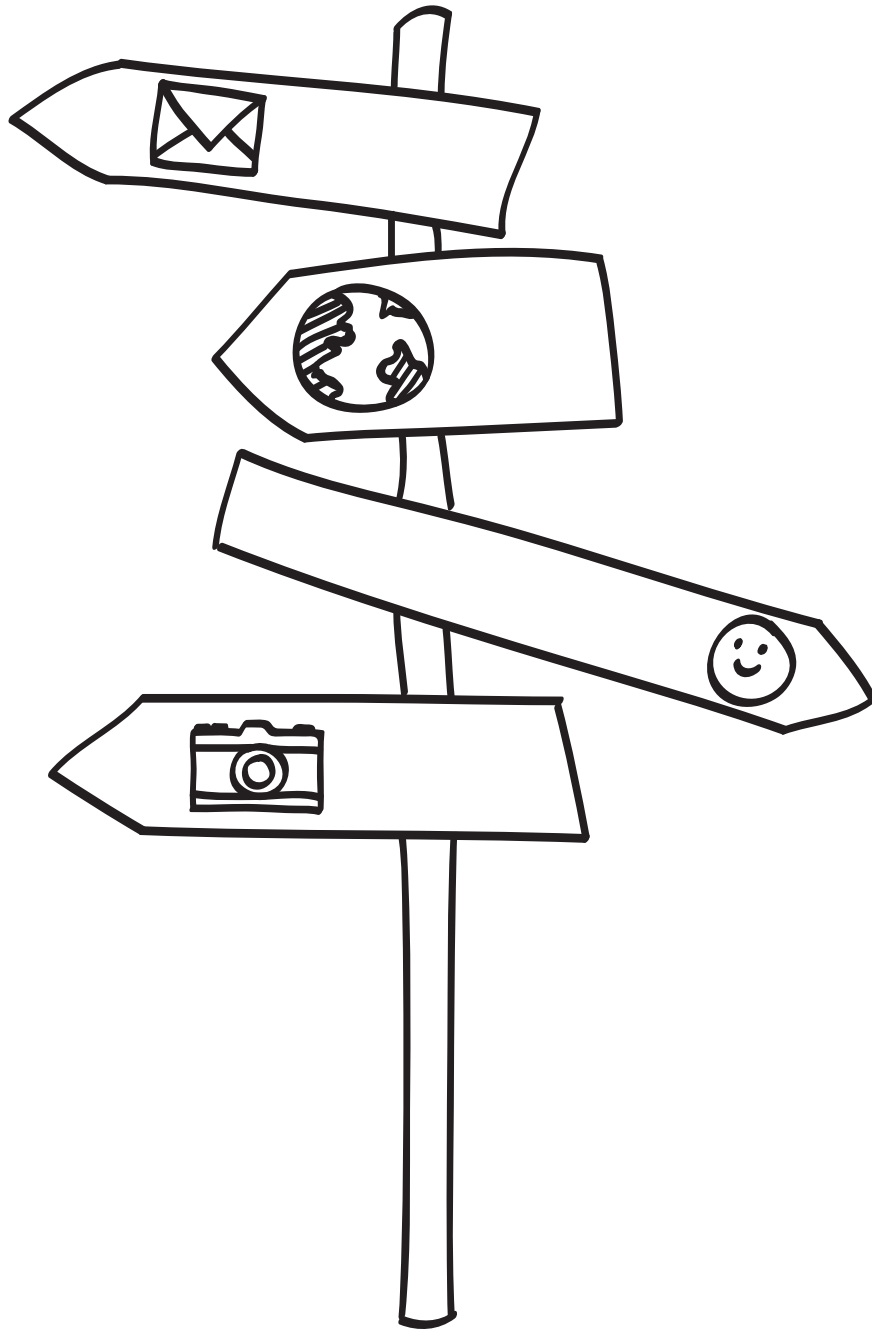# Your HTC Phone
User guide

htc

quietly brilliant

Before you do anything else, please read this

Charge the battery

The battery in your phone hasn't been charged yet. While your phone is charging, it's important that you do not remove the battery pack. Doing so can damage your phone. Also, please don't try to take your phone apart. (If you do, it may invalidate your warranty.)

Choose a rate plan wisely

Your phone can use up a lot of Internet bandwidth really quickly. Before you use your phone, we strongly recommend that you talk to your mobile operator about data rates. If you're on a standard data plan, the costs could really add up. Switching to a flat-rate plan could be a lot cheaper.

Know about privacy laws

Some countries have strict laws about how and when you can record phone conversations. For example, you may need to tell the person you're speaking to before you start recording. It's a good idea to find out what the laws are where you live before you use your phone's recording feature.

And finally, a few important words from our legal team (LIMITATION OF DAMAGES)

To the maximum extent permitted by applicable law, in no event shall HTC or its affiliates be liable to you, any user, or third party for any indirect, special, consequential, incidental or punitive damages of any kind, arising in contract, tort, or otherwise, including, but not limited to, injury, loss of revenue, loss of goodwill, loss of business opportunity, loss of data, and/or loss of profits, regardless of the foreseeability thereof or whether HTC or its affiliates have been advised of the possibility of such damages. And in no event shall the total liability of HTC or its affiliates exceed the amount received from you, regardless of the legal theory under which the cause of action is brought. The foregoing does not affect any statutory rights which may not be disclaimed.

Please also read the Safety and regulatory guide that is included in the box for information on the proper usage of your phone to prevent injuries and to avoid damaging your phone. You can also refer to this guide for regulatory information about your phone.

Check out our support website at www.htc.com/support for software updates and other helpful resources for your phone.

Trademarks and copyrights

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 on your phone 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 that something is very important. Important information is something that you need to do in order to accomplish a certain task or to get a phone feature to work properly.

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

Contents

Basics

Inside the box

You will find the following inside the box:

- Phone
- Battery (preinstalled)
- microSD card (preinstalled)
- USB cable
- Power adapter
- Quick start guide
- Safety and regulatory guide

Your phone

Front panel

1   Earpiece

2   MENU

3   HOME

4   Microphone

5   SEARCH

6   BACK

7   Optical trackball

8   Touch screen

9   Notification LED
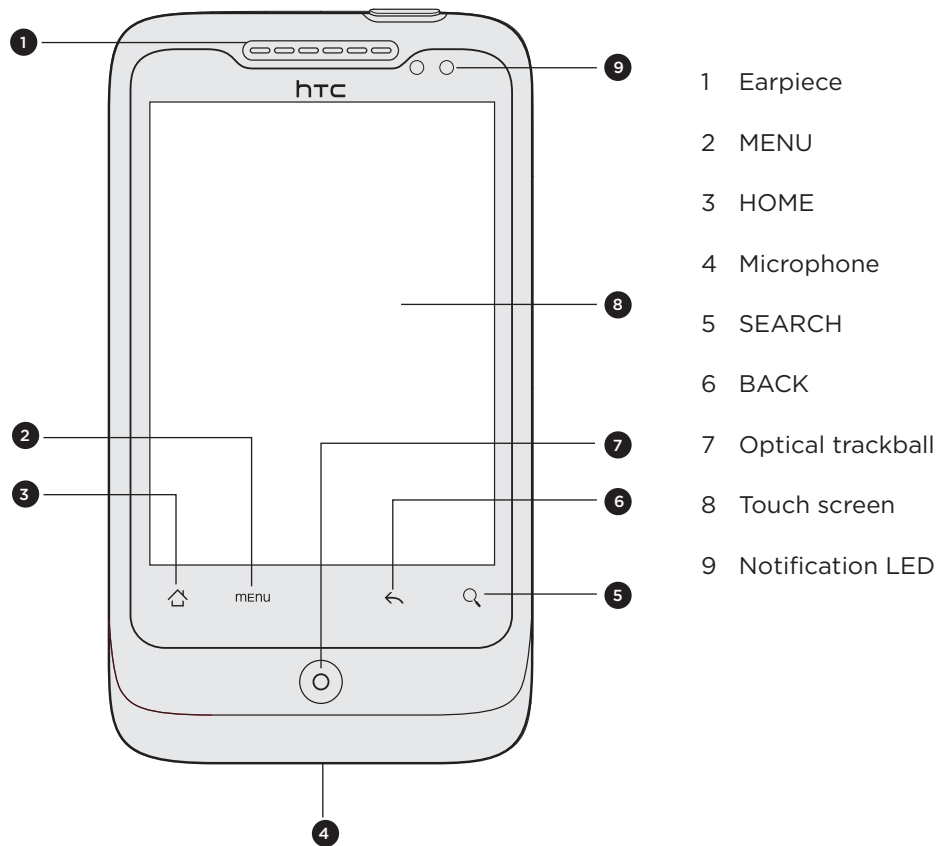
Top panel
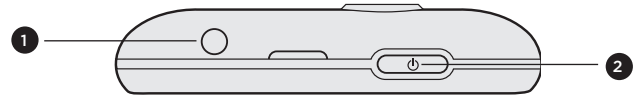
1   3.5mm audio jack

2   POWER

Left panel
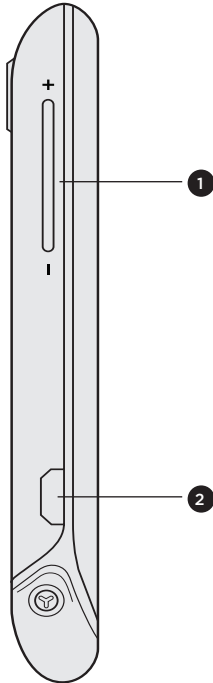
1   VOLUME UP/DOWN

2   USB connector

Back panel
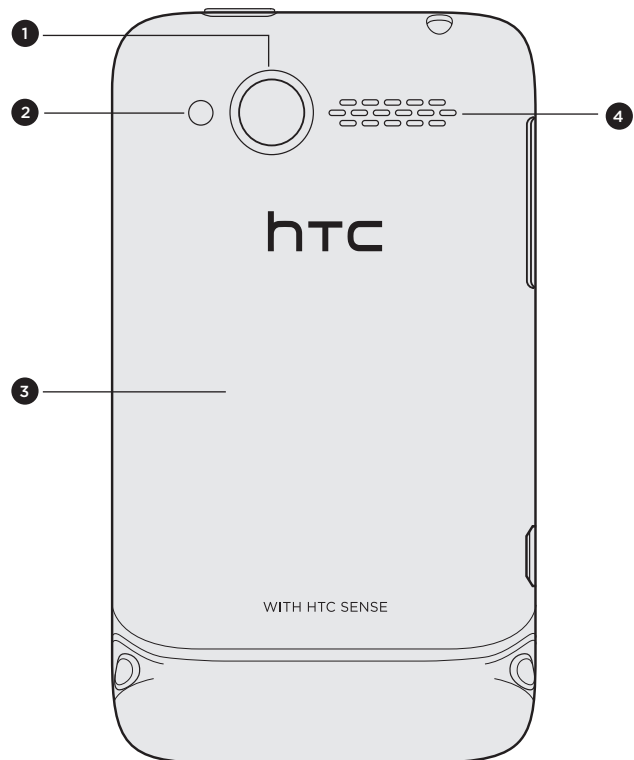
1   5 megapixel camera

2   LED flashlight

3   Back cover

4   Speaker

hTC

WITH HTC SENSE

Back cover

Removing the back cover

Remove the back cover to access the battery compartment and storage card slot.

1. With the phone turned off, hold your phone securely with the front facing down.

2. With your thumb or finger, lift the back cover off from the small opening on the top of your phone.

Replacing the back cover

1. Align the tabs of the back cover with the slots at the back of the phone.

2. To close the back cover, press the sides and the top part of the back cover towards the phone. You'll hear a click when the back cover is locked in place.

Battery

Your phone comes with a rechargeable Lithium-ion battery and is designed to use only manufacturer-specified original batteries and accessories. Battery performance depends on many factors, including network configuration, signal strength, the temperature of the environment in which you operate your phone, the features and/or settings you select and use, items attached to connecting ports, and your voice, data, and other program usage patterns.

Removing the thin film from the battery

When you take your phone out from the box and remove the back cover for the first time, you'll find that the battery is inside the phone with a thin film. Pull the upper flap of the film to release the battery. Make sure to peel off the film before placing back the battery.

Inserting the battery

Line up the battery's copper contacts with the connectors inside the battery slot. Then gently push the battery into place.

Removing the battery

Lift out the battery from the small opening on the left side of the battery compartment.

Charging the battery

The battery is partially charged when shipped. Before you turn on and start using your phone, it is recommended that you charge the battery. Some batteries perform best after several full charge/discharge cycles.

> - Only the power adapter and USB sync cable provided with your phone must be used to charge the battery.
> - Do not remove the battery from the phone while you are charging it using the power or car adapter.

1. Attach the power plug to the power adapter.
2. Plug the power adapter into the USB connector on the left side of your phone.
3. Plug in the power adapter to an electrical outlet to start charging the battery.

As the battery is being charged, the notification LED shows a solid red light when the battery is being charged. The light turns to solid green when the phone is fully charged.

When you charge the battery while the phone is on, the charging battery icon ( ) is displayed in the status bar of the Home screen. After the battery has been fully charged, a full battery icon ( ) will be displayed in the status bar of the Home screen.

> As a safety precaution, the battery stops charging when it overheats.

Storage card

Use the microSD card to store your photos, videos, and music. You'll find the microSD card already inserted in your phone.

Inserting the storage card

1. Take the back cover off.

   See "Removing the back cover."

2. Insert the microSD card into the slot with its gold contacts facing down and push it all the way in.

Removing the storage card

1. Take the back cover off.

   See "Removing the back cover."

2. Pull the storage card out from the slot.

Removing the storage card while the phone is on

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

1. On the Home screen, press MENU, and then tap **Settings**.

2. Scroll down the screen, and then tap **SD card & phone storage**.

3. Tap **Unmount SD card**.

4. Remove the storage card by following the steps in "Removing the storage card."

Getting started

Switching your phone on or off

Switching your phone on

Press the POWER button. Easy.

✎ When you turn on the phone for the first time, you'll need to set it up. Go to "Setting up your phone for the first time" and we'll take you through it.

Switching your phone off

1. If the display is off, press the POWER button to turn it back on.

2. Unlock your phone if the Lock screen is displayed. See "Unlocking the screen" in this chapter.

3. Press and hold the POWER button for a few seconds.

4. When the Phone options options menu appears, tap **Power off**, then **OK**.

Setting up your phone for the first time

When you switch on your phone for the first time, you can set up your email accounts and favorite social networks like Facebook® and Twitter™. You can also easily transfer contacts and other data from your old phone to your new phone. Just follow the onscreen instructions. You can choose to skip any part of the setup and do it at another time.

1. Choose your language and tap **Next**.

2. If you want some tips on using the onscreen keyboard, follow the tutorial. If not, tap **Skip**.

3. On the Internet connection screen, choose how you want to connect to the Internet, and then tap **Next**.

4. If there's Wi-Fi in range, tap **Next** and then the wireless network you want to connect to. Or if you'd rather set it up later, just clear the **Connect to Wi-Fi network** check box.

5. Features such as Clock and Weather need to know your location. But we take your privacy seriously. So, on the Use Google location screen, you can choose whether to allow this information to be collected. Either clear or select the two check boxes, then tap **Next**.

> Location-based services may incur extra data fees from your mobile operator. Don't worry. You can enable or disable them in your phone's **Location** and **Privacy** settings.

6. Choose the type of email account you want to set up and follow the onscreen instructions.

   Be sure to sign in to your Google Account. Tap Google account > Next > Sign in.

   You can also set up POP3 and Microsoft Exchange ActiveSync accounts, or skip and do it later. To find out how to set up these accounts, see the Accounts and sync and Email chapters.

7. Choose the type of social network account (such as Facebook or Twitter) you want to access from your phone and follow the onscreen instructions. Or skip and do it at a later time.

