PLAUD

Wearable AI Memory Capsule
NotePin User Guide

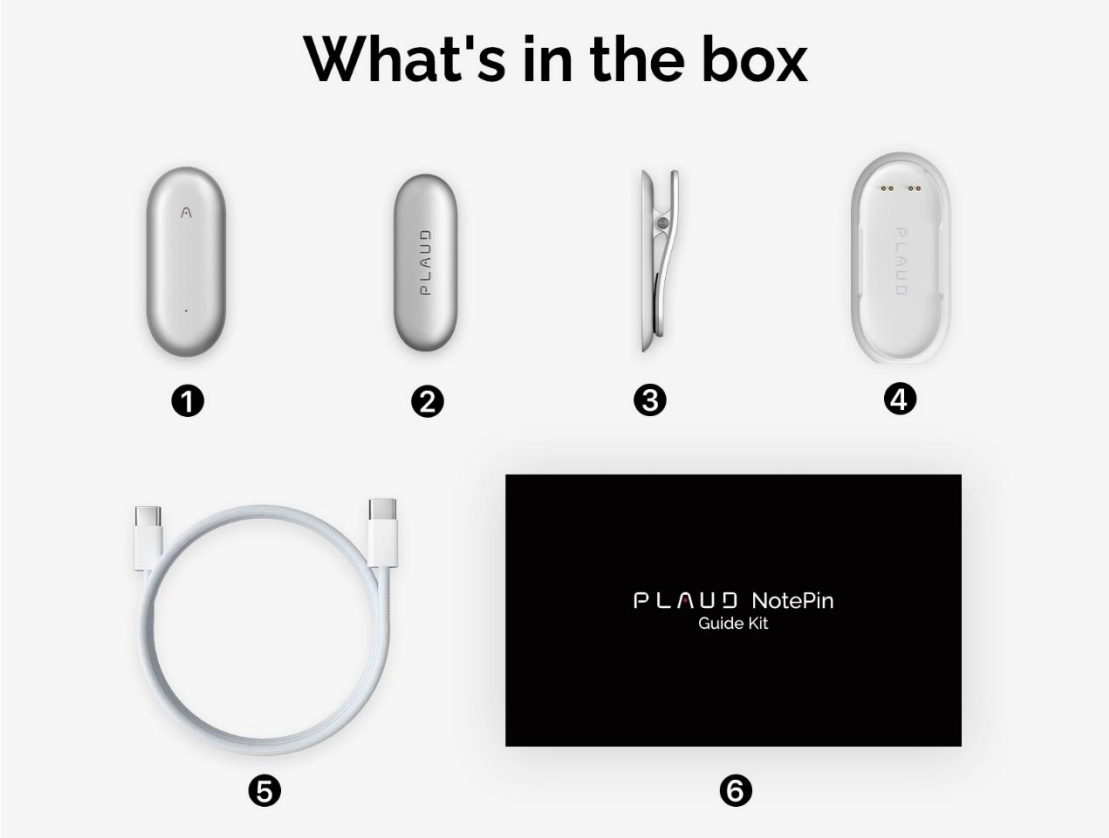


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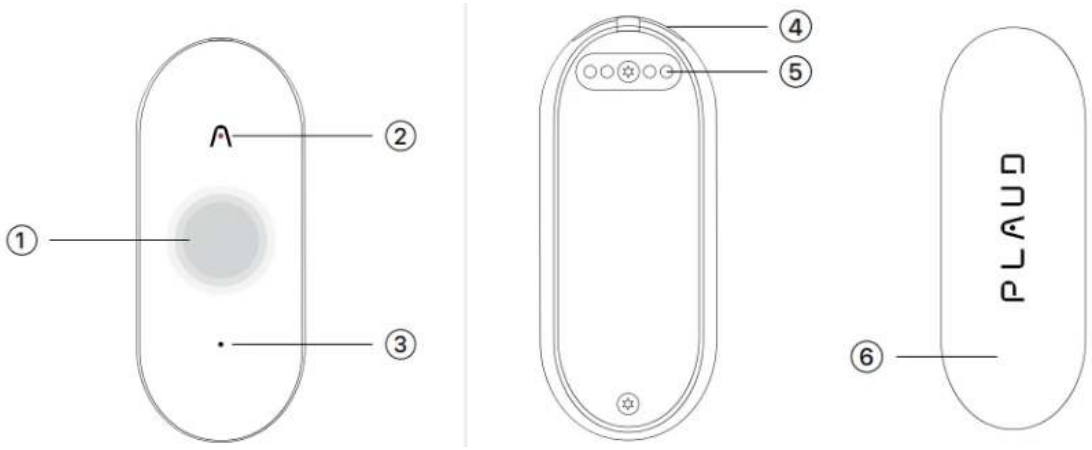
1.Get Started

1.1.What's in the box?



