



# User Guide

htc one<sup>®</sup> (M8)  
for Windows<sup>®</sup>

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## Trademarks and copyrights

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## IMPORTANT CUSTOMER INFORMATION

Please be advised that many services and applications offered through this unique device are provided by various device manufacturers, operating system, software and application developers (e.g. Google®, Motorola®, Microsoft®, BlackBerry®). If you use, link to or download such a service, or an application such as a non-Verizon Wireless location based GPS-type service, chat room, marketplace or social network from this device, you should carefully review the terms of such service or application. If you use any of these non-Verizon Wireless services or applications, personal information you submit may be read, collected, or used by the service or application provider and/or other users of those forums.

Verizon Wireless is not responsible for your use of those applications or information you choose to submit or share with others. Specific terms and conditions, terms of use, and privacy policies apply to those applications and services. Please review carefully any and all terms and conditions applicable to those applications and services including those related to any location-based services for any particular privacy policies, risks or waivers.

Your Verizon Wireless Customer Agreement Terms and Conditions and certain other specifically identified terms govern your use of any Verizon Wireless products and services.

## 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.

## Important RF Notice

This device was tested for compliance with the applicable FCC and Industry Canada specific absorption rate (SAR) limits for radio frequency (RF) exposure during typical body-worn operations. To ensure that RF exposure levels remain at or below the tested levels, use a belt-clip, holster, or similar accessory that maintains a minimum separation distance of 1.0 cm between your body and the device, with either the front or back of the device facing towards your body. Such accessories should not contain any metallic components. Body-worn accessories that do not meet these specifications may not ensure compliance with applicable SAR limits and their use should be avoided.

### **Important note on recoverable data**

Files and other data that have been deleted, cleared, removed, or erased from your device may still be recoverable by third-party data recovery software. Even a factory reset may not permanently erase all data from your phone, including personal information.

## Other helpful resources

For health, safety, and regulatory information, please read the Safety and regulatory guide that's included in the box.

In addition to this user guide, you can find help information, FAQs, and more in [www.htc.com/support](http://www.htc.com/support).

To learn a lot more about using Windows Phone®, go to [windowsphone.com](http://windowsphone.com).



Certain Windows Phone features or Microsoft services may not be available in some countries or regions.

## Features you'll enjoy

### HTC Dot View

Bring back the nostalgic days of yesteryear to your notification system in HTC One with HTC Dot View™. HTC Dot View makes it easy to see if you have missed calls, text messages, and more—all while helping to protect HTC One.

See <http://www.htc.com/us/accessories/htc-dot-view/> for more information.

### Cortana

Meet Cortana®, your personal virtual assistant. Cortana learns and adapts to how you use your HTC One. Cortana keeps notes of things you like and things you've asked about. You can also tell Cortana to set up reminders, add events to your calendar, dial a contact's phone number, and more. See [Cortana](#) on page 58.

### Live Tiles

Live Tiles turn your Start screen into a dynamic screen that frequently updates to show you what's new regarding things and people that matter



to you. Pin your favorite people, music albums, apps, and more to your Start screen. To find out more, see [Start screen](#) on page 36.

## HTC BoomSound

Hear what you've been missing. HTC BoomSound™ gives you a rich, authentic sound experience, whether you're listening to music, watching a video, or playing a game. To find out more, see [Turning HTC BoomSound on and off](#) on page 181.

## HTC BlinkFeed

With HTC BlinkFeed™, display information from various sources that matter most to you in one convenient app. See a variety of content such as feeds about news and your interests, social network updates, and more. The content refreshes periodically when you're connected to the Internet. See [HTC BlinkFeed](#) on page 64.

## HTC Camera

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

- The Duo Camera on HTC One takes photos with added depth and makes it possible to add special effects to your photos afterwards.
- With **VideoPic**®, you can snap a picture while you're shooting video. See [Taking a photo while recording a video — VideoPic](#) on page 132.

- Switch to **Sweep panorama** and pan the camera to capture a wide-angle view of the scenery. See [Taking a panoramic photo](#) on page 130.
- Use **Continuous shooting** mode to capture 20 consecutive shots (or more) of a subject in motion. See [Taking continuous shots](#) on page 129.
- By just tapping the shutter button, take multiple shots of your subject at different exposures and combine them into a nice, evenly exposed photo. See [Using HDR](#) on page 130.

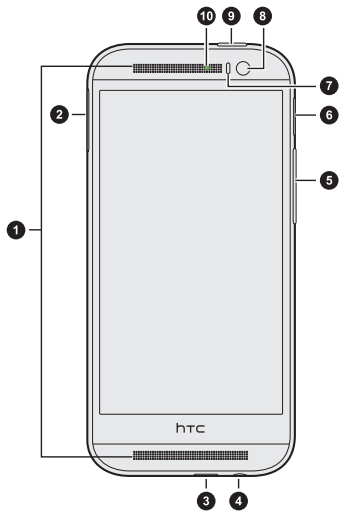
To find out how to do these and more, see [Camera](#) on page 123.

# Unboxing

## HTC One

### Front panel

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1. Dual speakers
2. SIM Card Slot
3. USB/Charging Port
4. 3.5mm headset jack
5. VOLUME
6. microSD™ card slot
7. Proximity sensor
8. Front camera
9. Power/Lock Key & IR Sensor
10. Notification Light

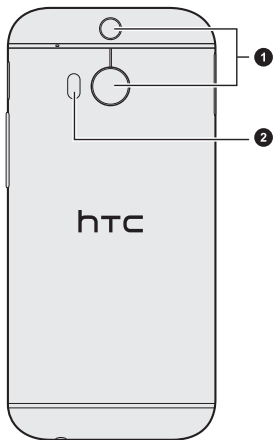
🚩 You need a 4G/LTE™ plan to use the 4G/LTE network of Verizon Wireless for voice calls and data services. Check with Verizon Wireless for details.

✎ If you want to use a case or screen protector, please don't cover and block the proximity sensor. Purchase a case or screen protector designed for HTC One.

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## Back panel

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1. Duo Camera
2. Flash

## Your Verizon Wireless nano SIM card

Use your Verizon Wireless nano SIM card to make and receive calls, text, and email messages and surf the Web while traveling outside of the U.S. in supported destinations.



Your nano SIM (Subscriber Identity Module) card stores your phone number and other important information. Do not bend or scratch your nano SIM card. Avoid exposing it to static electricity, water or dirt. If your nano SIM card is lost or damaged while in the U.S., please dial \*611 from your Verizon Wireless device or 1-800-922-0204 from any phone to speak with a Customer Service Representative. From outside of the U.S., please refer to the Verizon Wireless Global Support Guide, welcome letter and calling card that came with your device. This will enable you to make calls toll free from landlines in most countries where we offer Global Phone service.

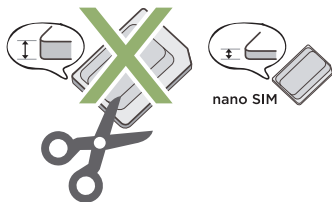
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## nano SIM card

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HTC One uses a nano SIM card.

Use a standard nano SIM card only. Inserting a modified card that is thicker than the standard nano SIM card may cause the card to not fit properly or damage the card slot.

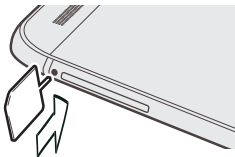


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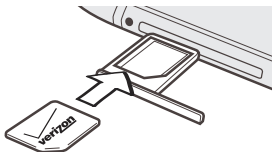
## Inserting a nano SIM card

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1. Hold the phone face up.
2. Insert the tip of the tray eject tool into the tray eject hole next to the nano SIM card slot.



3. Push the tip all the way into the hole until the card tray ejects.
4. Pull the card tray out.
5. Place the nano SIM card (contacts facing down) into the tray.



6. Insert the card tray back into the slot.

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### Removing a nano SIM card

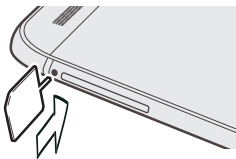
---



Make sure to switch off HTC One before removing the card.

1. Hold the phone face up and the top panel facing you.

2. Insert the tip of the tray eject tool into the tray eject hole next to the nano SIM card slot.



3. Push the tip all the way into the hole until the card tray ejects.
4. Pull the card tray out, and remove the nano SIM card.
5. Make sure that you insert the empty card tray back into the slot.



# Setting up your phone

## Entering your PIN

If you've assigned a PIN (personal identification number) to your nano SIM card, enter it when asked, and then tap **enter**.



If you enter the wrong PIN three times, the nano SIM card is blocked. If this happens, you can unblock it with the PUK (PIN Unlocking Key) code by calling Verizon Wireless customer service.

## Setting up your phone for the first time

When you switch on your phone for the first time, you'll be asked to set it up. Just follow the onscreen instructions and you'll be up and running in no time.

On the **Keep your life in sync** screen, be sure to sign in with your Microsoft account so you can use services such as Windows® Store, OneDrive™, and more. If you don't have a Microsoft account, tap **create one** and follow the onscreen instructions. See [Adding a Microsoft account](#) on page 114.



You can also create a Microsoft account from your computer by going to [signup.live.com](http://signup.live.com).

## Account setup

Set up your online accounts so you can send and receive email, and more. Depending on the type of email account that you set up, other items such as contacts, calendar, or other information can appear on your phone as well. And when you sign in to your social networking accounts, you'll also get your friends' status updates and see the pictures they've posted.

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### Setting up an account

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1. Swipe down from the top edge of the screen with one finger.
2. Tap **All settings > email+accounts**.
3. Tap **add an account**, and then tap the type of account you want to set up.
4. Follow the onscreen instructions to set up your account.

---

### Syncing an account

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If you're not seeing your most recent email messages or status updates in an account, you can manually sync the account to download them.

1. Swipe down from the top edge of the screen with one finger.
2. Tap **All settings > email+accounts**.
3. Press and hold the account whose information you want to download, and then tap **sync**.

---

## Deleting an account

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- Removing an account does not remove accounts and information from the online service itself.
- Your primary Microsoft account cannot be deleted. You'll need to do a factory reset to remove it.

1. Swipe down from the top edge of the screen with one finger.
2. Tap **All settings** > **email+accounts**.
3. Press and hold the account you want to delete, and then tap **delete**.



Some personal data may be retained by the third-party app after you have removed the account from your phone.

## Getting contacts into your phone

There are several ways you can add contacts to your phone.

Online accounts	Log in to your online accounts to import contact information.
Phone contacts	Create and store contacts directly in your phone.
Exchange ActiveSync*	Sync your work contacts with ActiveSync.
Bluetooth*	Receive contacts via Bluetooth from another phone.

**Backup Assistant<sup>SM</sup> Plus** Use this service to download stored contacts to your phone or to back up your contacts to the Backup Assistant Plus server.

## My Verizon Mobile

Use My Verizon Mobile to access your Verizon Wireless account right on your phone.

You can view your call, messaging, and data usage, check and pay your bill, update your plan, buy accessories, and more.

1. Swipe to the **App List**.
2. Tap **My Verizon Mobile**.

# Your first week with your new phone

## Switching the power on or off

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### Switching the power on

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Press the POWER button.



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

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### Switching the power off

---

1. Press and hold the POWER button until you see the message, slide down to power off.
2. Swipe your finger down the screen.

## Phone not responding?

Restart your phone if it doesn't respond when you touch the screen or press the buttons.

Press and hold the POWER button for at least 12 seconds. Your phone turns off and then turns back on.

## Touch gestures

Use touch gestures to get around your phone.

### Tap



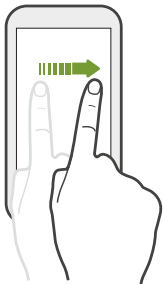
Tap the screen with your finger when you want to select onscreen items such as application and settings icons, or press onscreen buttons.

## Press and hold



Press and hold an item to view available options (for example, additional keys on the keyboard).

## Swipe or slide



Swipe your finger vertically or horizontally across the screen when you need to scroll through a long list or see other screens in a hub.

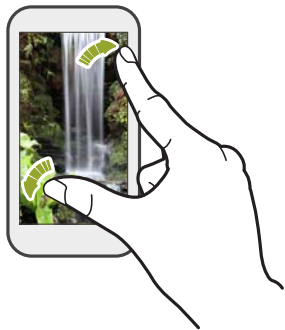
## Drag



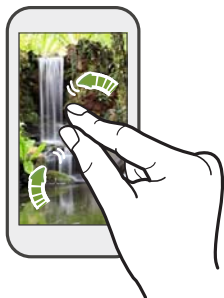
Press and hold your finger with some pressure before you start to drag. While dragging, don't release your finger until you have reached the target position.



## Slide with two fingers



In some apps, such as Photos or Internet Explorer, slide two fingers apart to zoom in when viewing a picture or text.



Slide two fingers together to zoom out of the picture or text.

## Motion gestures

Use motion gestures to mute the ringer and more.

### Flip to silence



When a call comes in you can turn your phone over to mute it.

### Pick up to lower volume



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

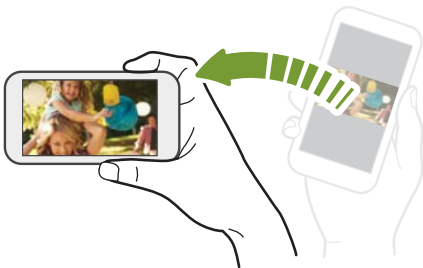
## Set volume to automatically rise while in your pocket or bag



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

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

## Rotate your phone for a better view




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

When entering text, you can turn your phone sideways to bring up a bigger keyboard.

## Start screen



Up front on the Start screen, you'll see Live Tiles that continuously update and show what's most personal to you. You'll see your photo album, how many new text and email messages you have, and more.

- Simply swipe your finger up or down to scroll through the tiles.
- Swipe your finger left to access apps.
- To return to the Start screen from any screen, press .

---

## Rearranging and resizing tiles

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1. Press and hold the tile you want to move until it floats.
2. Tap the arrow in the lower right corner to resize the tile.
3. Drag the tile where you want it to go.
4. When you're done moving tiles, press  or .



Before rearranging the **Start screen** you can save the layout in case you want to restore its current state. Go to **Settings > backup > apps+settings**. Tap the **Settings backup On/Off** switch, and then tap **back up now**.

---

## Pinning items to the Start screen

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You can pin just about anything you want to the **Start screen**: apps, pictures, songs, favorite websites, documents, and even contacts.


For example, when you pin a contact to the **Start screen**, you'll get all of that person's updates—feeds, email, text messages, and call notifications—right from that tile.

1. To pin something, press and hold it until a menu appears.
2. Tap **pin to start**.

---

## Unpinning a tile

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1. Press and hold the tile you want to remove.
2. Tap .

---

## Live Folders

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Create Live Folders by grouping related or similar tiles together to make it easier to find what you need on your Start screen.


