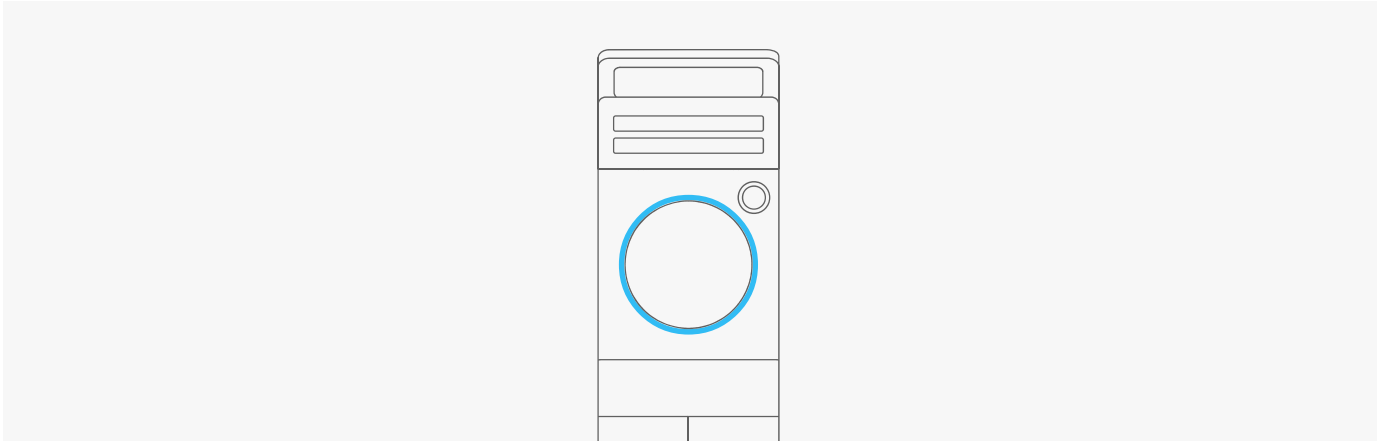


- The **Power LED** on HiDock P1 will turn **BLUE**.



- You will hear a voice prompt saying "**BlueCatch Successful**" if you're wearing the earphones.

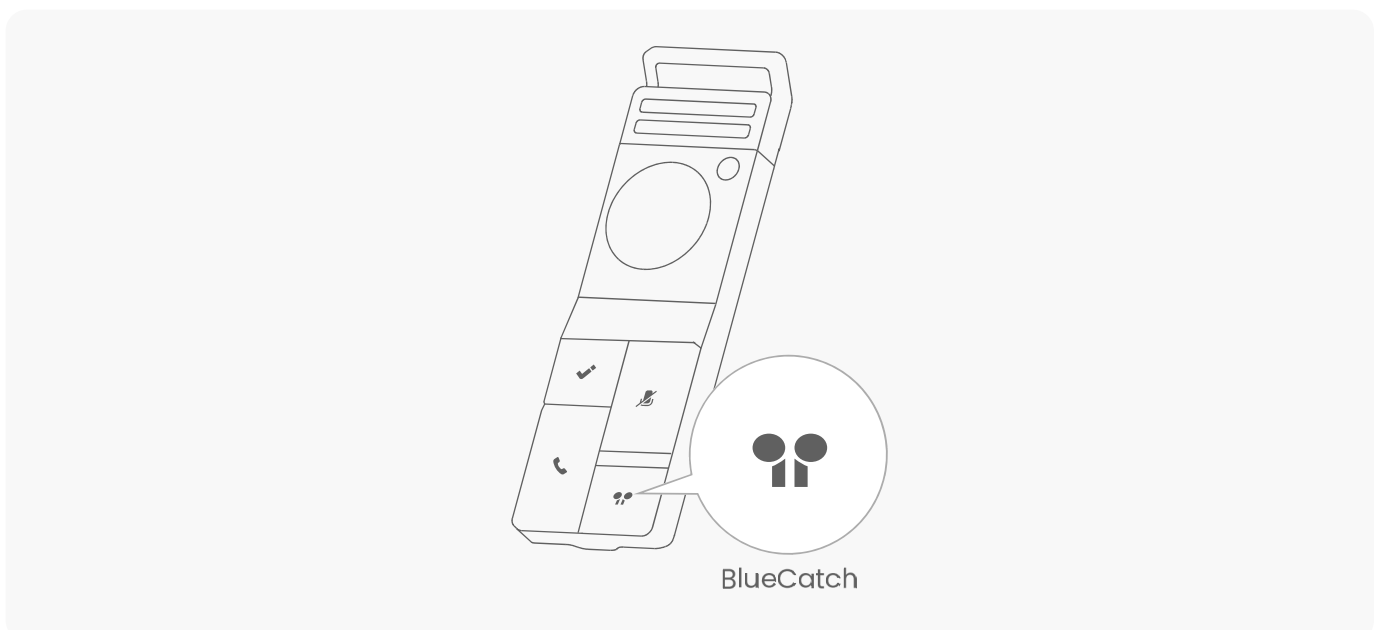
RECONNECT TO YOUR EARPHONES

Automatic Reconnection

When you turn on HiDock P1 and your Bluetooth earphones are already paired, they will reconnect automatically.

