RecDot - Guide

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1、Get Started

1.1 What's In the Box

Upon receiving the viaim RecDot, verify the outer packaging and plastic wrap remain intact.

After unboxing, you will find the following items in the earbuds package:

2 earbuds (Left and Right)

Charging Case

Quick Start Guide

Charging Cable

Silicone Ear Tips (XS/S/L)

Note: M-size tips come pre-installed on the earbuds.



After placing the left and right earbuds correctly into the charging case, you will observe these key components:

① Left Earbud Status Indicator

② Right Earbud Status Indicator

③ FlashRecord Button

④ Case Status Indicator

⑤ Case Charging Port

⑥ Multi-function Button（Connect/Pairing）



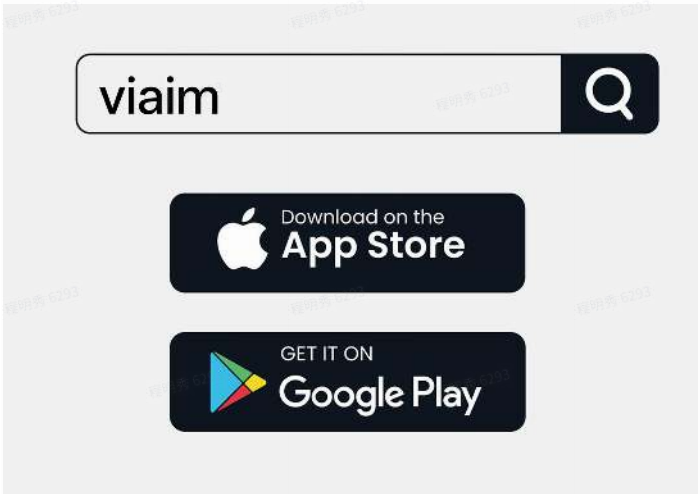
Still need help?

Email us: service@viaim.ai

In-App: Me > Technical Support > Online Customer Service.

1.2 Download the viaim App

Tap here to download the global version of the viaim App.



The App's language automatically matches your device system language and supports: **English, Japanese, Thai, Traditional Chinese, and Simplified Chinese.**

System Requirements

If installation fails, check your OS version:

· Android: 8.0 or later

· iOS: 15.0 or later

1.3 Log in & Sign up

🔐 Start your AI productivity journey. Sign in to viaim via multiple convenient methods to ensure all your recordings and intellectual assets are securely synced across devices.

Social Log in

You can log in to the viaim App using an existing Google or Apple account:

· Tap the "Google" or "Apple" icon and follow the on-screen prompts.



Standard Log in

Enter Info

Tap the Log In button and enter your account (Email or Phone Number).



Check Area Code

When using a phone number, ensure the Country/Area Code is correct.



Password

Enter your password. If forgotten, tap "Retrieve Password" to reset it.



Create an Account

Tap Sign up

Tap the "Sign up" button at the bottom.

Enter Email

Enter your correct and active email address.

Human Verification

Complete the on-screen verification process.

Verification Code

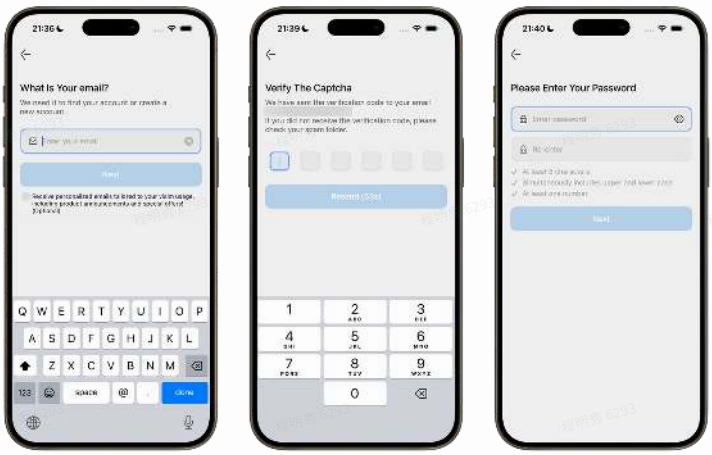
Enter the 6-digit code sent to your email (Check your Spam folder if not received).

Set Password

Must be ⩾8 characters, including mixed case letters and at least 1 number (no spaces).

Finish

Tap "Continue" to complete your account creation.



Security Tips

Code Security

viaim will never ask for your verification code; do not share it with anyone.

Password Best Practices

For better security, we recommend updating your password periodically and avoiding overly simple combinations.

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In-App: Me > Technical Support > Online Customer Service.

1.4 First-time Pairing & Connection

After creating your viaim account and signing in, pair your earbuds as follows:

Prepare Earbuds for Pairing

· Open your phone's Bluetooth settings

· Open the charging case lid

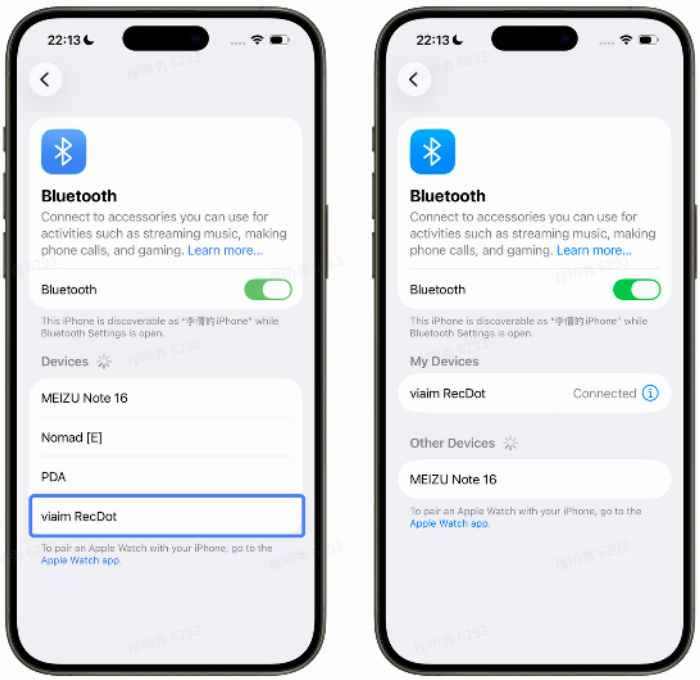
· Press and hold the Multi-function Button on the case back for 3 seconds

→ *Case status indicator flashes white (Pairing mode active)*



Connect via Bluetooth

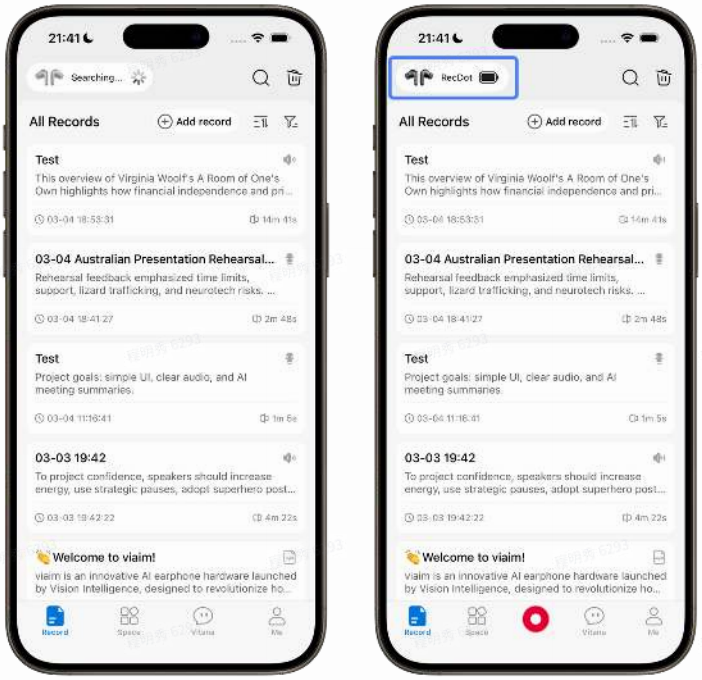
· In your phone's Bluetooth list, select "viaim RecDot"



Connect viaim App

· Launch the viaim App

· App automatically detects earbuds status



Still need help?

Email us: service@viaim.ai

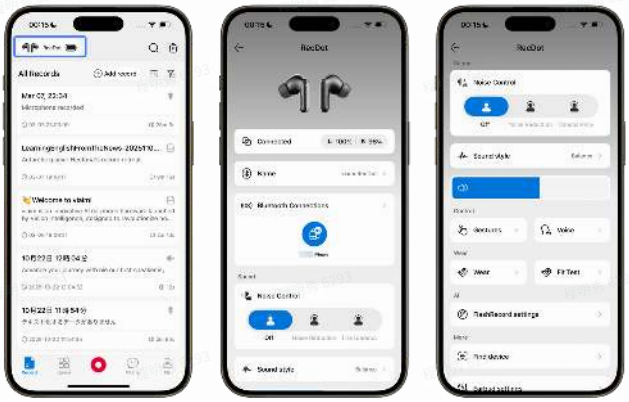
In-App: Me > Technical Support > Online Customer Service.

1.5 Device Management

🎧 Welcome to your earbud command center. From noise cancellation to touch controls and sound styles—everything is customizable to fit your lifestyle.

How to Access

After connecting, open the viaim App and tap the device icon in the top-left corner of the "Record" page.



Basic Information

Battery Status

Check real-time battery levels for both earbuds.

Device Naming

Personalize your earbuds' Bluetooth display name.

Device About

View Model name, Serial Number (SN), and firmware version.

Audio & Environment

Noise Control

Switch between Noise Reduction, Transparency, or Off modes to control your environment.

Sound Style

Choose preset styles or use Custom Audio to define your unique listening experience.

Interaction & Control

Gestures Control

Customize gestures for "Pinch once", "Pinch twice", and "Pinch & Hold".

Voice Control

Control your earbuds via voice commands (OFF by default).

Dual Connection

Enable this to connect to two devices simultaneously with seamless switching.

Optimization

Fit Tes

Test the seal of your ear tips for optimal sound quality and ANC performance.

More personalized settings are waiting for you to explore.

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2、Start Recoding

2.1 FlashRecord

⚡ FlashRecord is a core feature of viaim, allowing you to record audio directly to the earbuds' built-in storage without a phone connection.

Get Started

Via Charging Case

Press the [FlashRecord Button] on the case. The indicator light will start breathing white, signaling that recording has begun.

Via Earbuds

While wearing the earbuds, long-press the stem of left earbud (default gesture). A notification tone will confirm the start of recording.



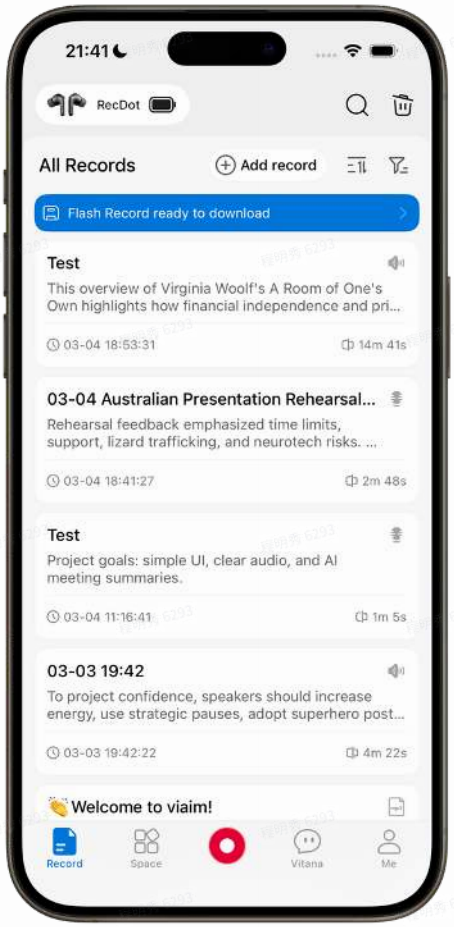
Stop FlashRecord

Press the FlashRecord button on the case again or long-press the earbud stem. The indicator light will turn off, and the recording will be automatically saved to the earbud's local storage.