1. Press and hold a tile and drag it over another tile.
2. Release your finger when you see the lower tile turn into a grid.

---

## Naming Live Folders

---


1. Tap a Live Folder to expand it.

2. Press and hold on the bar above the Live Folder.
3. Enter the text for the label.
4. When you're done, press ← or .

---

## Removing tiles from Live Folders

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1. Tap a Live Folder to expand it.
2. Press and hold a tile in the Live Folder and drag it above the top bar or below the bottom bar.
3. Release your finger when you have positioned the tile where you want it.
4. When you're done, press ← or .

## Opening your apps from the Apps list

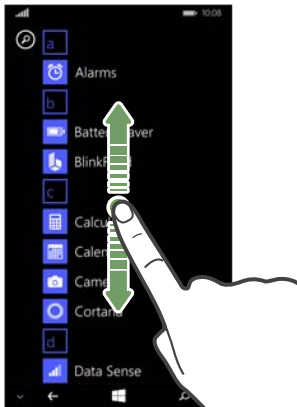
The App list is where you'll find all of the apps you've installed on HTC One.

1. On the Start screen, swipe left.



40 Your first week with your new phone

2. Swipe up and down the screen to see your apps.




3. Tap the app name or tile to open the app.

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### Finding your apps faster

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Have a lot of apps on your HTC One? Search or skip through the app list. While viewing the App list, try one of the following:

- Tap , and then enter the name of the app. As you type, search results will show on your screen.



- If you see letter tiles in your app list, tap a letter tile to see all of the alphabet tiles. Then tap a letter to quickly jump to the corresponding section in the app list.



## Action Center

With a simple swipe, you can see all of your notifications—even from the lock screen.

Swipe down from the top edge of the screen with one finger. You'll see all of your notifications, quick actions, and a shortcut to settings.

## Hiding notifications from the lock screen

---

If you want to prevent people from seeing or erasing your notifications, you can hide notifications from the lock screen.

1. Swipe down from the top edge of the screen with one finger.
2. Tap **All settings > notifications+actions**.
3. Tap the checkbox next to **Show notifications in action center when my phone is locked**.

---

## Notifications and quick actions

---

Change what you can see and do in the **Action Center**.

1. Swipe down from the top edge of the screen with one finger.
2. Tap **All settings > notifications+actions**.
3. Tap a quick action item to replace it with another one.
4. Tap an app to choose what kinds of notifications you will allow.


## Adjusting the volume

1. Press the **VOLUME UP** or **VOLUME DOWN** button to make the volume bar appear.



2. Tap  to view the volume control panel.



3. Try one of the following:
  - Drag the volume sliders to set the volume.
  - Tap the icons to the left of the volume sliders to mute or unmute.
  - Tap  to toggle the vibration on or off.

## Sleep mode

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

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### Switching to Sleep mode

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

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### Waking up from Sleep mode

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



Your phone automatically wakes up when you have an incoming call.

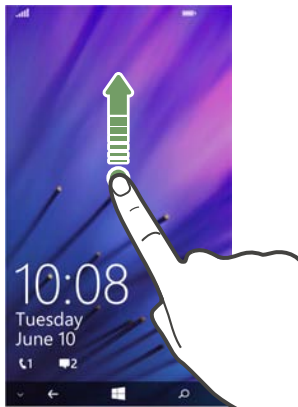
## Lock screen

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### Unlocking the screen

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Swipe your finger up to unlock the screen or answer an incoming call.




If you've set up a password in the settings, you'll need to enter it to unlock the screen.


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## Changing your lock screen wallpaper

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Browse the collection of preset wallpapers or choose from photos that you've taken with the camera.

1. Swipe down from the top edge of the screen with one finger.
2. Tap **All settings > lock screen**.
3. Tap the **Background** box and then choose **photo**.
4. Tap **change photo** and select a photo from your albums or tap  to take a new photo.
5. If the photo you selected is bigger than the allowable wallpaper size, crop the photo.



To crop, drag the photo and position the part that you want to be your wallpaper inside the crop box. You can also zoom in and out. Then tap .

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## Customizing your lock screen notifications


---

Get a quick glance of important notifications right on your lock screen.

1. Swipe down from the top edge of the screen with one finger.
2. Tap **All settings > lock screen**.
3. Choose an app for detailed status.
4. Choose up to five apps for quick status.
5. When you're done, press  or .

## Changing the ringtone

Choose from the preset ringtones.

1. Swipe down from the top edge of the screen with one finger.
2. Tap **All settings** > **ringtones+sounds**.
3. Tap the **Ringtone** box.
4. To listen to a ringtone, tap .
5. Tap the ringtone you want to use.

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## Adding custom ringtones

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Copy your ringtone collection from your computer to your phone and select a customized ringtone.



Music files must be DRM-free and smaller than 30 MB.

1. Connect your phone to the computer using the supplied USB cable.
2. On your computer, navigate to the **Ringtones** folder of the phone storage, and then copy your custom ringtones to this folder.
3. Disconnect your phone from the computer.
4. Swipe down from the top edge of the screen with one finger.
5. Tap **All settings** > **ringtones+sounds**.
6. Tap the **Ringtone** box, and under **Custom**, tap the ringtone you want to use.


## Changing the theme

Keep your **Start screen** feeling fresh by changing the screen's background and accent colors. The accent color you choose will appear in various places, like the tiles on the Start screen, app icons, on web links, in messages, and more.

1. Swipe down from the top edge of the screen with one finger.
2. Tap **All settings > start+theme**.
3. Choose the background and accent colors that you like by tapping their respective boxes.

## Adding a Start screen wallpaper

Want something more personal than color blocks? Use any photo or image on HTC One as a background image for your Start screen tiles.

1. Swipe down from the top edge of the screen with one finger.
2. Tap **All settings > start+theme**.
3. Tap **choose photo**.
4. Find the photo you want to use, then tap it.
5. Pan across the photo and zoom in or out to select the part of the photo you want to use.
6. When you're done, tap .

## Taking a screenshot

See something on your screen that you want to save or share? It's easy to take a picture of the screen.

Press **POWER** and **VOLUME UP** at the same time. The screen is saved in the **Screenshots** album in the Photos app.

## Switching between apps

Your phone can remember apps you've used most recently, and there's an easy way to switch between them.

1. Press and hold **←** to see what apps you've used recently.
2. Swipe left or right across the screen, and then tap the one you want to use.



You won't see recently used apps if you've closed apps by tapping **←** or shut off the phone.



## Windows Phone Store

In Windows Phone Store, it's easy to download and purchase apps that fit your needs. A wide collection of free and paid apps is available, from everyday apps, powerful business apps, to fun games.

From the **Start** screen, swipe to the left and tap **Store** to start shopping.

## Using speech on your phone

Make a call, send a text, or find a place by simply using your voice.



- The speech feature may not be available in some countries, regions, or languages.
- Cortana must be turned off to use speech.

1. Press and hold .

If this is your first time using the speech feature, the screen will display some examples of things you can say. After reading the examples, tap **accept**.

2. Say an instruction, for example:
  - To call someone in your contact list, you can say *Call Jennifer Singer, mobile*.
  - To open an app such as Calendar, say *Open Calendar*.
  - To search for something on the Web such as pizza parlors, you can say *Find pizza parlors*.

- If you need help, say **What can I say?** to view or listen to the various types of voice instructions you can use.

---

## Turning on more speech commands

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You can turn on additional speech commands in the settings, such as saving and dialing speed dial numbers. You can also set your phone to read aloud text messages and allow you to dictate your reply message without typing.

1. Swipe down from the top edge of the screen with one finger.
2. Tap **All settings > ease of access**.
3. Tap the **Speech for phone accessibility On/Off** switch to turn on additional speech commands for phone calls. You'll be able to use these commands:

Save speed dial	To assign a speed dial number
Call <i>number</i>	To call a speed dial number
Turn call forwarding on/off	To turn call forwarding on or off

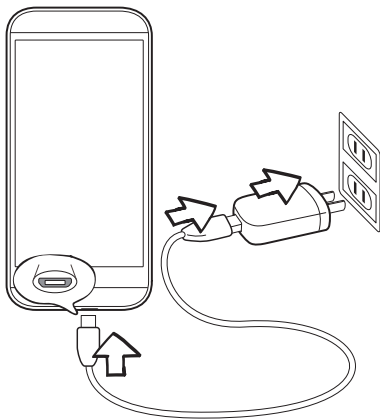
4. Press **←** to return to the settings list.
5. Tap **speech**.
6. To make your phone read text messages to you, tap the **Read aloud incoming text messages** box. Choose whether you want your phone to read text messages all the time, or only when you're using a Bluetooth or wired headset.

## Charging the battery



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

⚑ Use only the adapter and the USB cable that came with HTC One to charge the battery. When the battery power is too low, make sure to use the power adapter to charge, not the USB cable connection with your computer.

1. Insert the small end of the USB cable into the USB/Charging Port.



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.

When you charge the battery and the phone is on, the charging battery icon  is displayed in the status bar. After the battery has been fully charged, the charging battery icon turns to a full battery icon .



- As a safety precaution, the battery may stop charging to avoid overheating.
- When you're using the Internet or charging the battery, HTC One may become warmer. This is normal.
- To conserve energy, unplug the power adapter from the electrical outlet after you finish charging.

## Turning Battery Saver on

When you turn Battery Saver on, your phone automatically turns off some services and features that use battery in the background.

1. Swipe down from the top edge of the screen with one finger.
2. Tap **All settings > battery saver**.
3. Tap the **On/Off** switch to turn Battery Saver on.
4. Then select any of these options:
  - **When battery is low.** Battery Saver automatically turns on whenever the battery gets to 20%.

- **Now until next charge.** Battery Saver turns on instantly until the next time you recharge the battery.
  - **Always.** Battery Saver is always on.
5. Press ← to save your settings.

## Using the onscreen keyboard

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

Tap anywhere onscreen where you can type and the keyboard appears automatically.




After you've finished using the keyboard, press ← to close it.

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### Turning caps lock on

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Press and hold or double-tap the shift key . Tap it again to turn caps lock off.

## Entering numbers and symbols

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1. Tap  to switch to the numeric and symbol keyboard. You'll find numbers, common punctuation marks, and symbols on the keyboard.
2. To use more symbols, tap .
3. Some of the symbol keys can bring up even more symbols. Press and hold a key to see more.



## Moving the cursor

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1. To place the cursor in the middle of the text you've already entered, tap near the text you want to change.
2. When the cursor appears, drag the cursor where you want it.

## Entering words with Word Flow

The Word Flow keyboard has predictive text to help you type quickly and accurately. Word Flow is enabled by default, and word suggestions are displayed as you type.

1. Start typing the word you want to write. As you type, you'll see suggestions above the keyboard.

2. Swipe left and right word suggestions to see all of the suggestions.
3. Tap a word to enter it.



- Auto-correct suggestions are highlighted in bold. Tap the space key to accept the auto-correct suggestion.
- You can change any word you've entered by tapping it and selecting another word from the word suggestions.
- To add a new word to the Word Flow dictionary, tap the word and then tap word suggestion with the "+" sign next to it.

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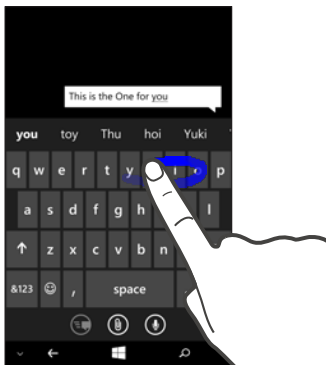
## Shape Writing

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Tired of hunt-and-peck typing? Glide your finger across keys to write words instead.

1. Make sure you're using the Word Flow keyboard and not a third party keyboard.
2. Touch the first letter in the word you want to write.
3. Glide your finger across the keyboard to consecutive letters in the word you want to write.
4. Release your finger when you've finished writing the word.

The word you wrote will appear on the screen. And you can start Shape Writing the next word without needing to tap the space key.



## Changing the keyboard language



You can choose between a variety of languages, layouts, and regions for your keyboard. Your phone can provide word suggestions and spelling corrections based on the language you choose.

1. Swipe down from the top edge of the screen with one finger.
2. Tap **All settings > keyboard**.
3. Tap **add keyboards**.
4. Select the languages you'd like to be able to use from the onscreen keyboard. The next time you use the keyboard, you'll see the language key **ENG**.





The language key will look different depending on the keyboard.

5. When you're done, tap .
6. While using the onscreen keyboard, tap the language key  to switch between the languages you've selected.



You can also press and hold the language key to see all of the available keyboard choices.

# Cortana

## Cortana, your new personal assistant

Ever wish you had someone who helped you remember stuff or suggest things you might like? Cortana is just like that, except she lives in your HTC One. And she does a whole lot more.

Cortana can help you make calls, send messages, mark down important dates, and more.

And the more you use HTC One, the more Cortana will know about the things you like. She'll start suggesting things that could be of interest to you like an upcoming concert or a movie.

She'll even tell you a joke or two.



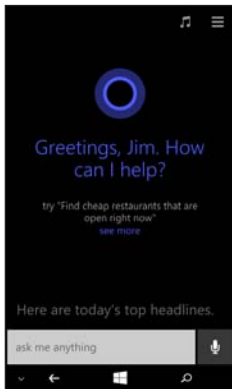
To use Cortana, HTC One must be connected to the Internet.




## Getting started with Cortana

You may have turned on Cortana when you set up your phone. If you didn't, you can get started with Cortana right from the Start screen.



1. Tap the Cortana tile on the Start screen. Cortana introduces herself and asks for permission to be your personal assistant.
2. Tap **sure**.

3. Type the name you want Cortana to call you. After you've verified the name and read the tip on using Cortana, the main screen appears.




- Tap **ask me anything** and enter a question or search query, or tap  to use speech.
- Tap **see more** to get more suggestions on what you can ask Cortana.
- Tap  to let Cortana search for music you're listening to.
- Tap  to access the Cortana notebook, which holds your interests, reminders, music searches, and more.

After you've set up, you can access Cortana in these ways:





- Press .
- Tap the Cortana tile on the Start screen. This will take you straight to your interests.
- If the screen is locked or you're in some application, press and hold .



To disable the press and hold  option, go to **Settings > Speech** and clear the **Allow speech above lock** check box.


## Favorite places


You can add your favorite places to Cortana. If you're worried about traffic, Cortana can remind you when to leave to get to your destination on time. And, if you add your favorite places to Maps, they will be synced between Maps and Cortana.

1. To add a favorite place, in Cortana tap  > **places** > .
2. Enter a place name or address, and then tap .
3. In the search results, tap the place or address that you want.
4. Select what type of address it is, and type a nickname to make it easy to search or set location reminders.
5. Tap .

## Finding out what song is playing



Cortana can help you figure out what the song is you're listening to.

