch with that contact.



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

Importing or copying contacts

Importing contacts from your SIM card

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

Importing a contact from an Exchange ActiveSync account

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

Copying contacts from one account to another

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

Contacts from your social network accounts may not be copied.

3. Select a contact type or account you want to save to.

Merging contact information

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

Accepting contact link suggestions

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

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

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

Manually merging contact information

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

Breaking the link

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

Sending contact information

1. On the People tab, do one of the following:

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

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

Sending multiple contact cards

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

Contact groups

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

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

Creating a group

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

Sending a message or email to a group

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

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

Editing a group

1. On the Groups tab, press and hold the group, and then tap **Edit group**.
2. You can:
   - Change the group name. You can only change the name for groups that you have created.
   - Add more contacts to the group. Tap ⋮ > **Add contact to group**.
   - Rearrange the group members. Press and hold ☰ at the end of the contact's name, and then drag it to its new position.
   - Select the contacts you want to remove from the group.
3. Tap **Save**.

Managing your contact groups

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

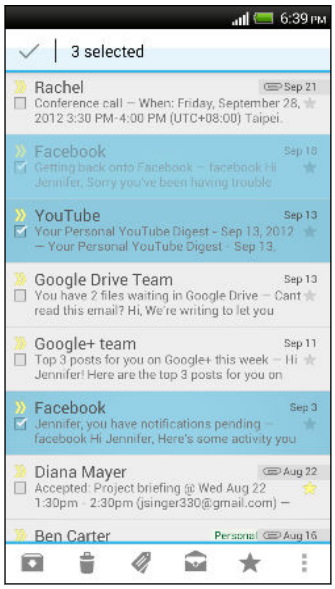
Email

Gmail

Viewing your Gmail Inbox

All your received email messages are delivered to your Inbox.

Open the Gmail app.



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.
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.
Get help	In the Gmail inbox, tap ⋮ > **Help**.

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 ⋮, and then tap the attachment type.
5. Tap ➤ to send.

Replying to or forwarding email messages in Gmail

1. In the Gmail inbox, tap the email message or conversation.
2. To reply to the sender, tap ↩. Or, tap ⋮ and choose whether to **Reply all** or **Forward**.

3. Do one of the following:
   - If you're replying to the sender or you selected **Reply all**, enter your reply message.
   - If you selected **Forward**, specify the message recipients.

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

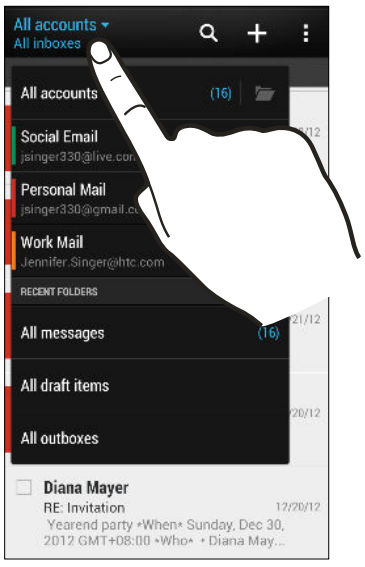
4. Tap ➤ to send.

Mail

Checking your mail

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

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



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

Organizing your inbox

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

1. Switch to the email account that you want to use.
2. In the inbox, tap ⋮ > **Filters**.
3. Select the tabs you want to add to the inbox, and then tap **Done**.
4. Swipe to the added tab to check your email messages.

Sending an email message

1. Open the Mail app.
2. Switch to the email account that you want to use.
3. Tap +.
4. Fill in one or more recipients.

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

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

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

Resuming a draft email message

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

Reading and replying to an email message

1. Open the Mail app.
2. Switch to the email account you want to use.

3. In the email account inbox, tap the email message or conversation you want to read.

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

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

Tap for more actions for the email.

Saving an email message in the Tasks app

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

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

Managing email messages

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

Sorting email messages

Customize how you sort your email messages.

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

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

Moving email messages to another folder

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

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

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

Deleting email messages

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

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

3. Tap **Delete**.

Searching email messages

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

Searching for emails from a contact

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

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

Working with Exchange ActiveSync email

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

Flagging an email

1. Switch to your Exchange ActiveSync account.
2. While viewing the inbox, tap the flag icon that appears beside an email message or conversation.

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

Setting your Out of the office status

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

Sending a meeting request

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

Adding an email account

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

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

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

Some email accounts allow you to set the sync schedule. By default, HTC One uses Smart Sync to save battery power. See What is Smart Sync? on page 130.

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

What is Smart Sync?

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

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

Travel and maps

Location settings

Turning location services on or off

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

1. Slide the Notifications panel open, and then tap > **Location**.
2. Select or clear the location sources you want to turn on or off.

