

olinkgo note pro

USER MANUAL · MOBILE APPLICATION

User Guide

for the Olinkgo Note Pro mobile application

Contents

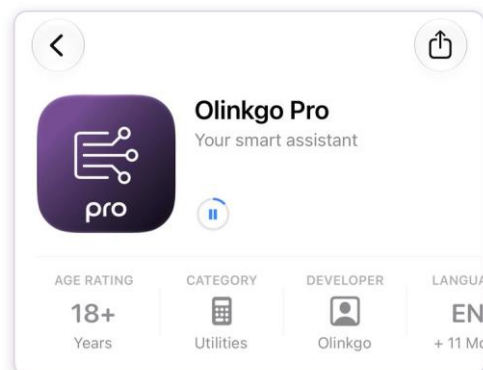
This guide takes you step by step through getting started with the Olinkgo Note Pro application: from installation to generating your transcriptions, summaries and mind maps.

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01 Downloading and Installing the application:

01 Download and install the Olinkgo Pro application via:

- Play Store
- App Store

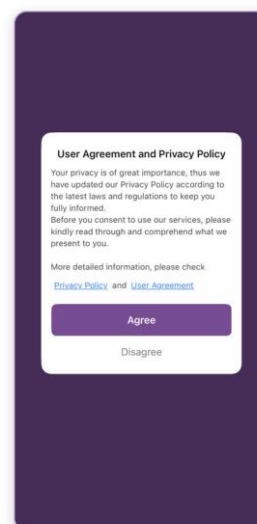


02 Open the application

Accept the privacy policy and user agreement by selecting "Agree"

These policies are available via the links present in the window.

If you do not agree with these policies, select "Disagree" and the application will close automatically

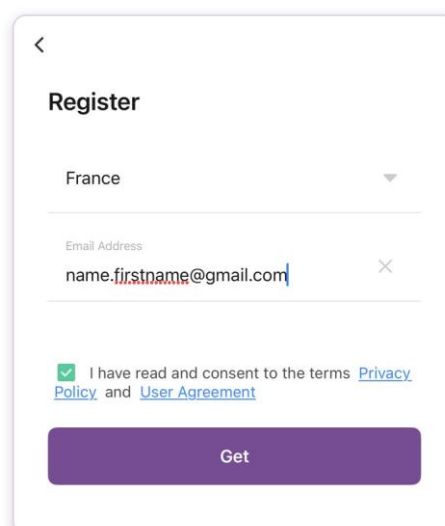


02 Create your Olinkgo account

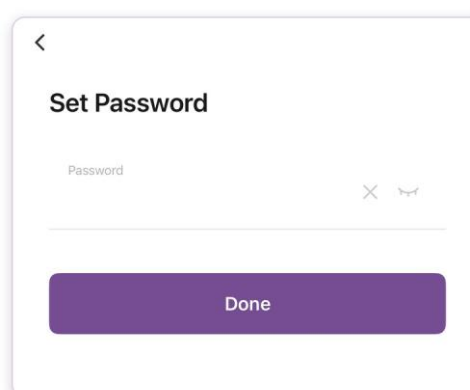
- 01** On your first connection, create your account by selecting "Register".
- If you already have an Olinkgo account, select "Log in".



- 02**
- Enter your country
 - Enter your login email address
 - Check the box to accept the privacy policy and user agreement
 - Select "Get verification code"

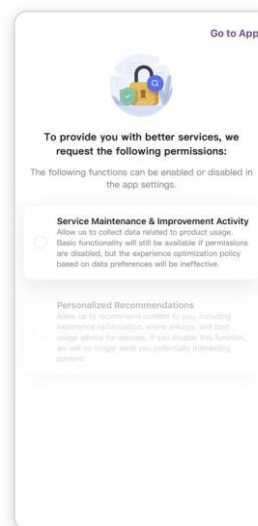
A mobile app registration screen with a white background and a purple header bar. The title 'Register' is in bold. Below it is a dropdown menu showing 'France'. Underneath is an 'Email Address' field containing 'name.firstname@gmail.com'. Below the email field is a checkbox with a green checkmark and the text 'I have read and consent to the terms [Privacy Policy](#) and [User Agreement](#)'. At the bottom is a large purple button labeled 'Get'.

- 03** Set your password

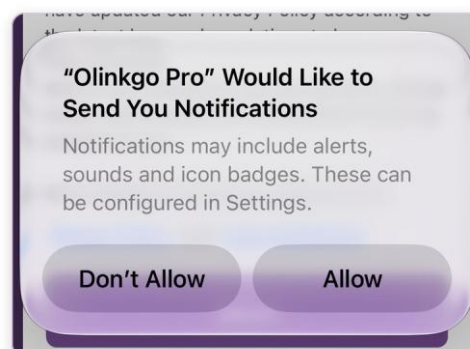
A mobile app 'Set Password' screen with a white background and a purple header bar. The title 'Set Password' is in bold. Below it is a 'Password' field with a purple border and a small 'x' icon. At the bottom is a large purple button labeled 'Done'.

03 1st Start-up of the application:

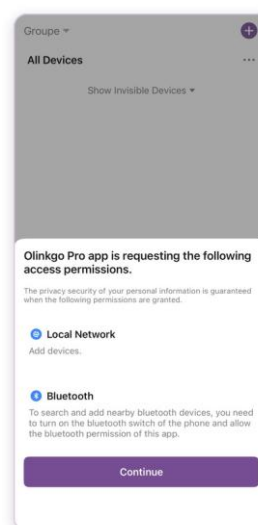
- 01 During the first start-up of the application, a number of permissions are requested.
- Allow maintenance and service improvement activity.
 - Selected "Access the application"



- 02 Set the permission regarding sending notifications

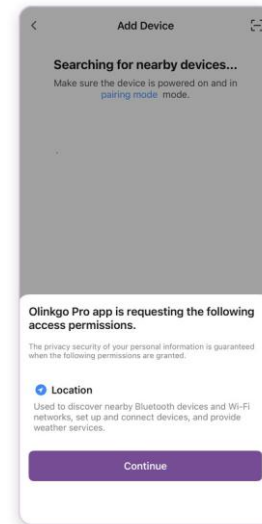


- 03 For the Olinkgo note application to work properly, it needs access to certain features of your phone. Select "Continue" to move to the next step.



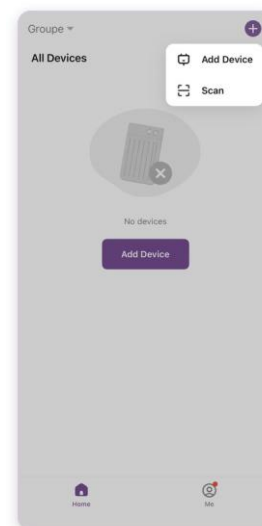
04 Allow the application to access the device's location.

WARNING without this permission the connection between the phone and the Olinkgo note is impossible

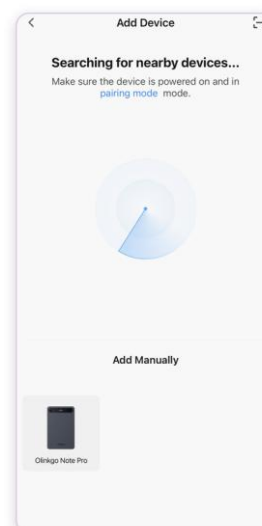


04 Adding a Device:

- 01
- In the top right corner, select the blue cross.
 - Then select "Add a device"

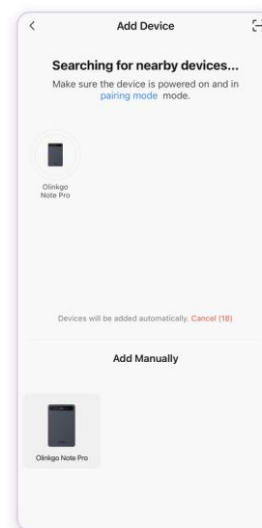


- 02
- For the Bluetooth connection, make sure the LED is flashing blue on the Olinkgo note.
 - The radar is displayed to show the device search