Manual Reconnection

If the connection doesn't happen automatically, **short press** the **BlueCatch Button** on P1 to initiate a manual reconnection.



DISCONNECT YOUR EARPHONES

Disconnect Manually

To disconnect your earphones, **press-and-hold** the **BlueCatch Button** for 3 seconds. The **Ring LED** will blink blue 3 times, indicating that P1 is no longer connected.

And you will also hear the voice prompt "**BlueCatch Release**".

Automatic Disconnection

If your earphones are powered off or out of range, HiDock P1 will automatically disconnect after a short period.

CONTROL

Below are the common controls for you to use P1 and control meetings, for example, Mute microphone, start recording and tune volume.

Control	Action	Function	LED indication	Applicable
	press-and-hold 3s	Start recording	Cyan	—
	press	VoiceMark	White flash	Only when recording in on
	press	Mute or UnMute microphone	Red	—
	press	Pick-up or Hang-off call	Green flash when pick up	—
	press	BlueCatch	Blue	—
	press-and-hold 3s	BlueCatch release	Blue & White flash	Only when Bluetooth earphones are connected
	scroll	Volume control	None	—
	press-and-hold	Whisper Mode recording	Orange	—
	double-press	Replay recordings	Green	In the replay mode, the buttons have special functions:
		Double press again to quit replay		 Next  Previous

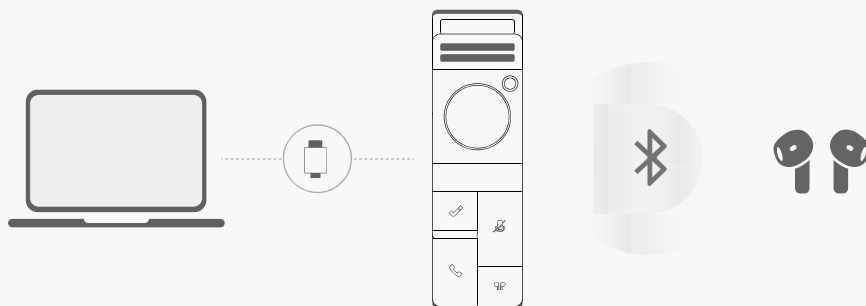
3 MODES

Virtual conference calls, face-to-face meetings, and personal inspiration ideas—all can be recorded by P1 with its purposely designed **3 modes**



CALL MODE

HiDock P1 allows you to record high-quality calls directly from your computer by pairing your Bluetooth earphones and using P1 as a virtual microphone and speaker.



How to Use Call Mode on Your Computer

1. Connect P1 to Your Computer

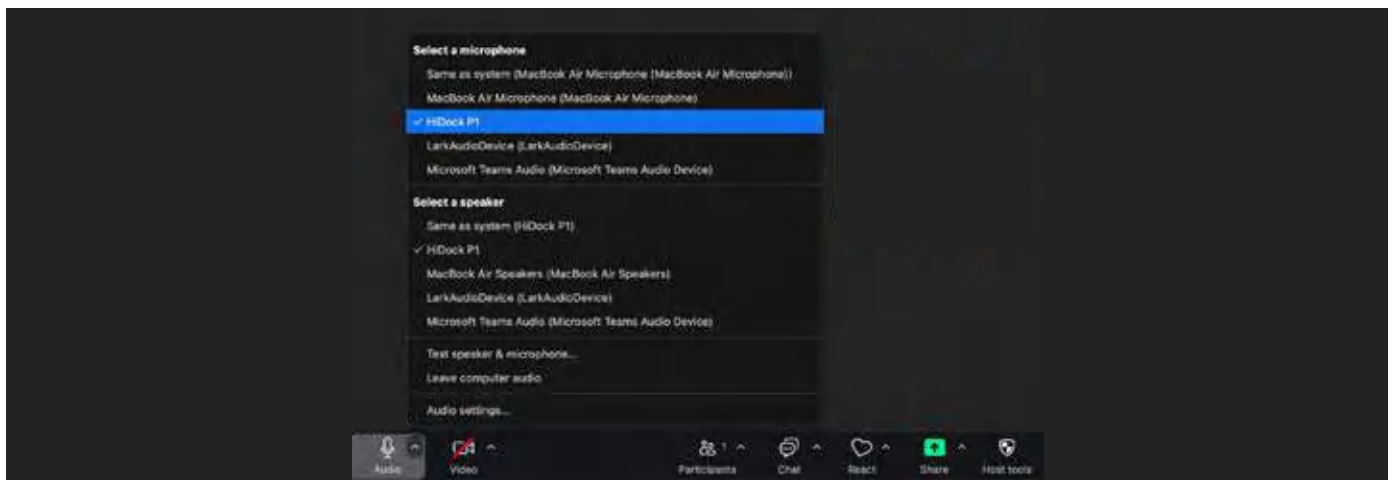
- Use the included USB-C cable to plug in HiDock P1 and your computer.

2. BlueCatch Your Earphones

- Press the **BlueCatch Button** on P1 and connect your Bluetooth earphones.
- Once connected, P1 enters **Call Mode** automatically.