8. The final screen shows where you can get more help using your phone. Tap **Finish**.

Home screen

Your Home screen is where you make your phone your own. It comes with a weather clock widget that shows the time and weather in your current location. You can also add your favorite applications, shortcuts, folders and widgets so they're always just a tap away.

To find out how, see the Personalizing chapter.

Extended Home screen

As you start to do more things with your phone, you might find that one Home screen is not enough. No problem. Slide your finger horizontally to the left or right and you'll discover more space for adding icons, widgets, and more. Press HOME to return to the main Home screen.

There's a maximum of six extra screens available. It should be plenty.

Using Leap view

To jump straight to the screen you want, pinch the screen to show the Leap view. It reveals all seven Home screens as thumbnails. Just tap the one you want and you'll leap right there.

On the main Home screen, you can press HOME to show the Leap view.

Sleep mode

Sleep mode saves battery power by putting your phone into a low power state while the display is off. It also stops accidental button presses when the phone's in your bag or pocket. You'll still receive messages and calls though.

> To change the delay before your screen turns off, see 'Adjusting the time before the screen turns off' in the Settings chapter.

Switching to Sleep mode

Quickly press the POWER button to turn off the display and switch your phone to Sleep mode. Your phone also automatically goes into Sleep mode when it's idle for a while.

Waking up from Sleep mode

Your phone automatically wakes up when you have an incoming call. To wake it up manually, press the POWER button. You'll need to unlock the screen.

Unlocking the screen

Press the bar on the lock screen and then slide your finger down to unlock the screen or answer an incoming call.

> You can also press MENU while on the lock screen to unlock the screen.

> If you've set up a screen unlock pattern, you'll need to draw it on the screen. To find out how to create and enable a screen unlock pattern, see "Protecting your phone with a screen unlock pattern" in the Security chapter.

Status and notifications

Status icons

You can tell a lot about your phone by checking the icons in its status bar. Here's what each one means:

Icon	Description	Icon	Description
3G	3G data transfer	R	Roaming
3G	3G connected	X	No signal
3G	3G in idle mode		Vibrate mode
1X	1xRTT data transfer		Location setting on
1X	1xRTT connected		Location setting off
1X	1xRTT in idle mode		Phone speaker is mute
	Connected to a Wi-Fi network		Phone microphone is mute
	Bluetooth is on		Battery is very low (10% remaining)
	Connected to a Bluetooth device		Battery is low (20% remaining)
	Airplane mode		Battery is full
	Alarm is set		Battery is charging
	Speakerphone on		Wired microphone headset connected
	Data synchronizing		Wired headset connected
	Signal strength		

Notification icons

A busy life means a busy phone. Notification icons on the status bar make it easy for you to keep on top of your messages, calendar events and alarms. Here's what each one means:

	New Gmail/Google Mail message		Call in progress
	New Microsoft Exchange ActiveSync or POP3/IMAP email		Missed call
	New SMS/MMS		Call on hold
	Problem with SMS/MMS delivery		Call forwarding on
	New Google Talk instant message		Compass needs orientation
	New voicemail		Uploading data (animated)
	Upcoming event		Downloading data (animated)
	Song is playing		Waiting to upload
	General notification (for example, phone connected to computer via USB cable.)		Downloaded Android Market application installed successfully
	Storage card is low on free space		Update available for an application downloaded from Android Market
	Wi-Fi is on and wireless networks are available		Storage card is safe to remove or storage card is being prepared
	Data synchronizing or connected to HTC Sync		No storage card installed on the phone
	New tweet		More (not displayed) notifications
	FM Radio application in use		

Notification LED

The notification LED shows a:

- Solid green light when the phone is connected to the power adapter or a computer and the battery is fully charged.

- Flashing green light when you have a pending notification.

- Solid red light when the battery is being charged.

- Flashing red light when the battery level reaches very low.

Opening the Notifications panel

When you get a new notification, you can open the Notifications panel to see the message, reminder or event notification.

Press and hold the status bar, then slide your finger downward to open the Notifications panel.

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

You can also open the Notifications panel on the Home screen by pressing MENU and then tapping **Notifications**.

Closing the Notifications panel

Press and hold the bottom bar of the Notifications panel, then slide your finger up the screen. Or just press BACK.

Finger gestures

Tap	When you want to type using the keyboard, select items onscreen such as application and settings icons, or press onscreen buttons, simply tap them with your finger.
Press and hold	To open the available options for an item (e.g. contact or link in a web page), simply press and hold the item.
Swipe or slide	To swipe or slide means to quickly drag your finger vertically or horizontally across the screen or optical trackball.
Drag	Press and hold your finger with some pressure before you start to drag. While dragging, do not release your finger until you have reached the target position.
Flick	Flicking the screen is similar to swiping, except that you need to swipe your finger in light, quicker strokes. This finger gesture is always in a vertical direction, such as when flicking the contacts or message list.
Rotate	For most screens, you can automatically change the screen orientation from portrait to landscape by turning the phone sideways. When entering text, you can turn the phone sideways to bring up a bigger keyboard.
Pinch	In some applications, like Gallery or the web browser, you can "pinch" the screen using 2 fingers (for example, thumb and index fingers) to zoom in or zoom out when viewing a picture or a web page.

Using the optical trackball to interact with the touch screen

Besides using finger gestures on the touch screen, you can also use the optical trackball to interact with your phone's touch screen.

Be sure to place your finger over the optical trackball first (covering it completely), and then slide your finger across the optical trackball.

Navigating the Home screen

To go to the extended Home screen on the right, slide your finger to the right on the optical trackball. Slide your finger to the left to go to the extended Home screen on the left.

Selecting an item onscreen

For most screens, slide your finger to the left, right, up, or down, depending on the direction you want to go. For example, if you want to select (highlight) an item above, slide your finger upward. Press the optical trackball to open the item.

Selecting a tab

For screens that have tabs at the bottom, slide your finger to the left or right to go to a tab.

Moving the cursor when entering text

To go back or forward one character in a word, slide your finger left or right. Slide your finger up or down to go up or down between lines of text.

Selecting a link on a webpage

1. Slide your finger down to go to the next link on a webpage.

2. When a link is selected, press the optical trackball to open the link.

Adjusting the volume

Adjusting the ringer volume changes the volume level of the phone ring tone, whereas adjusting the media volume changes the volume level of sound notifications and music or video playback.

Adjusting the ringer volume

To quickly switch your phone to silent mode, press and hold the POWER button, and then tap **Silent mode** on the options menu.

- Press the VOLUME UP or VOLUME DOWN buttons on the left panel of the phone to adjust the ringer volume to your desired level. The Ringer volume window appears on the screen to display the volume levels.

- While in the lowest ringer volume level (Silent mode), press VOLUME DOWN once to set your phone to Vibrate mode. The phone vibrates and the vibrate mode icon ( ) appears on the status bar.

- While in Vibrate mode, press VOLUME UP once to switch to silent mode. The speaker mute icon ( ) displays on the status bar.

Adjusting the media volume

When playing music or watching video, press the VOLUME UP or VOLUME DOWN buttons on the left panel of the phone to adjust the media volume. The Music/video volume window appears on the screen to display the volume level.

You can also adjust the media volume on the Settings screen.

1. From the Home screen, press MENU, and then tap **Settings > Sound & display > Media volume**.

2. When the Media volume window appears, drag the slider to the left to lower the volume or to the right to increase the volume.

3. Tap **OK** to close the window.

Adjusting the earpiece volume for phone calls

During a phone call, press the VOLUME UP or VOLUME DOWN buttons.

Connecting your phone to a computer

Whenever you connect your phone to a computer using the USB cable, the Connect to PC screen opens and lets you choose the type of USB connection. Select one of the following choices, and then tap **Done**:

Charge only	Select this option if you only want to charge the battery while your phone is connected to your computer.
Disk drive	This mode is available only when there's a microSD card on your phone. Select this mode when you want to copy files between your phone's storage card and your computer. For more information, see "Copying files to or from the storage card" in this chapter. When Disk Drive mode is enabled while your phone is connected to the computer, you will not be able to run applications that use the storage card, such as Music or Gallery.
Mobile network sharing	When you do not have Internet connection on your computer, you can select this mode to share your phone's mobile data connection with your computer. For more information, see "Using your phone as a modem (tethering)" in the Internet connections chapter.

You can also change the type of USB connection on-the-fly, without having to disconnect and reconnect your phone. Slide open the Notifications panel, and then tap the notification that says "Select to change USB connection type" to open the Connect to PC screen again.
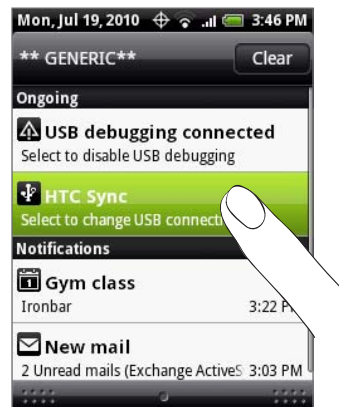
✎   To change the default connection type or choose between showing and hiding the Connect to PC screen, press MENU from the Home screen, and then tap **Settings > Connect to PC**.

Copying files to or from the storage card

You can copy your music, photos, and other files to your phone's storage card.

1. Connect your phone to your computer using the supplied USB cable.

2. On your phone's Connect to PC screen, tap **Disk drive**, and then tap **Done**.

    On your computer, the connected phone is recognized as a removable disk.

3. Navigate to the removable disk and open it.

4. Do one of the following:

    ▪ Copy the files from the computer to the phone's storage card's root folder.

    ▪ Copy the files from the phone's storage card to a folder in your computer or computer desktop.

5. After copying the files, unmount the removable disk (that is, the connected phone) as required by your computer's operating system to safely remove your phone.

6. Do one of the following:

    ▪ Disconnect the phone from the computer.

    ▪ If you want to keep the phone connected to the computer but want the phone to be able to access the storage card, open the Notifications panel, tap **Disk drive**, select an option except **Disk drive**, and then tap **Done**.

Searching your phone and the Web

You can search for information on your phone and on the Web by using the **Quick Search Box**.

1. From the Home screen, press SEARCH.

2. Enter the search item in the Quick Search Box.
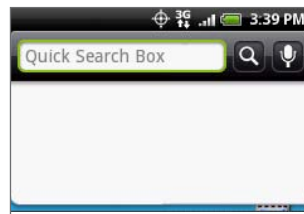
    As you type, matching items on your phone and suggestions from Google web search are shown as a list.

> The suggested items that appear will depend on the options that you have selected in the search settings. See "Setting search options" for details.

3. Do one of the following:

    ▪ If what you're searching for is in the list of suggestions, tap it in the list. The item opens in the appropriate application.

    ▪ If what you're searching for is not in the list, tap to search the Web. The web browser opens, displaying results of a Google search on the Web.

Setting search options

1. From the Home screen, press MENU, and then tap **Settings**.

2. Scroll down the screen, and then tap **Search**.

3. Tap **Google search settings**, and then do the following:

    ▪ Select **Show web suggestions** if you want to include suggestions from Google when doing a search.

    ▪ Select **Search history** to enable personalized search history. You need to sign in to your Google Account to use this feature. The **Show web suggestion** check box needs to be selected for this option to be enabled.

    Press BACK when you are done.

4. Tap **Searchable items**, and then choose the type of items to include in the search.
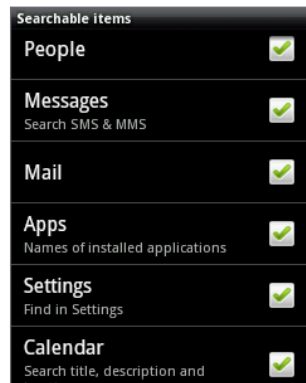
Searching within an application

Applications like People and Mail have their own search box which you can use to search within those applications.
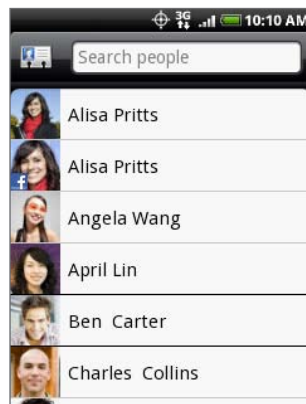
In some applications such as Messages, you can press the SEARCH button to switch between searching within the application only and doing a phone-wide and Web search.

Personalizing

Changing the ringtone

Choose from the available selections of ringtones on your phone.

1. From the Home screen, press MENU, and then tap **Settings**.

2. Tap **Personalize > Default ringtone**. The Phone ringtone selection menu then opens.

3. Scroll through the available ringtones and tap the ringtone you want to use. The ringtone briefly plays when selected.

4. Tap **OK**.

You can also download or copy ringtones or songs to your phone's storage card. To find out how you can copy files to your storage card, see "Copying files to or from the storage card" in the Getting started chapter.

Ringtones or songs downloaded or copied to your storage card are not automatically added to the ringtone selection menu. You need to go to the Music application and set a ringtone or song in your storage card as your ringtone. To find out how to set a ringtone using the Music application, see "Setting a song as ringtone" in the Music chapter.

> See "Specifications" for a list of audio file formats supported by your phone.

Personalizing your phone with scenes

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

Using a preset scene

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

1. From the Home screen, press MENU, and then tap **Scenes**.

2. In the Choose a scene menu, select a preset scene and then tap **Done**.
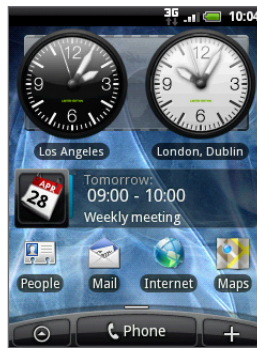
HTC (default)   Work   Play

Customizing and saving a scene

After selecting a preset scene, you can add widgets and other elements, arrange the layout, change the wallpaper, and save the whole Home screen as your personalized scene.

1. From the Home screen, press MENU, and then tap **Scenes**.

2. In the Choose a scene menu, select a preset scene that already has some widgets, or select **Clean Slate** if you want to design your own Home screen.

3. Add widgets and other elements that you want.

4. Arrange the layout of your Home screen according to your preference.

5. Change the wallpaper. See "Changing your wallpaper."

6. When you are done designing your Home screen, press MENU and then tap **Scenes** again.

7. Under **My scenes**, make sure the **Current (unsaved)** option is selected and then tap **Save**.

8. Enter a new scene name for your Home screen and then tap **Done**.

To replace a scene that you created previously, enter the same scene name, tap **Done** and then tap **Replace**.

Renaming or deleting a scene

You can rename or delete a personalized scene that you created. Preset scenes cannot be renamed or deleted.

1. From the Home screen, press MENU, and then tap **Settings > Personalize > Scenes**.

2. Under **My scenes**, press and hold a scene and choose whether to rename or delete it.

Changing your wallpaper

Personalizing your wallpaper with your favorite photo is a quick and easy way to change the feel of your phone and give it a fresh look. Browse the collection of wallpapers included in your phone or choose from photos that you have taken with

the camera.

1. From the Home screen, press MENU, and then tap **Wallpaper**.

2. Choose whether to change the **Home** or **Lock screen** wallpaper.

3. Choose one of the following:

Android wallpapers	(Home screen only) Choose a preset wallpaper, and then tap **Set wallpaper**.
HTC wallpapers	Choose a preset wallpaper, and then tap **Set wallpaper**.
Gallery	Choose a photo that you have taken using the camera or copied to your storage card. Crop the photo and then tap Save.

After changing the wallpaper, remember to save it to the scene that you created or save it as a new scene. To find out how to save a scene, see "Customizing and saving a scene."

Personalizing your Home screen with widgets

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

Adding a widget to your Home screen

A wide selection of widgets is available for you to choose from, such as Calendar, Music, Photo Album, Friend Stream, Twitter, and more.

1. Go to a part of the Home screen where there's space to add a new widget. To find out how, see "Home screen" in the Getting started chapter.

2. Tap ➕ or press and hold on the Home screen to open the Add to Home options menu.

3. Tap **Widget** and then select a widget that you want.

4. Most HTC widgets are available in a variety of designs and sizes to suit your needs. Tap the right or left arrow button at the bottom of the screen to view the different styles, and then tap **Select** to choose one.

