

VIAIM RecDot & NoteKit

User Manual for RecDot AI Voice Recorder Earbuds & VIAIM NoteKit Computer AI Meeting Assistant

Model: RecDot & NoteKit | Brand: VIAIM

1. INTRODUCTION

Welcome to the user manual for your RecDot AI Voice Recorder Earbuds and VIAIM NoteKit Computer AI Meeting Assistant. This comprehensive system is designed to enhance your productivity by providing advanced audio recording, real-time transcription, translation, and intelligent note-taking capabilities. Please read this manual carefully to ensure proper use and optimal performance of your device.



Image: The RecDot AI Voice Recorder Earbuds in their charging case alongside the VIAIM NoteKit, showcasing the complete product package.

2. PRODUCT OVERVIEW

2.1 Components

- **RecDot AI Voice Recorder Earbuds:** Wireless earbuds designed for high-quality audio capture and integration with the viaim App.
- **VIAIM NoteKit Computer AI Meeting Assistant:** A compact device with dual microphones for clear audio pickup, connecting to your computer for enhanced meeting recording and transcription.
- **Charging Case:** Portable case for charging and storing the RecDot earbuds, also featuring the FlashRecord button.
- **USB-C to USB-A Adapter:** For connecting the NoteKit to various devices.

2.2 Key Features

- **AI Transcription & Translation:** Real-time transcription and translation in 16 languages via the viaim App.

- **FlashRecord:** Instant audio, call, and video sound recording by tapping the charging case's red dot, without needing a phone or app.
- **AI Note Taker:** Automatic generation of to-do lists and summaries from recorded content.
- **Dual Microphones:** The NoteKit features dual microphones for clear audio pickup up to 16.4 feet (5 meters).
- **Lightweight & Portable Design:** Both RecDot and NoteKit are designed for easy portability.
- **Seamless Sync:** Access notes on any Windows 10+ device with cross-device synchronization.

Your Smart Work Partner

Live Transcription · To-do Generator · Summary Notes



AI Summary



Task Generator



Live Record



Image: Visual representation of the RecDot and NoteKit's capabilities, including AI Summary, Task Generation, and Live Recording,

3. SETUP

3.1 Initial Charging

Before first use, fully charge both the RecDot earbuds (in their charging case) and the VIAIM NoteKit. Connect the charging case and NoteKit to a power source using the provided USB-C cable. The indicator lights will show charging status.

3.2 App Installation (viaim App)

1. Download the **viaim App** from your device's app store (iOS/Android) or the official VIAIM website for desktop (Windows 10+).
2. Install the app and create an account or log in.

3.3 Pairing RecDot Earbuds

1. Open the RecDot charging case.
2. Enable Bluetooth on your smartphone.
3. In the viaim App, navigate to the device pairing section and select "RecDot Earbuds".
4. Follow the on-screen prompts to complete the pairing process.

3.4 Connecting VIAIM NoteKit

1. Connect the VIAIM NoteKit directly to a USB-A or USB-C port on your computer. Use the provided adapter if necessary.
2. The NoteKit is plug-and-play. Your computer should recognize it as an audio input device.
3. Open the viaim App on your computer. The app will automatically detect the NoteKit.

Seamless Sync

Access your notes on any Windows device you own

Windows 10+ compatibility & cross-device sync

One-press Mic Control



Teams



Skype



Webex



Google meet



Zoom



Phone

Image: The VIAIM NoteKit demonstrating its seamless synchronization capabilities and compatibility with popular communication platforms like Teams, Skype, Webex, Google Meet, Zoom, and Phone calls.

4. OPERATING INSTRUCTIONS

4.1 FlashRecord (RecDot Earbuds)

To initiate a quick recording without your phone or app, simply tap the **red dot** on the RecDot charging case. This will start

recording live audio, phone calls, or video sound directly to the earbuds' built-in storage. Tap again to stop recording. Recorded files can be synced to the viaim App later.

4.2 AI Transcription & Translation (viaim App)

1. Ensure your RecDot earbuds or NoteKit are connected to the viaim App.
2. Start a recording session within the app.
3. Select your desired transcription language (from 16 available languages).
4. For translation, select the target language. The app will provide real-time transcription and translation as audio is captured.