Google Maps

About Google Maps

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

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

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

Getting around maps

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

To find your location with Google Maps, you need to enable location sources.

1. Open the Maps app.
2. Tap to show your current location. The blue marker or shows your current location on the map.
3. Tap to turn Compass mode on or off. In Compass mode, the map changes to an angled view and automatically orients itself depending on the direction you're facing.

Checking the details of a location

1. Press and hold a location on the map. A balloon opens over the location, with the name of the location, a part of the address, and a thumbnail from Street View (if available).
2. Tap the balloon to see more information. You can get directions to the location, check for nearby places of interest, and more.

Searching for a location

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

1. In Maps, tap .
2. Enter the place you want to search for in the search box.
3. Tap the **Enter** key on the keyboard to search for the location you entered or tap a suggested search item. The search results are displayed as markers on the map.
4. Do any of the following:
   - Tap a marker . A balloon then opens, showing the location's name. If that's what you're looking for, tap the balloon.
   - Tap **Results list** to show the search results as a list, and then tap the location.

   Details about the selected location displays on the screen.
5. Tap the onscreen buttons to view the location on a map, get directions, view the location in Street View (if available), and more. Scroll down the screen to view more options.

Clearing the map

After searching on a map, you can clear away the various markers drawn on it.

Tap > **Clear Map**.

Searching for a place of interest near you

Use Google+™ Local to find places of interest near your current location. Google+ Local uses Google Maps to search common places that you would want to find, such as the nearest gas station or ATM kiosk.

- Before using Google+ Local, you need to enable location sources.
- The name of the Google+ Local app may differ depending on the Google Maps version installed.

1. Open the Local app.
2. Tap the type of place you want to search, or tap to enter what you're looking for. When several places are found, the search results appear as a list.
3. You can:
   - Tap **Map view** to see where these places are on the map.
   - From the search results list, tap a place to view more information.

Getting directions

Get detailed directions to your destination. Google Maps can provide directions for travel by foot, public transportation, or car.

1. While viewing a map, tap .
2. Do any of the following:
   - Use your current location as the starting point, or enter a location from where to start in the first text box. Then enter your destination in the second text box.
   - Tap to select an address from your contacts or a point that you tap on a map.

If the place you've set as your destination has several locations available, choose which one to go to.

3. Choose how you want to get to your destination.

If you're taking public transportation, select your transit preferences.

4. Tap **Get directions**.

If driving or walking, tap **Directions list** to view the directions in a list. You can also tap the arrow buttons on the map to follow the directions.

When you're finished viewing or following the directions, tap to reset the map. Your destination is automatically saved in the Google Maps history.

Finding your friends with Google Latitude (available by country)

Google Latitude® user location service lets you and your friends share locations and status messages with each other. It also lets you get directions to your friends' locations, send your location details by email, and more.

Your location is not shared automatically. You must join Latitude, and then invite your friends to view your location or accept their invitations. Only friends that you have explicitly invited or accepted can see your location.

Opening and joining Latitude

1. Open the Maps app.
2. While viewing a map, tap ◢ > **Join Latitude**.

You can access Latitude from Maps whenever you have an Internet connection. In Maps, tap ◢ > **Latitude**.

Downloading offline maps

Do you frequently visit a specific area or place? Download an offline map so you can quickly access that map and save on bandwidth too.

Offline maps may not be available in all countries or regions.

1. Open the Maps app.
2. Tap ⋮ > **Make available offline**.
3. Move the portion of the map you want to download within the cropping square.

To reduce the size of the map, zoom in to get only the portion of the map you need.

4. Tap **Done**.

Viewing offline maps

1. Open the Maps app.
2. Tap ◢ > **My Places**.
3. Slide right to view the offline maps list.
4. Tap the map you want to view.

HTC Car

On the road with HTC Car

Now when you drive, you can easily use HTC One to reach your destination, keep you entertained, and help you stay in touch with the people that matter to you. Get easy access to music, maps, navigation, and phone calls with HTC Car.

1. HTC Car instantly launches when you mount HTC One in HTC Car Kit.
2. Swipe up or down to see what you can do in HTC Car.

When using HTC Car, return to the main screen from any other screen by pressing .

When you remove HTC One from HTC Car Kit, HTC Car will automatically exit.

You can also manually close HTC Car by pressing from the main screen.

Using voice commands in HTC Car

Don't feel like poking around on your screen while you're driving? Use your voice to control HTC Car.

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

You can also tap **Speak** on the main screen in HTC Car.

2. Do one of the following:

Call someone	Say "Call [person's name in phonebook]"
Play music	Say "Play [song title, album, artist name, or genre]"
Play the radio	Say "Listen to [song title, artist name, or genre]"
Find something on the map	Say "Find [name of place, address, type of place]"

Playing music in HTC Car

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

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

Listening to Internet radio with TuneIn

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

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

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

Finding your way with HTC Car

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

Exploring what's around you

Feeling adventurous? With just a few taps, you can find interesting places around you quickly.