3. Select HiDock P1 in Your App Settings

- Open Zoom, Microsoft Teams, or any other app.
- Set **HiDock P1** as both the **microphone** and **speaker** in the audio settings.



Call Mode records from your earphone's mic and speaker, so both your voice and the other party's voice will be captured clearly, thanks to BNC™ noise cancellation.

VoiceMark Important Moments

During the call, you can use the **VoiceMark** feature to mark key moments in real time. These markers will appear in your transcript for easier navigation and summarization.

NOTES:

If you don't BlueCatch your earphone, you don't see HiDock P1 as speaker and microphone on the computer.

ROOM MODE

When HiDock P1 is **unplugged from your computer**, it works as standalone recorder and automatically switches to **Room Mode**, optimized for recording face-to-face conversations, team huddles, or lectures.

How to Use Room Mode

1. Unplug from Computer

- HiDock P1 instantly enters Room Mode.

2. Place the Device

- Lay it flat on a **table** or snap it to a **wall** or **whiteboard** for the best microphone coverage.

3. Capture Range

- The built-in microphones record voices clearly within a **3-meter (10 ft) radius**.

Room Mode uses **super-wide-band** audio and advanced microphone technology to ensure high-quality recordings in real-world environments.

Question:

If I plug P1 to the computer, but BlueCatch release my earphone, what mode P1 is?

Answer: It is Room mode.

WHISPER MODE

Whisper Mode is designed for quick, low-profile voice notes—perfect for capturing ideas, reminders, or private thoughts anytime.

How to Use Whisper Mode

1. Press and Hold the Wheel Button

- This activates Whisper Mode immediately.
- **Keep holding the wheel while you speak**—just like a classic push-to-talk phone.

2. LED Indicator

- The **ring LED glows ORANGE** while Whisper Mode is active.

3. Release to Stop

- When you release the wheel button, recording stops automatically.
- Your voice note is saved.

Whisper Mode is fast, discreet, and handy—ideal for spontaneous thoughts during meetings or when you're on the move.

Question:

If I'm in Call Mode, I press-and-hold the wheel, can I record with Whisper mode?

Answer: Yes.



NOTES: Speak Softly, Not Silently

In Whisper Mode, it's okay to speak gently or tenderly, but avoid whispering without vocal cord vibration. Whispers lack the pitch and sound patterns that automatic speech recognition (ASR) systems rely on to transcribe accurately. For best results, use a quiet, calm voice—but with clear enunciation and natural tone.

REPLAY

HiDock P1 lets you quickly replay recent recordings without opening the app. Convenient for reviewing the recording immediately after a meeting or call.

ENTER REPLAY MODE

- **Double-Press the Wheel Button**
- P1 enters **Replay Mode** and begins playing your most recent recording automatically.

NAVIGATE RECORDINGS

- **Next Recording:** Press the **BlueCatch Button**
- **Previous Recording:** Press the **Mute Button**

ADJUST VOLUME

- **Volume Up:** Scroll the wheel clock-wise
- **Volume Down:** Scroll the wheel anti clock-wise Press the **Call Button**

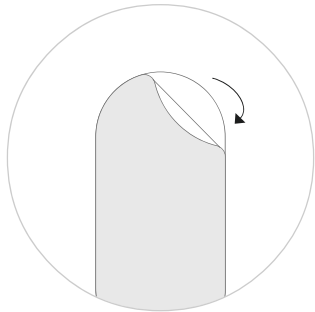
EXIT REPLAY MODE

- **Double-Press the Wheel Button** again.

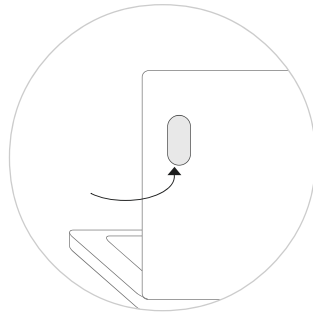
MAGNET SETUP AND TOUCH CABLE

SNAP ON THE LAPTOP

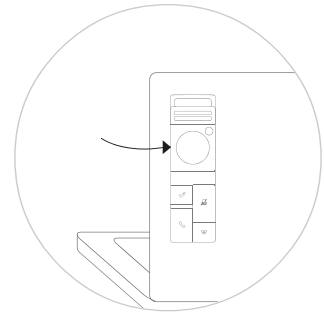
HiDock P1 has built-in magnets so you can attach it to your laptop.



Find the metal plate from the package. Remove the cover from its back.



Locate well on your laptop and stick it.