Data Sync & Download

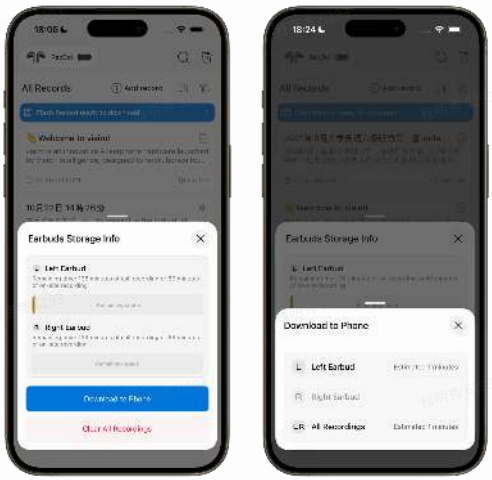
Sync Status

Once recording is finished, open the viaim App and ensure the earbuds are connected. Navigate to the "Record" tab; a banner stating "Flash Record ready to download" will appear at the top.



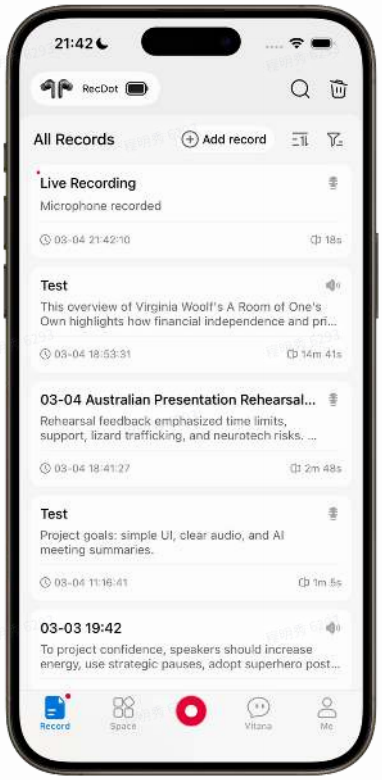
Manage FlashRecord

Tap the banner to view flash storage usage. You can choose to either "Download" or "Clear" the records.



Local Storage & Review

Once downloaded, the recording file is transferred from the earbuds and stored locally on your phone.



Intelligent Summary & Vitana AI

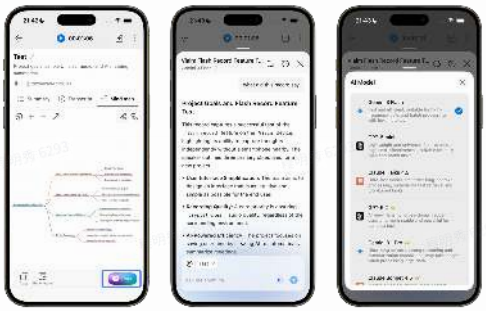
Intelligent Summary

After transcription, the AI automatically generates a Summary, Deep Insights, and a To-Do List based on your record.



Vitana AI

Use Vitana AI for Intelligent Q&A. It learns your habits and can instantly provide accurate answers based on all your files and context.



Still need help?

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In-App: Me > Technical Support > Online Customer Service.

2.2 Call Recording

📞 Call Recording is your essential tool for efficient communication. Whether it's a cellular call or an App-based meeting (WhatsApp, Zoom, or Teams), viaim Earbuds captures every detail via the viaim App.

Get Started

Connect

Ensure your viaim Earbuds is connected. Open the viaim App and go to the "Record" tab.



Start Recording

Once the call is connected, tap the "Red" button to start. During recording, you can manually switch the transcription language or tap "Translate" to enable real-time text translation.



Real-time Control

During the call, tap the "Microphone" button to mute or unmute at any time.



Stop Recording

Simply tap the "Red" button or end the call. The recording will be automatically saved to your record library.

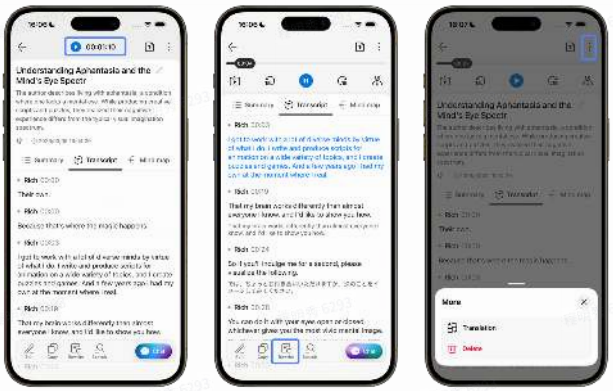


Playback & Export

Playback & Transcription

Tap "Play" to review. You can also "Rewrite" or translate the content.

⚠ *Note: Rewrite will consume your transcription minutes.*



Export

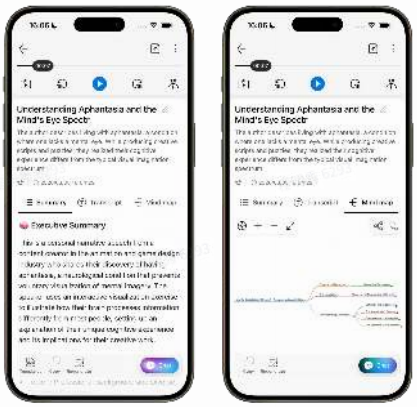
Directly export the audio file or the transcript if you need them for external use.



Intelligent Summary & Vitana

Intelligent Summary

After transcription, the AI automatically extracts a Summary, Deep Insights, and a To-Do List to help you review efficiently.



Vitana

With Vitana’ s Intelligent Q&A, it provides personalized information retrieval and knowledge management based on your history and context. You can also select different AI models to ask different types of questions.



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2.3 Live Recording

🎙️ Live Recording transforms your viaim Earbuds into a professional-grade recorder. It’s perfect for capturing face-to-face meetings, lectures, or personal memos with high-fidelity audio.

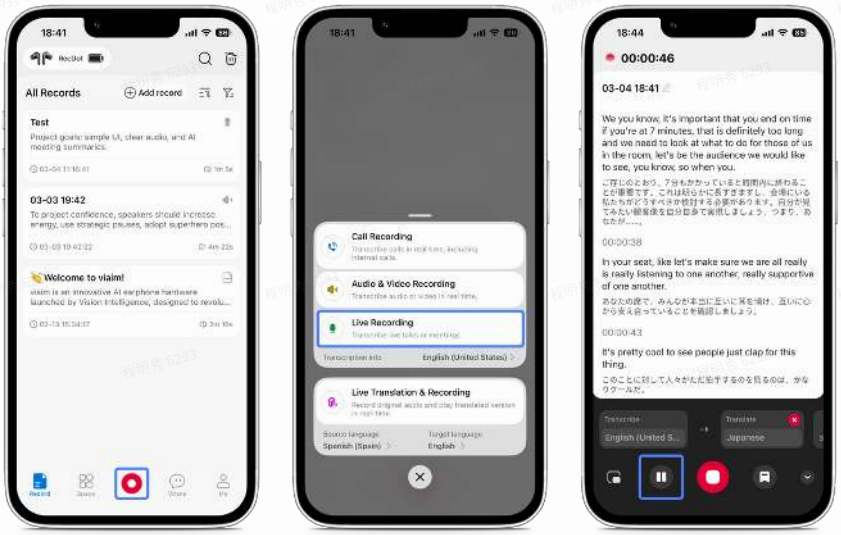
Get Started

Get Ready

Ensure your viaim Earbuds are connected. You can choose to wear them or place them near the sound source for the best audio quality.

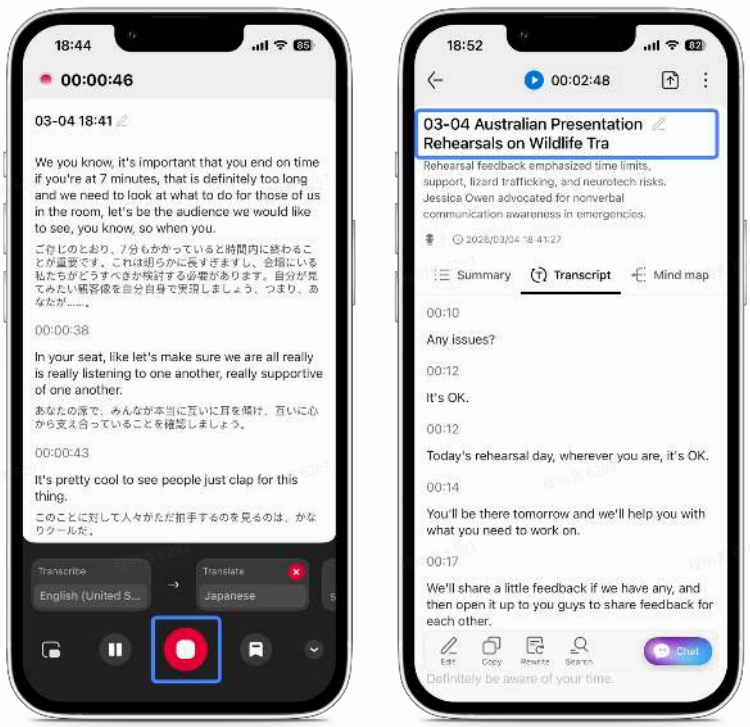
Start Recording

Tap the "Red" button on the Record interface and select "Live Recording." During the session, you can tap "Pause" at any time to ensure every captured segment is relevant and effective.



Stop Recording

Tap the "Red" button. Once finished, you can manually rename the file or enable "SmartTitles," then categorize it into a specific "Space."

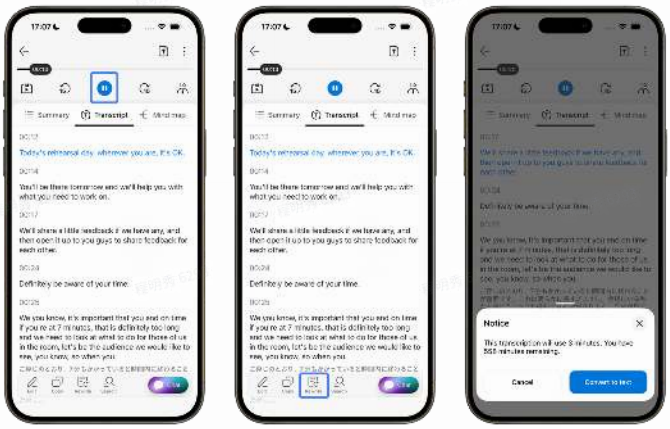


Playback & Export

Playback

Tap "Play" to review. You can perform "Rewrite" or translation as needed.

⚠ Note: Re-transcription will consume your transcription minutes.