You can also add widgets that allow you to quickly switch on or off certain settings of your phone, such as Wi-Fi, Mobile Network, Bluetooth, and more. Scroll down the widgets list, tap **Settings**, and then tap the widget that you want.

Downloading HTC widgets

A selection of fun and useful HTC widgets are also available for download.

1. Go to a part of the Home screen where there's space to add a new widget. To find out how, see "Home screen" in the Getting started chapter.

2. Tap ➕ or press and hold on the Home screen to open the Add to Home options menu.

3. Tap **Widget** and then tap **Get more HTC widgets**.

4. Select a widget.

5. Tap **Details** to see a short description about the widget. After reading, press BACK.

6. When you're ready to download the widget, tap **Download**.

7. After download is complete, press BACK and locate the widget. Then tap it to add it to your Home screen.

Adding application icons and other shortcuts on your Home screen

Place application icons on your Home screen to open applications quicker. You can also add shortcuts to settings and specific information such as a bookmarked webpage, someone's phone number, a music playlist, route directions, and many other items, to your Home screen.

> The shortcuts available depend on the applications that are installed on your phone.

1. Go to a part of the Home screen where there's space to add a new shortcut. To find out how, see "Home screen" in the Getting started chapter.

2. Tap [+] or press and hold on the Home screen to open the Add to Home options menu.

3. Do one of the following:

   - To add an application icon, tap **App** and then select an application.

   - To add a shortcut to a setting or information, tap **Shortcut** and then select the type of information or setting.
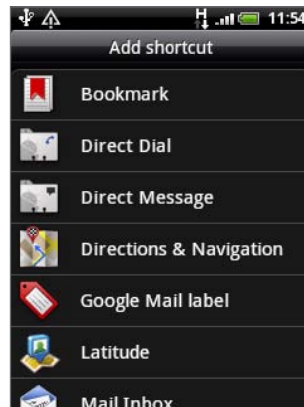
> To add an application icon on the Home screen, you can also press HOME, tap [⊙], and then press and hold an application icon. Without lifting your finger, drag the icon to an empty area on the Home screen, and then release it.

Adding folders on your Home screen

Use folders to group related applications and other shortcuts to keep your Home screen tidy and organized.

You can also add information folders that show up-to-date information such as Bluetooth received files, your Facebook phonebook, and more.

Creating a new folder and adding items to it

1. Go to a part of the Home screen where there's space to add a new folder. To find out how, see "Home screen" in the Getting started chapter.

2. Tap [+   ] or press and hold on the Home screen to open the Add to Home options menu.

3. Tap **Folder** and then tap **New Folder**.

4. Press and hold an application icon or a shortcut that you want to move to the folder. The phone then vibrates. Don't lift your finger.

5. Drag the application icon or shortcut and drop it on top of the folder.
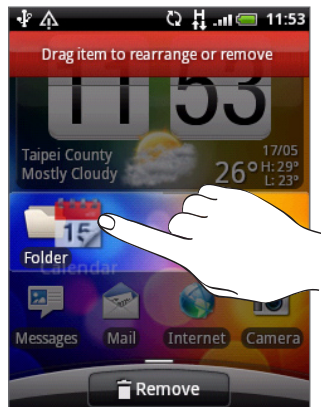
Simply tap the folder to open it so you can access the applications and shortcuts inside the folder.

Renaming a folder

1. Tap the folder to open it.

2. Press and hold the folder window's title bar.

3. Enter a new folder name and then tap **OK**.

Rearranging or removing widgets and icons on your Home screen

Rearrange the widgets and icons on your Home screen to give room for adding more items to the Home screen. You can also remove widgets and icons that you don't frequently use.

Moving a widget or icon

1. Press and hold the widget or icon you want to move.

   The phone vibrates and you'll see a green box around the widget or icon. Don't release your finger.

2. Drag the widget or icon to a new location on the screen.

   Pause at the left or right edge of the screen to drag the widget or icon onto another Home screen panel.

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

   If you've released your finger but a message shows that there's no space to place the widget or icon, drag it right or left again to another Home screen panel.

Removing a widget or icon

1. Press and hold the widget or icon you want to remove.

   The phone vibrates and you'll see a green box around the widget or icon. Don't release your finger.

2. Drag the widget or icon to the **Phone** button. The **Phone** button then changes into the **Remove** button and turns red.

3. When the widget or icon also turns red, release your finger.
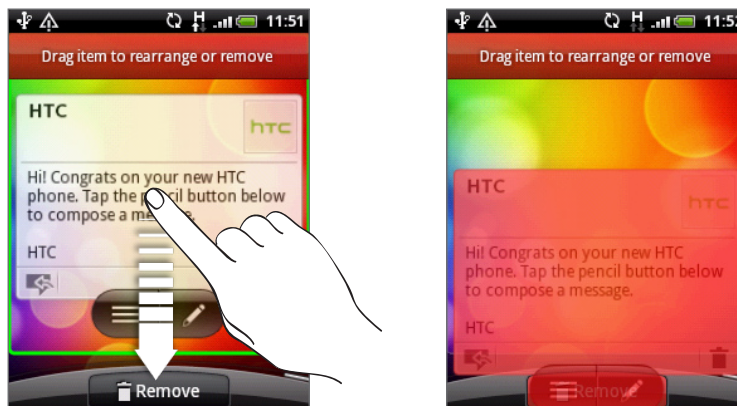
Phone calls

Making calls

Call people from your phone through several ways.

Making a call on the Phone dialer screen

Either dial a number directly, or use the Smart dial feature to search and call a stored contact or a number from your call history.

1. On the Home screen, tap **Phone**.

2. Begin entering the first few digits or characters by tapping the keys on the phone keypad.

    The Phone dialer screen then displays numbers and names that match the keys you tapped.

    If you enter a wrong digit or letter, tap ⏮ to delete it. To erase the entire entry, press and hold ⏮ .

3. Tap ⌨ to close the phone keypad and to see if there are more matching numbers or contacts. To browse through the filtered list, flick through the list or slide your finger up or down the list slowly.

4. To place a call, do one of the following:

    - Tap a phone number or contact from the list.

    - After entering a complete number, tap **Call**.

    - To call a different phone number associated with the contact, you can:

    - Tap 🖼 at the right side of the contact name. On the contact details screen, tap the number you want to call.

    - First slide your finger up or down the optical trackball to highlight a contact. Then slide left or right across the optical trackball to switch to another number.

What is Smart dial?

The phone dialer's Smart Dial feature makes it quick and easy for you to place a call. Simply enter the phone number or first few letters of the person you want to call. Smart Dial automatically searches and filters your contacts list (stored on your phone and online accounts such as Google Account and Exchange ActiveSync) and the phone numbers from the call history.

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 simply press and hold this key on the Phone dialer keypad to dial that number.

Assigning a speed dial key

1. On the Home screen, tap **Phone**.

2. Press MENU, and then tap **Speed dial > Add new**.

3. Enter the name of the contact you want to add. When the name comes up in the list, tap the name.

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 speed dial number

1. On the Home screen, tap **Phone**.

2. On the phone keypad:

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

   - Press and hold the key that is associated with the contact you want to call.

Calling a phone number in a text message

1. On the main Home screen, tap **Messages**.

2. Tap the number or name of the sender who sent you the text message.

3. Tap the message that contains the phone number.
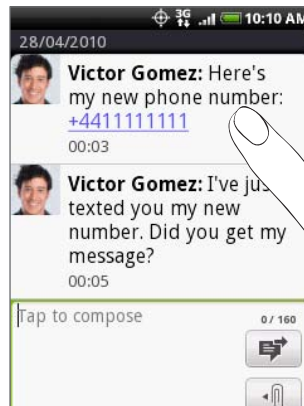
4. Edit the phone number if needed, and then tap **Call**.

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

To find out more about text messaging, see the Messages chapter.

Calling a phone number in an email

1. On the main Home screen, tap **Mail**.

2. Open the email account where the email with the number is located.

3. In the email account's inbox, tap the email to open it.

4. In the email body, tap the phone number. The phone dialer screen opens with the phone number already entered.

   The phone will recognize a number as a phone number if the number has a minimum of 5 digits and have at least one of the following:

   - Numbers preceded by a "+" in front. For example, +1-987-654-321 or +1987654321.

   - Numbers enclosed in parenthesis in front. For example, (02)987654321 or (02)987-654-321.

   - Numbers separated by dashes. For example, (02)-987-654-321 or 0987-654-321.

5. Tap **Call**.

To find out more about using email on your phone, see the Email chapter.

Making an emergency call

1. From the Home screen, tap **Phone**.

2. Dial the international emergency number for your locale (for example, 000), and then tap **Call**.

Your phone can only operate when in a CDMA service area.

If you enabled the unlock screen pattern and you forgot the unlock 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 and displays the caller ID icon, name, and phone number of the calling party. When you receive a phone call from someone who is not stored in People, only the default caller ID icon and phone number appear on the Incoming call screen.

Answering or rejecting an incoming call

If	To answer the call	To reject the call
Display is on	Tap **Answer**.	Tap **Decline**.
Display is off	When the Lock screen appears, drag the bar that shows the caller name or number downward.	Drag the bar upward. Or, press MENU and then tap **Decline**.

You can also do one of the following to reject an incoming call:

- Press the POWER button twice.
- To reject the call and send a text message, press MENU, and then tap **Send message**.

Changing the sent message for rejected calls

You can change the message that is sent out.

1. On the Phone dialer screen, press MENU.
2. Tap **Phone settings > Edit default message**.
3. Enter the new message, and then tap **OK**.

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 the phone face down on a leveled surface.

If the phone is already facing down, the phone will still ring when there are subsequent incoming calls.

Setting your phone to automatically adjust the ring volume

1. From the Home screen, press MENU, and then tap **Settings > Sound & display**.

2. Select **Quiet ring on pickup** to automatically scale down the ring volume when you pick up the phone.

3. Press BACK.

HTC Caller ID

Everytime you make a call or your friend gives you a ring, you get to see your friend's latest status update from social networks like Facebook or Twitter right on the Phone dialer screen.

You also won't miss people's birthdays. You'll see a birthday reminder, if your friend's birthday will occur sometime within the next seven days.
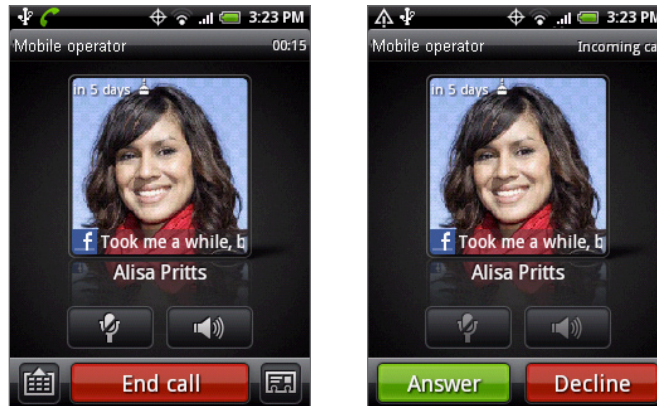
Using in-call options

When a call is in progress, use the buttons onscreen to mute or unmute the microphone or to turn on or off the speakerphone. You can also press MENU and choose whether to add a call, place the call on hold, mute the microphone, and more.

Putting a call on hold

Press MENU and then tap **Hold** to put the call on hold. When you put a call on hold, the Hold call icon ( ) appears in the status bar. Press MENU, and then tap **Unhold** to resume the call.

Switching between calls

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

1. When you receive another call, tap **Answer** to accept the second call, and to put the first call on hold.

2. To switch between the calls, tap the person you want to talk to on the screen.
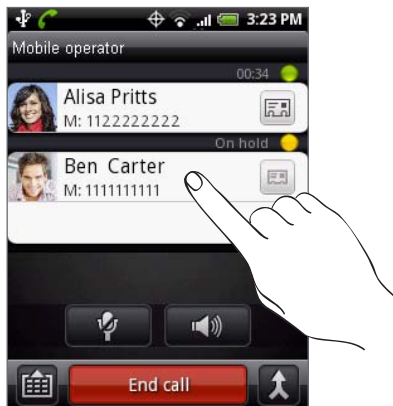
3. To end the current call and return to the other call, tap **End call**.

Setting up a conference call

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

> Not all mobile networks support conference calling. Contact your mobile operator for details.

1. Make a call to the first conference call participant.

2. When connected, press MENU, tap **Add call**, and then dial the number of the second participant. The first participant is put on hold when you dial the second participant.

3. When connected to the second participant, tap (merge).

4. To add another participant to the conference call, tap on the conference call screen, and then dial the number of the contact you want to invite to the conference call.

5. When connected, tap ![icon] to add the participant to the conference call.

   When you want to talk to a person in the conference call in private, tap ![icon], and then select **Private call** on the options menu.

6. When finished, tap **End call**.

Turning the speakerphone on or off during a call

On the screen, tap ![icon] to toggle between turning the speakerphone on or off. The speakerphone icon (![icon]) appears in the status bar when the speakerphone is on.

> ![warning icon] To decrease potential damage to your hearing, do not hold your phone against your ear when the speakerphone is on.

Muting the microphone during a call

On the screen, tap ![icon] to toggle between turning the microphone on or off. When the microphone is turned off, the Mute icon (![icon]) appears in the status bar.

Ending a call

Do one of the following to end the call:

- On the screen, tap **End call**.

> ![note icon] If the phone display is off, press POWER to turn on the screen so you can tap **End call**.

- If you are using the provided wired headset, press the button to end the call.

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.

Using Call history

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

Checking a missed call

You will see the missed call icon ![icon] in the status bar when you miss a call.

1. Slide open the Notifications panel to check who the caller is.

2. To return the call, tap the missed call notification. Then tap the caller's name or number on the Call history screen.

Checking calls in the call history

1. From the Home screen, tap ![icon] > **Call history**. You can also tap ![icon] on the Phone dialer screen.

2. On the Call history screen, you can:

   - Tap a name or number in the list to call.

   - Press and hold a name or number in the list to display the options menu where you can select to view the contact information (if the number is stored in your contacts list), edit the number before you redial, send a text message, or delete from call history.

   - Tap ![icon] to check only the call history of a particular contact.

You can also access Call history from the People application. See the People chapter.

Adding a new phone number to your contacts from call history

1. On the Call history screen, press and hold a phone number that you want to save to your contacts, and then tap **Save to People**.
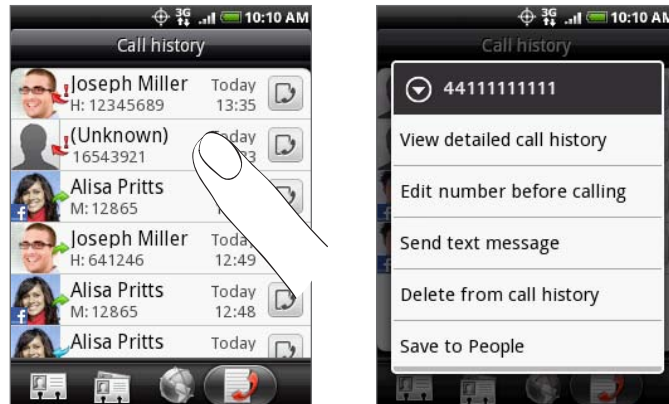
2. Choose where to save the number (phone, Google Account, or others).

3. In the blank contact record that appears, enter the contact name and other information. The phone number is automatically added to the **Mobile** field in the Phone section.
   To store it as another type of number, for example a home number, tap the **Mobile** button.

4. Scroll down the screen and tap **Save**.

> To find out how to add new contacts or edit the contact information, see the People chapter.

Clearing the call history list

On the Call history screen, you can do the following:

- To remove one name or number from the list, press and hold the name or number, and then tap **Delete from call history**.

- To clear the entire list, press MENU, and then tap **Delete all**.

