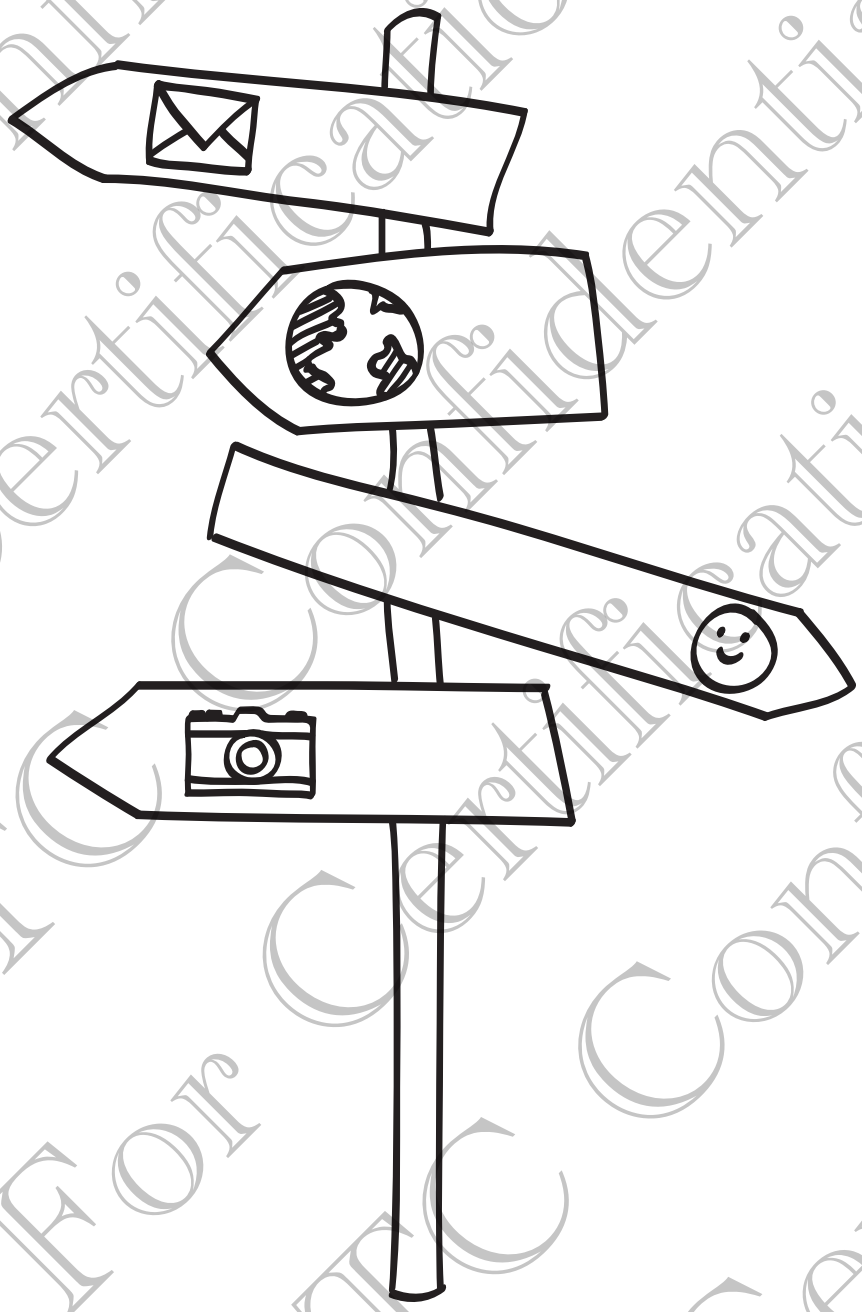
Your **HTC** One S

User guide



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Conventions used in this guide

In this user guide, we use the following symbols to indicate useful and important information:

This is a note. A note often gives additional information, such as what happens when you choose to do or not to do a certain action. A note also provides information that may only be applicable to some situations.

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

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

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

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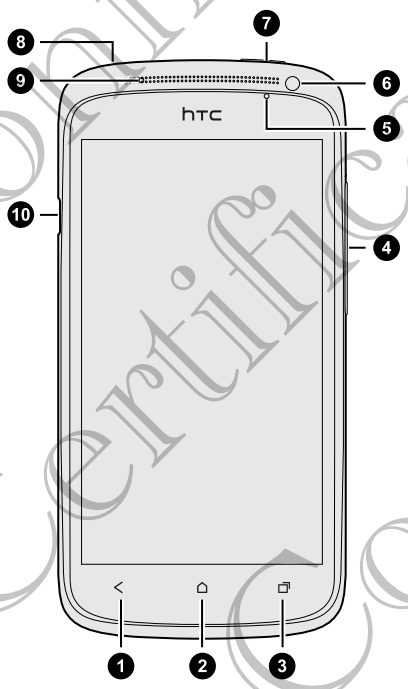
Unboxing

HTC One S



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

If you want to use a screen protector, please don't cover and block the proximity sensor. You can purchase the dedicated screen protector for HTC One S that already has a small opening for the sensor.

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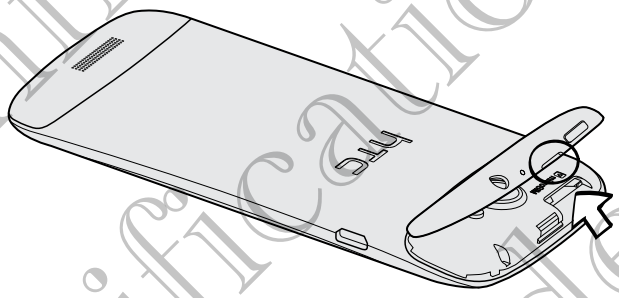
SIM card

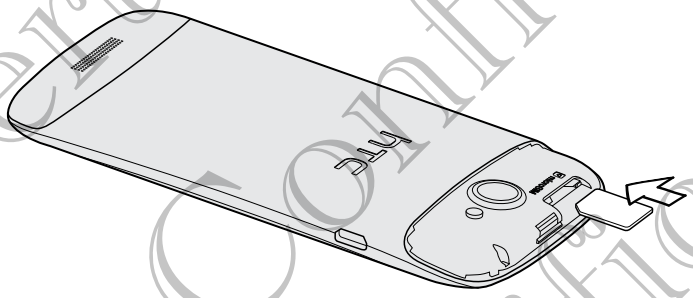
HTC One S uses a microSIM card. The microSIM card contains your phone number, service details, and memory for storing phonebook contacts and/or text messages.

Inserting the SIM card

1. Open the top cover from the small opening near the POWER button.



2. Insert the SIM card.



Removing the SIM card

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

1. Open the top cover from the small opening near the POWER button.
2. Push the SIM card in to eject it from its slot.
3. Slide the SIM card out with your thumb or finger.

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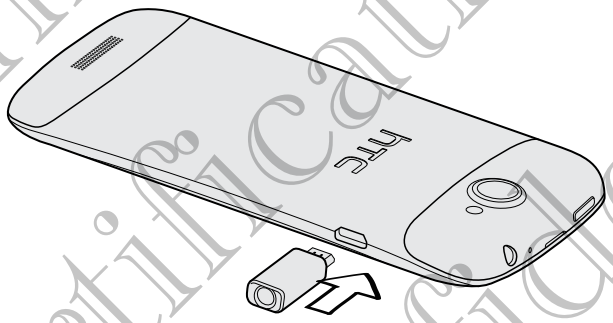
Charging the battery

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

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

1. Insert the small end of the USB cable into the USB connector.



2. Insert the other end of the USB cable into the power adapter.
3. Plug in the power adapter to an electrical outlet to start charging the battery.

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

Switching the power on or off

Switching the power on

Press the POWER button. Easy.

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

Switching the power off

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

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Setting up HTC One S for the first time

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

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

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

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

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

Want some quick guidance on using your phone?

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

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

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

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

Searching Show Me

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

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Your first week with your new phone

Features you'll enjoy on HTC One S

HTC One S gives you an amazing camera, great sound experience, and more.

Capture every moment as it happens

Launch the camera from the lock screen and take your shots instantly with no delay. Here are some of the great camera features you can use:

- With **Video Pic**, you can snap a picture while you're shooting video. See Taking a photo while recording a video on page 26.

  You can also capture a photo from a previously recorded video. See Taking a photo while watching a video on page 62.

- With a single press of the shutter button, take three shots of your subject at different exposures and combine them into a nice, evenly exposed photo. See Using HDR on page 27.

- Use **Continuous shooting** mode to capture 20 consecutive shots or more. See Taking continuous camera shots on page 26.

Beats By Dr. Dre Audio™

Beats Audio™ integration gives you a rich, authentic sound experience, whether you're listening to music, watching a YouTube® video, or playing a game. To find out more, see Making your music sound better on page 69.

Dropbox integration with HTC Sense

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

HTC Car

With the HTC Car app, keep yourself entertained while finding your way on the road. You can use turn-by-turn navigation, browse maps, take calls, and listen to music or Internet radio. To find out more, see HTC Car on page 111.

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Rich and seamless browsing experience

Enjoy HTML5 and Flash® content on the go. And no more panning left and right. The web browser's text reflow automatically adjusts text to the width of your screen. To find out more about using the web browser, see Browsing the Web on page 55.

You can also keep a copy of what you're browsing so you can read it later even without an Internet connection. See Saving web content for later on page 58.

Smart dial

The phone dialer's Smart dial feature makes it quick and easy for you to place a call. Just enter the phone number or first few letters of the contact name. See Making a call with Smart dial on page 40.

Home screen

Your Home screen is where you make HTC One S your own. You can add your favorite applications, shortcuts, folders and widgets so they're always just a tap away. To find out how, see Personalizing on page 30.

Extended Home screen

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

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

Press to return to the main Home screen.

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Using Leap view

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

Finger gestures

Tap	When you want to type using the keyboard, select items onscreen such as application and settings icons, or press onscreen buttons, simply tap them with your finger.
Press and hold	To open the available options for an item (for example, a contact or link in a webpage), simply press and hold the item.
Swipe or slide	To swipe or slide means to quickly drag your finger vertically or horizontally across the screen.
Drag	Press and hold your finger with some pressure before you start to drag. While dragging, do not release your finger until you have reached the target position.
Flick	Flicking the screen is similar to swiping, except that you need to swipe your finger in light, quicker strokes, such as when flicking the contacts or message list.
Rotate	For most screens, you can automatically change the screen orientation from portrait to landscape by turning HTC One S sideways. When entering text, you can turn HTC One S sideways to bring up a bigger keyboard.

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Pinch	In some apps, like Gallery or the web browser, you can “pinch” the screen using two fingers (for example, thumb and index finger) to zoom in or zoom out when viewing a picture or a webpage.
Two-finger scrolling	In some apps that have sorting, like Mail or People, you can use two fingers to scroll the screen. The screen displays the sorting order, and you can easily scroll to the information you want.
Press and flick	On the Home screen, you can easily move a widget or icon from one screen to another. Press and hold the widget or icon with one finger, and flick the screen to the new location with another finger.

Sleep mode

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

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

Switching to Sleep mode

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

Waking up from Sleep mode

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

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

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Unlocking the screen

Pull the ring up to unlock the screen.

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

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

Opening an app or folder from the lock screen

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

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

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

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Getting contacts into HTC One S

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

Sync with your computer	Sync the contacts from your old phone to your computer, and then use HTC Sync or HTC Sync Manager to sync HTC One S with your computer's Microsoft® Outlook®, Outlook Express or Windows® Contacts.
Gmail™	Google contacts are imported to HTC One S after you sign in to your Google Account. You can also create more Google contacts right from HTC One S.
Social network accounts	Log in to your favorite social networks to import contact information from them.
Phone contacts	You can choose to create and store contacts directly in HTC One S or transfer existing ones from your old phone.
SIM card	Copy all your SIM contacts to HTC One S.
Microsoft Exchange ActiveSync®	HTC One S syncs your work contacts from the Microsoft Exchange ActiveSync Server in your workplace.
Transfer	Use the Transfer app to transfer not only your contacts, but also calendar events and text messages from your old phone to HTC One S.

Transferring contacts from your old phone

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

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

Making your first call

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

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Sending your first text message

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

Getting photos, videos, and music on or off HTC One S

There are two ways you can transfer your media.

- Connect HTC One S to your computer, and select the **Disk drive** mode. Your computer will recognize it just like any removable USB drive, and you can copy your media between them.
- Download and use our HTC Sync Manager software. You can easily set it up to sync folders containing media and playlists on your computer with HTC One S. HTC Sync Manager can also automatically get photos and videos off HTC One S to your computer.

Download and install HTC Sync Manager, when available, from our website. Or in the meantime, download and use the latest version of HTC Sync to sync your media and data.

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Copying and sharing text

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

Selecting text

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

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

Copying and pasting text

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

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

Sharing text

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

Capturing the HTC One S screen

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

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

Switching between recently opened apps

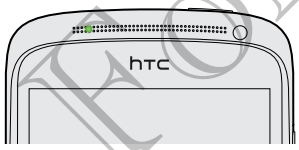
You can easily access apps you've just recently opened.

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

3. Tap an app to open it.

Notifications

Notification LED



The notification LED shows a:

- Solid green light when HTC One S is connected to the power adapter or a computer and the battery is fully charged.
- Flashing green light when you have a pending notification.

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- Solid orange light when the battery is being charged.
- Flashing orange light when the battery level reaches very low.

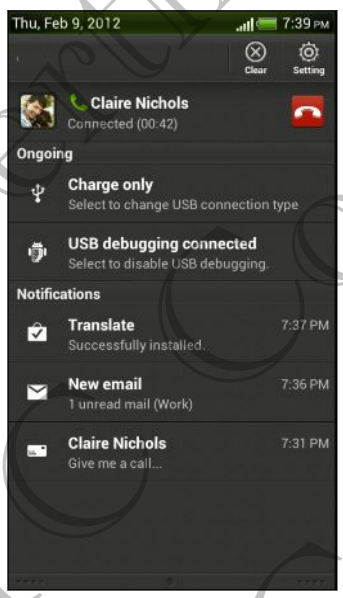
Notification icons

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

Notifications panel

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

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



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

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

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Getting to know your settings

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

Slide the Notifications panel open, and then tap . Here are some of the basic settings you can change:

- Tap the **On/Off** switch next to an item such as Wi-Fi to turn it on or off. Tap the item itself to configure its settings.
- Tap **Sound** to set a ringtone, choose a sound profile, and configure incoming call sound settings.
- Tap **Display** (or **Display & gestures**) to change the screen brightness or set how long the screen is off before going to sleep.
- Tap **Security** to set a screen or SIM card lock.

Getting the battery to last longer

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

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

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

Updating the HTC One S software

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

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

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

Installing an update

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

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

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

Checking for updates manually

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

Syncing your media and data with HTC Sync Manager

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

HTC Sync Manager is the replacement for HTC Sync, and it provides a lot more features. You can:

- Play music and videos using the built-in player. You can also play iTunes® and Windows Media® Player playlists.
- Manage your library of music, photos, and videos on your computer.
- Get music from your CDs to your computer.
- Sync photos, videos, music, playlists, and albums between HTC One S and your computer.
- Sync information such as contacts, calendar, documents, and web bookmarks between HTC One S and your computer.

This software works on both Windows and Mac®. To find out how to install and use this software, see HTC Sync Manager basics on page 144.

Download and install HTC Sync Manager, when available, from our website. Or in the meantime, download and use the latest version of HTC Sync to sync your media and data.

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Camera

Camera basics

Capture photos instantly, with no delay. Just directly launch the camera from the lock screen, even if HTC One S is password protected.

1. When your display is off, press POWER.
2. Drag the Camera icon to the lock screen ring so you can start taking photos and videos right away.

From the Home screen, you can also tap Camera to launch it.

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

After using Camera (or if you temporarily leave the Viewfinder screen), you still need to unlock HTC One S if you have a screen lock.

Zooming

- Before taking a photo or video, slide your finger on the zoom bar to zoom in or out.
- When you're recording video, the zoom bar is always onscreen. You can freely zoom in or out while recording.

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Switching between the front and main camera

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

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

Choosing an effect

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

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

Setting the resolution

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

Choosing a flash mode

Tap the flash icon to choose a flash mode.

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

Taking a photo

1. Open Camera from the lock screen or Home screen.
2. Just point the camera on what you want to capture. The camera adjusts the focus automatically, and continuously refocuses as you move it.
3. When you're ready to take the photo, tap .

Recording video

1. Open Camera from the lock screen or Home screen.
2. When you're ready to start recording, tap .

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3. While recording, you can:
   - Freely zoom in or out.
   - Change focus to a different subject or area by just tapping it on the Viewfinder screen.
   - Tap the flash icon to turn the flash on or off.
4. To stop recording, tap .

Taking a photo while recording a video

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

Taking continuous camera shots

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

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

1. On the Viewfinder screen, just press and hold . The camera takes up to 20 consecutive shots of your subject.

Want to capture a lot more shots? Tap > **Continuous shooting**, and then clear the **Limit to 20 frames** option.

2. After taking the shots, select the photo that you like the most, and then tap **Best shot**. To save more photos from the batch, just delete the photos you don't want to keep.

Camera scenes

Scenes provide an easy way to override your camera's normal settings to suit your current lighting and environment. Use **Auto** and let the camera automatically determine optimal settings, or choose from a wide selection of scenes before you start taking photos.

Improving portrait shots

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

1. On the Viewfinder screen, tap **A**.
2. Tap **Portrait**.
3. When you're ready to take the photo, tap .

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Taking a group shot

Finding it difficult to make everyone smile and have them look at the camera at the same time? With HTC One S, you get perfect group portraits with the most smiles and the fewest blinks.

1. On the Viewfinder screen, tap **A**.
2. Tap **Group portrait**.
3. When you're ready to take the photo, tap . The camera takes several shots and merges them into the best possible group photo.

Taking a panoramic photo

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

1. On the Viewfinder screen, tap **A**.
2. Tap **Panorama**.

Zoom and flash are disabled when you're in this mode.

3. When you're ready to take the first shot, tap . Directional arrows appear, prompting you to pan left or right in landscape view (or pan up or down in portrait view).
4. As you pan, a guide appears onscreen. Use this to frame the first portion of the scene you want to capture.
5. Continue moving HTC One S as smoothly as you can. The camera automatically captures five consecutive frames.
6. Tap to stop capturing anytime.