Export

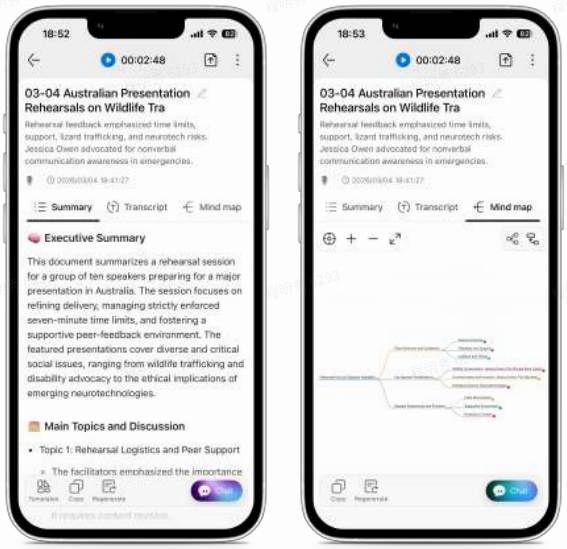
Directly export the audio file or the transcript if you need them for external use.



Intelligent Summary & Vitana

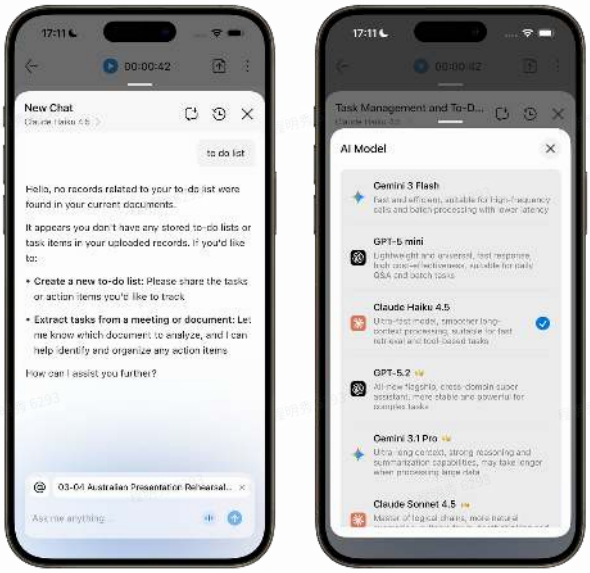
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2.4 Audio & Video Recording

🎬 Audio & Video Recording is designed to capture multimedia content. Whether it’ s an online course or a meeting recording, viaim Earbuds records both audio and context with precision.

Get Started

Connect

Ensure your viaim Earbuds is connected to the App and navigate to the "Record" tab.

Start Recording

Tap the "Red" button and select "Audio & Video Recording." While capturing system audio, you can select languages or enable translation.



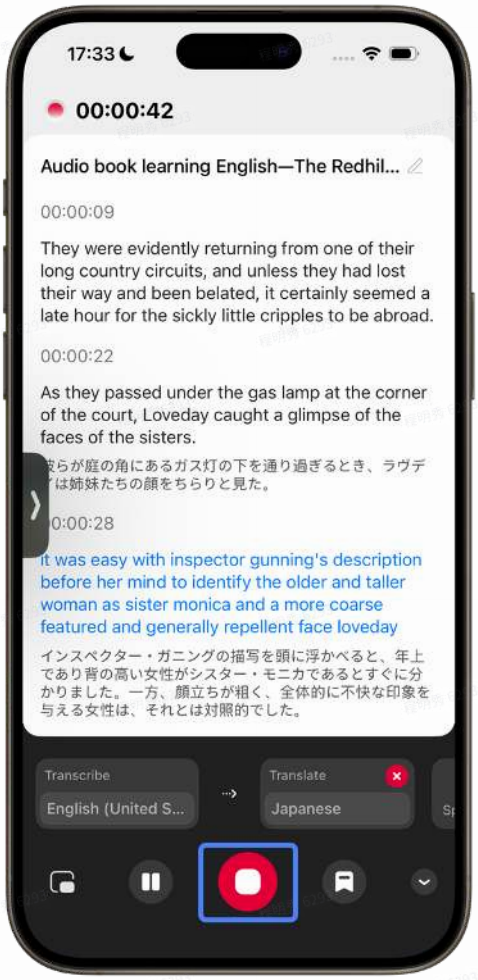
Picture-in-Picture (PiP)

Once recording starts, tap the "PiP" button to keep the record page floating on top of other apps. It displays the transcript/translation in a compact window or can be tucked away at the edge of the screen.



Stop Recording

Tap the "Red" button. The recorded content will be saved immediately, and the AI process will begin.

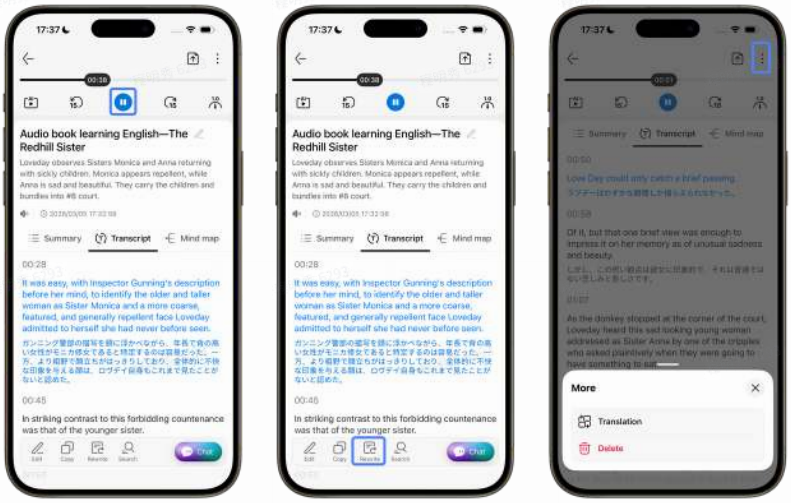


Playback & Export

Playback

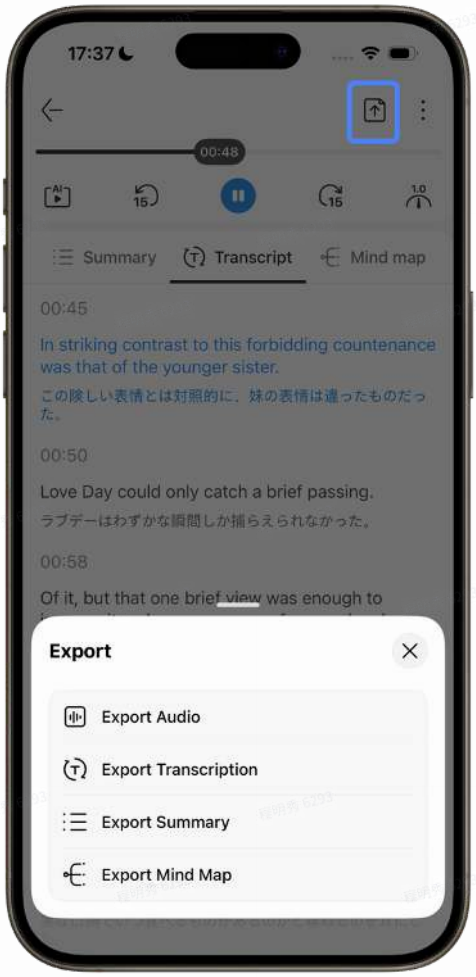
Tap "Play" to review. You can perform “Rewrite” or “Translation” as needed.

⚠ *Note: Rewrite will consume your transcription minutes.*



Instant Export

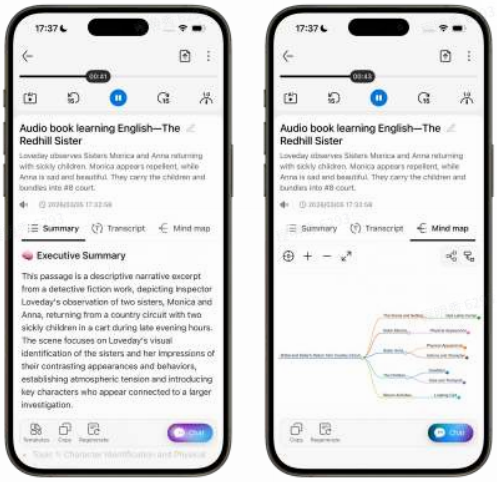
One-tap export for transcripts or audio.



Intelligent Summary & Vitana

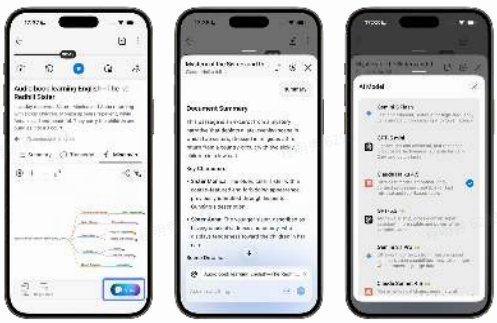
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2.5 Live Translation & Recording

🌐 Live Translation & Recording helps you bridge language gaps. Offering instant translation alongside recording, it’ s the ideal companion for international conferences and global business.

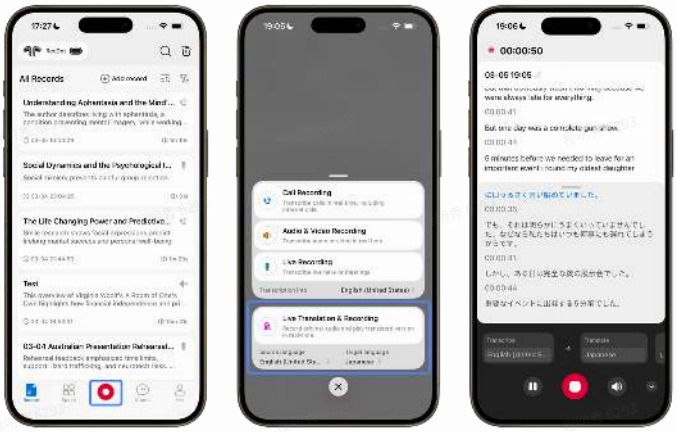
Get Started

Connect

Confirm your viaim Earbuds is connected to the viaim App and navigate to the "Record" tab. This feature uses your phone's microphone for recording; please ensure it is unobstructed and placed close to the sound source.

Start Recording

Tap the "Red" button and select "Live Translation & Recording." Choose your transcription and translation languages. Once recording starts, the screen displays original and translated text side-by-side, while your earbuds provide a voice broadcast.



Real-time Control

If you do not wish to have the translation broadcast, simply tap the "Speaker" button to turn it off. You can also pause or resume recording at any time during the session.



Stop Recording

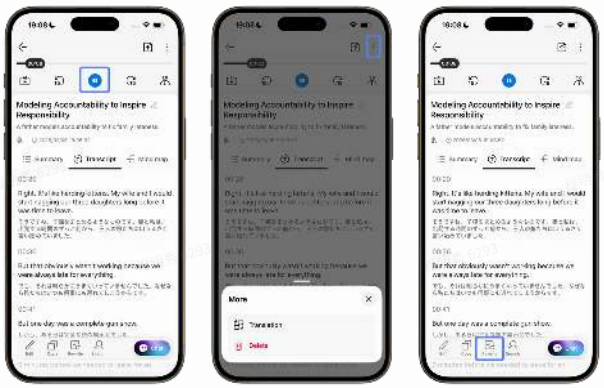
Tap the "Red" button on the recording interface. The original audio, source text, and translated content will be automatically saved to your "Record" library.

Playback & Export

Bilingual Review

Once finished, tap "Play" to review the record. You can perform “Rewrite” or re-translation based on the original audio.

⚠ *Note: Re-transcription will consume your transcription minutes.*



Export

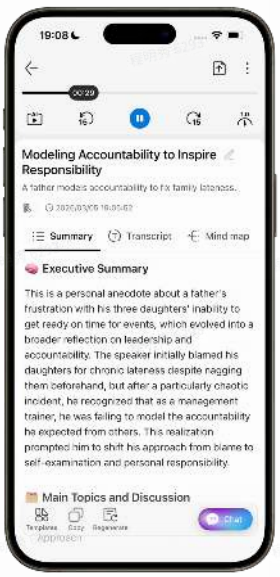
Supports exporting the source text and translation in PDF or Docx formats.