Call & Audio Recording, Instantly

Record phone calls, in-person meetings,
or videos—all in one



Call Record



Audio/Video Record



Meeting Record



Image: The RecDot earbuds and NoteKit facilitating instant call, audio, and video recording, compatible with various communication platforms.

4.3 Generating Smart Summaries & To-Do Lists

After a recording session is complete and synced to the viaim App, the AI will automatically process the content. Navigate to the recording in the app, and you will find AI-generated summaries and actionable to-do lists based on the discussion. Review and edit these as needed.

Smarter Notes

Actionable insights—served automatically

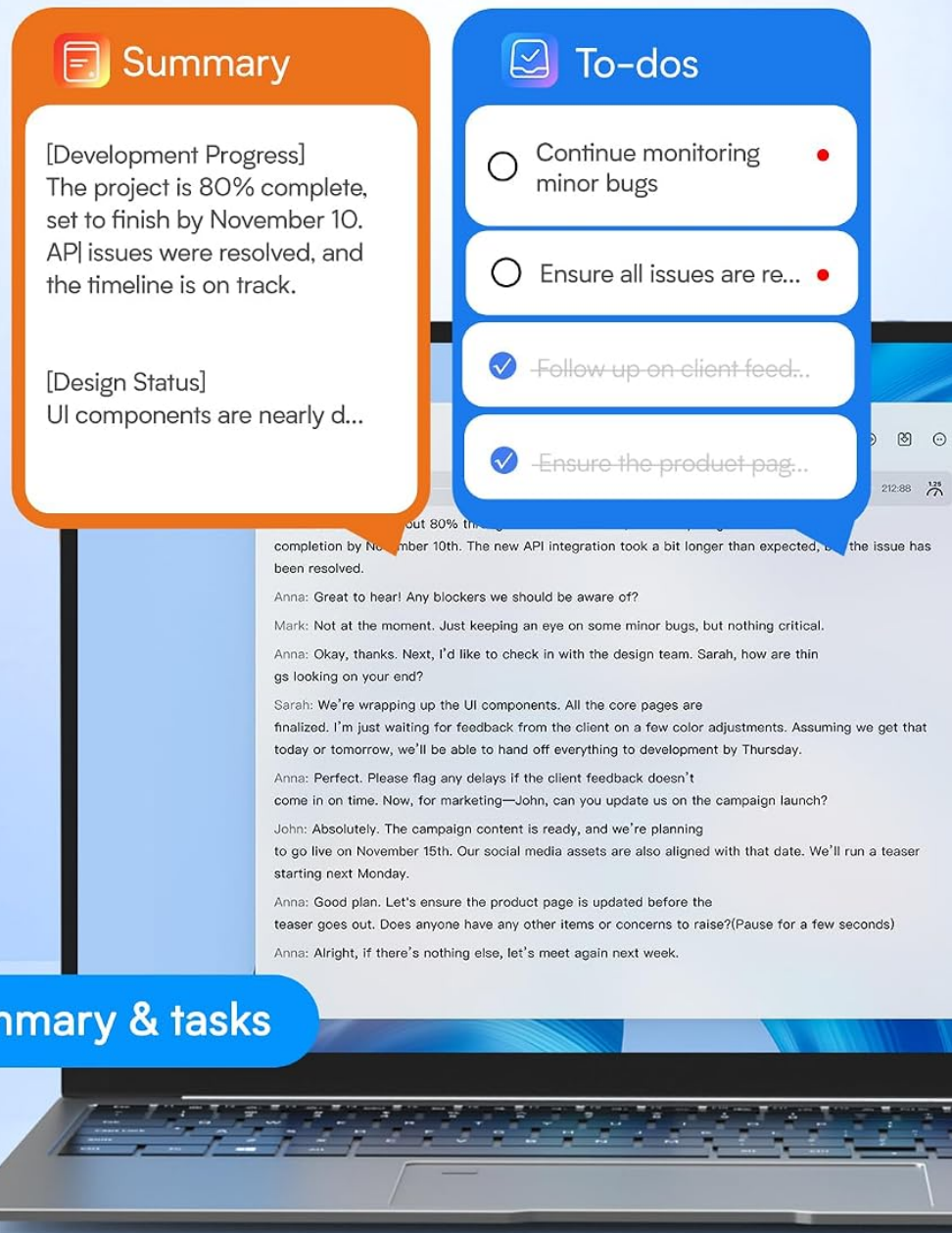


Image: A laptop screen displaying automatically generated AI summaries and to-do lists from recorded content, illustrating the "Smarter Notes" feature.

