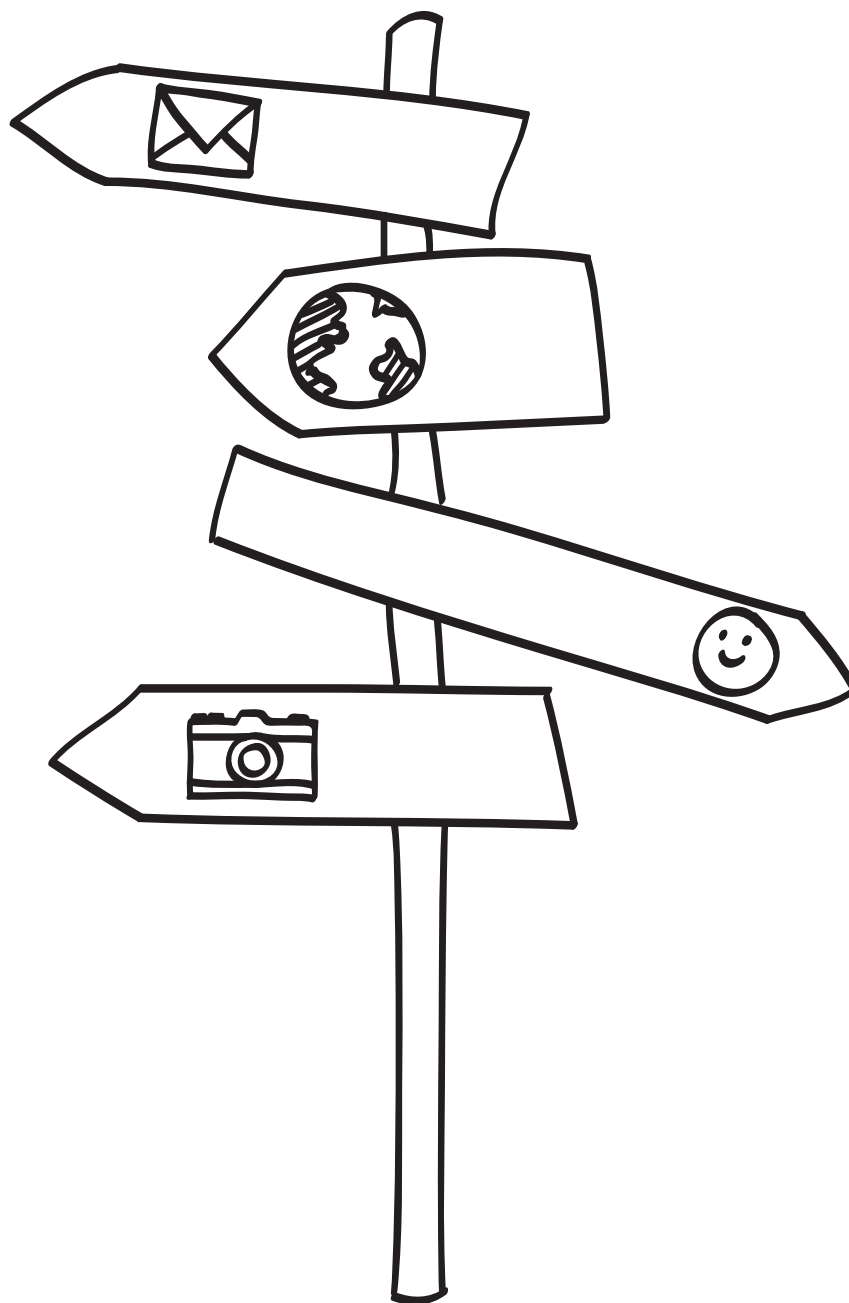


Your **HTC** Velocity 4G

User guide



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Trademarks and copyrights

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Conventions used in this guide

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



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



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



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



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

Getting started

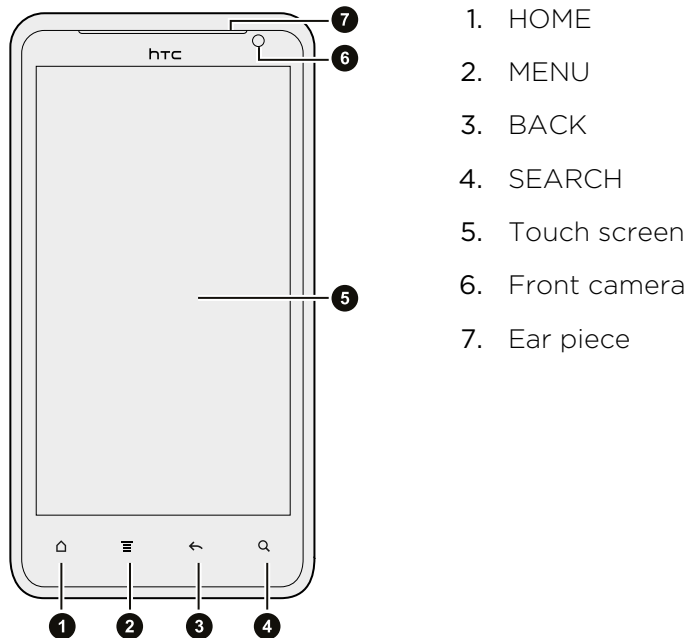
Inside the box

You will find the following inside the box:

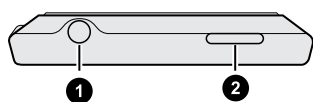
- HTC Velocity 4G
- Battery (preinstalled)
- USB cable
- Power adapter
- 3.5mm stereo headset
- Quick start guide
- Safety and regulatory guide

HTC Velocity 4G

Front panel

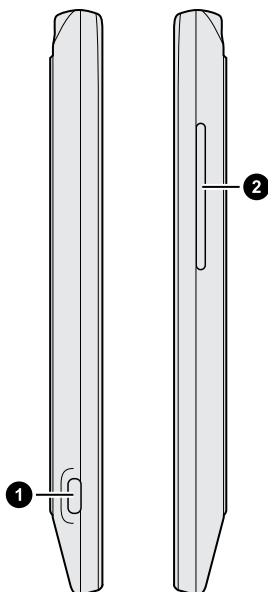


Top panel



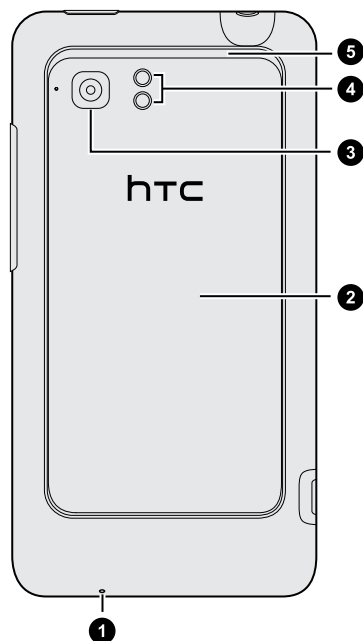
1. 3.5mm headset jack
2. POWER

Left and right panels



1. USB connector
2. VOLUME controls

Back panel



1. Microphone
2. Back cover
3. 8 megapixel camera
4. Dual LED flash
5. Speaker

Back cover

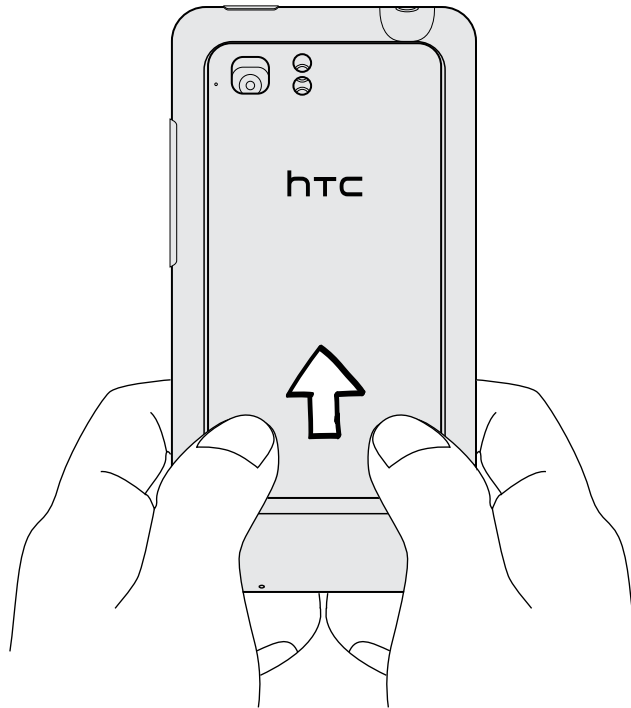
Removing the back cover

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

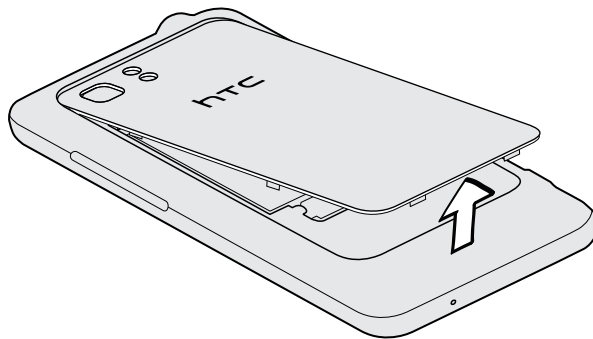


Make sure to switch off HTC Velocity 4G before removing the back cover.

1. Securely hold HTC Velocity 4G facing down.
2. With your thumbs, push the back cover up to unlock it.



3. With your finger, lift up the back cover from the bottom side to remove it.

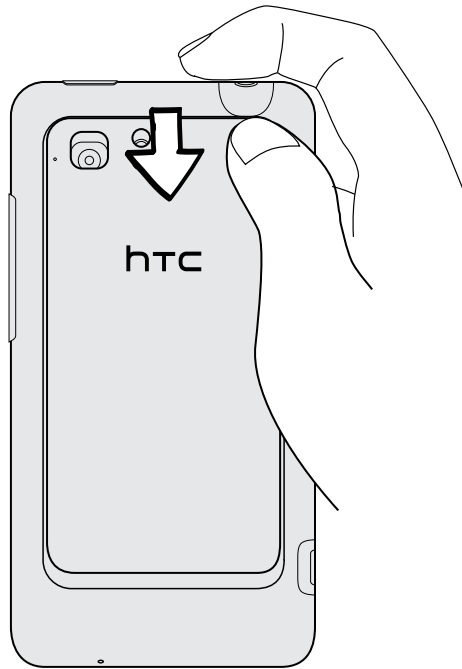


Replacing the back cover



Your phone's antennas are placed underneath the back cover. To get the best signal for calls, data connection, and GPS navigation, be sure to secure the back cover tightly to the phone.

1. Insert the back cover tabs into the openings on your phone's back panel.
2. Press down the back cover to lock it into place.



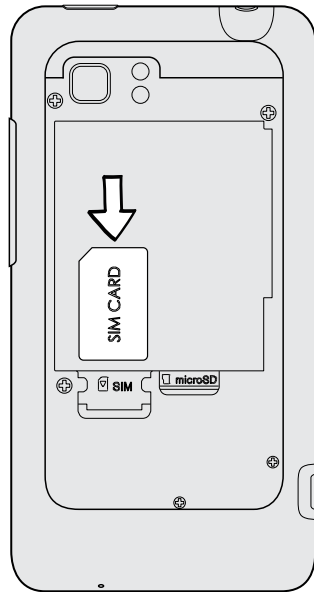
You'll hear a click when the back cover is locked in place.

SIM card

The SIM card contains your phone number, service details, and memory for storing phonebook contacts and/or text messages.

Inserting the SIM card

1. Take the back cover off.
2. Remove the battery.
3. With the SIM card's gold contacts facing down and its cut-off corner facing out, insert the SIM card all the way into the SIM card slot.



Removing the SIM card



Make sure to switch off HTC Velocity 4G before removing your SIM card.

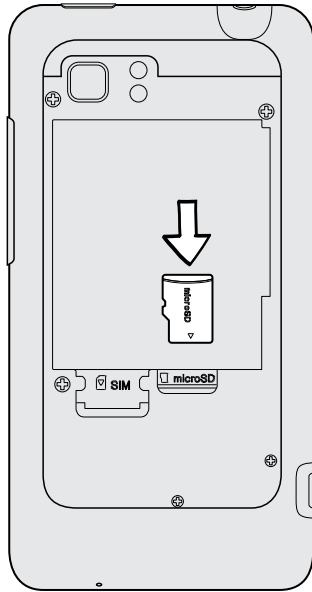
1. Take the back cover off.
2. Remove the battery.
3. With your thumb, slide the SIM card out from the SIM card slot.

Storage card

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

Inserting the storage card

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



Removing the storage card




If HTC Velocity 4G is on, you must first "unmount" the storage card before removing it to prevent corrupting or damaging the files in the storage card.

1. Take the back cover off.
2. Remove the battery.
3. Slide the storage card out from its slot.

Unmounting the storage card

When you need to remove the storage card while HTC Velocity 4G is on, unmount the storage card first to prevent corrupting or damaging the files in the storage card.

1. From the Home screen, press , and then tap **Settings**.
2. Tap **Storage > Unmount SD card**.

Battery

HTC Velocity 4G uses a rechargeable battery. How long the battery can last before it needs recharging depends on how you use HTC Velocity 4G. The features and accessories you use can affect battery life. For example, leaving your Bluetooth® connection always on uses more power. Long phone calls and frequent web browsing use up a lot of battery power. Also, consider your location: poor signal strength from your mobile network and extreme temperature make the battery work harder.

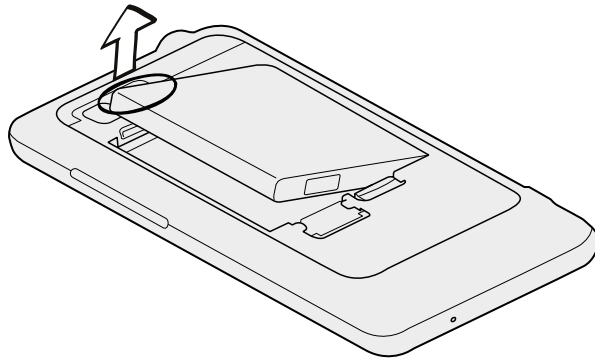
Removing the battery film

Before using HTC Velocity 4G for the first time, you need to remove the thin film that's underneath the battery.

1. Take the back cover off.
2. Pull the flap of the thin film out, and then remove it from the battery compartment.

Removing the battery

1. Take the back cover off.
2. With your thumb or finger, lift the battery from the battery compartment.

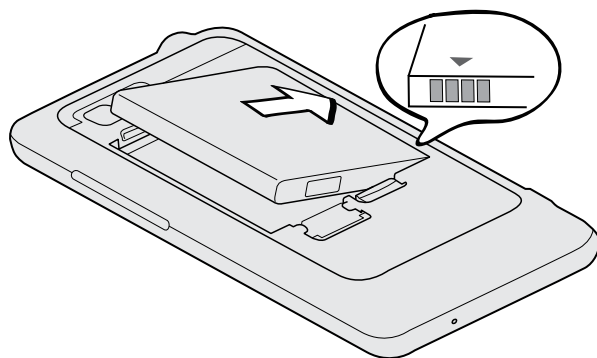


Inserting the battery



Please use only original batteries that came in the box or replacements that we recommend.

1. Take the back cover off.
2. Insert the battery (with its exposed copper contacts first) into the battery compartment.



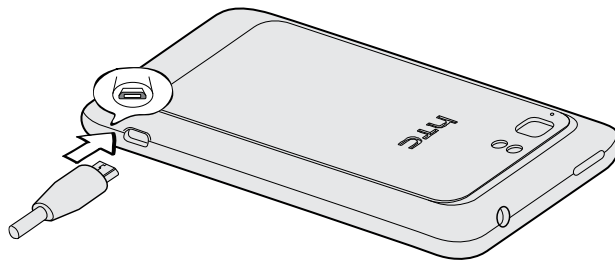
Charging the battery

Before you turn on and start using HTC Velocity 4G, it is recommended that you charge the battery.



- The battery is already installed in HTC Velocity 4G when shipped. A thin film is inserted between the battery and the compartment. You need to remove this film before you can charge the battery.
- Only the power adapter and USB cable provided in the box must be used to charge the battery.
- Do not remove the battery from HTC Velocity 4G while you are charging it using the power or car adapter.

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



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



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

Switching the power on or off

Switching the power on

Press the POWER button. Easy.



When you turn on HTC Velocity 4G for the first time, you'll need to set it up.

Switching the power off

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

Entering your PIN

Most SIM cards come with a PIN (personal identification number) set by your mobile operator. If you're asked for a PIN, enter it and then tap **OK**.



If you enter the wrong PIN three times, your SIM card is blocked. No problem. Just contact your mobile operator and ask for the PUK (PIN Unblocking Key).

Finger gestures

Tap	When you want to type using the keyboard, select items onscreen such as application and settings icons, or press onscreen buttons, simply tap them with your finger.
Press and hold	To open the available options for an item (for example, a contact or link in a web page), simply press and hold the item.
Swipe or slide	To swipe or slide means to quickly drag your finger vertically or horizontally across the screen.
Drag	Press and hold your finger with some pressure before you start to drag. While dragging, do not release your finger until you have reached the target position.
Flick	Flicking the screen is similar to swiping, except that you need to swipe your finger in light, quicker strokes. This finger gesture is always in a vertical direction, such as when flicking the contacts or message list.
Rotate	For most screens, you can automatically change the screen orientation from portrait to landscape by turning HTC Velocity 4G sideways. When entering text, you can turn HTC Velocity 4G sideways to bring up a bigger keyboard.
Pinch	In some apps, like Gallery or the web browser, you can “pinch” the screen using two fingers (for example, thumb and index finger) to zoom in or zoom out when viewing a picture or a web page.
Two-finger scrolling	In some apps that have sorting, like Mail or People, you can use two fingers to scroll the screen. The screen displays the sorting order, and you can easily scroll to the information you want.

Setting up HTC Velocity 4G for the first time

When you switch on HTC Velocity 4G for the first time, you'll be asked to set it up. Just follow the onscreen instructions and you'll be up and running in no time.



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

Ways of getting contacts into HTC Velocity 4G

There are several ways you can add contacts to HTC Velocity 4G. You can sync HTC Velocity 4G with contacts from your Google® Account, computer, Facebook®, and more.