The camera stitches the shots into a single photo.

Using HDR

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

1. On the Viewfinder screen, tap **A**.
2. Tap **HDR**.
3. When you're ready to take the photo, tap .

The camera takes three shots at different exposure levels and combines them into one enhanced photo.

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Shooting in low light

Capture stunning images even in dim light.

1. On the Viewfinder screen, tap **A**.
2. Tap **Low light**.

Flash is disabled when you're in this mode.

3. When you're ready to take the photo, tap .

- To avoid getting blurry photos, maintain a steady grip on HTC One S.
- Improve your photo after taking the shot by applying special effects like auto enhance and high contrast.

Recording videos in slow motion

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

1. On the Viewfinder screen, tap **A**.
2. Tap **Slow motion video**.
3. Frame your subject on the Viewfinder screen.
4. Tap to start recording.

Improving video stability

Lessen shakes and blurs in your video, especially when you're following a moving subject.

1. On the Viewfinder screen, tap .
2. Tap **Video options** > **Video stabilization**.

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Changing camera and video settings

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

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Personalizing

Making HTC One S truly yours

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

Personalizing HTC One S with scenes

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

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

Using a preset scene

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

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

Creating a new scene

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

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

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

Renaming a scene

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

Deleting scenes

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

Changing your wallpaper

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

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

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

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

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Applying a new skin

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

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

Personalizing your Home screen with widgets

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

Adding a widget to your Home screen

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

Some widgets are available in different styles and sizes.

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

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

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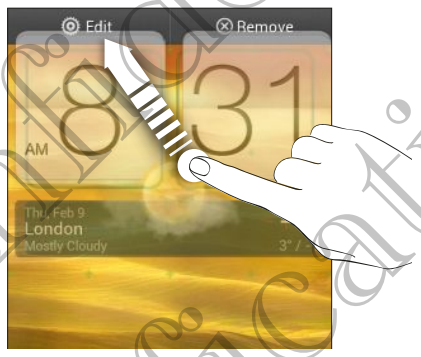
Changing the settings of a widget

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

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



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

2. Customize the widget settings.

Resizing a widget

Some widgets can be resized after you've added them to your Home screen.

1. Press and hold a widget on the Home screen, and then release your finger. If you see directional arrow buttons appear on the widget, that means the widget is resizable.
2. Drag an arrow button to enlarge or shrink the widget size.

Adding apps and other shortcuts on your Home screen

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

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

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

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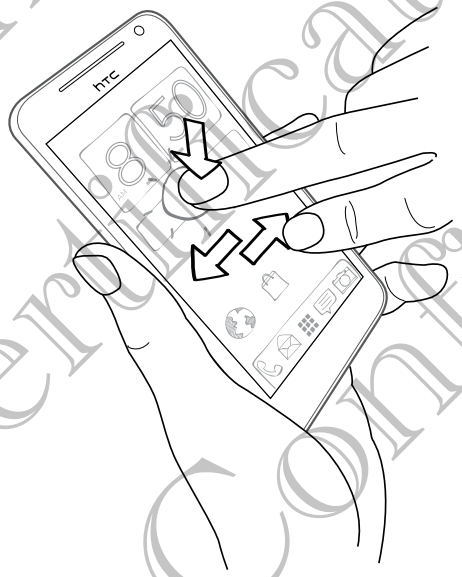
Rearranging or removing widgets and icons on your Home screen

Moving a widget or icon

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

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



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

Removing a widget or icon

1. Press and hold the widget or icon you want to remove, and then drag it to ⊗.
2. When the widget or icon turns red, lift your finger.

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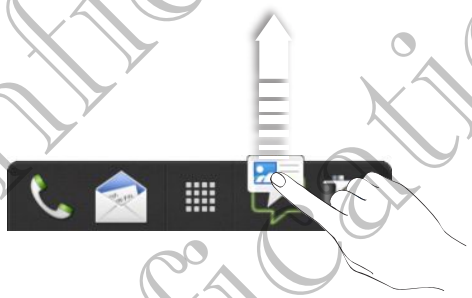
Personalizing the launch bar

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

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



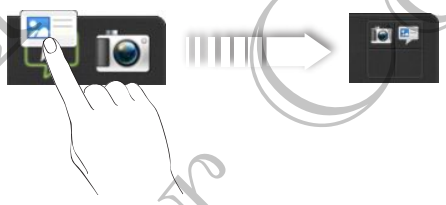
2. Tap to go to the All apps screen.
3. Press and hold an app, and then drag it to the empty slot on the launch bar.

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

Grouping apps into a folder

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

1. Press and hold an app, and then drag it over to another app to automatically create a folder.



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

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

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Renaming a folder

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

Removing items from a folder

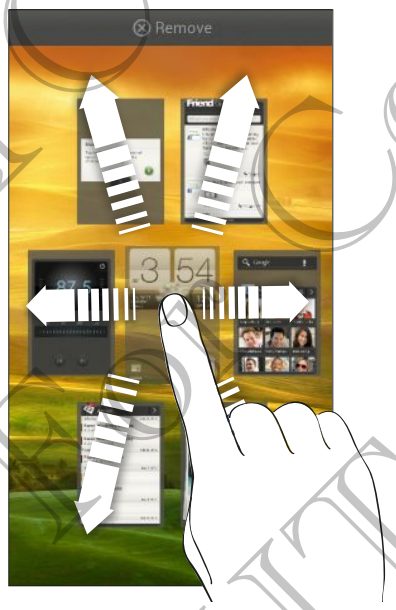
1. Tap the folder to open it.
2. Press and hold an app or shortcut, and then drag it to the Home screen, or drag it out to ⊗ to remove. Repeat this process to remove more items from the folder.

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

Rearranging the Home screen

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

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



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Removing a Home screen panel

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

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

Adding back a Home screen panel

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

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

Personalizing with sound sets

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

Creating a sound set

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

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

Changing your ringtone, notifications, and sounds

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

HTC One S automatically saves your choices to the current sound set.

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Deleting sound sets

1. Slide the Notifications panel open, and then tap > **Personalize**.
2. On the Sound tab, tap **Sound set**.
3. Tap .
4. Select one or more sound sets you want to delete.
5. Tap **Delete**.

Rearranging application tabs

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

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

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

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

4. When you're done, press .

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Customizing the lock screen style

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

1. Slide the Notifications panel open, and then tap > **Personalize**.
2. On the Display tab, tap **Lock screen style**.
3. Slide your finger left or right to choose a lock screen style.
4. Tap the lock screen style to see a preview. If you want to further customize it, tap **Settings**.
5. Tap **Apply**.

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

Securing HTC One S with a personal touch

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

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

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

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

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Phone calls

Making a call with Smart dial

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

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

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

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

Using Speed dial

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

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

Assigning a speed dial key

1. On the Home screen, tap .
2. Tap > **Speed dial**.
3. Tap , and then select a contact from the list.
4. On the Speed dial screen, choose the phone number of the contact to use, and a speed dial key to assign.
5. Tap **Save**.

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Calling a phone number in a text message

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

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

Calling a phone number in an email

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

Calling a phone number in a Calendar event

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

Making an emergency call

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

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

Receiving calls

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

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

Answering a call

Do one of the following:

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

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Rejecting a call

Do one of the following:

- If the display is locked when you get a call, drag to the Lock screen ring. Then drag to the ring the **Remind me** icon to create a task or the **Send message** icon to send a text message to the caller.
- If the display is on when you get a call, tap **Decline**.
- Press the POWER button twice to reject a call.

Muting the ringing sound without rejecting the call

Do one of the following:

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

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

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Look who's calling

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

Viewing a task reminder while on a call

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

What can I do during a call?

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

Putting a call on hold

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

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

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Switching between calls

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

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

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

Turning the speakerphone on during a call

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

Do one of the following:

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

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

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

Muting the microphone during a call

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

Ending a call

Do one of the following to end the call:

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

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

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Setting up a conference call

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

Make sure your SIM card is enabled with conference calling service. Contact your mobile operator for details.

1. Make a call to the first conference call participant.
2. When connected, tap > **Add call**, and then dial the number of the second participant. The first participant is put on hold.
3. When connected to the second participant, tap .
4. To add another participant, tap , and then dial the number of the contact.
5. When connected, tap to add the participant to the conference call.
6. To talk to a person in the conference call in private, tap and then select **Private call**.

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

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

Internet calls

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

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

Adding an Internet calling account

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

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Making an Internet call

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

Call any of the following:

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

Call history

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

Returning a missed call

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

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

Checking calls in the Call History

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

Adding a new phone number to your contacts from Call History

1. On the Call History screen, press and hold the phone number, and then tap **Save to People**.
2. Choose whether to create a new contact or save the number to an existing contact.

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Clearing the Call History list

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

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

Home dialing

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

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

Changing the default country code for Home dialing

1. Slide the Notifications panel open, and then tap ⚙ > **Call**.
2. Tap **Home dialing settings**.
3. Select a country, and then tap **OK**.

Turning off Home dialing

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

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

Call services

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

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

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Messages

About the Messages app

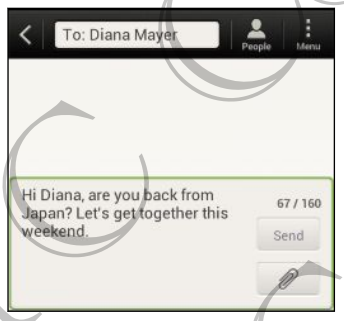
Keep in touch with important people in your life. Use the Messages app to compose and send text and multimedia messages. On the All messages screen, your sent and received messages are neatly grouped into conversations, by contact name or phone number.

Sending a text message (SMS)

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

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

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



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

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

Sending a multimedia message (MMS)

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

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

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

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

Creating a slideshow

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

If you don't see **Preview**, scroll down the menu.

5. When finished, tap **Send**, or press to save the message as a draft.

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

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

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

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Resuming a draft message

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

Checking your messages

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

To open and read the message, you can:

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

Viewing and saving an attachment from a multimedia message

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

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

Saving a text message in the Tasks app

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

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

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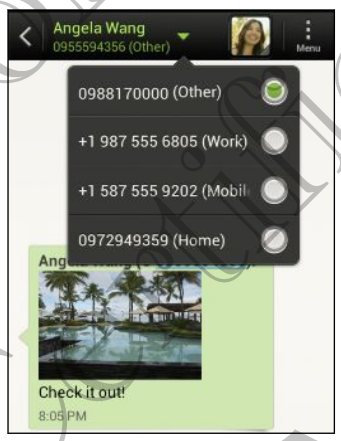
Replying to a message

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

Replying to another phone number of the contact

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



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

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

Forwarding a message

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

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WAP push messages

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

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

Opening and reading a new WAP push message

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

Viewing all your WAP push messages

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

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

Managing message conversations

Locking a message

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

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

Copying a text message to your SIM card

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

Deleting a single message

1. On the All messages screen, tap a contact (or phone number) to display the exchange of messages with that contact.
2. Tap the message that you want to delete.

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

Deleting several messages within a conversation

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

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

Deleting a conversation

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

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

Deleting several conversations

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

Backing up your text messages

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

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Backing up text messages via mail

You need to set up your email account in Mail.

1. On the All messages screen, tap > **Back up SMS**.
2. Tap **Back up SMS via mail**.

   The Mail app's compose screen opens, with the backup file attached.
3. Enter your email address.
4. Compose your email message, and then tap **Send**.

To restore your text messages on HTC One S, open the email message with the backup file attachment from the Mail app. Tap the attachment to open the Restore SMS, screen and then tap the backup file to restore your text messages.

Restoring text messages

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

1. From the Home screen, tap > **Messages**.
2. Tap > **Back up SMS** > **Restore SMS**.
3. Tap the backup file to import.
4. Tap **OK**.

Setting message options

Access and change the settings of the Messages app. You can add a signature to your messages, edit messaging options, and more.

On the All messages screen, tap > **Settings**.

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Search and Web browser

Searching HTC One S and the Web

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

Setting search options

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

Performing searches on the Web and HTC One S

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

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

Browsing the Web

1. From the Home screen, tap > **Internet**.
2. Tap the URL box on top of the screen.
3. Enter your search keywords or a webpage address.
4. On the webpage, you can:
   - Tap a link to open it, or press and hold a link to see more options.
   - Tap an email address to send a message to the email address.
   - Flick down the screen to quickly show the URL box and other options.

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Switching to Reading mode

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

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

Viewing the full version of a website

While viewing a webpage, tap > **View desktop site**.

Opening or switching between browser tabs

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

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

Tap ⊗ to close a webpage.

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Private browsing

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

From the browser screen, tap **Tabs** > **New incognito tab**.

Adding and managing your bookmarks

Bookmarking a webpage

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

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

Opening a bookmark

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

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

Editing a bookmark

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

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Syncing your bookmarks with Google Chrome

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

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

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

Saving web content for later

Save webpages to read later, even without an Internet connection. Some video clips in webpages can also be added to the Watch list so you can quickly find and watch them during your free time.

Only webpages will be stored on HTC One S. You need to connect to the Internet when opening linked pages and video clips.

1. While viewing a webpage, tap **Add to**.
2. Tap **Reading list** or **Watch list**.

Viewing items in your Reading list or Watch list

1. While viewing a webpage, tap **Saved**.
2. On the Saved tab, do any of the following:
   - Under Reading list, tap a thumbnail of the webpage you want to open.
   - Under Watch list, tap a thumbnail of the video clip you want to open.
   - Tap to see more options.

Viewing your browsing history

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

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

Clearing your browsing history

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

Viewing a page that you often visit

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

Clearing the list of most visited pages

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

Downloading files and apps

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

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

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

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

Viewing your downloads

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

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Setting browser options

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

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

Setting your homepage

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

Choosing when to show content compatible with Adobe Flash

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

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

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

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Photos, videos, and music

Gallery

About the Gallery app

Reminisce on good times. Use Gallery to view all your photos and videos that are on HTC One S or your online albums.

You can even:

- Add photo frames and apply effects.
- Trim your videos.
- Share to your social networks, photo sharing sites, and more.
- View your photos and videos on a big screen TV.

Viewing photos and videos

1. From the Home screen, tap > **Gallery**.
2. Tap a photo or video album.
3. Tap a photo or video to view it in full screen.

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

Starting a photo slideshow

1. Tap a photo album.
2. Tap **Play**.

During the slideshow, tap the screen to show the controls. Tap to set slideshow preferences.

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Watching a video

1. Tap a video album and then tap a video.
2. Tap the onscreen controls to control the video playback, adjust the volume, capture an image during playback, and more.

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

Taking a photo while watching a video

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

Editing your photos and videos

Rotating a photo

1. On the Gallery app's Albums screen, tap an album.
2. Press and hold a photo, and then tap **Edit** > **Rotate left** or **Rotate right**

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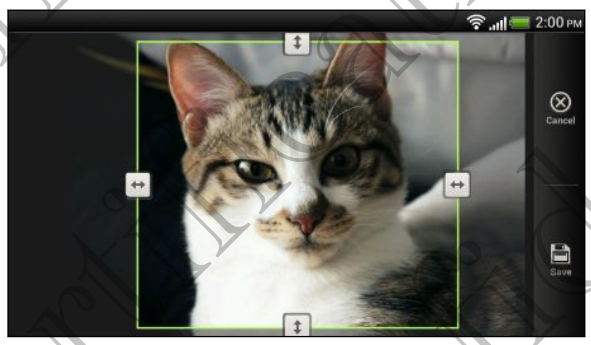
Cropping a photo

1. On the Gallery app's Albums screen, tap an album.
2. Press and hold a photo, and then tap **Edit** > **Crop**. You'll see a crop box around the photo.
3. You can:
   - Drag the crop box over the part of the photo you want to crop.
   - Press and hold the edge of the crop box. When directional arrows appear, drag your finger inward or outward to resize the crop box.



4. Tap **Save**.

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

Adding photo effects

1. On the Gallery app's Albums screen, tap an album.
2. Press and hold on a photo, and then tap **Edit** > **Effects**.
3. Tap an effect to apply to the photo.
4. Tap **Save**.

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

Adding custom photo effects

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

1. From the Home screen, tap > **Gallery**.
2. Find the picture you want to add effects to.

You can only add effects to photos that are stored in your phone.

3. Tap **Edit** > **Effects** > > .

If you do not see any buttons on the screen, tap the screen once to show the buttons.

4. Tap a filter.

5. Drag the slider to get the effect you want.

You can do the following with filters while creating the custom effect:

- Add more than one filter to create a complex effect.
- Rearrange filters to modify the effect. Press and hold the filter you want to move. Then drag it to a new position.
- Remove filters. Press and hold the filter you want to remove. Then drag it to **Remove**.

6. Tap to add a frame to your photo.
7. Tap **Done** to apply the effects to your photo.

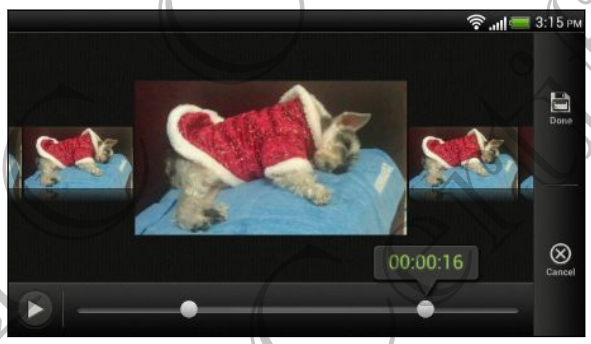
To save your custom effects for future use, tap **Save Preset**.

8. Tap **Save** to save your photo as a new photo.

Trimming a video

Remove unwanted scenes from a video you recorded on HTC One S.

1. On the Gallery app's Albums screen, tap an album.
2. Press and hold the video you want to edit, and then tap **Trim**.
3. Drag the two trim sliders to the part where you want the video to begin and end.



As you drag a slider, you'll see time markers and video frames. The one in the middle is your start or end frame.

4. Tap to preview your video.
5. Tap **Done**.

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

Viewing photos in your social networks

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

Log on to your accounts before you start viewing online photos.

1. From the Home screen, tap > **Gallery**.
2. On the top bar, tap ▼, and then tap a social network or photo sharing site.
3. Tap an account to start viewing photos in that account.

To comment on a photo, press and hold a photo thumbnail and then tap **Add comment**.