- ① NotePin Device
- ② Magnetic Pin
- ③ Clip
- ④ Charging Dock
- ⑤ USB-C Charging Cable
- ⑥ Quick Start Guide

1.2.Main Components



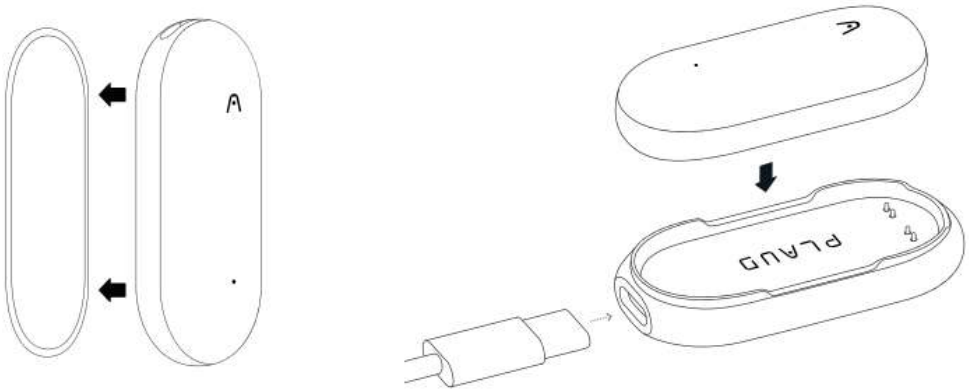
① Record Button ② Indicator Light & Microphone 1 ③ Microphone 2

④ Lanyard Slot ⑤ Charging Port ⑥ Magnetic Pin

1.3.Indicator Light

Color	**Status**
White	Ready to connect
Red	Recording
Flashing Purple	Low Battery
Steady Purple	Charging
Green	Fully Charged
Yellow	Out of Storage

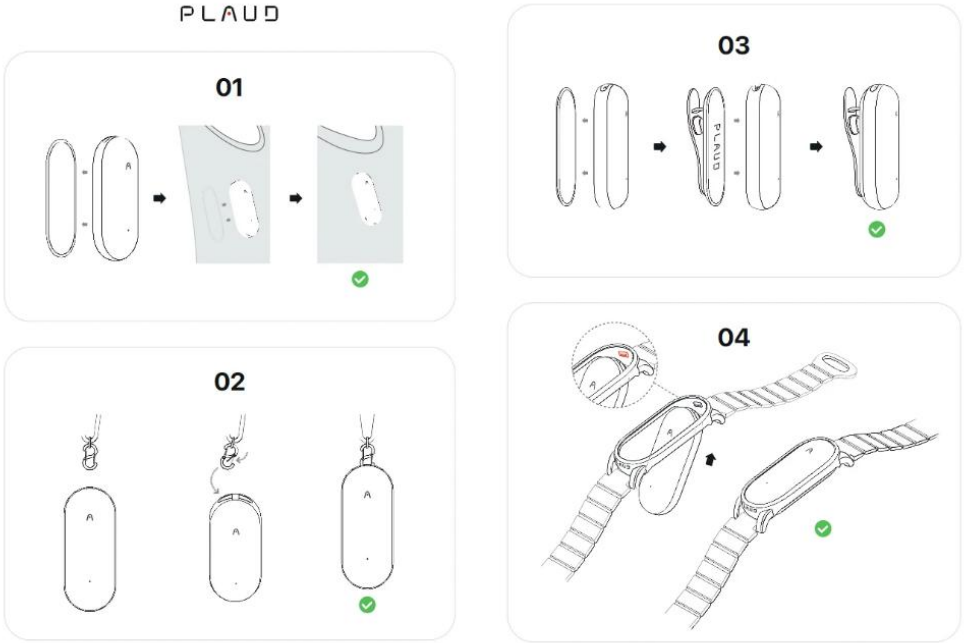
1.4.Charging the PLAUD NotePin



1. Take the magnetic pin off the NotePin.
2. Put the NotePin into the charging dock.
3. Plug the Type-C charging cable into the charging dock.