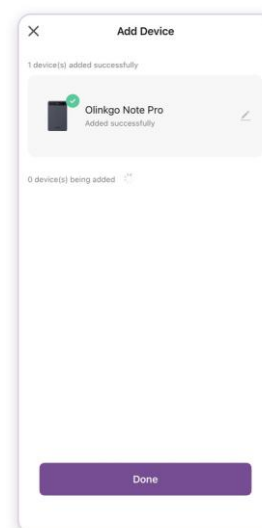
03

- When the device is found, it is displayed in the top left
- Select the device



04

Select finish

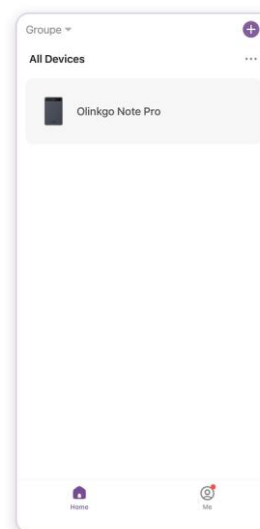


05 Starting a Recording via the application:

01 Open the Olinkgo application



02 Select the device

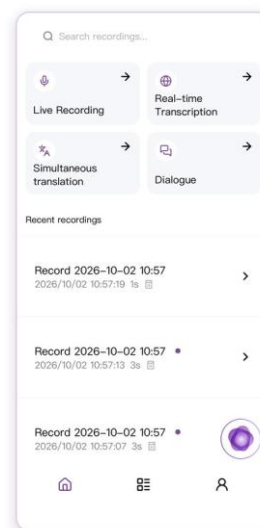
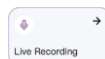


03 Select Access the application



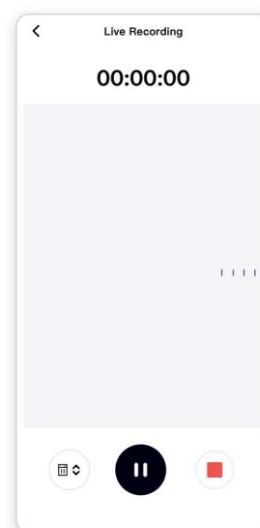
04

At the top, select the "Live Recording" icon



05

Start the recording by pressing the Play icon



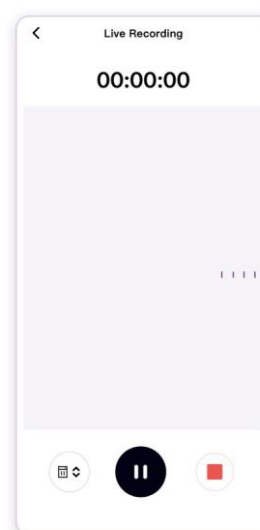
06

- You can pause the recording by pressing the pause

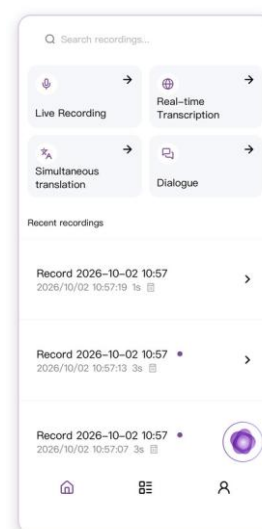


icon

- To stop the recording, press the Stop icon.



07 Your completed recording is displayed on the application's home screen

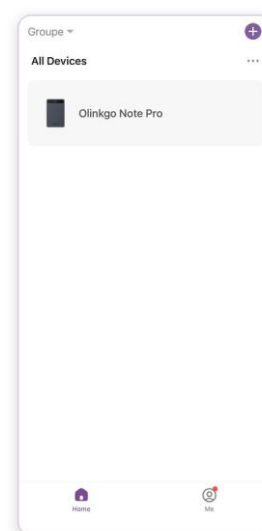


06 Starting a Transcription

01 Open the Olinkgo application



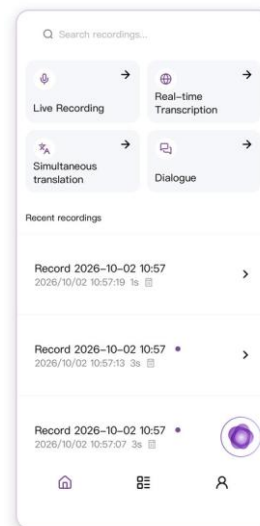
02 Select the device



03 Select "Access the application"

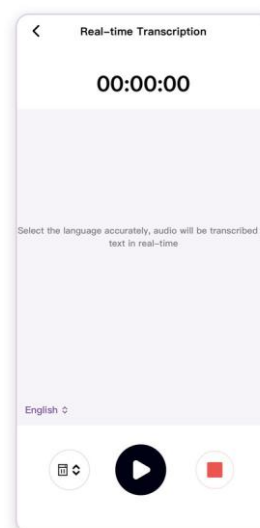


04 At the top, select the "Real-time Transcription" icon

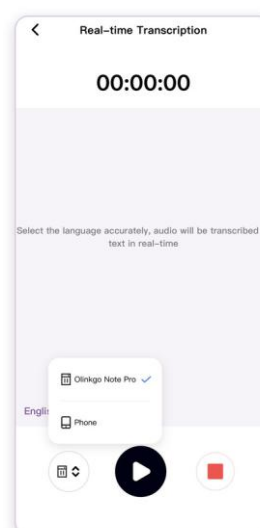


05 Start the transcription by pressing the Play icon

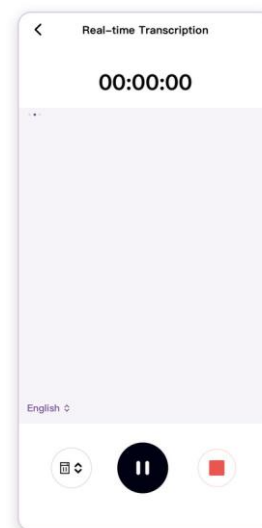
Start the transcription by pressing the Play icon



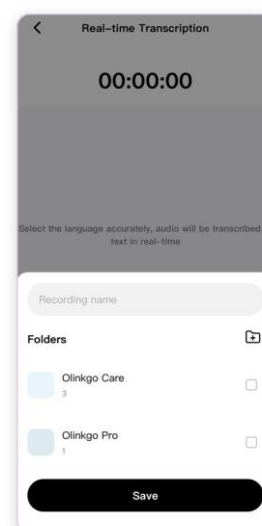
06 During the transcription, you can choose your device, either your phone or your Olinkgo, by selecting the icon



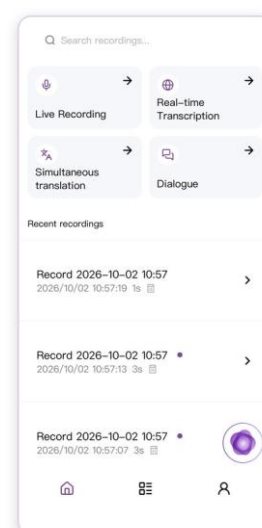
- 07**
- You can pause the transcription by pressing the pause icon 
 - To stop the transcription, press the Stop icon. 



- 08** Once the recording is finished, save it



- 09** Your completed transcription is displayed on the application's home screen

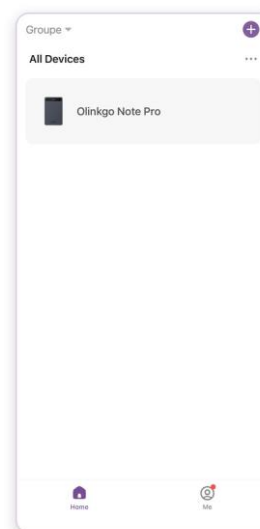


07 Starting a Translation

01 Open the Olinkgo application



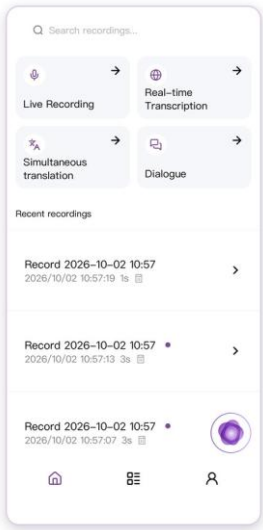
02 Select the device



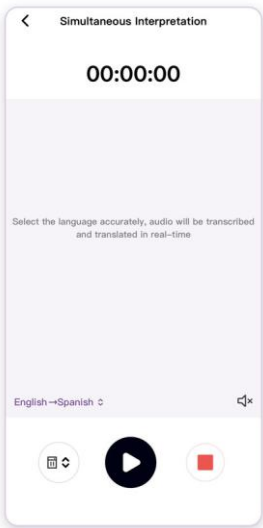
03 Select Access the application



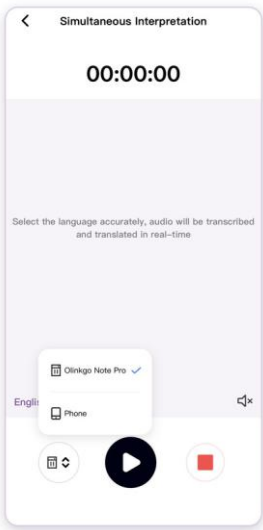
04 At the top, select the "Simultaneous Translation" icon