Sending your photos and videos

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

Sending photos or videos by email

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

1. From the Home screen, tap > **Gallery**.
2. Tap the album that has the photos or videos you want to share.
3. Tap **Share**, and then tap **Gmail** or **Mail**.
4. Select the photos or videos you want to share and then tap **Next**.
5. Compose your message and then tap (Gmail) or **Send** (Mail).

If you selected **Mail** and you have multiple email accounts, the default email account will be used.

Sending a photo or video by MMS

1. From the Home screen, tap > **Gallery**.
2. Tap the album that has the photos or videos you want to share.
3. Tap **Share** > **Messages**.
4. Tap the photo or video you want to send. The photo or video is automatically added into the MMS message.
5. To add another photo or video to your slideshow attachment, tap and then tap **Picture** or **Video**.
6. Compose your message and then tap **Send**.

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Sending photos or videos using Bluetooth

Use Bluetooth to send photos and videos to another device or to your computer.

1. From the Home screen, tap > **Gallery**.
2. Tap the album that has the photos or videos you want to share.
3. Tap **Share** > **Bluetooth**.
4. Select the photos or videos you want to share and then tap **Next**.

You'll be asked to turn on Bluetooth and connect to the receiving Bluetooth device so the files can be sent.

Sharing your photos and videos on the Web

Use the Gallery app to share photos and videos straight to your social networks. And you can post videos on YouTube.

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

Sharing photos or videos on Facebook

Log in to your Facebook account before you upload photos or videos.

1. From the Home screen, tap > **Gallery**.
2. Tap the album that has the photos or videos you want to share.
3. Tap **Share** > **Facebook for HTC Sense**.
4. Select the photos or videos you want to share and then tap **Next**.
5. Select which album to upload to and set privacy settings for the uploaded photos or videos.

Tap **Add tag and description** to enter a caption on each photo or video or tag friends on your photos. If you're sharing several photos or videos, slide to the left to go to the next one. Remember to tap **Save** after you're done.

6. Tap **Done**.

Sharing photos and videos on Flickr

Log in to your Flickr® account before you upload photos or videos.

1. From the Home screen, tap > **Gallery**.
2. Tap the album that has the photos or videos you want to share.
3. Tap **Share** > **Flickr**.

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4. Select the photos or videos you want to share and then tap **Next**.
5. Select which album to upload to and set privacy settings for the uploaded photos or videos.

Tap **Add tag and description** to enter a caption on each photo or video or tag friends on your photos. If you're sharing several photos or videos, slide to the left to go to the next one. Remember to tap **Save** after you're done.

6. Tap **Done**.

Sharing photos on Picasa

Sign in to your Google Account before you upload photos to Picasa™.

1. From the Home screen, tap > **Gallery**.
2. Tap the album that has the photos you want to share.
3. Tap **Share** > **Picasa**.
4. Select the photos you want to share and then tap **Next**.
5. Enter a caption for the photos you're uploading.
6. Select the online album where you want to upload the photos, or tap + to create a new album.
7. Tap **Upload**.

Sharing videos on YouTube

Upload your videos to YouTube and become an instant sensation.

1. From the Home screen, tap > **Gallery**.
2. Tap a video album, and then tap **Share** > **YouTube**.
3. Select the videos you want to share and then tap **Next**.
4. Tap the Google Account that you want to use, accept the Terms of Service, and then select which data connection to use to upload the videos.
5. Enter a title and description for the videos you're uploading.
6. Select a privacy option for the videos or tag them for easy searching.
7. Tap **Upload**.

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Music

Browsing music in the library

You need to copy music files to HTC One S first to use the Music app to play music.

1. From the Home screen, tap > **Music** > **My phone**.
2. Tap ▼ to browse a category, such as **Artists** or **Albums**.

Listening to music

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

1. While browsing your music collection, tap a song to play it.
2. Tap the onscreen icons to control music playback, repeat songs, and more.

	Press and drag your finger across the progress bar to jump to any part of the song.
	Show options for adding the song to a playlist, sharing the song, and more.
	Turn shuffle on or off. (Shuffle is off when button is gray.)
	Cycle through the repeat modes: repeat all songs, repeat current song, and don't repeat.

Finding music videos on YouTube

It's easy to find music videos of the song you're listening to on YouTube. On the Now playing screen, tap > **Search** > **YouTube**.

Updating album covers

1. On the Now playing screen, tap > **Update album art**.
2. Choose whether to automatically or manually update all album covers or update just the current song on the Now playing screen.

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Playing music from the Lock screen

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

You can also pause music playback right from the Notifications panel.

Making your music sound better

When you plug in your headset, you can choose to enjoy your music with a variety of enhanced sound profiles.

1. Slide the Notifications panel open, and then tap .
2. Tap **Sound** > **Sound enhancer**.
3. Choose a sound profile. The sound profile will be immediately applied.

Creating a playlist

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

1. From the Home screen, tap > **Music** > **My phone**.
2. Start playing a song that you want to add to a new playlist.
3. Tap > **Add to playlist**.

If there are no existing playlists, you will be prompted to enter a new playlist name.

4. On the Select playlist screen, tap .

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5. Enter a playlist name.
6. Tap **Save**.

You can also add additional songs while creating a new playlist. Tap > **Add songs** to add more songs.

Playing the songs in a playlist

1. From the Home screen, tap > **Music** > **My phone**.
2. Tap > **Playlists**.
3. Tap a playlist, and then tap the song you want to play first.

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

Managing playlists

After creating a playlist, you can add more songs to it, rearrange their order, and more.

1. From the Home screen, tap > **Music** > **My phone**.
2. Tap > **Playlists**, and then tap the playlist you want to edit.
3. Tap > **Edit playlist**.

Add songs	1. Tap > **Add songs**. 2. Tap to choose a category, and then browse for songs. 3. Select the songs you want to add to the playlist, and then tap **Add**.
Rearrange songs	Press and hold next to the song title you want to move, and then drag it to its new position.
Delete songs	Select the songs you want to remove from the playlist.
Change playlist name	Type the new name of the playlist in the title text box.

4. Tap **Save**.

Deleting playlists

1. From the Home screen, tap > **Music** > **My phone**.
2. Tap > **Playlists**.
3. You can:
   - Press and hold the playlist you want to delete, and then tap **Delete playlist**.
   - Tap > **Delete playlists** to remove several playlists.

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Setting a song as a ringtone

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

1. From the Home screen, tap > **Music** > **My phone**.
2. Find the song that you want to set as a ringtone.
3. Tap > **Set as ringtone**.
4. Tap **Phone ringtone** or **Contact ringtone**. If you select **Contact ringtone**, choose the contacts you want to associate the ringtone with.

Trimming an MP3 ringtone

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

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

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

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

Sharing music using Bluetooth

Choose a song from the Music app's library and use Bluetooth to send it to another device or your computer.

1. From the Home screen, tap > **Music** > **My phone**.
2. Find the song you want to send.
3. Tap > **Share** > **Share file** > **Bluetooth**.

You'll be asked to turn on Bluetooth on HTC One S and connect to the receiving Bluetooth device so the music can be sent.

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Movie Editor

Creating a new slideshow with Movie Editor

Want a novel way to share your photos and videos? Movie Editor lets you make short theme-based slideshow movies complete with transitions and background music.

1. From the Home screen, tap > **Movie Editor** > .
2. Enter a title for your slideshow.
3. Tap **Select a theme**. Themes include slide transitions, the default theme music, and the wallpaper.
4. Tap to add photos and videos from Gallery.

You can also insert photos and videos in front of an existing item. Just tap the photo or video you want to insert in front of and tap **Insert**.

5. Edit your slideshow:

Reordering photos and videos	Press and hold a photo or video and drag it to a new position.
Removing photos and videos	Tap the photo or video you want to remove and tap **Remove**.
Changing the theme	Tap the theme name to choose another theme.
Previewing the slideshow	Tap to start viewing your slideshow.

Movie Editor automatically saves your movies so you don't have to worry about losing any changes you make.

Changing the soundtrack

1. In the slideshow, tap > .
2. Tap **Choose music track** to choose a song stored on your phone.

If you have videos in your slideshow, you can balance the volume levels of the audio in the videos with the soundtrack. Simply drag the volume slider to the level you want.

Sharing your slideshow from Gallery

1. In Movie Editor, find the slideshow you want to share from Gallery and tap it.
2. Tap > .
3. Choose a resolution.
4. Choose where you want to save the slideshow.
5. Tap **OK**.
6. In Gallery, tap the **Movie Editor** album, and then tap **Share**.
7. Choose how you want to share your slideshow.

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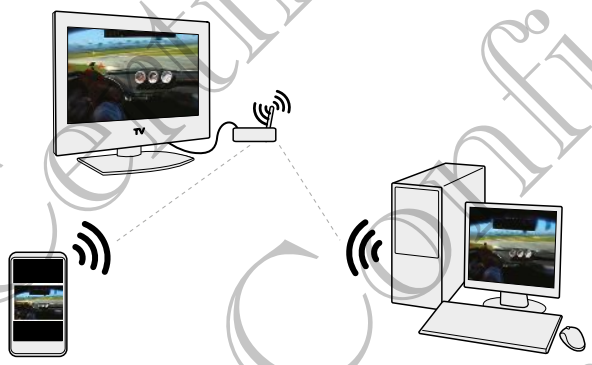
Wireless Display

Sharing your media on a big screen

Share photos, videos, and movies with your friends on a big screen. Simply connect HTC One S to your home network and instantly share your photos, videos, movies, and music on your DLNA® compliant devices.

Don't have a DLNA setup at home? Don't worry. You can purchase HTC Media Link HD and hook it up to an HDMI display. Refer to the documentation that comes with Media Link HD to find out how to set it up and use it with HTC One S.

- If you'll be using a DLNA compliant TV or audio system, refer to its documentation on how to connect it to your home network.
- You'll need to use Media Link HD with HTC Watch™ to display movies and trailers on a big screen TV.



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

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

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

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

Accounts and sync

Adding your social networks, email accounts, and more

1. Slide the Notifications panel open, and then tap > **Accounts & sync**.
2. Tap +.
3. Tap the account type you want to add.
4. Follow the onscreen instructions to enter your account information.

Adding one or more Google Accounts

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

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

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

Forgot your Google Account password?

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

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

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Managing your online accounts

Syncing all your accounts automatically

1. Slide the Notifications panel open, and then tap > **Accounts & sync**.
2. Tap the Auto-sync **On/Off** switch to turn automatic sync on or off.

Syncing an account manually

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

Changing the synced data or settings for an account

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

Removing an account

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

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

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People

About the People app

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

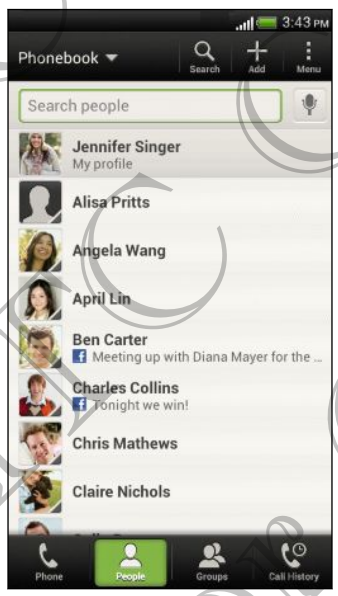
And, if you have the same contacts from different sources, you can merge their contact information so you won't have duplicate entries.

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

Your contacts list

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

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



You can:

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

Filtering your contacts list

Choose which account contacts to show.

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

To set your contact sorting options, tap ⋮ > **Settings**.

Setting contact search options

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

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

Setting up your profile

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

1. On the People tab, tap **My profile**.
2. Tap **Edit my contact card**.
3. Enter or edit your name and contact details.
4. Tap (or the current photo) to change your contact photo.
5. Tap **Save**.

What you can see on your profile

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

Details

Shows your contact details. You'll also see your most recent posts in social networks (if you're signed in to social networks.) You can also edit your profile or share it with others.

Updates

Shows the updates that you've posted in your social networks.

Gallery

Shows your social network albums and photos.

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Adding a new contact

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

Tap if you want to separately enter the contact's first, middle, and last name. Depending on the contact type, you may also be able to add a name prefix (such as Dr.) or a name suffix (such as Ph.D).

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

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

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

Finding people you know on social networks

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

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

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

Sending social network requests to your contacts

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

Importing or copying contacts

Importing contacts from your SIM card

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

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Importing a contact from an Exchange ActiveSync account

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

Copying contacts from one account to another

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

Contacts from your social network accounts may not be copied.

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

Merging contact information

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

Accepting contact link suggestions

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

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

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

Manually merging contact information

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

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Breaking the link

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

Contact information and conversations

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

The contact details screen has the following tabs:

Details

Shows the information you've stored for the contact. Get in touch with the contact by tapping an option.

Thread

Shows SMS messages and emails you've received from the contact. It also lists all your incoming, outgoing, and missed calls to and from the contact.

Updates

Shows the contact's updates and events from social network accounts.

If you see a notification of the contact's birthday under the Events section, you can tap the notification and choose how you want to greet your contact.

Gallery

Shows the linked contact's albums and photos.

Editing a contact's information

Social network contacts cannot be edited.

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

Deleting contacts

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

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Contact groups

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

Creating a group

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

Editing a contact group

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

Sending a message or email to a group

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

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

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Rearranging your contact groups

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

Deleting groups

You can only delete groups that you have created.

On the Groups tab, you can:

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

Adding People widgets

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

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

Setting the default communication method

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

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

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

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Getting in touch with a contact

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

Sending contact information

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

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

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

Sending multiple contact cards

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

Backing up your contacts

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

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Restoring contacts

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

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

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Social

Facebook for HTC Sense

Signing in to your Facebook account from the Accounts & sync settings or the Facebook app (preinstalled or downloaded) automatically signs you in to Facebook for HTC Sense. Also, you may need to authorize Facebook for HTC Sense to connect to your Facebook account.

With Facebook for HTC Sense, you can:

- See your Facebook contacts and their status updates in People.
- See Facebook photos in Gallery.
- Check your friends' Facebook status updates in Friend Stream™.
- View Facebook events and friends' birthdays in Calendar.

Twitter for HTC Sense

When you're signed in to Twitter™ for HTC Sense, you can:

- See your Twitter contacts and their latest tweets in People.
- Send tweets and check your friends' tweets in Friend Stream.

If you have the Twitter app (preinstalled or downloaded), signing in to Twitter for HTC Sense does not sign you in to the Twitter app and vice versa. If you want to use the same Twitter account for both, you'll have to sign in to both using the same login info.

About Friend Stream

With Friend Stream, you can share and get updates from friends in popular social networks in a single feed.

From the Home screen, tap > **Friend Stream**.

When you tap someone's status update, you can:

- Write a comment.
- Like someone's Facebook posts.
- Look at someone's album photos.
- View the tweet. If there's a web link shared, you'll also see the posted webpage right below the tweet.

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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.

Tap ▼ to display posts from a particular social network.

Slide to the other tabs to see more options. You can tap ⋮ > **Edit tabs** to customize the Friend Stream tabs.

Updating your status in Friend Stream

1. On the All tab, tap +.
2. Enter your status update.
3. If you do not want to send the status update to all your social network accounts, tap , and then clear the social networks to exclude.
4. Tap **Done**.
5. Tap .
6. Choose what you want to attach to your tweet or status update.
7. Tap **Post**.

Enjoying Facebook in Friend Stream

Post your status updates, write messages on walls, or check in to a place.

Posting a message on a friend's Facebook wall

1. In Friend Stream, tap ▼ > **Facebook**.
2. Tap + > **My wall**.
3. Tap a friend from the list.
4. Enter your message.
5. Tap to attach a photo.
6. Tap **Post**.

Commenting on and liking Facebook posts

Tap someone's status update on the All tab, and do any of the following:

- Tap a photo or the album name shown in the status update to view and comment on the album photos using the Gallery app.
- Tap **Like** to like the person's status update.
- Tap the text box, and then enter what you think about the person's status update.

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Checking in to a place

Let your Facebook friends know where you are by checking in to a place.

In order to find your location, you need to enable location sources in **Settings** > **Location**.

1. Go to the Locations tab, and then tap .
2. Tap a place from the list.
3. Tap **Check in**.
4. Add your status message and even tag the friends you're with.
5. Tap **Check in**.

Tweeting in Friend Stream

1. In Friend Stream, tap > **Twitter for HTC Sense**.
2. Tap .
3. Enter your tweet.
4. Tap or to add a picture or your current location to your tweet.
5. Tap **Post**.

Searching for Twitter users to follow

1. On any of the tabs, tap .
2. Type a Twitter name in the search box.
3. Tap .
4. In the search results, tap the Twitter user you want to follow.
5. Tap > **Follow**.

Unfollowing a Twitter user

1. On the All tweets tab, tap the Twitter user you want to stop following.
2. Tap > **Unfollow**.

Sending a direct message

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

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1. On the DMs tab, tap +.
2. Enter the name of a Twitter user in the **To** field.
3. Enter your message, and then tap **Post**.

You can also send a direct message when you press and hold a tweet of the person you want to send the direct message to, and then tap **Send direct message** on the options menu.

Replying to or retweeting a tweet

1. On the All tweets tab, tap the tweet you want to reply to or retweet.
2. Tap **Reply** or **Retweet**.
3. Enter your reply or add a personal note to the tweet.
4. Tap **Post**.

Chatting in Google Talk

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

To open Google Talk, on the Home screen tap > **Talk**.

To learn what you can do and get help in Google Talk, tap > **Help**.

Using Google+

With Google+, you can check your friends' updates, post updates of your own, and chat with friends in your Google+ circles.

To open Google+, on the Home screen, tap > **Google+**

To learn what you can do and get help in Google+, tap > **Help**.

For HTC Confidential HTC Certification

Email

Gmail

Viewing your Gmail Inbox

All your received email messages are delivered to your Inbox.

From the Home screen, tap > **Gmail**.

Archive, delete or label multiple conversations	Tap the check box before the email message or conversation. Then tap the onscreen buttons at the bottom to choose what to do with the selected messages or conversations.
Display drafts, sent messages, and other labels	Tap **Inbox** at the top bar and then tap another label (such as **Sent**, **Drafts**, or your created label) to view its messages and conversations.
Switch to your other Gmail account	Tap **Inbox** at the top bar, and then tap the account you want to switch to.