1.5.Wearing the PLAUD NotePin

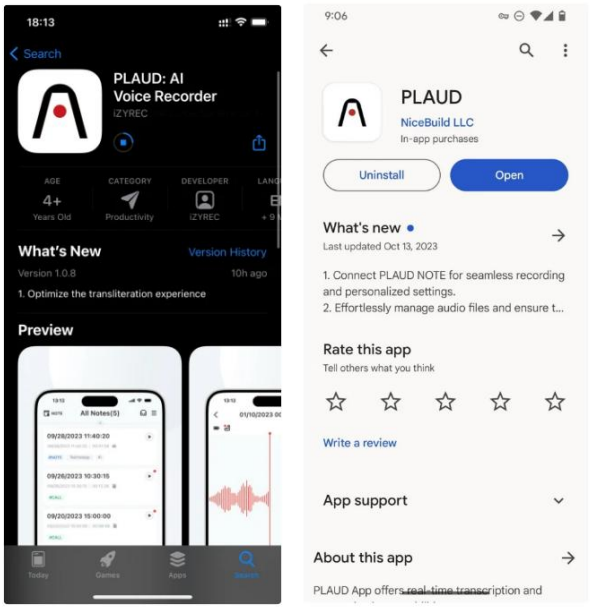
The PLAUD NotePin can be worn as a pin, a necklace, a clip, or a wristband.



1.6.Downloading the PLAUD App

Search for "**PLAUD**" in the App Store (iOS) or Google Play Store (Android).

iOS Android



The app auto-detects the language based on your phone settings and requires Android 6 or iOS 12 and above.

It supports English, Japanese, Korean, French, German, Spanish, Portuguese, Italian, Traditional Chinese, and Simplified Chinese.

Note: After downloading the PLAUD App, please enable Bluetooth access for the App:

- **iOS:** Go to your iPhone's Settings and find the "**PLAUD**" app to turn on Bluetooth access.
- **Android:** Open your phone's Settings and enable both Bluetooth and Location permissions for the PLAUD App. Prior to Android 12, the Location service must be enabled for Bluetooth scanning.

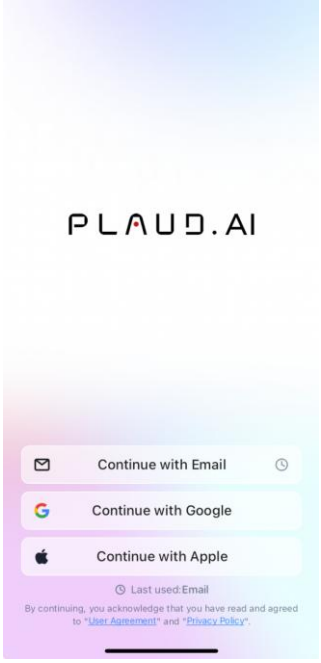
1.7.Creating an Account

You can choose to log into the PLAUD App directly from your existing Google or Apple account or create a PLAUD account via email.
(Note: If you have previously created a PLAUD account, bind the NotePin to your existing account directly.)

Here are the steps:

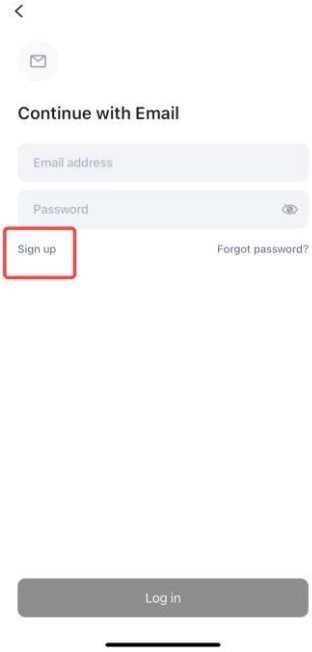
1. Login via your existing Google or Apple account:

Click "**Continue with Google**" or "**Continue with Apple**" and follow the on-screen instructions to log into the App directly.



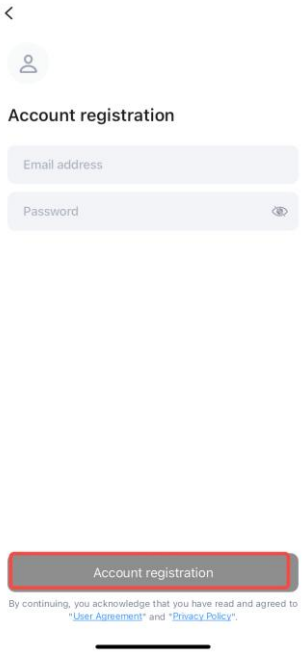
2. Create an account via email:

1) Enter "**Continue with Email**" to click "**Sign Up**" to create an account.