1. In Cortana, tap . Cortana listens to the song.
2. If Cortana recognizes the song, the album, artist, and song title will appear on the screen and you can tap the song to purchase it online.

Songs that Cortana recognizes can be found in the Notebook. Tap  > **Music searches**.


## Keeping track of your interests

Cortana can keep track of things that are important to you, such as your favorite sports teams, the weather, news headlines, traffic, and more. You can also add topics to your interests.



1. In Cortana, tap  > **Interests** > .
2. Tap a category, and then select a suggested topic if available, or type what you're looking for in the **Search** box and tap the result you want.
3. Tap an item in the **interests** list to set notifications, pin an interest to the Start screen, and more.

## Setting a reminder

Cortana can remind you of appointments, to call someone, or to pick up your dry cleaning.

1. To add a reminder, press and hold  and then tell Cortana what you want to be reminded of. For example, say *Remind me to pick up milk today after work.*
2. When the reminder appears on the screen, you can tap any part of the reminder to edit it.
3. Tap **remind** to create the reminder.




You can also add a reminder in the Notebook. Tap  > **Remind me**, and then tap .

To edit, delete, or mark a reminder as completed, tap  > **Remind me**.

## Setting quiet hours

Cortana can turn on quiet hours when you don't want to be disturbed by phone calls, notifications, or messages. When quiet hours is enabled, notifications will be silent, and phone calls will go voicemail, unless you told Cortana to allow calls from people in your inner circle.

1. In Cortana, tap  > **quiet hours**.
2. Tap the **Automatic rules On/Off** switch and then select **Turn on during these times** or **Turn on when I have a calendar event marked Busy** to set the times you want quiet hours to turn on.



To manually turn on quiet hours, tap the **Right now On/Off** switch.



3. Under **Breakthrough rules**, set whose calls or texts will be allowed to bypass quiet hours time settings.

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## Adding people to your inner circle

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When quiet hours is turned on, Cortana won't let calls or messages bother you. However, you can add important people to your inner circle so they can always get in touch with you.

1. In Cortana tap  > **inner circle**.
2. Tap someone in the list or tap  to search for the contact you want to add.



If you want, give the contact nicknames to make it easy to call that person.

3. Tap **save**.

## Changing Cortana settings

In Settings, you can turn Cortana on and off, set the name that Cortana will call you, connect to Facebook, and more.

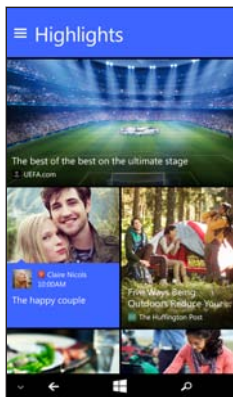
To change settings, in Cortana tap **≡** > **settings**.

# HTC BlinkFeed

## About HTC BlinkFeed

Get the latest about your interests or stay in touch with friends right on HTC BlinkFeed. Set up which social networks, news sources, and more will appear.

To open HTC BlinkFeed, tap the BlinkFeed tile.



- Swipe up or down to browse stories.
- Tap a tile to view the content or to comment on a post or status update.
- While viewing a news article, swipe left or right to see more stories.
- While browsing articles, press ← anytime to scroll to the top.
- Pull down on the screen to display the menu and tap ☺ to manually refresh the stream.
- Swipe right to open the slideout menu where you can choose the type of feeds to display.



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## Selecting feeds

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Discover stories and articles on HTC BlinkFeed based on your interests, favorite categories, and popular news channels or websites.

1. Swipe right to open the slideout menu.
2. Tap ⊕.
3. On the **featured headlines** and **categories** screens, select the feed sources you want.

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## Showing content from your apps and social networks

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See your friends' posts in social networks on HTC BlinkFeed.



You need to sign in to your social networks to see your friends' feeds on HTC BlinkFeed.


1. Swipe right to open the slideout menu.
2. Tap ⊕.
3. Swipe to the **services & apps** screen, and then select the social networks you want to appear on HTC BlinkFeed.

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## Subscribing to multiple regional editions

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Want to keep up to date on current events in more than one region? You can show one or more editions on HTC BlinkFeed.

1. Swipe right to open the slideout menu.
2. Tap .
3. On the **featured headlines** or **categories** screens, tap **⋮** > **add editions**, and then select a locale or region.



To remove editions or select a different edition, tap **⋮** > **remove editions** or **select edition**.

4. Select the feed sources to add.

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## Customizing the Highlights feed

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Go to the **Highlights** feed to see a mix of top trending articles and status updates from the feed sources you added. You can also set the **Highlights** feed to only show items from your favorite news sources, categories, and apps.


1. Swipe right to open the slideout menu.
2. Tap **⋮** > **Settings** > **Choose Highlights topics**.
3. Select the feed sources you want to appear in **Highlights**.


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## Saving articles for later

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Don't have time to read that potentially interesting article? Bookmark the article to your News reading list.

While viewing an article, tap . You'll find the News reading list in the slideout menu.

To remove an article from the reading list, open the article and tap  again.

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## Posting to your social networks

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You can easily post a status update from HTC BlinkFeed.



You need to sign in to your social networks to post status updates on HTC BlinkFeed.


1. Swipe right to open the slideout menu.
2. Tap , and then choose a social network.
3. Compose your status update and post it on your social network.

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## Sharing an article

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It's easy to share an article in HTC BlinkFeed.

1. While viewing an article, tap .
2. Choose how you want to share the article.

# Search and Web browser

## Ways you can search the Web

Just press  to search the Web using Bing\*.



Cortana must be turned off to use the search button for Bing search.



Besides typing what you want to search, you can do much more with Bing:

- Search the Web by voice. To find out more, see [Using speech on your phone](#) on page 49.
- Use Bing Vision to scan QR codes, text, and images such as book covers, and then find these on the Web. See [Scanning codes, tags, and text](#) on page 70.
- Use Bing Music to find details about the music you're listening to. To find out how, see [Music search](#) on page 75.
- Look for nearby restaurants, shops, and things to do. See [About Local Scout](#) on page 84.




Some web search features may not be available in certain countries.

## Searching for information

1. Press . The Bing Search screen opens.
2. Tap the search box, enter what you want to search for, and then tap  on the keyboard.



To look for nearby restaurants, shops, and other things to do, tap  to open Local Scout. See [About Local Scout](#) on page 84 for more information.

3. Swipe left or right across the screen to narrow or broaden the search results to **web**, **local**, **media**, or **shopping**.





Under the **web** results, you can scroll up or down to see different kinds of results, such as news, related searches, apps, products, flight status, and more. The types of results displayed will depend on what you've entered and searched for.

## Scanning codes, tags, and text

Want to scan and search for something? Using Bing Vision, you can use the camera to scan lots of things you see, and then search for those things on the Web.

You can scan QR Codes that you see in magazines, online, on signs, or anywhere else. You can also scan text to search, have it translated, and paste scanned text into a message.





The items you can scan and search for vary by country or region.

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### Scanning a QR Code



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1. Press .
2. On the Bing Search screen, tap .
3. Point the camera at the QR Code you want to scan.  
You'll then see the **Results** screen.
4. Tap the result to get info about the QR Code. The information that appears depends on the QR Code and can be a message, contact info, email address, website, or phone number.

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## Searching by scanning a barcode, book, CD, or DVD cover

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1. Press .
2. On the Bing Search screen, tap .
3. Point the camera at the barcode, book cover, CD cover, or DVD cover you want to scan.  
You'll then see the **Results** screen.
4. Tap the result to get info from the Web about the item you've just scanned.

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## Searching by scanning text

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You can scan text and then search the Web using the scanned words. Or you can have the text translated.

1. Press .
2. On the Bing Search screen, tap .
3. Point the camera at the text you want to scan, and then tap **scan text**.
4. You can:

Search the Web.	Tap each of the squares that contain the words you want to search for, and then tap <b>search</b> .
See a translation for text that's recognized.	Tap <b>translate</b> , and then choose a language.



## Copying and pasting scanned text

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1. Press .
2. On the Bing Search screen, tap .
3. Point the camera at the text to scan, and then tap **scan text**.
4. Tap  > **copy all**.
5. Open the file, app, or message where you want to paste the text.
6. Tap where you want to paste the text.
7. In the text suggestion bar above the keyboard, tap the paste icon .

## Selecting from previous image search results

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1. Press .
2. On the Bing Search screen, tap .
3. Tap **history**.
4. On the **Vision history** screen, tap a past result.





## Opening and navigating web pages

Internet Explorer® Mobile makes it quick and easy to surf the Web on the go. By using tabs, you can open multiple web pages and switch between them quite easily.

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### Opening a web page

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1. On the **Start screen**, tap .
2. Tap the address bar, and then enter a web address. As you type, Internet Explorer will suggest possible matches.
3. If you see the site you're looking for, tap it. Or tap  on the onscreen keyboard.

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### Using tabs to open multiple web pages

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You can open multiple browser windows (called "tabs" in Internet Explorer) simultaneously. Tabs make it easy to hop between sites.

1. In Internet Explorer, tap .
2. Tap  to open a new tab. A blank browser screen then opens.
3. On the new browser screen, go to a website that you want.

### Switching between tabs

1. In Internet Explorer, tap .
2. Tap the thumbnail that shows the website you want to open.


If you no longer need to view a website, you can close the tab by tapping .


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## Sharing a link

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When you see a website that you like, you can easily tell your friends about it by sharing its link. You can send the link in your text or email message. Or post it in your social networks.

1. While viewing the website in Internet Explorer, tap  > **share page**.
2. Choose how you want to share the link.



If you chose to share the link in your social networks, enter your message, select which networks to post on, and then tap .

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## Clearing your browsing history

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To help protect your privacy, you can delete your browsing history. Take note that items and apps you've downloaded from the Internet could still be on your phone.

1. On the **Start** screen, tap .
2. Tap  > **settings**.
3. Tap **delete history** > **delete**.

## Music search

Songs you hear on the radio, or when you're out and about, don't need to be a mystery anymore. You can search for music that's playing to find out more about it, such as the song title, artist, album, and ways to listen to or buy it.



- Bing Music can only recognize recorded music. Music from live performances or humming can't be recognized.
- Bing Music may not be available in some countries or regions.

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### Searching for recorded music that's playing

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1. Press . The Bing Search screen opens.
2. With the music playing, hold your phone where you can clearly hear the music, and then tap .
 

After scanning, the song title, artist, album name, and album art will appear for songs that are recognized.
3. To find the song in Store, tap **Store**. You can then preview that song and other ones on the album, and also buy if you want to.

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### Selecting from previous music search results

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You can go back and find music that you've searched for in the past.

1. Press .
2. On the Bing Search screen, tap > music searches.

3. On the **Music searches** screen, tap a song to find it in Store.

# Maps and location

## Location services

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### Turning on location services

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You can choose to turn on location services to allow apps to use your location information and provide you with a rich mobile experience. For example, your GPS location can be stored on the photos that you take with the Camera app. You can also use Maps to display your location.

1. Swipe down from the top edge of the screen with one finger.
2. Tap **All settings > location**.
3. Tap the Location services **On/Off** switch. Apps for which you enable location services can now access your current location.

Turning off a location service means no applications on your phone will collect your location data through that location service. However, third party applications may collect—and your phone may continue to provide—location data through other services, including through Wi-Fi® and signal triangulation.

## Maps

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### About Maps

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Maps can show you where you are, find the address or place you're looking for, and give you directions to reach your destination. It can also show you nearby stores or restaurants you might be interested in and what other people are saying about them.



You need to connect to the Internet to use Maps.


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### Finding your location

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Before you can find your location and see it on the map, you need to turn on location services in the settings first (if you declined when the Maps app asked to access and use your location). For more information on location services, see [Turning on location services](#) on page 77.

1. Open the Maps app. The app tries to find your location and displays it on the map.
2. If the displayed location on the map isn't quite accurate, tap  to find your location again.

## Moving around the map


You can navigate the map using finger gestures.



- Drag your finger in any direction to pan.
- Double-tap the map or slide two fingers apart over an area to zoom in.
- Slide two fingers together over an area to zoom out.
- Press and hold an area with two fingers and then drag your fingers in a circular motion to rotate the map.
- Press and hold an area with two fingers and then swipe up to see a street-level view of the map. Swipe down to return to aerial view.

---

## Finding an address or place

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1. Open the Maps app.
2. Tap .
3. In the search box, enter any of the following:
  - An address
  - A zip or postal code
  - A city
  - A business name or type
  - An intersection
  - A point of interest

4. Tap  on the onscreen keyboard.
5. To get more info about the place, tap the pushpin  on the map.



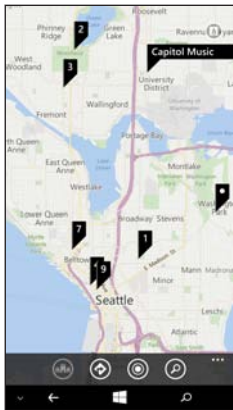
You may see several pushpins on the map if there are several results found.


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## What are pushpins?

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Pushpins are handy for remembering places you want to visit, getting directions, or sharing location info. They're automatically shown on the map when you search for places. You can also manually add a pushpin.



When you tap a pushpin  for a store, restaurant, or other point of interest, the **about** screen opens and displays additional info, such as the street



address, directions, phone number, hours, web address, and customer reviews. You can choose what to do with the location info, such as pin to your Start screen, add to your favorites, or share it.

### Adding a pushpin

While viewing your map, press and hold on the spot where you'd like to add a pushpin.

### Viewing pushpins as a list

If several pushpins are shown on the map after you've done a search, you can display them as a list to see the search results in detail.


While viewing the map, tap **•••** > **search results**.

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### Sharing an address

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Need to tell someone where to meet you? Send the address in a text or email message, so the person you're meeting with can see it on a map or get directions.







1. In Maps, search for the location you want to share.
2. Tap the pushpin of that location.
3. On the **about** screen, tap .
4. Choose how you want to share the address.

## Getting directions

Get detailed directions to your destination. When viewing directions in Maps, you'll see the total distance and estimated travel time to help you plan ahead.



Certain features may not be available in some countries or regions.

1. While viewing a map, tap .
2. Use your current location as the starting point, or enter another location in the **Start** field. Enter your destination in the **End** field.  
You can enter:
  - an address
  - a restaurant, store, or other business name
3. Tap  on the onscreen keyboard. Maps then displays a split screen, showing a map with the planned route on top and the list of directions at the bottom. When you scroll through the list of directions, the map auto refreshes to show the direction.
4. Tap  or  to switch between driving or walking directions.
5. Tap  to reach your destination by public transit.
6. Tap **route steps** to see a list of directions. Press  to return to map view.
7. When you reach your destination, tap it to display the location information.

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## Downloading and managing maps

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Prefer to use Maps offline? You can download the maps you need and delete them later.