Sending an email message in Gmail

1. In the inbox of the Gmail account you want to use, tap .
2. Fill in one or more recipients.

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

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

Replying to or forwarding email messages in Gmail

1. In the Gmail inbox, tap the email message or conversation.
2. To reply to the sender, tap . Or, tap and choose whether to **Reply all** or **Forward**.

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3. Do one of the following:
   - If you're replying to the sender or you selected **Reply all**, enter your reply message.
   - If you selected **Forward**, specify the message recipients.

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

4. Tap ➤ to send.

Getting help

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

Mail

Adding a POP3/IMAP email account

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

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

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

Adding a Microsoft Exchange ActiveSync account

You can sync with Microsoft Exchange Server 2003 Service Pack 2 (SP2) or later.

Add up to 15 Exchange ActiveSync accounts on HTC One S.

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

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

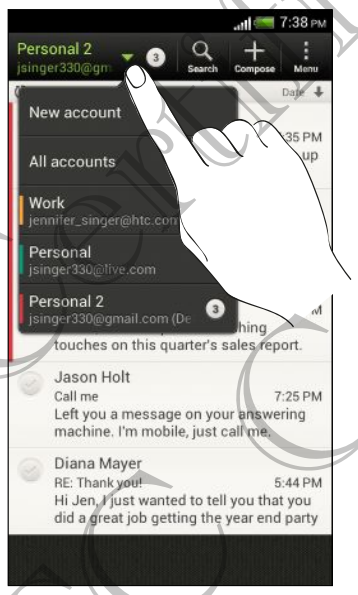
If your corporate Exchange Server does not support auto-detect, you'll need to enter your Exchange Server settings. Ask your Exchange Server administrator for details.

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

Checking your Mail inbox

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

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



Viewing the unified inbox of all your email accounts

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

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

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

Organizing email messages

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

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

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

Manually refreshing an email account

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

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

Sorting email messages

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

In an email account inbox, tap > **Sort**, and select from the sorting options.

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

Sending an email message

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

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

5. Enter the subject, and then compose your message.
6. Do any of the following:
   - Add an attachment. Tap **Attach** and then choose what you want.
   - Set the priority for an important message. Tap > **Set priority**.
7. Tap **Send**, or to send it later, tap **Save**.

Resuming a draft email message

1. In an email account inbox, tap > **Folder** > **Drafts**.
2. Tap the message.
3. When you finish editing the message, tap **Send**.

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Reading and replying to an email message

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

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

4. Tap **Reply** or **Reply All**.

Tap for more actions for the email.

Where are my unread email messages?

Unread email messages display in bold in your inbox. If you're viewing the unified inbox of all your email accounts, color bars also appear next to unread email messages. The color bars also indicate the email account from where the email message is received.

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

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

Saving an email message in the Tasks app

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

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

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Searching email messages

1. Tap .
2. If you want to refine or filter your search, tap , check the search options, and then tap **OK**. For example, you can focus the search on a part of an email or filter email messages that have attachments or tagged as high priority.
3. In the search box, enter the words you want to search for.

Tap a result to open the email message.

Searching for emails from a contact

Do you remember the sender, but can't find a particular email from him or her?

1. Switch to the email account you want to use.
2. Press and hold an email message from a contact.
3. Tap **Search the mail from the sender**. A list of email messages from that contact appears.

Working with Exchange ActiveSync email

Flagging an email

1. Switch to your Exchange ActiveSync account.
2. While viewing the inbox, tap the flag icon that appears beside an email message or conversation.

To flag an email message inside a conversation, tap to expand the conversation, and then tap the flag icon of the email message.

Setting your Out of the office status

1. Switch to your Exchange ActiveSync account.
2. Tap > **Out of the office**.
3. Tap your current office status, and then select **Out of the office**.
4. Set the dates and times.
5. Enter the auto-reply message.
6. If you want a different auto-reply message for recipients outside your organization, tap the **Send auto reply message to external recipient** option, and then enter the auto-reply message in the box that appears.
7. Tap **Save**.

Sending a meeting request

1. Switch to your Exchange ActiveSync account.
2. Tap > **New meeting invitation**.

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3. Enter the meeting details.
4. Tap **Save**.

Managing email messages

Moving email messages to another folder

1. Switch to the email account you want to use.
2. Select the email messages you want to move.

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

3. Tap **Move to**, and then select a folder.

Deleting email messages

1. Switch to the email account you want to use.
2. Tap the check buttons of email messages you want to delete.

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

3. Tap **Delete**.

Switching to other mail folders

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

Changing email account settings

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

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

Syncing email less frequently

When you don't need to sync email frequently, such as when you're watching video or driving, use Smart Sync to automatically extend the time before HTC One S syncs your email account. Smart Sync helps you save battery power.

1. Switch to the email account where you want to use Smart Sync.
2. Tap ⋮ > **Settings** > **Sync, Send & Receive**.
3. Tap **Peak time sync** > **Smart Sync**.

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4. Tap **Off-peak sync** > **Smart Sync**.
5. Press <.

Smart Sync then extends the email synchronization time after each auto sync time passes and you don't open the Mail app. To sync your email at any time, open the Mail app and check your inbox.

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Calendar

About Calendar

Never miss an important date again. Use the Calendar app to schedule your events, meetings, and appointments.

You can set up HTC One S to stay in sync with calendars such as Google Calendar, Outlook Calendar, and Microsoft Exchange ActiveSync Calendar.

If you've signed into your social network accounts, related calendar events will appear in Calendar.

Creating an event

You can create events that sync with your Google or Exchange ActiveSync calendars, as well as events on HTC One S.

1. From the Home screen, tap > **Calendar**.
2. On any Calendar view, tap +.
3. Tap the calendar name to select the calendar to which you will add the event.
4. To invite people, tap and choose who you want to invite.
5. Enter and set the event details.
6. Tap **Save**.

Viewing the Calendar

1. Tap a Calendar tab.
2. Do any of the following:
   - In any Calendar view, return to the current date by tapping **Today**.
   - Events in day, week, and agenda views are color coded to indicate which account or type of calendar they belong to. To find out what each color represents, tap ▼.

If you don't see a Calendar tab, tap > **Edit tabs**, press and hold a Calendar tab, and then drag it to the bottom row.

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Month view

In month view, you will see markers on days that have events.

Do any of the following in month view:

- Tap a day to view the events for that day.
- Press and hold a day to open an options menu from which you can also choose to create an event or switch to either day or agenda view.
- Slide your finger up or down the screen to view earlier or later months.

Day and agenda views

Day view shows your events per day, whereas agenda view displays all your events in chronological order.

- If the event is a birthday or anniversary of your Facebook contact, tap it to send a greeting.
- When in day view:
  - Press and hold on a time slot to create a new event at that time.
  - Slide left or right across the screen to view earlier or later days.
  - If you see the day's weather shown, tap the weather to change it to display another city.
  - See the event time in another time zone. Tap ⋮ > **Dual time zone** > **Choose location**, and then enter the second location.

Week view

Week view displays a chart of the events of one week.

When in week view, you can:

- Press and hold on a time slot to create a new event at that time.
- Tap an event (shown as colored blocks) to view its details.
- Slide left or right across the screen to view earlier or later weeks.

Managing Calendar events

Editing an event

You can only edit events that you have created.

1. While viewing an event, tap ✎.

> If you're editing an event that repeats, you'll be asked whether you want to edit just that occurrence or all occurrences of that event.

2. Make your changes to the event.
3. Tap **Save**. Or tap **Send update** if you've invited people to the event.

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Deleting an event

Do any of the following:

- While viewing an event, tap ⋮ > **Delete event**.
- In day, agenda or week view, press and hold an event and then tap **Delete** or **Delete event**.

If the event repeats, you'll be asked whether you want to delete just that occurrence or all occurrences from Calendar.

Sharing an event

You can share a calendar event as a vCalendar using Bluetooth or by sending it as a file attachment with your email or message.

1. Do one of the following:
   - While viewing an event, tap ⋮ > **Forward**.
   - In day, agenda or week view, press and hold an event and then tap **Forward**.
2. Choose how you want to send the event.

Accepting or declining a meeting invitation

Go to the **Invites** tab to see meeting invitations which you have not yet accepted or declined.

- You must set up an Exchange ActiveSync account to receive meeting invitations in Calendar.
- If you don't see the **Invites** tab, tap ⋮ > **Edit tabs**, press and hold **Invites** and then drag it to the bottom row.

1. Tap the **Invites** tab and then tap a meeting invitation.
2. Accept, decline, or tentatively accept the invitation, or propose a new time.

Tap ⋮ to choose from more options, such as moving the invitation to a folder.

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Setting reminders for your events

Have an important event that you must remember? Calendar makes it easy to remind yourself of important events.

1. While viewing a calendar event, tap **Reminder**.
2. Choose how far in advance you want to be reminded of the event.

You can set the default reminder time or choose an event reminder tone in the Calendar settings.

Dismissing or snoozing event reminders

If you have set at least one reminder for an event, the upcoming event icon will appear in the notifications area of the status bar to remind you.

1. Open the Notifications panel.
2. Tap the event reminder notification.
3. Do one of the following:
   - Choose to snooze or dismiss all event reminders.
   - Press < to keep the reminders pending in the notifications area of the status bar.

Showing or hiding calendars

1. In any Calendar view, tap ▼.
2. Select or clear the calendar you wish to show or hide, and then press <.

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

Changing Calendar settings

You can change Calendar settings to specify how it displays events and how it notifies you of upcoming events.

In any Calendar view, tap ⋮ > **Settings**.

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Online storage and services

Dropbox

Using Dropbox on HTC One S

With Dropbox integration on HTC One S, you'll always have access to your photos, videos, and documents anywhere, anytime. You can access, edit, or view them on HTC One S, your computer, and your other mobile devices where you have Dropbox access.

On HTC One S, set up your Dropbox account so you can:

- Enjoy an additional 23GB of free Dropbox storage for two years.
- Access your photos and videos that are stored in Dropbox right from Gallery.
- No more large attachments when sharing by email. Simply send a link to your Dropbox files.
- Use Polaris Office to access and edit your Office documents that are stored in Dropbox.
- Use PDF Viewer to access your PDF documents that are stored in Dropbox.
- Save documents from HTC One S directly to Dropbox.
- Check your remaining Dropbox storage space anytime.
- Search for files. Just include Dropbox as one of the searchable items in Google Search.

About the additional free Dropbox storage offer

The additional 23GB Dropbox storage is a special offer that's available on HTC One S and other HTC devices using Android™ with HTC Sense™ 4.0. This offer is available to both new and current Dropbox users.

- To get this additional Dropbox storage free for two years, please set up your Dropbox account from HTC One S (and not from your computer or other non-HTC devices), and complete the getting started guide on the Dropbox website (www.dropbox.com/gs).
- If you're a new Dropbox user, setting up your Dropbox account from HTC One S gives you 2GB default storage plus the additional 23GB storage space.
- This additional free storage is a one-time offer only. You're eligible to use this offer only on one HTC device.
- You won't be able to use this offer again if you create or sign in to Dropbox with a different account.

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Setting up your Dropbox account

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

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

From the Home screen, you can also tap > **Dropbox** to use the Dropbox app to set up your account.

Sharing your photos and videos on Dropbox

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

Uploading your photos and videos to Dropbox from Gallery

1. From the Home screen, tap > **Gallery**.
2. Tap the album that contains the photos or videos you want to share.
3. Tap **Share** > **Dropbox**.
4. Select the photos or videos you want to upload, and then tap **Next**.
5. Create or choose a folder in Dropbox, and then tap **Upload**.

- To view your uploads right from Gallery, put them under the Photos folder in your Dropbox. Or under Photos, create a folder and upload them to this folder.
- Your new camera shots will be uploaded automatically, if you turned on the Camera Upload feature when you set up your Dropbox account on HTC One S. If you didn't turn it on before, you can open the Dropbox app, and then tap > **Turn on Camera Upload**.

Viewing your uploaded photos and videos from Gallery

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

1. From the Home screen, tap > **Gallery** > **Albums**.
2. Tap > **Dropbox**.

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3. When you see a message that shows HTC Sense wants to access Dropbox, make sure you tap **Allow**.

This message only appears the first time you access your Dropbox photos and videos from Gallery.

4. Tap an album to view the photos and videos in it.

Sharing the link to your Dropbox

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

1. From the Gallery Albums screen, tap ▼ > **Dropbox**.
2. Tap an album, and then tap **Share**.
3. Choose how you want to share the link to this album such as send it by email or post it to your social networks.

Use the Dropbox app if you want to share just a single photo or video. Tap ⌄ that appears next to the file, and then tap **Share**.

Sending the links to Dropbox files by email

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

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

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

Keeping your documents in Dropbox

Saving an Office document to Dropbox

Using Polaris Office, you can create or open a document and save it to your Dropbox.

1. From the Home screen, tap ⋮⋮⋮ > **Polaris Office**.
2. Create a new document, or open an existing document.

3. Tap ⋮ > File > Save as.
4. Enter a new filename.
5. Tap the box under Location, and then tap Dropbox.
6. Tap Save.

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

After opening a document, you can also tap ⋮ > File > Share > Dropbox to upload the document to a Dropbox folder.

Editing an Office document in Dropbox

Using Polaris Office, you can view or edit a document that's stored in your Dropbox.

1. From the Home screen, tap ⋮⋮⋮ > Polaris Office.
2. Tap Dropbox.
3. Open the folder that contains the document you want to view or edit.
4. Tap the document to open and view it.
5. To make changes, tap Edit.
6. After editing the document, tap ⋮ > File.
7. Save the document, or save it as a new file in Dropbox.

Saving a PDF document to Dropbox

Using PDF Viewer, you can open a document and save it to your Dropbox.

1. From the Home screen, tap ⋮⋮⋮ > PDF Viewer.
2. Browse to the PDF document that you want and open it.
3. Tap ⋮ > Save as.
4. Enter a new filename.
5. Tap the box under Location, and then tap Dropbox.
6. Tap OK.

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

After opening a document, you can also tap ⋮ > Share > Dropbox to upload the document to a Dropbox folder.

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Checking your Dropbox storage space

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

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

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

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

Unlinking HTC One S from Dropbox

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

1. On your computer's web browser, log in to the Dropbox website (www.dropbox.com).
2. On the right-hand corner of any page on the website, click **Account**. (Or click your account name, and then click **Settings**.)
3. Click the **My Computers** tab.
4. Click **Unlink** to the right of your Android device.
5. Click the **My Apps** tab.
6. Remove HTC Sense. Just click the **X** mark to the right of this item.

SkyDrive

About SkyDrive for HTC Sense

With SkyDrive® online storage, you can keep all your photos and documents in one place. You can access them anytime on HTC One S, your computer, and your other mobile device where you have SkyDrive access.

You can:

- Use Gallery to upload your photos. You'll also be able to access your photos that are stored in your SkyDrive storage.
- No more large attachments when sharing by email. Simply send a link to your files that are stored in SkyDrive.
- Use Polaris Office to edit your Office documents that are stored in SkyDrive.
- Use PDF Viewer to view your PDF documents that are stored in SkyDrive.
- Save documents from HTC One S directly to your SkyDrive storage.

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Signing in to SkyDrive

To use SkyDrive as your online storage, sign in using your Windows Live® ID.

1. Slide the Notifications panel open, and then tap > **Accounts & sync**.
2. Tap > **SkyDrive for HTC Sense**.
3. Follow the onscreen instructions to sign in, or to create your Windows Live ID first if you don't have one yet.

Uploading your photos to SkyDrive from Gallery

1. From the Home screen, tap > **Gallery** > **Albums**.
2. Tap the album that contains the photos that you want.
3. Tap **Share** > **SkyDrive for HTC Sense**.
4. Select one or more photos you want to upload, and then tap **Next**.
5. Select a folder in SkyDrive, and then tap **Done**.

Sending the links to SkyDrive files by email

To share your files stored in SkyDrive by email, you don't need to download them and attach to your message. Using the Mail app, you can easily include the links to your SkyDrive files and send them in your email.

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

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

Keeping your documents in SkyDrive

Saving an Office document to SkyDrive

Using Polaris Office, you can create or open a document and save it to your SkyDrive online storage.

1. From the Home screen, tap > **Polaris Office**.
2. Create or open a document.

3. Tap ⋮ > File > Save as.
4. Enter a new filename.
5. Tap the box under Location, and then tap SkyDrive.
6. Tap Save.

After opening a document, you can also tap ⋮ > File > Share > SkyDrive for HTC Sense to upload the document to a SkyDrive folder.

Editing an Office document in SkyDrive

Using Polaris Office, you can view or edit a document that's stored in your SkyDrive storage.

1. From the Home screen, tap ⋮⋮⋮ > Polaris Office.
2. Tap SkyDrive.
3. Open the folder that contains the document you want to view or edit.
4. Tap the document to open it.
5. To make changes, tap Edit.
6. After editing the document, tap ⋮ > File.
7. Save the document, or save it as a new file in SkyDrive.

Saving a PDF document to SkyDrive

Using PDF Viewer, you can open a document and save it to your SkyDrive online storage.

1. From the Home screen, tap ⋮⋮⋮ > PDF Viewer.
2. Browse to the document that you want and open it.
3. Tap ⋮ > Save as.
4. Enter a new filename.
5. Tap the box under Location, and then tap SkyDrive.
6. Tap OK.

After opening a document, you can also tap ⋮ > Share > SkyDrive for HTC Sense to upload the document to a SkyDrive folder.

HTC Watch

About HTC Watch

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

You can:

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

HTC Watch is only available in selected countries.

Creating or signing in to your HTC Watch account

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

Renting or purchasing a video

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

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

You can go to your library to check your downloads.

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Managing your downloads

Use the library to manage your downloads and see all of your purchases. You can also start watching a video as it's being downloaded.

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

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

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

Changing settings

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

Checking what's linked to your HTC Watch account

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

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

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

Deleting your HTC Watch account

1. In the HTC Watch app, tap ⋮ > **Settings**.
2. Tap **Account** > 🗑.

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Top questions on HTC Watch

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

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

How long is the rental period of a video?

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

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

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

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

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HTC Car

On the road with HTC Car

Now when you drive, you can easily use HTC One S to reach your destination, keep you entertained, and help you stay in touch with the people that matter to you. Get easy access to music, maps, navigation, and phone calls with HTC Car.