Call services

Your phone can directly link to the mobile phone network, and enable you to access and change the settings of various phone services for your phone. Call services may include voicemail, voice privacy, and more. Contact your mobile operator to find out about the availability of call services for your phone.

To open call services, press MENU from the Home screen, and then tap **Settings > Call**.

Voicemail service	Shows the current voicemail service being used.
Voicemail settings	Specify another voice mail number.
Clear voicemail notification	If you have a notification of a new voicemail, you can clear the notification with this option.
TTY mode	Allow the use of a TTY (teletypewriter) device for users who are visually or hearing impaired.
Hearing aids	Turn on the Hearing Aid Compliance feature that reduces interference to hearing aids.
Phone settings	Edit the call reject message, choose whether to open the message editor when you reject a call with a message, and choose whether to allow automatic saving of an unknown contact number when a call with that number ends.
Voice privacy	Encrypts outgoing voice calls and uses secure channels when available.

Turning Airplane mode on or off

In many countries, you are required by law to turn off the phone while on board an aircraft. A way to turn off the phone function is to switch your phone to **Airplane mode**. When you enable Airplane mode, all wireless radios on your phone are turned off, including the call function, data services, Bluetooth, and Wi-Fi.

To turn Airplane mode on or off, you can:

- Press and hold POWER, and then tap **Airplane mode**.

- From the Home screen, press MENU. Tap **Settings > Wireless & networks, and then** select or clear the **Airplane mode** check box.

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

When you disable Airplane mode, the call function is turned back on and the previous state of Bluetooth and Wi-Fi is restored.

People

About People

With the People application, you can sync your phone with contacts from your Google Account, computer, and Facebook. You can also sync with work contacts from the Exchange ActiveSync Server in your workplace. To find out how, see "Ways of getting contacts into your phone."

Per contact, link the person's information from all these different sources as one so you won't have duplicated entries in your contacts list. To find out how to link, see "Merging contact information."

And that's not all. You can manage your communications with your contacts via phone, messaging, and email without the need to jump from one application to another. After you've linked contacts to their social network accounts like Facebook, Twitter, and Flickr, you'll also see their updates and events from these accounts all in one place.

Ways of getting contacts into your phone

Gmail/Google Mail	Google contacts are imported to your phone after you sign in to your Google Account. You can also create more Google contacts right from your phone. To find out how, see "Adding a new contact."
Facebook	See "Adding a social network account" in the Accounts and sync chapter for details.
Phone contacts	See "Transferring contacts from your old phone" and "Adding a new contact" in this chapter.
Exchange ActiveSync Server	See "Adding a Microsoft Exchange ActiveSync account" in the Email chapter.
Contacts on your computer	See "About HTC Sync" in the Accounts and sync chapter.

Transferring contacts from your old phone

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

> Visit our support website (http://www.htc.com/support) to see a complete list of supported phone models and the types of data that can be transferred to your HTC Wildfire.

1. From the Home screen, tap [icon] > **Transfer Data**.

2. On the Transfer Data screen, tap **Next**.

3. On your old phone, turn Bluetooth on and set it to discoverable mode.

    If you do not know how, tap **How do I turn on Bluetooth?** to see some tips.
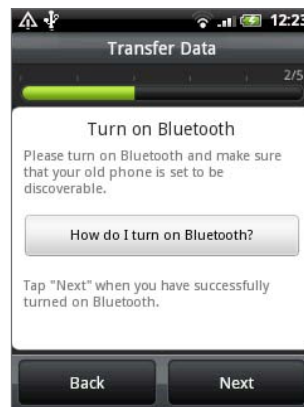
4. Tap **Next** to continue.

    HTC Wildfire automatically turns Bluetooth on and searches for Bluetooth devices.

5. From the device list, select your old phone and then tap **Next**.

    HTC Wildfire then tries to pair with your old phone.

6. Slide open the Notifications panel, and then tap the Bluetooth pairing notification.

    You'll then see the security passkey.

7. On your old phone, enter this passkey or simply confirm it.

8. Select the **Contacts** check box (and other types of data you want to import), and then tap **Next**.

9. When HTC Wildfire finishes importing data, tap **Done**.

People screen

The People screen has the following tabs:
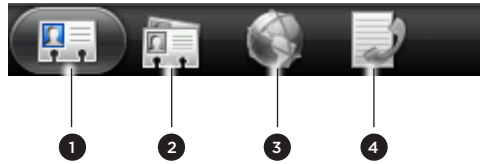
1	All tab	Gives you access to all contacts on your phone, including Google contacts, Exchange ActiveSync contacts, Phone contacts, and Facebook contacts. You can also use this tab to open or update My contact card. For more information, see "Setting up My contact card" in this chapter.
2	Groups tab	Lets you assign contacts to groups so you can easily send an SMS, MMS, or email message to a whole group. For more information, see "Contact groups" in this chapter.
3	Online directories tab	View your friends list in your social network accounts. You can also search for contacts in your Exchange ActiveSync account to copy to your phone.
4	Call history tab	Lists all your dialed numbers and received and missed calls. See "Using Call history" in the Phone calls chapter.

Setting up My contact card

My contact card provides a convenient way to store your personal contact information so that you can easily send it via SMS, MMS, email, or Bluetooth.

1. From the Home screen, tap [icon] > **People**.

2. On the **All** tab of the People screen, tap **Me**, and then tap **Tap here to edit contact**.

If you are logged in to your Facebook account through Facebook for HTC Sense, instead of **Me**, you will see the name you use in Facebook. Tap your name. Then press MENU and tap **Edit**.

3. Enter your name and contact details.

4. Tap **Save**.

Your contacts list

The **All** tab of the People screen shows all your contacts, including Google contacts, Exchange ActiveSync contacts, Phone contacts, and Facebook contacts.

> If you signed in to your Google Account and Facebook account when you first set up the phone, your contacts from those accounts will appear in the contacts list when you open People.
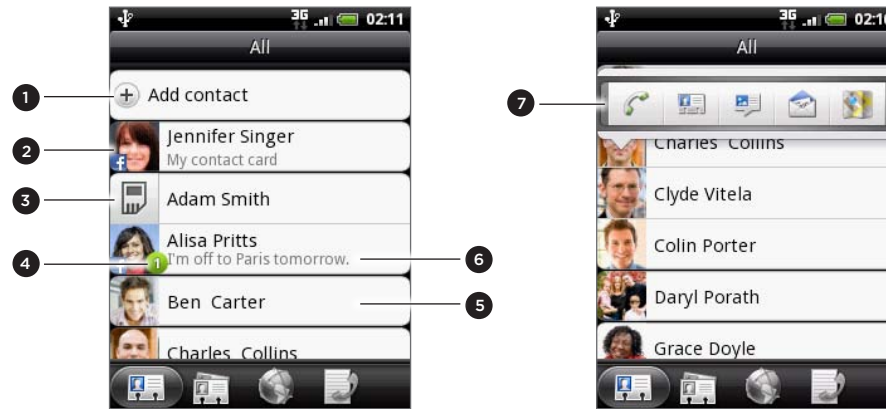
1	Create a new contact.
2	Tap to edit your My contact card.
3	Phone contact
4	This icon appears when the contact: ▪ Has sent you a new text or email message, or tried to call you but you missed the call. ▪ Has updated his or her Facebook profile or has added photos on Flickr or Facebook. ▪ Has upcoming Facebook events or birthday.
5	Tap to open the contact details screen for that contact.
6	Instant status update appears when the contact is a Facebook contact or you link the contact to his or her Facebook account.
7	Tap the photo or icon to open a menu where you can quickly choose how to communicate with the contact. Depending on the contact information stored, you can call, send a message or email, see the contact's Facebook profile, and map his/her address in Google Maps.

Filtering your contacts list

To view only contacts of a particular type, for example Google contacts or Facebook contacts, press MENU, tap **View**, and select the contact types.
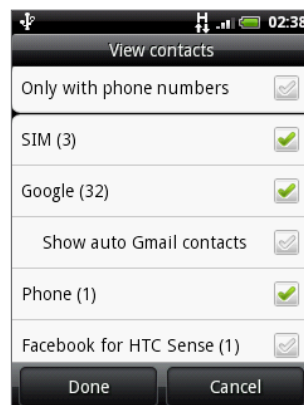
Adding a new contact

1. From the Home screen, tap [icon] > **People**.

2. On the **All** tab, tap **Add contact** at the top of the screen.

3. Select the **Contact type**, for example **Google** or **Microsoft Exchange ActiveSync**. This determines which account the contact will sync with. For more information, see "Ways of getting contacts into your phone" in this chapter.

4. Tap the **Name** field, enter the first and last name of the contact, and choose the order in which to display the names. Tap **OK**.

5. Enter the contact information in the fields provided.

   Press BACK if you want to close the onscreen keyboard first and scroll through the other fields easier.

6. Scroll to the bottom of the screen, and then tap **Save**.

Importing a contact from an Exchange ActiveSync account

You can search for a work contact from your Exchange ActiveSync account, and then copy it to your phone.

You need to have your Exchange ActiveSync account set up on your phone first. To find out how, see "Adding a Microsoft Exchange ActiveSync account" in the Email chapter.

1. From the Home screen, tap [icon] > **People**.

2. On the **Online directories** tab, tap **Company directory**.

3. Enter the name, and then tap [icon].

4. In the list, tap the name of the contact you want to copy to your phone.

5. Tap **Save to People**.

Merging contact information

If you have the same contacts stored in your phone and online accounts such as Google and Facebook, your phone will try to link them as one automatically. If it doesn't, you can manually link them so that you won't have duplicated entries in your contacts list.

Also link your contacts with other social network accounts such as Twitter and Flickr. You'll then see their updates and events from these accounts all in one place.

1. From the Home screen, tap [icon] > **People**.

2. On the **All** tab, tap the name of the contact (not the icon or photo) you want to link.

3. On the upper-right corner of the screen, tap [icon] or [Link 2] (if there are suggested links.)
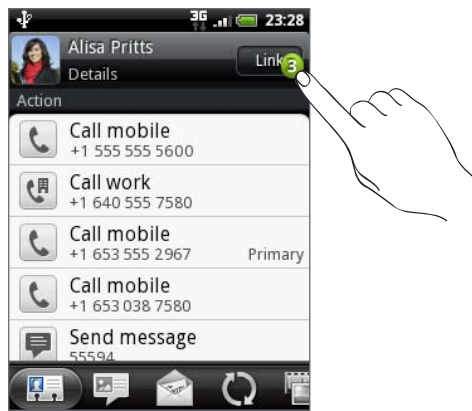
4. On the screen, you can:

 ▪ Under **Suggest links**, tap 🔗 to link the contact to an account.
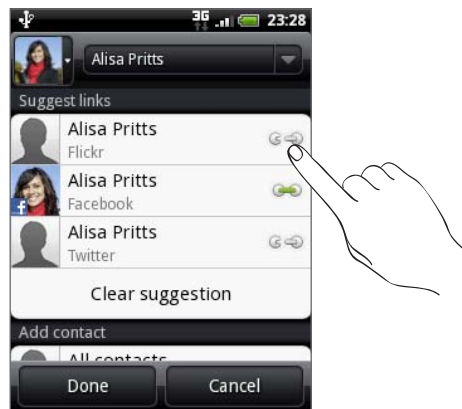
 ▪ Under **Add contact**, tap one of the options to link to another contact.

5. Tap **Done**.

Breaking the contact information link between contacts

1. From the Home screen, tap [⊙] > **People**.

2. On the **All** tab, tap the name of the contact (not the icon or photo) whose contact information link you want to break.

3. On the upper-right corner of the screen, tap 🔗.

4. Under the **Linked contacts** section, tap 🔗 beside an account type to break the link.

5. Tap **Done**.

Editing a contact's information

1. From the Home screen, tap [⊙] > **People**.

2. On the All tab, press and hold the contact, and then tap **Edit contact**.

3. Enter the new information for the contact.

4. Scroll to the bottom of the screen, and then tap **Save**.

Searching for a contact

1. From the Home screen, tap [⊙] > **People**.

2. Press the SEARCH button on the phone.

3. In the search bar, enter the first few letters of the first or last name of the contact you are looking for. Matching contacts are displayed.

   💡 If the list of matching contacts is long, you can view more results by pressing BACK to hid onscreen keyboard.

4. Tap the contact to open his or her contact details screen. See "Contact information and conversations" in this chapter for details.

Backing up your contacts to the storage card

1. From the Home screen, tap [⊙] > **People**.

2. Press MENU, and then tap **Import/Export** > **Export to SD card**.

3. When asked to confirm, tap **OK**.

Importing contacts from the storage card

1. From the Home screen, tap [⊙] > **People**.

2. Press MENU, and then tap **Import/Export** > **Import from SD card**.

✎ You can only import contacts that were exported to the storage card using the **Export to SD card** feature on the phone. See "Backing up your contacts to the storage card."

3. If you have Google or Exchange ActiveSync accounts set up on your phone, tap the type for the imported contacts.

💡 Press BACK to stop importing contacts from the storage card.

Deleting contacts

1. From the Home screen, tap [⊙] > **People**.

2. On the **All** tab, press MENU, and then tap **Delete**.

3. Select the contacts you want to delete, and then tap **Delete**.

4. When prompted, tap **OK**.

Sending contact information as a vCard

1. From the Home screen, tap [⊙] > **People**.

2. On the **All** tab, do the following:

To send	Do this
Someone's contact information	Press and hold the name of the contact (not the icon or photo) whose contact information you want to send, and then tap **Send contact as vCard**.

To send	Do this
My contact card	1. Tap [Your name] My contact card.
	2. Press MENU, and then tap Send my contact info.

3. Choose how you want to send it.
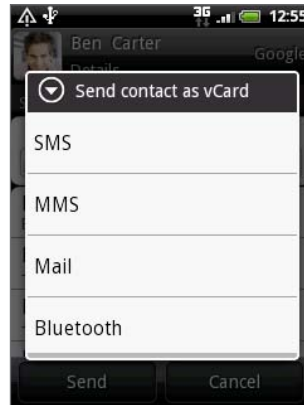
4. Select the type of information you want to send, and then tap Send.

To find out about how to send through Bluetooth, see the Bluetooth chapter.

Contact groups

Assign contacts to groups so you can easily send a message or email to a whole group. You can also sync groups on your phone with the groups in your Google account, accessible via your computer's web browser.

Creating a group

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

2. On the **Groups** tab, tap **Add group**.

3. Enter a name for the group, and then tap **Add contact to group**.

4. Select the contacts you want to add to the group, and then tap **Save**.

> If your contacts list is long, you can use the search bar to search for contacts quickly, or press BACK to hide the onscreen keyboard and scroll through the list.

5. Tap to add a group from photo.

6. Tap **Save**.

Deleting a group

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

2. On the **Groups** tab, press and hold the group you want to delete, and then tap **Delete group**.

> You can only delete groups that you have created.

Editing a contact group

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

2. On the **Groups** tab, press and hold the group, and then tap **Edit group**.

3. You can:

    ▪ Tap the group name to change the name. You can only change the name for groups that you have created.

    ▪ Tap the icon to the left of the group name to change or remove the group photo.

    ▪ To add contacts to the group, tap **Add contact to group**, select the contacts you want to add, and then tap **Save**.

    ▪ To remove a contact from the group, tap at the right side of the contact name.

4. Tap **Save**.

Sending a message or email to a group

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

1. From the Home screen, tap [icon] > **People**.

2. On the **Groups** tab, tap the group you want to send a message or email to.

3. Go to the **Group action** tab, and then do one of the following:

   - Tap **Send group message** to send a message to the group. For information about composing and sending messages, see the Messages chapter.

   - Tap **Send group mail** to send an email to the group. For information on composing and sending email, see the Email chapter.

Contact information and conversations

When you tap a contact on the People screen, the contact details screen opens, showing you the information stored for that contact, exchanged messages and phone calls with that contact, updates and events from social networks, and more.