05 Start the translation by pressing the Play icon 

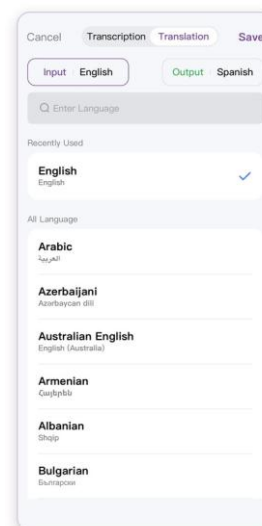


06 During the translation, you can choose your device, either your phone or your Olinkgo, by selecting the icon 

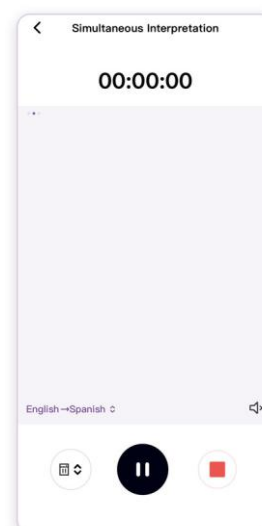


- 07** To set your languages (input language and output language), select the languages shown at the bottom left

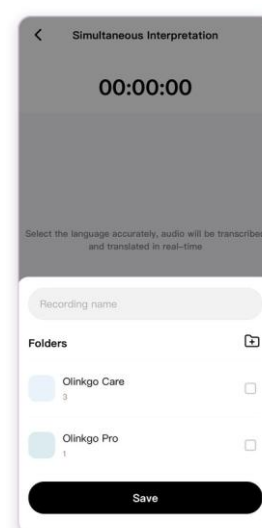
Français → Anglais ⇅



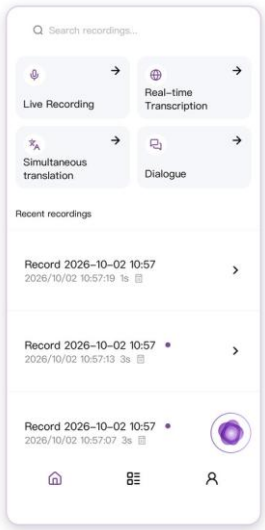
- 08**
- You can pause the transcription by pressing the pause icon  icon
 - To stop the transcription, press the Stop icon. 



- 09** Once the translation is finished, save it



- 10
- Your completed transcription is displayed on the application's home screen

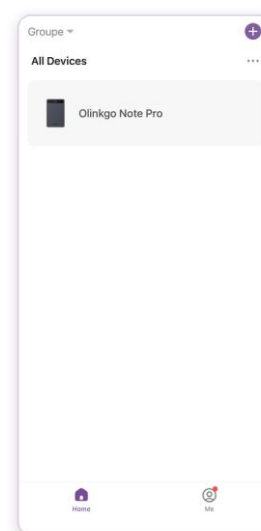


08 Starting an Exchange

01 Open the Olinkgo application



02 Select the device

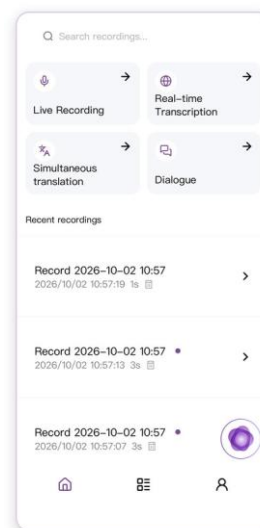
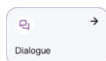


03 Select Access the application



04

At the top, select the "Dialogue" icon

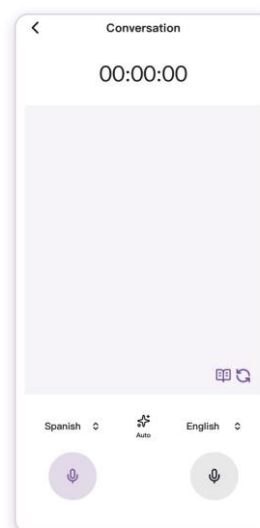


05

To exchange, each speaker presses the microphone icon

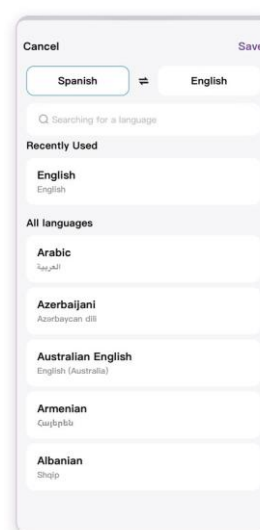


under their corresponding language

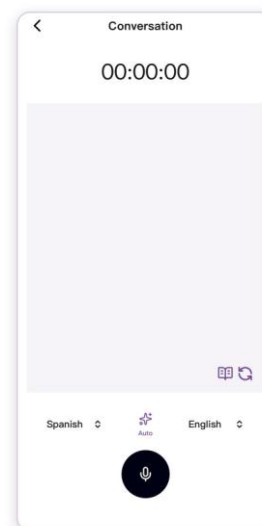


06

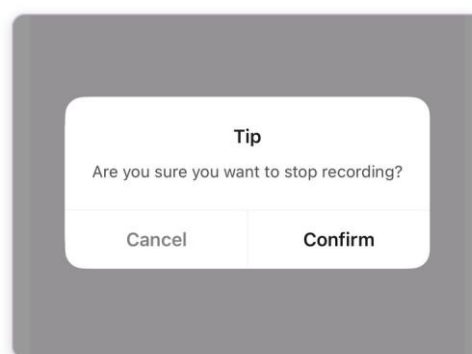
To set the languages, press one of them and select the desired languages.



- 07** For automatic language setting and automatic speaker detection, select  in the center



- 08** When the recording is stopped, a message asks you to confirm your choice.

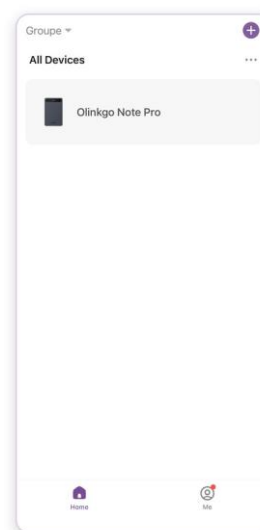


09 Transferring a recording from Olinkgo note to the application:

01 Open the Olinkgo application



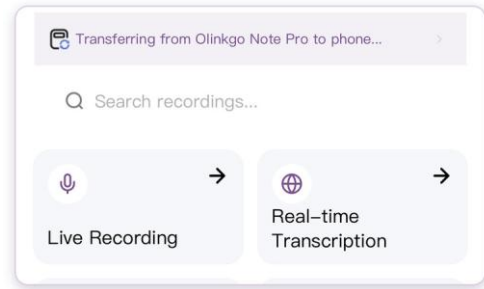
02 Select the device



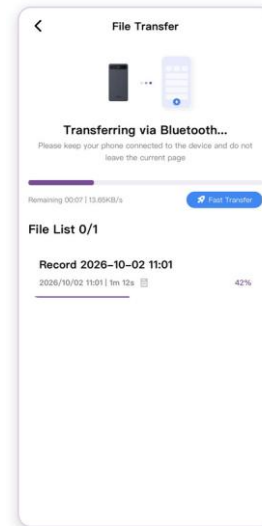
03 Select Access the application



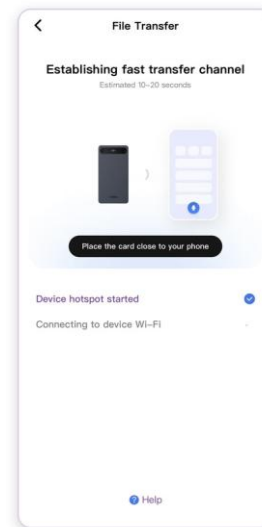
- 04** On the application's home screen, a purple banner appears at the top of the screen if recordings are waiting to be transferred; select it.