1. HTC Car instantly launches when you mount HTC One S in HTC Car Kit.
2. On the HTC Car main panel you can:
   - Swipe left or right to go to the other panels such as Music or People.
   - From the main panel, tap a shortcut to do something right away. For example, tapping the **Music** shortcut immediately plays the last song you were listening to.

When using HTC Car, return to the main panel from any screen by tapping .

HTC Car makes it easy to switch back to your regular phone mode. Simply remove your HTC One S from HTC Car Kit and HTC Car will automatically exit.

You can also manually close HTC Car by pressing from the main panel.

Playing music in HTC Car

1. From the main panel, swipe left until you see the Music panel.
2. Slide up from the bottom of the screen. You can then browse music by category or search your collection.
3. Tap an album, song, or playlist to listen to it.
4. Next time you want to play the same music, you can:
   - Tap the **Music** shortcut on the main panel to play the last song you were listening to.
   - Swipe back to the Music panel and tap any of the recent albums.

When HTC One S is connected to a Bluetooth media device, you can change the sound profile. On the Now playing screen, tap and then tap the profile you want.

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Listening to Internet radio in HTC Car

HTC Car provides easy access to Internet radio stations for your listening pleasure.

1. From the main panel, swipe left until you see the Internet Radio panel.
2. Slide up from the bottom of the screen. You can then:
   - Browse for available stations by category.
   - Tap to enter and search for stations by keyword such as artist name or topic.
3. Tap a station to start listening to it.
4. Next time you want to tune into the same station, you can:
   - Tap the **Internet Radio** shortcut on the main panel to tune into the last station you were listening to.
   - Swipe back to the Internet Radio panel and tap any of the recent stations.

Finding your way with HTC Car

HTC Car helps you to find your way to where you want to go. Easily access maps and find out your current location. Find nearby attractions on your weekends. HTC Car gives you the information you need so you won't get lost.

Finding out where you are

1. Swipe right until you see the Navigation panel.
2. Tap to see the map.
3. Zoom and move around the map.

Exploring what's around you

Feeling adventurous? With just a few taps, you can find interesting places around you quickly.

1. Swipe right until you see the Navigation panel, and then tap .
2. Tap a category or enter your own search keywords.

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Getting directions in HTC Car

By default, HTC Car uses Google Maps™ as the navigation app. In countries where Google Maps doesn't support turn-by-turn navigation, you can set HTC Car to use the HTC Locations app.

1. Swipe right until you see the Navigation panel.
2. You can:

Search for a new place	Tap .
Look up a previously searched place	Tap .
Get directions for an upcoming event in Calendar	Tap .

3. Tap an item to see the beginning and end points on the map.
4. Tap **Start navigation** to get the directions.

Staying connected to your contacts

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

Handling incoming calls in HTC Car

With one simple gesture, you can choose how you want to handle an incoming call.

- Swipe right to answer.
- Swipe left to decline.

Making phone calls in HTC Car

- On the main panel, tap the **Phone** shortcut to open the dialpad.
- To make a call from your phonebook, swipe across the screen until you see the People panel. Then slide up from the bottom to go to your phonebook.

Changing HTC Car settings

Choose your default Bluetooth accessories, set HTC Car to launch automatically, and more.

On the main panel, tap the status icons below the clock.

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Travel and maps

Location settings

Turning on location services

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

1. Slide open the Notifications panel, and then tap **Settings** > **Location**.
2. Select one or both of the following:

Google's location service	Uses Wi-Fi or your mobile data connection to find your approximate location.
GPS satellites	Finds your GPS location. This requires a clear view of the sky and more battery power.

Locations

About Locations

Search for places of interest, get directions to places you want to go to, and drive using turn-by-turn GPS navigation with Locations. Locations is also your perfect travel companion, whether you're at home or when you're in a different country. With Locations, you can download maps beforehand so you don't have to worry about having an Internet connection while on the road or costly data roaming charges when abroad.

If you are in an area where there are a lot of surrounding buildings, Locations may have a hard time pinpointing your location.

Finding your location and what's around you

1. From the Home screen, tap > **Locations**.
2. If you don't see your current location on the map, tap .
3. Tap **Quick links** > **Nearby**.
4. Select a category that you're interested in to see the places that are close by.

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Searching for a place of interest

You can search for a name of an establishment, street, or city. Suggested matches will be shown while you type.

1. In Locations, tap .
2. Tap **Points of interest**.
3. Enter the place you want to search for.

If you don't see what you're looking for, tap under Extended search to expand the search.

4. Tap an establishment to get directions, show on map, and more.

Searching for an address

1. In Locations, tap > **Address**.
2. Enter as much of the address as you know.

If you don't see what you're looking for, tap under Extended search to expand the search.

Matching information is displayed.

3. Tap the address that you're looking for.

From the available options, choose to show on map, get directions, and more.

Choosing the map to search from

1. In Locations, tap .
2. Before performing your search, tap the **Current search region** box and then choose the country that you want.

   If you don't have a downloaded map of that country, Locations will search its online maps.

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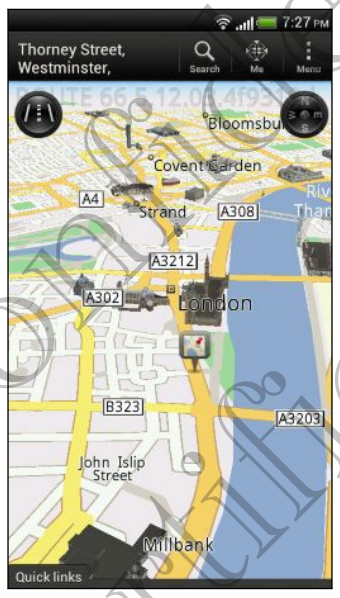
Viewing maps

From the Home screen, tap > **Locations**. A map opens, showing your current location.



	Tap to search for a point of interest or address.
	Tap to switch between 2D and 3D views.
	Point of interest. Tap to see details, call, get directions, and more.
	Your current location.
	Tap to use or not use the compass.
	This icon appears when you're manually controlling the direction of the map with your two fingers.
	Zoom buttons. (Tap the screen to show the zoom buttons.)
Quick links	Tap to show more tabs, such as Footprints and Trips.

Choosing which places of interest to show on the map

1. While viewing a map, tap > **View** (or **More** > **View**).
2. Choose the points of interest you want or don't want to see when you're viewing a map.

You can also choose to show or not show footprints and 3D buildings on the map.

3. Tap **OK**.

Pinning a location on the map

Pin a favorite location on the map and add it as a footprint, get directions to it, or share it with friends.

1. While viewing a map, press and hold an area on the map that you want to pin.
2. Tap and then choose what you want to do.

To remove all the pins on the map, while viewing a map, tap > **Clear pin** (or **More** > **Clear pin**).

Changing the language of street names and places of interest

1. While viewing a map, tap > **Settings** > **Map** > **Map language** (or **More** > **Settings** > **Map** > **Map language**.
2. Choose one of the following.

Use native map language	Use this if you want to use the local language of the map. For example, if you are looking at a map of Japan, it will use Japanese characters.
Use language that fits best	Use this if you want to use your current language settings. This may not be available for all maps.

Recording favorite places with HTC Footprints

HTC Footprints™ provides an easy way to record your favorite places and revisit those places. You can take a photo of a location such as a restaurant or sightseeing spot and store it together with its precise GPS location, street address, phone number, and more.

The next time you want to visit the same place, just open the footprint. You can then view the location on the map, search for it on the Web, and more.

Adding a location as a footprint

1. Search for the destination you want to go to.
2. Tap **Save to Footprints**.
3. You can:
   - Tap to fine tune the position of the footprint on the map.
   - Tap , and then choose the appropriate labels for the location.
   - Tap **Capture** to take a picture and add it as a photo for the footprint.
   - Tap > **Edit** to add a note for the footprint.
   - Tap > **Record voice** to add a voice memo to the footprint.
4. Tap **Done**.

Setting a footprint as your home location

Save your home address as a footprint to make it easier to set it as your destination.

1. While at your home location, open Locations, and then tap **Quick links** > **Footprints**.
2. Tap .

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3. Edit the details if you want, and then tap **Done**.
4. Tap **Set my home**, and then select your home address from the list.

To change your home address at any time, tap .

Revisiting a footprint

1. On the Footprints tab, tap a category.
2. Tap the footprint you want to revisit.
3. Under Actions, choose whether to view the footprint on the map, get directions, look up nearby establishments, and more.

Editing or deleting a footprint

1. On the Footprints tab, tap a category.
2. Press and hold the footprint you want to edit or delete.
3. Tap **Edit** or **Delete** on the options menu.

Sharing your footprints

1. On the Footprints tab, tap a category.
2. Press and hold the footprint that you want.
3. Tap **Share**, and then choose how you want to share the footprint.

Deleting multiple footprints

1. On the Footprints tab, tap a category.
2. Tap > **Delete**.
3. Select the footprints you want to delete, and then tap **Delete**.

Exporting your footprints

Back up footprints by exporting them. You can also open exported footprints files in other applications such as Google Earth™ on your PC.

1. On the Footprints tab, tap a category.
2. Tap > **Export**, and then tap **OK**. Footprints are exported as .kmz files. If you exported multiple footprints at one time, they are saved together in one .kmz file.

After exporting, tap **Send** if you want to share the .kmz file.

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Importing footprints

Bring back footprints you've previously backed up. You can also import .kmz files that you saved in other applications.

1. On the Footprints tab, tap > **Import**.
2. Tap **Footprints data**, and then tap the file you want to import.

You can also tap **Photos** to import a picture that can have footprint information added to it.

Planning your trips

Use Trips to plan your itinerary. Pinpoint places in a city or a country that you want to visit, and then easily get directions from one destination to the next.

Creating a trip

1. From the Home screen, tap > **Locations**.
2. Tap **Quick links** > **Trips**.
3. On the Trips tab, tap > **Create a new trip**.
4. Enter a name for your trip.
5. Tap , and then search for a place of interest from the available options.
6. Add more places that you want to visit.
7. Tap **Save**.

Getting directions to your places of interest

1. On the Trips tab, tap a trip to open it.
2. Tap to view the map.
3. Tap . The map shows the route to places you added, starting from the first item on your itinerary.
4. Do one of the following:
   - At the bottom of the screen, tap or to follow the route of your itinerary.
   - Slide the directions bar up, and then tap the instructions to follow the route of your itinerary.

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Managing a trip

Changed your travel plans? After creating a trip, you can add, reorder, or delete places on it.

1. On the Trips tab, tap a trip to open it.
2. Do any of the following:

Add more places	1. Tap +. 2. Search for a place of interest from the available options.
Reorder places	1. Tap ⋮ > Edit. 2. Press and hold ☰ at the end of the item you want to move. When the row is highlighted, drag it to its new position, then release. 3. Tap Done.
Delete places	1. Tap ⋮ > Edit. 2. Mark the places you want to delete. 3. Tap Done.

Deleting trips

1. On the Trips tab, tap ⋮ > Delete.
2. Select the trips you want to delete.
3. Tap Delete.

Exporting your trips

Back up trips by exporting and saving them as .tcz files.

On the Trips tab, tap ⋮ > Export.

To deselect all the trips, tap ⋮ > Deselect all.

Exported trips are saved as .tcz files. If you exported multiple trips at one time, they are saved together in one .tcz file.

Importing trips

Bring back trips you previously backed up as .tcz files.

1. On the Trips tab, tap ⋮ > Import.
2. Tap the file you want to import and then tap Import.

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Getting directions

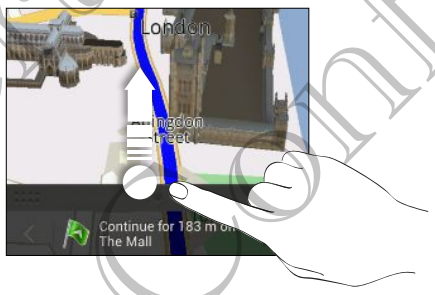
Get detailed directions to where you want to go.

Getting directions from your current location

1. In Locations, search for the place you want to go to.

You have footprints saved? You can also set a footprint as your destination. Just go to the Footprints tab, and then choose a footprint.

2. Tap **Directions**.
3. Choose how you want to get to your destination. The map opens showing the route to your destination.
4. Do one of the following:
   - At the bottom of the screen, tap ‹ or › to follow the route to your destination.
   - Slide up the directions bar, and then tap the instructions to follow the route to your destination.



If you have turn-by-turn navigation for that country, tap ⇅ to start turn-by-turn navigation.

Getting directions by setting a start and end location

1. While viewing the map, tap ⋮ > **Directions** .
2. Tap the **My location** text box, and then search for the starting location you want.
3. Tap the **End point** text box, and then search for the destination you want.
4. Tap **Driving** or **Walking** depending on how you want to get to your destination.
5. Do one of the following:
   - At the bottom of the screen, tap ‹ or › to follow the route to your destination.
   - Slide up the directions bar, and then tap the instructions to follow the route to your destination.

If you have turn-by-turn navigation for that country, tap ⇅ to start turn-by-turn navigation.

Using turn-by-turn navigation

- Check if you have purchased turn-by-turn navigation for the country or region you're in.
- To use turn-by-turn navigation, the **GPS satellites** option in **Settings** > **Location** needs to be selected.

1. In Locations, search for the place you want to go to.

Do you have footprints stored? You can also set it as your destination. Just go to the Footprints tab, and then choose a footprint.

2. Tap **Premium navigation**.

Setting navigation preferences

Choose how you want Locations to map your route. You can tell Locations to avoid highways or toll roads, show lane information, choose your route preference, and more.

1. While using turn-by-turn navigation, tap > **Navigator**.
2. Set your preferences by selecting or tapping an item.

Turning off speed and safety camera alerts

If you have the safety camera service, you can choose to turn this service off temporarily.

1. While using turn-by-turn navigation, tap > **Warnings**.
2. Clear the **Speed warning** and **Safety camera warning** check buttons.

Answering a call while using navigation

When a call comes in, the whole map nudges up a bit so you can see the incoming call and answer it. Don't worry, you'll still be able to use navigation as we made sure that the call screen just occupies as little space as possible at the bottom of the screen.

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Managing Locations services

Check maps, navigation, safety camera information, and voices for turn-by-turn voice instructions that are already on HTC One S.

1. From the Home screen, tap > **Locations**.
2. Tap > **Get more**. On the Purchased tab, you'll see a list of services that you already have on HTC One S.

Downloading maps or purchasing services

Going to a different country for vacation? You can download the map of the country you're going to for free. You can also download or purchase additional services such as navigation, safety camera, and turn-by-turn voice instructions.

You need to connect to the Internet to download or purchase maps and services.

1. From the Home screen, tap > **Locations**.
2. Tap > **Get more**.
3. Slide to the tab of the item or service that you want to download.
4. Depending on what you selected, tap **Download** or **Purchase**.

If you have a voucher code, enter it by tapping **Voucher code** at the top of the Navigation tab.

Google Maps

About Google Maps

Google Maps lets you track your current location, view real-time traffic situations, and receive detailed directions to your destination.

It also provides a search tool where you can locate places of interest or an address on a map, or view locations at street level.

- To find your location with Google Maps, you need to enable location sources.
- The Google Maps app does not cover every country or city.

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Getting around maps

When you open Google Maps, you can easily find your location on the map or check out nearby places by panning and zooming in and out on the map.

To find your location with Google Maps, you need to enable location sources.

1. From the Home screen, tap > **Maps**.
2. Tap to show your current location. The blue marker or shows your current location on the map.
3. Tap to turn Compass mode on or off. In Compass mode, the map changes to an angled view and automatically orients itself depending on the direction you're facing.

Searching for a location

In Google Maps, you can search for a location, such as an address or a type of business or establishment (for example, museums).

1. In Maps, tap .
2. Enter the place you want to search for in the search box.
3. Tap the **Enter** key on the keyboard to search for the location you entered or tap a suggested search item. The search results are displayed as markers on the map.
4. Do any of the following:
   - Tap a marker . A balloon then opens, showing the location's name. If that's what you're looking for, tap the balloon.
   - Tap **Results list** to show the search results as a list, and then tap the location.

   Details about the selected location displays on the screen.
5. Tap the onscreen buttons to view the location on a map, get directions, view the location in Street View (if available), and more. Scroll down the screen to view more options.

Clearing the map

After searching on a map, you can clear away the various markers drawn on it.

Tap > **Clear Map**.

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Checking the details of a location

1. Press and hold a location on the map. A balloon opens over the location, with the name of the location, a part of the address, and a thumbnail from Street View (if available).
2. Tap the balloon to see more information. You can get directions to the location, check for nearby places of interest, and more.

Searching for a place of interest near you

Use Places to find places of interest near your current location. Places uses Google Maps to search common places that you would want to find, such as the nearest gas station or ATM kiosk.

Before using Places, you need to enable location sources.

1. From the Home screen, tap > **Places**.
2. Tap the type of place you want to search, or tap to enter what you're looking for. When several places are found, the search results appear as a list.
3. You can:
   - Tap **Map view** to see where these places are on the map.
   - From the search results list, tap a place to view more information.

Getting directions

Get detailed directions to your destination. Google Maps can provide directions for travel by foot, public transportation, or car.

1. While viewing a map, tap .
2. Do any of the following:
   - Use your current location as the starting point, or enter a location from where to start in the first text box. Then enter your destination in the second text box.
   - Tap to select an address from your contacts or a point that you tap on a map.

If the place you've set as your destination has several locations available, choose which one to go to.

3. Choose how you want to get to your destination.

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4. Tap **Get directions**.
5. Tap **Directions list** to view the directions.

You can also tap the arrow buttons on the map to follow the directions.

When you're finished viewing or following the directions, tap to reset the map. Your destination is automatically saved in the Google Maps history.

Finding your friends with Google Latitude (available by country)

Google Latitude® user location service lets you and your friends share locations and status messages with each other. It also lets you get directions to your friends' locations, send your location details by email, and more.

Your location is not shared automatically. You must join Latitude, and then invite your friends to view your location or accept their invitations. Only friends that you have explicitly invited or accepted can see your location.

Opening and joining Latitude

1. From the Home screen, tap > **Maps**.
2. While viewing a map, tap > **Join Latitude**.
3. After you've joined Latitude and closed the application, you can do any of the following to open it from the Home screen:
   - Tap > **Latitude**.
   - Open Maps, and then tap > **Latitude**.