2) Enter your email address (make sure it's spelled correctly) and create a password with 6-16 characters, including both uppercase and lowercase

letters and at least one number (no spaces). Then click "**Account Registration**" to get a verification code.



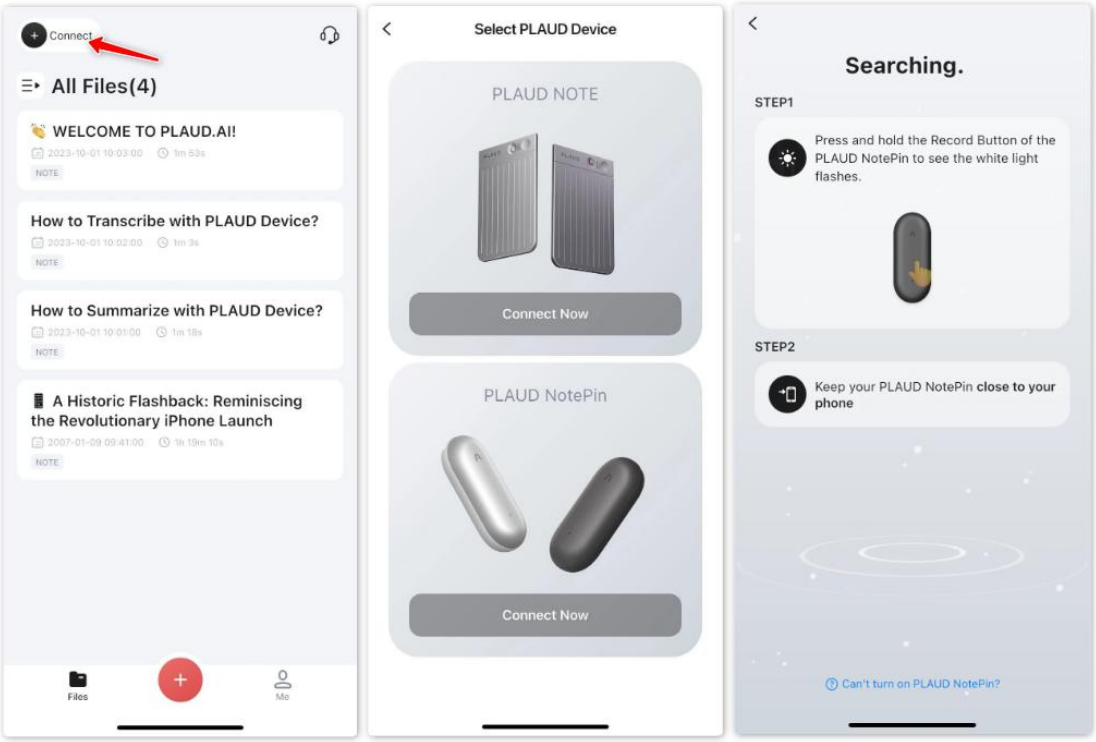
3) Enter the verification code to get started.



1.8.Binding the PLAUD NotePin

1. Open the PLAUD App and click the "**Connect**" button located in the top left corner.
2. Select the PLAUD device labeled "**PLAUD NotePin**."

3. Press and hold the record button on the NotePin until the white light flashes. This indicates that the NotePin is ready for connection.
4. Then, the App will start searching for the NotePin. Once the NotePin appears in the list of devices, you can connect to it.



2.PLAUD NotePin Device

2.1.How to start recording?

Press and hold to Start & Stop Recording

To start recording, press and hold the center button until you feel the gentle vibration **intensify**. To stop recording, press and hold until you feel **two strong vibrations** following the continuous gentle vibrations.

2.2.How do I transfer recordings to the PLAUD App?

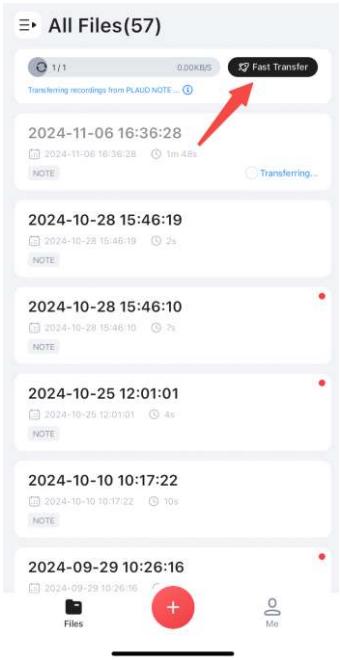
After the recording is finished, open your app to connect the PLAUD NotePin,

and the recordings will be automatically transferred to the App. Once the transfer is complete, the recordings stored in the PLAUD NotePin will be deleted.