- 05**
- The transfer via the wireless connection begins.
 - If you want to switch to "Fast Transfer" mode, select the blue fast transfer icon below the progress bar

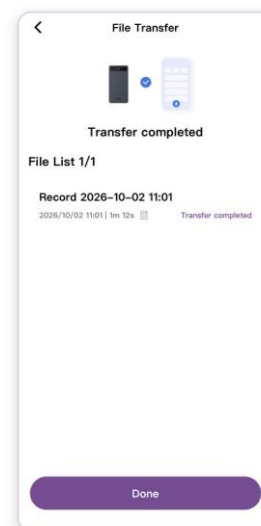


- 06** A fast transfer window opens; follow the on-screen instructions

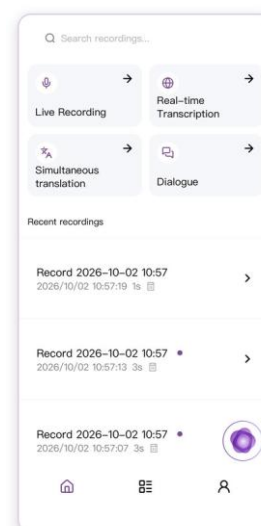


- 07** During a fast transfer, a Wi-Fi connection must be established between the Olinkgo Pro and the phone; a connection request appears, select "Connect"

- 08
- The list of recordings to be transferred and the progress bar are displayed.
 - Once the transfer is complete, select "Done"



- 09
- Your transferred recordings are displayed on the home screen.

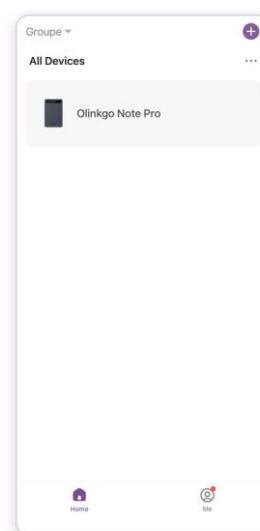


10 Generating a Transcription, a summary, a mind map:

01 Open the Olinkgo application



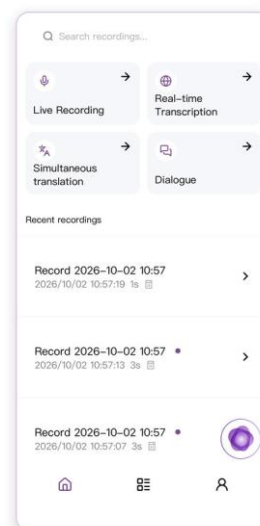
02 Select the device



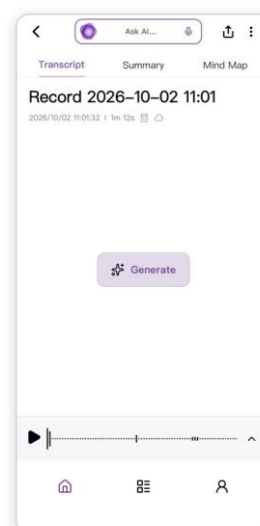
03 Select Access the application



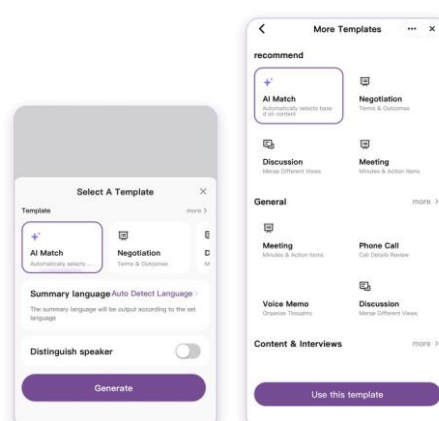
- 04
- On the home screen, the list of recordings appears
 - Select the desired recording for the transcription.



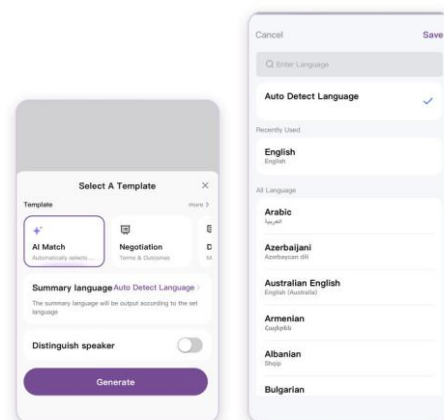
- 05
- Select generate to obtain the transcription, the summary and the mind map



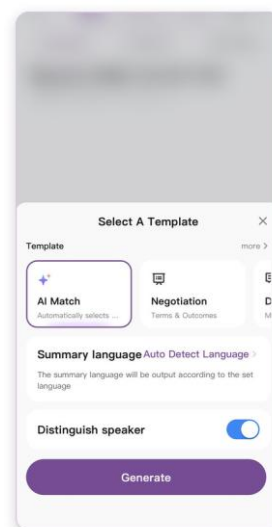
- 06
- Set your result template; for more templates, select more
 - By default, select AI match



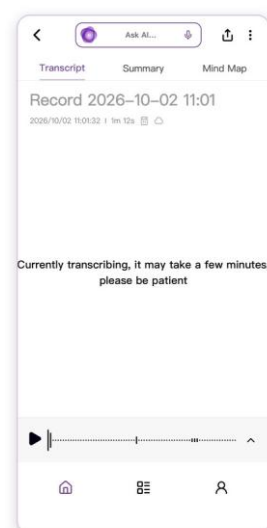
07 Select your language or leave automatic detection on



08 If you want to distinguish between speakers, select the option

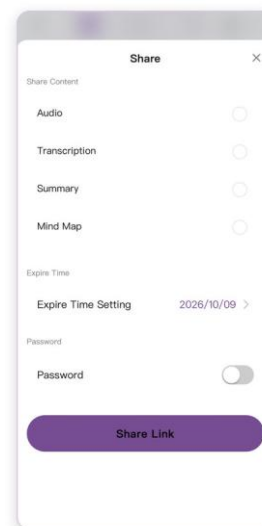


09 The transcription, summary and mind map are being generated; this may take more or less time depending on the length of the recording.

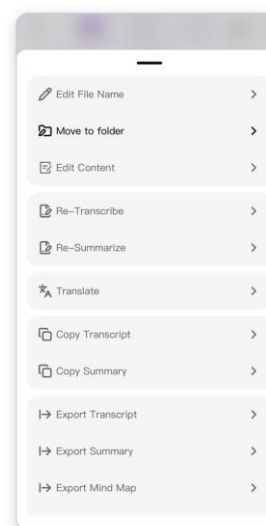


10 Once the analysis is complete, you will find the transcription, summary and mind map in each corresponding tab

- 11
- You can share this information by selecting share  and selecting the desired type of data.
 - You can set an expiration date as well as a password.