1. In HTC Car, tap **Navigation**.
2. Do one of the following:
   - Tap a category.
   - Tap to enter your own search keywords.

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

Finding places in HTC Car

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

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

3. Tap an item to see the place on the map.
4. Tap **Start** to get the directions.

Staying connected to your contacts

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

Handling incoming calls in HTC Car

When you receive an incoming call, you can easily answer or decline by speaking or tapping.

- If you hear a voice prompt, say "yes" or "no" to answer or decline a call.
- Tap **Answer** or **Decline**.

Making phone calls in HTC Car

- Tap **Dialer** to open the dialpad.
- Tap **People** and then browse a category or search by entering a name.
- Tap **Speak** and say "Call" and the person's name. For example, say "Call Jennifer Singer".

Customizing HTC Car

- To change the default behavior of HTC Car, tap **Settings**.
- To add more apps to HTC Car, tap + and select an app.

Google Play and other apps

Getting apps

Getting apps from Google Play

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

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

Finding and installing an app

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

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

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

Apps sometimes get updated with improvements or bug fixes. To automatically download app updates, tap **Allow automatic updating**.

To open the app, go to the All apps view and tap the app.

Restoring apps from Google Play

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

1. Open the Play Store app.
2. Tap ⋮ > **My Apps**.
3. Swipe to All tab, and then tap the app you want to restore.
4. Install the app.

For more details, refer to the Google Play help.

Downloading apps from the web

You can download apps directly from websites.

Apps downloaded from websites can be from unknown sources. To protect HTC One and your personal data, we strongly recommend that you only download from websites you trust.

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

Before you can install the downloaded app, make sure that you've set HTC One to allow installation of third-party apps in **Settings** > **Security** > **Unknown sources**.

Uninstalling an app

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

Most of the preloaded apps cannot be uninstalled.

From the All apps view, press and hold the app you want to remove, and then drag it to **Uninstall**.

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

Essential apps

Using the Clock

Get more from the Clock app than just the regular date and time. Use HTC One as a world clock to see the date and time in cities across the globe. You can also set alarms or track your time using the stopwatch or timer.

Setting the date and time manually

1. Open the Clock app.
2. On the World Clock tab, tap > **Local time settings**.
3. Clear **Automatic date & time** and **Automatic time zone**, and then set the time zone, date, and time as required.

Setting an alarm

You can set up one or more alarms.

1. Open the Clock app.
2. On the Alarms tab, select the check button of an alarm and then tap that alarm.
3. Under Set alarm, use the scroll wheels to set the alarm time.
4. If you want the alarm for multiple days, tap **Repeat**.
5. Tap **Done**.

- To turn off an alarm, clear the check button of that alarm.
- If you need to set more than three alarms, tap +.

Checking Weather

Use the Weather app and widget to check the current weather and weather forecasts for the next few days. In addition to your current location, you can view weather forecasts for other cities around the globe.

1. Open the Weather app. You'll see the weather where you are.
2. Swipe to the Hourly and Forecast tabs to view the forecasts in your current location.
3. To check the weather in other cities, tap ▼, and then select the city you want.
4. To add more cities, tap + and then enter the location.

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

Viewing the Calendar

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

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

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

Month view

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

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

Day and agenda views

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

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

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

Week view

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

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

Scheduling or editing an event

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

Editing events is not supported for all accounts.

1. Open the Calendar app.
2. On any Calendar view, do one of the following:

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

3. Enter and set the event details.
4. To invite contacts from your Google or Exchange ActiveSync account, tap .
5. Tap **Save**.

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

Checking your schedule for an event

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

1. When creating or editing an event, tap **Check calendar**.
2. Press and hold the event box, and then drag it to an available time slot.
3. Drag the top and bottom nodes to adjust the event's time duration. You'll see a message if there are conflicts with other scheduled events.
4. Tap **Done** to return to the event screen, and then save your event.

Choosing which calendars to show

1. In any calendar view, tap > **Accounts (Multi-calendar)**.
2. Select or clear an account you wish to show or hide.

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

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

Why aren't my calendar events showing up?

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

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

Sharing an event

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

1. Do one of the following:
   - While viewing an event, tap > **Forward**.
   - In day, agenda or week view, press and hold an event and then tap **Forward**.
2. Choose how you want to send the event.

Accepting or declining a meeting invitation

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

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

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

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

Dismissing or snoozing event reminders

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

1. Open the Notifications panel.
2. Spread your two fingers on the event notification to expand it, and then do one of the following:
   - Choose to snooze or dismiss all event reminders. Or, to quickly dismiss event notifications in the list, drag it left or right.
   - For a notification with multiple events, tap it to see the event list.
   - If you've invited guests, tap **Send mail** to send a quick response to the meeting attendees.
   - Press to keep the reminders pending in the notifications area of the status bar.