Intelligent Summary & Vitana

Intelligent Summary

After transcription, the AI automatically extracts a Summary, Deep Insights, and a To-Do List to help you review efficiently.

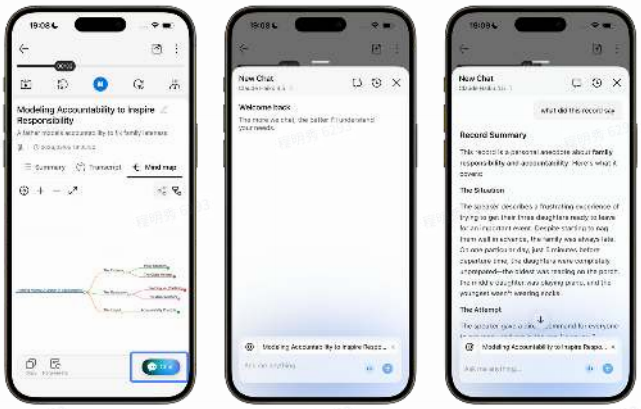




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3、AI Features

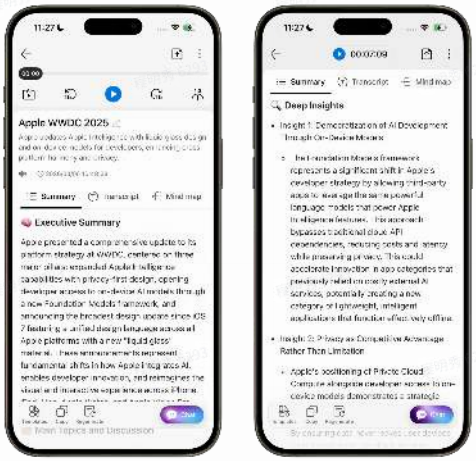
3.1 Intelligent Summaries

📋 Intelligent Summaries quickly refine lengthy transcripts into structured key points after recording, completely transforming the way you work.

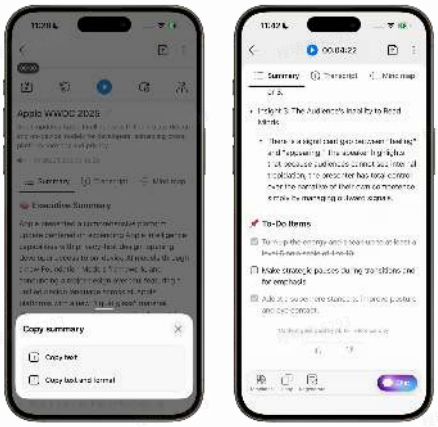
How to Use

Auto-Extraction & Editing

· After transcription, the AI generates a Summary, Deep Insights, and a To-Do List.



· Text content supports one-tap copy, and you can set a "Status" for To-Do List items to organize tasks.



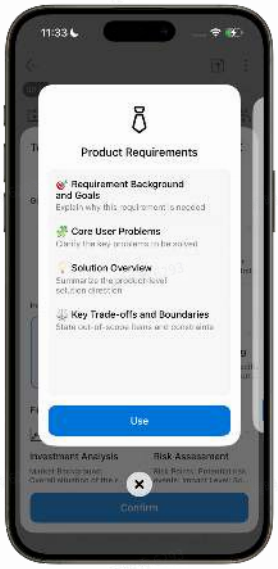
Industry Templates & Customization

· Tap "Templates" to choose specific scenarios (Meeting Minutes, Project Progress， Weekly Report) or industry-specific formats (Finance, Healthcare, etc.).

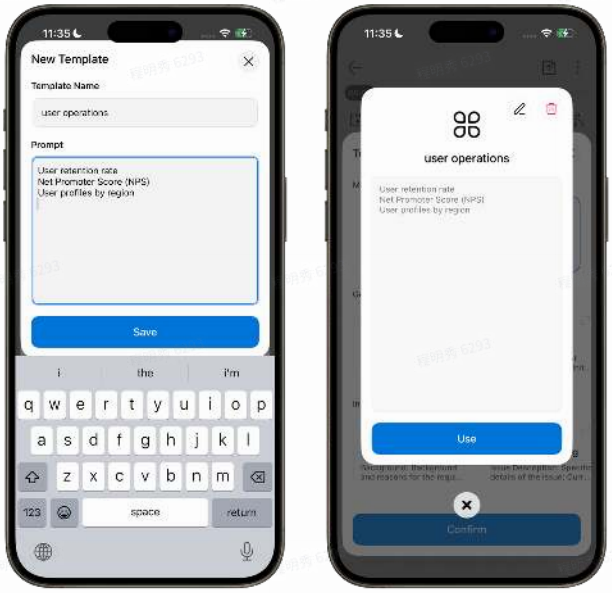








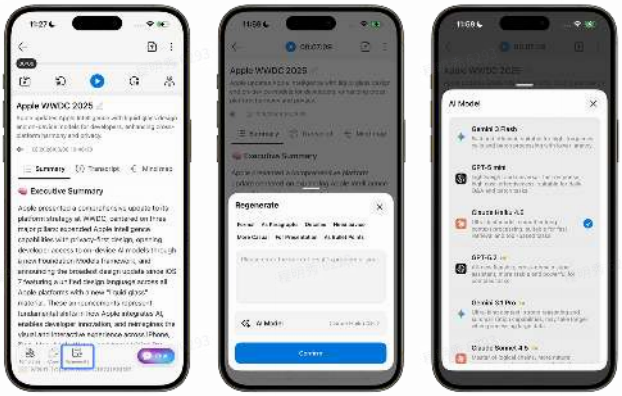
· You can also "Create" templates via prompts; more precise prompts lead to better results.



⚠ *Note: Basic plan supports 1 custom template; all official templates are free.*

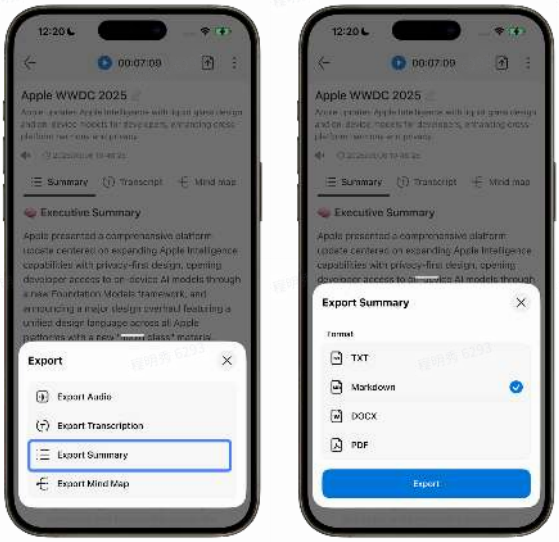
Regenerate & Optimize

If unsatisfied, tap "Regenerate" and input your expectations or specific issues to guide the AI. You can also try switching between different AI models to experience different analytical effects.



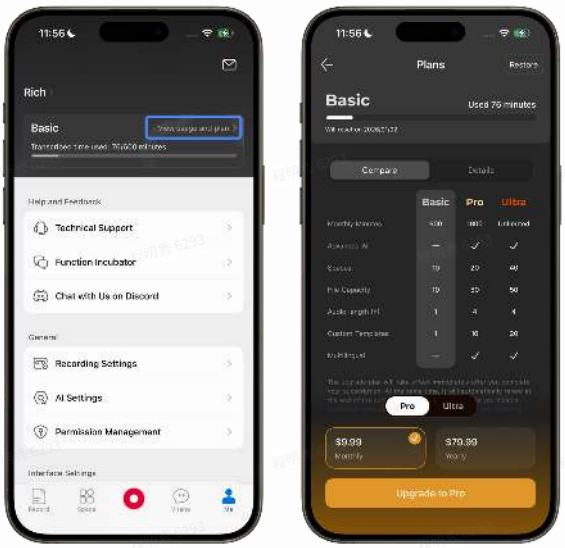
Export & Share:

To preserve the full structured layout, tap "Export" to save your summary in Markdown (md), Word (docx), or PDF formats.



Subscription

To create more custom templates or experience advanced AI models (e.g., GPT-5.2, Claude Sonnet 4.5), please go to "Me" > "Plan" to subscribe.



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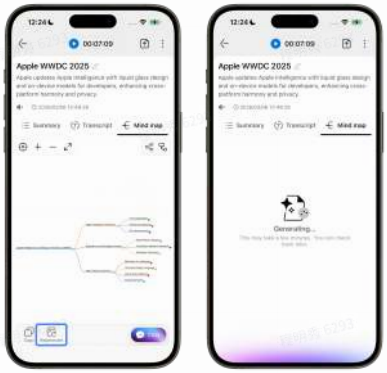
3.2 Mind map

🧠 Mind Maps automatically builds logical frameworks from transcription, capturing connections and sparking new ideas through visualization.

How to Use

Generation & Optimization

Tap the "Mind Map" tab in the record details to generate. If unsatisfied, simply tap the "Regenerate" button for a new version.



Management

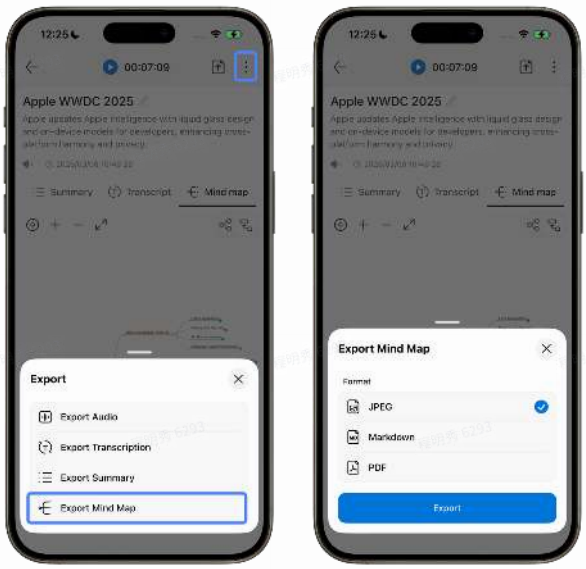
Displays three levels by default. Tap "Expand All" for a full view, or manually click nodes to expand. Supports manual zooming and Landscape Mode.





Copy & Export

Copy the text with one tap. To preserve the layout, tap "Export" to save the map as an Image, Markdown (md), or PDF.



Still need help?

Email us: service@viaim.ai

In-App: Me > Technical Support > Online Customer Service.

3.3 Vitana

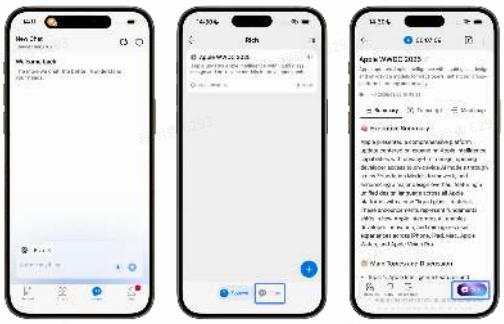
💬 Vitana is the core AI agent of viaim. By learning your habits and interacting with you deeply, it acts as a powerful extension of your mind. Whether performing deep searches via the global

entry or asking questions on the fly within record details, Vitana delivers precise, intelligent support.