1. Open the Maps app.
2. Tap **⋮** > **settings** > **download maps**.
3. Do one of the following:

Download a map	<ol style="list-style-type: none"><li>1. Tap <b>+</b>.</li><li>2. Find the map you want and tap <b>download</b>.</li></ol>
Cancel a download	Tap <b>⋮</b> > <b>cancel</b> .
Delete a map	<ol style="list-style-type: none"><li>1. Press and hold the map you want to delete.</li><li>2. Tap <b>delete</b>.</li></ol>
Delete all maps	Tap <b>⋮</b> > <b>delete all maps</b> .

## Local Scout

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### About Local Scout


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New to the area or just looking for something new to do? Local Scout can help you find nearby restaurants, shops, and things to do. You can get relevant info about the different places to help you decide where to go.

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### Finding places near your location

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1. Open the Maps app.
2. Tap .  
Maps then finds your location and displays nearby places you can go to on the Local Scout screen.
3. Swipe left or right across the screen to view the various suggested places that are listed under categories such as **eat + drink**, **see + do**, and **shop**.
4. Tap a place to get more info.
5. While viewing the list of places (such as restaurants under **eat + drink**), tap the map at the top of the screen to see where these places are on the map.

---

## Finding places in another location

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You can use Local Scout to find places in your destination so you can plan what to do after you arrive.


1. Open the Maps app.
2. Tap .
3. In the search box, enter a city name.
4. Tap  on the onscreen keyboard.
5. Tap .

---

## Changing how Local Scout searches

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By default, Local Scout narrows the search by distance from your current location or a location that you specified. If you're looking for restaurants or stores, you can set Local Scout to search by ranking or category.

1. In Local Scout, tap the sorting option below the category title.
2. Tap the **Sort by** box, and then select how you want Local Scout to sort places that correspond your search. For example, you can tap **rating** to sort restaurants or stores based on other people's recommendations.
3. You can also select or clear other options on the **Set Filters** screen to expand, narrow, or filter the Local Scout search.
4. Press  to see the new search results.

# People

## Keeping in touch

The People hub is more than just your address book. It's also where you can keep up with your social networks and stay in touch with the people you care about most.

1. On the **Start** screen, tap the **People** tile.
2. Swipe left or right across the screen to access your contacts list and see what's happening with your contacts.

<b>contacts</b>	Your contacts list. Just tap a contact to call, text, or view that person's updates and pictures.
<b>what's new</b>	Here's where you can check out your contacts' latest updates, all handily rolled together from your various social network accounts.
<b>rooms and groups</b>	Here's where you can create private Rooms to chat and share photos, videos, calendars, and more. You can also create Groups to make it easier to follow your friends' status updates, send group text messages, and more.

## Importing contacts from your SIM card

When you import contacts from your SIM card, they're automatically synced to your Microsoft account. They won't be deleted from the SIM card. If you haven't set up a Microsoft account, your contacts are saved to your phone.

1. On the **Start** screen, tap the **People** tile.
2. Tap **⋮** > **settings** > **import from SIM**.
3. Under **Save contacts to**, select the account you want to import the contact to, and then tap **next**.
4. To import all of the contacts tap **import**.  
To select individual contacts to import, tap **clear**, select which contacts you want to import, and then tap **import**.




## Adding a new contact

1. On the **Start** screen, tap the **People** tile.
2. In the **contacts** list, tap **⊕**.
3. If you have more than one account set up on your phone, tap the account you want to create the contact in.
4. Enter your name, phone, and email information.  
You can also add additional phone numbers and email addresses, change the ringtone for the contact, and more.
5. Tap **add photo** to assign a picture or use the camera to take a picture of your contact.

6. When you're done, tap  to save the new contact.

## How do I add an extension number to a contact number?


You can add an extension number to a phone number that you've saved for a contact so you don't have to dial the extension number every time you call.

1. On the **Start** screen, tap the **People** tile.
2. In the **contacts** list, tap the contact whose information you want to change.
3. Tap .
4. If this is a linked contact (someone with multiple accounts that show up as one entry in your contacts list), tap the account that has the number you want to edit.
5. Select a number you want to add an extension number to.
6. At the end of the number, press and hold , and then tap .





Depending on the duration of the automated voice prompts or the telephone system of the contact you're calling, you may have to enter multiple commas to extend the pause time before the phone dials the extension number.



7. Enter the extension number.
8. When you're done, tap .

## Jumping to a section in the contacts list

1. In the **contacts** list, tap a letter tile to display all the alphabet tiles.
2. Tap a letter to quickly jump to the section that has contact names beginning with that letter.

## Filtering your contacts list

You can filter the list to show contacts only from the accounts you choose.


1. In People, tap  > **settings**.
2. Tap **filter contact list**.
3. Select the accounts from which you want to show contacts, and then tap .



To only display contacts with phone numbers, turn on **Hide contacts without phone numbers**.

## Merging contact profiles


In People, you might have two or more versions of the same contact. This is usually because you have the contact's profile on different social network or email accounts. In most cases, your phone will combine contact profiles automatically. For those that are not combined, you can link them manually.

1. Tap a contact that has one or more duplicate entries in the **contacts** list.
2. Tap .
3. You can:
  - Under **suggested links** (if available), tap the one that you want to link to the contact.
  - Tap **choose a contact** and then tap one that's a duplicate entry.

---

## Unlinking contact profiles

---

1. In the **contacts** list, tap the contact that has linked profiles.
2. Tap the link icon that shows the number of links .
3. Under **linked profiles**, tap the one that you want to unlink.
4. Tap **unlink**.


## Searching, editing or deleting

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### Searching for a contact

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If your contacts list is especially long, searching is probably the quickest way to find a contact.


1. In the **contacts** list, tap .
2. In the search bar, enter the first few letters of the first or last name of the contact you're looking for.  
Matching contacts are then displayed.
3. Tap the contact to view the person's contact information.

### Editing a contact's information


---



Contacts from Facebook, Twitter™, or LinkedIn® cannot be edited. But you can add information, and then save it to a different account (such as your Microsoft account).

1. In the **contacts** list, tap the contact whose information you want to change.
2. Tap .
3. If this is a linked contact (someone with multiple accounts that show up as one entry in your contacts list), tap the account you want to edit.

4. Edit or add new information for the contact.

After entering new information for an item, remember to tap  to apply the changes.

---

## Deleting a contact

---



- Deleting a contact may delete the contact information from both your phone and from the online service where it's stored.
- You may not be able to delete contacts from your social network accounts.

1. In the **contacts** list, press and hold the contact you want to delete.
2. Tap **delete**.
3. If the contact is a linked contact (someone with multiple accounts), choose which account to remove the contact from.


## Sharing with a group of contacts in real-time





Rooms are places where you can have a group chat and share photos, videos, calendars, and more.


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### Creating a new room

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 Only contacts with Windows Phone 8 or later can participate in a room. When you create a room, you are the owner of the room. All other room members are guests.

1. On the **Start** screen, tap the **People** tile.
2. On the **rooms** and **groups** screen, tap  > **Room**.
3. Enter a name for the room and tap .
4. Tap  and then choose a contact to invite to the room. Repeat to invite more contacts to the room. Invitations to the room are sent by text message.
5. When you're done, tap .

 Press and hold a room tile on the **rooms** and **groups** screen to pin it to the Start screen.

---

### Inviting contacts to a room

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1. Tap the room you want to invite contacts to.



You can't invite people unless you are the owner of the room.

2. Tap > .
3. Tap the contact you want to invite.
4. To invite another contact, tap .
5. When you're done, tap .

The person you invited will receive a text message with a link to join your room.

---

### Rearranging room tiles

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Mix things up a bit. You can rearrange the room member tiles any way you like.

1. Tap the room you want to change.
2. Press and hold a contact until the tile floats.
3. Drag the tile to a new location.
4. When you're done, press .

---

## Managing a room

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You can only manage a room you created.

1. Tap the room you want to manage.
2. Tap **⋮**.
3. You can change the name of the room, delete the room, and more.

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## Leaving a room

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1. Tap the room you want to leave.



You can't leave a room if you are the owner.

2. Tap **⋮** > **leave room** > **leave**.

## Organizing your contacts into groups





Groups help you to filter your social networks. Groups also make it easier to send out the same email and text message to more than one contact. When you create a group, it shows up on the **rooms** and **groups** screen.

Tap a group and you'll see the group members and their social networking updates, along with options for group email, texting, and chat.

---

### Creating a new group

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1. On the **Start** screen, tap the **People** tile.
2. On the **rooms** and **groups** screen, tap  > **Group**.
3. Enter a group name and tap .
4. Tap  and then choose a contact to add to the group.  
Repeat to add more contacts to the group.
5. Tap  to save the group.





Press and hold a group tile on the **rooms** and **groups** screen to pin it to the **Start** screen.

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### Adding contacts to a group

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1. Tap the group you want to add contacts to.
2. Tap  > .
3. Tap the contact you want to add.



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## Removing a contact from a group

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1. Tap the group you want to remove a contact from.
2. Tap  and select the contact you want to remove.
3. Tap **remove from group**.

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## Changing a member's contact preference

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If a contact has more than one email address or phone number, you can select the email address or phone number to use when sending a group email or text message.

1. Tap the group with the member whose contact preference you want to change.
2. Tap  and then tap the contact.
3. Tap the **Phone number** box or **Email address** box to change the information.
4. When you're done, tap .
5. Tap  to return to the group screen.

---

## Rearranging group tiles

---

Don't want to view group members in alphabetical order? You can arrange the group member tiles any way you like.


1. Tap the group you want to change.
2. Press and hold a contact until the tile floats.

3. Drag the tile to a new location.
4. When you're done, press ← .

---

### Renaming a group

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1. Tap the group you want to rename.
2. Tap ⋮ > **rename**.
3. Enter a new name for the group.
4. When you're done, tap .

---

### Deleting a group

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1. Tap the group you want to delete.
2. Tap ⋮ > **delete**.

## What is the Me card?

The Me card is your one-stop shop for social networking.

1. On the **Start** screen, tap the **People** tile.
2. Tap your profile picture.

Here are some things you can do:

- Post a new message on your social networks.
- Check in to you let your friends know where you are.

- See and comment on social network posts.
- Like social network posts.
- Reply to or retweet updates on Twitter.
- Update your profile picture.
- Pin your Me card to the Start screen.

## Posting to social networks


You can post messages to your social networks and comment or like other people's posts. You can also check in to share your location with friends.

Go to **Settings** > **email + accounts** to check what types of social network accounts can be set up on your phone.

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### Posting a message

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1. On the **Start screen**, tap the **People** tile.
2. Tap your profile picture.
3. Tap **post an update**.
4. Choose the social network account you want to post to, and then type your message.
5. Tap .

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### Commenting on a post

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1. On the **Start screen**, tap the **People** tile.



2. Swipe left or right to go to **what's new** so you can see recent posts from your contacts.
3. When you see a post you want to comment on or like, tap .

---

## Checking in

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When you check in to a place, you share your location with your contacts by posting it on one or more of your social networks. You can find nearby locations, or you can add one yourself.

1. On the **Start screen**, tap the **People** tile.
2. Tap your profile picture.
3. Tap **check in**.
4. Choose the social network account you want to check in with.
5. Tap a place in the list to check in from there. Or search for nearby places, if available.
6. Enter a message if you want, and then tap  or  to check in.

## Filtering social updates

Flooded with updates? Try viewing posts from one social network at a time. Or you can hide the updates from one or more of your social networks.

- In People, swipe to **what's new**. Tap the accounts listed next to **showing**, and then tap the account you want to view posts from.

- Or select **Hide posts from the contacts I've filtered.**



Posts from the social networks you've filtered out of your contacts list will no longer be visible.



You can also create a group to only see updates from contacts in that group.

# Phone calls

## Making a call

1. On the **Start** screen, tap .
2. Tap  to open the keypad.
3. Enter the number you want to call and then tap **call**.

To hang up, tap **end call**.





If you're ready to hang up but the Phone dialer screen isn't displayed anymore, tap the notification at the top of the screen, and then tap **end call**.

---

## Making an emergency call

---

1. On the **Start** screen, tap .
2. Tap  to open the keypad.
3. Dial the emergency number for your locale and then tap **call**.





If you enabled your password but forgot it, you can still make an emergency call without entering the password by tapping **emergency call** on the lock screen and then dialing the local emergency number.

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## Making an international call

---

1. On the **Start** screen, tap .
2. Tap  to open the keypad.
3. Press and hold the **0** key until the + sign appears.  
The plus sign (+) shows that you're making an international call (instead of entering the international access number for the country you're in).
4. Enter the following on the keypad:
  - Country or region code
  - Area code (without the 0 at the beginning)
  - Phone number
5. Tap **call**.

## Receiving calls

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

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### Answering a call

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- Tap **answer**.
- Or if the display is off and wakes up when you get a call, swipe up from the bottom to unlock the screen first and then tap **answer**.

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### Rejecting a call

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- Tap **ignore**.
- Or if the display is off and wakes up when you get a call, swipe up from the bottom to unlock the screen first and then tap **ignore**.

---

### Muting the ringing sound without rejecting the call

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Do one of the following:

- Place your phone face down on a level surface.



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

- Press the VOLUME UP or VOLUME DOWN button.
- Press the POWER button to silence the ringer and turn the display off.



## What can I do during a call?

When a call is in progress, use the onscreen buttons to turn the speaker on, put the call on hold, and more.

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### Turning the speaker on during a call

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To decrease potential damage to your hearing, do not hold your phone against your ear when the speaker is on.

On the call screen, tap **speaker**.

To turn the speaker off, just tap **speaker** again.

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### Switching between calls

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

1. When you receive another call, tap **answer** to accept the second call and put the first call on hold.
2. To switch between the calls, tap the bar at the top of the screen.



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

---

## Muting the microphone during a call

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On the call screen, tap **mute**.

To turn the microphone back on, tap **mute** again.

## Starting a three-way call

Three-way conference calling with your friends, family, or co-workers is easy. Make the first call (or accept a call), and then dial another contact to add it to the conference.

1. Make a call to the first conference call participant.
2. When connected, tap **add call**, and then call the second participant. The first participant is then put on hold.
3. When connected to the second participant, tap **merge calls**.
4. During the conference call, you can:
  - Tap **flash** to hang up on the second participant and talk to the first person dialed.
  - Tap **end call** to end the conference call.



## Call history

Access the call history to check missed calls, your dialed numbers, and received calls.

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### Checking calls in the call history






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1. On the **Start screen**, tap .
2. In the **history** list, you can:
  - Press and hold a number or contact name and delete it.
  - Tap  next to a number or contact name to go to the **profile** list where you can choose to return the call, send a text message, save the number (if it's not yet stored in your contacts), and more.

---

### Adding a new phone number from the call history to your contacts

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1. On the **Start screen**, tap .
2. Tap  next to the phone number that you want to save and then tap .
3. Tap  to create a new contact.
4. If you have more than one account set up on your phone, tap the account you want to create the contact in.
5. Edit the number if you need to and select the phone number type.
6. Add the contact name and other information and then tap .