The contact details screen has the following tabs:
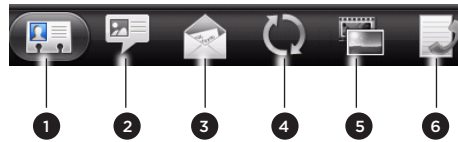
1	Details tab
2	Messages tab
3	Mail tab
4	Updates and events tab
5	Gallery tab
6	Call history tab

Details tab

Shows the information you have stored for the contact, and allows you to get in touch with the contact directly by tapping any of the displayed methods. For example, if the contact has a stored work phone number, tap **Call work** to call that number.

You can also add one of the contact's phone numbers as a speed dial number. To find out how, see "Using Speed dial" in the Phone calls chapter.

Messages tab

Shows your exchanged SMS messages with the contact. Tap a message to view it. To send a new message, tap **New message**. To find out more about text messaging, see the Messages chapter.

Mail tab

Shows all the email you have received from the contact. Tap an email to view it. To send a new email, tap **New mail**. To find out more about sending email, see the Email chapter.

Updates and events tab

Shows the contact's updates and events from social network accounts like Facebook, Twitter, and Flickr.

You'll be able to see updates such as posted status messages, uploads, and profile changes from all these accounts. When there is a notification of the contact's birthday, you can tap the notification to call the contact directly or send a message greeting.
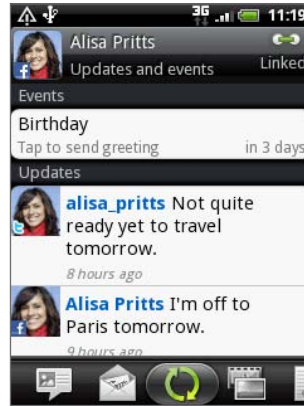
You need to be logged in to the same social networks on your phone to see the updates and events. If you are not logged in, tap the relevant link on the screen to sign in.

Gallery tab

Shows the contact's Facebook and Flickr photo albums. Tap an album to look at the photos in the album.
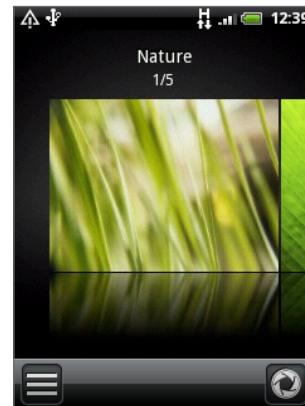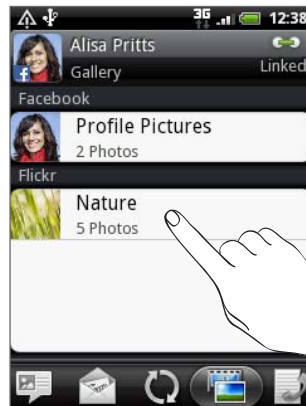
You need to be logged in to your Facebook and Flickr accounts to see the photo albums. If you are not logged in, tap **Link to Facebook** and/or **Link to Flickr**.

Call history tab

Lists all your incoming, outgoing, and missed calls to and from the contact. Tap a list item to call the contact using the displayed number.

People widget

Put the group of people you contact most right on the Home screen of your phone by adding them as the People widget. Using the People widget, you can instantly place a call, send a message, or view details of a favorite contact with a single tap.

Adding People widgets

Stay in touch with different circles of friends or colleagues in your life. You can add several People widgets on the Home screen, with a different group of contacts on each widget.
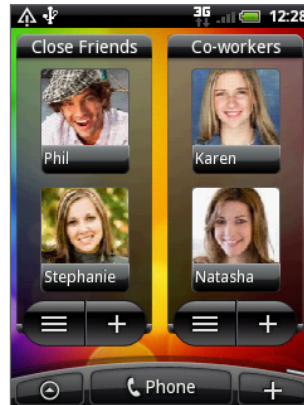
1. From the Home screen, tap [+] > **Widget** > **People**.
2. Choose the widget style, and then tap **Select**.
3. Select the group you want to add as a widget.
4. Drag the widget to a blank space on a Home screen, and then release.
5. Repeat the above steps to add another People widget.

Setting the default communication method

1. On the Home screen, go to the People widget.
2. Tap a contact on the widget.
3. On the Select default action screen, tap the communication method you want for the contact.

Changing the default communication method

1. On the Home screen, go to the People widget.
2. Tap the name of a contact on the widget to open the person's contact card.
3. Press MENU, and then tap **More** > **Set widget action**.
4. On the Select default action screen, tap the communication method you want for the contact.

Getting in touch with a contact

1. On the Home screen, go to the People widget.

2. Tap a contact (photo not the name) on the widget. The default communication method will be performed.

   If you have not set a default communication method, you need to choose one first. See "Setting the default communication method."

Tap the name of the contact to open the contact details screen for that contact.

Keyboard

Using the onscreen keyboard

When you start a program or select a field that requires text or numbers, the onscreen keyboard becomes available.

After entering your text, press BACK to close the onscreen keyboard. To open and use it again, you can press and hold MENU.

Selecting a keyboard layout

You can choose from three different keyboard layouts to suit your typing style.

1. On the onscreen keyboard, tap the Language key (for example, tap En if you're currently using the English onscreen keyboard). Then on the International keyboard options menu, tap **Settings**.

    If tapping the Language key doesn't display the International keyboard menu, press HOME to go to the Home screen. Then press MENU, and tap **Settings > Language & keyboard > Touch Input**.

2. Tap **Keyboard types**, and then select the keyboard layout that you want to use. Choose from the following:

QWERTY	This layout is similar to a desktop computer keyboard. This is the default keyboard layout.
Phone Keypad	This layout resembles the traditional mobile phone keypad.
Compact QWERTY	This layout features two letters on each key. The key size is slightly bigger than on the full QWERTY layout.

Entering text

Use the following keys while entering text using the onscreen keyboard:

a	Press and hold keys with gray characters at the top to enter numbers, symbols, or accented letters. The gray character displayed on the key is the character that will be inserted when you press and hold that key. Some keys have multiple characters or accents associated with them.
↑	**Shift** key. Tap to enter an uppercase letter. The next letter you type will be uppercase. Tap twice to turn on caps lock.
12#	Tap to switch to the numeric and symbol keyboard.
↵	**Enter** key. Tap to create a new line.

←	**Backspace** key. Tap to delete the previous character.
En	**Language** key. The key you see depends on the keyboard language you are currently using. Tap to switch to another keyboard language (see "Enabling multiple keyboard languages"). You can also access onscreen keyboard settings.
XT9 ABC	Tap to toggle between Multitap and XT9 predictive modes when using the Compact QWERTY or Phone keypad layout. For more information, see "Entering words with predictive text."

Enabling multiple keyboard languages

If there are multiple keyboard languages available on your phone, you can choose which languages to enable in the onscreen keyboard so that you can switch to these languages and use them to enter text.

1. From the Home screen, press MENU, and then tap **Settings > Language & keyboard > Touch Input**.

2. Tap International **keyboard**.

3. Choose the languages that you want.

   Available languages depend on the region where you purchased the phone.

Changing to the landscape onscreen keyboard

When entering text, you can choose to use the landscape orientation of the onscreen keyboard.

> § The **Orientation** check box in **HOME > MENU > Settings > Sound & display** needs to be selected for the screen orientation to automatically change.
> § The landscape orientation keyboard is not supported in all applications.

Turn your phone sideways to the left to use a larger keyboard that lets you type easily using your thumbs.
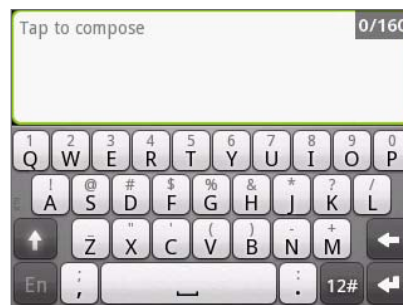
Entering words with predictive text

The onscreen keyboard has predictive text to help you type quickly and accurately. Predictive text input is enabled by default, and word suggestions are displayed as you type.
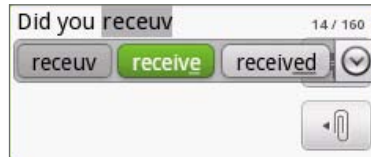
To enter a word in predictive mode, do any of the following:

- If you see the word you want highlighted in green or orange, you can simply tap the space bar to insert the word into your text.

- If you see the word you want shown in the suggestions before you have finished typing the entire word, tap the word to insert it into your text.

- If an arrow is shown to the right of the suggestion list, tap the arrow to see more suggestions.

Adding a word to the predictive text dictionary

Your phone comes with a list of words that it references for predictive text suggestions. Sometimes you may need to add a word to the predictive text dictionary, for example a name or a specialized technical word.

While entering text using the QWERTY keyboard layout, if you tap any word on the suggestion list, it is automatically added to the predictive text dictionary if it was not in the dictionary already.

You can also add a word to the list manually:

1. From the Home screen, press MENU, and then tap **Settings > Language & keyboard > Touch Input**.

2. Tap **User Dictionary**.

3. Tap **Add new**.

4. Enter the word to add, and then tap **OK**.

Editing or deleting a word in the user dictionary

You can edit or remove words that you previously added to the predictive text dictionary.

1. From the Home screen, press MENU, and then tap **Settings > Language & keyboard > Touch Input**.

2. Tap **User Dictionary**.

   - To edit a word, tap the word itself.

   - To delete words from the dictionary, press MENU and tap **Delete**. Then choose the words to remove and tap **OK**,

Adjusting touch input settings

Open the Touch Input settings by doing one of the following:

- On the onscreen keyboard, tap the Language key (for example, tap En if you're currently using the English onscreen keyboard). Then on the International keyboard options menu, tap **Settings**.

- From the Home screen, press MENU and then tap **Settings** > **Language & keyboard** > **Touch Input**.

Touch Input settings

Keyboard types	Select the keyboard layout to use. You can choose from QWERTY, Phone Keypad, or Compact QWERTY.
International keyboard	Add or remove languages from the onscreen keyboard language list.
Text input	Set text input options when entering text, calibrate the keyboard, and set a sound and/or vibration feedback whenever you tap a key. See "Text input" for details.
Tutorial	Learn how to use the onscreen keyboard with this interactive tutorial.
User Dictionary	Add, edit or remove words in the predictive text dictionary. See "Entering words with predictive text."

Text input

QWERTY	
Prediction	Select to enable the word prediction feature which provides a list of possible words that reflect the characters of the keys you have tapped as well as characters of nearby keys.
Spell correction	Select to correct typographical errors by selecting from a list of possible words that reflect the characters of the keys you have tapped as well as characters of nearby keys.

Phone keypad & compact QWERTY	
Spell correction	Select to correct typographical errors by selecting from a list of possible words that reflect the characters of the keys you have tapped as well as characters of nearby keys.
Word completion	When using the Compact QWERTY or Phone keypad, lets you select from a list of possible combinations based on the characters that appear on the keys that you tapped.

Other settings	
Sound feedback	Select to hear a clicking sound whenever you tap a key on the keyboard.
Vibrate when typing	Select to enable vibration feedback whenever you tap a key on the keyboard.

Finger touch precision	
Calibration tool	Tap to re-calibrate the keyboard touch accuracy. Re-calibrate the keyboard if you feel that the keyboard keys are not responding accurately to your taps.
Reset calibration	Tap to reset the calibration back to factory default.

Messages

About Messages

Keep in touch with important people in your life. Use the Messages application to compose and send text (SMS) and multimedia messages (MMS).

From the Home screen, tap ⬛ > **Messages**.
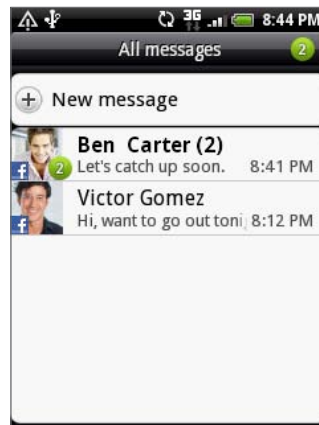
On the All messages screen, all your sent and received messages are neatly grouped into conversations, by contact name or phone number. You can:

- Scroll up or down the list of conversations by swiping your finger on the screen.
- Tap a contact name or number to view the exchange of messages.

You can also view your messages on the Home screen with the Messages widget. If this widget is not there already, you can add it by following the steps in "Personalizing your Home screen with widgets" in the Personalizing chapter.

Sending a text message (SMS)

If you exceed the limit on the number of characters for a single text message, your text message will be delivered as one but will be billed as more than one message.

1. From the Home screen, tap ⬛ > **Messages**.
2. On the All messages screen, tap **New message**. The Compose screen opens.

3. Fill in one or more recipients. You can:

- Enter complete phone numbers directly in the **To** field. Press the Enter key after entering each phone number.

- Enter the first few letters of a contact name or starting digits of a mobile number. As you enter, matching names with phone numbers from your stored contacts are displayed. Tap a name or one of the contact's number.

- Tap the 👤 icon, and then select the phone numbers of the contacts to whom you want to send the message. You can also select contact groups as recipients.
  When you have selected all the message recipients, tap **OK**.

4. Tap the box that says "Tap to compose", and then enter your message.
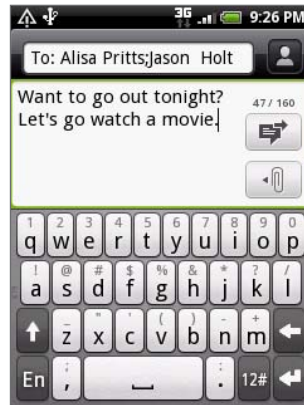
5. Tap 🗇 to send the message immediately, or press BACK to save it as a draft. To open and edit a draft message, see "Resuming a draft message."

Your text message automatically becomes a multimedia message when 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)

To compose a multimedia message, start by creating a new text message. Then choose the type of attachment to include in your message.

1. From the Home screen, tap ⊙ > **Messages**.

2. On the All messages screen, tap **New message**. The Compose screen opens.

3. Fill in one or more recipients. You can:

- Enter complete phone numbers or email addresses directly in the **To** field. Press the Enter key after each entry.

- Enter the first few letters of a contact name or starting digits of a mobile number. As you enter, matching names with phone numbers and email addresses from your stored contacts are displayed. Tap a contact's number or email address.

- Tap the 👤 icon, and then select the phone numbers of the contacts to whom you want to send the message. You can also select contact groups as

recipients.

When you have selected all the message recipients, tap OK.

4. To add a subject line, press MENU and then tap Add subject.

5. Tap the box that says "Tap to compose", and then enter your message.

6. Tap [icon] and then choose the type of attachment.

[icon]	Photo/Video. ▪ Select Camera to take a photo and attach it, or Gallery to attach a photo from your storage card. ▪ Select Camcorder to capture a video and attach it, or Videos to attach a video from your storage card.
[icon]	Audio. Select Voice Recorder to make a voice recording and attach it, or Music & sounds to attach a music file or voice recording from your storage card.
[icon]	Contact (vCard). Select a contact, and then select the information to attach.
[icon]	Appointment (vCalendar). Select the calendar event you want to attach.
[icon]	Slideshow. See "Creating a slideshow."

You can also press MENU and then tap Attach to choose the type of attachment. Other types you can include in your message are:

App recommendation	Choose an application you've installed from Android Market that you want to share with others. The URL from which the application can be downloaded will be inserted to your message.
Location	Add your current location (requires GPS to be turned on), a location stored in Footprints, or a location you pick on a map to your message.For more information about GPS, Maps, and Footprints, see the Maps and location chapter.

7. To make changes to your attachment, you can:

▪ Tap [icon] to change to a slideshow so you can add more photos, videos, or audio attachments. See "Creating a slideshow."

▪ Tap [icon] to replace an attached contact or appointment.

▪ Press MENU and then tap Remove to start over.

8. Tap [icon] to send the message immediately, or press BACK to save it as a draft. To open and edit a draft message, see "Resuming a draft message."