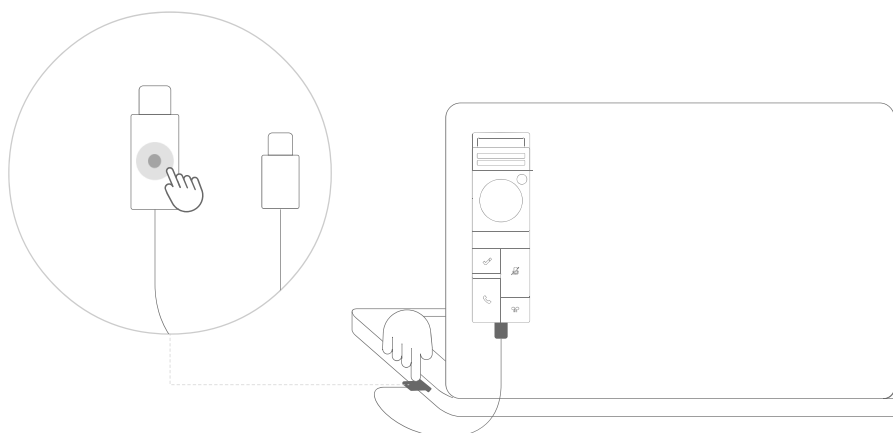


Now, Snap your P1 to your laptop.

TOUCH CONTROL YOUR MEETINGS WITH THE CABLE

When P1 is magnetically attached, meeting control may not always be convenient. That's why we've designed a touch control **USB-C cable** that allows you to mute **microphone** and record with just a touch.

- Quick touch to mute/unmute microphone, you will see a red light on/off.
- Long touch to start/stop recording, you will see a cyan light.



This setup ensures that P1 is always within reach while keeping your work space tidy and organized.

RECORDING AND NOTE MANAGEMENT

VIEW RECORDINGS

1. Connect P1 to HiNotes on Your Computer

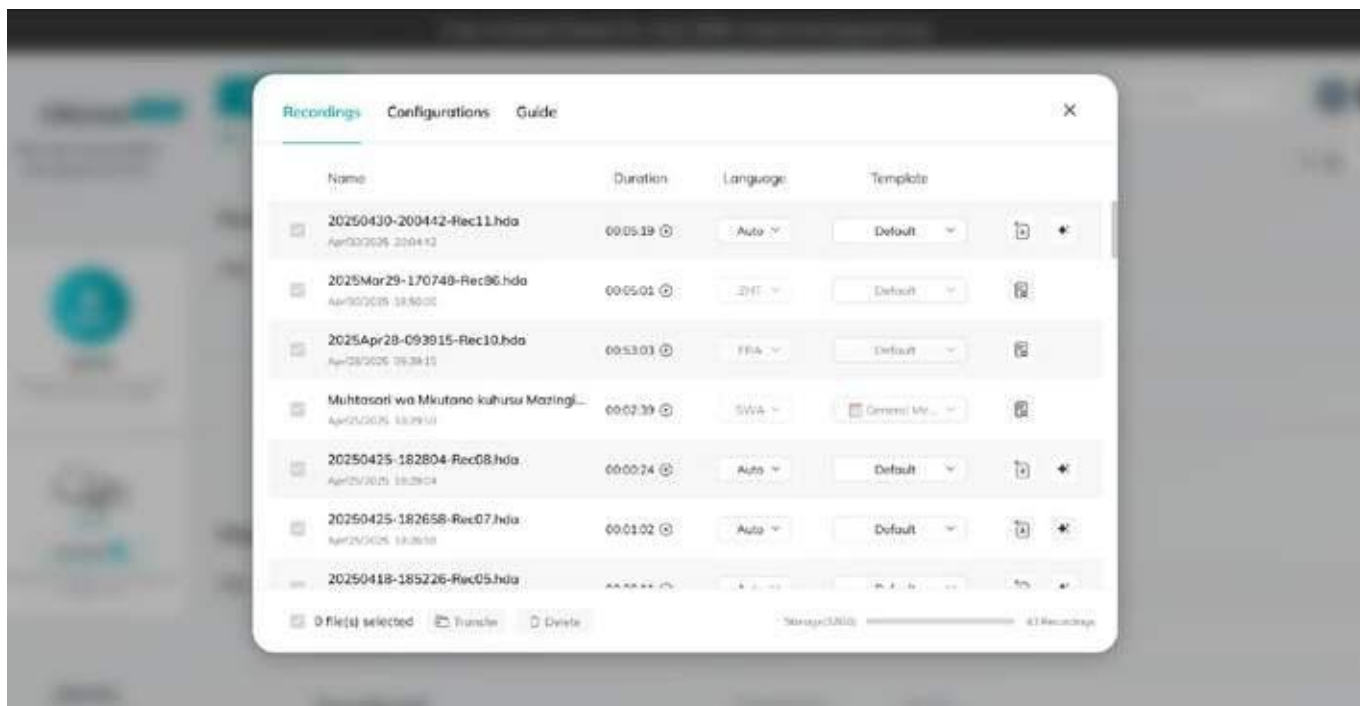
- Ensure that your **HiDock P1** is connected to your computer and associated with your **HiNotes** account.

2. Go to Device Settings

- Open **HiNotes** on your computer.
- Navigate to **Device > Recordings**.