To add messages or edit your list of quick responses, open Calendar, and then tap > **Settings** > **Quick response**.

Fun apps

Watching videos on YouTube

Use the YouTube app to check out what's popular on the online video-sharing website.

1. Open the YouTube app.
2. Browse or search for a video.
3. When you find the video that you like, tap it.
4. While watching a video, you can:
   - Turn HTC One sideways to watch the video in full screen.
   - Tap the video screen to pause or to resume playback, or drag the slider to jump to a different part of the video.
   - Scroll down the video information panel to see the description, related videos, or comments from other viewers.

Want to watch the video at a later time instead? Tap > **Add to** > **Watch later**. You can access the video again from your account profile's Watch later list.

Tap the **YouTube** icon to return to the main screen.

Preloading videos

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

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

1. In the YouTube app, tap > **Settings** > **Preloading**.
2. Select what type of videos to preload.

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

Clearing the search history

1. In the YouTube app, tap > **Settings**.
2. Tap **Search** > **Clear search history**.

Listening to FM Radio

Tune in and listen to your favorite radio stations using the FM Radio app.

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

1. Open the FM Radio app.

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

2. While you're listening to an FM station, you can:

   - Tap or to go to the next or previous station.
   - Drag the slider to tune in to a frequency on the FM band. To fine tune the radio frequency, tap or .
   - Tap to mark a radio station as a favorite. To see your other favorites and preset stations, tap .

3. To turn off FM Radio, tap .

Switching to Kid Mode

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

1. Open the Kid Mode app.

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

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

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

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

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

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

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

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

Closing Kid Mode

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

Productivity apps

Keeping track of your tasks

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

Creating a task

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

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

4. Tap **Save**.

Managing tasks

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

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

Managing task lists

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

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

You can only delete lists that you created on HTC One.

Taking notes

Use Notes to jot down ideas, questions, and everything else. Type in text, record audio, attach photos and documents, and even link your notes to a meeting event in Calendar.

The first time you open the Notes app, you can take a quick tour and set up your Evernote® account. If you choose to skip this, you can log in to Evernote later in the **Accounts & sync** settings.

Creating a notebook

1. Open the Notes app.
2. On the Notes main screen, tap ▼ to open a selection menu, and then tap **New notebook**.
3. Type in a notebook title.
4. Tap **Local notebook** to save the notebook on HTC One or tap **Synchronized notebook** to sync your notes with your Evernote account.
5. Tap **Create**.

To open or switch to another notebook, simply tap ▼ again, and then tap a notebook name.

Composing a note

1. With a notebook opened, tap +.
2. Type in a note title.

3. Compose your note:
   - Tap on the note, and then start typing in your text.
   - Tap to start audio recording. Tap to stop recording.
   - Tap > **Attach** and choose a file type.
   - Tap to create a drawing and insert it in your note.
   - Tap to take a photo and insert it in your note.

To resize the photo, image, or drawing that you've attached to your note, press and hold the item, and then tap **Resize**.

4. Tap > **Save**.

To link a note to an event, tap > **Calendar**.

Creating a drawing

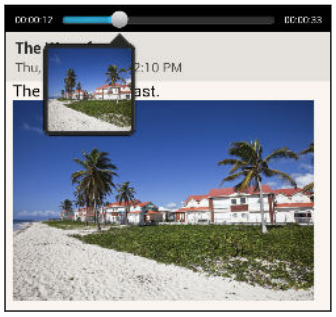
You can create a drawing, scribble, or illustration and include it in your note.

1. With a note opened, tap .
2. Choose a color to use.
3. Draw on the blank area using your fingertip.
4. If you need to erase a part of the drawing, tap and then move your finger left and right on the area that you want to erase. You can also tap > **Undo** to erase the last stroke you made.
5. To insert the drawing in your note, > **Save**.

Playing an audio recording in Notes

After recording a meeting, you can listen to the audio clip to review key points. If you took notes while audio recording, 'timemarks' (small colored nodes in the audio bar) are added to pin your notes within the audio recording's time frame.

1. Open a note where you have recorded a voice clip.
2. Tap ▶ to play the audio recording.
3. Tap ⏭ or ⏮ to go to the next or previous timemark. When you're moving from one timemark to another, you'll see a note thumbnail for a quick preview of what you noted down while recording.



You can also tap a particular item on your note to jump to its timemark and hear the audio you've recorded at that time.

Syncing notes

You can choose whether to automatically or manually sync your notes between HTC One and your Evernote account on the Web.

You need to log in to your Evernote account from HTC One to start syncing notes.