Get Started

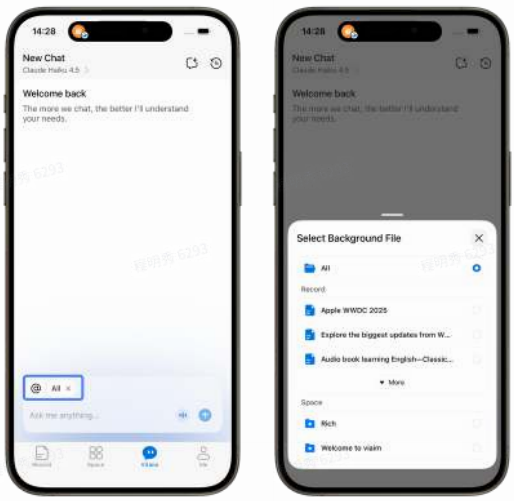
Multiple Entries

Access Vitana via the dedicated main tab, or summon it within Record Details or a Space for context-aware Q&A.



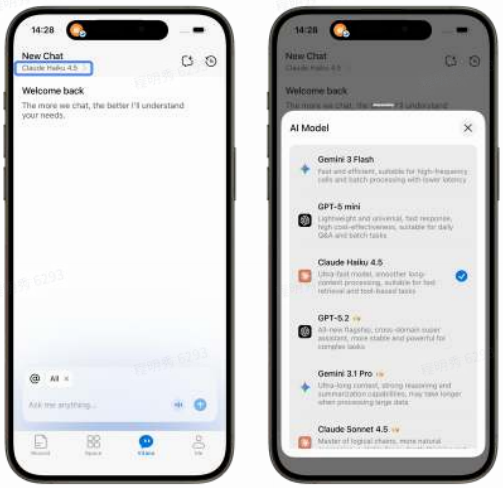
Define Context

Before asking, select Vitana's "Reference Scope": a Single Record, All Records, or all files within a Specific "Space".



Model Selection

Use the default AI or switch to Advanced AI Models depending on the complexity of your query.



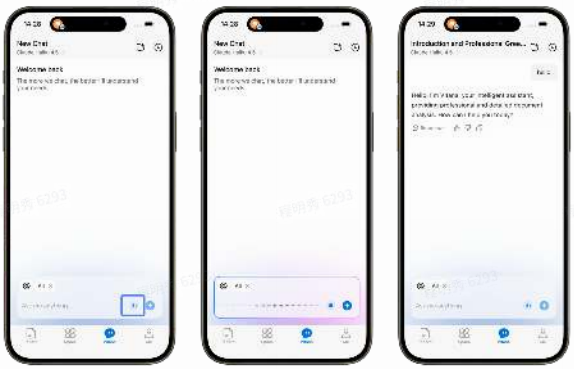
Ask Anything

Natural Interaction

No complex prompts needed. Use plain text or paste requirements directly; clearer instructions yield better results.

Voice & Text Input

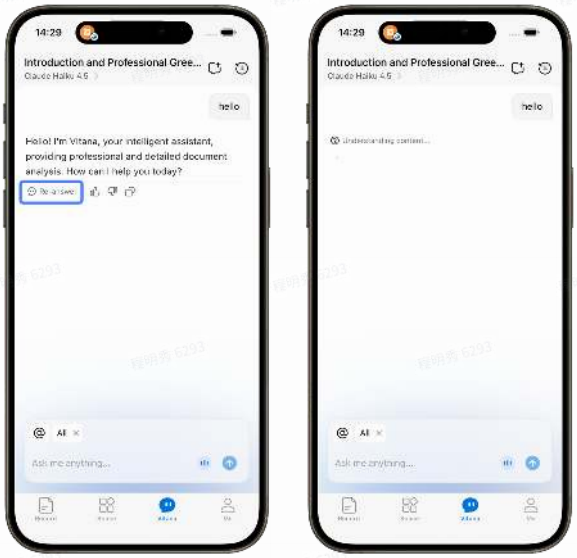
Supports Voice Input (with auto-transcription) or text queries, making interaction as natural as a conversation.



Feedback & Optimization

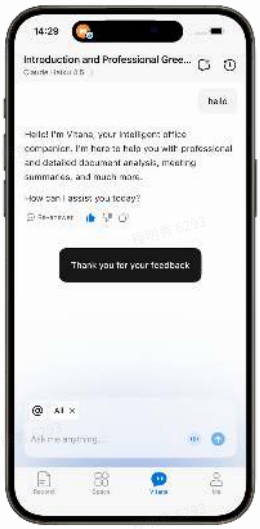
Re-answer

If you are unsatisfied with Vitana's response, you can ask it to Re-answer the question.



Train Your AI

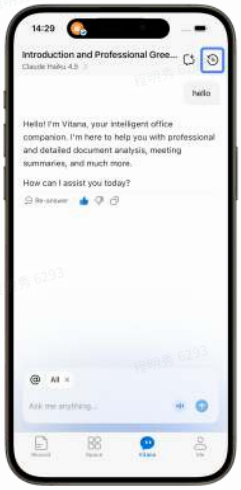
Provide feedback via the "👍" and "👎" buttons. This helps Vitana understand exactly what kind of answer you need and improves future performance.



History & Management

Chat History

All conversations are saved in "Chat History", allowing you to review previous insights and logic at any time.





Quick Copy

All answers provided by Vitana can be copied with one tap for quick sharing via email or other apps.



Still need help?

Email us: service@viaim.ai

In-App: Me > Technical Support > Online Customer Service.

3.4 AI Upgrade & Subscription

💎 Unlock world-class AI models and expanded creative space by choosing the plan that fits you best. Whether moving from Basic to Pro or upgrading to Ultra, viaim is your ultimate partner for complex tasks.

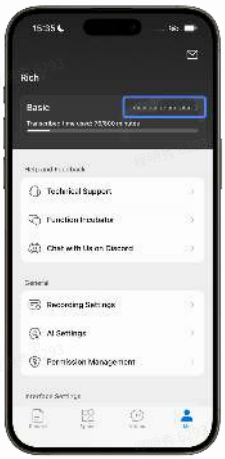
Get Started

Every viaim account starts with the Basic plan upon registration. Based on your needs for transcription minutes and AI capabilities, you can upgrade via "Plan" in the App at any time.

How to Subscribe

Enter Plans

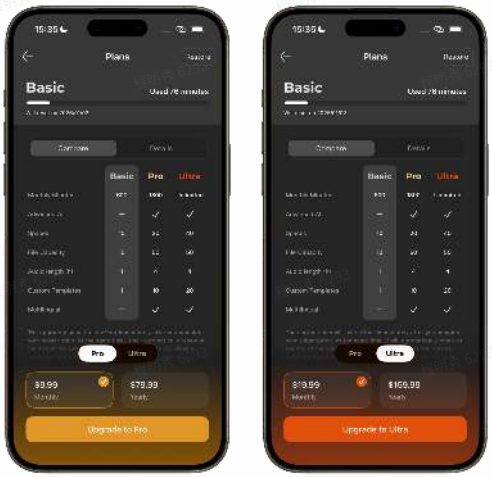
Open the viaim App, go to "Me", and tap the plan card at the top.





Select Plan

Choose between Pro or Ultra and confirm Monthly or Yearly billing.



Activate

Once payment is complete, all premium benefits will be activated immediately.

AI Upgrade Benefits

Basic (Starter - Free)

Meets essential recording needs with basic monthly minutes and standard AI summaries.

Pro (Professional)

· Transcription boosted to 1800min/mo.

· Unlocks Advanced AI Models (GPT-5.2, Claude Sonnet 4.5, Gemini 3.1 Pro).

· Supports Multi-language Transcription (Up to 3 languages per record).

Ultra (Ultimate):

· Transcription: Unlimited.

· Maximum capacity for Spaces, file storage, and custom templates.



Usage Note

Translation features (including real-time and imported files) are integrated with your transcription quota. Since translation depends on transcription results, it will be restricted if your transcription quota is exhausted. This does not affect your ability to translate or re-translate historical records that have already been transcribed. Upgrades for additional minutes take effect immediately.

Subscription Policy

Auto-Renewal

Plans renew automatically. To cancel, disable auto-renewal in your settings at least 24 hours before the current period ends.

How to Cancel

iOS Users (Apple Pay)

- Open App Store
- Tap profile icon (top-right)
- Select "Subscriptions" → Choose viaim
- Confirm "Cancel Subscription"

Android Users

· Open Google Play

· Tap profile icon (top-right)

· Navigate: Payments & subscriptions → Subscriptions;

· Select viaim → Cancel Subscription.

Service Continuity

AI services remain active and transcription minutes continue to be available through the end of the current subscription period after cancellation.

⚠ Important

You MUST cancel your subscription before deleting your account. Otherwise, auto-renewal charges may still occur even after the account is deleted.

Still need help?

Email us: service@viaim.ai

In-App: Me > Technical Support > Online Customer Service.

4、Records Management

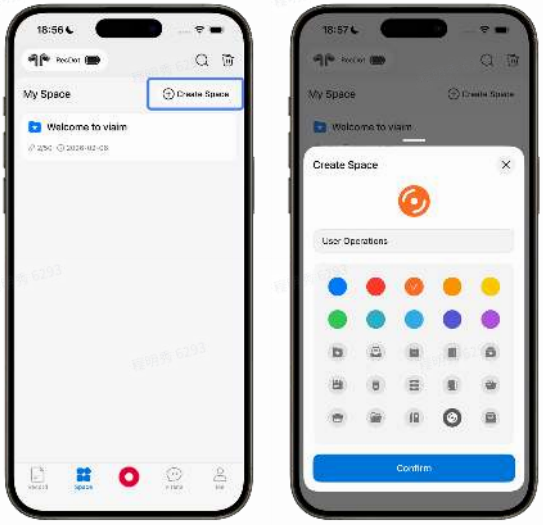
4.1 Space Management

📂 Space is your personal AI knowledge base. Categorize and manage your knowledge by creating distinct Spaces, and leverage Vitana to perform deep retrieval across all your materials.

Build Your Space

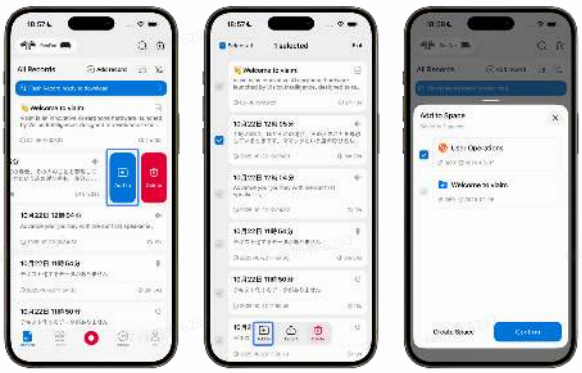
Create

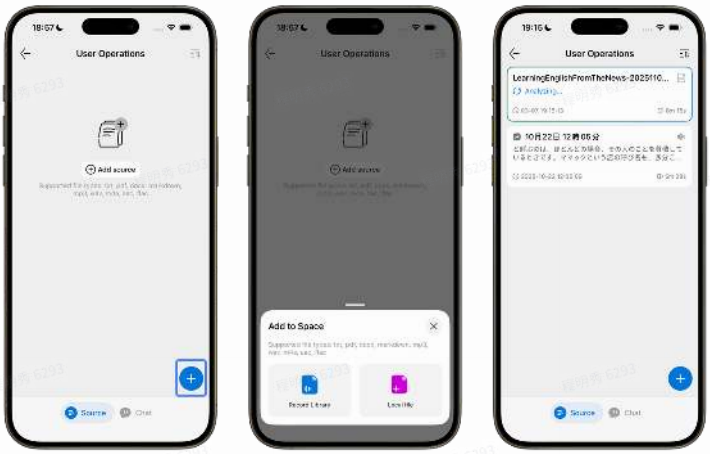
Tap "Create Space" and name it. You can use different colors and icons to distinguish different types of "Space", making your knowledge categories visually intuitive.