You can also save a phone number from the call history to an existing contact.

---

## Clearing the call history

---

1. To remove an item in the call history list, press and hold the number or name, and then tap **delete item**.
2. To remove several items, tap **⋮** > **select calls**, select which calls you want to delete, and then tap **🗑️**.
3. To clear the entire history, tap **⋮** > **select calls** > **⋮** > **select all**, and then tap **🗑️**.

## Global Ready

Your phone offers you reliable, consistent voice service at home and abroad.

Use one phone and one number for voice coverage in more than 205 countries. Get one bill for both domestic and international calls.

In order to get the full benefits of Global Phone service you must subscribe to a Global Phone calling plan. Go to [verizonwireless.com/global](https://www.verizonwireless.com/global) for rates, countries, coverage limitations and features.

## Changing the network your phone connects to

By default, your phone is set to Global mode. It automatically searches for the appropriate network in your location (CDMA or GSM) and then connects to it.

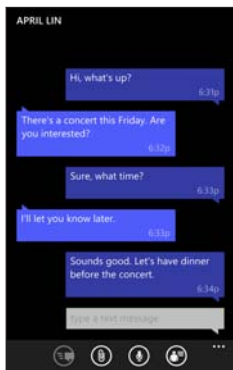
When roaming in countries outside of North America where both CDMA and GSM networks are used, you can choose what network to connect to.




1. Swipe down from the top edge of the screen with one finger.
2. Tap **All settings > cellular+SIM**.
3. Tap **SIM settings**.
4. Tap the **Mode selection** box, and then select **LTE and CDMA** or **LTE, GSM, or UMTS**.


# Messaging

## Sending a text message


With the Messaging app, it's easy to send text or multimedia messages.



1. On the Start screen, tap .
2. Tap .
3. Tap , enter a phone number or choose a contact. Repeat to add more recipients, and their names will be added automatically in the To box.

4. Tap the box that says `type a text message`, and then enter your text.
5. Tap  to send it.

When adding recipients, you can also:





- Tap , and then select a contact group. The **Group text** option (if turned on in the app's settings) can help keep replies in one thread when you're texting with a group of people. Replies are sent as multimedia messages instead of text messages.
- Begin typing a person's name in the **To** box, and then tap a matching contact name.

## Sharing pictures, videos, and more in a message

You can send a multimedia message by attaching a picture, a video, and more to a text message.




Before sending multimedia messages, make sure that this service is included on your data plan.

1. On the **Start screen**, tap .
2. Tap  to create a new message.
3. In the **To** box, fill in the recipient's name or mobile phone number.
4. Tap  and then choose an attachment type. To remove an attachment, press and hold the attachment and tap **remove**.
5. Enter your message using the onscreen keyboard or tap  to use voice recognition.

6. Tap  to send.

## Viewing and replying to a message

When you receive a new message, you'll hear a notification sound (if set) and see the message briefly display at the top of the screen.

1. To open and read the message, you can:
  - Tap the notification at the top of the screen.
  - Or open the Messaging app to access and read the message.
2. Enter your reply, and then tap .




If the contact has more than one phone number, you can tap **...** > **switch number** to choose another one.

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## Copying and pasting a message


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You can copy a previous message and paste it into the new message you're composing.

1. In the **threads** list, tap a contact (or phone number) to display the exchange of messages with that contact.
2. Press and hold the message you want to copy, and then tap **copy**.
3. Tap the text box where you're composing your new message.
4. To paste the copied message, tap .



## Forwarding a message

1. In the **threads** list, tap a contact (or phone number) to display the exchange of messages with that contact.
2. Press and hold the message you want to forward, and then tap **forward**.
3. Fill in the recipient.
4. Tap  to send.

## Deleting a message

1. In the **threads** list, tap a contact (or phone number) to display the exchange of messages with that contact.
2. Press and hold the message you want to delete, and then tap **delete**.

## Deleting a whole conversation

In the **threads** list, press and hold a contact (or phone number) whose messages you want to delete, and then tap **delete**.

# Email

## Adding a Microsoft account

When you first set up your phone, you're asked to sign in with your Microsoft account. If you didn't sign in then or if you have more than one Microsoft account, go to Settings to set up your primary Microsoft account or additional accounts.

1. Swipe down from the top edge of the screen with one finger.
2. Tap **All settings > email+accounts**.
3. Tap **add an account**.
4. Do one of the following:
  - To add your primary account that you will use for email and other Microsoft services on your phone, tap **Microsoft account**.
  - To set up additional email accounts, tap **Outlook.com > connect**.
5. Enter your email address and password, and then tap **sign in**.

Your Microsoft account email, contacts, calendar, photos, and feeds will be synced to your phone.



- The first Microsoft account that you set up can't be deleted from your phone.
- If you set up additional Microsoft accounts, photos from these accounts won't be synced to your phone.

## Adding a POP3/IMAP email account

1. Swipe down from the top edge of the screen with one finger.
2. Tap **All settings > email+accounts**.
3. Tap **add an account**.
4. Choose the type of email account that you want.  
If you don't see it in the account list, tap **other account**.
5. Enter your email address and password.
  - If you're adding your Google Account, you can choose to sync email messages only or sync your Google contacts and calendar as well.
  - If you're setting up other POP3 or IMAP accounts, your phone can only sync email from those accounts.
6. Tap **sign in**.

Your phone then looks for your account settings, completes the setup, and syncs information from your account.



If your phone can't find your account settings, go to the advanced setup to enter the incoming and outgoing server and other settings manually. You'll need to get these information from your email provider.

## Adding a Microsoft Exchange or Office 365 account

1. Swipe down from the top edge of the screen with one finger.
2. Tap **All settings > email+accounts**.
3. Tap **add an account**.
4. Tap **Exchange**.
5. Enter your email address and password, and then tap **sign in**.

If your account settings are found, wait for your phone to finish syncing with your work email, contacts, and calendar.



If your account settings can't be found, follow the onscreen instructions to enter your Exchange ActiveSync account settings manually. Ask your Exchange Server administrator for these settings.

## Checking email

After you've set up your email accounts, a new tile for each account will be added to the **Start screen**.

1. To open an email account, tap its tile on the **Start screen**.



If you don't see the tile, swipe left from the **Start screen**, and then tap your email account in the apps list.

2. In the **all** email list, scroll up or down to skim through your email messages.

Email messages are neatly grouped into conversations. If there were back and forth replies to an email, tapping that email expands and shows its series of messages.

3. Tap an email message to open and read it.




If you have a long email list, you can also swipe left or right to skim through unread, flagged, or urgent email only.

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## Replying or forwarding email

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1. Open and read the email message.
2. Tap .
3. Choose whether to reply only to the sender, reply to all, or forward the email.

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## Linking inboxes as one

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To check your email from all your accounts just in one place without having to switch to different accounts, you can link your inboxes as one.


1. Tap **⋮** > **link inboxes**.
2. Under **other inboxes**, tap one or more email accounts that you want to combine to your unified inbox.

The default name for your unified inbox is **Linked inbox**.



Tap **rename linked inbox** if you want to change the name of your unified inbox.





3. Press **←** to return to your inbox. You'll now see just one inbox containing all your email from your different accounts.

Next time you want to check your email, tap  on the Start screen or in the apps list.

### Unlinking an inbox

1. Tap **⋮** > **linked inboxes**.
2. Under **this inbox**, tap the email account you want to remove from the unified inbox.
3. Tap **unlink**.

## Sending email

1. Open the email account that you want to use for sending your email.
2. Tap .
3. Fill in one or more recipients. In the **To** field, you can:
  - Tap  to choose a contact. Tap it again to add more.
  - Start typing a person's name or email address. If there are matches found from your stored contacts as you type, they will be listed. Tap the one that you want.
4. Enter the subject and compose your message.
5. To attach a picture, tap .
6. When you're ready to send your email, tap .



- When entering several email addresses manually, separate them with a semicolon.
- To send a carbon copy (cc) or blind carbon copy (bcc), tap **...** > **show cc & bcc** and add other recipients.

---

### Setting the priority for an email message

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You can set the priority for an email message before sending it.

1. While composing the message, tap **...** > **priority**.
2. Select the priority for the message.

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## Saving or discarding the email


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1. While composing your email, tap .
2. Choose whether to save your email as a draft or delete it.

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## Resuming an email draft

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
1. While in the email list, tap  > **folders** > **drafts**.
2. Tap the draft email to edit it.
3. Send the email.

## Managing email messages

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### Deleting, moving, flagging, or marking several email messages

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1. Tap .
2. To quickly select all email messages in a conversation, select the top one (the one that shows the subject and number of messages).  
Or to select individual email messages, tap their respective check boxes.
3. Choose what you want to do with the selected messages.
  - Tap  to delete.
  - Tap  to move them to another mail folder.
  - Tap  and choose whether to flag or mark the messages as read or unread.





You can also just tap on the far left of an email to select the email first. Check boxes will then appear and you can select more email messages.

---

## Deleting, moving, flagging, or marking one email

---

1. Press and hold a conversation or a single message.
2. On the options menu, choose what you want to do with the whole conversation or the single message.

---

## Switching to another mail folder

---

1. Tap **⋮** > **folders**.
2. Tap **show all folders** to see all the available mail folders.
3. Tap the mail folder whose email messages you want to view.

## Changing email account settings

1. On the Start screen, tap the email account that you want.
2. Tap **⋮** > **settings**.
3. Tap **sync settings** to choose how often to download items or change the items that you want to sync.
4. Choose if you want a signature to appear in your sent email.

5. Tap .

# Camera

## Camera basics

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

Open the HTC Camera app and tap **:** to see all controls on the Viewfinder screen. You can use the controls to switch capture modes, add filters, set the flash, and more.



**AUTO**

See a collection of camera scenes when taking photos and videos.

**ISO**  
AUTO

Choose an ISO level or set it back to **Auto**. Higher ISO works best in low light conditions.

**EV**  
+0

Adjust the exposure settings. Higher exposure settings capture more light for your photos or videos.

**AWB** Select a white balance setting that matches your current lighting environment.



Apply photo or video filters.



Modify basic and advanced camera settings.

---

## Zooming

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- Before taking a photo or video, slide two fingers apart to zoom in or together to zoom out.
- When you're recording video, you can freely zoom in or out while recording.

---

## Switching between the front and main camera

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On the Viewfinder screen, do any of the following:

- Pull from the top or bottom edge in landscape view.
- Pull from the left or right edge in portrait view.
- Tap , and then tap  or .



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

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## Applying a filter

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Use the available filters to make your photos and videos look like they've been taken through special lenses.




Some camera modes may not support filters.

1. On the **Viewfinder** screen, tap **:** to show the camera options.
2. Tap , and then choose one of the available filters.

---

## Setting the video resolution

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1. Switch to **Video** mode.
2. On the **Viewfinder** screen, tap **:** to show the camera options.
3. Tap .
4. Tap the **Video Quality** box, and then choose a video resolution.

---




## Turning the camera flash on or off

---

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. On the **App List**, tap HTC Camera.
2. Tap  > .
3. Point the camera at what you want to capture. The camera adjusts the focus automatically as you move it.
4. When you're ready to take the photo, tap .

---

### Things to remember when using the Duo Camera



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With HTC One, take and edit professional-looking photos without having to worry about "configuring" advanced settings for effects you usually get from DSLR cameras, such as bokeh and 3D-like dimension.

Just launch the HTC Camera app to take photos, and then apply the effects in HTC Photo Edit afterwards.

Here are some tips to keep in mind so that your photos are ready for Duo Effects editing in HTC Photo Edit. See [Photos and Videos](#) on page 133 for more information.


### Settings

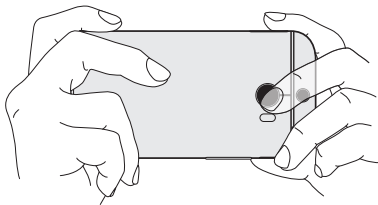
In HTC Camera, tap  >  and be sure to have these options set to the following:

Scene	Auto
Flash	Off
Filters	None

Crop	Wide
Zooming	Zoom slider should be at the minimum zoom level.
Continuous shooting	Not supported

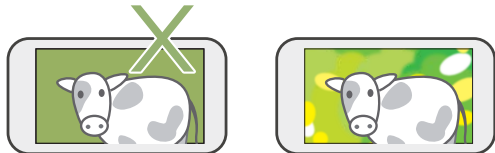
## Lighting

- Use Duo Camera in an environment where there is a good light source. Post-processing effects for Duo Camera do not work for low light photography or when you're using the camera flash.
- If lighting is uneven, like when the background is a little bit under or overexposed, tap  to adjust the exposure settings.
- Hold HTC One so that you don't block the second camera lens.

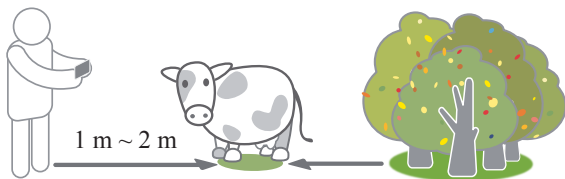


## Composition

- Match your subject with an interesting background. Positioning your subject with some lights or a garden in the background will add color and distinction to your photo, especially if you'll use the UFocus™ feature in HTC Photo Edit.



- Post-processing effects for Duo Camera may not work if your subject and background are too close or when you're taking a close-up shot. So, mind the distance between your subject and your background, as well as the distance between the camera and your subject.












- Still life photography looks great with Dimension Plus™ post processing. If you'll use Dimension Plus, however, you can arrange your subject and background to be closer together and the distance between your camera and subject can be at least 20 centimeters.
- Duo Camera doesn't support zooming.

## Taking continuous 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.

1. On the **App List**, tap HTC Camera.
2. Tap  > .
3. Tap  > .
4. On the Viewfinder screen, press and hold . The camera takes up to 20 consecutive shots of your subject.
5. To keep just one photo, select the photo that you like the most, and then tap .  
To save the photos as a batch, press .

## Using HDR

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




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


1. On the **App List**, tap HTC Camera.
2. Tap  > .
3. Tap  >  > .
4. To take an HDR photo, tap .

## Taking a panoramic photo

Get a wider shot of landscapes in one sweep.





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

1. On the **App List**, tap HTC Camera.
2. Tap  > .
3. When you're ready to take the shot, tap .

4. Pan left or right in landscape view. Hold HTC One as smoothly as you can to automatically capture frames.  
You can also tap  to stop capturing anytime.

The camera stitches the frames into a single photo.

## Recording video

1. On the **App List**, tap HTC Camera.
2. Tap  > .
3. When you're ready to start recording, tap .
4. Change focus to a different subject or area by just tapping it on the Viewfinder screen.
5. To stop recording, tap .