12 You can access more settings by selecting the 3 small vertical dots .

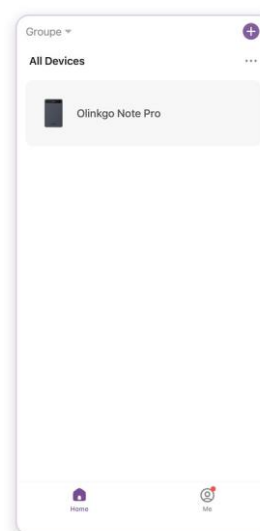


11 Creating folders for your recordings:

01 Open the Olinkgo application



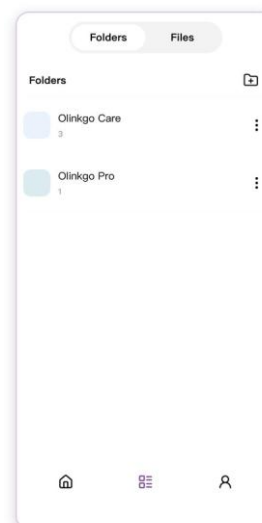
02 Select the device



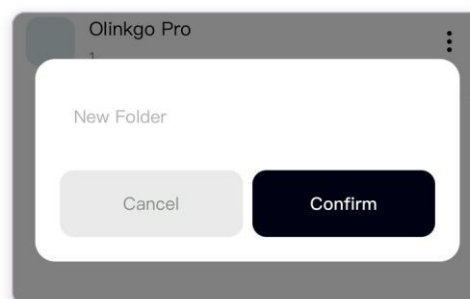
03 Select Access the application



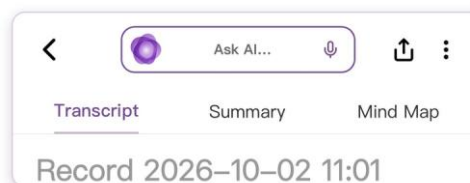
- 04** On the home screen, select the second tab with the following icon 



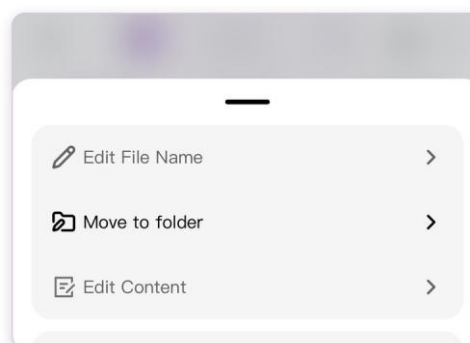
- 05** Here, you can find your various folders, and add one with the following button  then by filling in the required information.



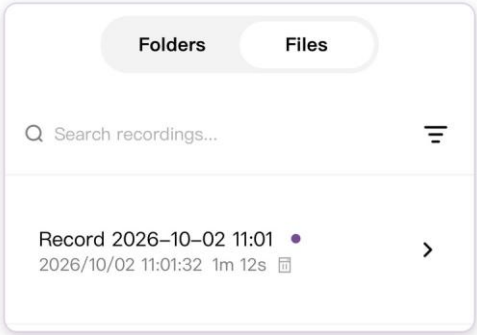
- 06** To add a recording to a folder, go to the recording in question, click the button 



- 07** Choose "Move to a folder". Then simply check the folders in which you want to place the recording.



08 In the "Files" section of this tab, you can find all your recordings, search for them by keyword, filter them or import them from your phone

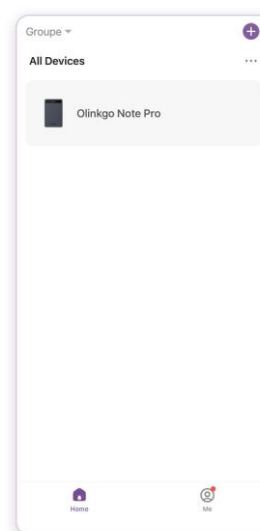


12 Using Ask Olinkgo:

01 Open the Olinkgo application



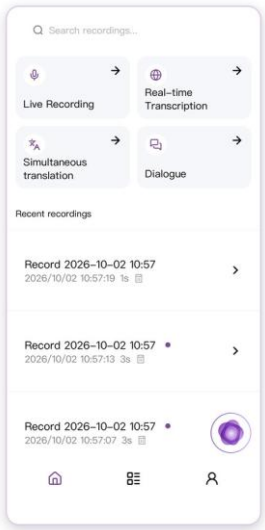
02 Select the device



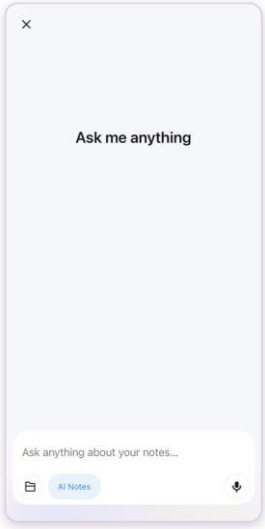
03 Select Access the application



04 On the home screen, at the bottom right, select the Ask Olinkgo button

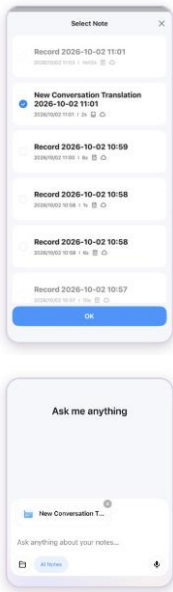


05 A chat window opens for you to discuss.



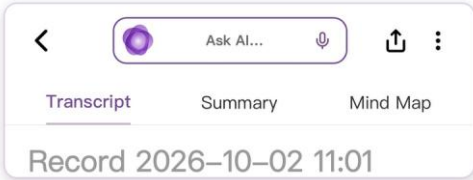
06

At the bottom left, click  to select the meetings you want to discuss with Ask Olinkgo



07

When you go into a recording, Ask Olinkgo is also available in the search bar at the top  so you can ask a question about the recording.

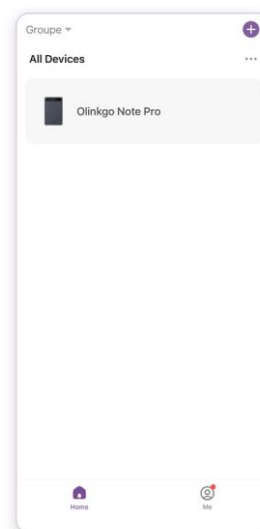


13 Synchronizing with the Cloud:

01 Open the Olinkgo application



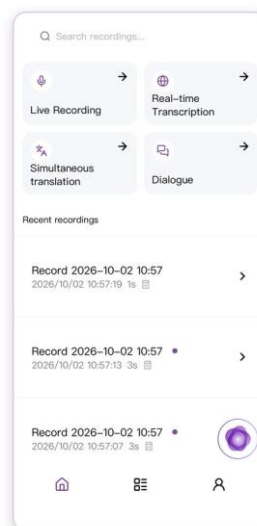
02 Select the device



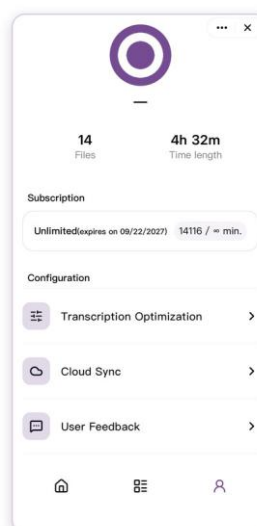
03 Select Access the application



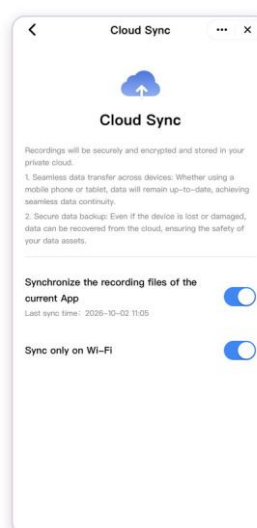
- 04** On the home screen, at the bottom right, select your account 



- 05** Select "Cloud Sync"



- 06** Enable the synchronization options according to your choices.