1. Open the Notes app.
2. To manually sync notes, tap ⋮, and then tap **Sync**.
3. To set Notes to automatically update, tap ⋮ on the All notes screen, and then tap **Settings** > **Accounts & sync**.
4. Tap your Evernote account, and then customize your sync settings.

Recording voice clips

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

1. Open the Voice Recorder app.
2. Hold the microphone near the sound source.

3. Tap to start recording a voice clip.

Voice Recorder can run in the background while you do other things on HTC One, except when you open other apps that also use audio functions.

4. Tap to stop recording.

To play back the voice clip, tap .

To see your recorded voice clips, tap . Press and hold a voice clip to see options for sharing, setting it as a ringtone, and more.

Internet connections

Data connection

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

HTC One is available in either a 3G or LTE version, depending on your region and mobile operator. You need an LTE plan to use your operator's 4G/LTE network for voice calls and data services. Check with your operator for details.

Turning the data connection on or off

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

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

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

Adding a new access point

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

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

1. Slide the Notifications panel open, and then tap .
2. Tap **Mobile data** > **Access point names**.
3. On the APNs screen, tap > **New APN**.
4. Enter the APN settings.
5. Tap > **Save**.
6. Select the new APN on the APNs screen.

Managing your data usage

If you're on a limited data allowance, it's important to keep track of the activities and apps that usually send and receive data, such as browsing the web, syncing online accounts, and sending email or sharing status updates.

Here are some other examples:

- Streaming web videos and music
- Tuning in to Internet radio
- Playing online games
- Downloading apps, maps, and files
- Refreshing apps to update info and feeds
- Uploading and backing up your files to your online storage account
- Using HTC One as a Wi-Fi Hotspot
- Sharing your mobile data connection by USB tethering

To help you save on data usage, connect to a Wi-Fi network whenever possible and set your online accounts and emails to sync less frequently.

Turning data roaming on or off

Connect to your mobile operator's partner networks and access data services when you're out of your mobile operator's coverage area.

Using data services while roaming may be costly. Check with your mobile operator for data roaming rates before you use data roaming.

1. Slide the Notifications panel open, and then tap .
2. Tap **Mobile data**, and then select or clear the **Data roaming** option.

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

Keeping track of your data usage

Monitor your data usage so you don't go over your monthly data allowance.

Data usage measured by HTC One may vary with your actual data usage.

1. Slide the Notifications panel open, and then tap .
2. Under Wireless & networks, tap **More**.
3. Tap **Usage**.

4. On the Mobile tab, select **Limit mobile data usage** to automatically disable your data connection when you reach the set limit.

   Then, drag the upper LIMIT line to set your monthly data limit.

5. Select **Alert me about data usage**, and then drag the lower ALERT line to set an alert before you reach your monthly data limit.

6. Tap **Reset data usage**, and then set the day of the month when your usage cycle resets. This date is usually the start of your monthly billing cycle.

7. Drag the vertical line markers to see how much data you've used during a particular time interval.

If you're connecting HTC One to another portable Wi-Fi hotspot, tap > **Mobile hotspots** to restrict background data from downloading that may incur extra data fees.

Viewing the data usage of apps

1. Slide the Notifications panel open, and then tap .
2. Under Wireless & networks, tap **More**.
3. Tap **Usage**.
4. On the Mobile tab, drag the vertical line markers to see how much data you've used during a particular time interval.
5. Scroll down the screen to see a list of apps and their data usage info.
6. Tap an app to see more details.

Wi-Fi

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**. You'll see the Wi-Fi icon in the status bar when connected.

The next time HTC One connects to a previously accessed secured wireless network, you won't be asked to enter the key or other security information again.

Preventing notifications from unsecured Wi-Fi networks

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

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

Connecting to a Wi-Fi network via WPS

If you're using a Wi-Fi router with Wi-Fi Protected Setup (WPS), you can connect HTC One easily.

1. 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**.
4. Tap > **WPS Push**, and then press the WPS button on your Wi-Fi router.

To use the Wi-Fi Protected Setup (WPS) PIN method, tap > **WPS Pin Entry**.

Disconnecting from the current wireless network

1. Slide the Notifications panel open, and then tap .
2. Tap **Wi-Fi**.
3. You can:
   - Tap the wireless network that HTC One is connected to, and then tap **Disconnect**.
   - If you want to remove the settings for this network, press and hold the network name, and then tap **Forget network**.

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.

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

You can set HTC One to automatically log into a public Wi-Fi network that you regularly use. This saves you the trouble of going through the Wi-Fi provider's web authentication every time you connect to their Wi-Fi network. Just add your login credentials to the WISPr (Wireless Internet Service Provider roaming) settings.

The access point of the Wi-Fi network needs to support the WISPr web portal. Consult the Wi-Fi provider for details.