---

## Taking a photo while recording a video — VideoPic

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Choose **Normal** scene to use this feature.

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

---



## Using auto focus while recording video

---

Want your camera to automatically focus wherever you point your camera?



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

1. On the **Viewfinder** screen, tap  to show the camera options.
2. Tap , and then set **Lock focus during recording** to off.


# Photos and Videos

## About the Photos hub

In the Photos hub, you can view the photos and videos you captured with HTC One or flip through online albums.

1. On the **App List**, tap Photos.
2. Swipe left or right across the screen to browse your photos or just see your favorites.

## Adding a photo to your favorites

1. On the **App List**, tap Photos.
2. While viewing a photo, tap .

## Sharing

Share photos or videos with your friends and loved ones. You can send photos and videos in a multimedia message or email. You can also upload photos or videos to your online accounts.



Make sure you've signed in to your online accounts before uploading.


1. In the Photos hub, find and open the photo or video you want to share.
2. Tap .
3. Choose how to send it or where you want to share it.

## Creating a Zoe in Video Highlights

When you open the Video Highlights app, you'll see all of the photos you've taken with HTC One grouped into events. Video Highlights automatically composes a Zoe™ — a collection of preselected photos and videos that are combined into a short video with background music and special effects.

You can change the content, theme, and music. You can also save or share the Zoe as a video.

1. On the **App List**, tap Video Highlights.
2. Tap a collection of photos and videos. You'll then see the Zoe play automatically.

3. In portrait view, tap the Zoe tile if you want to edit it.
4. To change the content in the Zoe:
  - Swipe to the **content** screen to select the ones you want to include in the Zoe.
  - Tap **⋮** > **Remix** to shuffle the content.
5. Swipe to the **themes** screen to choose the special effects and music to apply to the Zoe.
6. Swipe to the **music** screen, tap  to change the background soundtrack for all themes.  
To restore the default soundtrack, tap **⋮** > **Restore theme's music**.




Do not reproduce, distribute, or otherwise use copyrighted materials in connection with the Zoe unless you have secured the copyright owner's permission first.


7. To preview the Zoe in full screen, hold HTC One in landscape orientation.
8. To create a video file of the Zoe, tap **⋮** > **Save**, and then choose a video quality.  
Your video will be saved in the **Video Highlights** album.


## HTC Photo Edit



Want to add an extra flair to your photos? Change the mood in your photos with one tap. Or apply special effects to give your photos a unique touch.

1. On the **App List**, tap HTC Photo Edit.
2. Tap **choose picture**.
3. Find and tap the photo you want to edit.
4. Choose a type of effect:

**Duo Effects**  Do creative things with your photos such as change the subject of the focus, apply artistic filters to the background, or change the angle of the photo. Duo Effects can only be applied to photos taken with HTC Camera. See [Things to remember when using the Duo Camera](#) on page 126 for details.

**Filters**  Make your photos look like your photos were taken with a special lens.

**Frames**  Apply artistic frames to your photos.

5. To try out an effect, tap one at the top.
6. When you're done, tap  > .

The edited photo will be saved as a new photo.





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## UFocus

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It's easy to change the focus in a photo taken with the Duo Camera. With UFocus you can create different versions of the same moment, anytime.




1. On the **App List**, tap HTC Photo Edit.
2. Tap **choose picture**.
3. Find and tap the photo you want to edit.
4. Tap  > [**•**].
5. Tap anywhere on the photo to focus on objects in the same relative distance.
6. When you're done, tap .

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## Foregrounder

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Give your photos an artistic touch such as applying a pencil sketch look to the background.






1. On the **App List**, tap HTC Photo Edit.
2. Tap **choose picture**.
3. Find and tap the photo you want to edit.
4. Tap  > .
5. Tap a thumbnail to apply the effect.
6. When you're done, tap .

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## Dimension Plus

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Have you ever taken a picture of something and later wished you could have taken it from a slightly different viewpoint? With Dimension Plus you can create the illusion that the photo was taken at a different angle.

1. On the **App List**, tap HTC Photo Edit.
2. Tap **choose picture**.
3. Find and tap the photo you want to edit.
4. Tap  > .
5. Try any of the following:
  - Tilt HTC One to see the photo from different angles.
  - Tap  and then drag your finger on the screen to change the angle. Tap  to return to tilt mode.
6. When you're done, tap .
7. Choose how you want to save it.

# Productivity


## What you can do in Calendar


Never miss an important date again. You can sync your existing calendars from your email accounts to your phone and see them in the Calendar app. You can also add new appointments, create your to-do list, and respond to invitations that people send you.

- After you've set up your email accounts, the calendars associated with your accounts will be synced to your phone.  
If you haven't set up your email accounts, see [Email](#) on page 114 to find out how to add them to your phone.  
When you create new appointments on your phone, they will be synced to the calendars in your accounts.
- If you've set up a Facebook account, you'll see your Facebook events in the Calendar app. You can only view and not create or edit Facebook events on your phone.

## Creating a calendar appointment

When creating a new appointment, you can choose which account's calendar to add it to.

1. On the **Start** screen, tap the **Calendar** tile.
2. Tap .


3. Enter the appointment details.
4. At the bottom of the screen, tap **more details** to set a reminder, appointment's occurrence, and more.
5. If you have more than one calendar, tap the **Calendar** box, and then select an account in which to add the appointment.
6. Tap  to save.

---

### Quickly creating an appointment on a time slot

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If you don't need too much detail on your appointment, you can quickly create an appointment by just selecting a time slot and typing a subject right on the calendar.

1. In the Calendar app, go to **day** view.
2. Tap a time slot, enter a subject, and then tap .

Later, you can just edit the appointment if you need to add more details.



---

## Sending an invitation

---

You can use Calendar to schedule a meeting or an appointment and invite people to attend it. An invitation email will be sent to them from the account that you choose.

**F** You can only invite contacts that are stored or synced on your phone.

1. In Calendar, create a new appointment.
2. Add details, such as date and time, location, and more.
3. Tap **more details**.
4. Tap the **Calendar** field, and then choose the account to use for sending the invitation.
5. Tap **add someone**.
6. Invite required and optional attendees by tapping **add someone** below each field.
7. When you're done, tap  > .

## Creating a new to-do task

To-dos show up on your calendar, and they appear alongside your appointments.



You can only create to-dos in your Microsoft and Outlook® (Exchange ActiveSync) accounts.

1. In the Calendar app, **⋮** > **Tasks**.
2. Tap **+**.
3. If you have more than one account, choose the account in which to add your to-do task.
4. Fill in the details for your task, such as subject, due date, and more.
5. To set a reminder, turn **Reminder** on, and then choose a date and time.
6. Tap **⌂** to save.

## Displaying and syncing calendars

You can choose which calendars to show or hide in the Calendar app, and which ones to keep synchronized.

---

### Showing or hiding calendars

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1. In Calendar, tap **⋮** > **settings**.
2. Select or clear the checkboxes next to the calendar info that you want to show or hide.



The calendars are kept synchronized on your phone, whether or not you hide them.

---

## Choosing which calendars are synced on your phone

---

You can choose which calendars to keep synchronized on your phone.

1. Swipe down from the top edge of the screen with one finger.
2. Tap **All settings > email+accounts**.
3. Tap the account whose calendar sync setting you want to change.
4. Select or clear the **Calendar** check box, depending on whether you'd like to sync or stop syncing the account's calendar.
5. Tap  to apply the changes.

## What's in the Office hub?

Microsoft Office Mobile includes mobile versions of Microsoft Office applications. You'll find them in the Office hub. You can also use the Office hub to access and edit documents that are stored online.

1. On the **Start screen**, tap .

- Swipe left or right across the screen to see your documents and other stuff.

**recent** Lists all documents you've recently opened or saved. The **recent** screen also lets you find, open, or create Excel®, PowerPoint®, and Word documents.

**places** Access your Office documents that are stored on your phone or online, such as in OneDrive, Microsoft SharePoint®, or Office 365™.



Press and hold any document to see additional options such as sharing, saving to OneDrive, deleting and more.

## What types of files can be opened in Office Mobile?

Office Mobile app	File formats
Word Mobile	.doc, .docx, .dot, .dotx, .dotm, .docm, .txt, .rtf
Excel Mobile	.xls, .xlsx, .xlt, .xltx, .xslm, .xlsm
PowerPoint Mobile	.ppt, .pptx, .pps, .ppsx, .pptm, .ppsm




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## Creating and editing Office documents


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1. In the Office app, do one of the following:

### Create a new document

1. On the **recent** list, tap .
2. Select a blank document or template and enter your content.

### Edit an existing document

1. Find the document you want to edit and tap it.
2. Tap  and make changes to your document.

2. Tap **...** > **save** to save your document.



To save your document to OneDrive, tap **...** > **save as...**

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## Adding a SharePoint site



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You can connect to a SharePoint site to access documents on it.



If you're trying to connect to your company's SharePoint site, be sure to connect to your company's Wi-Fi network first.

1. In the Office app, swipe left to the **places** list.

2. Tap .
3. Enter the SharePoint site address and tap .
4. Enter the required information and tap **done**.

## Creating and sharing notes






Use Microsoft OneNote\* to jot down notes and create to-do lists. You can also attach photos or voice recordings to your note so you don't lose any ideas or information.

After creating a note, you can share it via email or sync it to OneDrive.


---





### Composing a note

---

1. On the **Start** screen, tap .
2. Tap .
3. Tap the title box, enter a title for your note, and then tap .
4. Compose your note.
  - Tap on the note and start typing your text.
  - Tap  to create a to-do list.
  - Tap  to create a bulleted list.



To format text in your note or to change a bulleted list to a numbered list, tap , and then select the option you want.


5. Insert a picture or audio to your note.
  - Tap  to insert an existing photo to your note. If you want to insert a new photo, tap  on the **Choose file** screen, and then capture a new photo.
  - Tap  to record audio and insert it to your note.
6. When you're done, tap  to save your note.

---

### Sharing or syncing a note

---


You can share your notes via email or sync them to OneDrive so you can access your notes anywhere.

1. Open the OneNote app.
2. Tap the note you want to share, and then tap .
3. Do any of the following:
  - Tap **share** and select the account you want to share the note with.
  - Tap **sync** to sync the note to your OneDrive.
  - Tap **pin to start** to create a tile for this note on the Start screen.

---

### Managing notes

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1. Open the OneNote app.
2. In the list of notes, you can:
  - Sync your notes to OneDrive. Tap  > **sync**.

- Delete several notes. Tap **⋮** > **select pages**. Select the notes you want to delete, and then tap **🗑️**.
- Search your notes. Tap **🔍**, enter a keyword, and then tap **↩**.

# Entertainment

## HTC Sense TV

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### Enjoying TV with HTC One

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The HTC Sense TV™ app makes HTC One a part of your television viewing experience. With HTC Sense TV, you can easily find out what's on TV and use HTC One as a remote control.

Discover current programs with the electronic program guide (EPG). You can set up more than one EPG, so if you have more than one service provider, you can get information for any of them.



EPG information is only available for some countries.

---

### Setting up the HTC Sense TV app

---



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

1. On the **App List**, tap HTC Sense TV.
2. Tap **Next** and follow the onscreen instructions.

3. When you're done, tap **Finish**.

---

## Using the EPG

---

Use the EPG (electronic program guide) in HTC Sense TV to check what's on TV and see show details.



You need to set up a remote to get the best experience from HTC Sense TV. See [Setting up your remote control](#) on page 152.

On the main screen of HTC Sense TV, do one of the following:

- Tap a thumbnail to check the show's title, synopsis, and more. Then tap **Watch Now** to watch the show or movie on your TV.
- Tap directly below the thumbnail to switch to the channel on your TV.

To make changes to your EPG settings, add remotes, and more, tap **⋮** to open the menu, and then tap **Settings**.


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## Editing, renaming, or removing a Room

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1. On the main screen of HTC Sense TV, tap **⋮** to open the menu.
2. Tap **Settings > Rooms**.
3. Tap the Room name to rename the Room.
4. Tap **Add TV Provider** if you haven't set up the EPG for the Room.
5. Tap **Channel Settings** to hide or show channels.

6. Tap **Add Remote** or **Replace remote** to set up a remote for the Room.

If you want to remove the Room, tap  > **Ok**.

---

## Adding another EPG

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If you have more than one TV service provider, you can add additional EPGs to HTC Sense TV and easily switch between them on HTC One. HTC Sense TV is designed on the concept of Rooms. For each Room you can add one EPG and one remote.



- You can only set up another EPG for a TV service provider from the same location or country. When you change the location or country, previously created EPGs and remotes will be deleted.
- There is a limit to the number of Rooms you can add. When you reach the maximum number, you'll need to remove one before you can add another.

1. On the main screen of HTC Sense TV, tap **⋮** to open the menu.
2. Tap **Settings > Rooms**.
3. Tap **+**.
4. Enter a name for the new Room and then tap **Next**.
5. Follow the onscreen instructions to setup the EPG.

To switch between EPGs, go to the main screen of HTC Sense TV and tap **⋮** to open the menu. Then tap Room that is shown and then choose the Room you want to use.

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## Setting up your remote control

---

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



- Make sure you have created a Room. By default, your first Room will be called "TV Room". See [Adding another EPG](#) on page 151 to add more Rooms.
- Make sure HTC One has an Internet connection.

1. On the **App List**, tap HTC Sense TV.
2. Tap  > **Start**.
3. Select the devices you want to control with your remote, and then tap **Next**.



The TV option can't be deselected.

4. Select the brand of your TV, and then tap **Next**.
5. Make sure your TV is off, and then tap **Next**.
6. Point HTC One towards the TV and tap the blinking button on the screen.
7. Tap **Yes** if HTC One was able to turn on your TV, and then follow the onscreen instructions to continue setting up the other devices.
  - If the TV didn't turn on, tap **No**. HTC One will try another remote control profile.





- If a matching remote control profile isn't found, you'll need to manually set up the remote control.

---

## Controlling your TV with HTC One

---

1. On the **App List**, tap **HTC Sense TV**.
2. Tap .
3. Do any of the following:

Turn the TV, set top box, or home theater system on or off	Swipe to the <b>power &amp; input</b> screen, tap the <b>On, Off, On/Off</b> button under the device name.
Change the input source for the TV or home theater system	Swipe to the <b>power &amp; input</b> screen, tap the <b>Input</b> button under the device name.
Change channels, adjust or mute the volume, and more	Go to the <b>controls</b> screen.
Access the playback controls	Go to the <b>controls</b> screen.
Enter channel numbers directly	Go to the <b>number pad</b> screen.
Switch between recently watched channels	On the <b>number pad</b> screen, tap  .

## Xbox Media

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### Xbox Video

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Watch your favorite TV shows and movies on your Xbox® Video devices. When you purchase any TV show or movie with your Microsoft account, you just have to buy it once and you'll be able to enjoy it on any Xbox Video device that logs in with the same Microsoft account.