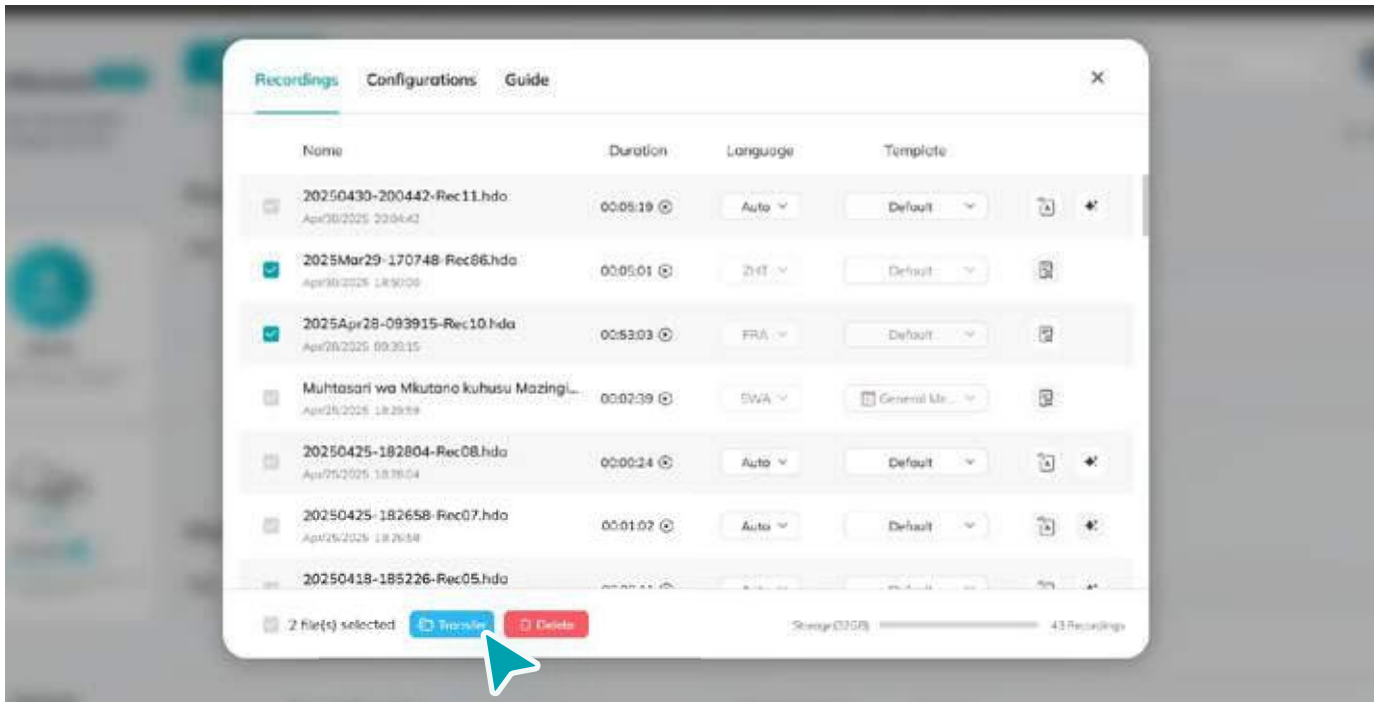
3. View Recordings

- All the recordings are listed and sorted by date and time.
- You can click **Play** button to preview the audio content.



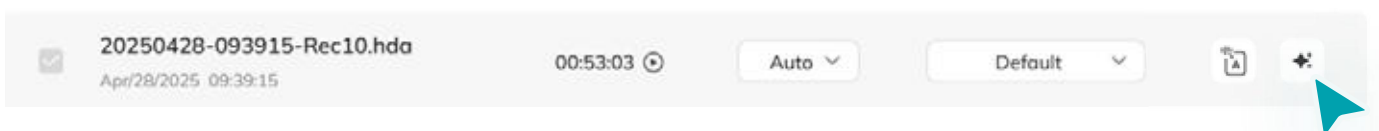
TRANSFER RECORDINGS FROM DEVICE TO COMPUTER

1. Connect P1 to HiNotes and navigate to **Device > Recordings**.
2. Under **Recordings**, you'll see a list of files stored on the device.
3. Select the recordings you want to **transfer**, then click Transfer to save them locally on your computer.



TRANSCRIBE AND SUMMRIZE RECORDINGS

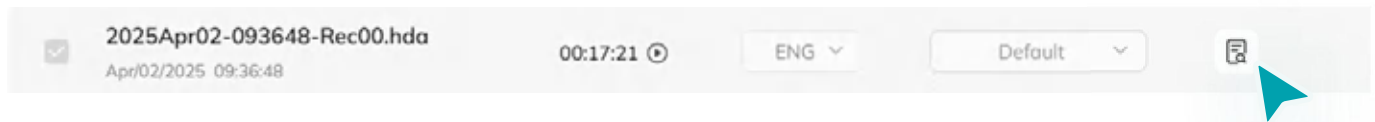
1. **Choose the Recording**
 - Select the recording you want to work with in the **HiNotes app**.
2. **Select Transcription Option**
 - Click **Transcribe Only** or **Transcribe and Summarize**:



- **Transcribe Only:** This option will transcribe the audio into text without a summary.
- **Transcribe and Summarize:** This option will both transcribe the audio and generate a summary automatically.