Getting help

If you need help or have questions about Maps or Latitude, tap > **Help** (or **More** > **Help**).

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Essential apps

Using the Clock

About the HTC Clock widget

Use the HTC Clock widget to see your current date, time, and location. You can also use the Clock to show the time in another city.

Changing the location on the Clock widget

By default, the Clock widget displays your current weather. You can customize the Clock widget on your Home screen to show the weather of another location.

1. Press and hold the Clock widget and then drag it to the **Edit** button.
2. Choose a city.

   If you don't see the city that you want, tap + to search for it and add it.
3. Tap **Done**.

You can add more than one Clock widget to the extended Home screen.

About the Clock app

Get more from the Clock app than just the regular date and time. Use HTC One S as a world clock to see what time it is in cities across the globe. You can also set alarms or track your time using the stopwatch or timer.

To open the Clock app, tap from the Home screen, and then tap **Clock**. Tap the tabs on the bottom row or slide your finger across the tabs to switch between the different functions.

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World Clock settings

Setting your home city

1. On the World Clock tab, tap > **Home settings**.
2. Enter your home city's name.
3. Scroll through the list and tap your home city.

Setting the date and time manually

1. On the World Clock tab, tap > **Local time settings** .
2. Clear **Automatic date & time** and **Automatic time zone**, and then set the time zone, date, and time as required.

Adding a city to the World Clock screen

1. On the World Clock tab, tap +.
2. Enter the city name you want to add.
3. Scroll through the list and tap the city that you want to add.

Setting an alarm

You can set up one or more alarms.

1. On the Alarms tab, select the check buttons of an alarm and then tap that alarm.
2. Under Set alarm, drag your finger up or down to roll the time scroll wheels and set the alarm time.
3. If you want the alarm to recur, tap **Repeat** and set when you want the alarm to go off.
4. Tap **Done**.

- To turn off an alarm, clear the check buttons of that alarm.
- If you need to set more than three alarms, tap +.

Deleting an alarm

1. On the Alarms tab, tap .
2. Select the alarms you want to delete and then tap **Delete**.

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Checking Weather

Use the Weather app and widget to check the current weather and weather forecasts for the next few days. In addition to your current location, you can view weather forecasts for other cities around the globe.

1. From the Home screen, tap > **Weather**. The options for hourly and four-day forecasts are displayed.
2. While viewing forecasts, you can:
   - Swipe your finger up or down the screen to check the weather in other cities.
   - Tap to update the weather information at any time.
   - Tap the screen to view weather information such as temperature, approximate time of sunset and others.

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

Adding a city to the Weather screen

Add more cities to the Weather screen so you can instantly check the weather forecasts in these cities. In addition to your current location, the Weather screen can display up to fifteen cities.

1. On the Weather screen, tap .
2. Enter the location you want to add.
3. Tap the city that you want.

Changing the order of cities on the Weather screen

1. On the Weather screen, tap > **Edit**.
2. Press and hold at the end of the item you want to move, and then drag it to its new position.
3. Tap **Done**.

Deleting cities from the Weather screen

1. On the Weather screen, tap > **Edit**.
2. Select the cities you want to remove, and then tap **Done**.

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Viewing a PDF

Use PDF Viewer to read PDF files that you've downloaded or copied to HTC One S.

1. From the Home screen, tap > **PDF Viewer**.
2. On the PDF Viewer main screen, browse to the file that you want to open and open it.
3. Slide up and down the screen to pan or go through the pages.
4. To zoom in or out, spread or pinch your thumb and index fingers across the page.
5. Tap to print the file, share it, and more.

Working on documents

Use Polaris Office to edit Microsoft Office Word (.doc and .docx), Microsoft Office Excel (.xls and .xlsx), Microsoft Office PowerPoint (.ppt and .pptx), and plain text (.txt) files while on the go.

You can also view Microsoft Office PowerPoint Shows (.pps).

From the Home screen, tap > **Polaris Office**.

Viewing a document

On the Polaris Office main screen, browse to the file that you want to open and open it.

While viewing the file list, tap to refresh or sort the list.

Creating a document

1. On the Polaris Office main screen, tap +.
2. Choose a file type to create.
3. Start entering text.
4. Press , and then tap **Save** .

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Editing a document

1. On the Polaris Office main screen, browse to the file that you want to edit and open it.
2. Do any of the following:
   - If your file is a Microsoft Office Word, a Microsoft Office PowerPoint, or a plain text document, tap .
   - If your file is a Microsoft Office Excel document, tap a cell and then enter your changes in the text box.
3. Slide across the toolbar at the bottom to choose from different editing functions.

> If you don't see the toolbar, tap > **Toolbar on**.

4. When done making your changes, press and then tap either **Save** or **Save as**.

Editing a presentation

1. With the Microsoft Office PowerPoint document opened, tap .
2. Tap to show the other slides and tap the slide that you want to edit.
3. Do any of the following:
   - To add another slide, tap and then choose a layout.
   - To edit text, tap a text box on the presentation twice.
   - To resize an image or a text box, tap it and then drag .
   - Use the tool bar at the bottom to continue editing the presentation.
4. Tap to preview the presentation.
5. Press and tap **Save** or **Save As**.

Editing a worksheet

1. With the Microsoft Excel file opened, tap a cell on the worksheet.
2. Do any of the following:
   - Tap the formula bar and enter text, figures, or symbols.
   - To enter a function, tap .
   - To select multiple cells, tap a cell and then drag .
   - To change the format of the text or numerical value, tap a cell and then tap > **Format**.
   - To insert a graph, select the information that you want to include in the chart and then tap > **Insert** > **Chart**.
   - Use the tool bar at the bottom of the screen to continue editing the worksheet.
3. Press and tap **Save** or **Save As**.

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Taking notes

Use Notes to jot down ideas, questions, and everything else. Type in text, record audio, attach photos and documents, and even link your notes to a meeting event.

Sign in to or create a new Evernote® account on HTC One S if you want to back up your notes to Evernote's secure online server. For details, visit www.evernote.com/about/learn_more.

From the Home screen, tap > **Notes** .

Creating a notebook

1. On the Notes main screen, tap ▼ to open a selection menu, and then tap **New notebook**.
2. Type in a notebook title.
3. Tap **Local Notebook** to save the notebook on HTC One S or tap **Synchronized notebook** to sync your notes with your Evernote account.
4. Tap **Create**.

To open or switch to another notebook, simply tap ▼ again, and then tap a notebook name.

Moving notes

1. While a note is opened, tap > **Move to**.
2. Select the target notebook.

You can also move multiple notes at the same time. On the Notes main screen, tap > **Move notes** and select the notes you want to move.

Composing a note

1. With a notebook opened, tap +.
2. Type in a note title.
3. Compose your note:
   - Tap on the note, and then start typing in your text.
   - Tap to start and stop audio recording.
   - Tap > **Attach** and choose a file type.
   - Tap to create a drawing and insert it in your note.
   - Tap to take a photo and insert it in your note.
4. Tap > **Save**.

To link a note to an event, tap > **Calendar**.

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Creating a drawing

You can create a drawing, scribble, or illustration and include it in your note.

1. With a note opened, tap .
2. Choose a color to use.
3. Draw on the blank area using your fingertip.
4. If you need to erase a part of the drawing, tap and then move your finger left and right on the area that you want to erase. You can also tap > **Undo** to erase the last stroke you made.
5. Tap **Save** to insert the drawing in a note.

Importing a Web page to a note

1. While viewing a Web page in Internet, tap > **Share page**.
2. Tap **Notes.** The Web page is imported to a note as an image.

To add text or attach a picture or drawing in your note, tap the space before or after the Web page.

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Reviewing a note

Playing an audio recording in Notes

After recording a meeting, you can listen to the audio clip to review key points. If you took notes while audio recording, 'timemarks' (small colored nodes in the audio bar) are added to pin your notes within the audio recording's time frame.

1. Open a note where you have recorded a voice clip.
2. Tap ▶ to play the audio recording.
3. Tap ⏭ or ⏮ to go to the next or previous timemark. When you're moving from one timemark to another, you'll see a note thumbnail for a quick preview of what you noted down while recording.

You can also tap a particular item on your note to jump to its timemark and hear the audio you've recorded at that time.

Sharing a note

1. With a notebook opened, tap the note that you want to share.
2. Tap ⋮ > **Share note** .
3. Choose how you want to share your note.

- For most sharing options, notes are automatically converted and sent as images.
- To print a note, tap ⋮ > **Print**. The HTC One S and the printer should be connected to the same Wi-Fi network.

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Completing tasks

Use the Tasks app to organize and track to do and task lists. You can save tasks on your phone or sync them with your Microsoft Exchange Active Sync and Google accounts. You can view these tasks in the Calendar app.

To open the Tasks app, tap > **Tasks**

To switch between task accounts, tap and then tap another account.

Creating a task

1. In the Tasks app, enter the task name in the New task text box.

If you want to create a task and enter the details later, tap after you've entered the task name.

2. Tap and then enter the task details.
3. Tap **Save**.

Linking a task to a contact

Helping friends out on a project or event? Link a task to a contact in the People app so that when your friend calls, the task will appear on the screen. You can also filter tasks to show what tasks are associated to a specific contact.

Only tasks under My Tasks can be linked to a contact.

1. While entering the details of the task, tap the text box under People, and enter a name.
2. If you want to link the task to a contact in the People app, tap .
3. Select the contact, and then tap **Save**.
4. Fill in the rest of the details, and then tap **Save**.

Linking a task to a location

Link tasks to a location so that the next time you are in an area, you can check which errands you can do along the way.

You can only link a location to tasks created under My Tasks.

1. While entering the details of the task, tap the text box under Location and enter a location.
2. To specify an area in the map, tap .
3. Move to an area.
4. Tap **Done**.

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5. Enter a name for the location and tap **OK**.
6. Fill in the rest of the details, and then tap **Save**.

The task is plotted on a map with other tasks linked to locations.

- To view these tasks on a map, tap on the Tasks main screen. Pan across the map until (location indicator) appears. The location indicator shows how many tasks are linked to that location.
- To view the details of the task, tap .
- To view your location on the map, tap > **Locate me**.

Managing tasks

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

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

Viewing the unified task list

You can view and update a unified list of tasks. Tasks are color coded so you can easily distinguish which accounts they belong to.

In the Tasks app, tap ▼ > **All accounts**.

If you want to view tasks that are stored in HTC One S , tap **My tasks**.

Filtering tasks

1. Go to the list that contains the tasks that you want to filter.
2. Tap .
3. From the list, choose how you want to filter the tasks.

Creating a task list

1. In the Tasks app, tap > **Lists**.
2. Tap , and then choose an account for the list.
3. Enter a name for the list, and then tap **OK**.

Managing task lists

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

Show or hide tasks or lists	To show all tasks, tap **All lists**. Tap a specific account and then tap the list that you want to show. Tap **All lists** under each account to show all the tasks under that account.
Rename a list	1. Tap an account, and then press and hold the list that you want to rename. 2. Tap **Rename**, and then enter a new name for it.
Delete a list	1. Tap an account, and then press and hold the list that you want to delete. 2. Tap **Delete** .

Backing up or restoring tasks

1. Go to the list that contains the tasks you want to back up.
2. Tap > **Import/Export**
3. Tap **Export to phone storage** to back up your tasks, or tap **Import from phone storage** to restore tasks on your phone.

Changing Tasks settings

1. In the Tasks app, tap > **Settings**
2. Change the settings and press .

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Keeping track of your stocks

Use the Stocks app to get the latest stock updates for stock quotes and market indices you follow.

Downloading stock information automatically may incur extra data fees.

1. From the Home screen, tap > **Stocks**.
2. On the Stocks main screen, do any of the following:
   - Tap an item to view from the list of stock quotes and market indices.
   - Tap to update the stock information.
   - Tap > **Add** to add a stock quote or stock market index.
   - To change the stock list order, tap > **Edit**. Press and hold at the end of the item you want to move, then drag it to its new position.
3. When you've selected a particular stock quote or stock market index, you can:
   - View an item's trade information as well as its price chart for a specific period.
   - Tap another date period to view an item's past trade information.

Adding a stock quote or stock market index

1. On the Stocks main screen, tap > **Add**.
2. Enter the stock quote or stock market index on the text field, and then tap .
3. Tap the stock quote or stock market index you want to add.

To delete an item, press > **Edit** while on the Stocks main screen. Select the items you want to delete, and then tap **Delete**.

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Google Play and other apps

Getting apps from Google Play

Google Play is the place to go to find new apps for HTC One S. Choose from a wide variety of free and paid apps ranging from productivity apps, entertainment, to games.

- A Google Wallet™ payment service is required to purchase a paid app. You will be asked to confirm method of payment when you purchase an app.
- The name of the Play Store app may differ depending on your region.

Finding and installing an app

When you install apps and use them on HTC One S, they may require access to your personal information or access to certain functions or settings. Download and install only apps that you trust.

Be cautious when downloading apps that have access to functions or a significant amount of your data on HTC One S. You're responsible for the results of using downloaded apps.

1. From the Home screen, tap > **Play Store**.
2. Browse or search for an app.
3. When you find the app that you like, tap it and read its description and user reviews.
4. To download or purchase the app, tap **Download** (for free apps) or the price button (for paid apps).
5. Tap **Accept & download** or **Accept & buy**.

To open the app, tap on the Home screen. On the All apps screen, tap the app.

Uninstalling an app

You can uninstall an app for a refund within a limited time after your purchase. To know more about the refund policy for paid apps, please visit the Google Play Help site (http://support.google.com/googleplay/).

1. From the Home screen, tap > **Play Store**.
2. Tap > **My apps**.
3. Tap the app you want to uninstall, and then tap **Uninstall**.

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Getting help

If you need help or have questions about Google Play, tap > **Help**.

Watching videos on YouTube

Use the YouTube app to check out what's popular on the online video-sharing website.

1. From the Home screen, tap > **YouTube**.
2. Scroll through the list of videos, and then tap a video to watch it.
3. While watching a video, you can:
   - Tap the video screen to pause, resume playback, or drag the slider to jump to a different part of the video.
   - Tap a tab to learn more about the video, see related videos, or check out what other viewers think. You can also slide your finger across the tabs to see if there are more items available.

Tap the **YouTube** icon to return to the main screen.

Searching for videos

1. On the YouTube main screen, tap .
2. Enter a search keyword, and then tap on the onscreen keyboard.
3. Scroll through the results and tap a video to watch it.

You also have the option to show results that were just recently posted. Tap **All time**, and then select a time period you want.

Clearing the search history

1. On the YouTube main screen, tap > **Settings**.
2. Tap **Search settings** > **Clear search history**.

Sharing a video link

1. On the video's watch screen, tap .
2. Choose how you want to share the video link from the available options.

Capturing and sharing videos on YouTube

1. On the YouTube main screen, tap .
2. Tap to start capturing video.
3. When you're finished capturing, tap , and then tap .

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4. Enter a title and description for your video, set the privacy level, and add tags or location information.
5. Tap **Upload**.

Listening to FM Radio

Tune in and listen to your favorite radio stations using the FM Radio app.

You need to connect a headset first to the audio jack of HTC One S to use FM Radio. FM Radio uses the stereo headset as the FM radio antenna.

From the Home screen, tap > **FM Radio**.

The first time you open FM Radio, it automatically scans for available FM stations, saves them as presets, and plays the first FM station found.

Tuning in to an FM station

There are several things you can do while you're on the FM Radio screen:

- Tap to view the All presets list, and then select a station you want to listen to.
- Tap to go to the previous available FM station, or to go to the next available FM station.
- Drag the slider to tune in to a frequency on the FM band.
- Tap to fine tune the radio frequency by -0.1 MHz or to fine tune the radio frequency by +0.1 MHz.
- Tap > **Add** to add a preset name for the current station you are tuned into.
- Tap to repeat scanning and saving of FM stations, mute the sound, and more.

Closing or turning off FM Radio

- Press to continue listening to the radio while using other apps.
- To turn off the FM Radio completely, tap .

Recording voice clips

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

1. From the Home screen, tap > **Voice Recorder**.
2. Hold the microphone near the sound source.
3. Tap to start recording a voice clip.

Voice Recorder can run in the background while you do other things on HTC One S, except when you open other apps that also use audio functions.

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4. Tap ■ to stop recording.
5. Type a name for the voice clip and tap **Save**.

To play back the voice clip, tap ▶.

To show options for deleting or renaming the voice clip, tap ⋮.

Setting a voice clip as a ringtone

1. On the Voice Recorder screen, tap ☰.
2. Press and hold the voice clip you want to set as a ringtone, and then tap **Set as ringtone**.

Sharing games and apps

Having fun with a game or app that you found from Google Play? Share your favorite games and apps instantly with your circle of friends.

For your friends to link to the app and download it from Google Play, they must be using an Android device.

1. From the Home screen, tap ⋮⋮⋮.
2. Tap ⋮ > **Share**.
3. Tap an app, and then choose how to share it.

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Your phone and computer

Where apps, data, and files are stored

HTC One S uses these storage types:

Apps and data storage	Apps are installed to this storage, labeled as **Internal storage** in your phone settings. It also stores data such as your text messages, contacts you created or synchronized to your phone, account settings, and more. This storage is managed and carefully guarded by your phone since it contains your private information. When you connect your phone to your computer, this storage is not accessible from your computer. Storage contents will be erased when you do a factory reset. Make sure to back up your data before starting a factory reset.
File storage	This is another built-in storage, labeled as **Phone storage** in your phone settings. This is where you can store your files. When you connect your phone to your computer, this storage is accessible and you can copy files between them. When you do a factory reset, you can choose whether to keep or erase the storage contents.

Connecting your phone to a computer

Whenever you connect HTC One S to a computer using the USB cable, the Choose a connection type 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 connected to your computer.
Disk drive	Select this mode when you want to copy files between HTC One S and your computer. When in Disk drive mode, you will not be able to use apps on HTC One S that access the storage such as Camera.

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HTC Sync Manager	Select this option to sync media and your data such as contacts, calendar, bookmarks, and other information between your computer and HTC One S. Download and install HTC Sync Manager, when available, from our website. Or in the meantime, download and use the latest version of HTC Sync to sync your media and data.
USB tethering	When you do not have an Internet connection on your computer, you can select this mode to share the mobile data connection of HTC One S with your computer.
Internet pass-through	If you don't have a data plan or you don't have access to a Wi-Fi network, you can select this mode to share your computer's Internet connection with HTC One S.