1. Slide the Notifications panel open, and then tap .
2. Tap **Wi-Fi**.
3. Tap > **Advanced**.
4. Under WISPr settings, select the **Auto login** option.
5. Tap **WISPr account settings** > **Add a new account**.
6. Tap each item onscreen to enter the service provider name, your login name (with the full domain name), and password.
7. Tap > **Save**
8. Turn Wi-Fi on, and then connect to the public Wi-Fi network.

- If you have access to several public Wi-Fi networks, you can add up to five sets of login credentials to the WISPr accounts list.
- In the WISPr accounts list, press and hold an account to remove or edit it.

Connecting to 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.

Before you can connect to your organization's local network, you may be asked to:

- Install security certificates
- Enter your login credentials
- Download and install a required VPN app on HTC One

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

Adding a VPN connection

You must first set a lock screen PIN or password before you can use credential storage and set up the VPN.

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

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 status bar.

You can then open the web browser to access resources such as your corporate network intranet.

Disconnecting from a VPN

1. Slide the Notifications panel open.
2. Tap the VPN connection to return to the VPN settings screen, and then tap the VPN connection to disconnect from it.

Using HTC One as a wireless router

Share your data connection with other devices by turning HTC One 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 **Mobile network sharing** > **Portable Wi-Fi hotspot settings**.
4. Enter a router name or use the default router name.
5. 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 One as a wireless router.

6. Select the **Portable Wi-Fi Hotspot** option to turn on the wireless router.

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

Sharing your phone's Internet connection by USB tethering

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

- To make sure that the USB drivers for HTC One are up-to-date, install the latest version of HTC Sync Manager on your computer.
- Make sure your SIM card is inserted on HTC One.
- You may need to have USB tethering added to your data plan, and it may incur additional cost. Contact your mobile service provider for details.

1. Slide the Notifications panel open, and then tap .
2. Make sure that mobile data is turned on.
3. Under Wireless & networks, tap **More**.

4. Tap **Mobile network sharing** > **USB network setting** > **USB tethering**.

If you often switch between USB tethering and Internet pass-through, select **Smart network sharing** to automatically turn on the connection type you need whenever you connect HTC One with your computer.

5. Connect HTC One to your computer using the provided USB cable. The next time HTC One connects to a computer, it will remember your settings.

Connecting to the Internet through a computer

If you temporarily don't have Internet access on HTC One, you can still go online by using your computer's Internet connection.

- To make sure that the USB drivers for HTC One are up-to-date, install the latest version of HTC Sync Manager on your computer.
- You may need to turn off your local network's firewall. Also, if your computer connects to the Internet via PPP (e.g. Dial UP, xDSL, or VPN), Internet Pass-through will only support TCP protocol.

1. Slide the Notifications panel open, and then tap .
2. Under Wireless & networks, tap **More**.
3. Tap **Mobile network sharing** > **USB network setting** > **Internet pass-through**.

If you often switch between USB tethering and Internet pass-through, select **Smart network sharing** to automatically turn on the connection type you need whenever you connect HTC One with your computer.

4. Connect HTC One to your computer using the provided USB cable. The next time HTC One connects to a computer, it will remember your settings.

Wi-Fi printing

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

- Both printer and HTC One must be turned on and connected to the same local network. Connect HTC One to the local network using Wi-Fi. To learn how to connect the printer to a local network, refer to your printer user guide.
- The local network must not be behind a firewall.

1. While in an app (such as Mail or Calendar), open the item you want to print.
2. Tap > **Print** (or **More** > **Print**).

3. On the Print screen, tap the printer you want to use.
4. If there's more than one page to print, set the page range that you want.

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

5. Tap **Print**.

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

Printing a photo

1. While in Gallery, open the photo you want to print.
2. Tap the photo.
3. Tap > **Print** , and then tap the printer you want to use.
4. Tap **Print**.

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

Adding a printer

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

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

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

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

Wireless sharing

Connecting a Bluetooth headset

You can listen to music over a Bluetooth stereo headset, or have hands-free conversations using a compatible Bluetooth headset.

- To listen to music with your headset, the headset must support the A2DP Bluetooth profile.
- Before you connect your headset, make it discoverable so HTC One can find it. Refer to your headset manual for details.

1. Slide the Notifications panel open, and then tap .
2. If Bluetooth is off, tap the Bluetooth **On/Off** switch to turn it on.
3. Tap **Bluetooth**. The Bluetooth screen opens.
4. If you don't see your headset listed, tap and then tap **Scan** to refresh the list.
5. When you see the name of your headset in the Available Devices section, tap the name. HTC One pairs with the headset and the headset connection status is displayed in the Paired Devices section.

If automatic pairing fails, enter the passcode supplied with your headset.

When the Bluetooth headset is connected to HTC One, the Bluetooth connected icon is displayed in the status bar.