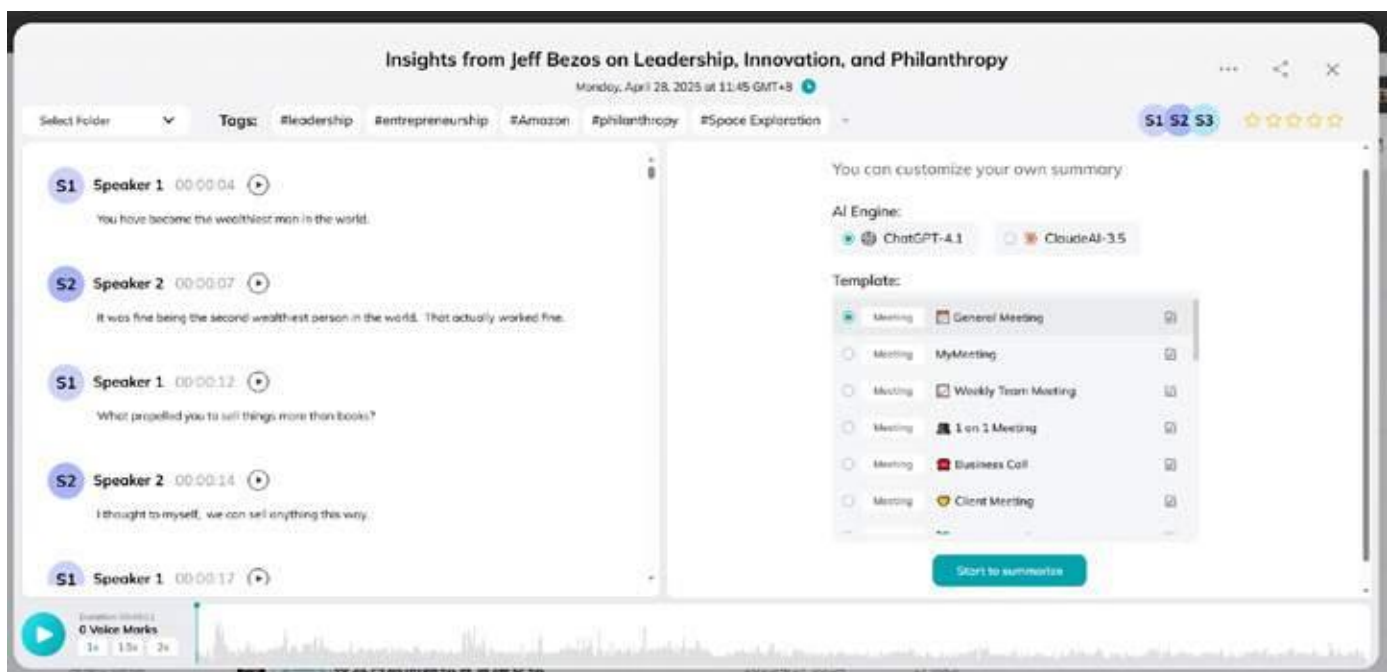
3. Transcribe Only

- If you choose **Transcribe Only**, the transcription will be completed. A note icon will appear once transcription is finished.
- Click the **note icon** to start summarizing the transcription.



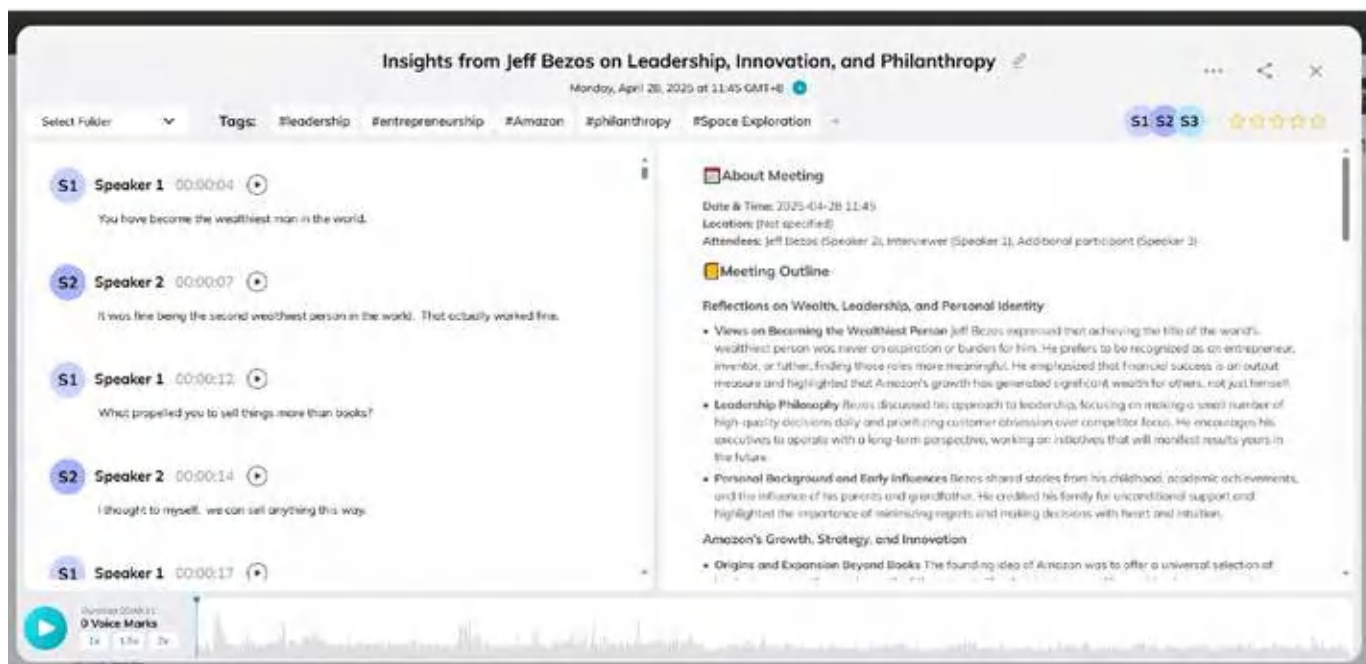
4. Summarize (for Transcribe Only Option)