4.4 Using VIAIM NoteKit for Meetings

When connected to your computer, the NoteKit acts as a high-quality microphone for online meetings (e.g., Zoom, Google Meet, Microsoft Teams, Webex, Skype). Ensure the NoteKit is selected as the audio input device in your meeting software settings. The viaim App will automatically capture and process the audio for transcription and note generation.

Meetings, Mastered

Supports mainstream online-meeting apps



Meeting
Recording



Translation &
Transcription



Efficient
Control



Premium
Appearance

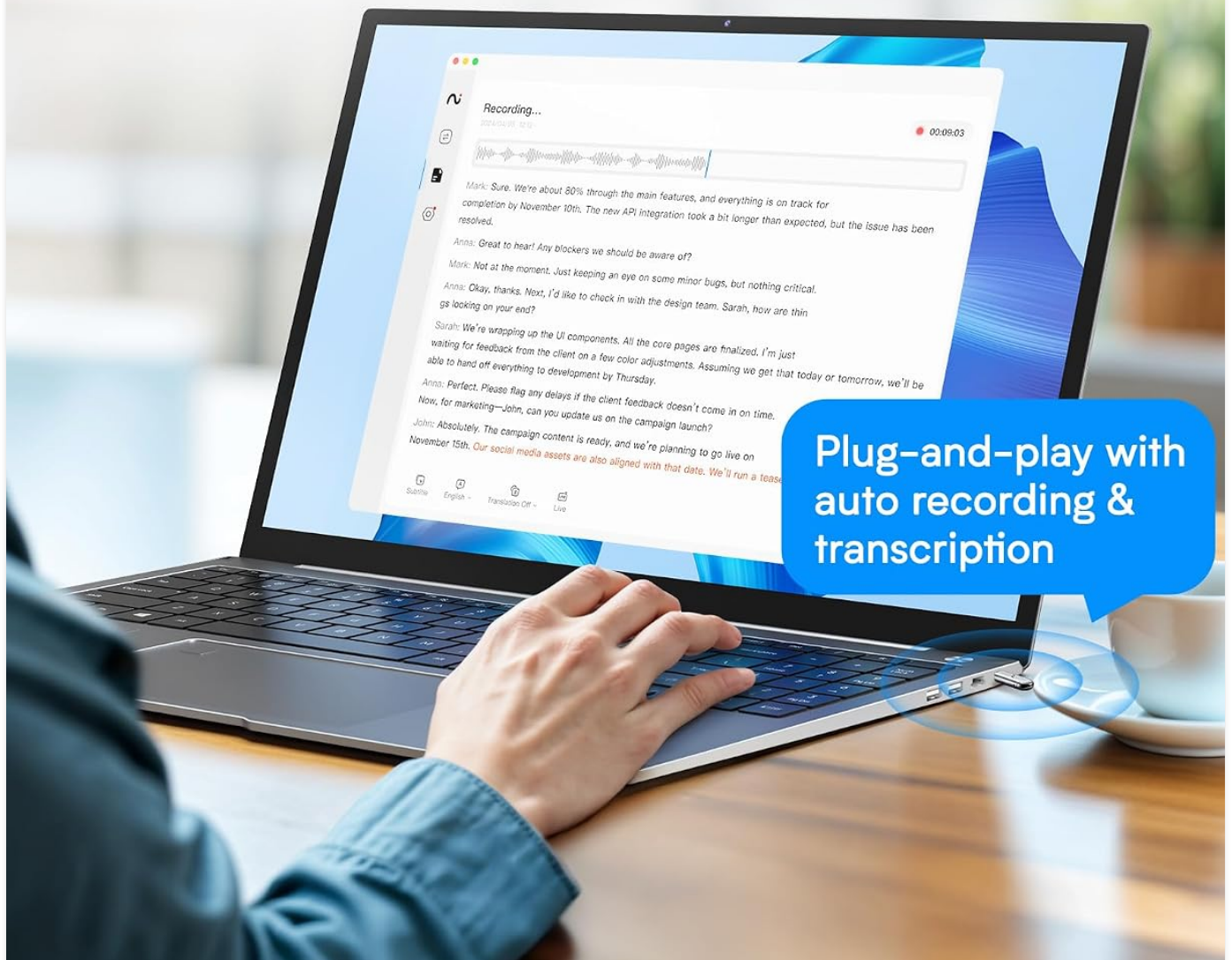


Image: A laptop displaying a meeting recording interface with the VIAIM NoteKit connected, highlighting its plug-and-play functionality for automatic recording and transcription in online meetings.



Image: The VIAIM NoteKit connected to a laptop, illustrating its 16.4ft (5 meter) audio pickup radius for room-wide coverage during recordings.

5. MAINTENANCE

5.1 Cleaning

- Gently wipe the RecDot earbuds, charging case, and NoteKit with a soft, dry, lint-free cloth.

- Do not use abrasive cleaners, alcohol, or chemical solvents.
- Keep charging ports and microphone grilles free of dust and debris.

5.2 Storage

Store the devices in a cool, dry place away from direct sunlight and extreme temperatures. Always place the RecDot earbuds back into their charging case when not in use to protect them and ensure they remain charged.

5.3 Battery Care

To prolong battery life, avoid fully discharging the devices frequently. Charge them regularly, even if not in constant use. If storing for an extended period, charge them to approximately 50% before storage.

6. TROUBLESHOOTING

6.1 Device Not Connecting/Pairing

- Ensure both devices are sufficiently charged.
- Restart the viaim App and your host device (smartphone/computer).
- For RecDot, ensure Bluetooth is enabled on your phone and the earbuds are in pairing mode (open case).
- For NoteKit, try a different USB port on your computer.
- If issues persist, try unpairing and re-pairing the devices.

6.2 Poor Audio Quality/Transcription Accuracy