HTC Sync™	Sync the contacts from your old phone to your computer, and then use HTC Sync to sync HTC Velocity 4G with your computer's Microsoft® Outlook®, Outlook Express or Windows® Contacts.
Gmail™	Google contacts are imported to HTC Velocity 4G after you sign in to your Google Account. You can also create more Google contacts right from HTC Velocity 4G.
Facebook	Log in to your Facebook account to import your Facebook friends' contact information.
Phone contacts	You can choose to create and store contacts directly in HTC Velocity 4G or transfer existing ones from your old phone.
SIM card	Copy all your SIM contacts to HTC Velocity 4G.
Microsoft Exchange ActiveSync®	HTC Velocity 4G syncs your work contacts from the Microsoft Exchange ActiveSync Server in your workplace.
Transfer	Use the Transfer app to transfer not only your contacts, but also calendar events and text messages from your old phone to HTC Velocity 4G.


Home screen

Your Home screen is where you make HTC Velocity 4G your own. You can add your favorite applications, shortcuts, folders and widgets so they're always just a tap away. To find out how, see [Personalizing](#) on page 32.


Extended Home screen

As you start to do more things with HTC Velocity 4G, you might find that one Home screen is not enough. No problem.

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

Press  to return to the main Home screen.

Using Leap view



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



Basics

Adjusting the volume

Adjusting the ringer volume

- Press the VOLUME buttons to adjust the ringer. The Ringer volume window appears on the screen to display the volume levels.
- While in the lowest ringer volume level (Silent mode), press VOLUME DOWN once to switch to Vibrate mode. The vibrate mode icon  appears in the status bar.
- While in Vibrate mode, press VOLUME UP once to switch to silent mode. The speaker mute icon  displays in the status bar.

Adjusting the earpiece volume for calls

During a call, press the VOLUME buttons.


Adjusting the media volume

When playing music or watching video, press the VOLUME buttons to adjust the volume. The Media volume window appears on the screen to display the volume level.

Sleep mode

Sleep mode saves battery power by putting HTC Velocity 4G into a low power state while the display is off. It also stops accidental button presses when HTC Velocity 4G is in your bag. You'll still receive messages and calls though, and missed calls and messages appear on the lock screen.



To prevent missed calls or messages from appearing on the lock screen, press  and then tap **Settings > Privacy**.

Switching to Sleep mode

Briefly press the POWER button to turn off the display and switch to Sleep mode. HTC Velocity 4G also automatically goes into Sleep mode when it's idle for a while.

Waking up from Sleep mode

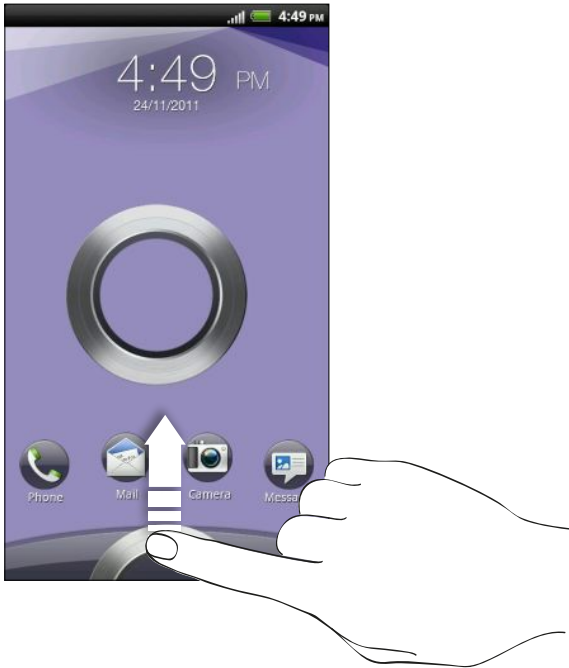
To wake HTC Velocity 4G up manually, press the POWER button. You'll need to unlock the screen.




HTC Velocity 4G automatically wakes up when you have an incoming call.

Unlocking the screen

Pull the ring up to unlock the screen.



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

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

Opening an app from the lock screen

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








You can select the app shortcuts you want to appear on the lock screen in **Settings** > **Personalize** > **Display tab** > **Lock screen shortcuts**.

Status icons



Here's what each icon means:

 Signal strength	 Battery is full
 GPRS connected	 Battery is charging
 GPRS in use	 Battery is low (20% remaining)
 EDGE connected	 Battery is very low (10% or less remaining)
 EDGE in use	 Silent mode
 3G connected	 Vibrate mode
 3G in use	 Microphone is mute
 HSDPA connected	 Speakerphone is on
 HSDPA in use	 Wired microphone headset connected
 LTE connected	 Wired headset connected
 LTE in use	 Bluetooth is on
 Roaming	 Connected to a Bluetooth device
 No signal	 Airplane mode
 No SIM card installed	 GPS is on



Connected to a Wi-Fi® network



Alarm is set



Data synchronizing

Notifications

Notification LED



The notification LED shows a:

- Solid green light when HTC Velocity 4G is connected to the power adapter or a computer and the battery is fully charged.
- Flashing green light when you have a pending notification.
- Solid orange light when the battery is being charged.
- Flashing orange light when the battery level reaches very low.

Notification icons

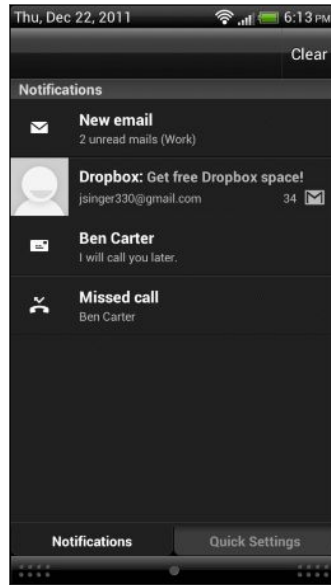
Notification icons on the status bar make it easy for you to keep on top of your messages, calendar events, and alarms.




Notifications panel

When you get a new notification, you can open the Notifications panel to see what event notification or new information you've received. The Notifications panel lets you quickly switch between recently-opened apps, and also lets you easily turn on settings such as Wi-Fi and Bluetooth.

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




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

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

Switching between recently opened apps

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

1. Press and hold .
2. Slide your finger up or down to see recently-opened apps.



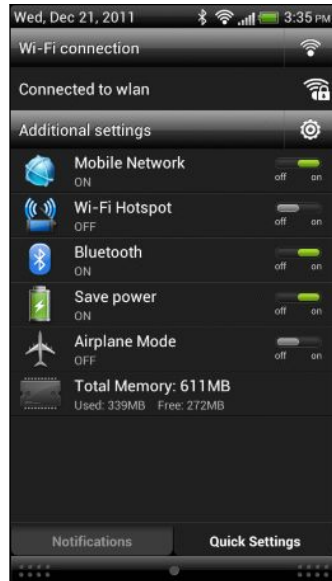
3. Tap an app to open it.



Using Quick Settings

The Quick Settings tab lets you easily turn on Wi-Fi, Bluetooth, and more, and also provides a quick shortcut to all HTC Velocity 4G settings.

1. Press and hold the status bar, then slide your finger downward to open the Notifications panel.
2. Tap the **Quick Settings** tab.

3. Tap the **On/Off** switch next to an item to turn it off or on.



4. To access Wi-Fi settings, tap  next to Wi-Fi connection.
5. To access all HTC Velocity 4G settings, tap  next to Additional settings.

Where apps, data, and files are stored

HTC Velocity 4G uses these storage types:

Apps and data storage	<p>Apps are installed to this storage, labeled as Internal storage in your phone settings. It also stores data such as your text messages, contacts you created or synchronized to your phone, account settings, and more.</p> <p>This storage is managed and carefully guarded by your phone since it contains your private information. When you connect your phone to your computer, this storage is not accessible from your computer.</p> <p>Storage contents will be erased when you do a factory reset. Make sure to back up your data before starting a factory reset. Some apps allow you to back up to your storage card, such as People.</p>
File storage	<p>This is another built-in storage, labeled as Phone storage in your phone settings. This is where you can store your files.</p> <p>When you connect your phone to your computer, this storage is accessible and you can copy files between them.</p> <p>When you do a factory reset, you can choose whether to keep or erase the storage contents.</p>
Storage card	<p>You can store your files such as photos, music, and videos to this removable storage.</p> <p>When you connect your phone to your computer, this storage is accessible and you can copy files between them.</p>

The default storage for your files, whether it's the **Phone storage** or your storage card, may vary from app to app. Some apps allow you to set the default storage.

Connecting your phone to a computer

Whenever you connect HTC Velocity 4G to a computer using the USB cable, the Choose a connection type screen opens and lets you choose the type of USB connection.

Select one of the following choices, and then tap **Done**:

Charge only	Select this option if you only want to charge the battery while connected to your computer.
Disk drive	Select this mode when you want to copy files between HTC Velocity 4G and your computer. When on Disk drive mode, you will not be able to use apps on HTC Velocity 4G that access the storage such as Camera.
HTC Sync	Select this option to synchronize contacts, calendar, and other information between your computer and HTC Velocity 4G.
USB tethering	When you do not have an Internet connection on your computer, you can select this mode to share the mobile data connection of HTC Velocity 4G with your computer.
Internet pass-through	If you don't have a data plan or you don't have access to a Wi-Fi network, you can select this mode to share your computer's Internet connection with HTC Velocity 4G.

Copying files to or from the phone storage or storage card


You can copy your music, photos, and other files to HTC Velocity 4G.

1. Connect HTC Velocity 4G to your computer using the supplied USB cable.
2. On the Choose a connection type screen, select **Disk drive**, and then tap **Done**. Your computer recognizes accessible storages on HTC Velocity 4G as removable disks.
3. Navigate to either the phone storage or storage card.
4. Copy the files from your computer to any of the removable disks, or vice versa.
5. After copying the files, unmount the removable disks (on the connected HTC Velocity 4G) as required by your computer's operating system to safely disconnect HTC Velocity 4G.

If you want to keep HTC Velocity 4G connected to the computer but want it to be able to access the phone storage or storage card, open the Notifications panel, tap **Disk drive**, select an option except **Disk drive**, and then tap **Done**.

Transferring contacts from your old phone

Easily transfer contacts from your old phone to HTC Velocity 4G through Bluetooth. Depending on your old phone's model, you may also transfer other types of data such as calendar events and text messages to HTC Velocity 4G.

1. From the Home screen, tap  > **Transfer**.
2. Tap **Next** to begin.
3. Choose your old phone's name and model.
4. On your old phone, turn Bluetooth on and set it to discoverable mode.
5. On HTC Velocity 4G, tap **Next** to continue. HTC Velocity 4G automatically turns Bluetooth on and searches for Bluetooth devices.
6. From the device list, choose your old phone and then tap **Next**. HTC Velocity 4G then tries to pair with your old phone. You'll see a security passkey on the screen.
7. On your old phone, enter this passkey or simply confirm it.
8. Select the **Contacts** check box (and other supported types of data you want to import), and then tap **Next**.
9. When HTC Velocity 4G finishes importing data, tap **Done**.

Copying and sharing text

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

Selecting text

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



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

Copying and pasting text

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

Sharing text

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

Printing

Connect HTC Velocity 4G to a supported printer and print out documents, email, meeting invitations, photos, and more.



- Both printer and HTC Velocity 4G must be turned on and connected to the same local network. Connect HTC Velocity 4G to the local network using Wi-Fi. To learn how to connect the printer to a local network, refer to your printer user guide.
- The local network must not be behind a firewall.

1. While in an app such as Internet, Mail, Calendar, or Polaris Office, open the item you want to print.
2. Press , and then tap **Print** (or **More > Print**).
3. On the Print screen, tap the printer you want to use.
4. If there's more than one page to print, set the page range that you want.



Tap **Advanced** to set the page size, print layout, and page orientation, and choose if you want to print in color or black and white.

5. Tap **Print**.

You can check the printing details by opening the Notifications panel, and then tapping the item you're printing.

Printing a photo

1. While in Gallery, open the photo you want to print.
2. Tap the photo. A menu appears.
3. Tap **More > Print** , and then tap the printer you want to use.
4. Tap **Print**.

You can check the printing details by opening the Notifications panel, and then tapping the item you're printing.

Adding a printer

If your printer does not show up in the list, you must add it.



The printer must be in the same Wi-Fi network that you are using.

1. From the Print screen, tap **Add printer**.
2. Enter the IP address of the printer that you want to add and choose a port. If you do not know the IP address of the printer, ask for help from your network administrator.

3. Tap **Next**, and then select the manufacturer and model of the printer.
4. Tap **Save**.

The printer appears on the list and you can tap it to print your photo or document.

Personalizing

Making HTC Velocity 4G truly yours

Make HTC Velocity 4G look and sound just the way you want it. Personalize it with a different wallpaper, skin, ringtone, and notification sound for events such as incoming text, email, and calendar reminders.

Press and hold on an empty space on your Home screen, and then choose what you want to customize.

Personalizing HTC Velocity 4G with scenes

HTC Velocity 4G becomes multiple phones in one when you use scenes. Scenes are personalized Home screen layouts that you can quickly apply. By switching between scenes, you instantly turn HTC Velocity 4G into your perfect weekend phone, travel phone, work phone, or pure play phone.



Everytime you add or modify something on the Home screen, HTC Velocity 4G automatically saves your changes to the current scene selected.


Using a preset scene

HTC Velocity 4G features preset scenes, each preconfigured with a different wallpaper and collection of widgets that reflect different moments in your life. You can choose a scene that is suitable for work, play, travel, or your social life.

1. Press and hold on an empty space on your Home screen to open the Personalize screen.
2. On the Display tab, tap **Scene**.
3. Slide your finger on the screen from right to left to select the scene you want.
4. Tap **Apply**.

Creating a new scene

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


1. Press and hold on an empty space on your Home screen to open the Personalize screen.
2. On the Display tab, tap **Scene**.
3. Press , and then tap **New**.

4. Enter a new scene name, then tap **Done**.
5. Personalize the scene by adding widgets and other elements, arranging the Home screen layout, and changing the skin or wallpaper. All of your changes will be automatically saved to this scene.

Renaming a scene

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

Deleting scenes

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

Changing your wallpaper

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

1. Press and hold on an empty space on your Home screen to open the Personalize screen.
2. On the Display tab, tap **Wallpaper**.
3. Tap one of the following:

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

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

Applying a new skin

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

1. Press and hold on an empty space on your Home screen to open the Personalize screen.
2. On the Display tab, tap **Skin**.
3. Slide your finger on the screen from right to left to select the skin you want.
4. Tap **Apply**.

Personalizing your Home screen with widgets

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

Adding a widget to your Home screen

1. Press and hold on an empty space on your Home screen to open the Personalize screen.
2. On the Add to home tab, tap **Widget**.
3. Select a widget that you want.
4. Most HTC widgets are available in a variety of designs and sizes to suit your needs. Slide your finger on the screen from right to left to view the different styles, and then tap **Select** to choose one.

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

Changing the settings of a widget

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

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



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


2. Customize the widget settings.

Adding apps and other shortcuts on your Home screen

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

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



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

Rearranging or removing widgets and icons on your Home screen

Moving a widget or icon


1. Press and hold the widget or icon you want to move.
2. Drag the widget or icon to a new location on the screen.



- You can pause at the left or right edge of the screen to drag the widget or icon onto another Home screen panel.
- When you drag an icon to a spot that's occupied by another icon, the occupant automatically moves away to give room.

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

Removing a widget or icon


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

Personalizing the launch bar

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

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



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

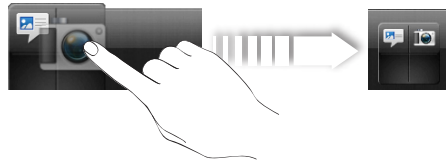


- You can also place shortcuts to settings or information on the launch bar. Add a shortcut first to the Home screen, and then drag it to the launch bar.
- The apps or shortcuts you see on the lock screen are the same as the ones on the launch bar.

Grouping apps into a folder

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

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



2. To add another app, press and hold and then drag it over to the folder. Repeat this process to add more apps.



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

Renaming a folder

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

Removing items from a folder

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

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

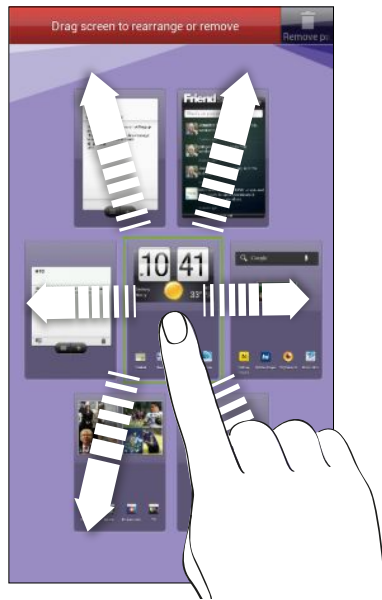
Rearranging the Home screen

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





The main Home screen is the panel that is bordered by a thin line in Leap view.

1. Pinch the Home screen to show the Leap view.
2. Press and hold the thumbnail of the home screen you want to move. HTC Velocity 4G then vibrates. Don't lift your finger just yet.
3. Drag the thumbnail to its new position, and then lift your finger.





Removing a Home screen panel

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

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

Adding back a Home screen panel

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

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

Personalizing with sound sets

Each sound set gives you a different combination of sounds for your ringtone and notifications such as incoming messages, email, calendar event reminders, and more. By switching between sound sets, you can instantly make HTC Velocity 4G ring or alert you with fun sounds when you're out with friends or change to subtle sounds while you're at work.

Choosing a preset sound set

1. Press and hold on an empty space on your Home screen to open the Personalize screen.
2. On the Sound tab, tap **Sound set**.
3. On the Sound sets screen, tap a sound set name.
4. You can tap ► to listen to the different sounds for that sound set.
5. Tap **Apply**.

Creating a sound set

1. Press and hold on an empty space on your Home screen to open the Personalize screen.
2. On the Sound tab, tap **Sound set**.
3. On the Sound sets screen, tap +.
4. Enter a new sound set name, and then tap **Done**.

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


Changing your ringtone, notifications, and sounds

1. Press and hold on an empty space on your Home screen to open the Personalize screen.
2. On the Sound tab, tap **Sound set**.
3. Choose a sound set you want to customize, or create a new one, and then tap **Apply**.
4. Change the ringtone, notification sound, and alarm from the Personalize screen.

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

HTC Velocity 4G automatically saves your choices to the current sound set.

Deleting sound sets

1. Press and hold on an empty space on your Home screen to open the Personalize screen.
2. On the Sound tab, tap **Sound set**.
3. Press , and then tap **Delete**.
4. Select one or more sound sets you want to delete.
5. Tap **Delete**.

Rearranging application tabs

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

1. Open an app that has the usual tabs at the bottom of its screen.
2. Press and hold the current tab until the screen changes and shows a message about rearranging tabs.
3. You can:
 - Change the order of the tabs. Press and hold a tab, and then drag it to its new position.
 - Drag a tab into or out of the bottom row to add or remove it.