- You can then select your preferred **AI engine** and **summary template**.
 - **Membership** users have access to **4 templates**.
 - **Pro Membership** users have access to **21+ templates** for more detailed or specialized summaries.



5. Complete Summary

- After selecting the template, the AI will process and generate the summary.
- Once finished, you will see the **complete note**, including both the transcription and summary.



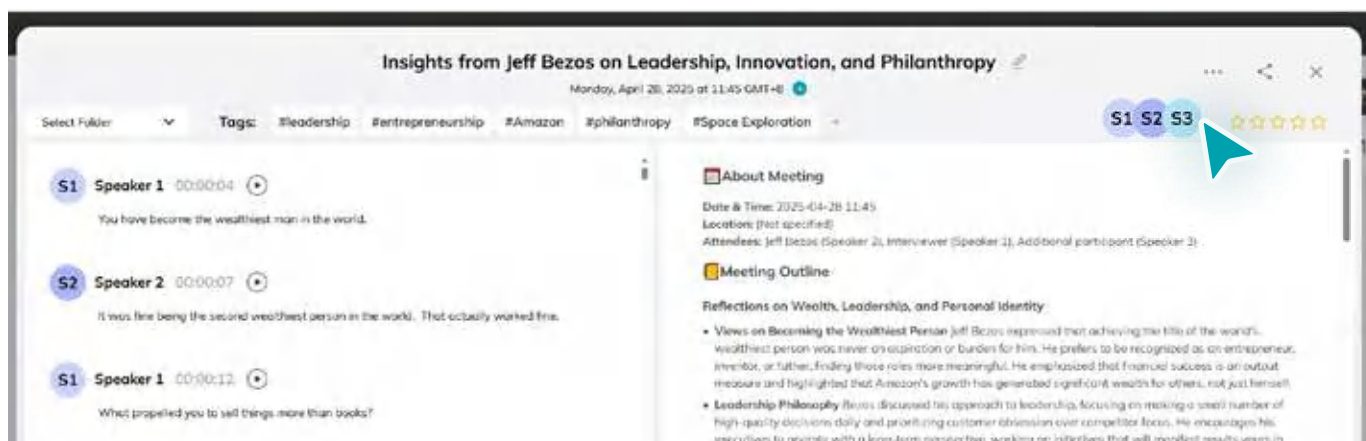
NOTE MANAGEMENT

Speaker Identification

If you have a **Pro Membership**, you can enhance your summaries by **naming speakers** globally, giving HiNotes more context for better transcription accuracy and summary quality.

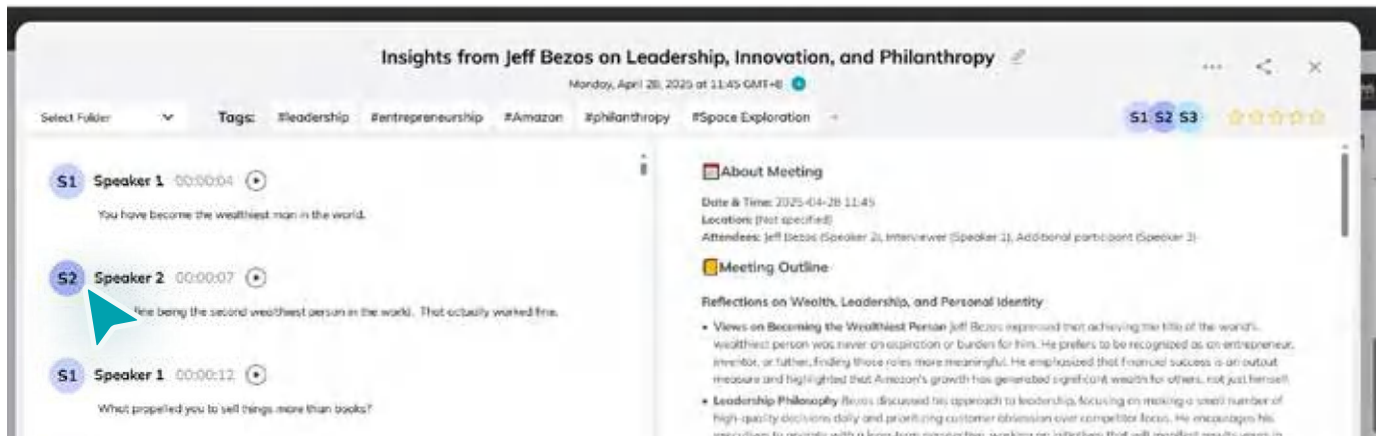
Rename Speakers

- On the **upper-right corner** of the transcription screen, you'll see an option to **name speakers**.
- Click this to assign or update speaker names globally for your recording.