Reconnecting a Bluetooth headset

Normally, you can easily reconnect your headset by switching on Bluetooth on HTC One, and then turning on the headset.

However, you might have to connect manually if your headset has been used with another Bluetooth device.

Make sure that the headset is discoverable. Refer to the headset manual for details.

1. Slide the Notifications panel open, and then tap .
2. If Bluetooth is off, tap the Bluetooth **On/Off** switch to turn it on.

3. Tap **Bluetooth**. The Bluetooth screen opens.
4. Tap the headset's name in the Paired Devices section.
5. If prompted to enter a passcode, try `0000` or `1234`, or consult the headset documentation to find the passcode.

If you still cannot reconnect to the headset, follow the instructions in Unpairing from a Bluetooth device on page 163, and then follow the steps under Connecting a Bluetooth headset on page 162.

Unpairing from a Bluetooth device

1. Slide the Notifications panel open, and then tap .
2. If Bluetooth is off, tap the Bluetooth **On/Off** switch to turn it on.
3. Tap **Bluetooth**. The Bluetooth screen opens.
4. In the Paired devices section, tap next to the device to unpair.
5. Tap **Unpair**.

Where sent information is saved

When you send information using Bluetooth, the location where it's saved depends on the type of information and the receiving device.

If you send a calendar event or contact, it is normally added directly to the corresponding application on the receiving device.

If you send another file type to a Windows computer, it is normally saved in the Bluetooth Exchange folder within your personal document folders.

- On Windows XP, the path may be: `C:\Documents and Settings\[your username]\My Documents\Bluetooth Exchange`
- On Windows Vista, the path may be: `C:\Users\[your username]\Documents`
- On Windows 7, the path may be: `C:\Users\[your username]\Documents\Bluetooth Exchange Folder`
- On Windows 8, the path may be: `C:\Users\[your username]\Documents`

If you send a file to another device, the saved location may depend on the file type. For example, if you send an image file to another mobile phone, it may be saved in a folder named “Images”.

Receiving files using Bluetooth

HTC One lets you receive various files with Bluetooth, including photos, music tracks, contact info, calendar events, and documents such as PDFs.

Refer to the device's documentation for instructions on sending information over Bluetooth.

1. Slide the Notifications panel open, and then tap .
2. If Bluetooth is off, tap the Bluetooth **On/Off** switch to turn it on.
3. Tap **Bluetooth**. The Bluetooth screen opens.
4. Tap the Bluetooth name of your device near the top of the screen to make HTC One visible to nearby Bluetooth devices.
5. On the sending device, send one or more files to HTC One.
6. If asked, accept the pairing request on HTC One and on the sending device. You may also be prompted to enter the same passcode or confirm the auto-generated passcode on both devices.

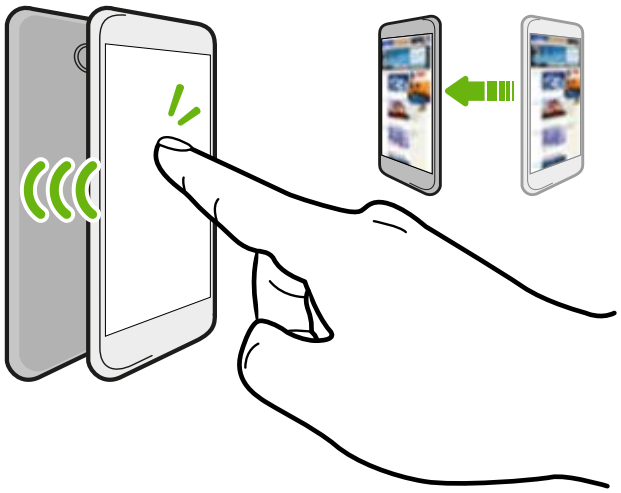
   You'll then get a Bluetooth authorization request.
7. Tap **Pair**.
8. When HTC One receives a file transfer request notification, slide the Notifications panel down, tap the incoming file notification, and then tap **Accept**.
9. When a file is transferred, a notification is displayed. Slide the Notifications panel down, and then tap the relevant notification.

When you open a received file, what happens next depends on the file type:

- Media files and documents are usually opened directly in a compatible app. For example, if you open a music track, it starts playing in the Music app.
- For a vCalendar file, choose the calendar where you want to save the event, and then tap **Import**. The vCalendar is added to your Calendar events.
- For a vCard contact file, you can choose to import one, several, or all of those contacts to your contacts list.

Sharing content with NFC

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



You can also use NFC for contactless payment. Contact your mobile operator to find out about the availability of NFC payment services.

Turning NFC on

1. Slide the Notifications panel open, and then tap .
2. Under Wireless & networks, tap **More**.
3. Select the **NFC** option.