- Ensure the microphones (on earbuds or NoteKit) are not obstructed.
- Reduce background noise in the recording environment.
- Ensure speakers are within the optimal pickup range (16.4ft for NoteKit).
- Check your internet connection for real-time transcription/translation, as it requires cloud processing.
- Speak clearly and at a moderate pace.

6.3 FlashRecord Not Working

- Ensure the RecDot earbuds are in the charging case and the case is charged.
- Verify you are tapping the correct red dot sensor on the case.
- Check if the earbuds' internal storage is full. Sync recordings to the app to free up space.

7. SPECIFICATIONS

Feature	Detail
Brand	VIAIM
Compatible Devices	Laptop, Personal Computer, Smartphone
Audio Format	WAV
Headphones Jack	No headphones jack
Microphone Operation Mode	Stereo
NoteKit Pickup Range	Up to 16.4 ft (5 meters)
Transcription Languages	16 Languages

Feature	Detail
First Available Date	June 2, 2025
ASIN	B0FC6N1527

8. WARRANTY AND SUPPORT

VIAIM products are designed for reliability and performance. For information regarding warranty coverage, technical support, or service, please refer to the official VIAIM website or contact VIAIM customer support directly. Keep your purchase receipt as proof of purchase for warranty claims.

Online Support: Visit the official VIAIM website for FAQs, software updates, and support resources.

Contact Customer Service: Refer to the contact information provided on the VIAIM website for direct assistance.

ASK A QUESTION ABOUT THIS MANUAL

Ask about setup, troubleshooting, compatibility, parts, safety, or missing instructions. Manuals+ will review the question and use this page’s manual context to help answer it.

Name

Anonymous

Email

you@example.com

After a successful submission, we securely hash the supplied account or form email before sending it to Microsoft Advertising for conversion attribution. [Privacy details](#).

Question

Example: How do I reset this device or fix this error?

Details

Model number, symptoms, what you tried, or the section of the manual you are using.

Submit question