There are two transfer methods:

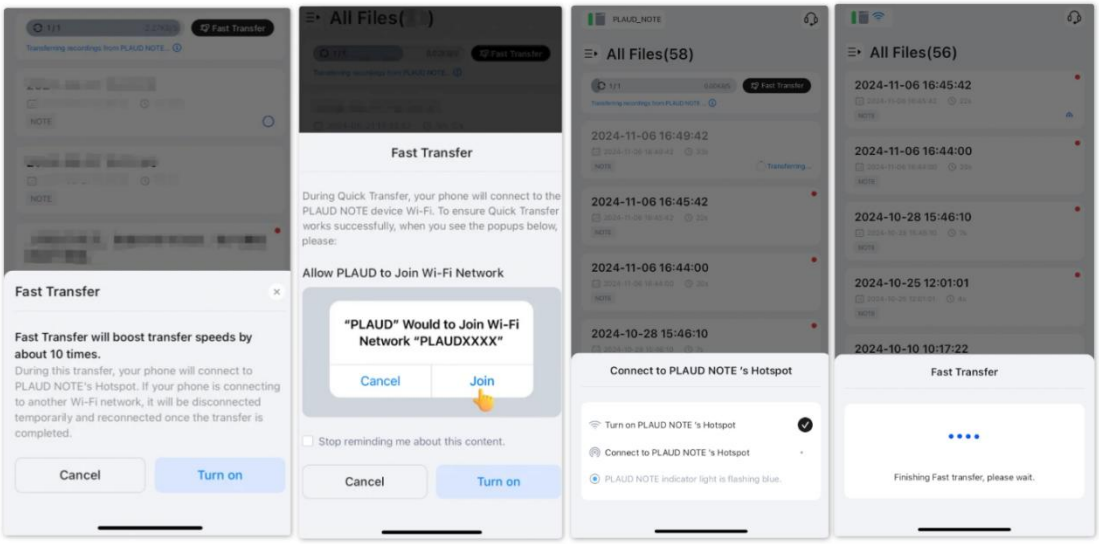
1. **BLE Transfer:** BLE transfer is the default file transfer method for the NotePin. Once connected to the App, it will automatically start transferring files.
2. **Fast Transfer:** This is a faster transfer method. Once fast transfer is activated, the PLAUD NotePin will enable a WiFi hotspot. After the App successfully connects to this hotspot, the NotePin will automatically transfer files to the App quickly. To use this feature:

1) **Initiate Transfer**: Once your phone is connected to the PLAUD NotePin, a prompt to try fast transfer will appear in the upper right corner of the screen. Tap on the prompt to initiate the process.



2) **Switch to Wi-Fi Connection**: The app will guide you to switch from a Bluetooth connection to a Wi-Fi connection with the PLAUD NotePin. Please follow the on-screen instructions and remain within the app until the transfer is complete.

3) **Automatic Reversion to Bluetooth**: After the transfer is finished, the app will automatically revert to the Bluetooth connection mode and display the main interface.



2.3.How can I find the Serial Number of my PLAUD NotePin?

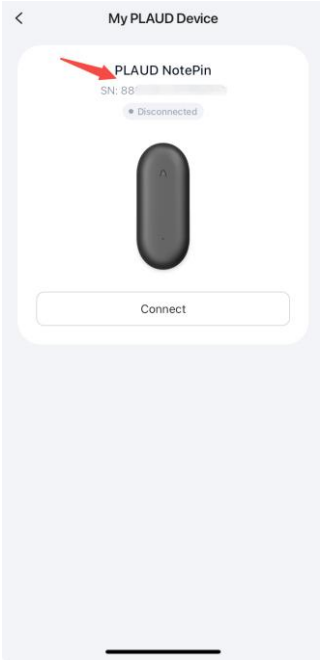
1. Take the magnetic pin off the NotePin, and you will see the serial number.



2. Find the serial number on the back of the box.



3. Open the PLAUD app and go to the "**My PLAUD Device**" page. The SN is displayed on this page.



2.4.Can I turn off the Indicator Light for my recorder?

To comply with privacy regulations and ensure user privacy, the PLAUD NotePin does not support turning off the indicator light.
This light not only signals when recording is in progress but also changes colors to indicate other states, such as charging and Bluetooth connecting. This feature helps prevent unauthorized recordings and provides clear visual

cues about the device's status, enabling users to better understand and manage their devices.