Beaming content

Make sure that both devices are unlocked and have NFC turned on. If the other device has an Android Beam option, make sure it is also turned on.

1. While viewing the content that you want to share, hold HTC One and the other device back to back. When the devices connect, you'll hear a sound and both devices will vibrate slightly.
2. Tap the screen.

The shared content appears on the other screen. For some items that you've shared (such as contact information), additional instructions on how to save the item will appear on the receiving device.

Settings and security

Turning Airplane mode on or off

When you enable Airplane (Flight) mode, all wireless radios on HTC One are turned off, including the call function, data services, Bluetooth, and Wi-Fi.

When you disable Airplane mode, the call function is turned back on and the previous state of Bluetooth and Wi-Fi is restored.

- You can manually turn Bluetooth and Wi-Fi back on after enabling Airplane mode.
- If USB tethering is turned on, enabling Airplane mode turns it off. You need to manually turn USB tethering on after you disable Airplane mode.

Do any of the following to turn Airplane mode on or off:

- Press and hold POWER, and then tap **Airplane mode**.
- Slide the Notifications panel open, and then tap . Tap the Airplane mode **On/Off** switch to turn it on or off.

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

Keeping the screen on while charging

1. Slide the Notifications panel open, and then tap .
2. Tap **Display, gestures & buttons** (or **Display & buttons**).
3. Select the **Stay awake** option.

Turning automatic screen rotation off

Automatic rotation is not supported in all applications.

1. Slide the Notifications panel open, and then tap .
2. Tap **Display, gestures & buttons** (or **Display & buttons**).
3. Clear the **Auto rotate screen** option.

Screen not rotating?

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

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

Adjusting the time before the screen turns off

After a period of inactivity, the screen turns off to conserve battery power. You can set the idle time before the screen turns off.

1. Slide the Notifications panel open, and then tap .
2. Tap **Display, gestures & buttons** (or **Display & buttons**) and then tap **Sleep**.
3. Tap the time before the screen turns off.

Adjusting the screen brightness manually

1. Slide the Notifications panel open, and then tap .
2. Tap **Display, gestures & buttons** (or **Display & buttons**) and then tap **Brightness**.
3. Clear the **Automatic brightness** option.
4. Drag the brightness slider to the left to decrease or to the right to increase the screen brightness.

Playing a sound when selecting onscreen items

1. Slide the Notifications panel open, and then tap .
2. Tap **Sound**.
3. Select or clear the **Touch sounds** option.

Changing the display language

Changing the language adjusts the keyboard layout, date and time formatting, and more.

1. Slide the Notifications panel open, and then tap .
2. Tap **Language & keyboard** > **System language**.
3. Tap the language you want to use.

Accessibility settings

Use these settings when you've downloaded and installed an accessibility tool, such as a screen reader that provides voice feedback. You can turn accessibility functions or services on or off.

1. Slide the Notifications panel open, and then tap .
2. Tap **Accessibility** and choose the settings you want.

Working with certificates

Use client and Certificate Authority (CA) digital certificates to enable HTC One to access VPN or secured Wi-FI networks, and also to provide authentication to online secure servers. You can get a certificate from your system administrator or download it from sites that require authentication.

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

Installing a digital certificate

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

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

Protecting your SIM card with a PIN

Add another layer of security for HTC One by assigning a PIN (personal identification number) to your SIM.

Make sure you have the default SIM PIN provided by your mobile operator before continuing.

1. Slide the Notifications panel open, and then tap > **Security**.
2. Tap **Set up SIM card lock**, then select **Lock SIM card**.
3. Enter the default SIM card PIN, and then tap **OK**.
4. To change the SIM card PIN, tap **Change SIM PIN**.

Restoring a SIM card that has been locked out

If you enter the wrong PIN more times than the maximum number of attempts allowed, your SIM card will become “PUK-locked.”

You need a PUK code to restore access to HTC One. Contact your mobile operator for this code.

1. On the Phone dialer screen, enter the PUK code, and then tap **Next**.
2. Enter the new PIN you want to use, and then tap **Next**.
3. Enter the new PIN again, and then tap **OK**.

Protecting HTC One with a screen lock

Protect your personal information and prevent others from using HTC One without your permission by setting a screen lock pattern, face unlock, PIN, or password.

You'll be asked to unlock the screen every time HTC One is turned on or when it’s idle for a certain period of time.

1. Slide the Notifications panel open, and then tap > **Security**.
2. Tap **Screen lock**.
3. Select a screen lock option and set up the screen lock.
4. Tap **Lock phone after**, then specify the idle time before the screen is locked.

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

Forgot your screen lock pattern?

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

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

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

Checking your phone's HTC Sense version

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

1. Slide the Notifications panel open, and then tap ⚙.
2. Tap **About** > **Software information** to view the HTC Sense version.

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