Copying files to or from the phone storage

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

1. Connect HTC One S to your computer using the supplied USB cable.
2. On the Choose a connection type screen, select **Disk drive**, and then tap **Done**. Your computer recognizes HTC One S as a removable disk.
3. Navigate to the removable disk and open it.
4. Copy the files from your computer to the removable disk, or vice versa.
5. After copying the files, unmount the removable disk (on the connected HTC One S) as required by your computer's operating system to safely disconnect HTC One S.

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

HTC Sync Manager basics

Download and install HTC Sync Manager, when available, from our website. Or in the meantime, download and use the latest version of HTC Sync to sync your media and data.

Installing HTC Sync Manager

Before you install, please visit our HTC website to check the system requirements for HTC Sync Manager.

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Installing on a Windows computer

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

1. Connect HTC One S to your computer using the supplied USB cable.
2. On the Choose a connection type screen of HTC One S, select **HTC Sync Manager**, and then tap **Done**.
3. When you see the AutoPlay window appear on your computer screen, click **HTC Sync Manager**.

   If there's no HTC Sync Manager found on your computer, your web browser will automatically open and take you to our HTC website.
4. Download the HTC Sync Manager installer to your computer.
5. Double-click the installer you've downloaded and follow the onscreen instructions to install HTC Sync Manager.

Installing on a Mac computer

1. From our HTC website, download the HTC Sync Manager dmg file to your computer.
2. Double-click the dmg file you've downloaded. An icon representing the mounted dmg file is then created on your desktop.
3. Double-click the icon of the mounted dmg file.
4. When a window opens, drag the HTC Sync Manager software icon to the Applications folder or to another location in this window.

After installing, it is recommended that you unmount the mounted dmg file. Just drag the icon representing the mounted image file to the Trash, or right-click the icon and click **Eject**.

Don't delete the dmg image file. Save it to a folder in case you need it again to reinstall HTC Sync Manager.

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Getting started

The first time you open HTC Sync Manager, the Getting Started window opens, allowing you to add media to your library.

1. Open the HTC Sync Manager.
2. When you see the Getting Started window, you can choose to:

Automatically discover Media on My PC	Automatically search for all music, photos, and videos on your computer and add them to your HTC Sync Manager library.
Manually Import or Add Media from My PC	Choose folders to import media files from. You can also inport media files and playlists from other media applications.

3. If you chose to manually import media files, click OK to start importing them to your library.

The HTC Sync Manager main screen

From the main screen, you can see your media libraries and play your media. You can also sync with HTC One S when it's connected, or rip music when there's a CD inserted on your computer.

- Click Music or Gallery to switch between these two libraries. While you're in one of these libraries, click < to return to the previous screen.
- Play a music track or video. Use the controls at the bottom center of the screen to control the playback.
- Click ☰ to change settings, check for software updates, and more.
- Clicking ▼ opens a menu, showing a list of connected devices.
  - If HTC One S is connected to your computer, click it on the menu to set up how you want to sync media and data.
  - If you inserted a music CD, click the disc drive on the menu to rip music from the CD.

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Importing more media to the library

To import more media to your HTC Sync Manager library, there are several easy ways you can do this.

- Click **Music** > **LIBRARY**, and then drag a folder (or any music file inside that folder) to the LIBRARY screen.
- Click **Gallery** > **ALBUMS**, and then drag a folder (or any photo or video file inside that folder) to the ALBUMS screen.
- Set up HTC Sync Manager to check for new music, photos, and videos from selected folders on your computer and import them to your library automatically.

When you drag a folder or media file, the whole folder will be added as an album to the library. The folder path will also be added to the list of watched folders in the settings.

Adding new media to your library automatically

You can set HTC Sync Manager to automatically add media to your library whenever there are new music, photos, or videos on your computer. Simply add the folders to the Watched Folder in settings that you want HTC Sync Manager to check for new media.

1. From the main screen, click > **Settings**.
2. In the Music library settings:
   - Click **Add** to choose folders that you want HTC Sync Manager to check for new music files.
   - Click **Import** to choose what other media applications on your computer (such as iTunes and Windows Media Player) you want to import music from.
   - Click **Import playlist** to get playlists from other media applications.
3. Click **Gallery library** > **Add** to choose folders that you want HTC Sync Manager to check for new photos or videos.
4. Click **Apply** to save your settings.
5. Click **OK**.

Checking for new software updates

1. Click > **Check for updates**.
2. When an update is available, you can choose to download and install it immediately on your computer.

You'll need to close HTC Sync Manager when you're prompted, and then reopen the application after the installation is complete.

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What file formats are supported by HTC Sync Manager?

Video formats and codecs	▪ 3GP and 3G2 (3rd Generation Partnership Project) ▪ MP4 (MPEG-4)
Audio formats and codecs	▪ AAC and M4A (Advanced Audio Coding) ▪ FLAC (Free Lossless Audio Codec) ▪ AAC and M4A (High Efficiency AAC v1 and v2) ▪ MP3 (MPEG-1 Audio Layer 3) ▪ WAV (Resource Interchange File Format) ▪ WMA (Windows Media Audio)
Image formats	▪ BMP ▪ GIF ▪ JPEG and JPG ▪ PNG

WMA and WAV formats are only supported in Windows.

Playing music in HTC Sync Manager

Are you a music junkie with a big collection of digital music on your computer? Manage your music library and enjoy listening to your favorite songs from HTC Sync Manager.

1. In HTC Sync Manager, click **Music**. By default, you'll see the RECENT screen where recently added or played songs and albums are displayed.
2. To browse for your songs and albums, click **LIBRARY**, and then select an album to open.
3. Double-click a song to play it.
4. Use the playback controls at the bottom of the screen to pause, resume playback, repeat songs, and more.

- At the bottom-left side of the screen, drag the progress bar slider to jump to any part of the song.
- Switching to another screen will not stop music playback. You'll see the song title and album that's currently playing at the bottom of the screen.

Creating a playlist

1. From the Music library, click an album or song that you want to add to a new playlist.
2. Click **Add to playlist** > **New playlist**.

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3. Enter a playlist name, and then click **OK**.
4. To add more songs to the playlist, hold down the CTRL key while clicking one or more albums or music tracks, click **Add to playlist**, and then select the playlist name.
5. When you're done adding songs, click **PLAYLIST**. Double-click the playlist thumbnail and start playing.

To send just a single playlist to HTC One S, right-click the playlist, click **Send to phone**, and then choose the device name. (Be sure that HTC One S is connected to your computer.)

Viewing photos and videos in HTC Sync Manager

Browse through and view your computer's photos and videos that you've imported to the HTC Sync Manager Gallery.

1. In HTC Sync Manager, click **Gallery**. By default, you'll see the RECENT screen where recently added or viewed photos and videos are displayed.
2. Click **ALBUMS**, and then double-click an album to open it.
3. Click ▼ next to **Sort by** and choose how you want to arrange your photos and videos.
4. Double-click a photo or video to see a larger view.

To move several photos or videos to another album, mouse over and select the check button of each photo or video you want to move. Then click **Move to album**.

Editing your photos

You can do basic photo edits such as cropping and rotating.

1. Open the album that contains the photos you want to edit.
2. Mouse over and select the check button of each photo you want to edit.

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3. Click . A screen then opens, showing a thumbnail strip of all your selected photos.
4. On the thumbnail strip, click the first photo, and then choose what you want to do with the photo.

See photo information	Click **Detail** to see information such as resolution, file format, and more.
Rotate	Click **Rotate right** or **Rotate left**.
Crop	1. Click **Crop**, and then resize or drag the crop box to the part of the photo you want to crop. You can also click **Custom**, and then select a preset photo size. 2. Click **Apply**.

5. Move to the next photo. You'll be asked to save your changes to the current photo.
6. Click **OK** to save and edit the next photo.

To send just one edited photo to HTC One S, click **Send to phone**, and then choose the device name. (Be sure that HTC One S is connected to your computer.)

Setting up HTC Sync Manager to recognize HTC One S

1. Connect HTC One S to your computer using the USB cable that comes in the box.
2. When HTC One S prompts you to choose a type of USB connection, tap **HTC Sync Manager**, and then tap **Done**. Wait for HTC Sync Manager to recognize and connect to HTC One S.
3. If this is your first time to connect HTC One S to your computer, enter a device name, choose the storage on HTC One S to sync with, and then click **Save**.

Setting up HTC One S to sync with your computer

1. When you see HTC One S connected in HTC Sync Manager, click ▼ and then click your device name.
2. On the Synchronize Settings screen, set up how you want to sync your media and data between HTC One S and your computer.

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Syncing music

You can set up HTC Sync Manager to sync music files and playlists between HTC One S and your computer.

1. On the Synchronize Settings screen, click next to the Music item.
2. Click the **On** button.
3. You can choose the following options:

Import new music from device	Select this option to import new music found on HTC One S to HTC Sync Manager. The music files will be copied to the folder specified in the Import settings.
Sync music to device	Select this option to sync music from your computer to HTC One S. Choose to sync **All Music** or only **Selected Playlists**.

4. In cases when there are conflicting playlists on HTC One S and your computer, choose which playlist you want to keep.
5. Click **Done** to save your music sync settings.

Syncing photos and videos

1. On the Synchronize Settings screen, click next to the Gallery item.
2. Click the **On** button.
3. You can choose the following options:

Copy device photo and video	Select this option to import new photos and videos from HTC One S to HTC Sync Manager. The photos and videos will be copied to the folder specified in the Import settings.
Sync albums to device	Select this option to sync Gallery albums from HTC Sync Manager to HTC One S. Choose to sync **All Albums** or only **Selected Albums**.

4. Click **Done** to save your sync settings.

Syncing documents and email attachments

To sync email attachments received on HTC One S to your computer, you must set up an Exchange ActiveSync or POP3/IMAP email account from the Mail app on HTC One S.

1. On the Synchronize Settings screen, click next to the Calendar item.
2. Click the **On** button.
3. To sync email attachments received and stored on HTC One S, select **Copy all downloaded mail documents to PC**.

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4. To choose folders on your computer that contain documents you want to sync with HTC One S, select **Sync PC documents from directory**, and then click **Add**.
5. Click **Done** to save your sync settings.

Syncing your contacts

Set up HTC Sync Manager to sync HTC One S with your Outlook, Outlook Express, or Windows Contacts.

You can sync HTC One S with the following Outlook versions: Outlook XP, Outlook 2003, Outlook 2007, and Outlook 2010.

If you have contacts to sync from your SIM card with your computer, you have to import them first to HTC One S storage.

1. On the Synchronize Settings screen, click next to the People item.
2. Click the **On** button.
3. Choose the application you want to sync your contacts from.
4. In cases when conflicting information is found on both HTC One S and your computer, choose which contact data you want to keep.
5. Click **Done** to save your sync settings.

Only the contact fields that are in the People app of HTC One S will be synced.

Syncing your calendar events

Set up HTC Sync Manager to sync HTC One S with your Outlook Calendar or Windows Calendar on your computer.

You can sync HTC One S with the following Outlook versions: Outlook XP, Outlook 2003, Outlook 2007, and Outlook 2010.

1. On the Synchronize Settings screen, click next to the Calendar item.
2. Click the **On** button.
3. Select the application you want to sync calendar events from.
4. Choose from when you want to start syncing calendar events.
5. In cases when conflicting appointments are found on both HTC One S and your computer, choose which data you want to keep.
6. Click **Done** to save your sync settings.

Only the data fields that are in HTC One S Calendar will be synced.

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Syncing your web bookmarks

1. Open your web browser on your computer, create a favorites folder named HTC bookmarks. Make sure to save your favorite bookmarks in this folder to be able to sync them with HTC One S.
2. On the Synchronize Settings screen of HTC Sync Manager, click next to the Bookmarks item.
3. Click the **On** button.
4. Choose which web browser on your computer stores the bookmarks you want to sync with HTC One S.
5. Click **Done** to save your sync settings.

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Syncing HTC One S and your computer

- Before you start syncing, check and make sure HTC One S is connected to your computer and is recognized by HTC Sync Manager.
- To avoid sync problems, be sure to close all browser windows before you start syncing web bookmarks.
- When conflicting bookmarks are found on both HTC One S and your computer, HTC Sync Manager keeps the information from your computer.

After you've finished setting up all the items you want to sync in HTC Sync Manager, click the **Sync** button on the Synchronize Settings screen to start syncing HTC One S and your computer.

Ripping music from a CD with HTC Sync Manager

In HTC Sync Manager, you can play and rip audio CDs, that you can later sync with HTC One S.

1. Insert an audio CD into your computer's CD drive.

   HTC Sync Manager prompts you that a new disc is inserted. Click **OK** to show the disc contents.

You can also click ▼, and then select the name of the CD inserted.

2. From the list of music tracks available, click a music track that you want to rip. To select multiple files, hold down the CTRL key while clicking one or more music tracks.
3. Click **Import** to start ripping the audio files.

- You'll see this icon beside the music track when ripping is in progress or this icon if the music track is in the queue.
- When ripping music is complete, audio files are imported to your computer, and this icon appears beside the selected tracks.

To check where the ripped music tracks are saved, click ☰ > **Settings** > **Rip CD**.

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Sharing your mobile data connection by USB tethering

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

- Make sure your SIM card is inserted on HTC One S.
- Install HTC Sync or HTC Sync Manager on your computer first.
- You may need to have USB tethering added to your data plan, and it may incur additional cost. Contact your mobile service provider for details.

1. On HTC One S, turn on **Mobile network** in the settings.
2. Connect HTC One S to your computer using the provided USB cable.
3. On the Choose a connection type screen, select **USB tethering**, and then tap **Done**.

Connecting to the Internet through a computer

If you temporarily don't have Internet access, you can still go online by using your computer's Internet connection.

Install HTC Sync or HTC Sync Manager on your computer first.

1. Make sure your computer is connected to the Internet.

Two things to check for your computer's Internet connection. One, you may need to turn off your local network's firewall. Two, if your computer connects to the Internet via PPP (e.g. Dial UP, xDSL, or VPN), Internet Pass-through will only support TCP protocol.

2. Connect HTC One S to the computer using the provided USB cable.
3. On the Choose a connection type screen, select **Internet pass-through**, and then tap **Done**.

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Internet connections

Data connection

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

Checking the data connection you're using

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

Turning the data connection on or off

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

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

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

Adding a new access point

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

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

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Enabling data roaming

Connect to your mobile operator's partner networks and access data services when you're out of your mobile operator's coverage area.

Using data services while roaming may be costly. Check with your mobile operator for data roaming rates before you use data roaming.

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

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

Wi-Fi

To use Wi-Fi, you need access to a wireless access point or "hotspot".

The availability and strength of a Wi-Fi signal varies depending on objects the Wi-Fi signal has to pass through (such as buildings or a wall between rooms).

Turning Wi-Fi on and connecting to a wireless network

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

   Detected Wi-Fi networks will be listed.

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

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

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

5. Tap **Connect**.

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

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

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Disconnecting from the current wireless network

1. Slide the Notifications panel open, and then tap .
2. Tap **Wi-Fi**.
3. You can:
   - Tap the wireless network that HTC One S is connected to, and then tap **Disconnect**.
   - If you want to remove the settings for this network, press and hold the network name, and then tap **Forget network**.

Connecting to a different Wi-Fi network

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

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

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

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

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

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

Connecting to a virtual private network (VPN)

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

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

Also, HTC One S must first establish a Wi-Fi or data connection before you can start a VPN connection.

Adding a VPN connection

You must first set a lock screen PIN or password before you can use credential storage and set up the VPN.

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

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

Connecting to a VPN

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

You can then open the web browser to access resources such as your corporate network intranet.

Disconnecting from a VPN

1. Slide the Notifications panel open.
2. Tap the VPN connection to return to the VPN settings screen, and then tap the VPN connection to disconnect from it.

Using HTC One S as a wireless router

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

- Make sure the data connection is turned on.
- You must have an approved data plan associated with your account from your mobile service provider to use this service.

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

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

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

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

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

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Bluetooth

Bluetooth basics

Turning Bluetooth on or off

1. Slide the Notifications panel open, and then tap .
2. Tap the Bluetooth **On/Off** switch to turn it on and off.

Turn off Bluetooth when not in use to save battery power, or in places where using a wireless device is prohibited, such as on board an aircraft and in hospitals.

Changing the device name

The device name identifies HTC One S to other devices.

1. Slide the Notifications panel open, and then tap .
2. If Bluetooth is off, tap the Bluetooth **On/Off** switch to turn it on.
3. Tap **Bluetooth**. The Bluetooth screen opens.
4. Tap , and then tap **Rename phone**.
5. Enter the new name for HTC One S in the dialog box, and then tap **Rename**.

Connecting a Bluetooth headset or car kit

You can listen to music over a Bluetooth stereo headset, or have hands-free conversations using a compatible Bluetooth headset or car kit.

- To listen to music with your headset or car kit, the headset or car kit must support the A2DP Bluetooth profile.
- Before you connect your headset, make it discoverable so HTC One S can find it. Refer to your headset manual for details.

1. Slide the Notifications panel open, and then tap .
2. If Bluetooth is off, tap the Bluetooth **On/Off** switch to turn it on.
3. Tap **Bluetooth**. The Bluetooth screen opens.
4. If you don't see your headset listed, tap , and then tap **Search for devices** to refresh the list.

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5. When you see the name of your headset in the Available devices section, tap the name.
6. HTC One S automatically tries to pair with the headset.
7. If automatic pairing fails, enter the passcode supplied with your headset.

The pairing and connection status is displayed below the hands-free headset or car kit name in the Bluetooth devices section. When the Bluetooth headset or car kit is connected to HTC One S, the Bluetooth connected icon is displayed in the status bar.

Reconnecting a headset or car kit

Normally, you can easily reconnect your headset by switching on Bluetooth on HTC One S, and then turning on the headset. However, you might have to connect manually if your headset has been used with another Bluetooth device.

Make sure that the headset is discoverable. Refer to the headset manual for details.