Creating a slideshow

In a multimedia message, you can add slides, each containing a photo, video, or audio.

1. In the multimedia message you're composing, tap [icon] > [icon].

2. On the Edit slideshow screen, tap Add slide.

3. Tap Slide 1.

4. To compose your slideshow, do any of the following:

Add a picture	Tap **Insert picture**.
Add a video	Press MENU, and then tap **Add video** (you cannot add both a picture and a video on the same slide).
Add music or a voice recording	Press MENU, and then tap **Add audio**.
Add a caption	Tap the box that says "Tap to compose."
Add a new slide	Tap **Add slide**.
View the next or previous slide	Tap ▶ or ◀.
Preview your slideshow	Press MENU, and then tap **Preview**.

For more options, press MENU, and then tap **More**.

5. When finished, tap **Done** to attach the slideshow to your message.

6. Tap 🖅 to send the message immediately, or press BACK to save it as a draft.

Resuming a draft message

1. On the All messages screen, press MENU, and then tap **Drafts**.

2. Tap the message to resume editing it.

3. When you finish editing the message, tap ⊡.

Viewing and replying to a message

Depending on your notification settings, the phone plays a ringtone, vibrates, or displays the message briefly in the status bar when you receive a new message. A new message icon ⊡ is also displayed in the status bar.
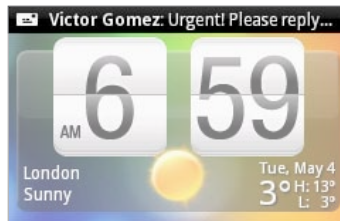
1. To open and read the message, you can:

   - Press and hold the status bar, and then slide your finger down to open the Notifications panel. Then tap the new message.

   - Open the Messages application to access and read the message.

2. While reading the message, you can:

Reply with a text message	Tap the text box at the bottom of the screen, enter your reply message, and then tap ⊡.
Reply with a multimedia message	Enter your reply message and choose what item to attach to it. See "Sending a multimedia message (MMS)."
Call or save a phone number contained in the message	Tap the phone number. Then choose whether to dial the number or add it to your contacts.
Open a link in the message	Tap the link to open it in the web browser.
Send to or save an email address contained in the message	Tap the email address. Then choose whether to send an email, send a multimedia message, or save the email address to your contacts.
Forward a message	Press and hold the message to open the options menu, and then tap **Forward**.
Check message details	Press and hold the message to open the options menu, and then tap **View message details**.

You can change the notification for new messages. See "Setting message options."

Viewing and saving an attachment from a multimedia message

If you are concerned about the size of your data downloads, check the multimedia message size first before you download it.

> When **Auto-retrieve** in MMS settings is disabled, only the message header is downloaded. To download the entire message, tap the **Download** button at the right side of the message. To find out more about message settings, see "Setting message options."

- If there's a media attachment such as a photo or video in a received message, tap it to view the content.

- If the attachment is a contact (vCard), tap it to add to your contacts.

Open the People application to view the contact information. See the People chapter. If the attachment is an appointment or event (vCalendar), tap it and then choose the calendar where to save it.

Open the Calendar application to view the appointment or event. See the Calendar chapter.

- To save the attachment to your storage card, press and hold the multimedia message, and then tap **Save [attachment type]** on the options menu.

Viewing contact details and communicating with a contact

When you have received a message from someone in your stored contacts, you can tap the contact's photo or icon in the Messages application to open a menu of options. Depending on the stored contact information, you can view the contact details, phone or send an email message to the contact, and more.
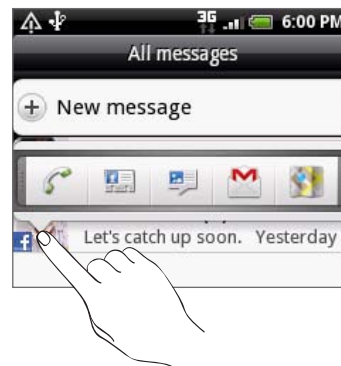
Viewing push messages

Push messages contain a web link. Often, the link will be to download a file that you have requested, for example a ringtone.

When you receive a push message, a notification icon 🌐 is displayed in the status bar. To open and read a new push message:

1. Press and hold the status bar, and then slide the status bar down to open the Notifications panel.

2. Tap the new message.

3. Tap **Visit website**.

To view all your push messages:

1. From the Home screen, tap [⊙] > **Messages**.

2. Press MENU, and then tap **Push messages**.

Managing message conversations

Protecting a message from deletion

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

1. On the All messages screen, tap a contact (or phone number) to display the exchange of messages with that contact.

2. Press and hold the message that you want to lock

3. Tap **Lock message** on the options menu.

A lock icon 🔒 is displayed at the right hand side of the message.

Deleting a single message

1. On the All messages screen, tap a contact (or phone number) to display the exchange of messages with that contact.

2. Press and hold the message that you want to delete.

3. If the message is locked, tap **Unlock message** on the options menu, and then press and hold the message to display the options menu again.

4. Tap **Delete message** on the options menu.

5. When prompted to confirm, tap **OK**.

Deleting a conversation

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

   While looking at the exchange of messages in a conversation, you can also press MENU and then tap **Delete**.

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

3. When prompted to confirm, tap **OK** to delete the entire thread.

Deleting several conversations

1. On the All messages screen, press MENU, and then tap **Delete**.

2. Select the conversation threads you want to delete.

3. Tap **Delete**.

Any locked messages will not be deleted.

Setting message options

On the All messages screen, press MENU and then tap **Settings**. You'll find several groups of settings.

Storage settings

Delete old messages	Automatically delete older messages, except for locked messages, when the set limits are reached.
Text message limit	Choose the maximum number of text messages to store in each conversation thread (this does not include locked messages).
Multimedia message limit	Choose the maximum number of MMS messages to store in each conversation thread (this does not include locked messages).

SMS settings

Delivery reports	Receive a report on the delivery status of your message.
Priority settings	Set the message priority of SMS messages sent.

MMS settings

Delivery reports	Receive a report on the delivery status of your message.
Auto-retrieve	Automatically retrieve all your MMS messages completely. When selected, the MMS message header plus the message body and attachments will automatically download to your phone. If you clear this check box, only the MMS message header will be retrieved and shown on the All messages screen.
Roaming auto-retrieve	Automatically retrieve all your MMS messages completely when roaming. This may incur significant phone charges.
Priority setting	Set the message priority of MMS messages sent.
Maximum message size	Set the maximum file size of an MMS message. The MMS message will not be sent out if it exceeds the file size set here.
Connection settings	Set connection settings for sending and receiving MMS messages, such as the MMS proxy and MMS protocol.

Received messages

Received notification	Receive a notification in the status bar when a new message arrives.
Play notification sound	Set your phone to play a sound when a new message arrives.
Notification sound	Choose a sound that will play when you receive a message.
Vibrate	Set your phone to vibrate when a new message arrives.

Sent messages

Sent notification	Receive a notification in the status bar when a message is sent successfully.

Failure notification	Receive a notification in the status bar when a message is not sent successfully.
Play notification sound	Set your phone to play a sound when a sent or failure notification is received.
Notification sound	Choose a sound that will play when there's a sent or failure notification.
Vibrate	Set your phone to vibrate when a new message arrives.

Accounts and sync

Synchronizing with online accounts

About online accounts

Your phone can sync information with your Google™ and Microsoft® Exchange ActiveSync® accounts as well as receive updates from social networks such as Facebook®, Twitter™, and Flickr™.

These are some of the types of information you can sync:

- Gmail™/Google Mail and Exchange ActiveSync email.

- Google and Exchange ActiveSync contacts, as well as your Facebook friends' contact information. For information on contacts, see the People chapter.

- Calendar events from your primary Google Account and from Exchange ActiveSync. For information on using Calendar, see the Calendar chapter.

- Status updates and links shared by your friends and yourself on social networks such as Facebook and Twitter. For details, see the Social chapter.

- Flickr and Facebook photo uploads. For information on viewing photos, see the Gallery chapter.

> You can set up an Exchange ActiveSync account on your phone either in the Mail application or the Accounts & sync setting.
>
> To set it up in the Mail application, see "Adding a Microsoft Exchange ActiveSync account" in the Email chapter.

Adding a social network account

If you skipped setting up your social network account (such as Facebook, Twitter, or Flickr) when you first turned on and set up your phone, you can still sign in to these accounts through your phone's settings.

1. From the Home screen, press MENU, and then tap **Settings > Accounts & sync**.

2. Tap **Add account**, and then tap the account type you want to add.

3. Follow the onscreen instructions to enter your account information.

Your social network account will be added to the list on the Accounts & sync screen. Depending on how you configured the account, the new information may start synchronizing with your phone.

Synchronizing with a Google Account

Signing in to your Google Account lets you synchronize Gmail/Google Mail and your Google contacts and calendars between your phone and the web. You also need to sign in to a Google Account to use Google applications such as Google Talk™ and Android Market™.

> If you skipped signing in to a Google Account when you first set up your phone, you may encounter problems when using some Google applications. If these problems persist, you may need to factory reset your phone and enter your Google Account details when you set up the phone again. To factory reset your phone, see "Restarting or factory resetting your phone" in the Update and reset chapter.

Adding more Google Accounts

You can add more than one Google Account on your phone. However, subsequent Google Accounts can only synchronize Gmail/Google Mail and contacts. Other Google services use the first Google Account you added.

1. From the Home screen, press MENU, and then tap **Settings > Accounts & sync**.

2. Tap **Add account > Google**.

3. Follow the onscreen instructions to sign in to an account or create a new account.

Managing your online accounts

Changing general sync settings

1. From the Home screen, press MENU, and then tap **Settings > Accounts & sync**.

2. Select or clear the following:

Background data	If this is selected, applications can send and receive online account information even if you are not currently using them.
Auto-sync	If this is selected, applications can use the sync schedule defined in the account settings. If this is cleared, you will need to sync accounts manually. For instructions on doing this, see "Synchronizing an account manually" below.

Synchronizing an account manually

1. From the Home screen, press MENU, and then tap **Settings > Accounts & sync**.

2. Tap the account that you want to sync.

3. Tap **Sync now.**

Changing account settings

You can change settings such as the sync frequency and the types of information synchronized, the kinds of notification you receive, and the way that account information is displayed.

1. Tap the account that you want to edit.

2. Edit the account settings.

Removing an account

You can remove an account to delete it and all information associated with it from your phone, for example messages, contacts, or settings. Removing an account does not delete information from the online service itself.

> You cannot remove some accounts, such as the first Google Account you signed into on the phone, except by deleting all personal information from your phone with a hard reset. For instructions on doing this, see "Restarting or factory resetting your phone" in the Update and reset chapter.

1. From the Home screen, press MENU, and then tap **Settings > Accounts & sync**.

2. Tap the account that you want to remove.

3. Tap **Remove account**, and then confirm that you want to remove the account.

Forgot your Google Account password?

You need your Google Account password to sync Google Mail (Gmail), Calendar, and Google contacts to your phone. You also need this password to use Google Talk and download apps from Android Market.

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

1. On your phone or computer, open your web browser and go to https://www.google.com/accounts/ForgotPasswd.

2. Enter the email address or username that you use to sign in to your Google Account.

3. Complete the word verification process. Enter the characters that you see onscreen and click **Submit**.

An email will be sent to the alternate email address you provided when you created your Google Account. Follow the instructions in the email to reset your password.

If you don't have an alternate email address or cannot access the email account you used to create your Google Account, you can reset your Google Account after 24 hours by answering the security question for password recovery.

About HTC Sync

You can use HTC Sync™ to synchronize contacts, calendar, and other information between your computer and your phone.

Download and install the HTC Sync version for HTC Wildfire from our support website, www.htc.com/support, when it's available.

> Visit the HTC support website (www.htc.com/support) from time to time to check and download the most recent HTC Sync upgrade.

Social

About Facebook for HTC Sense

If you signed in to your Facebook account when you turned on and set up your phone for the first time, that means your Facebook account is linked to Facebook for HTC Sense on your phone. (If you did not do this, see the Accounts and sync chapter to find out how to sign in to Facebook for HTC Sense.)

With Facebook for HTC Sense, you can:

- See all your Facebook contacts in People.
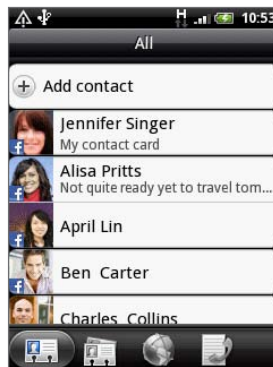
- See Facebook photos right on the Gallery application.

- Check your friends' Facebook status updates in Friend Stream.
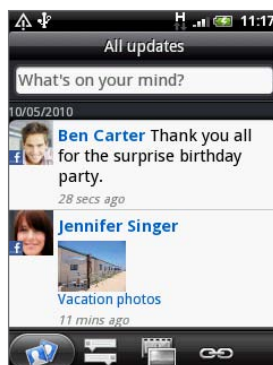
Using Friend Stream

Friend Stream connects you to your social networks. Share and get updates from your Facebook, Twitter, and Flickr accounts in a single feed. With Friend Stream, you can easily track your friends' status messages, photo uploads, and web links - or comment and post your own.

- You must be signed in to at least one social network account to use Friend Stream. To find out how to sign in, see "Adding a social network account" in the Accounts and sync chapter.

- To use your Facebook account on Friend Stream, you need to be signed in via Facebook for HTC Sense. See "About Facebook for HTC Sense" in this chapter.

From the Home screen, tap [icon] > **Friend Stream**. Friend Stream opens in the **All updates** tab.
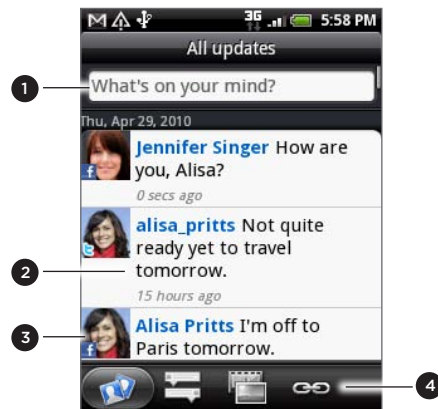
1	Tap in this area to compose and send a status update.
2	**When you tap** someone's status update, you can: ■ Open Peep and view all tweets. See "Tweeting on your phone" in this chapter. ■ Write a comment. Like or unlike someone's Facebook posts. ■ Look at someone's album photos.
3	**When you tap someone's photo or name, you can:** ■ Check the person's profile details. ■ Look at the person's Facebook wall. ■ Check the person's posted tweets.
4	Slide to the other tabs to view only status updates, photo updates, or links.

Updating your status

You can update your status simultaneously on all the social network accounts you are signed in to.

1. On the All updates tab [icon], tap the box that says "What's on your mind?".

2. Enter your status update.
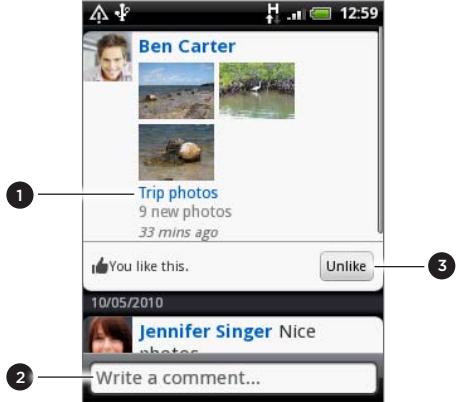
- If you do not want to send the status update to all your social network accounts, tap [icon] and clear the check boxes of the social networks to exclude.

- To recommend an application that you've downloaded from Android Market, tap [icon].

To find out more about sharing applications, see "Sharing games and applications" in the More apps chapter.