4. When you're done, press .

Customizing the lock screen style

Choose from a selection of lock screen backgrounds.

1. Press and hold on an empty space on your Home screen to open the Personalize screen.
2. On the Display tab, tap **Lock screen style**.
3. Slide your finger left or right to choose a lock screen style.
4. Tap the lock screen style to see a preview. If you want to further customize it, tap **Settings**.
5. Tap **Apply**.




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


Phone calls

Making a call with Smart dial

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

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



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

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




Using Speed dial

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




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

Assigning a speed dial key

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



You can also set a speed dial key in People. Tap a contact, press , and then select **Set speed dial** (or **More** > **Set speed dial**).

Calling a phone number in a text message

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



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

Calling a phone number in an email


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

Calling a phone number in a Calendar event

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

Making an emergency call

In some regions, you can make emergency calls from HTC Velocity 4G even if you don't have a SIM card installed or your SIM card has been blocked.

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

Receiving calls


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



You can use the polite ringer and pocket mode features for receiving calls. To find out how, see [Changing sound settings](#) on page 164.


Answering a call

Do one of the following:

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

Rejecting a call

Do one of the following:

- If the display is locked when you get a call, drag  to the Lock screen ring.
- If the display is on when you get a call, tap **Decline**.
- Press the POWER button twice to reject a call.

Muting the ringing sound without rejecting the call

Do one of the following:

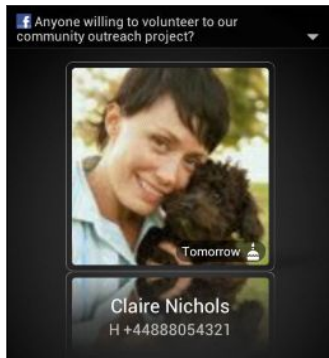
- Press the VOLUME DOWN or VOLUME UP button.
- Press the POWER button.
- Place HTC Velocity 4G face down on a level surface.



If HTC Velocity 4G is already facing down, it will still ring when there are subsequent incoming calls.

Look who's calling



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



What can I do during a call?

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

Putting a call on hold

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

To resume the call, press  and then tap **Unhold**.

Switching between calls

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

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



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

Turning the speakerphone on during a call



To decrease potential damage to your hearing, do not hold HTC Velocity 4G to your ear when the speakerphone is on.

Do one of the following:

- Flip HTC Velocity 4G over during a call (be sure that **Flip for speaker** is selected in > > **Settings** > **Sound**).
- On the call screen, tap .

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

To turn the speakerphone off, just flip HTC Velocity 4G over again, facing it up. Or tap again.

Muting the microphone during a call

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

Ending a call

Do one of the following to end the call:

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






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

Setting up a conference call

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



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

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

To end the call with a participant, tap  and then tap **Finish call** on the options menu.

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



Internet calls

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



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


Adding an Internet calling account

1. From the Home screen, press , and then tap **Settings > Call**.
2. Under Internet call settings, tap **Accounts**.
3. Tap **Add account**.
4. Enter your account details.
5. Press  to save your account.
6. To set HTC Velocity 4G to receive Internet calls on your added account, tap the **Receive incoming calls** check box.

Making an Internet call

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

Call any of the following:

Internet calling account	<ul style="list-style-type: none"> ▪ In People, tap a contact who has an Internet calling account, and then tap Internet call. ▪ In Call History, tap an Internet call log.
Phone number	First, enable Internet calling for your outgoing calls. From the Home screen, press  , and then tap Settings > Call . Tap Use Internet calling , and then select either For all calls when data network is available or Ask for each call .

Call history




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

Returning a missed call

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

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

Checking calls in the Call History


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

Adding a new phone number to your contacts from Call History

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

Clearing the Call History list

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


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

Home dialing

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


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

Changing the default country code for Home dialing

1. From the Home screen, press , and then tap **Settings**.
2. Tap **Call > Phone settings > Home dialing settings**.
3. Choose the country that you want from the country code dropdown list.
4. Tap **OK**.

Turning off Home dialing

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

1. From the Home screen, press , and then tap **Settings > Call > Phone settings**.
2. Clear the **Home dialing** check box.

Call services

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



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

Messages


About the Messages app

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

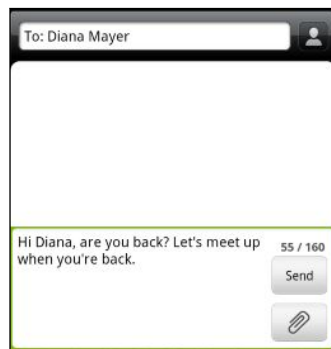
Sending a text message (SMS)

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



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

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




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








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

Sending a multimedia message (MMS)







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



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



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

Creating a slideshow


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

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


If only phone numbers are showing up when you're entering a contact name, go to the Messages settings to enable displaying email addresses.

1. If you've created a new message, press  first to return to the All messages screen.
2. Press , and then tap **Settings** > **General**.
3. Select the **Show email address** check box.

Resuming a draft message

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

Checking your messages

Depending on your notification settings, HTC Velocity 4G plays a sound, vibrates, or displays the message briefly in the status bar when you receive a new message. A new message icon  is also displayed in the status bar.

To open and read the message, you can:

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

Viewing and saving an attachment from a multimedia message

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



When **Auto-retrieve** in MMS settings is disabled, only the message header is downloaded. To download the entire message, tap the **Download** button.

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

Saving a text message in the Tasks app

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

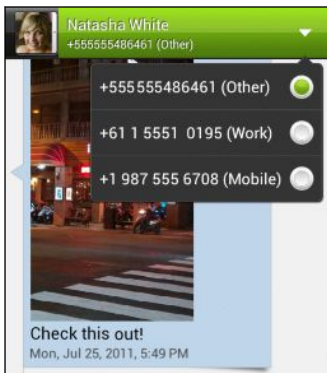
1. On the All messages screen, tap a contact (or phone number) to display the exchange of messages with that contact.
2. Tap the message you want to save, and then tap **Save as task**.
3. Enter a task title and other details.
4. Tap **Save**.

Replying to a message

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

Replying to another phone number of the contact

When a contact has multiple phone numbers stored on HTC Velocity 4G, you'll see the particular phone number used below the contact's name.



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


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

Forwarding a message

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

WAP push messages



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

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

Opening and reading a new WAP push message

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

Viewing all your WAP push messages

1. From the Home screen, tap  > **Messages**.
2. Press , and then tap **Push messages**.




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


Managing message conversations

Locking a message

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

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

Copying a text message to your SIM card


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

Deleting a single message

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

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

Deleting several messages within a conversation

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



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


Deleting a conversation

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





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

Deleting several conversations



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

Backing up your text messages

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

Importing text messages

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

1. From the Home screen, tap  > **Messages**.
2. Press , and then tap **Back up SMS > Restore SMS**.

3. Tap the backup file to import.
4. Tap OK.

Setting message options

Access and change the settings of the Messages app. You can enable pop-up message notifications, add a signature to your messages, edit your MMS options, and more.




On the All messages screen, press  and then tap **Settings**.

Search and Web browser


Searching HTC Velocity 4G and the Web

You can search for information on HTC Velocity 4G and on the Web by using Google Search. Some apps, such as People or Mail, have their own search function, which you can use to search only within those apps.



Setting search options

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


Performing searches on the Web and HTC Velocity 4G

1. From the Home screen, press .
2. In the search box, enter the words you want to search for. As you type, matching items on HTC Velocity 4G and suggestions from Google web search are shown as a list.
3. If what you're searching for is in the list of suggestions, tap the item to open it in its compatible app.




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

Browsing the Web

1. From the Home screen, tap  > **Internet**.
2. Tap the URL box on top of the screen.



3. Enter your search keywords or a webpage address.
4. On the webpage, you can:
 - Tap a link to open it, or press and hold a link to see more options.
 - Tap an email address to send a message to the email address.




While browsing the Web, press  to quickly show the URL box and status bar.

Opening a new browser window

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

1. While viewing a webpage, press  and then tap **Windows**.
2. Tap . A new browser window opens.


Switching between browser windows

1. While viewing a webpage, press , and then tap **Windows**.
2. Slide your finger until the webpage you want to view appears.



3. Tap a webpage to display it in full screen.




Tap  to close a webpage.

Viewing the full version of a website



While viewing a webpage, press , and then select the **Request desktop site** check box.

Private browsing

You can use incognito windows to browse the Web with more privacy than in normal browser windows. When you're browsing incognito, your regular browser cookies are not shared but deleted when you close all incognito windows. Pages you view in incognito also won't appear in your browser history except for files you download.

From the browser screen, press , and then tap **New incognito tab**. A new window opens with some information about going incognito.



You can also open a new incognito window when you press , and then tap **Windows** > .


Downloading files and apps

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




Files and apps downloaded from the Web can be from unknown sources. To protect HTC Velocity 4G and your personal data, we strongly recommend that you download and open only the files you trust.

1. Open your web browser, then go to the website where you can download the file you want.
2. Follow the website's download instructions.

Before you can install the downloaded app, you need to set HTC Velocity 4G to allow installation of third-party apps. From the Home screen, press , then tap **Settings** > **Security** > **Unknown sources**.

Viewing your downloads

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

Viewing bookmarks and previously visited pages

You can store as many bookmarks as you want on HTC Velocity 4G. You can also access a convenient list of the sites you have visited, or quickly view the pages that you access most often.

Bookmarking a webpage



1. While viewing a webpage, press , and then tap **Add**.




You cannot create bookmarks while you're on an incognito browser screen.

2. Tap **Add bookmark**.
3. Edit the bookmark name if needed, and then tap **Done**.




Opening a bookmark

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





If you have set up Google Chrome™ sync on your Google Account, press , and then tap **Accounts list** to view your synced bookmarks.


Editing a bookmark

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




Viewing a previously visited page

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





You can also press and hold  to quickly see your web history.




Clearing the list of previously visited pages

1. While viewing a webpage, press , and then tap **Bookmarks**.
2. On the History tab , press , and then tap **Clear all**.





Viewing a page that you often visit

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

Clearing the list of most visited pages

1. While viewing a webpage, press , and then tap **Bookmarks**.
2. On the Most visited tab , press , and then tap **Clear all**.

Changing the view of bookmarks or most visited pages


1. While viewing a webpage, press , and then tap **Bookmarks**.
2. On the Bookmarks tab  or the Most visited tab , press .
3. Toggle between **Thumbnails** and **List** views.

Syncing your bookmarks with Google Chrome

Create bookmarks from your computer's Google Chrome browser and sync them on HTC Velocity 4G. For more information about Google Chrome, visit <http://support.google.com/chrome>.



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


1. From the Home screen, press , and then tap **Settings > Account & sync**.
2. Tap your Google Account.
3. Select the **Sync Internet** check box.
4. Tap **Sync now**.

Setting browser options

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

From the browser screen, press , and then tap **Settings**.

Setting your homepage


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


Choosing when to show Adobe Flash content

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



- You first need to download and install the Adobe Flash software from Android Market™.
- You need to download again and reinstall it if you updated HTC Velocity 4G with the latest Android™ version.


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

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

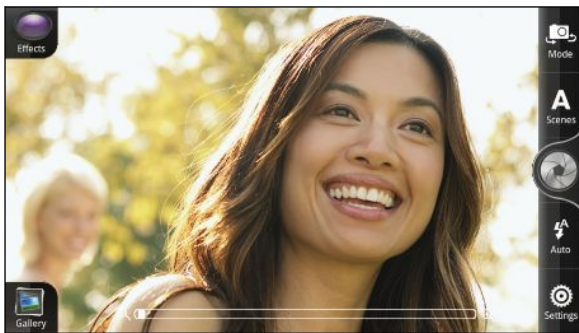
Camera



Camera basics

Whether traveling for business or fun, enjoy taking photos and videos of your trip and encounters with HTC Velocity 4G.

To open the camera, tap  from the Home screen, and then tap **Camera**.

You'll find the following onscreen controls and indicators on the Viewfinder screen:



- The auto focus indicator  tells you where the focus is on the shot.
- The shake detection indicator  shows up when you're taking photos in low-light conditions.
- Use the onscreen controls to switch between photo and video modes, add effects, zoom in or out of your subject, and more.

Before capturing

Zooming

Before taking a photo or video, you can first use the onscreen zoom bar to zoom in or out of your subject.

Simply slide your finger on the zoom bar to zoom in or out.


When you're recording video, the zoom bar is always onscreen. You can freely zoom in or out while recording.

Auto focusing

Whenever you point the camera at a different subject or location, the Viewfinder screen displays the auto focus indicator.

Let the camera auto focus on the center of the screen. Or you can tap another area on the screen that you want to focus on.

Switching between the front and rear camera


1. On the Viewfinder screen, tap .
2. Tap the **Front/Main** slider to switch between the two cameras.





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

Choosing an effect

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

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


Setting the resolution

- In photo mode, tap  > **Resolution**, and then choose a size you want.
- In video mode, tap , and then choose a resolution.

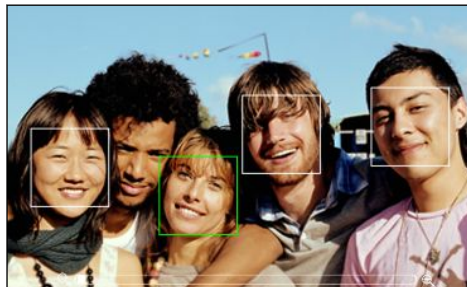
Choosing a flash mode

Tap the flash button repeatedly to choose a flash mode depending on your lighting conditions.


Taking a photo

1. From the Home screen, tap  > **Camera**.
2. Point the camera and focus on your subject.




If you're taking a photo of a group of people, the camera will automatically recognize faces and adjust the focus. You'll see boxes on people's faces.



Make sure the **Auto focus** and **Face detection** check boxes are selected in the camera settings.

3. When you're ready to take the photo, tap .
4. Choose what to do with the photo, such as share, set as wallpaper, and more.

Recording video

1. From the Home screen, tap  > **Camera**.
2. On the Viewfinder screen, tap **Mode** and then tap the Photo/Video slider to select **Video**.
3. Frame your subject on the Viewfinder screen.
4. Tap  to start recording.
5. While recording, you can:
 - Freely zoom in or out.
 - Change focus to a different subject or area by just tapping it on the Viewfinder screen.
 - Tap the flash button to switch the camera light on or off.
6. To stop recording, tap  again.
7. Choose what to do with the video, such as share, trim, play, and more.

Camera scenes

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

Improving people shots

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

While on the Viewfinder screen, just tap **Scenes > Portrait**.

Taking a panoramic photo



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

1. While on the Viewfinder screen, tap **Scenes > Panorama**.



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

2. Point the camera and focus on your subject.

3. When you're ready to take the first shot, tap . A message then appears, guiding you on what direction you should move to take the next shot. As you move, directional arrows appear.
4. Using the directional arrows, dotted line, and circles onscreen as your guidance, pan left or right in landscape view (or pan up or down in portrait view). When the ring reaches and centers on the next circle, the camera automatically takes the shot.
5. Do the same thing to take the last shot, or tap  to stop capturing anytime.

The camera stitches your shots into a single photo.


Taking continuous camera shots

Is your subject in motion? Use burst mode to take consecutive shots.

1. While on the Viewfinder screen, tap **Scenes > Action burst**.



Flash is disabled when you're in this mode.

2. Point the camera and focus on your subject.
3. When you're ready to take the photo, tap .

The camera will take five consecutive shots of your subject.


Taking a high dynamic range (HDR) photo

Take photos like a pro with HDR imaging. When enabled, HTC Velocity 4G renders both the bright and dark areas of your subject. The result: better photos with the right image intensity and contrast levels.


1. While on the Viewfinder screen, tap **Scenes > Backlight HDR**.



Flash is disabled when you're in this mode.

2. Point the camera and focus on your subject.
3. When you're ready to take the photo, tap . The camera will then process the photo against different light exposure levels to enhance it.

Changing camera settings

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

Photos, videos, and music

Gallery


About the Gallery app

Reminisce on good times. Use Gallery to view all your photos and videos that are on HTC Velocity 4G or your online albums.

You can even:

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

Viewing photos and videos


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



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

Starting a photo slideshow


1. Tap a photo album.
2. Tap **More > Slideshow**.

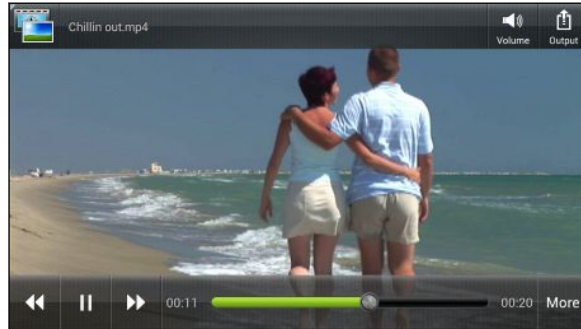
During the slideshow, tap the screen to show the controls. Tap  to set slideshow preferences.

Watching a video

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



Tap  to share the video on your home network.



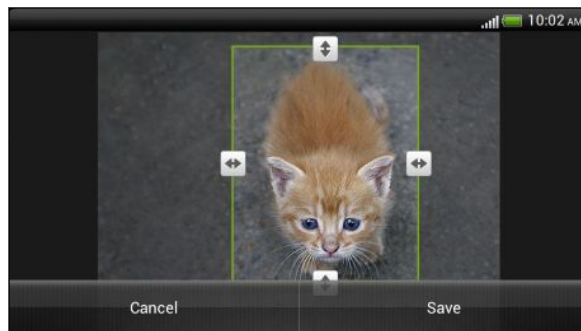
Editing your photos and videos

Rotating a photo

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

Cropping a photo


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



4. Tap **Save**.

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

Adding photo effects

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

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


Trimming a video

Remove unwanted scenes from a video you recorded on HTC Velocity 4G.

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



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

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

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

Viewing photos in your social networks

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



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

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



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

Sending your photos and videos

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

Sending photos or videos by email

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

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




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

Sending a photo or video by MMS

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

Sending photos or videos using Bluetooth

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

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

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

Sharing your photos and videos on the Web

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




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

Sharing photos or videos on Facebook



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

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




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

6. Tap **Done**.

Sharing photos and videos on Flickr



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

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

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





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

6. Tap **Done**.

Sharing photos on Picasa




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

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

Sharing videos on YouTube

Upload your videos to YouTube and become an instant sensation.



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

Music

Browsing music in the library



You need to copy music files to HTC Velocity 4G first to use the Music app to play music.




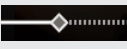



1. From the Home screen, tap  > **Music**.
2. Tap  to browse a category, such as **Artists** or **Albums**.

Listening to music


Enjoy listening to songs and music on HTC Velocity 4G using the Music app.