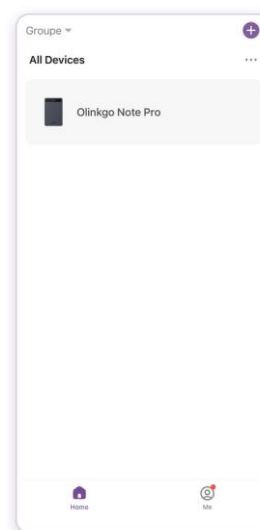


14 Reporting a technical issue or suggesting an improvement:

01 Open the Olinkgo application



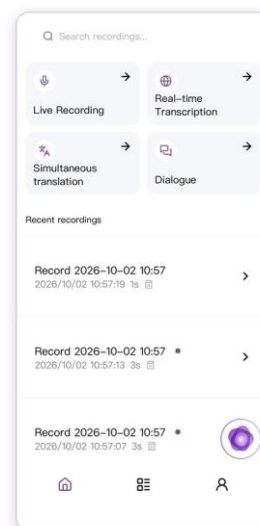
02 Select the device



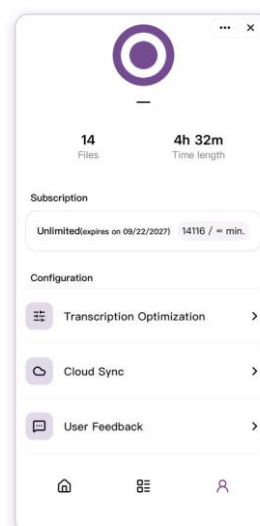
03 Select Access the application



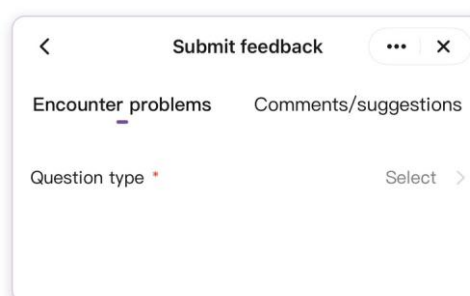
- 04** On the home screen, at the bottom right, select your account



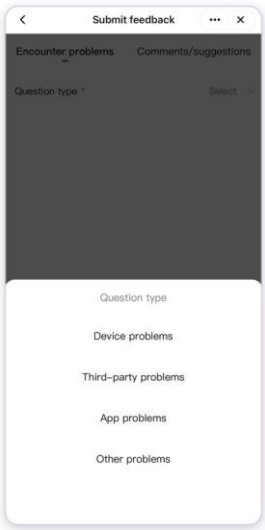
- 05** Select "User feedback".



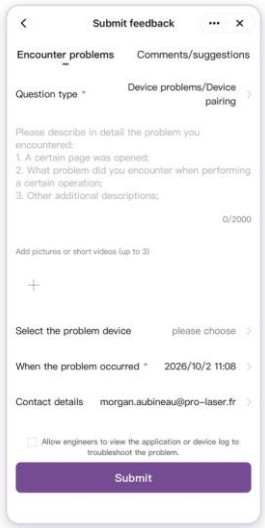
- 06** Select Issue to report a problem or Suggestions to make an improvement proposal



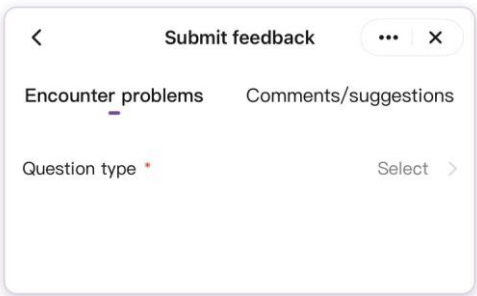
07 Select the type of issue or suggestion you want to report



- 08
- Fill in the form with as much detail as possible.
 - Confirm by selecting "Submit"

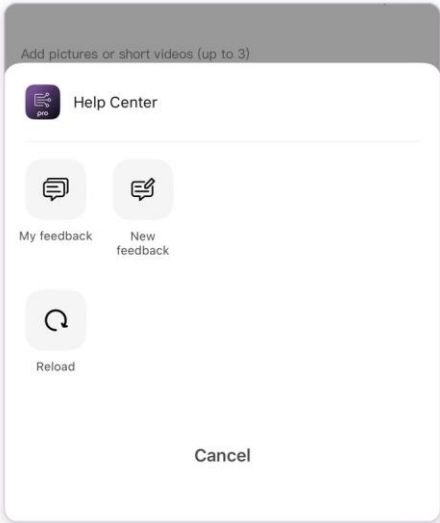


09 You can find and track your requests by selecting



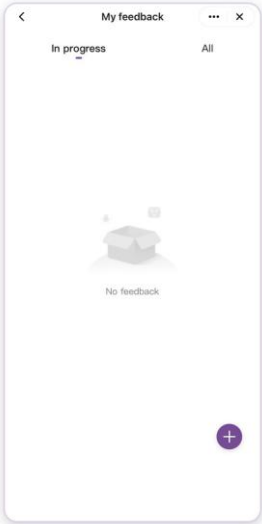
10

Select My feedback



11

You will find the list of reported issues.

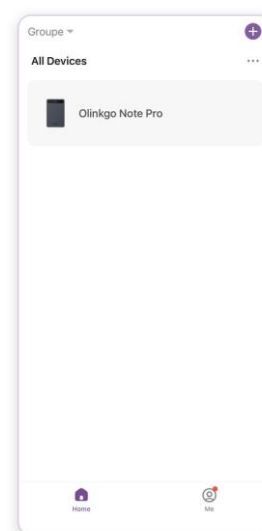


15 FAQ

01 Open the Olinkgo application



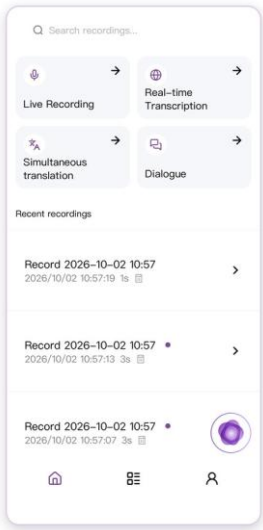
02 Select the device



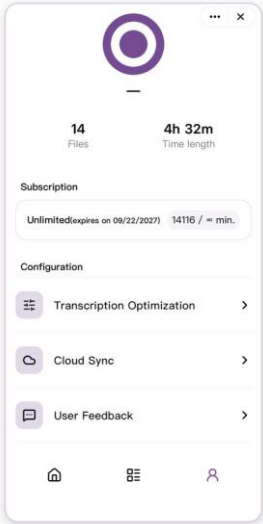
03 Select Access the application



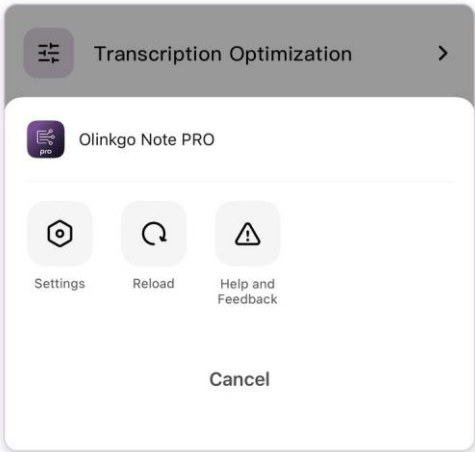
04 On the home screen, at the bottom right, select your account 



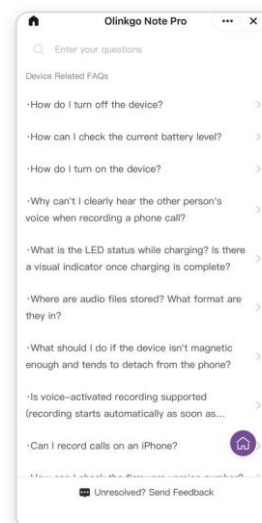
05 Select the three small horizontal dots  in the top right



06 Select "Help and feedback" 



07 Search the FAQ for the information you need

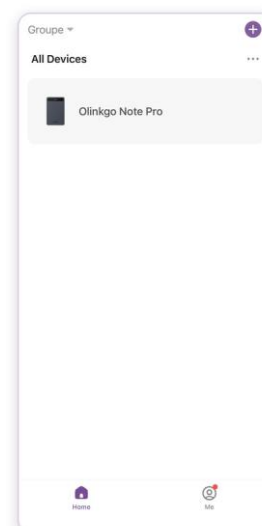


Privacy policy:

01 Open the Olinkgo application



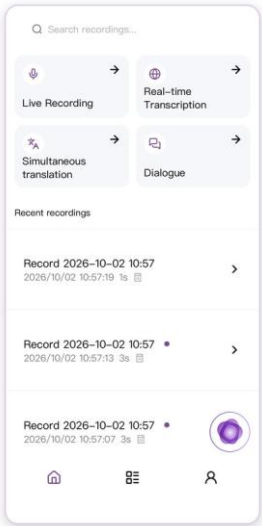
02 Select the device



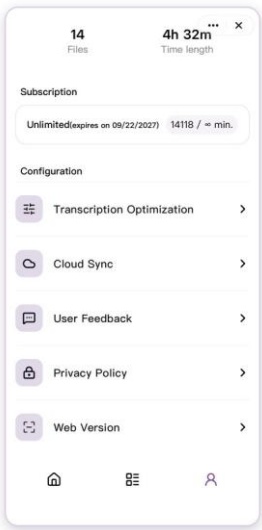
03 Select Access the application



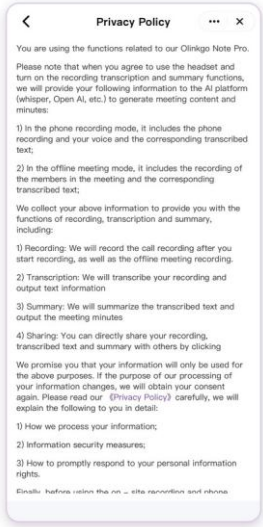
04 On the home screen, at the bottom right, select your account



05 Select Privacy policy



06 The privacy policy is displayed

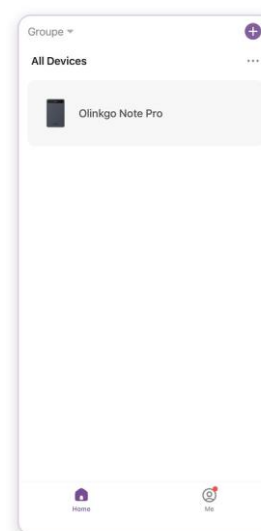


16 Device settings

01 Open the Olinkgo application



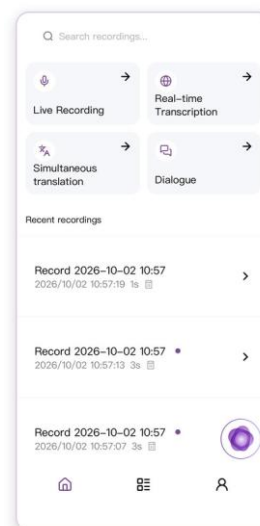
02 Select the device



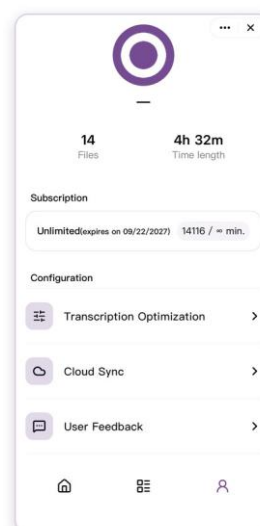
03 Select Access the application



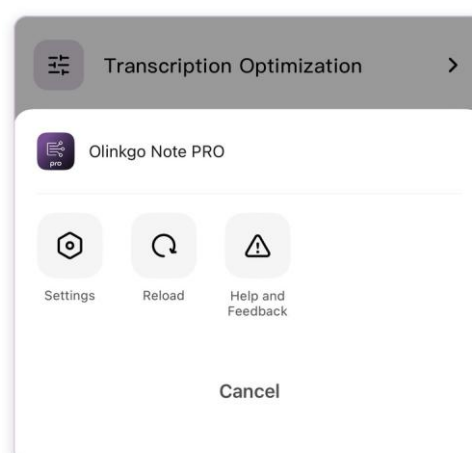
- 04** On the home screen, at the bottom right, select your account 



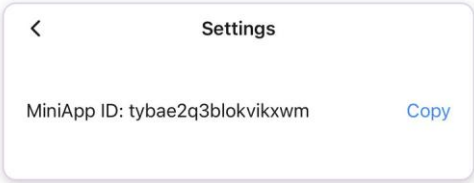
- 05** Select the three small horizontal dots  in the top right



- 06** Select "Help and feedback"



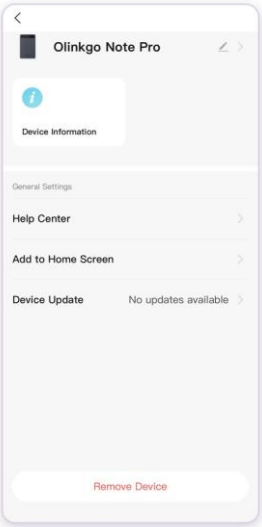
07 You access information regarding the ID.



08 Select the three small horizontal dots in the top right



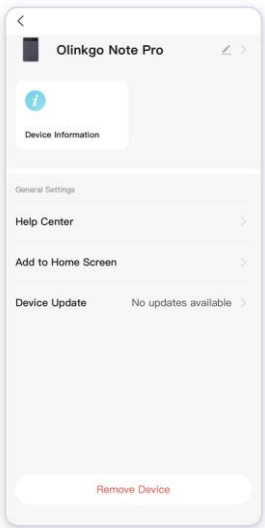
09 The settings window appears.
By selecting olinkgo you access the device settings



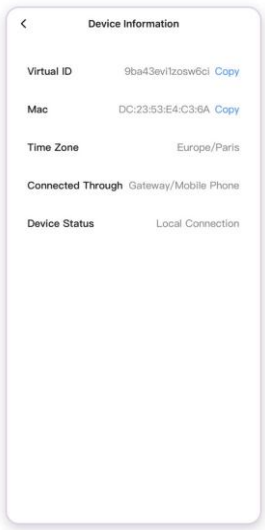
10 You can set the device's icon as well as its name.



11 By selecting device information,  you access the equipment's software versions

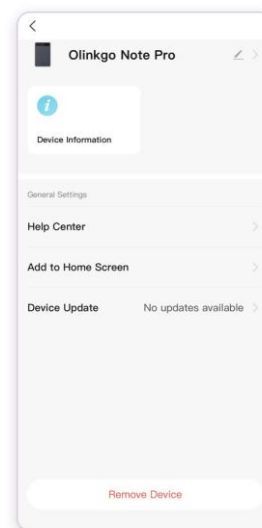


12 You have access to the virtual ID, the MAC address, the time zone and the device status.

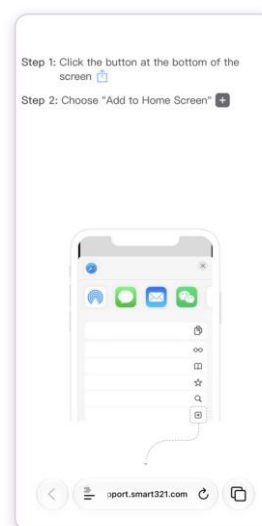


13 By selecting "Add to home screen"

Add to Home Screen >



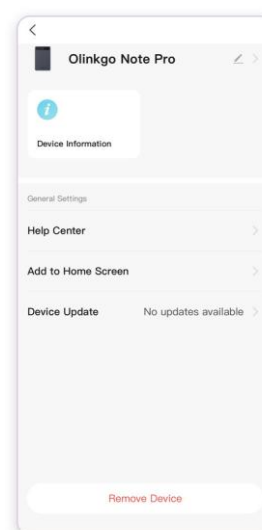
14 You can add a shortcut to your home screen;



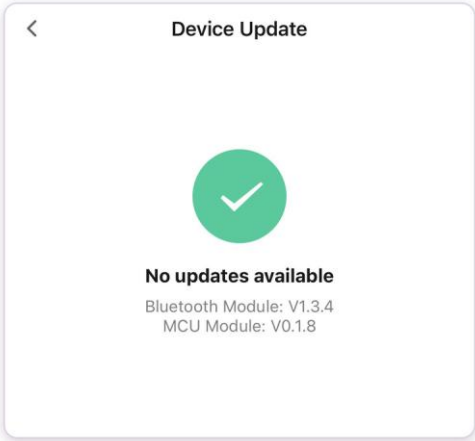
15 By selecting Device update you access the firmware version

Device Update

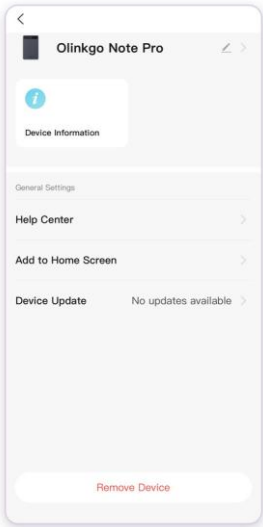
No updates available >



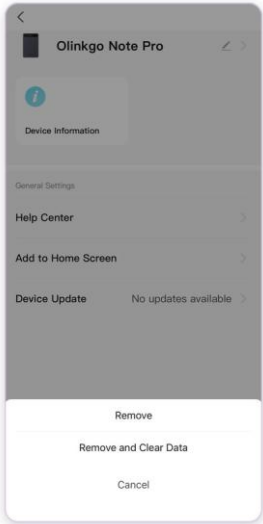
16 You can check whether your device is up to date.