Centralize

Add viaim recordings or import local files (PDF, docx, txt, md, mp3, etc.) into your Space.





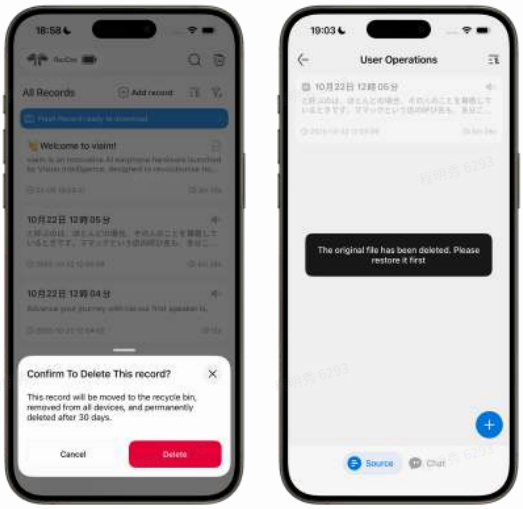
Shortcut Logic

Records added to a Space act as "Shortcuts." The original files remain accessible in the main Record tab.

Management & Deletion

Synced Delete

Deleting a file from the main "Record" tab also removes its shortcut from all "Space".



Delete Space

Deleting a "Space" moves its shortcuts to the "Recycle Bin" without affecting the originals in the "Record" tab.



Remove Record

When removing a record from a Space, checking "Delete the original file in the record" will also move the original recording to the "Recycle Bin".



Still need help?

Email us: service@viaim.ai

In-App: Me > Technical Support > Online Customer Service.

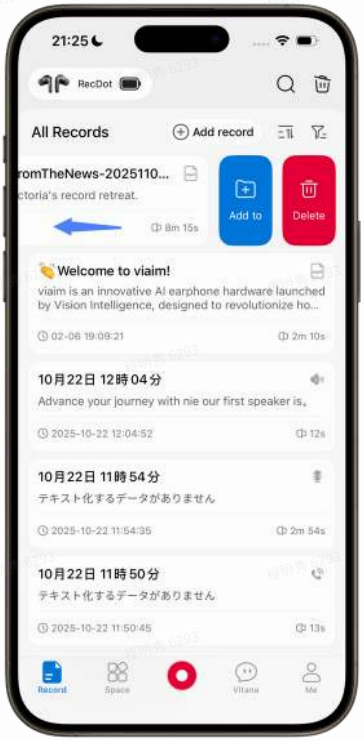
4.2 Record Management

🎙️ Manage every recording asset with efficiency. Maximize the value of your meetings and sparks of inspiration through flexible organization and multi-format exports.

Organize & Categorize

Add to Space

In the record list, you can swipe left or long-press a record, tap "Add to," and categorize the necessary recordings into the corresponding personal knowledge base.



Bulk Actions

Long-press a single record to enter bulk action mode. Supports bulk selecting records for "Add to," "Export," and "Delete."



Export Formats

Tap "Export" and choose from these professional formats:

・Audio: Export original audio files (mp3).

・Transcription： Export transcription as (txt / docx / pdf).

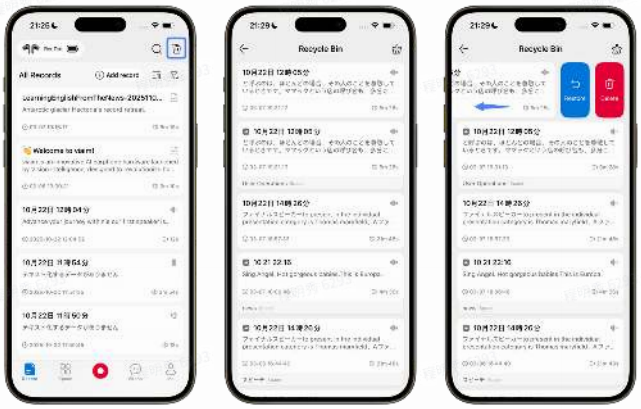
・Summary: Export summaries as (txt / docx / pdf / md).

・Mind Map: Export logic maps as (md / pdf).

Delete & Restore

30-Day Window

Deleted records stay in the Recycle Bin for 30 days before permanent deletion. You can restore them anytime within this window.



Restore Logic

· For records deleted from a "Space," you must select a "Space" during restoration to avoid duplicate display in the main "Record" page.

· Records deleted directly from the "Record" tab will be restored directly back to the Record page.

Still need help?

Email us: service@viaim.ai

In-App: Me > Technical Support > Online Customer Service.

5、Others

5.1 Connect with other devices

💻 Turn viaim into your multi-scenario productivity hub. Seamlessly switch between computers, pads, and smartphones to keep your efficiency flowing wherever you go.

Pair with Computer/Pad

Enter Pairing

Open the charging case lid; the earbuds will automatically enter pairing mode.

Enable Bluetooth

Turn on Bluetooth in your device's settings.

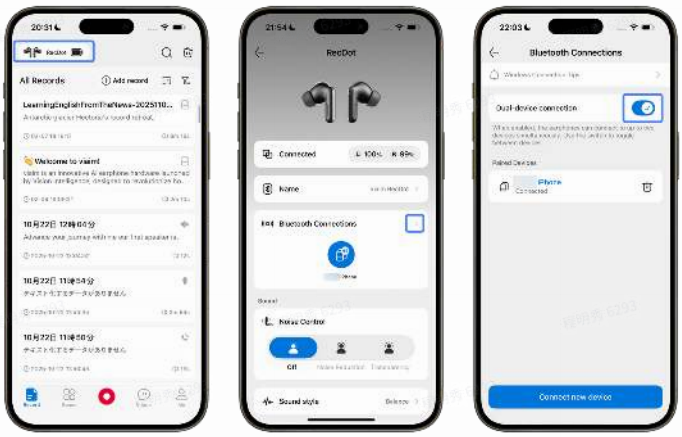
Select & Connect

Choose [viaim Earbuds] from the list of available devices.

Dual Connection

Toggle ON

viaim App → Record → Devices Manage → Bluetooth Connections → Toggle "Dual-device connection" ON.

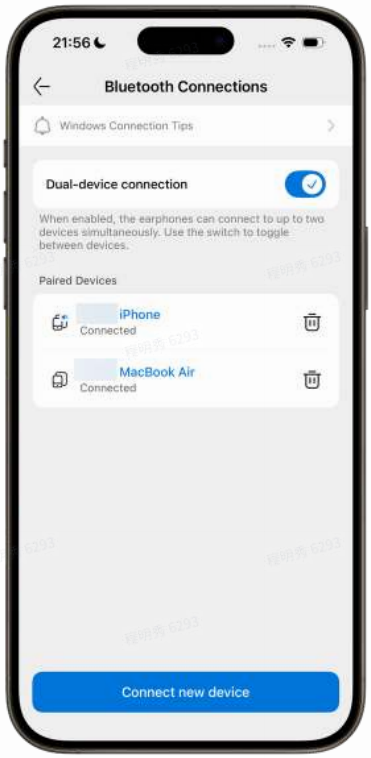


Pair New

Tap "Connect new device" to enter pairing mode.

Second Device

Go to the second device's Bluetooth settings and select [viaim Earbuds].



Special Notes

Same-System Device Constraint

If connected to two devices with the same operating system (e.g., two iPhones), the viaim App can only be active on one device at a time to ensure stability. This does not affect the dual Bluetooth connection itself.

Recording Stability

Unstable data transfer during dual connection may interrupt recordings. To guarantee absolute data integrity, we strongly recommend disconnecting other devices before starting a critical recording session.

Still need help?

Email us: service@viaim.ai

In-App: Me > Technical Support > Online Customer Service.

5.2 Connect with NoteKit

🖥️ NoteKit is viaim's dedicated connection hardware for desktop. Paired with the viaim desktop app, it breaks mobile limitations, providing ultra-stable call recording and professional audio capture directly on your computer.

Download & Install

Top here to visit the official download page to install the desktop application for your system.

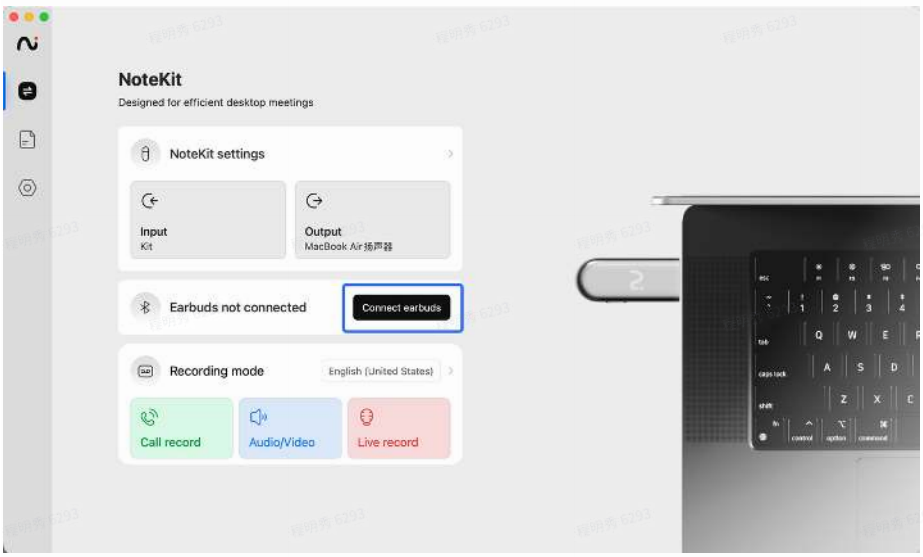
Connect via NoteKit

Plug In

Insert NoteKit into your computer's USB-C or USB-A port.

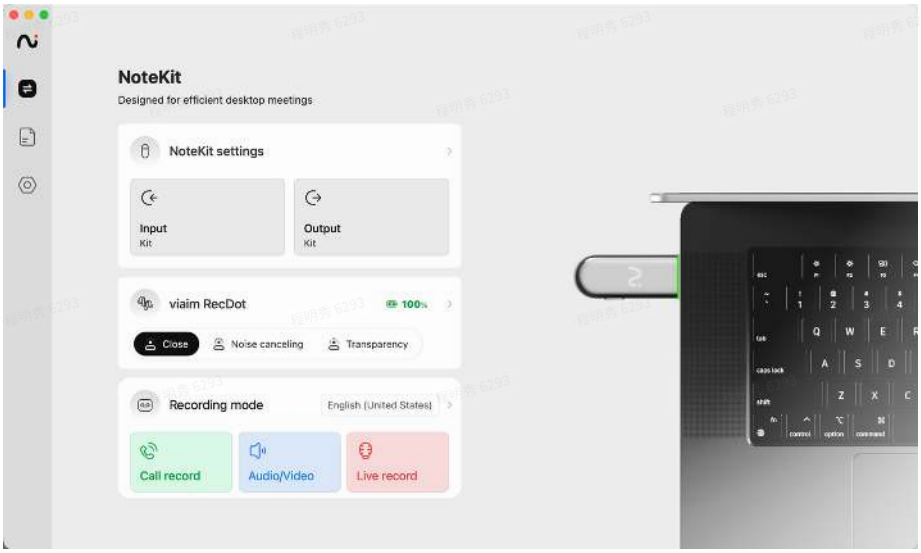
Launch

Open the viaim app on your computer and tap "Connect Earbuds."



Auto-Pair

Open your earbud case; the devices will pair automatically via NoteKit.



Start Recording

Core Functions:

Use the viaim desktop app for:

· Call Recording: Capture every online meeting or call (Zoom, Teams, etc.).