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




	Browse and purchase music.
	Go to the library.
	Switch between the player mode or the queue list. You can rearrange songs while in the queue list.
	Press and drag your finger across the progress bar to jump to any part of the song.
	Show options for adding the song to a playlist, sharing the song, and more.
	Turn shuffle on or off. (Shuffle is off when button is gray.)
	Cycle through the repeat modes: repeat all songs, repeat current song, and don't repeat.

Finding music videos on YouTube

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

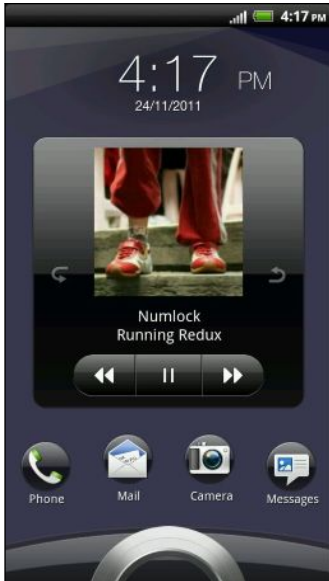
Updating album covers

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

Playing music from the Lock screen

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






If you don't see the playback controls on the Lock screen, swipe your finger from left to right on the box onscreen.





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

Creating a playlist

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

1. From the Home screen, tap  > Music.
2. Tap  > Playlists.
3. Tap .
4. Enter a playlist name.
5. To add songs, tap .
6. Tap  to choose a category, and then browse for songs.
7. Select the check boxes of songs you want to add to the playlist and then tap Add.
8. Tap Save.




Playing the songs in a playlist




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

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

Managing playlists




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

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

Add songs	<ul style="list-style-type: none">1. Tap .2. Tap  to choose a category, and then browse for songs.3. Select the check boxes of songs you want to add to the playlist and then tap Add.
Rearrange songs	Press and hold  at the end of the song title you want to move. When the row is highlighted, drag it to its new position, then release.
Delete songs	Select the check boxes of songs you want to remove from the playlist.
Change playlist name	Type the new name of the playlist in the title text box.


- 4. Tap **Save**.


Deleting playlists

- 1. From the Home screen, tap  > **Music**.
- 2. Tap  > **Playlists**.
- 3. Press  and then tap **Delete playlists**.
- 4. Select the playlists to delete and then tap **Delete**.

Setting a song as a ringtone





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

- 1. From the Home screen, tap  > **Music**.
- 2. Select and play the song that you want to set as a ringtone.


3. On the Now playing screen, press  and then tap **Set as ringtone** (or **More > Set as ringtone**) .
4. Tap **Phone ringtone** or **Contact ringtone**. If you select **Contact ringtone**, choose the contacts you want to associate the ringtone with.

Trimming an MP3 ringtone

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



1. On the Now playing screen, press  and then tap **Set as ringtone > Trim the ringtone**.
2. Drag the trim sliders  to the part where you want the ringtone to begin and end.
For a more precise trimming, tap the left or right arrow buttons  . Time markers indicate where you are on the song.
3. When you're done trimming, tap **Set as**.
4. Choose whether to set your trimmed song as your **Phone ringtone** or **Contact ringtone**.



From the Home screen, when you press  and then tap **Settings > Sound > Phone ringtone**, you'll see your trimmed song in the ringtone list.

Sharing music using Bluetooth

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

1. From the Home screen, tap  > **Music**.
2. Select and play the song that you want to send.
3. On the Now playing screen, press  and then tap **Share > Share file > Bluetooth**.

You'll be asked to turn on Bluetooth on HTC Velocity 4G and connect to the receiving Bluetooth device so the music can be sent.

Connected Media

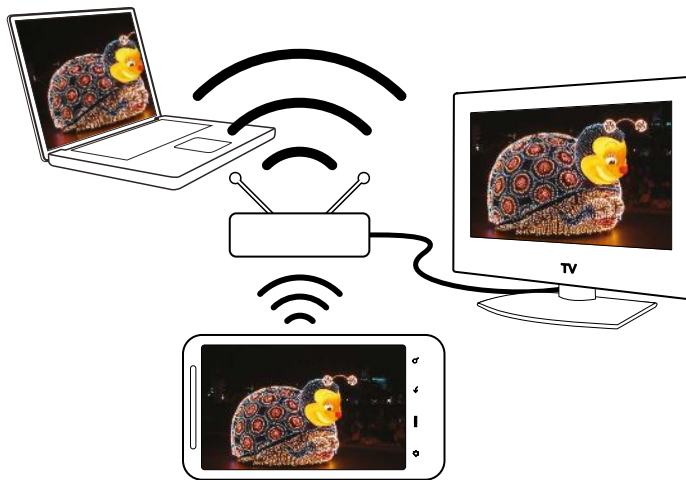
Sharing media on your home network

Share photos, videos, and music with a bigger circle of friends on your home network. Simply connect your phone to the network and instantly show your captured photos and videos on a big TV, or start streaming your favorite music tracks on a hi-fi audio system — all via DLNA®. For more information about DLNA, visit www.dlna.org.



Before you share media on your home network:

- Connect your phone to the network via Wi-Fi.
- Connect the TV or audio system to the network. Consult your TV or audio system manual on how to do this.



1. Open the Gallery or Music app.
2. Locate the media that you want to share, and then tap it.
3. While viewing the photo or playing the video, tap the screen to show the controls, and then tap . Or if you're playing music, press and then tap **Output**.
4. Choose the device on your network where you want to play the media.
5. Once connected to the other device, tap the onscreen controls to control playback, adjust the volume, and more.
6. To stop sharing media and disconnect from the other device, tap .



While playing media on another device, you can press and do other things on HTC Velocity 4G.

HTC services

HTC Watch

About HTC Watch

With the HTC Watch™ online video service, get a glimpse of the latest movie trailers and enjoy watching Hollywood blockbusters or TV shows.

Create your HTC Watch account so you can:

- Rent or purchase videos such as movies and TV shows online.
- Recommend videos instantly to your family and friends.
- Watch your purchased videos on up to five HTC devices that have access to HTC Watch using your same account.



Initially, you may be able to watch movie trailers only. Rental and purchasing services will gradually be available worldwide. Please stay tuned.

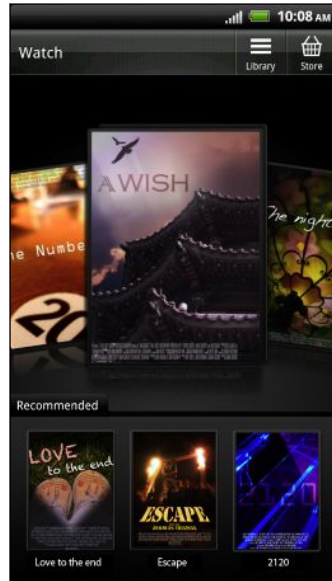
Creating or signing in to your HTC Watch account

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

Watching movies and TV shows

Using the Watch app, you can watch the preloaded content and movies or TV shows you've downloaded from the HTC Watch store.

1. From the Home screen, tap  > Watch.



2. Swipe left or right across the screen to browse through the videos, and then tap one to watch it.










Tap **Recommended** to check what recent releases or TV shows are available in the store.

Renting or purchasing a video



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


1. From the Home screen, tap  > Watch.
2. Tap .
3. Browse the video store, or press  and search for a title.
4. Tap a video to view its synopsis.
5. While viewing the synopsis of a video, you can:
 - Watch the trailer, if available. Tap  to play it.
 - Recommend the video by sharing its link. Tap  and then choose how you want to share.
6. Tap  to rent or  to purchase the video.
7. If this is your first time to rent or purchase, add your credit card details and billing information.

8. Confirm your rental or purchase.
9. Tap **Download**.


You can go to your library to check your downloads.

Managing your downloads

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

1. From the Watch main screen, tap  to access your library.
2. You can:
 - Tap the **Progress** tab, and then tap a video to start watching it.
 - Tap the **All videos** tab to check what videos you've rented or purchased.
You can also pause a download, resume it, or redownload a video.

Changing settings

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

Checking what's linked to your HTC Watch account

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

1. In the Watch app, press , and then tap **Settings**.
2. Tap **Device management**.



Tap **Remove device** if you want to unlink and remove an HTC device from your account.

Switching to a video store in another region

When you travel to a different region, you can make the Watch app redetect your location so you can rent or purchase videos in that region's HTC Watch store.

1. In the Watch app, press , and then tap **Settings**.
2. Tap **Re-check store region**.

Deleting your HTC Watch account

1. In the Watch app, press , and then tap **Settings**.
2. Tap **Account > Remove account**.

Top questions on HTC Watch

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

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

How long is the rental period of a video?

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

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


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

Removal is available once every 120 days when you've already reached the maximum of five HTC devices in your account.

Accounts and sync

What online accounts can you sync with?

HTC Velocity 4G can sync with popular online social networking and email accounts.


To check what accounts you can sync with, on the Home screen, press , and then tap **Settings > Account & sync**.

Syncing with a Google Account

Sign in to your Google Account to see your Gmail, contacts, and calendars on your HTC Velocity 4G. You also need to sign in to a Google Account to use most Google apps.

Adding more Google Accounts

You can add more than one Google Account. However, you can only back up the phone settings of one Google Account you sign in to to Google servers. Also, most Google apps and services use the first Google Account you signed in to but may give you the option to use the other Google Accounts you added.


1. From the Home screen, press , and then tap **Settings > Account & sync**.
2. Tap **Add account > Google**.
3. Follow the onscreen instructions to sign in to an account or create a new account.

Forgot your Google Account password?

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


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

Adding a social network account


1. From the Home screen, press , and then tap **Settings > Account & sync**.
2. Tap **Add account**.
3. Tap the account type you want to add.
4. Follow the onscreen instructions to enter the account information.

Managing your online accounts


Changing sync settings

1. From the Home screen, press , and then tap **Settings > Account & sync**.
2. On top of the screen, drag the slider to turn on or off automatic sync.

Syncing an account manually


1. From the Home screen, press , and then tap **Settings > Account & sync**.
2. Tap the account you want to sync.
3. Tap **Sync now**.

Managing synced account settings

1. From the Home screen, press , and then tap **Settings > Account & sync**.
2. Tap the account that you want to update.
3. Tap the item you want to sync or edit.

Removing an account

You can remove an account to delete all information associated with it from HTC Velocity 4G. Removing an account does not delete information from the online service itself.

1. From the Home screen, press , and then tap **Settings > Account & sync**.
2. Tap the account that you want to remove.
3. Tap **Remove account**.

People

About the People app


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

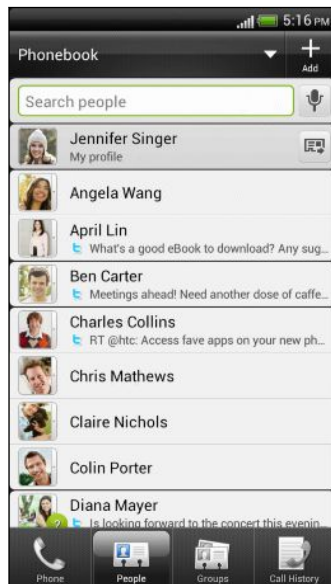
And, if you have the same contacts from different sources, you can merge their contact information so you won't have duplicate entries.

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

Your contacts list

The People app lists all contacts stored on HTC Velocity 4G and from the online accounts you're logged in to.

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



You can:

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

Filtering your contacts list

Choose which account contacts to show.

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



To set more contact sorting options, press ☰ and then tap **Settings**.

Setting up your profile

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

1. On the People tab, tap your name or email address, and then tap **Edit my contact card**.



If you're not logged in to your online accounts, tap **Me**, and then choose whether to link your profile to an existing contact entry that already contains your personal information or edit your profile.

2. Enter or edit your name and contact details.
3. Tap 📷 to change your picture.
4. Tap **Save**.

What you can see on your profile

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



Details

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



Updates

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



Gallery

Shows your social network albums and photos.

Importing contacts from your SIM card


1. On the People tab, press ☰.
2. Tap **Import/Export > Import from SIM card**.

3. If you have a Google or Exchange ActiveSync account, tap the type for the imported contacts.
4. Select the contacts you want to import.
5. Tap **Save**.

Adding a new contact

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



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

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




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


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

Setting contact search options

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

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


Importing a contact from an Exchange ActiveSync account

1. On the People tab, enter the contact's name or email address in the search box.
2. Tap .
3. Tap the name of the contact you want copied to HTC Velocity 4G.
4. Tap **Save to People**.

Merging contact information




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

Accepting matched contacts suggestions



When HTC Velocity 4G finds contacts that can be merged, you'll see a link icon  in the notifications area of the status bar.

1. Slide the Notifications panel down, and then tap **Matched contacts suggestion**. You'll see a list of suggested contacts to merge.
2. Choose the contacts you want to merge.
3. Tap OK.


Manually merging contact information

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

Breaking the link


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

Backing up your contacts to the storage card

1. On the People tab, press .
2. Tap **Import/Export > Export to SD card** (or **More > Import/Export > Export to SD card**).
3. Select an account or type of contacts to export.
4. Tap OK.

Importing contacts from the storage card





You can only import contacts that were exported to the storage card using the **Export to SD card** feature.

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

Contact information and conversations

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

The contact details screen has the following tabs:

	Details Shows the information you've stored for the contact. Get in touch with the contact by tapping an option.
	Thread Shows SMS messages and emails you've received from the contact. It also lists all your incoming, outgoing, and missed calls to and from the contact. From this tab, you can reply to a message, send an email, or call the contact.
	Updates Shows the contact's updates and events from social network accounts. If you see a notification of the contact's birthday under the Events section, you can tap the notification and choose how you want to greet your contact.
	Gallery Shows the linked contact's albums and photos.

Editing a contact's information


1. On the People tab, press and hold the contact, and then tap **Edit contact**.



Facebook and Twitter™ contacts cannot be edited.

2. Enter the new information.
3. Tap **Save**.

Deleting contacts

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


Sending contact information

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


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

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

Sending multiple contact cards

1. On the People tab, press .
2. Tap **Send contacts**.
3. Select the contacts whose contact information you want to share.
4. Tap **Send**.



If you can't see the **Send** while the onscreen keyboard is open, press  to close the keyboard.

5. Choose how you want to send the contact cards.

Contact groups


Assign contacts to groups so you can easily send a message or email to a whole group. You can also sync groups on HTC Velocity 4G with the groups in your Google Account, accessible via your computer's web browser. We've also added the Frequent group as a special group type that automatically stores the contacts you dial or get calls from the most.

Creating a group

1. On the Groups tab, tap **+**.
2. Enter a name for the group.
3. Tap **+**.
4. Select the contacts you want to add.



If your contacts list is long, use the search bar to search for contacts quickly, or press **←** to hide the onscreen keyboard.

5. Tap **Save**.
6. Tap  to select a photo for the group.
7. Tap **Save**.

Editing a contact group

1. On the Groups tab, press and hold the group, and then tap **Edit group**.
2. You can:
 - Tap the group name to change the name. You can only change the name for groups that you have created.
 - Tap the icon to the left of the group name to change or remove the group photo.
 - Tap **+** to add contacts to the group.
 - Tap the box beside a contact to remove from the group.
3. Tap **Save**.



Sending a message or email to a group





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

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

Rearranging your contact groups

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

Rearranging the members of a contact group


1. On the Groups tab, tap the group to see its members.
2. Press .
3. Tap **Edit groups**.
4. Press and hold  at the end of the contact's name you want to move, and then drag it to its new position.
5. Tap **Save**.

Deleting groups




You can only delete groups that you have created.

On the Groups tab, you can:

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

Adding People widgets


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

1. From the Home screen, press , and then tap **Personalize**.
2. On the Add to home tab, tap **Widget > People**.
3. Choose the widget style, and then tap **Select**.
4. Select the group you want to add as a widget.
5. Repeat the above steps to add another People widget.

Setting the default communication method

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

1. On the Home screen, go to the People widget.
2. Tap a contact's name (not the photo) on the widget.

3. Tap **Set default action**.
4. Tap the communication method you want for the contact.
5. Press .



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

Getting in touch with a contact

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

Social

Facebook for HTC Sense

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

With Facebook for HTC Sense, you can:

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

Twitter for HTC Sense

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

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



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

About Friend Stream

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

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

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

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

When you tap someone's photo or name, you can:

- Check the person's profile details.
- Check the person's posted tweets.

Tap ▼ to display posts from a particular social network.

Slide to the other tabs to see more options. You can press ☰, and then tap **Settings > Edit tabs** to customize the Friend Stream tabs.

Checking notifications from your social networks

Slide to the Notifications tab to easily see a single feed of your notifications from different social networks.

Updating your status in Friend Stream

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

Enjoying Facebook in Friend Stream

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

Posting a message on a friend's Facebook wall

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

Commenting on and liking Facebook posts

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


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

Checking in to a place





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






- You must be signed in to Facebook for HTC Sense to use this feature in Friend Stream.
- In order to find your location, you also need to enable location sources in **Settings > Location**.

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


Tweeting in Friend Stream

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

Searching for Twitter users to follow


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

Unfollowing a Twitter user

1. On the All tweets tab, tap the Twitter user you want to stop following.
2. Press , and then tap **Unfollow**.

Sending a direct message

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



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

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

Replying to or retweeting a tweet

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

Using Facebook chat

1. From the Home screen, tap  > **Fb Chat**.
2. Do any of the following:
 - Tap the name of a friend to continue the conversation.
 - Tap the photo of a friend to view the person's Facebook profile, wall, and uploads.
 - Tap the History tab to view a list of previous conversations. The number on the tab icon shows how many messages are unread.
 - Press , and then tap **Settings** to choose to hide offline friends and select notification settings.

Chatting in Google Talk

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

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




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

Using Google+

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

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



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

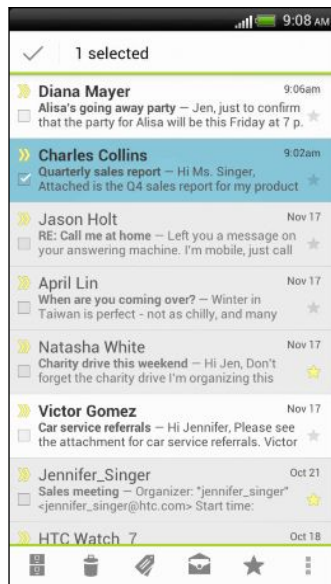
Email

Gmail

Viewing your Gmail Inbox

All your received email messages are delivered to your Inbox.

From the Home screen, tap  > Gmail.



Archive, delete or label multiple conversations

Tap the check box before the email message or conversation. Then tap the onscreen buttons at the bottom to choose what to do with the selected messages or conversations.