**F** If you don't have Video installed, you'll need to get it from the Windows Phone Store.

1. On the **App List**, tap Video.
2. Browse the store to find the TV shows or movies you want to watch.
3. While viewing the overview of a TV series, tap the season box to select the season you want.  
You can purchase individual episodes or entire seasons.
4. Select HD or SD versions of the TV show or movie.  
Even if you purchase an HD version, you may only be able to watch the SD version on your Windows Phone. However, you can still watch the HD version on your other supported Xbox Video devices.
5. Tap the **rent** or **buy** button.



You'll find your purchase in your Xbox Video collection.

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## Xbox Music

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Enjoy listening to and discovering new music with Xbox Music. When you have an Xbox Music Pass, you can listen to full-length songs that you've purchased with the same Microsoft account from the Xbox Music store. In addition, you can preview millions of new songs.

1. On the **App List**, tap Music.
2. Swipe to the **Get music** screen.
3. Browse the Xbox Music store. You can browse by genre, features music, and more, or just tap  and search for the song you want.
4. When you find the song you want, tap  > **Buy**.

You'll find your new purchase in your Xbox Music collection.

---

## Xbox Games

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Gaming on HTC One is a truly social experience. With your Microsoft account, play games and use your avatar and gamer profile to keep track of game scores and achievements on the **Social** screen of Xbox Games.



Xbox Games may not be available in some countries or regions.

1. On the **App List**, tap Games.

2. Swipe left or right to see the following screens:

<b>Collection</b>	View games that you can play on your phone. You can also download more games from the Xbox Games store.
<b>Social</b>	Sign in to your Microsoft account to see or edit your profile, see your game achievements, personalize your avatar, send messages to friends, and more.
<b>Spotlight</b>	See featured game recommendations. This screen is only visible after you set up your Xbox profile.

3. Tap **Games store** to browse for games to play. Many games allow you to install a trial version so you can try the game before you buy it.

# Storage

## Types of storage

Want to know where you can store your apps, data, and files?

Your phone uses these storage types:

<b>Phone storage</b>	<p>Phone storage is where apps, email, data, and text messages are stored. It can also be used to store photos, videos, and music files.</p> <p>When you are running out of phone storage, you can free up space by uninstalling apps, changing phone storage settings, or moving files to your computer or to an online storage service.</p>
<b>Storage card</b>	<p>The storage card can be set as the default save location for photos, videos, and music.</p>
<b>Online storage</b>	<p>Save your files to OneDrive and then delete them from your phone to free up space and have access to them anywhere you go.</p>

## Storage card

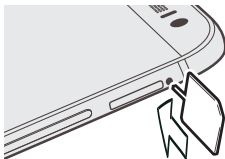
Use a storage card to store your photos, videos, music, and more.

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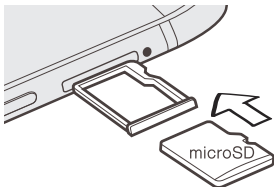
### Inserting the microSD card

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1. Hold the phone face up.
2. Insert the tip of the tray eject tool into the tray eject hole next to the microSD card slot.



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



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

---

## Unmounting the storage card

---

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

1. Swipe down from the top edge of the screen with one finger.
2. Tap **All settings** > **storage sense**.
3. Tap **SD card** > **remove SD card**.

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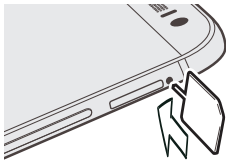
## Removing the microSD card

---



Make sure to unmount your microSD card before removing it.

1. Hold the phone face up and the top panel facing you.
2. Insert the tip of the tray eject tool into the tray eject hole next to the microSD card slot.



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

After removing the microSD card, make sure that you insert the empty microSD card tray back into the slot.

## Checking phone and SD card storage

You can easily check how much storage is left on your phone and on the storage card.

1. Swipe down from the top edge of the screen with one finger.
2. Tap **All settings > storage sense**. The used and available space on the phone and storage card are displayed.
3. To know what's using your phone or SD card storage, tap the **phone** or **SD card** storage bar.
4. To change the default save location for music, videos, photos, and more, tap the boxes below the categories and choose either **phone** or **SD card**.



You can easily monitor your storage usage by pinning the Storage Sense Live Tile to your **Start screen**. On the **App List**, press and hold Storage Sense, and then tap **pin to start**.



---

## Erasing the SD card

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1. Swipe down from the top edge of the screen with one finger.
2. Tap **All settings > storage sense**.
3. Tap the **SD card** storage bar, and then tap **format SD card**.

## Freeing up phone storage

Need more space to install a new app? There are a few things you can do to free up phone storage.

- Remove apps and games that you don't use anymore. See [Uninstalling an app](#) on page 182.
- Change the default save location for photos, videos, music, and podcasts. See [Checking phone and SD card storage](#) on page 160.
- Delete email messages that you don't need.
- Delete maps that you don't use. See [Downloading and managing maps](#) on page 83.
- Save files documents to your OneDrive and then delete them from your phone.
- Use the Windows Phone app to save files such as music, podcasts, photos, and videos to your computer and then delete them from your phone.



Check [windowsphone.com](http://windowsphone.com) to see if your computer is compatible with the Windows Phone app.

## OneDrive

OneDrive is the one place you need for all your photos, music, videos, documents, and more. Think of it as a central storage location that helps you to transfer stuff between all of your Windows devices so you can keep your files in sync and minimize duplicates—all with one Microsoft account.

To browse your OneDrive, go the **App List** and tap OneDrive. You'll see all your files you uploaded right there.

# Connectivity

## Data connection

When you turn on your phone for the first time, it will be automatically set up to use the Verizon Wireless mobile network.

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### Turning the data connection on or off

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Turning your data connection off can help save battery life. However, if you don't have 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.

1. Swipe down from the top edge of the screen with one finger.
2. Tap **All settings > cellular+SIM**.
3. Tap the **Data connection On/Off** switch.

---

## Enabling data roaming

---

Connect to Verizon Wireless partner networks and access data services even when you're out of Verizon Wireless coverage area.



Using data services while roaming is not part of your subscribed monthly data access allowance. Check with Verizon Wireless for data roaming rates before you enable data roaming.

1. Swipe down from the top edge of the screen with one finger.
2. Tap **All settings > cellular+SIM**.
3. Tap the **Data roaming options** box, and then tap **roam**.

## Managing your data usage

With Data Sense, managing your data usage is easy and efficient.

You can use Data Sense to:

- Check your data usage and set a limit based on your monthly or one time data allowance.
- Know which apps use the most data.
- Restrict your phone from downloading background data, such as email or social network synchronization, when you're near the data limit.
- Find nearby Wi-Fi hotspots so you can switch connection from cellular to Wi-Fi.



Data usage measured by Data Sense may vary with your actual data usage.


Some data, including location data, may continue to be downloaded and stored using Data Sense, even when you are near your data limit.

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## Setting up Data Sense

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Setting a data usage limit helps you avoid going over your monthly data allowance.

1. On the **App List**, tap Data Sense.
2. Tap **set limit**.
3. Tap the **Limit type** box.
4. Set your data usage limit preferences.
  - **One time**. Set the days until your data allowance expires and then specify your one time data limit.
  - **Monthly**. Set your monthly reset date and your monthly data limit. The monthly reset date is usually the start of your monthly billing cycle.
5. When you're done, tap .


You can now see the remaining data and time limit on the **overview** screen of Data Sense.

---

## Saving on data usage

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After keeping tab on your data usage, use Data Sense to help you save on your data usage.

1. On the **App List**, tap **Data Sense**.
2. Do any of the following:
  - If you set the data usage **Limit type** to **One time** or **Monthly**, tap  and turn on **Restrict background data**. Choose to always enable it or just when you're near the limit. When selected, background synchronization for your email and social accounts stops automatically when you're near the data limit. You can still manually sync your email and social accounts.
  - Tap **⋮** > **map nearby Wi-Fi** to find a Wi-Fi hotspot near your location.
  - Swipe to the **usage** screen and check which apps are using more data. Close data-intensive apps if you don't need them.



Pin the Data Sense Live Tile to your **Start screen** to monitor your data usage.

## Wi-Fi


To use Wi-Fi, you need access to a wireless access point or “hotspot”. The availability and strength of the Wi-Fi signal will vary depending on objects, such as buildings or simply a wall between rooms, the Wi-Fi signal has to pass through.

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### Connecting to a Wi-Fi network

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1. Swipe down from the top edge of the screen with one finger.
2. Tap **All settings > Wi-Fi**.
3. Tap the **Wi-Fi networking On/Off** switch to turn Wi-Fi on.  
You'll then see a list of available wireless networks.
4. Tap the wireless network you want to connect to.
  - If you selected an open network, your phone will automatically connect to the network. Some Wi-Fi networks, such as ones you might find in coffee shops, restaurants, hotels, or elsewhere, may require you to enter a password in your web browser before you can connect.
  - If you selected a secured network, enter the required password and then tap **done**.

When you're connected to a wireless network, the Wi-Fi connected icon  appears in the status bar and shows you the signal strength indicated by the number of bands that light up.

The next time you connect to the same secured wireless network, you won't be asked to enter the password or other security information again, unless you do a factory reset.

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## Connecting to a hidden Wi-Fi network

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A Wi-Fi network might be hidden, which means the network name isn't broadcasted. In this case, it won't appear in the list of available networks on the **Wi-Fi Settings** screen and a notification won't appear when the network is in range. To connect to a hidden Wi-Fi network when it's in range, you'll need to enter the network name and password.



The network name and password are case sensitive.

1. Swipe down from the top edge of the screen with one finger.
2. Tap **All settings > Wi-Fi**.
3. Make sure that Wi-Fi is turned on.
4. Tap **manage**.
5. Tap **+**, enter the network name, and then tap **add**.
6. On the **Sign in** screen, enter the password, and then tap **done**.

---

## Disconnecting from a Wi-Fi network

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1. Swipe down from the top edge of the screen with one finger.
2. Tap **All settings > Wi-Fi**.
3. Tap the **Wi-Fi networking On/Off** switch to turn Wi-Fi off and disconnect from the wireless network.

You can also press and hold the network name and then tap **delete** to disconnect. But this removes the security settings if it's a secured network,



and you'll need to enter them again next time you reconnect to this Wi-Fi network.

## Wi-Fi Sense

Easily get an Internet connection without setting up Wi-Fi everytime. The abundance of open Wi-Fi hotspots makes it possible to gain Internet connectivity without using much of your data plan. With Wi-Fi Sense, you can automatically connect to over a million open Wi-Fi hotspots around the world. You can also choose to share access to secured Wi-Fi hotspots with contacts using Wi-Fi Sense.


1. Swipe down from the top edge of the screen with one finger.
2. Tap **All settings > Wi-Fi**.
3. Tap **Wi-Fi Sense**.
4. Turn on the features you want to use, such as connecting to Wi-Fi hotspots or sharing Wi-Fi hotspots.

## Using your phone as a mobile hotspot

Want to share your Internet connection with your laptop or another device? You can turn your phone into a mobile hotspot by sharing your cellular data connection over Wi-Fi. Other Wi-Fi enabled devices can then use your shared data connection to connect to the Internet. This is also known as tethering.



- To share your cellular data connection, this feature must be enabled on your current phone plan.
- When you and other people use the shared connection on another device, it uses data from your cellular data plan.

1. Swipe down from the top edge of the screen with one finger.
2. Tap **All settings > internet sharing**.
3. Tap the **Sharing On/Off** switch to turn Internet Sharing on.
4. Tap , and then change these settings:

**Broadcast name**


Enter a name for your mobile hotspot. This is the name that other people will see and use to connect to your shared connection over Wi-Fi.

**Password**

Enter a password to help secure your mobile hotspot.

🚩 To help minimize security risks, use the default security settings and set a strong and unique password.

5. Tap  to save your settings.

When you tap the top of the screen to see the status bar, you'll see the Internet Sharing icon () while you're sharing your cellular data connection.

## Connecting a Bluetooth accessory

You can connect a variety of Bluetooth accessories such as headsets, car kits, or speakers to your phone.

🚩

- To listen to music, use an accessory such as a Bluetooth stereo headset that supports the A2DP profile.
- Before connecting, make sure to set the accessory to discoverable. To find out how, please refer to the accessory's manual.

1. Swipe down from the top edge of the screen with one finger.
2. Tap **All settings > Bluetooth**.
3. Tap the **On/Off** switch to turn Bluetooth on. Your phone becomes discoverable. It also automatically searches for Bluetooth devices within range.
4. Tap the name of the accessory that you want to pair with your phone.

5. If auto pairing fails, enter the pairing code supplied with the accessory.

When the accessory is connected to your phone, the Bluetooth icon appears on the status bar. You can also check the connection status shown below the accessory name on the **Bluetooth Settings** screen.



Turn Bluetooth off 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.

## Disconnecting a Bluetooth accessory

1. Swipe down from the top edge of the screen with one finger.
2. Tap **All settings** > **Bluetooth**.
3. Tap the accessory to disconnect it.

To reconnect, just tap the accessory again.

## Unpairing

If you no longer want to use a connected accessory with your phone, you can unpair and remove it from your phone.

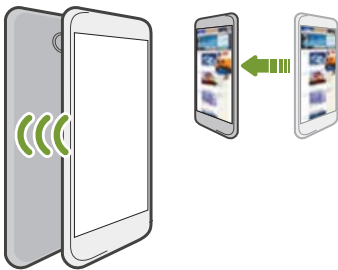


Make sure to disconnect the accessory before unpairing.

1. Swipe down from the top edge of the screen with one finger.
2. Tap **All settings** > **Bluetooth**.
3. Press and hold the name of the accessory, and then tap **delete**.

## Sharing content with NFC

With built-in Near Field Communication (NFC), you can share content with people easily just by placing your phone back to back with another phone that has NFC. Share a webpage you're viewing, contact information, and more.



## Turning NFC on and off



1. Swipe down from the top edge of the screen with one finger.
2. Tap **All settings** > **NFC**.
3. Tap the **On/Off** switches next to the features you want to use.

## Using NFC



- To share files, both NFC and Bluetooth need to be on.
- You can only transfer files to other phones running Windows Phone 8 and later.