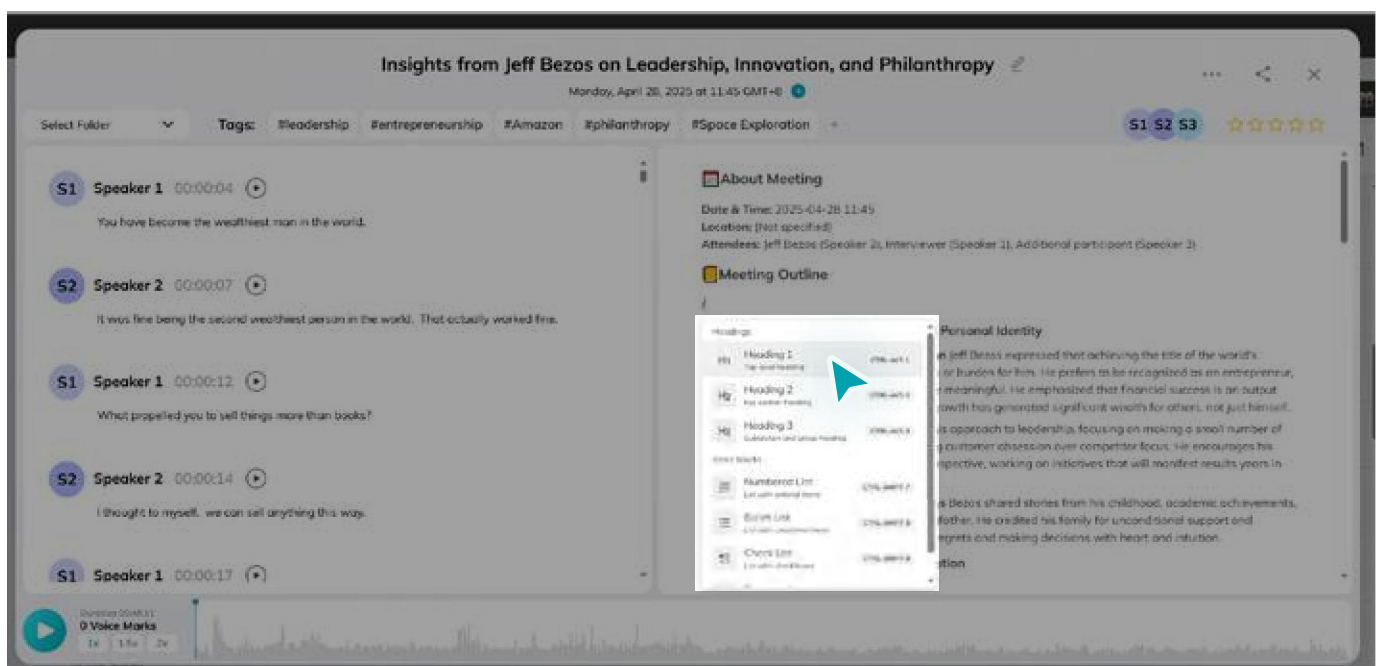
Rename Specific Speakers in the Transcript

- If needed, you can also rename a speaker for specific sections of the transcript.
- Simply **click on the speaker label** next to a sentence in the transcription (on the left) and edit the name accordingly.



Edit Transcript and Summary

HiNotes offers powerful editing tools, allowing you to **craft your notes** with greater flexibility, clarity, and structure. Whether you're working with the **title**, **transcript**, or **summary**, the editor supports a range of formatting options to suit your needs.



Editable Title

- You can easily edit the **meeting title** to better reflect key topics, project names, or meeting context.

Editable Transcript

- Modify the **transcription** directly within the app to fix any inaccuracies or to add relevant context.
- Correct speaker labels or change phrasing to better suit your meeting's terminology.

Editable Summary

- After summarizing, you can refine the **summary** to highlight key points, add notes, or restructure information.

Formatting Tools: The editor supports a variety of formatting options, including:

- **Headings** (Heading 1, Heading 2, Heading 3)
- **Bullet points** and **Numbered lists** for organized note-taking
- **Checkboxes** for action items or tasks
- **Quotes** to highlight important statements or decisions
- **Rich Text:** Add bold, italics, underline, and more for better emphasis

Clearer Structure & More Flexibility

- These editing tools help you create **well-structured** and **easy-to-read notes**, enhancing both clarity and presentation.

Vocabulary

To improve transcription accuracy and make the results more relevant to your specific domain, business, or meeting type, HiNotes allows you to tailor your transcription by adding unique vocabulary.

You can edit and add custom vocabulary from three areas:

- **Title:** Modify or add specific terms in the meeting title that are important to your industry or business.