· Audio/Video Recording: Record webinars, lectures, or video content.

· Live Recording: Leverages NoteKit Dual Microphones for superior audio capture.

Connection Rules

Exclusive Pairing

Earbuds MUST pair through the NoteKit hardware.

🚫 No Bluetooth

Never connect viaim earbuds to your computer's built-in Bluetooth. This prevents the viaim desktop app from functioning correctly.

Troubleshoot Pairing

If the connection fails:

· Disabled Interference: Turn off Bluetooth on all other nearby devices (phones/pads).

· Retry: Tap the pairing button in the app again.

Audio Settings

Never manually change OS audio input/output channels, as this will cause recording failure.

Compatibility

NoteKit and the viaim desktop app only work with viaim Earbuds. Using other brands will cause recording failure.

Still need help?

Email us: service@viaim.ai

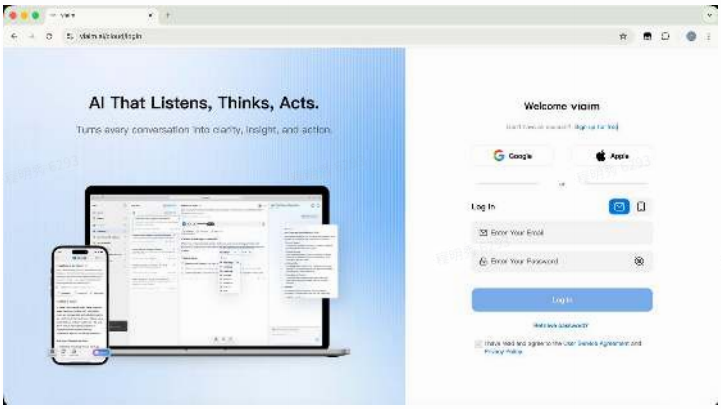
In-App: Me > Technical Support > Online Customer Service.

5.3 Syncing on viaim Cloud

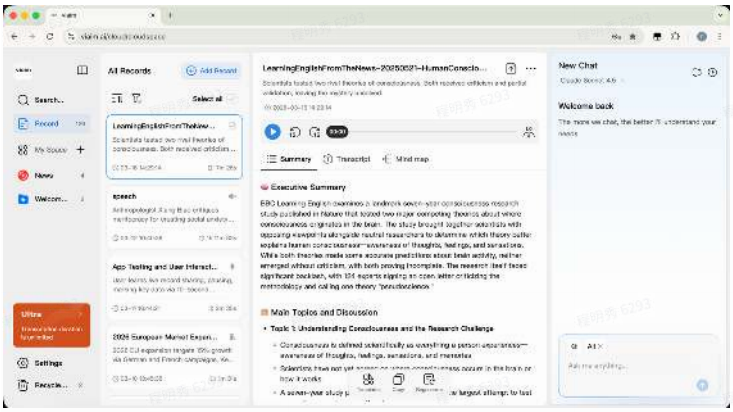
Capture inspiration on mobile and dive deep on the web. Achieve true cross-platform productivity with viaim Cloud.

How to Access

1. **Visit the URL**: Open your desktop browser and go to https://www.viaim.ai/cloud.
2. **Log In**: Sign in using the same credentials as your **viaim App** (Email、Phone Number or Google/Apple accounts).



3. **Instant Sync**: Once logged in, all recordings marked as "**Synced**" on your phone will appear automatically.



Core Features on Web

Record List & Playback

Your digital library in the cloud. The web version offers an expanded visual workspace, allowing you to **review transcripts** while listening to **high-fidelity audio**.

With the powerful **global search**, you can pinpoint specific moments across thousands of records using simple keywords.

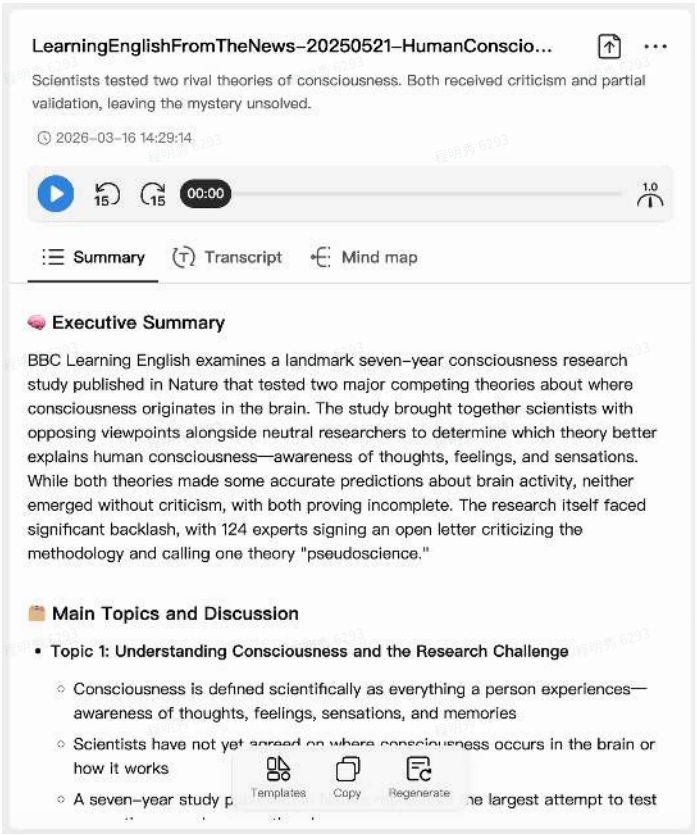
Vitana AI Assistant

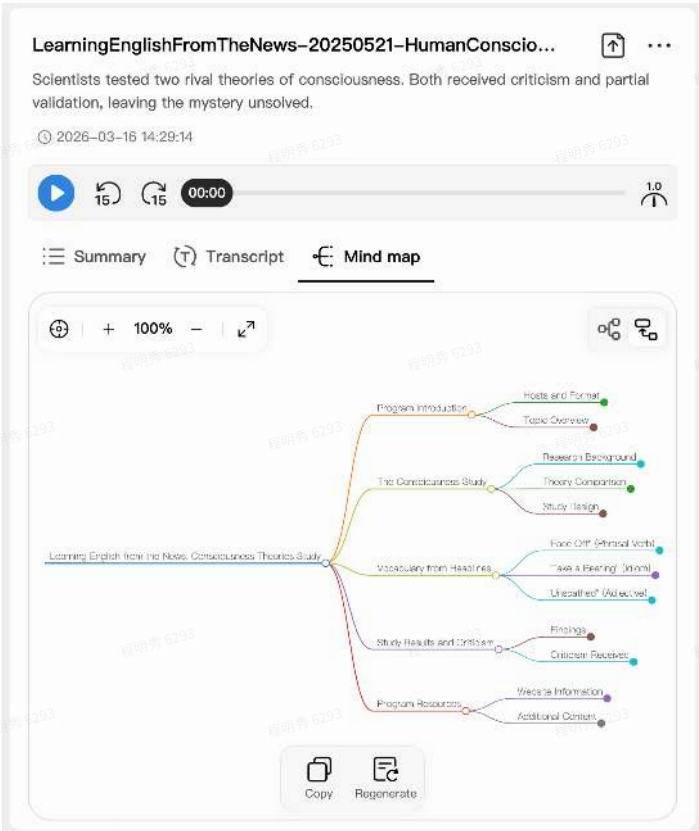
The web platform is the ultimate environment for deep collaboration with **Vitana**. Take advantage of the large screen to reference data while inputting **complex AI prompts**. Whether performing cross-document reasoning or deconstructing multi-hour meetings, Vitana provides insightful answers in real-time.



Intelligent Summaries & Mind Map

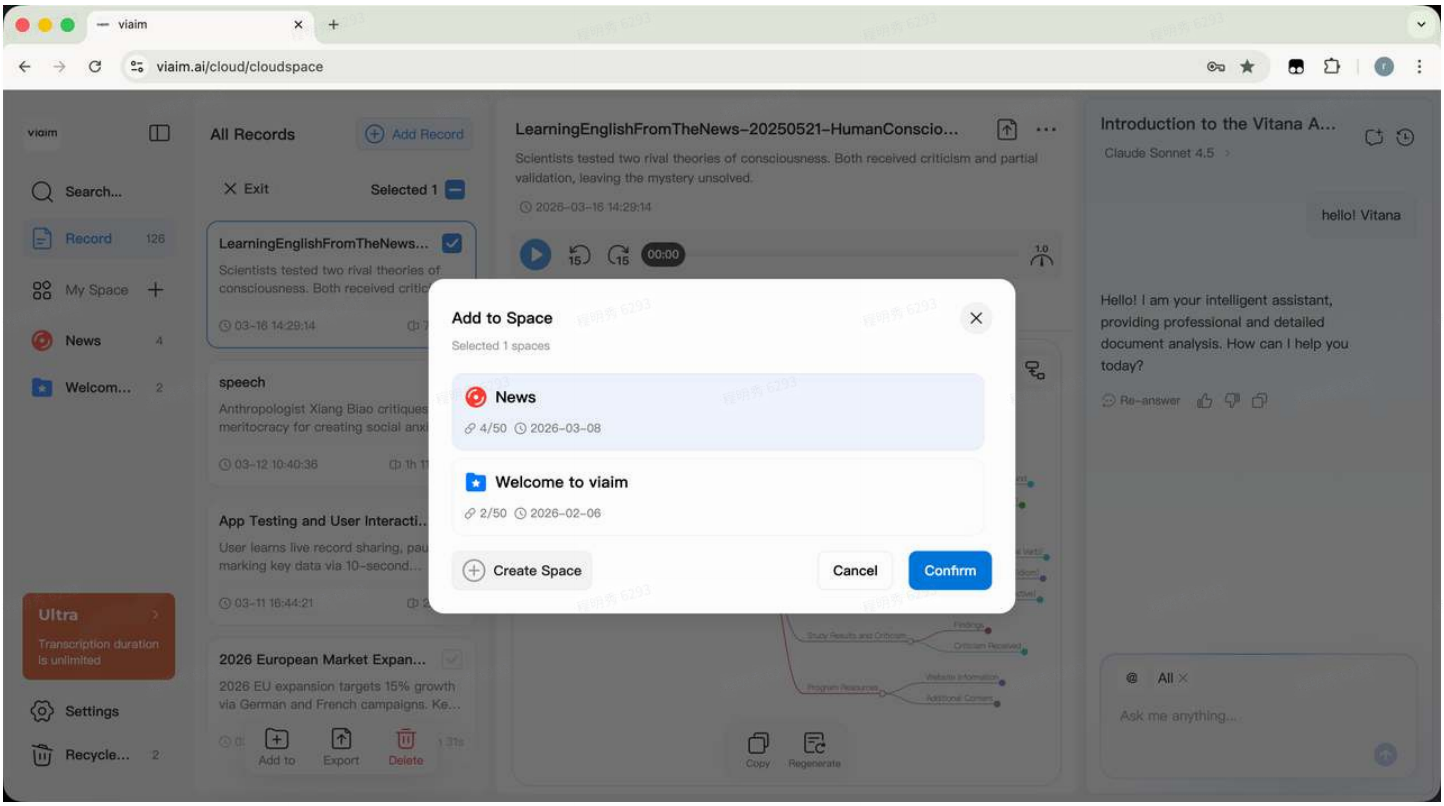
Transform complex dialogues into structured knowledge. On the web, you can experience an immersive reading of **Intelligent Summaries** and browse interactive **Mind Map**. This layout allows you to grasp the meeting's flow from a macro perspective and capture critical decision points effectively.