Display drafts, sent messages, and other labels

Tap **Inbox** at the top bar and then tap another label (such as **Sent**, **Drafts**, or your created label) to view its messages and conversations.

Switch to your other Gmail account

Tap **Inbox** at the top bar, and then tap the account you want to switch to.

Sending an email message in Gmail


1. In the Gmail inbox, tap .





If you've set up multiple Google Accounts on HTC Velocity 4G, choose which account to use.



2. Fill in one or more recipients.



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

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

Replying to or forwarding email messages in Gmail

1. In the Gmail inbox, tap the email message or conversation.
2. To reply to the sender, tap . Or, tap  and choose whether to **Reply all** or **Forward**.
3. Do one of the following:
 - If you selected **Reply** or **Reply all**, enter your reply message.
 - If you selected **Forward**, specify the message recipients.



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



4. Tap  to send.

Getting help

To find out more about using Gmail, press , and then tap **Help**.

Mail

Adding a POP3/IMAP email account

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



If the account type you want to set up is not in the internal database, you'll be asked to enter more details.



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

Adding a Microsoft Exchange ActiveSync account

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



Add up to 15 Exchange ActiveSync accounts on HTC Velocity 4G.

1. From the Home screen, tap  > **Mail**.
2. Do one of the following:
 - If this is your first time to add an email account in Mail, tap **Microsoft Exchange ActiveSync** on the Choose a mail provider screen.
 - If you've already added an email account in Mail, press , and then tap **New account**. If the Choose a mail provider screen is displayed, tap **Microsoft Exchange ActiveSync**.
3. Enter the Exchange ActiveSync account details, and then tap **Next**.



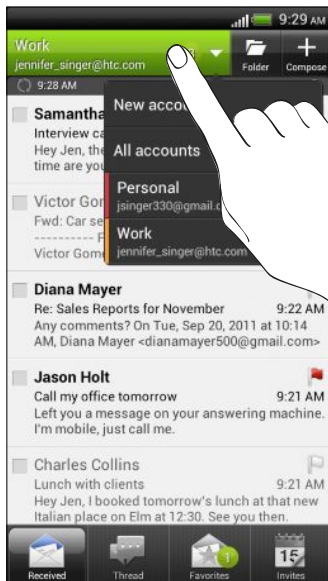
If your corporate Exchange Server does not support auto-detect, you'll need to enter your Exchange Server settings. Ask your Exchange Server administrator for details.

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

Checking your Mail inbox

When you open the Mail app, it displays the inbox of one of your email accounts that you've set up on HTC Velocity 4G.

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



Viewing the unified inbox of all your email accounts

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

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











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

Switching between different views of your inbox



Do you have lots of email messages? There are more ways than one to view your inbox.

Tap one of the following tabs:

	Received Displays email messages as individual items.
	Thread Displays email messages as conversations, grouped according to the subject line. Tap a subject in the list to show the email conversation.
	Favorites Displays all email messages from a contact group. To choose which contact group to display, press  , tap View , and then select a group.
	Unread Displays unread messages.
	Marked (Exchange ActiveSync only) Displays all flagged messages.
	Invites or Meeting invitations (Exchange ActiveSync only) Displays meeting invitations which you have not yet accepted or declined.
	Attached Displays all messages that have attachments.


Manually refreshing an email account

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

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

Sorting email messages



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

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



To quickly scroll through the message list, press and hold two fingers on any email message, and then drag upward or downward.

Sending an email message


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



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


5. Enter the subject, and then compose your message.
6. To add an attachment, tap **Attach** and then choose what you want.




Writing a high priority email message? Press  > **Set priority**.

7. Tap **Send**, or to send it later, tap **Save as draft**.


Resuming a draft email message

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

Reading and replying to an email message


1. From the Home screen, tap  > **Mail**.
2. Switch to the email account you want to use.
3. On the email account inbox, tap the email message you want to read.
4. Choose an action on the bottom of the screen for your email.



Press  to see options for deleting the email message or marking it as unread.

Where are my unread email messages?

The Unread tab contains all your unread email messages. Add it if it does not appear on your screen.



1. Press and hold a tab. When the screen changes and shows you the area where you can rearrange icons, lift your finger.
2. Press and hold the Unread tab, and then drag it to its new position.
3. Press , and then tap the Unread tab.

Saving an email message in the Tasks app

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

1. Press and hold the email message, and then tap **Save as task**.
2. On the New Task screen, enter a name for the task.
3. Enter other task details, and then tap **Save**.

Searching and filtering email messages

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

Tap a result to open the email message.

Searching for emails from a contact

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


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

Working with Exchange ActiveSync email


Flagging an email

While viewing the inbox, tap the flag icon that appears beside an email message. You can also tap the flag icon while reading an email message.

Setting your Out of the office status

1. Switch to your Exchange ActiveSync account.
2. Press , and then tap **Out of the office**.
3. Tap the box, and then select **Out of the office**.
4. Set the dates and times.
5. Enter the auto-reply message.
6. Tap **Save**.

Sending a meeting request

1. Switch to your Exchange ActiveSync account.
2. Go to the Invites tab, and then tap .
3. Enter the meeting details.
4. Tap **Save**.

Managing email messages


Moving email messages to another folder

1. Switch to the email account you want to use.
2. Tap the check boxes of email messages you want to move.
3. Tap **Move to**, and then select a folder.

Deleting email messages

1. Tap the check box of email messages you want to delete.



To select all email messages, press , and then tap **Select all**.


2. Tap **Delete**.

Switching to other mail folders

1. Tap .
2. Tap the mail folder which contains the messages you want to view.

Changing email account settings

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

1. Switch to the email account whose settings you want to change.
2. Press , and then tap **Settings**.

Calendar

About Calendar

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

You can set up HTC Velocity 4G to stay in sync with calendars such as Google Calendar, Outlook Calendar, and Microsoft Exchange ActiveSync Calendar.




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

Creating an event


You can create events that sync with your Google or Exchange ActiveSync calendars, as well as events on HTC Velocity 4G.



Not signed in to your accounts yet? Your calendar events will be created under PC Sync, which you can later sync with your computer's Outlook Calendar through HTC Sync.

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

Calendar views

Easily switch between different calendar views by tapping any of the tabs. In any Calendar view, you can return to the current date by pressing  and then tapping **Today**.



Events in Day, Week, and Agenda views are color coded to indicate which account or type of calendar they belong to. To find out what each color represents, tap ▼.

Month view

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

Do any of the following in month view:

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

Day and agenda views

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

When in day view, you can:

- Press and hold on a time slot to create a new event at that time.
- Slide left or right across the screen to view earlier or later days.
- You can also see the day's weather, but only if it's within the five-day forecast.

Week view

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


When in week view, you can:

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

Managing Calendar events


Editing an event

You can only edit events that you have created.

1. While viewing an event, tap .
2. Make your changes to the event.
3. Tap **Save**.

Deleting an event

Do any of the following:

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


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

Sharing an event

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

1. While viewing an event, press , and then tap **Forward**.
2. Choose whether to send through Bluetooth, Mail, or Messages.

Accepting or declining a meeting invitation

1. If you're using an Exchange ActiveSync account, tap the **Invites** tab in Calendar to see meeting invitations which you have not yet accepted or declined.
2. Tap a meeting invitation, and then do one of the following:
 - Accept, decline, or tentatively accept the invitation or propose a new time.
 - Press  to see options for replying, moving the invitation to a folder, and more.

Setting reminders for your events


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


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



- You can have up to five reminders for a single event.
- You can change how an event reminder behaves through the Calendar settings.

Dismissing or snoozing event reminders

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

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

Showing or hiding calendars


In any Calendar view, tap , and then select or clear a calendar to show or hide it.



Calendars are kept synchronized on HTC Velocity 4G, even if they hidden.

Changing Calendar settings

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

In any Calendar view, press  and then tap **Settings** (or **More > Settings**) to choose how you want the calendar to behave and what the calendar will look like.

Maps and location

Location settings

Turning on location services

In order to find your location on HTC Velocity 4G, you need to enable location sources.

1. From the Home screen, press  and then tap **Settings > Location**.
2. Select one or both of the following:

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

Locations




About Locations

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





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

Finding your location and what's around you


1. From the Home screen, tap  > **Locations**.
2. Tap  to update your current location or tap  to show your current location on the map.
3. Select a category that you're interested in to see the places that are close by.

Searching for a place of interest

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

1. In Locations, press the  button.
2. Tap **Locations**.
3. Enter the place you want to search for.
4. If you don't see what you're looking for, tap  to expand the search.
5. Tap an establishment to get directions, show on map, and more.


Searching for an address

1. In Locations, press the  button.
2. Tap **Address**.
3. Enter as much of the address as you know. Matching information is displayed.
4. Tap the address that you're looking for.

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


Choosing the map to search from

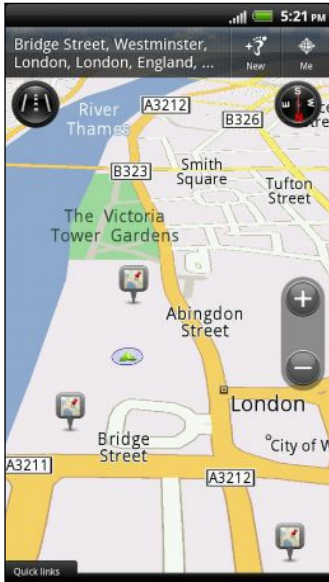
By default, Locations will search on the preloaded or downloaded country maps. You can set the app to search on a different country map.








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

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


Viewing maps

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



	Tap to switch between 2D and 3D views.
	Point of interest. Tap to see details, call, get directions, or share.
	Your current location.
	Tap to use or not use the compass.
	This icon will be displayed in place of the compass when you are manually controlling the direction of the map.
	Zoom in button. Tap the screen to show.
	Zoom out button. Tap the screen to show.
Quick links Tap to show more tabs, such as Footprints and Trips.	

Choosing which places of interest to show on the map

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




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


3. Tap **Done**.

Pinning a location on the map


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

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



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

Changing the language of street names and places of interest

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




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

Recording favorite places with HTC Footprints

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


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

Adding a location as a footprint

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


Setting a footprint as your home location

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

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

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



To change your home address at any time, tap .

Revisiting a footprint

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


Editing or deleting a footprint

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

Sharing your footprints

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

Deleting multiple footprints


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

Exporting your footprints

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

1. On the Footprints tab, tap a category.




If you want to clear all of the check boxes at once, press  and then tap **Deselect all**.

2. Press , and then tap **Export**.

Footprints are exported as .kmz files. If you exported multiple footprints at one time, they are saved together in one .kmz file.

Importing footprints

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

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





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





Planning your trips

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

Creating a trip

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





Getting directions to your places of interest

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


Managing a trip

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

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

Add more places	<ul style="list-style-type: none">1. Tap .2. Search for a place of interest from the available options.
Reorder places	<ul style="list-style-type: none">1. Press , and then tap Edit.2. Press and hold  at the end of the item you want to move. When the row is highlighted, drag it to its new position, then release.3. Tap Done.
Delete places	<ul style="list-style-type: none">1. Press , and then tap Edit.2. Mark the places you want to delete.3. Tap Done.

Deleting trips


- 1. On the Trips tab, press  and then tap **Delete**.
- 2. Select the trips you want to delete.
- 3. Tap **Delete**.

Exporting your trips

Back up trips by exporting and saving them as .tcz files.

On the Trips tab, press , and then tap **Export**.




Press  and then tap **Deselect all** to deselect all the trips.

Exported trips are saved as .tcz files. If you exported multiple trips at one time, they are saved together in one .tcz file.

Importing trips

Bring back trips you previously backed up as .tcz files.

- 1. On the Trips tab, press , and then tap **Import**.
- 2. Tap the file you want to import and then tap **Import**.

Getting directions

Get detailed directions to where you want to go.

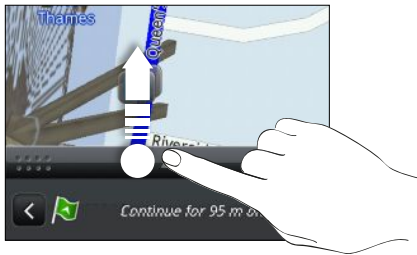
Getting directions from your current location

1. In **Locations**, search for the place you want to go to.



You have footprints saved? You can also set a footprint as your destination. Just go to the **Footprints** tab, and then choose a footprint.

2. Tap **Directions**.
3. Choose how you want to get to your destination. The map opens showing the route to your destination.
4. Do one of the following:
 - At the bottom of the screen, tap **<** or **>** to follow the route to your destination.
 - Slide up the directions bar, and then tap the instructions to follow the route to your destination.



If you have turn-by-turn navigation for that country, press **≡**, and then tap **Premium Navi** to start turn-by-turn navigation.

Getting directions by setting a start and end location

1. While viewing the map, press **≡**, and then tap **Directions**.
2. Tap the **My location** text box, and then search for the starting location you want.
3. Tap the **End point** text box, and then search for the destination you want.
4. Tap **Driving** or **Walking** depending on how you want to get to your destination.
5. Do one of the following:
 - At the bottom of the screen, tap **<** or **>** to follow the route to your destination.
 - Slide up the directions bar, and then tap the instructions to follow the route to your destination.



If you have turn-by-turn navigation for that country, press **≡**, and then tap **Premium Navi** to start turn-by-turn navigation.

Using turn-by-turn navigation



- Check if you have purchased turn-by-turn navigation for the country or region you're in.
- To use turn-by-turn navigation, the **GPS satellites** option in **Settings > Location** needs to be selected.

1. In **Locations**, search for the place you want to go to.



Do you have footprints stored? You can also set it as your destination. Just go to the **Footprints** tab, and then choose a footprint.

2. Tap **Premium navigation**.

While navigating, you can tap the screen to see what other options are available.

Setting navigation preferences

Choose how you want **Locations** to map your route. You can tell **Locations** to avoid highways or toll roads, show lane information, choose your route preference, and more.

1. While using turn-by-turn navigation, tap the screen.
2. Tap **Settings > Navigator**.
3. Set your preferences by selecting or tapping an item.

Turning off speed and safety camera alerts

If you have the safety camera service, you can choose to turn this service off temporarily.



1. While using turn-by-turn navigation, tap the screen.
2. Tap **Settings > Warnings**.
3. Clear the **Speed warning** and **Safety camera warning** check boxes.

Answering a call while using navigation

When a call comes in, the whole map nudges up a bit so you can see the incoming call and answer it. Don't worry, you'll still be able to use navigation as we made sure that the call screen just occupies as little space as possible at the bottom of the screen.

Managing Locations services

Check maps, navigation, safety camera information, and voices for turn-by-turn voice instructions that are already on HTC Velocity 4G.



1. From the Home screen, tap  > **Locations**.
2. Press , and then tap **Get more**. In the My licenses & content tab, you'll see a list of services that you already have on HTC Velocity 4G.

Downloading maps or purchasing services

Going to a different country for vacation? You can download the map of the country you're going to for free. You can also download or purchase additional services such as navigation, safety camera, and turn-by-turn voice instructions.



You need to connect to the Internet to download or purchase maps and services.

1. From the Home screen, tap  > **Locations**.
2. Press , and then tap **Get more**.
3. Slide to the tab of the item or service that you want to download.
4. Depending on what you selected, tap **Download** or **Purchase**.

If you have a voucher code, enter it by tapping **Voucher code** at the top of the Purchase navigation tab.

Google Maps

About Google Maps

Google Maps™ lets you track your current location, view real-time traffic situations, and receive detailed directions to your destination.

It also provides a search tool where you can locate places of interest or an address on a map, or view locations at street level.



- To find your location with Google Maps, you need to enable location sources.
- The Google Maps app does not cover every country or city.

Getting around maps

When you open Google Maps, you can easily find your location on the map or check out nearby places by panning and zooming in and out on the map.



To find your location with Google Maps, you need to enable location sources.

1. From the Home screen, tap > **Maps**.
2. Tap to show your current location. The blue marker shows your current location on the map.
3. Tap to turn Compass mode on or off. In Compass mode, the map changes to an angled view and automatically orients itself depending on the direction you're facing.

Searching for a location

In Google Maps, you can search for a location, such as an address or a type of business or establishment (for example, museums).

1. In Maps, tap .
2. Enter the place you want to search for in the search box.
3. Tap the **Enter** key on the keyboard to search for the location you entered or tap a suggested search item. The search results are displayed as markers on the map.
4. Do any of the following:
 - Tap a marker to see if that is what you're looking for, tap the balloon if it is.
 - Tap **Results list** to show the search results as a list, and then tap the location.

Details about the selected location displays on the screen.

5. Tap the onscreen buttons to view the location on a map, get directions, view the location in Street View (if available), and more. Scroll down the screen to view more options.

Clearing the map

After searching on a map, you can clear away the various markers drawn on it.

Press , and then tap **Clear Map**.

Checking the details of a location


1. Press and hold a location on the map. A balloon opens over the location, with the name of the location, a part of the address, and a thumbnail from street view (if available).
2. Tap the balloon to see more information. You can get directions to the location, check for nearby places of interest, and more.

Searching for a place of interest near you

Use Places to find places of interest near your current location. Places uses Google Maps to search common places that you would want to find, such as the nearest gas station or ATM kiosk.





Before using Places, you need to enable location sources.

1. From the Home screen, tap  > **Places**.
2. Tap the type of place you want to search.
3. Do any of the following:
 - When one or two places of interest are found, the search results are displayed as markers on the map. You can tap the marker, and then tap the balloon to view more information about the place.
 - When several places are found, the search results display in a list. Tap a place to view more information.

Getting directions

Get detailed directions to your destination. Google Maps can provide directions for travel by foot, public transportation, or car.


1. While viewing a map, tap .
2. Do any of the following:
 - Use your current location as the starting point, or enter a location from where to start in the first text box. Then enter your destination in the second text box.
 - Tap  to select an address from your contacts or a point that you tap on a map.



If the place you've set as your destination has several locations available, choose which one to go to.

3. Choose how you want to get to your destination.
4. Tap **Get directions**.

5. Tap **Directions list** to view the directions.
6. Tap the arrow buttons on the map to follow the directions.





When you're finished viewing or following the directions, tap  to reset the map. Your destination is automatically saved in the Google Maps history.

Finding your friends with Google Latitude (available by country)

Google Latitude® user location service lets you and your friends share locations and status messages with each other. It also lets you get directions to your friends' locations, send your location details by email, and more.

Your location is not shared automatically. You must join Latitude, and then invite your friends to view your location or accept their invitations. Only friends that you have explicitly invited or accepted can see your location.