3. Tap **Share**.

Commenting on and liking Facebook posts

After tapping someone's status update on the All updates tab, you can do the following:

<table>
<tr><td>1</td><td>Tap the album name shown in the status update to view and comment on the album photos using the Gallery application. See the Gallery chapter.</td></tr>
<tr><td>2</td><td>Enter what you think about the person's status update.</td></tr>
<tr><td>3</td><td>Like or unlike the person's status update.</td></tr>
</table>

About the Friend Stream widget

Use the Friend Stream widget so you can easily update your status and view other people's status updates right on the Home screen.
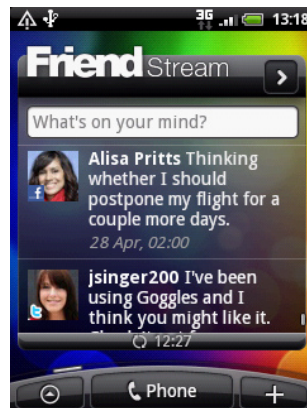
If you don't have this widget on your Home screen, see "Personalizing your Home screen with widgets" in the Personalizing chapter to find out how to add it to the Home screen.

Tweeting on your phone

Peep is a Twitter™ client that lets you enjoy "tweeting" on your phone. Post and read tweets, send and receive direct messages, search for new Twitter users to follow, all from your phone.

If you did not sign in to your Twitter account when you first turned on the phone, follow the onscreen instructions to sign in to your Twitter account.

From the Home screen, tap [⊙   ] > **Peep**. Peep opens in the All tweets tab.
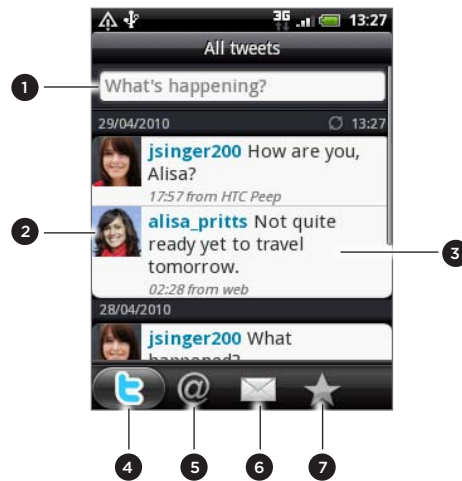
1	Tap in this area to compose and send a tweet.
2	Tap a person's photo or name to check profile details and all of his or her tweets.
3	Press and hold a tweet to open an options menu to reply, send a direct message, retweet, and more.
4	**All tweets tab.** View all the tweets from people you follow and tweets that you have posted.
5	**Mentions tab.** View all tweets that mention your username using the "@[your username]" convention.
6	**Direct message tab.** View all private/direct messages that you have received or sent.
7	**Favorites tab.** View tweets that you have marked as favorites.

Sending a tweet

1. On the Peep screen's All tweets tab, tap the box that says "What's happening?".

2. Type your tweet.

3. Add a picture or location to your tweet.

   - Tap [icon] to post a picture from Gallery or Camera to your default photo hosting site and add the link to the picture in your tweet.

   - Tap [icon] to insert your location into the tweet. You can choose to add a map link, insert your location name, or insert your position coordinates.

4. Tap **Update**.

Searching for Twitter users to follow

1. On the Peep screen, press the SEARCH button.

2. Enter the search criteria, and then tap [icon].

3. In the list of search results, tap the Twitter user you want to follow.

4. Press MENU, and then tap **Follow**.

Unfollowing a Twitter user

1. On the Peep screen, tap the photo or name of the Twitter user you want to stop following.

2. Press MENU, and then tap **Unfollow**.

Sending a direct message

You can only send a direct message to someone who is following you.

1. On the Peep screen, press MENU, and then tap **New message**.

2. Tap the **To** field, and then enter the name. As you enter characters, the names of the Twitter users that match the characters you enter will appear. Tap the name when you
   see it.

3. Enter your message, and then tap **Update**.

You can also send a direct message from the **All tweets** or **Direct Message** tabs. On the **All tweets** or **Direct message** tabs, press and hold the person you want to send the direct message to, and then tap **Send direct message** on the options menu.

Setting Peep options

On the Peep screen, press MENU, and then tap **More > Settings**. You can set these options:

Account settings	Sign out of your Twitter account.
General settings	Choose whether to show the screen name or the real name of the people you follow.
Send & receive	Set the frequency to check for new tweets and set the number of tweets to download.
Services	Set your photo hosting site, photo quality, location options, and URL shortening host.
Notification settings	Select when and how you want to be notified.

About the Twitter widget

Use the Twitter widget to send and follow your tweets right on your Home screen.

To find out how to add a widget to the Home screen, see "Personalizing your Home screen with widgets" in the Personalizing chapter.

Chatting in Google Talk

Google Talk is Google's instant messaging program. It lets you communicate with other people that also use Google Talk.

From the Home screen, tap [icon] **> Talk**.

If you signed in to your Google Account when you first set up the phone, you are already signed in to Google Talk.

> To sign out from Google Talk, press MENU while in the Friends list, and then tap **More > Sign out**.

Chatting with friends

Starting a chat

1. Tap a friend in the Friends list.

2. Chat with your friend by entering text in the text box at the bottom of the screen.

   To insert a smiley, press MENU, and then tap **More > Insert smiley**. Tap a smiley to insert it into your message.

3. After entering your message, tap **Send**.

Accepting an invitation to chat

When a friend sends you a Google Talk message, you receive a notification. Their entry in the Friends list turns white and displays the message.

Do one of the following:

- In the Friends list, tap the friend who sent you the invitation to chat.

- Open the Notifications panel, and then tap the chat notification. See "Opening the Notifications panel" in the Getting started chapter.

Returning to the Friends list

While on a chat screen, press MENU, and then tap **Friends list**.

Switching between active chats

You can switch between chats if you have more than one chat going.

1. While on a chat screen, press MENU, and then tap **Switch chats**.

2. On the screen that opens, tap the friend you want to chat with.

Inviting a friend to join a group chat

1. While on a chat screen, press MENU, and then tap **Add chat**.

2. Tap the friend you want to invite. The friend you invited and the current participants receive an invitation to a group chat. Each one who accepts the invitation joins the group chat.

Chatting on or off the record

Your Google Talk messages are stored, so you can review them later and even search for them in the Chats folder in Gmail/Google Mail. But, if you'd rather not store the messages in a chat, you can go off the record.

On a chat screen, press MENU, and then tap **Chat off record**.

To resume saving the messages in the chat, press MENU, and then tap **Chat on record**.

Ending a chat

Do one of the following:

- In the Friends list, press and hold the friend you want to stop chatting with, and then in the menu that opens, tap **End chat**.

- While on a chat screen, press MENU, and then tap **End chat**.

Changing your online status and picture

Changing your online status

In the Friends list, tap the online status icon ( ) beside your name, and then select the status you want on the options menu.

In addition to the standard status settings described in the table, you can also select a message that you've entered previously. Or tap **Clear custom messages** to erase them and start over.

Your status and any message appear in your contact's Friends lists and in other locations where your status or status message are displayed.

Changing your status message

1. In the Friends list, tap the text box to the left of your online status icon, and then enter your status message.

2. On the onscreen keyboard, tap .

Changing your picture

1. In the Friends list, tap the picture to the left of your status message.

2. In the Select an album screen, tap the album where the picture you want to use is located.

3. Tap the picture you want to use.

4. Drag the green box to select the portion of the picture to crop.

    To resize the green box, tap a border on the box and then drag it.

5. Tap **Save**.

Managing your Friends list

Adding a friend

You can invite anyone with a Google Account to become your friend in Google Talk, so you can chat with each other and view each others' online status.

1. In the Friends list, press MENU and then tap **Add friend**.

2. Enter the Google Talk instant messaging ID or Google email address of the friend you want to add.

Viewing all friends or only those most popular with you

By default, only the friends that you frequently chat with — the most popular — are shown in the Friends list. But you can view all friends instead.

In the Friends list, press MENU, and then tap **All friends**. To switch back to just the friends with whom you chat most frequently, tap **Most popular** in the menu.

Making a friend popular

If you cannot see the friend, press MENU, and then tap **All friends**.

1. In the Friends list, press and hold a friend's name.

2. In the options menu, tap **Always show friend**.

Blocking a friend

You can block a friend from sending you messages. When blocked, your friend is also removed from your Friends list.

If you cannot see the friend, press MENU, and then tap **All friends**.

1. In the Friends list, press and hold the friend's name you want to block.

2. Tap **Block friend**.

Your friend is removed from your friends list and is added to the blocked friends list.

Unblocking a friend

1. in the Friends list, press MENU and then tap **Blocked**.

2. In the Blocked friends list, tap the name of the friend to unblock, and then tap **OK**.

Email

Using Gmail/Google Mail

Gmail/Google Mail is Google's web-based email service. Gmail/Google Mail is configured when you first set up your phone. Depending on your synchronization settings, Gmail/Google Mail on your phone is automatically synchronized with one or more Gmail/Google Mail accounts on the web. For more information about synchronization, see "Synchronizing with a Google Account" in the Accounts and sync chapter.

Viewing your Gmail/Google Mail inbox

The Inbox conversations list is your default Gmail/Google Mail view. All your received emails are delivered to your Inbox.

Gmail/Google Mail groups each message you send with all the responses you receive. This conversation list continues to grow as new replies arrive, so you can always see your messages in context. A new message or a change to the subject of a current message will begin a new conversation.

1. From the Home screen, tap [⊙] > **Gmail**/**Google Mail**.

2. To scroll through the conversation list, swipe your finger up/down on the screen or the optical trackball.
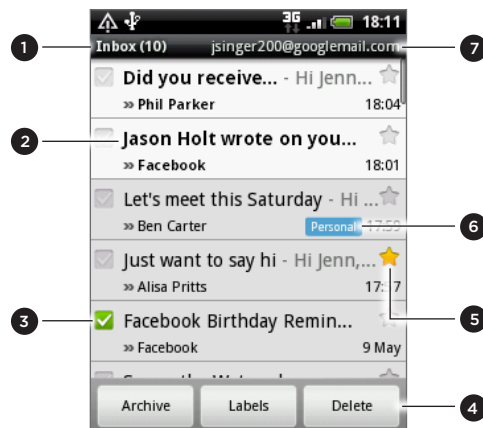
1	Folder (or Label) and number of unread email messages.
2	Unread messages are displayed in bold.
3	Checked email. Select one or more emails to apply an action. ✏ Batch operations need to be enabled.
4	Actions for checked email(s). This will not show if there is no item selected in the inbox.
5	Starred message. Tap to add or remove the star. For more information, see "Starring a message" in this chapter.
6	Message label.
7	The Google Account you are currently viewing. To view another account, see "Switching to another Google Account" below.

Switching to another Google Account

If you have set up more than one Google Account on your phone, you can switch between accounts in Gmail/Google Mail. To find out how to set up several Google Accounts, see "Adding more Google Accounts" in the Accounts and sync chapter.

1. While viewing the Inbox, press MENU, and then tap **Accounts**.

2. Tap the account to switch to.

Reading your messages

Depending on your notification settings, the phone plays a ringtone, vibrates, or displays the email message briefly in the status bar when you receive a new email. A new email message icon ![M] also appears on the notifications area of the status bar to notify you of a new email. For more information on email notification settings, refer to "Changing Gmail/Google Mail settings" later in this chapter.

For information on automatic email synchronization, see "Changing Gmail/Google Mail synchronization settings" in this chapter.

> 💡 To refresh your inbox manually, press MENU and then tap **Refresh**.

1. Do one of the following:

   - When you receive a new email notification, press and hold the status bar, and then slide down your finger on the screen to open the Notifications panel. Tap the new email to view it.

   - While in the Inbox, tap the unread email or the conversation with the unread email to view it.

2. To scroll through the messages in the conversation, swipe your finger up/down on the screen or the optical trackball.
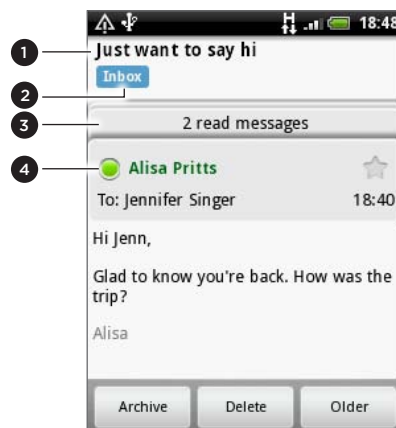
1	Email subject.
2	Message label.
3	Tap to expand the other email messages in the conversation.
4	Online status. Appears green when the contact is a Google Talk friend and is online, and you're currently also online in Google Talk.

3. To manage the email message or conversation, do any of the following:

   - Tap **Archive** to remove the conversation from your Inbox while still keeping it stored in your Google Account.

> 💡 To display your archived messages, in the Inbox, press MENU and then tap **View labels > All Mail**.

   - Tap **Delete** to delete the conversation from your Google Account. If you delete the conversation accidentally, you can tap **Undo** in the yellow bar at

the top of the screen to undelete it.

- Tap **Older** to see the previous conversation in your Inbox.

- Press MENU to see more options.

Replying to or forwarding an email message

1. In the message thread, scroll down to the end of the conversation.
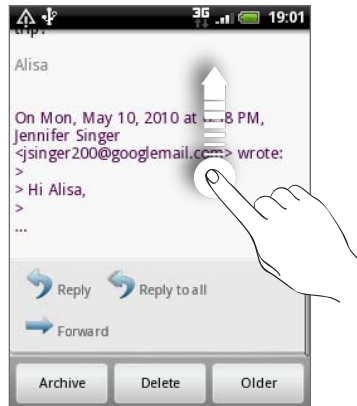
2. Tap **Reply**, **Reply to all**, or **Forward**.

3. Do one of the following:

   - If you selected **Reply** or **Reply to all**, enter your reply message.

   - If you selected **Forward**, specify the message recipients.

4. Tap **Send**.

Muting a conversation

If you're part of a long message conversation that isn't relevant, you can 'mute' the conversation to keep all future additions out of your Inbox.

While viewing the message thread, press MENU and then tap **More** > **Mute**.

Reporting a conversation as spam

The Gmail/Google Mail webmail service works hard to prevent spam (unwanted and unsolicited "junk" mail) from reaching your Inbox. But when spam makes it through, you can help improve the service by reporting the conversation as spam.

While viewing the message thread, press MENU, and then tap **More** > **Report spam**.

Sending a message

1. From the Home screen, tap [icon] > **Gmail/Google Mail**.

2. In the Inbox, press MENU and then tap **Compose**.

3. Enter the message recipient's email address in the **To** field. If you are sending the email to several recipients, separate the email addresses with a comma. You can add as many message recipients as you want.
   As you enter email addresses, any matching addresses from your contacts list

are displayed. Tap a match to enter that address directly.

> If you want to send a carbon copy (Cc) or a blind carbon copy (Bcc) of the email to other recipients, press MENU and then tap **Add Cc/Bcc**.

4. Enter the email subject, and then compose your email.

5. If you want to add a picture attachment, press MENU and then tap **Attach**. Navigate to the picture you want to attach, and then tap the picture.

6. After composing your message, tap **Send**.

> While composing the message, tap **Save as draft** or press the BACK button to save it as a draft. To view your draft email messages, in the Inbox, press MENU and then tap **View labels > Drafts**.

Adding a signature to your messages

You can add a signature to email messages that you send.

1. In the Inbox, press MENU and then tap **Settings > Signature**.

2. Enter your signature in the text box, and then tap **OK**.

> You can create a signature consisting of multiple lines of text. At the end of each line of text, tap ◄ on the onscreen keyboard to create another line.

Viewing your sent messages

In the Inbox, press MENU and then tap **View labels > Sent**.

Managing conversations and messages

Searching for messages

You can search for messages that contain one or more words in their contents or in their addresses, subjects, labels, and so on. When you search for messages, all of the messages in your Gmail/Google Mail account on the web are included (except those labeled Trash or Spam), not just those that you've synchronized onto your phone.