17 By selecting "Remove device"



18 You can choose to disconnect the device only, or to disconnect the device and clear the data

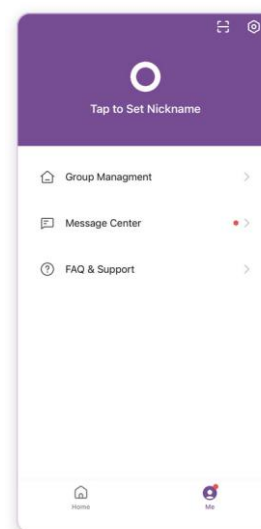


17 User settings

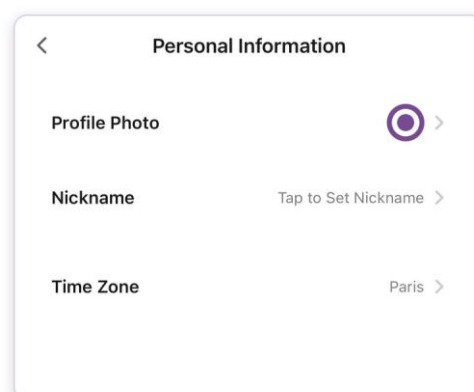
- 01 Open the Olinkgo application



- 02 In the "Profile" tab, click the avatar.

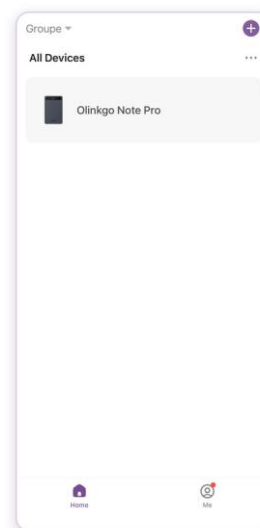


- 03 Set your profile information as desired



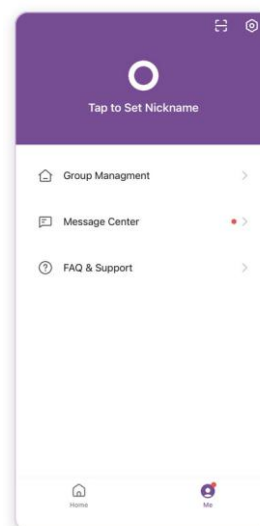
04

At the bottom right, select profile



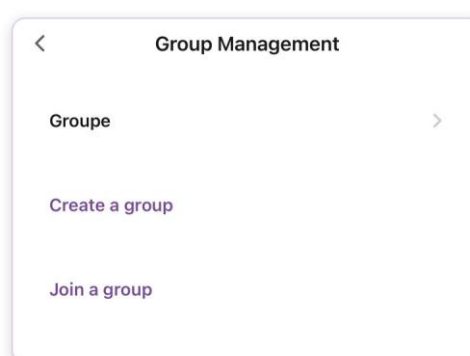
05

By selecting Group management

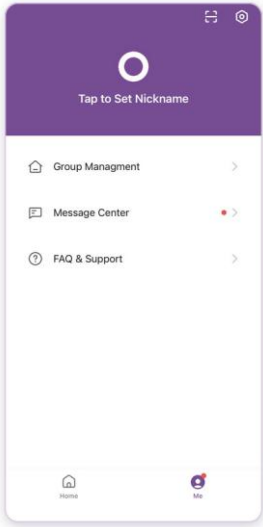


06

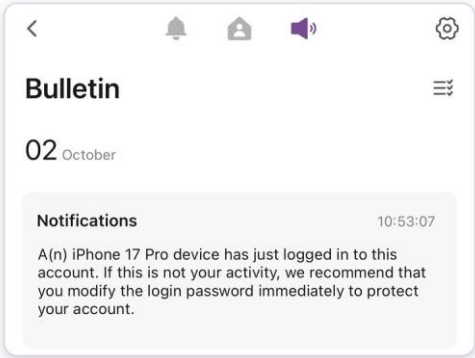
You can set the assignment of your devices to groups.



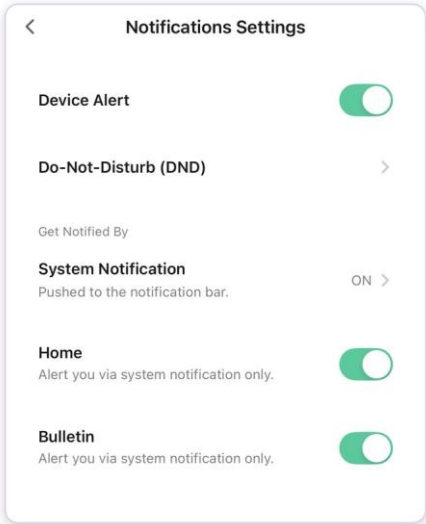
07 By selecting Message Center



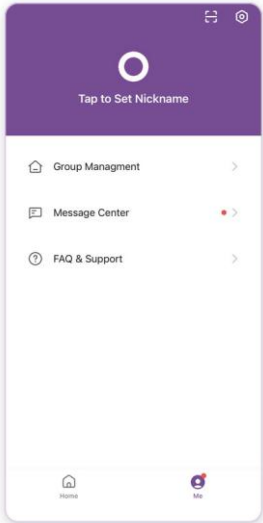
- 08
- You have access to the notification history
 - By selecting the settings icon at the top right



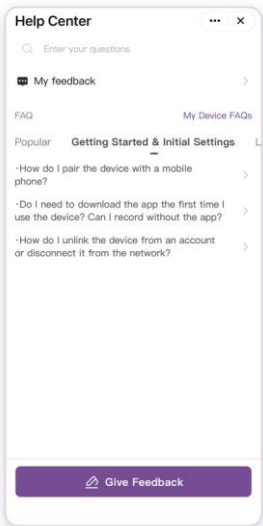
09 Set notifications as you wish.



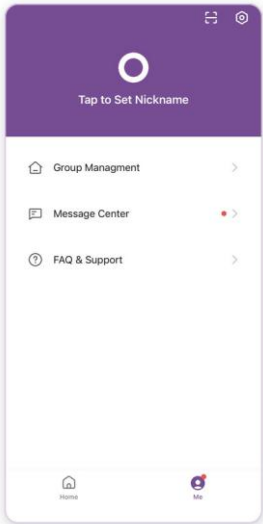
10 You can access the help center by selecting "FAQ and feedback"



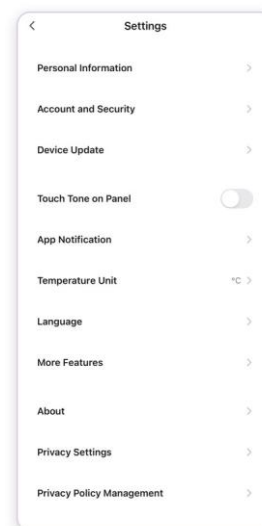
11 In the help center, you will find all the information to answer your question.



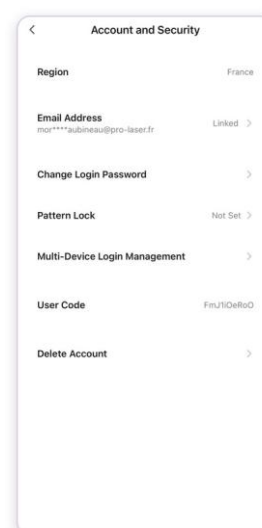
12 By selecting the settings icon at the top right



13 You access numerous settings



- ## 14
- By selecting "account and security" on the previous screen, you will find the settings for your email address, passwords...
 - If you want to delete your account, you can do so from this window.





olinkgo note pro

Any questions?

Our team is here to help:

contact@olinkgo.com