Opening and joining Latitude

1. From the Home screen, tap  > **Maps**.
2. While viewing a map, press  and then tap **Join Latitude**.
3. After you've joined Latitude and closed the application, you can do any of the following to open it from the Home screen:
 - Tap  > **Latitude**.
 - Open Maps, press , and then tap **Latitude**.

Getting help

If you need help or have questions about Maps or Latitude, press , and then tap **Help** (or **More > Help**).

Android Market and other apps

Getting apps from Android Market

Android Market is the place to go to find new apps for HTC Velocity 4G. Choose from a wide variety of free and paid apps ranging from productivity apps, entertainment, to games.




A Google Wallet payment method is required to purchase a paid app. You will be asked to confirm method of payment when you purchase an app.

Finding and installing an app

When you install apps and use them on HTC Velocity 4G, they may require access to your personal information or access to certain functions or settings. Download and install only apps that you trust.



Be cautious when downloading apps that have access to functions or a significant amount of your data on HTC Velocity 4G. You're responsible for the results of using downloaded apps.



1. From the Home screen, tap  > **Market**.
2. Browse or search for an app.
3. When you find the app that you like, tap it and read its description and user reviews.
4. To download or purchase the app, tap **Download** (for free apps) or the price button (for paid apps).
5. Tap **Accept & download** or **Accept & buy**.

To open the app, tap  on the Home screen. On the All apps screen, tap the app.

Uninstalling an app



You can uninstall an app for a refund within a limited time after your purchase. To know more about the refund policy for paid apps, please visit the Android Market Help site (<http://market.android.com/support>).

1. From the Home screen, tap  > **Market**.
2. Press  and then tap **My apps**.
3. Tap the app you want to uninstall, and then tap **Uninstall**.

Getting help

If you need help or have questions about Android Market, press , and then tap **Help**.

Using the Clock

About the HTC Clock widget

Use the HTC Clock widget to see your current date, time, and location. You can also use the Clock to show the time in another city.



Changing the location on the Clock widget

By default, the Clock widget displays your current weather. You can customize the Clock widget on your Home screen to show the weather of another location.


1. Press and hold the Clock widget and then drag it to the **Edit** button.
2. Choose a city.
If you don't see the city that you want, tap **+** to search for it and add it.
3. Tap **Done**.



You can add more than one Clock widget to the extended Home screen.


About the Clock app

Get more from the Clock app than just the regular date and time. Use HTC Velocity 4G as a desk clock complete with weather information or as a world clock so you can see what time it is in cities across the globe. You can also use it as an alarm clock, stopwatch, and countdown timer.


To open the Clock app, tap  from the Home screen, and then tap **Clock**. Tap the tabs on the bottom row or slide your finger across the tabs to switch between the different functions.

World Clock settings


Setting your home city

1. On the World Clock tab, press  and then tap **Home settings**.
2. Enter your home city's name.
3. Scroll through the list and tap your home city.

Setting the date and time manually

1. On the World Clock tab, press  and then tap **Local time settings**.
2. Clear the **Automatic date & time** and **Automatic time zone** check boxes, and then set the time zone, date, and time as required.

Adding a city to the World Clock screen


1. On the World Clock tab, tap .
2. Enter the city name you want to add.
3. Scroll through the list and tap the city that you want to add.

Setting an alarm


You can set up one or more alarms.

1. On the Alarms tab, select the check box of an alarm and then tap that alarm.
2. Under Set alarm, drag your finger up or down to roll the time scroll wheels and set the alarm time.
3. If you want the alarm to recur, tap **Repeat** and set when you want the alarm to go off.
4. Tap **Done**.






- To turn off an alarm, clear the check box of that alarm.
- If you need to set more than three alarms, tap .

Deleting an alarm

1. On the Alarms tab, press  and then tap **Delete**.
2. Select the alarms you want to delete and then tap **Delete**.

Checking Weather



Use the Weather app and widget to check the current weather and weather forecasts for the next few days. In addition to your current location, you can view weather forecasts for other cities around the globe.

1. From the Home screen, tap  > **Weather**.
2. Swipe your finger up or down the screen to check the weather in other cities.
3. Tap  to see the current weather information such as the temperature, approximate time of sunset, and more.
4. While viewing forecasts, you can:
 - Swipe your finger up or down the screen to check the weather in other cities.
 - Tap  to update the weather information at any time.



Your settings in the Weather app also control the weather information that is shown in the Clock and Calendar.

Adding a city to the Weather screen


Add more cities to the Weather screen so you can instantly check the weather forecasts in these cities. In addition to your current location, the Weather screen can display up to fifteen cities.

1. On the Weather screen, tap . Or press  and then tap **Add**.
2. Enter the location you want to add.
3. Tap the city that you want.

Changing the order of cities on the Weather screen


1. On the Weather screen, press  and then tap **Edit**.
2. Press and hold  at the end of the item you want to move, and then drag it to its new position.
3. Tap **Done**.


Deleting cities from the Weather screen

1. On the Weather screen, press  and then tap **Edit**.
2. Select the cities you want to remove, and then tap **Done**.

Reading eBooks

Start your own library of bestsellers and literary classics right on HTC Velocity 4G. Use the Reader app to read and download eBooks from Kobo™, an online bookstore.

1. From the Home screen, tap  > **Reader**.
2. Slide your finger left or right across the screen to browse through the available eBooks.
3. Tap an eBook to open it.
4. Tap the screen to use these controls:

	Drag the slider to quickly go to a page or jump between chapters.
Jump	View the table of contents and your bookmarked pages. You can also see the notes and highlights that you've marked in the eBook.
Mark	Bookmark the page.
Font size	Change the font size.
Share	Recommend the eBook to your friends. You can share the book title in your social networks, or send it as a text message or email.

5. To highlight a word or make a note, press and hold a word and then drag the start and end markers to select the surrounding text.






Downloading an eBook


Browse the bookstore and choose from hundreds of available titles to download.



You need to have:

- an active Wi-Fi or data connection.
- a Kobo account and an Adobe ID account. If you don't have these accounts yet, either sign up from HTC Velocity 4G or from your computer's web browser. (On your computer, go to: www.kobobooks.com and www.adobe.com/cfusion/membership/index.cfm.)

1. If you have not yet logged in to Kobo and Adobe ID accounts, press , and then tap **Accounts** to sign in.
2. On the Reader main screen, tap .
3. On the eBooks by Kobo tab, do any of the following to find a book:
 - Tap a category to see available book titles.
 - View more categories. Press , and then tap either **Browse** or **Discover**.
 - Press  to find a specific book title or author.
4. Tap the eBook you want to download.
5. Tap  to place your order.

6. Provide your purchase details, and then tap **Buy**.
7. Tap  to download the eBook. When downloading is complete, you'll find the eBook in your library.





If you've previously bought eBooks from Kobo using your computer, go to the Available for download tab in Reader to download them to HTC Velocity 4G.


Reading news feeds

Don't get left behind with yesterday's stories. Use the News app to subscribe to news feeds that cover breaking news, sports, top blogs, and more. You can also get updates based on specific keywords.

Subscribing to news channels



1. From the Home screen, tap  > **News**.
2. Tap , and then tap **Subscriptions > Add feeds**.
3. Select a channel to subscribe to:
 - Tap a category such as **Blogs** or **Entertainment** to choose from popular news feeds.
 - Tap **Search more** (or **Search > Search more**) to search for a specific keyword or feed URL.
4. Tap **Add**.



To unsubscribe from a channel, press , and then tap **Unsubscribe**. Choose the feeds you want to unsubscribe from, and then tap **Delete**.


Adding a keyword

Easily find stories that interest you by entering a search keyword.

1. From the Home screen, tap  > **News**.
2. Tap , and then tap **My items > Keywords > Add keywords**.
3. Enter the keyword, and then tap **Add**. The new keyword is added to the Keywords list.


Tap the new keyword to see the stories that contain it .

Reading a story

1. From the Home screen, tap  > **News**.
2. On the All items screen, tap a story that you want to read.

Press  to see other options such as tagging the story or changing the font size.

Changing update schedule and content settings






1. While on the News app, press , and then tap **Settings** (or **More > Settings**).
2. Manage sync options, choose the default view for news stories, and more.

Keeping track of your stocks



Use the Stocks app to get the latest stock updates for stock quotes and market indices you follow.




Downloading stock information automatically may incur extra data fees.

1. From the Home screen, tap  > **Stocks**.
2. On the Stocks main screen, do any of the following:
 - Tap an item to view from the list of stock quotes and market indices.
 - Tap  to update the stock information.
 - Tap  to add a stock quote or stock market index.
 - To change the stock list order, press , and then tap **Edit**. Press and hold  at the end of the item you want to move, then drag it to its new position.
3. When you've selected a particular stock quote or stock market index, you can:
 - View an item's trade information as well as its price chart for a specific period.
 - Tap another date period to view an item's past trade information.

Adding a stock quote or stock market index


1. On the Stocks main screen, tap .
2. Enter the stock quote or stock market index on the text field, and then tap .
3. Tap the stock quote or stock market index you want to add.



To delete an item, press  while on the Stocks main screen, and then tap **Edit**. Mark the items you want to delete, and then tap **Done**.



Watching videos on YouTube

Use the YouTube app to check out what's popular on the online video-sharing website.

1. From the Home screen, tap  > YouTube.
2. Scroll through the list of videos, and then tap a video to watch it.
3. While watching a video, you can:
 - Tap the video screen to pause, resume playback, or drag the slider to jump to a different part of the video.
 - Tap a tab to learn more about the video, see related videos, or check out what other viewers think. You can also slide your finger across the tabs to see if there are more items available.

Tap the **YouTube** icon to return to the main screen.


Searching for videos

1. On the YouTube main screen, tap .
2. Enter a search keyword, and then tap  on the onscreen keyboard.
3. Scroll through the results and tap a video to watch it.




You also have the option to show results that were just recently posted. Tap **All time**, and then select a time period you want.




Clearing the search history

1. On the YouTube main screen, press , and then tap **Settings**.
2. Tap **Search settings** > **Clear search history**.

Sharing a video link

1. On the video's watch screen, tap .
2. Choose how you want to share the video link from the available options.

Capturing and sharing videos on YouTube


1. On the YouTube main screen, tap .
2. Tap  to start capturing video.
3. When you're finished capturing, tap  again, and then tap **Done**.
4. Enter a title and description for your video, set the privacy level, and add tags or location information.
5. Tap **Upload**.

Listening to FM Radio

Tune in and listen to your favorite radio stations using the FM Radio app.










You need to connect a headset first to the audio jack of HTC Velocity 4G to use FM Radio. FM Radio uses the stereo headset as the FM radio antenna.

From the Home screen, tap  > **FM Radio**.



The first time you open FM Radio, it automatically scans for available FM stations, saves them as presets, and plays the first FM station found.

Tuning in to an FM station

There are several things you can do while you're on the FM Radio screen:

- Tap  to view the All presets list, and then select a station you want to listen to.
- Tap  to go to the previous available FM station, or  to go to the next available FM station.
- Drag the slider to tune in to a frequency on the FM band.
- Tap  to fine tune the radio frequency by -0.1 MHz or  to fine tune the radio frequency by +0.1 MHz.
- Tap  to add a preset name for the current station you are tuned into.
- Press  to repeat scanning and saving of FM stations, mute the sound, and more.

Closing or turning off FM Radio



- Press  to continue listening to the radio while using other apps.
- To turn off the FM Radio completely, tap .

Sharing games and apps

Having fun with a game or app that you found from Android Market? Share your favorite games and apps instantly with your circle of friends.



For your friends to link to the app and download it from Android Market, they must be using an Android device.

1. From the Home screen, tap .
2. Press , and then tap **Share**.
3. Tap an app, and then choose how to share it.


Productivity

Working on documents


Use Polaris Office to easily edit Microsoft Office Word (.doc and .docx), Microsoft Office Excel (.xls and .xlsx), Microsoft Office PowerPoint (.ppt and .pptx), and plain text (.txt) files while on the go.



You can also view Microsoft Office PowerPoint Shows (.pps).



From the Home screen, tap  > Polaris Office.

Viewing a document




1. From the Home screen, tap  > Polaris Office.
2. On the Polaris Office main screen, tap the file you want to open.

Press  to see options for saving or sharing the file, and more.

Creating a document

1. On the Polaris Office main screen, press , and then tap **New**.
2. Choose a file type to create.
3. Start entering text.
4. When done, press , and then tap **Save** (or **More** > **Save as**).

Editing a document




1. On the Polaris Office main screen, tap the file you want to edit.
2. Do any of the following:
 - If your file is a Microsoft Office Word, a Microsoft Office PowerPoint, or a plain text document, press  > **Edit**.
 - If your file is a Microsoft Office Excel document, tap a cell and then enter your changes in the text box. To choose a different worksheet, press  > **Worksheet**.
3. When done making your changes, press  and then tap either **Save** or **Save as**.

Uploading files to Dropbox

Let your files follow you around. Whatever document, video, or photo you upload from HTC Velocity 4G using Dropbox also updates on your web account and on other devices you've installed Dropbox on.





- You need to create or sign in to your Dropbox account to start using the app.
- To upload documents, you must have a file manager app installed on HTC Velocity 4G. See www.dropbox.com for details.

1. From the Home screen, tap  > **Dropbox**.
2. Select or create the folder where you want to upload your file.
To create a new folder, press , and then tap **New > Folder**.
3. Press , and then tap **Upload**.
4. Choose a file type, and then browse for the file you want to upload.

Once you've uploaded the file to Dropbox, you can share it with others. Press and hold on the file, and then tap **Share > Share a link** or **Share this file**.


Recording your voice

Use Voice Recorder to quickly capture your thoughts and record your voice.

1. From the Home screen, tap  > **Voice Recorder**.
2. Hold the microphone near your mouth.
3. Tap  to start recording a voice clip.




Voice Recorder can run in the background while you do other things on HTC Velocity 4G, except when you open other apps that also use audio functions.


4. Tap  to stop recording.
5. Type a name for the voice clip and tap **Save**.

To play back the voice clip, tap .




To show options for sharing, deleting, or renaming the voice clip, press .

Sharing a voice clip

1. On the Voice Recorder screen, tap .
2. Press and hold the voice clip you want to share, and then tap **Share**.
3. Choose how you want to share the voice clip.

Setting a voice clip as a ringtone

1. On the Voice Recorder screen, tap .
2. Press and hold the voice clip you want to set as a ringtone, and then tap **Set as ringtone**.

Taking notes

Use Notes to jot down ideas, questions, and everything else. Type in text, record audio, attach photos and documents, and even link your notes to a meeting event.



Create and sign in to your Evernote® account from HTC Velocity 4G if you want to back up your notes to Evernote's secure online server. For details, visit www.evernote.com/about/learn_more.

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

Creating a notebook


1. On the Notes main screen, tap ▼ to open a selection menu, and then tap **New notebook**.
2. Type in a notebook title.
3. Tap **Local Notebook** to save the notebook on HTC Velocity 4G or tap **Synchronized notebook** to sync your notes with your Evernote account.
4. Tap **Create**.

To open or switch to another notebook, simply tap ▼ again, and then tap a notebook name.

Manually syncing notes








You need to log in to your Evernote account from HTC Velocity 4G to start syncing notes.

1. On the Notes main screen, tap ▼ and then tap **All Notes**.
2. Press , and then tap **Sync**.

Composing a note



1. With a notebook opened, tap **+**.
2. Type in a note title.

3. Compose your note:
 - Tap on the note, and then start typing in your text.
 - Tap  to start and stop audio recording.
 - Tap  and choose a file type.
 - Tap  to create a drawing and insert it in your note.
 - Tap  to take a photo and insert it in your note.
4. Press , and then tap **Save**.

You can link a note to an event in Calendar. Press , and then tap **Calendar**.

Creating a drawing




You can create a drawing, scribble, or illustration and include it in your note.

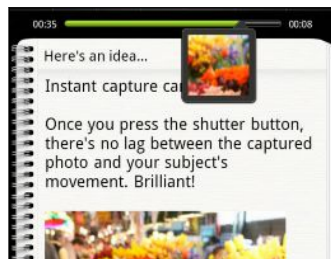
1. With a note opened, tap .
2. Choose a color to use.
3. Draw on the blank area using your fingertip.
4. If you need to erase a part of the drawing, tap  and then move your finger left and right on the area that you want to erase. You can also tap **Undo** to erase the last stroke you made.
5. Tap **Save** to insert the drawing in a note.

Reviewing a note

Playing an audio recording in Notes


After recording a meeting, you can listen to the audio clip to review key points. If you took notes while audio recording, 'timemarks' (small colored nodes in the audio bar) are added to pin your notes within the audio recording's time frame.

1. Open a note where you have recorded a voice clip.
2. Tap  to play the audio recording.
3. Tap  or  to go to the next or previous timemark. When you're moving from one timemark to another, you'll see a note thumbnail for a quick preview of what you noted down while recording.



You can also tap a particular item on your note to jump to its timemark and hear the audio you've recorded at that time.

Sharing a note

1. With a notebook opened, tap the note that you want to share.
2. Press , and then tap **Share note**.
3. Choose how you want to share your note.



- For most sharing options, notes are automatically converted and sent as images.
- You can print notes when HTC Velocity 4G is connected to a printer over Wi-Fi.

Completing tasks

Use the Tasks app to organize and track to dos and task lists.

To open the Tasks app, tap  > **Tasks**.

Viewing the unified task list


You can view and update a unified list of tasks. Tasks are color coded so you can easily distinguish which accounts they belong to.

In the Tasks app, press , and then tap **Accounts > All accounts**.





You can also select a specific account. If you want to view only tasks that you entered using HTC Velocity 4G, tap **My tasks**.


Filtering tasks

1. Go to the list that contains the tasks that you want to filter.
2. Press , and then tap **Filter**.
3. From the list, choose how you want to filter the tasks, and then tap **OK**.

Creating a task list

1. In the Tasks app, press  and then tap **Lists**.
2. Tap , and then choose an account for the list.
3. Enter a name for the list, and then tap **OK**.

Managing task lists


- 1. In the Tasks app, press  and then tap **Lists**.
- 2. From here, you can:


Show or hide a list	Tap All lists to show all the lists in all your accounts, or tap a specific account and then tap the list that you want to show.
Rename a list	<ul style="list-style-type: none">1. Tap an account, and then tap and hold the list that you want to rename.2. Tap Rename, and then enter a new name for it.
Delete a list	<ul style="list-style-type: none">1. Tap an account, and then tap and hold the list that you want to delete.2. Tap Delete .

Creating a task


- 1. In the Tasks app, enter the task name in the New task text box.





If you want to create a task and enter the details later, tap  after you've entered the task name.

- 2. Tap  and then enter the task details.
- 3. Tap **Save**.