1. Slide the Notifications panel open, and then tap .
2. If Bluetooth is off, tap the Bluetooth **On/Off** switch to turn it on.
3. Tap **Bluetooth**. The Bluetooth screen opens.
4. Tap the headset's name in the Paired devices section.
5. If prompted to enter a passcode, try `0000` or `1234`, or consult the headset/car kit documentation to find the passcode.

If you still cannot reconnect to the headset or car kit, follow the instructions in Unpairing from a Bluetooth device on page 163, and then follow the steps under Connecting a Bluetooth headset or car kit on page 161.

Disconnecting or unpairing from a Bluetooth device

Disconnecting a Bluetooth device

1. Slide the Notifications panel open, and then tap .
2. Tap **Bluetooth**. The Bluetooth screen opens.
3. In the Paired devices section, tap the name of the device to disconnect.
4. Tap **OK**.

Tap the name of the device to reconnect it.

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Unpairing from a Bluetooth device

1. Slide the Notifications panel open, and then tap .
2. If Bluetooth is off, tap the Bluetooth **On/Off** switch to turn it on.
3. Tap **Bluetooth**. The Bluetooth screen opens.
4. In the Paired devices section, tap next to the device to unpair.
5. Tap **Unpair**.

Sending information using Bluetooth

Before you begin, set the receiving device to discoverable mode. You may also need to set it to "Receive Beams" or "Receive Files". Refer to the device's documentation for instructions on receiving information over Bluetooth.

1. On HTC One S, open the app that contains the information or file you want to send.
2. Follow the steps for the type of item you want to send:

Contact	1. In the People app, tap a contact to view the contact's details. 2. Tap and then tap **Send contact**. 3. Tap the down arrow icon, and then select **Bluetooth**.
Calendar appointment or event	In Day view, Agenda view, or Week view, press and hold the event, and then tap **Forward** > **Bluetooth**.
Photos or videos	1. In the Gallery app, choose an album. 2. Tap **Share** > **Bluetooth**.
Captured photo or video	After capturing, on the Camera preview screen, tap > **Bluetooth**. (Note that you must have first set a review duration in Camera settings.)
Music track	With the track displayed on the Music app's Now playing screen, tap > **Share** > **Share file** > **Bluetooth**.
Voice recording	On the main Voice Recorder screen, tap > **Bluetooth**.
Browser	▪ On a webpage you want to share, tap > **Share page** > **Bluetooth**. ▪ While viewing a webpage in Reading mode, tap > **Bluetooth**.

3. Turn Bluetooth on and pair with the receiving device, if you're asked to do so.
4. On the receiving device, accept the file.

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Where sent information is saved

When you send information using Bluetooth, the location where it's saved depends on the type of information and the receiving device.

If you send a calendar event or contact, it is normally added directly to the corresponding application on the receiving device.

If you send another file type to a Windows computer, it is normally saved in the Bluetooth Exchange folder within your personal document folders.

- On Windows XP, the path may be: `C:\Documents and Settings\[your username]\My Documents\Bluetooth Exchange`
- On Windows Vista, the path may be: `C:\Users\[your username]\Documents`
- On Windows 7, the path may be: `C:\Users\[your username]\Documents\Bluetooth Exchange Folder`

If you send a file to another device, the saved location may depend on the file type. For example, if you send an image file to another mobile phone, it may be saved in a folder named “Images”.

Receiving information using Bluetooth

HTC One S lets you receive various files with Bluetooth, including photos, music tracks, contact info, calendar events, and documents such as PDFs.

Refer to the device’s documentation for instructions on sending information over Bluetooth.

1. Slide the Notifications panel open, and then tap .
2. If Bluetooth is off, tap the Bluetooth **On/Off** switch to turn it on.
3. Tap **Bluetooth**. The Bluetooth screen opens.
4. Tap the **HTC One S** Bluetooth name near the top of the screen to make HTC One S visible to nearby Bluetooth devices.
5. On the sending device, send one or more files to HTC One S.
6. If asked, accept the pairing request on HTC One S and on the receiving device. Also, you may be prompted to enter the same passcode or confirm the auto-generated passcode on both devices.

   You'll then get a Bluetooth authorization request.
7. Tap **Pair**.

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8. When HTC One S receives a file transfer request notification, slide the Notifications panel down, tap the incoming file notification, and then tap **Accept**.
9. When a file is transferred, a notification is displayed. Slide the Notifications panel down, and then tap the relevant notification.

When you open a received file, what happens next depends on the file type:

- Media files and documents are usually opened directly in a compatible app. For example, if you open a music track, it starts playing in the Music app.
- For a vCalendar file, choose the calendar where you want to save the event, and then tap **Import**. The vCalendar is added to your Calendar events.
- For a vCard contact file, you can choose to import one, several, or all of those contacts to your contacts list.

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Settings and security

Turning Airplane mode on or off

In many countries, you are required by law to turn off wireless devices while on board an aircraft. A way to turn off wireless functions quickly is to switch HTC One S to Airplane mode.

When you enable Airplane mode, all wireless radios on HTC One S are turned off, including the call function, data services, Bluetooth, and Wi-Fi However, you can manually turn Bluetooth and Wi-Fi on while Airplane mode is enabled.

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

If USB tethering is turned on, enabling Airplane mode will turn it off. You will need to manually turn USB tethering on after you disable Airplane mode.

Do any of the following to turn Airplane mode on or off:

- Press and hold POWER, and then tap **Airplane mode**.
- Slide the Notifications panel open, and then tap . Tap the Airplane mode **On/Off** switch to turn it on or off.

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

Changing display settings

Adjusting the screen brightness manually

1. Slide the Notifications panel open, and then tap .
2. Tap **Display** (or **Display & gestures**) and then tap **Brightness**.
3. Clear the **Automatic brightness** option.
4. Drag the brightness slider to the left to decrease or to the right to increase the screen brightness.

Adjusting the time before the screen turns off

After a period of inactivity, the screen turns off to conserve battery power. You can set the idle time before the screen turns off.

1. Slide the Notifications panel open, and then tap .
2. Tap **Display** (or **Display & gestures**) and then tap **Sleep**.
3. Tap the time before the screen turns off.

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Turning automatic screen rotation off

Automatic rotation is not supported in all applications.

1. Slide the Notifications panel open, and then tap .
2. Tap **Display** (or **Display & gestures**).
3. Clear the **Auto-rotate screen** option.

Recalibrating the G-sensor

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

1. Slide the Notifications panel open, and then tap .
2. Tap **Display** (or **Display & gestures**) and then tap **G-Sensor calibration**.
3. Place HTC One S on a flat and level surface, and then tap **Calibrate**.
4. After the recalibration process, tap **OK**.

Keeping the screen on while charging

1. Slide the Notifications panel open, and then tap .
2. Tap **Display** (or **Display & gestures**).
3. Select the **Stay awake** option.

Switching animation effects on or off

1. Slide the Notifications panel open, and then tap .
2. Tap **Display** (or **Display & gestures**).
3. Select or clear the **Animation** option.

Changing sound settings

Switching between silent, vibration, and normal modes

Do one of the following:

- To change from silent to normal mode, press the VOLUME UP button.
- To change from vibration to normal mode, press the VOLUME UP button twice.
- From the Home screen, slide the notifications panel open and then tap > **Sound** > **Sound profile**.

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Playing a sound when selecting onscreen items

1. Slide the Notifications panel open, and then tap .
2. Tap **Sound**.
3. Select or clear the **Touch sounds** option.

Lowering the ring volume automatically

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

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

Making HTC One S ring louder in your pocket or bag

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

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

Switching to speakerphone automatically

When you're in a call, you can switch to speakerphone by simply flipping HTC One S over.

1. Slide the Notifications panel open, and then tap .
2. Tap **Sound**.
3. Select the **Flip for speaker** option.

Changing the display language

Changing the language adjusts the keyboard layout, date and time formatting, and more.

The languages available to choose from may depend on the version of HTC One S you have.

1. Slide the Notifications panel open, and then tap .
2. Tap **Language & keyboard** > **System language**.
3. Tap the language you want to use.

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More ways to extend battery life

Switching to GSM network mode

Switch to using GSM network if you're not using a data connection to connect to the Internet. Connecting to GSM network mode consumes less battery power.

1. Slide the Notifications panel open, and then tap .
2. Tap **Mobile network** > **Network Mode**.
3. Tap **GSM only**.

Checking battery usage

1. Slide the Notifications panel open, and then tap .
2. Tap **Power** > **Battery use**.
3. To see more details, tap the graph or the features that are using the battery power.

If you see buttons while viewing the Use details screen, you can tap them to adjust the settings that affect battery usage or to turn off the feature that's consuming battery.

Backing up settings to Google

You can choose to automatically back up some settings such as Wi-Fi and bookmarks to Google servers using your Google Account so you can restore them when needed.

1. Slide the Notifications panel open, and then tap .
2. Tap **Privacy** and select the **Back up my settings** option.

Accessibility settings

Use these settings when you've downloaded and installed an accessibility tool, such as a screen reader that provides voice feedback. You can turn accessibility functions or services on or off.

1. Slide the Notifications panel open, and then tap .
2. Tap **Accessibility** and choose the settings you want.

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Protecting your SIM card with a PIN

Add another layer of security for HTC One S by assigning a PIN (personal identification number) to your SIM.

Make sure you have the default SIM PIN provided by your mobile operator before continuing.

1. Slide the Notifications panel open, and then tap > **Security**.
2. Tap **Set up SIM card lock**, then select **Lock SIM card**.
3. Enter the default SIM card PIN, and then tap **OK**.
4. To change the SIM card PIN, tap **Change SIM PIN**.

Restoring a SIM card that has been locked out

If you enter the wrong PIN more times than the maximum number of attempts allowed, your SIM card will become "PUK-locked."

You need a PUK code to restore access to HTC One S. Contact your mobile operator for this code.

1. On the Phone dialer screen, enter the PUK code, and then tap **Next**.
2. Enter the new PIN you want to use, and then tap **Next**.
3. Enter the new PIN again, and then tap **OK**.

Protecting HTC One S with a screen lock

Protect your personal information and prevent others from using HTC One S without your permission by setting a screen lock pattern, face unlock, PIN, or password.

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

1. Slide the Notifications panel open, and then tap > **Security**.
2. Tap **Screen lock**.
3. Select a screen lock option and set up the screen lock.
4. Tap **Lock phone after**, then specify the idle time before the screen is locked.

You can also clear **Make pattern visible** or **Make passwords visible** if you don't want your screen lock to display as you enter it onscreen.

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Forgot your screen lock pattern?

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

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

1. On the unlock screen, enter your lock pattern.
2. After the fifth attempt, when you're asked to wait for 30 seconds, tap **OK**.
3. If the display goes off, press the POWER button to turn the display back on, and then unlock the screen.
4. Tap the **Forgot pattern?** button when it appears.
5. Enter your Google Account name and password, and then tap **Sign in**. You'll then be asked to create a new screen lock pattern. If you no longer want to do so, tap **Cancel**.

Encrypting data on HTC One S

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

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

1. Slide the Notifications panel open, and then tap .
2. Tap **Storage**.
3. Select the encryption option for the type of storage you want to encrypt.
4. Tap **Encrypt**.
5. Enter the lock screen PIN or password.

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6. Tap **Next**.
7. Tap **Encrypt**.

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

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

Checking information about HTC One S

1. Slide the Notifications panel open, and then tap .
2. Tap **About** to enable error reporting, view network and hardware information, and more.

Managing memory

Checking how much phone memory is available for use

1. Slide the Notifications panel open, and then tap .
2. Tap **Storage**. The available phone memory is displayed in the Internal storage and Phone storage sections.

Making more storage space (internal storage)

Need more space in the internal storage? Clean up the application cache, move or uninstall apps, and delete old mails and messages all in one go.

You cannot move or uninstall preinstalled apps.

1. Slide the Notifications panel open, and then tap .
2. Tap **Storage**, and under Internal storage tap **Make more space**.
3. On the Clear caches screen, choose whether to clear the cache of rarely used apps only or all apps, and then tap **Next**.
4. On the Application storage screen:
   - Tap **Move apps to phone storage** if there are apps that you can transfer to the phone storage.
   - Tap **Uninstall apps** if there are apps you'd like to remove.
5. Tap **Next**.
6. On the Mail & message storage screen:
   - Set fewer days of mails to download so that older mails will be removed from the storage automatically.
   - Lower the number of text and multimedia messages per conversation.

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7. On the Content storage screen, choose what content you want to delete from storage.
8. Tap **Finish**.

Clearing application cache and data

You can delete the data or clear the cache per application.

1. Slide the Notifications panel open, and then tap .
2. Tap **Apps**.
3. On the All tab, tap an application.
4. On the screen, tap **Clear data** and/or **Clear cache**.

Uninstalling an app

You cannot uninstall an app that's preinstalled on HTC One S.

1. Slide the Notifications panel open, and then tap .
2. Tap **Apps**.
3. On the Downloaded tab, tap the application you want to uninstall.
4. Tap **Uninstall**.

Moving an app to or from the phone storage

Free up more space in the internal storage by moving apps to the phone storage.

You cannot move an app that's preinstalled on HTC One S.

1. Slide the Notifications panel open, and then tap .
2. Tap **Apps**.
3. On the Downloaded tab, tap the application you want to move.
4. Tap **Move to phone storage**.

Stopping running applications using Task Manager

Use Task Manager to free up memory by stopping running applications that you're not currently using.

1. From the Home screen, tap > **Task Manager**.
2. In the All applications list, tap to the right of the application name to stop it.

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Other essentials

Status icons

Signal strength	Battery is charging
GPRS connected	Battery is low (20% remaining)
GPRS in use	Battery is very low (8% or less remaining)
EDGE connected	Silent mode
EDGE in use	Vibrate mode
3G connected	Microphone is mute
3G in use	Speakerphone is on
HSDPA connected	Wired microphone headset connected
HSDPA in use	Wired headset connected
Roaming	Bluetooth is on
No signal	Connected to a Bluetooth device
No SIM card installed	Airplane mode
Connected to a Wi-Fi network	GPS is on

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Data synchronizing	Alarm is set
Battery is full	

Printing

Connect HTC One S to a supported printer and print out documents, email, meeting invitations, photos, and more.

- Both printer and HTC One S must be turned on and connected to the same local network. Connect HTC One S to the local network using Wi-Fi. To learn how to connect the printer to a local network, refer to your printer user guide.
- The local network must not be behind a firewall.

1. While in an app such as Internet, Mail, or Calendar, open the item you want to print.
2. Tap , and then tap **Print** (or **More** > **Print**).

For Polaris Office, open the item you want to print, and then tap > **File** > **Print**.

3. On the Print screen, tap the printer you want to use.
4. If there's more than one page to print, set the page range that you want.

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

5. Tap **Print**.

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

Printing a photo

1. While in Gallery, open the photo you want to print.
2. Tap the photo. A menu appears.
3. Tap **More** > **Print** , and then tap the printer you want to use.
4. Tap **Print**.

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

Adding a printer

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

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

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

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

Using the onscreen keyboard

When you start an app or select a field that requires text or numbers, the onscreen keyboard becomes available. After entering your text, you can tap or press to close the onscreen keyboard.

Selecting a keyboard layout

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

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

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

Entering text

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

- Tap to enter an uppercase letter. Tap twice to turn on caps lock.
- Press and hold keys with gray characters at the top to enter numbers, symbols, or accented letters. 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.

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Choosing multiple keyboard languages

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

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

Available languages depend on the region where you purchased HTC One S.

Selecting and changing the keyboard language

1. While the onscreen keyboard is open, tap .
2. Select the keyboard languages you want to use.
3. Keep the **Toggle among keyboards** option selected to use to switch between keyboard languages.

Clear the check button to see the Select keyboards screen each time you tap .

4. Tap **OK**.
5. While the onscreen keyboard is open, tap until you see the language you want to use.

To turn Toggle among keyboards on or off, slide the Notifications panel open, and then tap > **Language & keyboard** > **HTC Sense Input** and tap the Toggle among keyboards **On/Off** switch.

Entering words with predictive text

Predictive text input is enabled by default, and word suggestions are displayed as you type.

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

To enter a word in predictive mode, do any of the following:

- If the word you want is highlighted in green or orange in the suggestion list, just tap the space bar to insert the word into your text.
- If the word you want shows up in the suggestion list before you finish typing the entire word, tap the word to insert it into your text.
- If there's an arrow to the right of the suggestion list, tap the arrow to see more choices.

Setting a second language for predictive text

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

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

Adding a word to the predictive text dictionary

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

You can also add a word to the list manually.

1. Slide the Notifications panel open, and then tap > **Language & keyboard**.
2. Tap **HTC Sense Input**.
3. Tap **Personal dictionary** > **Edit personal dictionary** > .
4. Enter the word you want to add, and then tap **OK**.

Editing or deleting a word in the predictive text dictionary

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

Backing up your personal dictionary to your phone storage

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

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

Importing your personal dictionary

1. Slide the Notifications panel open, and then tap > **Language & keyboard**.
2. Tap **HTC Sense Input**.

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3. Tap **Personal dictionary** > **Sync personal dictionary** > **Restore from phone storage**.
4. When prompted, tap **OK**.

Entering text by speaking

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

Since HTC One S uses Google's speech-recognition service, you need to be connected to the Internet to enter text by speaking.

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

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

4. If a word doesn't match what you've spoken and it's underlined, tap the underlined word to delete it or to see more choices.
5. Enter punctuation marks by saying `comma`, `period`, `question mark`, `exclamation mark`, or `exclamation point`.

Entering text by tracing

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

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

Turning on trace input

1. Slide the Notifications panel open, and then tap > **Language & keyboard**.
2. Tap **HTC Sense Input**.
3. Tap the Trace keyboard **On/Off** switch.

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Restarting HTC One S

If HTC One S is running slower than normal, an application is not performing properly, or HTC One S becomes unresponsive, try restarting HTC One S and see if that helps solve the problem.

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

HTC One S not responding?

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

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

Resetting HTC One S

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

Factory reset will permanently delete all your data and customized settings, and will remove any applications you've downloaded and installed. Be sure to back up any data and files you want to keep before you do a factory reset.

Performing a factory reset from settings

1. Slide the Notifications panel open, and then tap .
2. Tap **Storage** > **Factory data reset**.
3. Tap **Reset phone**, and then tap **Erase everything**.

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Performing a factory reset using hardware buttons

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

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

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