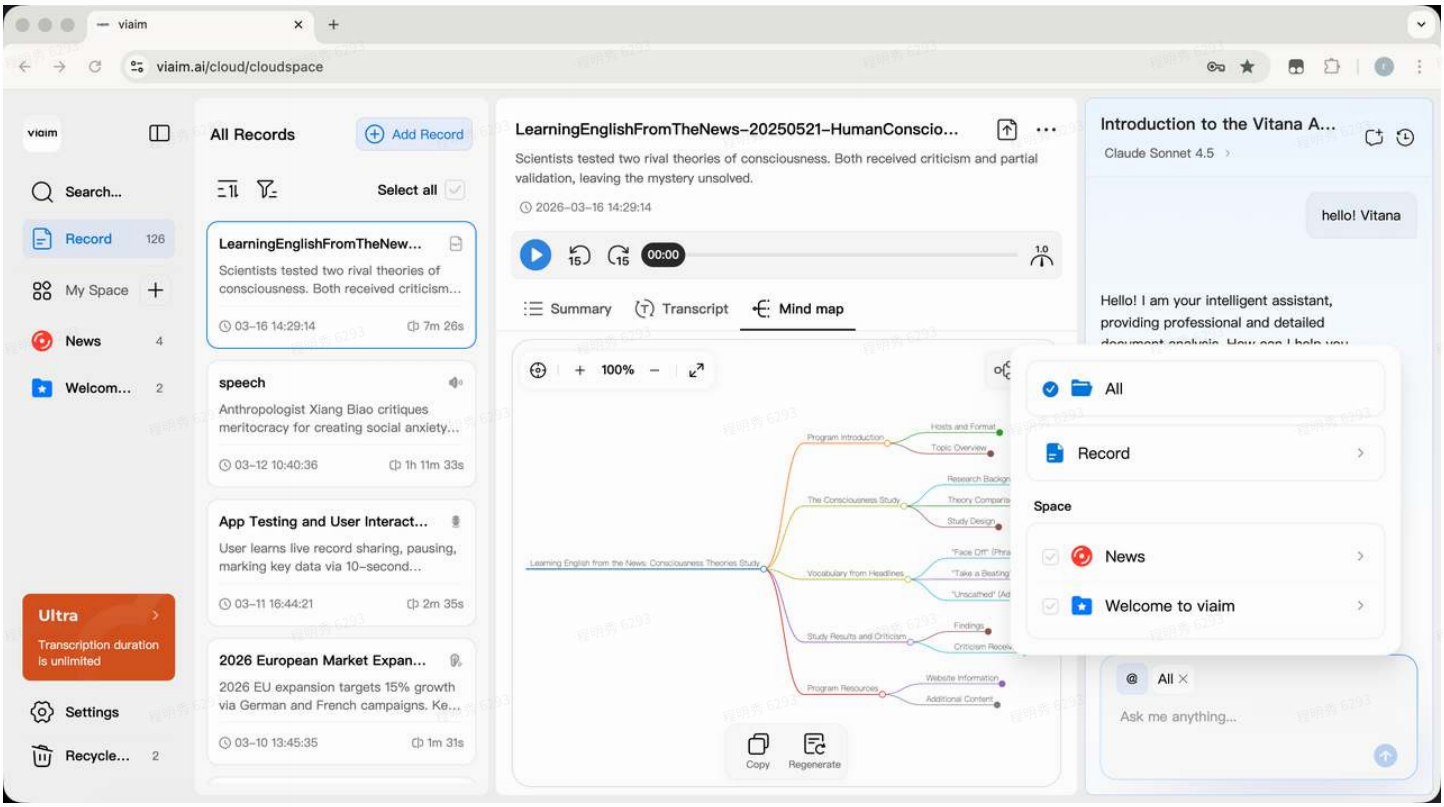




Space Management

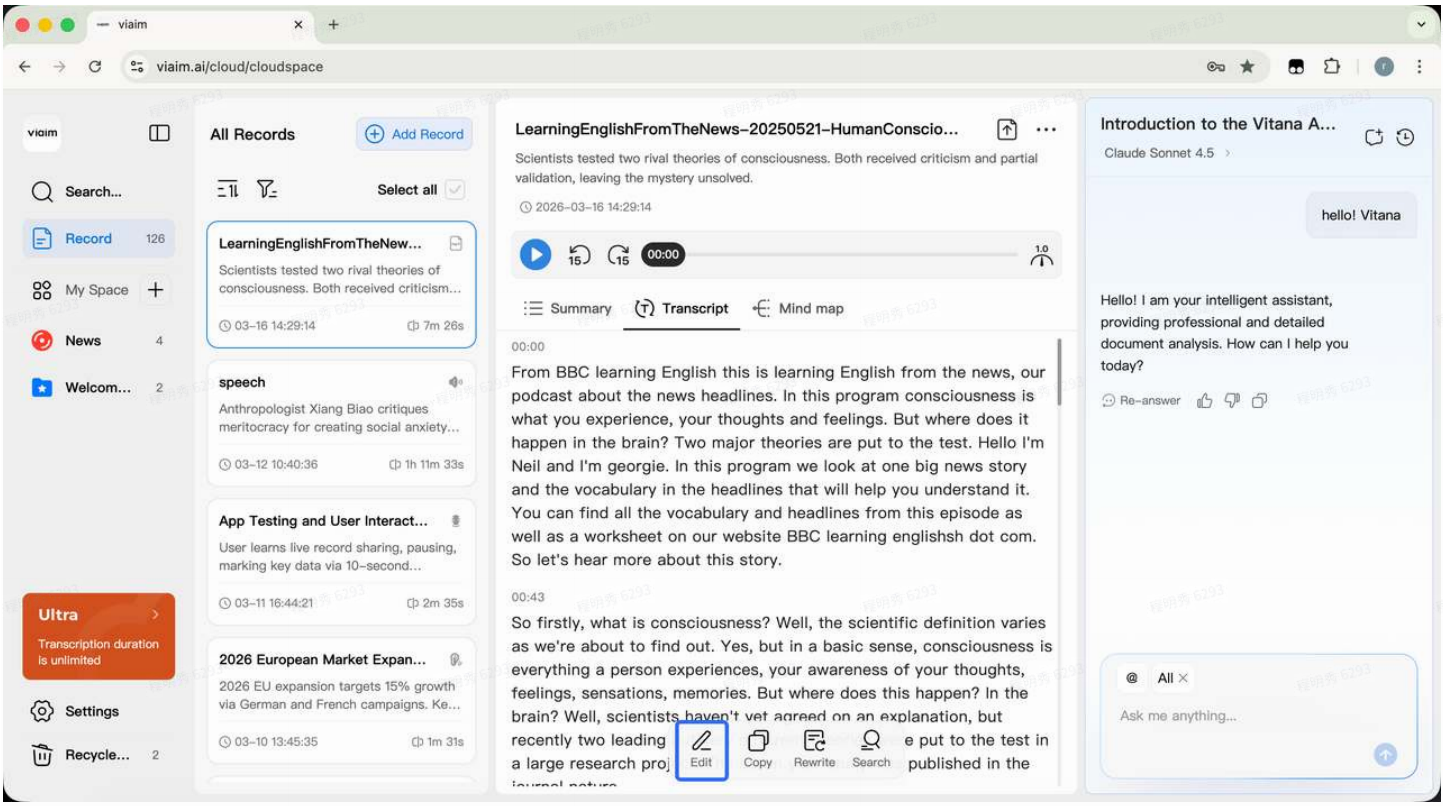
Build your personal knowledge base efficiently. The web version supports intuitive **Space management**, enabling you to categorize and reorganize records with ease. By grouping related records into specific Spaces, you provide Vitana with precise context for more accurate referencing.

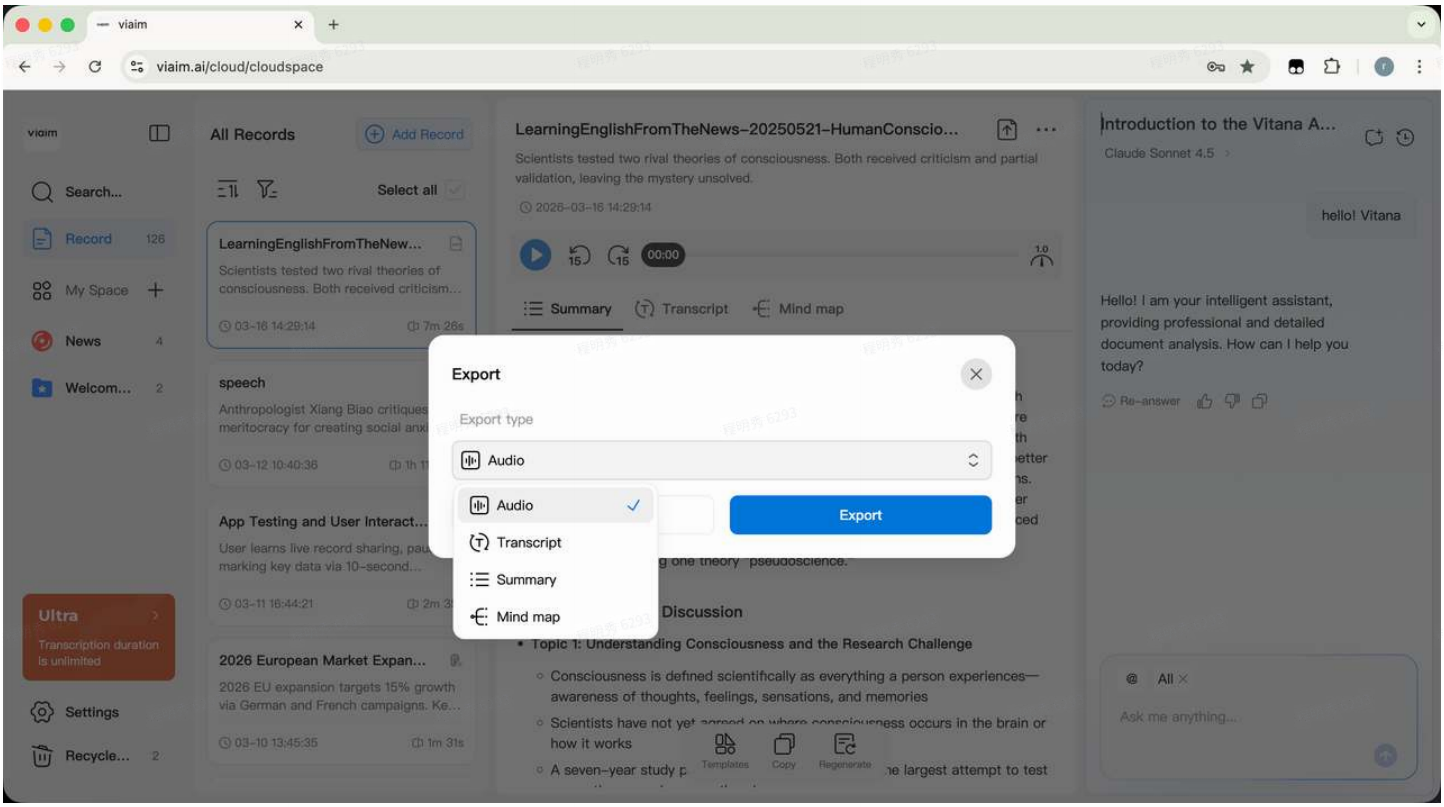




Efficient Editing & Export

Designed for professional documentation. Leveraging the efficiency of keyboard input, the web platform supports **rapid editing** of transcripts. Once finalized, export your results into various mainstream office formats with a single click, seamlessly integrating with your professional workflow.





v2.0.0

20/3/2026

service@viaim.ai