Managing tasks

- 1. In the Tasks app, press  and then tap **Lists**.
- 2. Tap the account and then tap the list where the tasks you want to manage are listed.
- 3. In the list of tasks, you can:

Mark a task complete	Tap the check box next to the task. To view completed tasks, press  and then tap Completed .
Sort tasks	<ul style="list-style-type: none">1. Press , and then tap More > Sort.2. Select how you want to sort the tasks.
Edit a task	<ul style="list-style-type: none">1. Press and hold the task that you want to edit, and then tap Edit.2. Edit the task details, and then tap Save.
Delete a task	Press and hold the task that you want to delete, and then tap Delete .

Postpone a task	<p>Press and hold an overdue task, and then tap Postpone.</p> <p>When you postpone a task, its due date is automatically set to the day after its original due date.</p>
Move a task to another list	<ol style="list-style-type: none">1. Press and hold the task that you want to move, and then tap Move to.2. Tap the task list where you want the task to appear.

Changing Tasks settings

1. In the Tasks app, press  and then tap **Settings** (or **More > Settings**).
2. Change the settings and press .

HTC Sync

About HTC Sync

With HTC Sync, you can sync the following data between your computer and HTC Velocity 4G:

- Your stored contacts on Microsoft Outlook, Outlook Express, or Windows Contacts
- Appointments and events in Outlook or Windows Calendar
- Photos, videos, music, and playlists
- Bookmarked webpages
- Documents and email attachments
- Downloaded maps and useful add-on services for the Locations app on HTC Velocity 4G

You need to manually turn these types of data on or off to start or stop syncing them.

Installing HTC Sync



- HTC Sync requires USB 2.0 on your computer to connect and sync with HTC Velocity 4G.
- For trouble-free installation, first quit all running programs and temporarily exit from your anti-virus program before you start installing HTC Sync.

Download the HTC Sync software for HTC Velocity 4G from our support website (www.htc.com/support/) and install it on your computer.

From time to time, software updates for HTC Sync may be available. In HTC Sync, click the dropdown arrow button beside **Help**, and then click **Check updates**.

Setting up HTC Sync to recognize HTC Velocity 4G

1. Connect HTC Velocity 4G to your computer using the USB cable that came in the box.
2. When HTC Velocity 4G prompts you to choose a type of USB connection, tap **HTC Sync**, and then tap **Done**. Wait for HTC Sync to recognize HTC Velocity 4G.
3. On the Device setup screen, enter a name for HTC Velocity 4G.
4. Click **Save**.



To change the name of HTC Velocity 4G later, click **Overview > Device setup**.

Syncing songs and playlists

Bring the music tracks and songs you play on your computer to HTC Velocity 4G. If you have playlists created in iTunes® or Windows Media® Player, you can sync these too and enjoy them on the go.



You can sync audio files in these formats: *.aac, *.amr, *.m4a, *.mid, *.midi, *.mp3, *.wav, *.wma

1. On the Device panel, click **Music**, and then click **On**.
2. Select **Sync music files from**, and then click **Add**.
3. Choose a folder that contains your audio files, and then click **OK**.
4. Select **Sync music files from iTunes and Windows Media Player** if you're using either of these applications on your computer, and then choose the playlists you want to sync on HTC Velocity 4G.
5. Click **Sync now**.

HTC Sync remembers your sync settings the next time you connect it to HTC Velocity 4G.

Syncing photos and videos



You can sync photos and videos in these formats:

- Photos: *.bmp, *.gif, *.jpeg, *.jpg, *.png
- Videos: *.3gp, *.3g2, *.mp4, *.wmv

1. On the Device panel, click **Gallery**, and then click **On**.
2. To automatically import your camera shots to your computer, select **Copy device Camera Shots to PC**.
3. Select **Sync PC photos & videos from**, and then click **Add**.
4. Choose a folder that contains your multimedia files, and then click **OK**. All supported image and video files added to this folder will be copied to HTC Velocity 4G.
5. Click **Sync now**.

HTC Sync remembers your sync settings the next time you connect it to HTC Velocity 4G.

Syncing your calendar events

HTC Velocity 4G can sync appointments and events with your calendar in Outlook (Outlook XP, Outlook 2003, Outlook 2007, or Outlook 2010) or Windows Calendar.

1. On the Device panel, click **Calendar**, and then click **On**.
2. Select the application you want to sync calendar events with.
3. Choose from which point you want to start syncing your calendar events.
4. Click **Option** to choose an account folder to sync.
5. In cases when conflicting information is found on both HTC Velocity 4G and the computer, choose which information you want to keep.
6. Click **Sync now**.

HTC Sync remembers your sync settings the next time you connect it to HTC Velocity 4G.



Only the calendar fields supported on HTC Velocity 4G are synced.

Syncing your contacts

Sync HTC Velocity 4G contacts with your Outlook (Outlook XP, Outlook 2003, Outlook 2007, or Outlook 2010), Outlook Express, or Windows Contacts.

If you have contacts to sync from your SIM card, you have to import these first to HTC Velocity 4G storage.

1. On the Device panel, click **People**, and then click **On**.
2. Choose the application you want to sync your contacts with.
3. Click **Option** to choose an account folder to sync.
4. In cases when conflicting information is found on both HTC Velocity 4G and the computer, choose which information you want to keep.
5. Click **Sync now**.

HTC Sync remembers your sync settings the next time you connect it to HTC Velocity 4G.



Only the contact fields supported on HTC Velocity 4G are synced.

Syncing your web bookmarks



- To avoid sync problems, be sure to close all browser windows before you start syncing.
- When conflicting information is found on both HTC Velocity 4G and computer, HTC Sync keeps the information from your computer.

1. Using your favorite web browser on your computer, create a favorites folder named **HTC bookmarks**. Make sure to save your favorite bookmarks in this folder to be able to sync them with HTC Velocity 4G.
2. On the Device panel, click **Bookmarks**, and then click **On**.
3. Choose the web browser that stores the bookmarks to sync with HTC Velocity 4G.
4. Click **Sync now**.

HTC Sync remembers your sync settings the next time you connect it to HTC Velocity 4G.

Syncing documents and email attachments



To sync email attachments stored on HTC Velocity 4G to your computer, you must set up an Exchange ActiveSync or POP3/IMAP email account from the Mail app on HTC Velocity 4G.

1. On the Device panel, click **Documents**, and then click **On**.
2. To sync email attachments that you've stored on HTC Velocity 4G, select **Copy all download Mail documents to PC**.
3. Select **Sync PC documents from**, and then click **Add**.
4. Choose a folder that contains the documents you want to sync on HTC Velocity 4G, and then click **OK**.
5. Click **Sync now**.

HTC Sync remembers your sync settings the next time you connect it to HTC Velocity 4G.


Downloading maps or purchasing services

You can download maps for free or purchase premium services such as navigation, safety cameras, and turn-by-turn voice instructions.

1. On the Device panel, click **Locations**, and then click **On**.
2. Click **Get more maps and licenses**.
3. On the Navigation store window, click the type of content you want to download, and then select a country.
4. Under Additional features, choose one or more navigation products to download or purchase.



When purchasing navigation products, you also need to consider the license duration for using the downloaded content.


5. Click .
6. Click **Shopping cart** to review the items you've selected and the total amount of purchase.
7. Click **Check out**.
8. If you've selected premium navigation products, enter your email address and billing information, and then click **Review purchase**.
9. When everything is correct, click **Confirm and download**.

After you're done downloading items, you'll see these items in the Locations category of the Device panel. Choose the items to sync, and then click **Sync now**.

Installing an app from your computer to HTC Velocity 4G

If you have application files (*.apk) on your computer, you can use HTC Sync to install them to HTC Velocity 4G. We strongly recommend you install only applications that you trust.



Be sure that HTC Velocity 4G is set to allow app installation from different sources. To do this, press  while on the Home screen, tap **Settings** > **Security**, and then select the **Unknown sources** check box.

1. On the Device panel, click **Overview**.
2. Click **Application installer**.
3. Browse for the application file on your computer, and then click **Open**. The installation process starts on HTC Velocity 4G.
4. Check the screen on HTC Velocity 4G to see if there are additional instructions to complete the installation.
5. When installation is complete, click **Disconnect**.
6. Safely remove HTC Velocity 4G as required by your computer's operating system.



Syncing another device with your computer

1. Connect another device to your computer, then set up HTC Sync to recognize it.
2. Click the device you want to set up. The Device panel then opens, where you can separately customize your sync settings for this device.

To switch to another device to sync, click **Devices**, and then click the device's name or image.



Keyboard

Using the onscreen keyboard

When you start an app or select a field that requires text or numbers, the onscreen keyboard becomes available. After entering your text, you can tap  or press  to close the onscreen keyboard.

Selecting a keyboard layout


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

1. From the Home screen, press , and then tap **Settings > Language & keyboard**.
2. Tap  next to **Touch Input**.
3. Tap **Keyboard types**, and then select the keyboard layout that you want to use.

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


Entering text

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

- Tap  to enter an uppercase letter. Tap twice to turn on caps lock.
- Press and hold keys with gray characters at the top to enter numbers, symbols, or accented letters. The gray character displayed on the key is the character that will be inserted when you press and hold that key. Some keys have multiple characters or accents associated with them.

Choosing multiple keyboard languages


If multiple keyboard languages are available on HTC Velocity 4G, you can choose which languages to enable in the onscreen keyboard.

1. While the onscreen keyboard is open, tap .
2. Tap **Settings > International keyboard**.
3. Choose the languages you want.




Available languages depend on the region where you purchased HTC Velocity 4G.

Changing the keyboard language

1. While the onscreen keyboard is open, tap .
2. Choose the language you want to use for typing.




If there are only two languages selected for use with the onscreen keyboard, tapping  directly switches between the two languages.

Entering words with predictive text

Predictive text input is enabled by default, and word suggestions are displayed as you type.





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

To enter a word in predictive mode, do any of the following:

- If the word you want is highlighted in green or orange in the suggestion list, just tap the space bar to insert the word into your text.
- If the word you want shows up in the suggestion list before you finish typing the entire word, tap the word to insert it into your text.
- If there's an arrow to the right of the suggestion list, tap the arrow to see more choices.

Setting a second language for the keyboard




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

1. From the Home screen, press , and then tap **Settings > Language & keyboard**.
2. Tap  next to **Touch Input**.
3. Tap **Bilingual prediction**, and then choose the language you want.




Adding a word to the predictive text dictionary

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

You can also add a word to the list manually.



1. From the Home screen, press , and then tap Settings > Language & keyboard.
2. Tap  next to Touch Input.
3. Tap Personal dictionary > Edit personal dictionary > .
4. Enter the word you want to add, and then tap OK.

Editing or deleting a word in the predictive text dictionary



1. From the Home screen, press , and then tap Settings > Language & keyboard.
2. Tap  next to Touch Input.
3. Tap Personal dictionary > Edit personal dictionary.
 - To edit a word, tap the word.
 - To delete words from the dictionary, press  and tap Delete. Then choose the words to remove and tap Delete.

Backing up your personal dictionary to your storage card

If you have a storage card installed, you can back up the new words you've added to the predictive text dictionary.

1. From the Home screen, press , and then tap Settings > Language & keyboard.
2. Tap  next to Touch Input.
3. Tap Personal dictionary > Sync personal dictionary > Copy to storage card.

Importing your personal dictionary from your storage card


1. From the Home screen, press , and then tap Settings > Language & keyboard.
2. Tap  next to Touch Input.
3. Tap Personal dictionary > Sync personal dictionary > Restore from storage card.

Entering text by speaking

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



Since HTC Velocity 4G uses Google's speech-recognition service, you need to be connected to the Internet to enter text by speaking.

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



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



4. If a word doesn't match what you've spoken and it's underlined, tap the underlined word to delete it or to see more choices.
5. Enter punctuation marks by saying comma, period, question mark, exclamation mark, or exclamation point.

Entering text by tracing

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

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

Turning on trace input

1. From the Home screen, press , and then tap **Settings > Language & keyboard**.
2. Tap  next to **Touch Input**.
3. Tap **Trace keyboard > Trace keyboard**.

Internet connections

Data connection

When you turn on HTC Velocity 4G for the first time, it will be automatically set up to use your mobile operator's data connection (if the SIM card is inserted).

Warning: Emergency calling not possible in "LTE only" mode


Due to current network and technology limitations, this device supports LTE wireless network technology for data communication only – and will fall back to 3G or 2G networks for the duration of any voice call. Certain applications available from any application market may enable you to alter this device's settings to disable all wireless network technologies other than LTE (also known as "LTE only" mode). HTC and its Affiliates expressly disclaim any liability arising from or in connection with any alternation made by you or any third party from this device's original settings, including, without limitation, enabling any application from any application market which will lead to the device's inability to place or receive voice calls (including emergency calls) in any mode. Any alternation of the device settings shall be at your own risk.

Checking the data connection you're using

1. From the Home screen, press , and then tap **Settings**.
2. Tap **Mobile network** > **Network operators** or **Access Point Names**.

Turning the data connection on or off

Turning your data connection off saves battery life and money on data charges.

1. From the Home screen, press , and then tap **Settings**.
2. Tap the **Mobile network On/Off** switch to turn the data connection on and off.






If you don't have the data connection turned on and you're also not connected to a Wi-Fi network, you won't receive automatic updates to your email, social network accounts, and other synchronized information.

Adding a new access point



Before you add another data connection, have the access point name and settings from your mobile operator ready (including username and password if required).

1. From the Home screen, press , and then tap **Settings**.
2. Tap **Mobile network** > **Access Point Names**.


3. On the APNs screen, press  and then tap **New APN**.
4. On the Edit access point screen, enter the APN settings. Tap an APN setting item to edit it.
5. Press  and then tap **Save**.

Enabling data roaming

Connect to your mobile operator's partner networks and access data services when you're out of your mobile operator's coverage area.



Using data services while roaming may be costly. Check with your mobile operator for data roaming rates before you use data roaming.

1. From the Home screen, press , and then tap **Settings**.
2. Tap **Mobile network**, and then select the **Data roaming** check box.

Select the **Data roaming sound** check box if you'd like HTC Velocity 4G to play a sound so you'll know when it's connecting to a roaming network.


Wi-Fi

To use Wi-Fi, you need access to a wireless access point or "hotspot".



The availability and strength of a Wi-Fi signal varies depending on objects the Wi-Fi signal has to pass through (such as buildings or a wall between rooms).

Turning Wi-Fi on and connecting to a wireless network

1. From the Home screen, press , and then tap **Settings**.
2. Tap the Wi-Fi **On/Off** switch to turn Wi-Fi on.

3. Tap **Wi-Fi**.

Detected Wi-Fi networks will be listed.



If the wireless network that you want is not listed, tap > **Add network** to manually add it.

4. Tap the Wi-Fi network you want to connect to.



If you selected a secured network, you'll be asked to enter the network key or password.

5. Tap **Connect**.

When HTC Velocity 4G is connected to the wireless network, the Wi-Fi icon appears in the status bar and tells you the approximate signal strength.

The next time HTC Velocity 4G connects to a previously accessed secured wireless network, you won't be asked to enter the key or other security information again, unless you reset HTC Velocity 4G to its factory default settings.

Checking the wireless network status

1. From the Home screen, press , and then tap **Settings**.
2. Tap **Wi-Fi**, and then tap the wireless network that HTC Velocity 4G is connected to.

A message box is then displayed showing the Wi-Fi status, speed, signal strength, and more.



If you want to remove the settings for this network, tap **Forget**.

Connecting to a different Wi-Fi network

1. From the Home screen, press , and then tap **Settings**.
2. Tap **Wi-Fi**. Detected Wi-Fi networks are displayed.



To manually scan for available Wi-Fi networks, press , and then tap **Scan**.

3. Tap a Wi-Fi network to connect to it.

Connecting to a Wi-Fi network using enhanced security



You may need to install a network certificate (*.p12) to HTC Velocity 4G before you can connect to a Wi-Fi network with EAP-TLS authentication protocol.

1. Save the certificate file to the root folder of the storage card.
2. From the Home screen, press , and then tap **Settings > Security**.
3. Tap **Install from SD card**.

4. Select the network certificate needed to connect to the EAP-TLS network.
5. Turn on Wi-Fi and connect to a wireless network.

Connecting to a virtual private network (VPN)

Add virtual private networks (VPNs) so you can connect and access resources inside a secured local network, such as your corporate network.


Depending on the type of VPN you're using at work, you may be asked to enter your login credentials and install security certificates before you can connect to your company's local network. You can get this information from your network administrator.

Also, HTC Velocity 4G must first establish a Wi-Fi or data connection before you can start a VPN connection.

Adding a VPN connection





You must first set a lock screen PIN or password before you can set up the VPN.

1. From the Home screen, press , and then tap **Settings**.
2. Under Wireless & Networks, tap **More**.
3. Tap **VPN > Add VPN network**.
4. Enter the VPN settings and set them up according to the security details your network administrator gave you.
5. Tap **Save**.

The VPN is then added to the VPNs section of the VPN settings screen.


Connecting to a VPN

1. From the Home screen, press , and then tap **Settings**.
2. Under Wireless & Networks, tap **More**.
3. Tap **VPN**.
4. Tap the VPN that you want to connect to.
5. Enter your log in credentials, and then tap **Connect**. When you're connected, the VPN connected icon  appears in the notification area of the title bar.

You can then open the web browser to access resources such as your corporate network intranet.

Disconnecting from a VPN

1. Press and hold the title bar, and then slide down your finger to open the Notifications panel.
2. Tap the VPN connection to return to the VPN settings screen, and then tap the VPN connection to disconnect from it.

When HTC Velocity 4G has disconnected from the VPN, the VPN disconnected icon  is displayed in the notification area of the title bar.

Using HTC Velocity 4G as a modem (USB tethering)

No Internet connection available for your computer? No problem. Use the Internet connection of HTC Velocity 4G to connect to the Internet.



- You need your SIM card inserted on HTC Velocity 4G to use the data connection.
- To use HTC Velocity 4G as a modem, you need to install HTC Sync on your computer first.
- You must have an approved data plan associated with your account from your mobile service provider to use this service.

1. Make sure the data connection on HTC Velocity 4G is turned on.
2. Connect HTC Velocity 4G to the computer using the provided USB cable.
3. On the Choose a connection type screen, select **USB tethering**, and then tap **Done**.

Connecting to the Internet through a computer

If you temporarily don't have Internet access, you can still go online by using your computer's Internet connection.



Before you can use your computer as a modem, be sure to install HTC Sync on your computer first.

1. Make sure your computer is connected to the Internet.



Two things to check for your computer's Internet connection. One, you may need to turn off your local network's firewall. Two, if your computer connects to the Internet via PPP (e.g. Dial UP, xDSL, or VPN), Internet Pass-through will only support TCP protocol.