1. Follow the steps for the item you want to share:

<b>Contact</b>	<ol style="list-style-type: none"> <li>1. Select a contact to share.</li> <li>2. Tap <b>⋮</b> &gt; <b>share contact</b> &gt; .</li> </ol>
<b>Music</b>	<ol style="list-style-type: none"> <li>1. In Music, swipe to the songs list.</li> <li>2. Press and hold the name of the song, and then tap <b>share</b>.</li> </ol>
<b>Office document</b>	<ol style="list-style-type: none"> <li>1. Find the document you want to share.</li> <li>2. Tap <b>⋮</b> &gt; <b>share</b>.</li> </ol>
<b>Photo</b>	<ol style="list-style-type: none"> <li>1. Find the photo you want to share.</li> <li>2. Tap .</li> </ol>
<b>Web page</b>	<ol style="list-style-type: none"> <li>1. View the web page you want to share.</li> <li>2. Tap <b>⋮</b> &gt; <b>share page</b>.</li> </ol>

2. Tap Tap to share (NFC).

3. Make sure the other phone has the screen on and is unlocked.
4. Briefly touch the other phone back to back with your phone. The other phone will be asked to accept or ignore the transfer.

## Adding a VPN connection

1. Swipe down from the top edge of the screen with one finger.
2. Tap **All settings** > **VPN**.
3. To turn on VPN, tap the **On/Off** switch.
4. Tap **+** and then enter the VPN settings and set them up according to the security details your network administrator gave you.
5. Tap **Save**.



# Settings

## Navigation bar

Change the look and behavior of Navigation bar to fit the way you use your phone.

1. Swipe down from the top edge of the screen with one finger.
2. Tap **All settings > navigation bar**.
3. Tap the features that you want to change.

## 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 quick way to turn off wireless functions is to switch your phone to airplane mode.

When you enable airplane mode, all wireless radios are turned off, including the call function, data services, Bluetooth, and Wi-Fi. When you disable airplane mode, the call function is turned back on and the previous states of Bluetooth and Wi-Fi are restored.

1. Swipe down from the top edge of the screen with one finger.
2. Tap **All settings > airplane mode**.
3. Tap the **Status** switch to turn it on or off.



You can also tap the airplane mode quick action in the **Action Center** to turn airplane mode on and off.

When airplane mode is on, you'll see the ✈ icon in the status bar.

## Attentive phone features

When your phone rings or during a call, it can sense and automatically respond to your actions or environment.

1. Swipe down from the top edge of the screen with one finger.
2. Tap **All settings** > **attentive phone**.
3. You'll find these settings:

<b>Auto answer calls</b>	When enabled, you just need to pick up your phone and hold it next to your ear to answer a call.
<b>Quiet ring on pickup</b>	Lowers the ring volume automatically when you pick up your phone.
<b>Loud ring in pocket or purse</b>	Makes your phone ring louder when it's in your pocket or bag so you won't miss calls. When your phone is not in your pocket or bag, it rings at the normal volume you've set.
<b>Flip to mute ringer</b>	Silences the ringer automatically when you flip your phone over.

If there's any setting you'd like to disable, just clear its check box.

## Changing display settings

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### Adjusting the screen brightness manually

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1. Swipe down from the top edge of the screen with one finger.
  2. Tap **All settings > brightness**.
  3. Tap the **Automatically adjust On/Off** switch to turn it off.
  4. Select the **Level** of brightness to use.
- 

### Setting the time delay before the screen turns off

---

After a period of inactivity, the screen turns off automatically to save battery power. You can set the idle time before the screen turns off.

1. Swipe down from the top edge of the screen with one finger.
2. Tap **All settings > lock screen**.
3. Tap **Screen times out after**, and then select the time length that you want.

## Changing sound settings

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### Setting your phone to silent mode

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When you keep pressing the VOLUME DOWN button until the volume level reaches zero, this makes your phone vibrate only. To be able to switch your phone to silent mode using the VOLUME DOWN button, you need to turn vibrate off in the settings.

1. Swipe down from the top edge of the screen with one finger.
  2. Tap **All settings > ringtones+sounds**.
  3. Tap the **Vibrate On/Off** switch to turn vibrate off.
- 

### Choosing notification sounds

---

Choose different sounds for different types of notifications. You can use different sounds for incoming text or chat messages, voicemail, and email notifications.

1. Swipe down from the top edge of the screen with one finger.
2. Tap **All settings > ringtones+sounds**.
3. Tap the box for each notification type, and then choose a sound to assign to it. You can also turn on or off sounds for reminders, key press, camera shutter, and more.

## Turning HTC BoomSound on and off

HTC BoomSound enhances your audio experience—giving you one of the loudest and richest you'll ever have without the help of additional speakers.



- Before using HTC BoomSound with headphones, be sure to turn the volume all the way down to prevent damaging your ears.
- HTC BoomSound can only be toggled when you plug in headphones.
- Bluetooth headsets are not supported.

1. Swipe down from the top edge of the screen with one finger.
2. Tap **All settings** > **BoomSound**.
3. Tap the **On/Off** switch to turn HTC BoomSound on or off.

## Managing apps and storage

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### Changing application settings

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In most cases, you can change the settings for an app only when you're inside that app. For some apps, you can change their settings without having to open the apps.

1. Swipe down from the top edge of the screen with one finger.
2. Tap **All settings**.
3. Swipe to the **applications** screen.

4. Tap an app or category to see what settings are available and choose the settings that you want.

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## Uninstalling an app

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If you're running out of phone storage, free up some space by removing apps you no longer use.

Uninstalling an app also removes any information the app contained. Please remove apps with care.



Most preinstalled apps cannot be uninstalled.

1. Swipe to the **App List**.
2. Press and hold an app, and then tap **uninstall**.

---

## Checking phone storage

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You can easily check how much phone storage is left so you don't get short of space when saving important stuff.

1. Swipe down from the top edge of the screen with one finger.
2. Tap **All settings** > **storage sense**. The used and available phone storage is displayed.
3. To know what's using your phone storage, tap the phone storage bar.



Free up storage space by transferring files, photos, and videos to your computer or by uploading them to OneDrive. To learn more, see [Keeping things in sync](#) on page 189 and [Backing up your files](#) on page 191.

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## Checking phone info

---

You can find out various information about your phone such as the Windows Phone software version, RAM size, screen resolution, and more.

1. Swipe down from the top edge of the screen with one finger.
2. Tap **All settings** > **about**.
3. Tap **more info** to see the Windows Phone update version and other details.

# Security

## Assigning a PIN to help protect your SIM card

You can help protect your SIM card by assigning a PIN (personal identification number) that you enter before accessing your SIM.

1. Swipe down from the top edge of the screen with one finger.
2. Tap **All settings**.
3. Swipe to the **applications** screen, and then tap **phone**.
4. Tap the **SIM security On/Off** switch to turn it on.
5. When you're asked to enter the default SIM card pin, enter 1111, and then tap **enter**.
6. To change the SIM card PIN, tap **Change SIM PIN**, and then enter a new PIN.



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## Restoring a SIM card that has been locked out

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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 your SIM card. You can get this code by calling Verizon Wireless customer service.

1. On the Phone dialer screen, enter the PUK code, and then tap **enter**.
2. Enter the new PIN, tap **enter**, and then reconfirm the new PIN.

## Setting a password to help protect your phone

Help protect your personal information and help prevent others from using your phone without your permission.

You'll be asked to enter the password every time you turn on your phone or when the phone resumes after it's left idle for a certain time.

1. Swipe down from the top edge of the screen with one finger.
2. Tap **All settings > lock screen**.
3. Tap the **Password On/Off** switch to turn it on.
4. Enter your password in both the **New password** and **Confirm password** boxes.
5. Tap **done**.

## Making your phone safer for kids

Your phone is a great way to entertain your kids. Use Kid's Corner to prevent accidental calls while kids play with your phone. With Kid's Corner, you can also limit access to games, music, videos, and apps on your phone.

### Setting up Kid's Corner

1. Swipe down from the top edge of the screen with one finger.
2. Tap **All settings > kid's corner**.
3. Tap **next**.
4. Choose which content kids can access when your phone is in Kid's Corner mode.
5. Tap **next** and then tap **set password** or **skip**.



Setting a password adds an extra layer of security when returning from Kid's Corner.

6. Tap **Finish**. The Kid's Corner lock screen appears.
7. Drag the lock screen up to show the Kid's Corner screen.
8. Tap **Customize** to give a name to your Kid's Corner screen, choose a Kid's Corner lock screen picture, and more.

## Launching Kid's Corner



You'll receive calls and text messages even while your phone is in Kid's Corner mode.

1. If the phone is on, briefly press the POWER button to turn off the display and switch the phone to Sleep mode.
2. Briefly press the POWER button again to wake your phone up.
3. Swipe to the left of the lock screen. The Kid's Corner lock screen displays.
4. Swipe your finger up the lock screen. You can now let your kids play with your phone.



You can also launch Kid's Corner in Settings. In the apps list, tap **Settings > kid's corner > launch kid's corner** .

## Closing and disabling Kid's Corner

Close and disable Kid's Corner if you no longer need it.

1. From the Kid's Corner screen, briefly press the POWER button to turn off the display and switch the phone to Sleep mode.
2. Briefly press the POWER button again to wake your phone up.
3. Swipe your finger up the lock screen.
4. Swipe down from the top edge of the screen with one finger.

5. Tap **All settings** > **kid's corner**.
6. Tap the **On/Off** switch to disable Kid's Corner.

# Sync and Backup

## Windows Phone app

It's easy to sync your photos, videos, music, and more between your computer and your phone with the Windows Phone app.

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### Keeping things in sync

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It's easy to get your photos, videos, music, documents, and more from your computer to your phone (and vice versa).

If you are using...	Do this...
Windows 8	Plug your phone into your computer with the cable, and the Windows Phone app will install automatically.
Windows 7	Plug your phone into your computer with the cable. A link will appear to install the Windows Phone app.
Mac* OS X 10.7 or later	Get the Windows Phone app from the Mac App Store.



After downloading the installation file, be sure to unplug your phone from your computer before installing the desktop app.

To learn more about finding the right app, go to [WindowsPhone.com](http://WindowsPhone.com).

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## Syncing media with the Windows Phone app

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You can sync music, photos, videos, and more between your phone and your computer.

1. Connect your phone to your computer. The Windows Phone app opens.
2. To choose the files you want to sync, click **pc** or **phone**.
3. Click the category you want to sync such as **music** or **photos**.
4. Select the items you want to sync, and click **Sync** (or **Save to PC**).

---

## Deleting media from your phone

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1. Connect your phone to your computer. The Windows Phone app opens.
2. Click **phone**.
3. Click the category you want to delete from such as **music** or **photos**.
4. Select the checkboxes next to the items you want to delete from your phone, and then click **Delete**.

---

## Checking the available storage in your phone

---

The Windows Phone app can give a quick glimpse of how much storage space you have left in your phone.

1. Connect your phone to your computer. The Windows Phone app opens.

2. Click **phone**.

At the bottom of the Windows Phone app, you'll see how your storage is being used and how much storage you have left in your phone.

---

## Changing Windows Phone app settings

---

1. Connect your phone to your computer. The Windows Phone app opens.
2. Click **Settings**.
3. Choose the options you want, and click **OK**.

## Backing up your files

When you sign in with your Microsoft account, you'll be able to save things to an online service such as OneDrive.

When you set up backups on your phone, you can:

- Automatically upload your photos and videos to OneDrive so you can see them from anywhere you can access the web.
- Sync your SMS and MMS messages to your Microsoft account so you have a backup, just in case.
- Create backups of your phone's settings, including the list of apps you've installed, your theme color, Internet Explorer favorites, accounts, and more.

You can fine-tune your backup options in **Settings > backup**. For example, you can automatically upload your photos and videos at a high resolution, or manually back up your settings anytime.

## Backing up your contacts

Back up and protect your contacts with Backup Assistant Plus. If you did not set up Backup Assistant Plus when you first turned on your phone, you can set it up in **Settings > Backup Assistant Plus**. For more information about Backup Assistant Plus, visit [www.verizonwireless.com/baplus](http://www.verizonwireless.com/baplus).

## Setting up Backup Assistant Plus

1. Swipe down from the top edge of the screen with one finger.
2. Tap **All settings > Backup Assistant Plus**.
3. Follow the screen instructions to back up your contacts and to set your back up preferences.



# Update and reset

## How to get and install updates

From time to time, software updates may be available. Your phone can check and notify you if there's a new update.

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### Setting update notification and downloading option

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You can set your phone to notify you when new updates are available for your phone. You can also allow your phone to automatically download those updates.

1. Swipe down from the top edge of the screen with one finger.
2. Tap **All settings > phone update**.
3. Select the **Automatically download updates if my data settings allow it** check box. If you disable this option, your phone will only download updates over Wi-Fi or when it's connected to your computer.

## Preparing for a software update

To make sure a software update can be carried out smoothly and without interruptions, prepare your phone for the update. Here's what you need to check.

- If your battery level is low, charge your phone before starting the update.
- Check how much free space you have on your phone and make some room for the update. To find out how to check the available storage, see [Checking phone storage](#) on page 182.
  - If necessary, remove a few unwanted apps. Refer to [Uninstalling an app](#) on page 182 to see how it's done.
  - You can transfer files, photos, and videos to your computer or upload them to the cloud. To learn more, see [Keeping things in sync](#) on page 189 and [Backing up your files](#) on page 191.
  - Or delete large files (such as photos, videos, or music) from your phone.
- Make sure your phone is set with the correct date and time. This determines which new updates you'll need. For details, see [Correcting the date and time](#) on page 195.
- Check the current software version of your phone. Some updates require your phone to have a particular software version. On the **Start** screen, swipe to the left and tap **Settings** > **about** > **more info**. The screen will show details about the phone software.

## Installing an update

When you see the notification about an available software update, you can update your phone right away. Or you can dismiss the notification and update some other time. Your phone will remind you again in a few days.

**F** Have you prepared your phone for the update? If you haven't, please see [Preparing for a software update](#) on page 194 on what you should check and prepare.

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## Correcting the date and time

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If you're having trouble installing a software update, your phone may not have been set with the correct date and time. In most cases, the date and time is set automatically. But if it's not, you can set it manually.

1. Swipe down from the top edge of the screen with one finger.
2. Tap **All settings > date+time**.
3. Turn off **Set date and time automatically**.
4. Set the correct time zone, date, and time.

## Factory reset

A factory reset is not a step to be taken lightly. It'll remove your primary Microsoft account and you may lose data if it has not been synced. Be sure to back up any data and files you want to keep before you do a factory reset.

A factory reset may not permanently erase all data from your phone, including personal information, which may be recoverable by others.

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### Performing a factory reset via settings

---

The most convenient way to do a factory reset is via the settings.

1. Swipe down from the top edge of the screen with one finger.
2. Tap **All settings > about**.
3. Tap **reset your phone**, and then tap **yes**.

---

### Performing a factory reset using phone buttons

---

If you can't turn your phone on or access settings, you can still perform a factory reset by using the phone's buttons.

1. Turn the power off.
2. Press and hold the **VOLUME DOWN** button, and then briefly press the **POWER** button. Release the **VOLUME DOWN** button when you see an icon on the screen.
3. Then press the following hardware buttons in sequence: **VOLUME UP > VOLUME DOWN > POWER > VOLUME DOWN**.

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