1. In the Inbox, press SEARCH.

2. Enter the word or words to search for.

3. Tap Q , or tap the Enter key on the onscreen keyboard.

A conversation list opens, displaying all of the conversations with messages that contain the words you searched for. The words you searched for are displayed in the title bar. You work with the conversations in this list just as you would with the conversations in your Inbox or any other conversation list.

Starring a message

You can star an important message so that you can easily find it again. Conversations with starred messages are displayed with a star in your Inbox and other conversation lists. To view just conversations with starred messages, see "Viewing conversations by label" in this chapter.

Do one of the following:

- While reading a message, touch the star in its header.

- When viewing a conversation, tap its star to star the newest message in the conversation.

To unstar a message, touch its star again. You can also tap a star in a conversation list to unstar all messages in the conversation.

Labeling a conversation

You can organize conversations by labeling them. Gmail/Google Mail has several preset labels you can use, and you can also add your own labels, using Gmail/Google Mail on the web.

1. While viewing the messages in a conversation, press MENU and then tap **Change labels**.

2. Select the labels that you want to assign to the conversation, and then tap **OK**.

Viewing conversations by label

You can view a list of the conversations that have the same label.

1. When viewing your Inbox or another conversation list, press MENU, and then tap **View labels**.

2. Tap a label to view a list of conversations with that label.

The conversation list resembles your Inbox, but the label replaces "Inbox" in the title bar. You work with labeled conversations lists in the same way as with your Inbox.

Changing Gmail/Google Mail synchronization settings

1. While viewing your Inbox, press MENU, and then tap **Settings** > **Labels**.

2. To set the number of days to synchronize, tap **Number of days to sync**.

3. To set synchronization for a particular label, tap the label. You can select to synchronize the default number of days, or you can sync all or none of the label's messages.

Working with conversations in batches

You can archive, label, delete, or perform other actions on a batch of conversations at once, in your Inbox or in another labeled list of conversations.

1. In the Inbox or other conversation list, select the check boxes for the conversations you want to work with as a batch. When you select a check box, the **Archive**, **Labels**, and **Delete** buttons are displayed at the bottom of the screen.
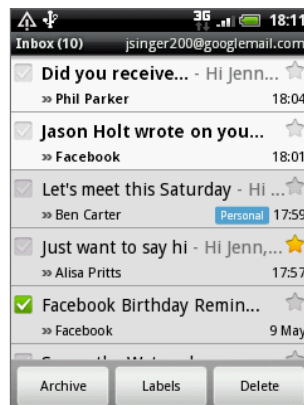
2. Tap the **Archive**, **Labels**, or **Delete** button to perform one of those actions on the batch of conversations, or press MENU for more options.

Changing Gmail/Google Mail settings

1. In the Inbox, press MENU and then tap **Settings**.

2. Set the following options:

Signature	Enter a signature that is appended at the end of your email messages.
Confirm delete	Show a confirmation box when you delete a conversation.
Batch operations	When selected, this adds a check box to the left of each conversation so you can add it to a batch. See "Working with conversations in batches".
Clear search history	Remove the searches you have performed.
Labels	Set how many days and which Gmail/Google Mail labels to synchronize.
Email notifications	Show a notification icon on the status bar when you receive a new email.
Select ringtone	Choose a notification sound for new email messages.
Vibrate	Make your phone vibrate when you receive a new email message

Using Mail

About Mail

The Mail application lets you send and receive email from your webmail or other accounts, using POP3 or IMAP. It also lets you set up and use your Exchange ActiveSync email on your phone.

Adding a POP3/IMAP email account

1. From the Home screen, tap [⊙] > **Mail**.

2. Do one of the following:

   - If this is your first time to add an email account in Mail, tap **Other (POP3/ IMAP)** on the Choose a mail provider screen.

   - If you've already added an email account in Mail, tap ⊡ at the top of the screen, and then tap **New account**. If the Choose a mail provider screen is displayed, tap **Other (POP3/IMAP)**.

3. Enter the email address and password for the email account and then tap **Next**.

4. If the account type you want to set up is not in the phone database, you will be asked to enter more details.

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

Adding a Microsoft Exchange ActiveSync account

You can only add one Microsoft Exchange ActiveSync account on your phone. You can sync with Microsoft Exchange Server 2003 Service Pack 2 (SP2) or later.

1. From the Home screen, tap [⊙] > **Mail**.

2. Do one of the following:

   - If this is your first time to add an email account in Mail, tap **Exchange ActiveSync** on the Choose a mail provider screen.

   - If you've already added an email account in Mail, tap ⊡ at the top of the screen, and then tap **New account**. If the Choose a mail provider screen is displayed, tap **Exchange ActiveSync**.

3. Enter the Exchange ActiveSync account details, and then tap **Next**. Your corporate Exchange Server must support auto-detect for the phone to automatically set up the Exchange ActiveSync account. If your corporate Exchange Server does not support auto-detect, you will need to enter your Exchange Server settings after you tap **Next**. Ask your Exchange Server administrator for details.

4. Select the types of information you want to synchronize, and then tap **Finish setup**.

Checking your Mail inbox

From the Home screen, tap [icon] > **Mail**. Your email inbox is displayed.
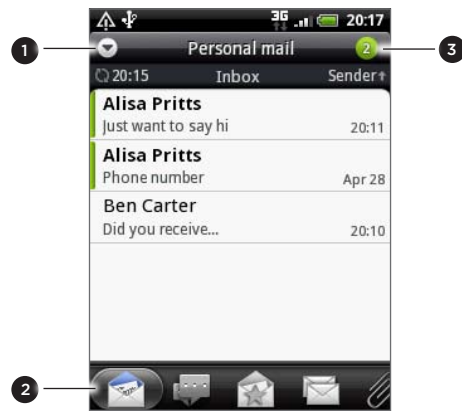
1	Switch to a different email account or add a new email account.
2	Filter tabs.
3	Number of unread email messages.

Tap any of the tabs to filter your received messages.

[icon]	**Received**. Displays email messages as individual items.
[icon]	**Conversations**. Displays email messages as conversations, grouped according to the subject line. Tap a subject in the list to show the email conversation.
[icon]	**From [group]**. Displays all email messages from a contact group. To choose which contact group to display, press MENU, tap **View**, and then select a group. To add more contacts to the group from this tab, tap **Add contact to group**, select the contacts you want to add, and then tap **Save**. To find out more about working with contact groups, see "Contact groups" in the People chapter.
[icon]	**Unread**. Displays unread messages.
[icon]	**Marked** (Exchange ActiveSync only). Displays all flagged messages.
[icon]	**Meeting invitations** (Exchange ActiveSync only). Displays meeting invitations which you have not yet accepted or declined.
[icon]	**Attachments**. Displays all messages that have attachments.

Refreshing an email account

Whatever your automatic synchronization settings are, you can also synchronize your sent and received emails manually at any time.

While in the account you want to synchronize, press MENU, and then tap **Refresh**.

Sorting email messages

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

On the email account inbox, press MENU, tap **Sort**, and select from the sorting options.

Quickly browsing your inbox

If have a long list of email messages in your inbox, it may not be easy to browse the list and find an email that you want.

You can quickly browse through your inbox by using finger gestures.

1. Switch to the email account inbox you want to view.

2. Choose a sorting order for displaying your email messages. See "Sorting email messages."

3. Do one of the following:

   - Press and hold your two fingers on any email message, and then slightly drag downward withour lifting your fingers.
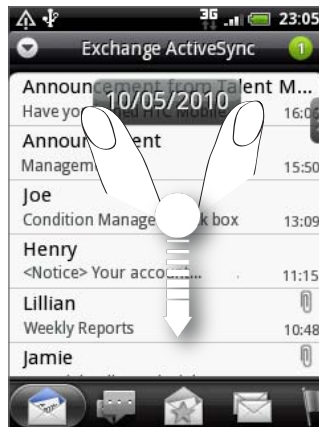
   - Slightly slide your finger vertically to display the scroll bar on the right side of the screen. Then press and hold on the scroll bar and drag it downward.
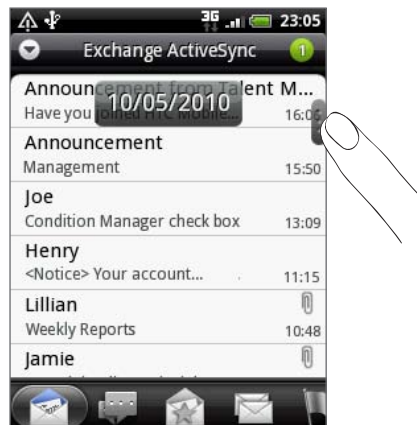
Your screen then jumps to the next or previous set of email messages based on your chosen sorting order. For instance:

   - If your email messages are arranged by date, your screen jumps to the email messages received on the previous or next date, depending on your sorting order.

   - If your email messages are arranged alphabetically by sender name or subject, your screen jumps to the previous or next sender or subject, depending on what's your sorting order.

Managing email messages

Deleting an email message from the inbox

1. On the email account inbox, press and hold the message you want to delete.

2. On the options menu, tap Delete.

Deleting more than one message

1. On the email account inbox, press MENU and then tap Delete.

2. Select the messages you want to delete, and then tap Delete.

Moving an entire conversation to another folder

To quickly move all email messages of the same subject to another folder, simply move the entire conversation.

1. Switch to the email account you want to use.

2. Go to the Conversations tab.

3. Press MENU and then tap More > Move to.

4. To move an entire conversation, select its subject title.

   You can choose more than one subject if you want to move several conversations at a time.

5. Tap Move to, and then tap the folder where to move the conversation.

Moving individual email messages to another folder

1. Switch to the email account you want to use.

2. Go to Received tab or any other tab (except for the Conversations tab).

3. Press MENU and then tap More > Move to.

4. Choose the email messages you want to move.

5. Tap Move to, and then tap the folder where to move the email messages.

Sending an email message

1. From the Home screen, tap [⊙] > Mail.

2. Switch to the email account you want to use.

3. On the email account inbox, press MENU and then tap Compose.

4. Fill in one or more recipients. You can:

   - Enter email addresses directly in the To field. If you're sending the email to several recipients, separate the email addresses with a comma. As you enter email addresses, any matching addresses from your contacts list are displayed. Tap a match to enter that address directly.

   - Tap the [👤] icon, and then select the contacts to whom you want to send the message. You can also select contact groups as recipients, or add contacts from the company directory if you have set up an Exchange ActiveSync account on your phone. When you have selected all the message recipients,

tap **Done**.

> If you want to send a carbon copy (Cc) or a blind carbon copy (Bcc) of the email to other recipients, press MENU, and then tap **Show Cc/Bcc**.

4. Enter the subject, and then compose your message.

5. To add an attachment, press MENU, tap **Add attachment**, and choose from the following options:

Picture	Select **Camera** to take a photo and attach it, or **Gallery** to attach a photo from your storage card.
Video	Select **Camcorder** to capture a video and attach it, or **Videos** to attach a video from your storage card.
Audio	Select **Voice Recorder** to make a voice recording and attach it, or **Files** to attach a music file or voice recording from your storage card.
App recommendation	Choose an application you've installed from Android Market that you want to share with others. The URL from which the application can be downloaded will be inserted in your email. See "Sharing games and applications" in the More apps chapter.
Location	You can attach location information. Send your current location (requires GPS to be turned on), a location stored in Footprints, or a location you pick on a map. For more information, see the Maps and location chapter.
Document	Attach a PDF file or an Office document such as a text file or a spreadsheet.

6. Tap **Send** to send the message immediately, or tap **Save as draft** to send it later.

Resuming a draft email message

1. In the email account inbox, press MENU, and then tap **Folders > Drafts**.

2. Tap the message.

3. When you finish editing the message, tap **Send**.

Reading and replying to an email message

1. From the Home screen, tap [icon] > **Mail**..

2. Switch to the email account you want to use.

3. On the email account inbox, tap the email you want to read.

4. Do any of the following:

Reply to the message	Tap **Reply** or **Reply all**.
Forward the message	Press MENU, and then tap **Forward**.
Delete the message	Press MENU, and then tap **Delete**.
Mark the message as unread	Press MENU, and then tap **Mark unread**.

Setting the priority for an email message

You can set the priority for an email message that you send.

1. While composing the message, press MENU.

2. Tap **Set priority**.

3. Select the priority for the message.

If you selected High or Low priority, the priority appears below the subject line of the message.

Working with Exchange ActiveSync email

If you synchronize your phone with your work Exchange ActiveSync account, you can read, reply, send, and manage email in the same easy way as with a POP3/IMAP account. In addition, you can also use some powerful Exchange features.

To find out how you can set up your Exchange ActiveSync account, see "Adding a Microsoft Exchange ActiveSync account" in this chapter.

Flagging an email

1. Open the email message.

2. Tap the white flag ▣ icon on the upper-right corner of the screen.
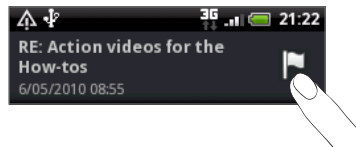
The icon turns red ▰ after you flagged the email.

Setting out of the office status

You can set your out of office status and auto-reply message right from your phone.

1. Switch to the Exchange ActiveSync account.

2. Press MENU and then tap **More > Out of the office**.

3. Tap the box, and then select **Out of the office**.

4. Set the dates and times for the period when you will be out of the office.

5. Enter the auto-reply message.

6. Tap **Save**.

Sending a meeting request

1. Switch to the Exchange ActiveSync account.

2. Press MENU and then tap **More > New meeting invitation**.

3. Enter the meeting details,

4. Scroll to the bottom of the screen, and then tap **Send**.

Changing email account settings

1. Switch to the email account whose settings you want to change.

2. Press MENU and then tap **More > Settings**.

3. Select from the following:

Account settings	Change the email account settings such as the name, email address, password, and description.
General settings	Set the font size when reading emails, enable, disable or set the signature, set the account as the default email account, and set where to save email attachments.
Send & Receive	Set the maximum email file size limit when receiving and frequency to check for new emails and how many to check for. You can also set to have emails that you send bcc'd to yourself.
Notification settings	Set email notification settings.
Delete account	Tap to delete the email account.

4. Press BACK to save your changes.

Deleting an email account

1. Switch to the email account you want to delete.

2. Press MENU, and then tap **More > Settings > Delete account**.

Calendar

About Calendar

Use your phone's **Calendar** to create and manage your events, meetings, and appointments. You can also set up your phone to stay in sync with the following types of calendars:

- On your phone, sign in to your Google Account so you'll be able to sync your phone's Calendar with your Google Calendar online. If you have not signed in to your Google Account yet, see the Accounts and sync chapter to find out how to sign in.

> You can create multiple Google Calendars only in Google Calendar on the Web. After creating them in Google Calendar on the Web, you'll be able to see them in the Calendar application on your phone.
>
> For more information about creating and managing multiple Google Calendars, visit the Google website at the following URL: http://calendar.google.com.

- If you're using Microsoft Outlook on your computer, you can set up HTC Sync on your computer to sync Outlook Calendar with your phone's Calendar. See "About HTC Sync" in the Accounts and sync chapter.

- If you have a Microsoft Exchange ActiveSync account and you have added it on your phone, you can sync your phone's Calendar with your Exchange ActiveSync calendar events. See the Email and Accounts and sync chapters for details.

If you've signed in to your social network accounts such as Facebook, **birthdays and** events of friends from your social networks will appear in Calendar. To find out how to sign in to your social networks, see "Adding a social network account" in the Accounts and sync chapter.

Creating a calendar event

You can create events that appear on your phone only, as well as events that sync with your Google Calendar, your computer's Outlook Calendar, or Exchange ActiveSync calendar.

1. From the Home screen, tap [icon], and then tap **Calendar**.

2. On any Calendar view, press MENU and then tap **New event**.

> When you are in the Month or Agenda view, you can also tap [+] at the bottom-right of the screen to create a new event.

3. If you have more than one calendar, select a calendar in which to add the event:

- Select **My Calendar** to create an event that will appear only on your phone.