2.5.How long does it take to fully charge the PLAUD Device?

In general, it will take 2~3 hours to fully charge the PLAUD device.
When the PLAUD NotePin is placed on the charging dock which is connected to a power source, the indicator light will stay on purple which means the device is charging. After the device is fully charged, the indicator light will turn solid green.

2.6.How to reset the PLAUD NotePin?

To reset your PLAUD NotePin, you just need to connect it to its charger and press the record button for 12 seconds. Please note that the NotePin will need to be charged when the reset process is attempted.

2.7.What is the maximum Bluetooth range for the NotePin?

In an open and unobstructed environment, the Bluetooth connection range for the NotePin can reach up to 10 meters. However, the actual range may vary depending on the current environment and usage conditions. For a more stable connection and transfer, it is recommended to keep the device closer to your phone.

2.8.Is NotePin weather-resistant?

The NotePin is splash-resistant, suitable for light rain or washing hands. However, it's not designed for submersion in water, such as swimming pools or showers.

2.9.Does the PLAUD NotePin support phone call recording?

No, the NotePin doesn't have a V.C.S. (Vibration Conduction Sensor), so it doesn't support phone call recording.

2.10.What is the maximum recording distance?

The optimal recording range for NotePin is 1-3 meters, with a maximum range of 1-7 meters, using a standard human voice at 75dB as a reference.

3.Policy & Warranty

3.1What is your shipping policy?

We provide free global shipping.

Orders are typically delivered within 7-16 business days.
If you place the order on our official website, please log in to https://plaud.ai using the email address you provided during your purchase and click on "**Orders**" to check the status. If you need further assistance, please contact us(https://www.plaud.ai/pages/contact-us).

Note:

1. We do not ship to P.O. Boxes, or APO/FPO/DPO addresses.
2. We do not process shipments on weekends or holidays. If we experience a high volume of orders, there might be slight delays in delivery. In such cases, we will send you an email reminder. Please allow a few extra days, especially if there are adverse weather conditions affecting deliveries.

If you haven't received an update on your shipment within approximately 3 business days, please contact us(https://www.plaud.ai/pages/contact-us), and we'll assist you promptly.

3.2 What is your return and refund policy?

If you are unsatisfied with your purchase for any reason, you can return it for a full refund within **30 days** of receipt.

If you receive a damaged, incorrect, or nonfunctional item, you can return it for an exchange or a full refund within **7 days** of receipt. You can contact us(https://www.plaud.ai/pages/contact-us) to get more assistance from our after-sales service team.

For the Annual Membership & Transcription Quota, if you have purchased an Annual Membership or a Transcription Quota from https://plaud.ai but haven't used or activated it, you are eligible for a full refund within 30 days of the purchase date.

To request a refund, please contact us(https://www.plaud.ai/pages/contact-us) with your order details. Refunds are processed within 5-10 business days upon approval. **Activated or used products are not eligible for refunds.**

3.3 What is the product warranty?

Customers of the PLAUD AI Voice Recorder enjoy a 12-month or longer (if required by the local laws or regulations) warranty service from the date of the sales invoice.

If performance failure occurs due to normal use circumstances during the warranty period, PLAUD.AI shall provide maintenance services free of charge. For warranty service, a valid device **serial number** and **proof of purchase** must be provided.

The warranty service applies if:

1. The Recorder is not dismantled, repaired, maintained, resold, or modified without permission.
2. The Recorder is not operated in an abnormal environment.
3. The Recorder is not damaged due to a violation of the user's guide.
4. The Recorder has not experienced a collision, falling, or bending due to improper storage or faults, and significant deformation due to liquid

leakage in humid places.

If you encounter any problems while using this device, please contact us here https://www.plaud.ai/pages/contact-us

3.4 What is your privacy policy?

User privacy is of utmost importance to us. By default, recordings are only stored on the PLAUD device and the associated PLAUD APP. When transcribing and summarizing, recordings may need to be uploaded to servers for processing. The entire transmission process is encrypted, and user information is anonymized.

For more details, you can refer to https://www.plaud.ai/pages/privacy-policy

4. All Other Questions

If the issue you’ re trying to solve isn’ t listed above, please feel free to visit this link for a better answer to your concern: https://support.plaud.ai/hc/en-us Once opened this link, you can type your question into the search box or chat with our customer support agent using the floating icon in the bottom right corner. We’ re always a message away from you!