2. Connect HTC Velocity 4G to the computer using the provided USB cable.
3. On the Choose a connection type screen, select **Internet pass-through**, and then tap **Done**.

Using HTC Velocity 4G as a wireless router

Share your data connection with other devices by turning HTC Velocity 4G into a wireless router.



- Make sure the data connection is turned on.
- You must have an approved data plan associated with your account from your mobile service provider to use this service.

1. From the Home screen, press , and then tap **Settings**.
2. Under Wireless & Networks, tap **More**.
3. Tap **Tethering & portable hotspot**.
4. Tap **Portable Wi-Fi hotspot settings**.
5. Enter a router name or use the default router name.
6. Choose the type of security and set the password (key) for your wireless router. If you selected **None** in Security, you don't need to enter a password.



The password is the key other people need to enter on their device so they can connect and use HTC Velocity 4G as a wireless router.


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

HTC Velocity 4G is ready to be used as a wireless router when you see  on the status bar.

Bluetooth

Bluetooth basics

Turning Bluetooth on or off



1. From the Home screen, press , and then tap **Settings**.
2. Tap the Bluetooth **On/Off** switch to turn it on and off.



Turn off Bluetooth when not in use to save battery power, or in places where using a wireless device is prohibited, such as on board an aircraft and in hospitals.

Changing the device name

The device name identifies HTC Velocity 4G to other devices.



1. From the Home screen, press , and then tap **Settings**.
2. If Bluetooth is off, tap the Bluetooth **On/Off** switch to turn it on.
3. Tap **Bluetooth**. The Bluetooth screen opens.
4. Press , and then tap **Rename phone**.
5. Enter the new name for HTC Velocity 4G in the dialog box, and then tap **Rename**.

Connecting a Bluetooth headset or car kit


You can listen to music over a Bluetooth stereo headset, or have hands-free conversations using a compatible Bluetooth headset or car kit.



- To listen to music with your headset or car kit, the headset or car kit must support the A2DP Bluetooth profile.
- Before you connect your headset, make it discoverable so HTC Velocity 4G can find it. Refer to your headset manual for details.

1. From the Home screen, press , and then tap **Settings**.
2. If Bluetooth is off, tap the Bluetooth **On/Off** switch to turn it on.
3. Tap **Bluetooth**. The Bluetooth screen opens.
4. If you don't see your headset listed, press , and then tap **Search for devices** to refresh the list.

5. When you see the name of your headset in the Available Devices section, tap the name.
6. HTC Velocity 4G automatically tries to pair with the headset.
7. If automatic pairing fails, enter the passcode supplied with your headset.


The pairing and connection status is displayed below the hands-free headset or car kit name in the Bluetooth devices section. When the Bluetooth headset or car kit is connected to HTC Velocity 4G, the Bluetooth connected icon  is displayed in the status bar.

Reconnecting a headset or car kit

Normally, you can easily reconnect your headset by switching on Bluetooth on HTC Velocity 4G, and then turning on the headset. However, you might have to connect manually if your headset has been used with another Bluetooth device.




Make sure that the headset is discoverable. Refer to the headset manual for details.

1. From the Home screen, press , and then tap **Settings**.
2. If Bluetooth is off, tap the Bluetooth **On/Off** switch to turn it on.
3. Tap **Bluetooth**. The Bluetooth screen opens.
4. Tap the headset's name in the Paired devices section.
5. If prompted to enter a passcode, try 0000 or 1234, or consult the headset/car kit documentation to find the passcode.

If you still cannot reconnect to the headset or car kit, follow the instructions in [Unpairing from a Bluetooth device](#) on page 157, and then follow the steps under [Connecting a Bluetooth headset or car kit](#) on page 155.

Disconnecting or unpairing from a Bluetooth device



Disconnecting a Bluetooth device

1. From the Home screen, press , and then tap **Settings**.
2. Tap **Bluetooth**. The Bluetooth screen opens.
3. In the Paired devices section, tap name of the device to disconnect.
4. Tap **OK**.



Tap the name of the device to reconnect it.

Unpairing from a Bluetooth device



1. From the Home screen, press , and then tap **Settings**.
2. Tap **Bluetooth**. The Bluetooth screen opens.
3. In the Paired devices section, tap  next to the device to unpair.
4. Tap **Unpair**.

Sending information using Bluetooth



Before you begin, set the receiving device to discoverable mode. You may also need to set it to “Receive Beams” or “Receive Files”. Refer to the device’s documentation for instructions on receiving information over Bluetooth.

1. On HTC Velocity 4G, open the app that contains the information or file you want to send.
2. Follow the steps for the type of item you want to send:

Captured photo or video	After capturing, on the Camera preview screen, tap Share > Bluetooth .
Photos or videos	<ol style="list-style-type: none"> 1. On the Gallery app, choose an album. 2. Tap Share > Bluetooth. 3. Choose the photos and videos you want to share, and then tap Next.
Contact	<ol style="list-style-type: none"> 1. On the People app, tap a contact to view the contact’s details. 2. Press  and then tap Send contact. 3. Tap the down arrow icon, and then select Bluetooth. 4. Choose which details to share, and then tap Send.
Calendar appointment or event	In Day view, Agenda view, or Week view, press and hold the event, and then tap Forward > Bluetooth .
Music track	<ol style="list-style-type: none"> 1. With the track displayed on the Music app’s Now playing screen, tap  > Share > Share file. 2. Tap Bluetooth.
Voice recording	On the main Voice Recorder screen, tap Share > Bluetooth .

3. Turn Bluetooth on and pair with the receiving device, if you’re asked to do so.
4. On the receiving device, accept the file.

Where sent information is saved

When you send information using Bluetooth, the location where it's saved depends on the type of information and the receiving device.

If you send a calendar event or contact, it is normally added directly to the corresponding application on the receiving device.

If you send another file type to a Windows computer, it is normally saved in the Bluetooth Exchange folder within your personal document folders.

- On Windows XP, the path may be: C:\Documents and Settings\[your username]\My Documents\Bluetooth Exchange
- On Windows Vista, the path may be: C:\Users\[your username]\Documents
- On Windows 7, the path may be: C:\Users\[your username]\Documents\Bluetooth Exchange Folder


If you send a file to another device, the saved location may depend on the file type. For example, if you send an image file to another mobile phone, it may be saved in a folder named "Images".

Receiving information using Bluetooth

HTC Velocity 4G lets you receive various files with Bluetooth, including photos, music tracks, contact info, calendar events, and documents such as PDFs.



Refer to the device's documentation for instructions on sending information over Bluetooth.

1. From the Home screen, press , and then tap **Settings**.
2. If Bluetooth is off, tap the Bluetooth **On/Off** switch to turn it on.
3. Tap **Bluetooth**. The Bluetooth screen opens.
4. Tap the **HTC Velocity 4G** Bluetooth name near the top of the screen to make HTC Velocity 4G visible to nearby Bluetooth devices.
5. On the sending device, send one or more files to HTC Velocity 4G.
6. If asked, accept the pairing request on HTC Velocity 4G and on the receiving device. Also, you may be prompted to enter the same passcode or confirm the auto-generated passcode on both devices.

You'll then get a Bluetooth authorization request.

7. Tap **Pair**.

8. When HTC Velocity 4G receives a file transfer request notification, slide the Notifications panel down, tap the incoming file notification, and then tap **Accept**.
9. When a file is transferred, a notification is displayed. Slide the Notifications panel down, and then tap the relevant notification.

When you open a received file, what happens next depends on the file type:

- Media files and documents are usually opened directly in a compatible app. For example, if you open a music track, it starts playing in the Music app.
- For a vCalendar file, choose the calendar where you want to save the event, and then tap **Import**. The vCalendar is added to your Calendar events.
- For a vCard contact file, you can choose to import one, several, or all of those contacts to your contacts list.


Security

Protecting your SIM card with a PIN

Add another layer of security for HTC Velocity 4G by assigning a PIN (personal identification number) to your SIM.



Make sure you have the default SIM PIN provided by your mobile operator before continuing.

1. From the Home screen, press , and then tap **Settings > Security**.
2. Tap **Set up SIM card lock**, then select **Lock SIM card**.
3. Enter the default SIM card PIN, and then tap **OK**.
4. To change the SIM card PIN, tap **Change SIM PIN**.

Restoring a SIM card that has been locked out

If you enter the wrong PIN more times than the maximum number of attempts allowed, your SIM card will become “PUK-locked.”


You need a PUK code to restore access to HTC Velocity 4G. This code may have been provided by your mobile operator when you received your SIM card.

1. On the Phone dialer screen, enter the PUK code, and then tap **Next**.
2. Enter the new PIN you want to use, and then tap **Next**.
3. Enter the new PIN again, and then tap **OK**.

Protecting HTC Velocity 4G with a screen lock

Protect your personal information and prevent others from using HTC Velocity 4G without your permission by setting a screen lock pattern, face unlock, PIN, or password.

You'll be asked to unlock the screen every time HTC Velocity 4G is turned on or when it's idle for a certain period of time.

1. From the Home screen, press , and then tap **Settings > Security**.
2. Tap **Screen lock**.

3. Select a screen lock option and set up the screen lock.
4. Tap **Lock phone after**, then specify the idle time before the screen is locked.



You can also clear the **Make pattern visible** or **Make passwords visible** if you don't want your screen lock to display as you enter it onscreen.

Forgot your screen lock pattern?

If you've forgotten your screen lock pattern, you have up to five attempts to try and unlock HTC Velocity 4G.

If this fails, you can unlock HTC Velocity 4G by entering your Google Account user name and password.

1. On the unlock screen, enter your lock pattern.
2. After the fifth attempt, when you're asked to wait for 30 seconds, tap **OK**.
3. If the display goes off, press the **POWER** button to turn the display back on, and then unlock the screen.
4. Tap the **Forgot pattern?** button when it appears.
5. Enter your Google Account name and password, and then tap **Sign in**. You'll then be asked to create a new screen lock pattern. If you no longer want to do so, tap **Cancel**.

Encrypting data on HTC Velocity 4G

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



- Set a lock screen PIN or password before encrypting your data.
- Fully charge the battery and keep HTC Velocity 4G connected to the power adapter during encryption. The encryption process takes about an hour.
- You cannot undo encryption. If you want to return to an unencrypted phone, you must perform a factory reset.

1. From the Home screen, press , and then tap **Settings**.
2. Tap **Storage**.
3. Select the type of storage you want to encrypt.
4. Tap **Encrypt**.

5. Enter the lock screen PIN or password.
6. Tap **Continue**.
7. Tap **Encrypt** again.


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

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

Settings


Changing display settings

Adjusting the screen brightness manually

1. From the Home screen, press , and then tap **Settings**.
2. Tap **Display > Brightness**.
3. Clear the **Automatic brightness** check box.
4. Drag the brightness slider to the left to decrease or to the right to increase the screen brightness.

Adjusting the time before the screen turns off


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

1. From the Home screen, press , and then tap **Settings**.
2. Tap **Display > Sleep**.
3. Tap the time before the screen turns off.

Turning automatic screen rotation off




Automatic rotation is not supported in all applications.


1. From the Home screen, press , and then tap **Settings**.
2. Tap **Display**.
3. Clear the **Auto-rotate screen** check box.

Recalibrating the G-sensor

Recalibrate the screen if you feel that the screen orientation does not respond properly to the way you hold HTC Velocity 4G.

1. From the Home screen, press , and then tap **Settings**.
2. Tap **Display > G-Sensor calibration**.
3. Place HTC Velocity 4G on a flat and level surface, and then tap **Calibrate**.
4. After the recalibration process, tap **OK**.


Keeping the screen on while charging

1. From the Home screen, press , and then tap **Settings**.
2. Tap **Develop** option.
3. Select the **Stay awake** check box.


Changing sound settings

Switching between silent, vibration, and normal modes

Do one of the following:


- To change from silent to normal mode, press the VOLUME UP button.
- To change from vibration to normal mode, press the VOLUME UP button twice.
- From the Home screen, press , and then tap **Settings > Sound > Sound profile**.

Playing a sound when selecting onscreen items

1. From the Home screen, press , and then tap **Settings**.
2. Tap **Sound**.
3. Select or clear the **Touch sounds** check box.


Lowering the ring volume automatically

HTC Velocity 4G has a quiet ring feature that automatically lowers the ring volume when you move it.

1. From the Home screen, press , and then tap **Settings**.
2. Tap **Sound**.
3. Select or clear the **Quiet ring on pickup** check box.

Making HTC Velocity 4G ring louder in your pocket or bag

To help avoid missing incoming calls when HTC Velocity 4G is in your pocket or bag, the pocket mode feature gradually increases the ring volume and vibrates when you receive a call.

1. From the Home screen, press , and then tap **Settings**.
2. Tap **Sound**.
3. Select or clear the **Pocket mode** check box.

Switching to speakerphone automatically

When you're in a call, you can switch to speakerphone by simply flipping HTC Velocity 4G over.


1. From the Home screen, press , and then tap **Settings**.
2. Tap **Sound**.
3. Select or clear the **Flip for speaker** check box.

Changing the display language

Changing the language adjusts the keyboard layout, date and time formatting, and more.



The languages available to choose from may depend on the version of HTC Velocity 4G you have.

1. From the Home screen, press , and then tap **Settings**.
2. Tap **Language & keyboard > Language**.
3. Tap the language you want to use.


More ways to extend battery life

Switching to GSM network mode

Switch to using GSM network if you're not using a data connection to connect to the Internet. Connecting to GSM network mode consumes less battery power.

1. From the Home screen, press , and then tap **Settings**.
2. Tap **Mobile network > Network Mode**.
3. Tap **GSM only**.

Checking battery usage


1. From the Home screen, press , and then tap **Settings**.
2. Tap **Power > Battery use**.
3. To see more details, tap the graph or the features that are using the battery power.




If you see buttons while viewing the usage details screen, you can tap them to adjust the settings that affect battery usage or to turn off the feature that's consuming battery.

Managing memory

Checking how much phone memory is available for use

1. From the Home screen, press , and then tap **Settings**.
2. Tap **Storage**. The available phone memory is displayed in the Phone storage and Internal storage sections.

Checking the available storage card space


1. From the Home screen, press , and then tap **Settings**.
2. Tap **Storage**. The total and available storage card space is displayed in the SD card section.

Making more storage space (internal storage)

Easily free up space in internal storage by cleaning up the application cache, moving or uninstalling apps, and deleting old mails and messages all in one go.




You cannot move or uninstall preinstalled apps.

1. From the Home screen, press , and then tap **Settings**.
2. Tap **Storage**, and under Internal storage tap **Make more space**.
3. On the Clear caches screen, choose whether to clear the cache of rarely used apps only or all apps, and then tap **Next**.
4. On the Application storage screen:
 - Tap **Move apps to phone storage** if there are apps that you can transfer to the phone storage.
 - Tap **Uninstall apps** if there are apps you'd like to remove.
5. Tap **Next**.
6. On the Mail & message storage screen:
 - Set fewer days of mails to download so that older mails will be removed from the storage automatically.
 - Lower the number of text and multimedia messages per conversation.
7. Tap **Finish**.

Clearing application cache and data

You can delete the data or clear the cache per application.

1. From the Home screen, press , and then tap **Settings**.
2. Tap **Apps**.

3. On the All tab, tap an application.
4. On the screen, tap **Clear data** and/or **Clear cache**.

Uninstalling an app



You cannot uninstall an app that's preinstalled on HTC Velocity 4G.

1. From the Home screen, press , and then tap **Settings**.
2. Tap **Apps**.
3. On the Downloaded tab, tap the application you want to uninstall.
4. Tap **Uninstall**.

Moving an app to or from the phone storage

Free up more space in the internal storage by moving apps to the phone storage.



You cannot move an app that's preinstalled on HTC Velocity 4G.

1. From the Home screen, press , and then tap **Settings**.
2. Tap **Apps**.
3. On the Downloaded tab, tap the app you want to move.
4. Tap **Move to phone storage**.

Stopping running applications using Task Manager

Use Task Manager to free up memory by stopping running applications that you're not currently using.

1. From the Home screen, tap > **Task Manager**.
2. In the All applications list, tap to the right of the application name to stop it.


Backing up settings to Google

You can choose to automatically back up some settings such as Wi-Fi and bookmarks to Google servers using your Google Account so you can restore them when needed.


1. From the Home screen, press , and then tap **Settings**.
2. Tap **Privacy** and select the **Back up my settings** check box.

Accessibility settings

Use these settings when you've downloaded and installed an accessibility tool, such as a screen reader that provides voice feedback. You can turn accessibility functions or services on or off.

1. From the Home screen, press , and then tap **Settings**.
2. Tap **Accessibility** and choose the settings you want.

Checking information about HTC Velocity 4G

1. From the Home screen, press , and then tap **Settings**.
2. Tap **About phone** to enable error reporting, view network and hardware information, and more.

Update and reset

Updating the HTC Velocity 4G software


HTC Velocity 4G can check and notify you if there's a new software update available. You can then download and install the software update using the Wi-Fi or data connection. You can also manually check if there's an available software update.

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



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


Installing an update

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

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

Wait for the update to finish. HTC Velocity 4G will then restart automatically.

Checking for updates manually

1. From the Home screen, press , and then tap **Settings**.
2. Tap **About phone** > **Software updates** > **Check now**.

Restarting HTC Velocity 4G

If HTC Velocity 4G is running slower than normal, an application is not performing properly, or HTC Velocity 4G becomes unresponsive, try restarting HTC Velocity 4G and see if that helps solve the problem.

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

3. Press and hold the POWER button, and then tap **Restart**.
4. When asked to confirm, tap **Restart**.



If these steps don't work, you can remove and replace the battery, and then turn HTC Velocity 4G on to restart it.


Resetting HTC Velocity 4G

If you're passing HTC Velocity 4G on to someone else or HTC Velocity 4G has a persistent problem that cannot be solved, you can perform a factory reset (also called a hard reset).



Factory reset will permanently delete all your data and customized settings, and will remove any applications you've downloaded and installed. Be sure to back up any data and files you want to keep before you do a factory reset.

Performing a factory reset from settings

1. From the Home screen, press , and then tap **Settings**.
2. Tap **Storage > Factory data reset**.
3. Tap **Reset phone**, and then tap **Erase everything**.

Performing a factory reset using hardware buttons

If you can't turn HTC Velocity 4G on or access settings, you can still perform a factory reset by using the hardware buttons on HTC Velocity 4G.

1. Remove the battery, wait for a few seconds, then reinsert the battery.
2. Press and hold the VOLUME DOWN button, and then briefly press the POWER button.
3. Wait for the screen with the three Android images to appear, and then release the VOLUME DOWN button.
4. Press VOLUME DOWN to select **FACTORY RESET**, and then press the POWER button.

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