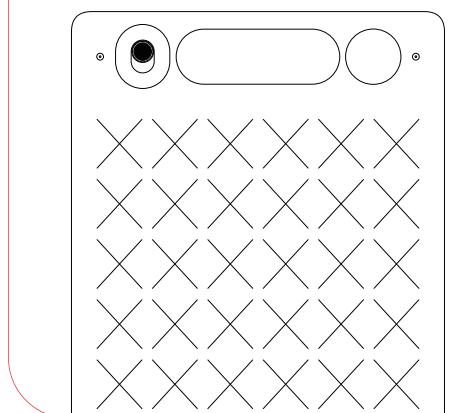


## Notta Memo AI Voice Recorder

Product User Manual

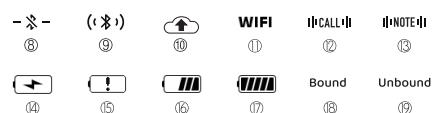


### Product Description



1. Recording mode switch  
2. Notta Memo status display screen  
3. Power on / Recording button  
4. Magnetic charging port
5. MagSafe leather case  
6. MagSafe metal ring  
7. Magnetic charging cable

### Notta Memo Status



8. Notta Memo Bluetooth disconnected  
9. Notta Memo Bluetooth connected  
10. Notta Memo firmware updating  
11. Notta Memo WiFi turned on  
12. Notta Memo recording phone calls
13. Notta Memo recording meetings  
14. Notta Memo charging  
15. Notta Memo low battery  
16. Notta Memo current battery level  
17. Notta Memo fully charged

## Power On/Off

To turn on the device / General Wake-Up:  
Press and hold the Power button for 0.5 seconds.

To turn off Notta Memo, press and hold the Power button for 5 seconds.



## Before Using Notta Memo

Before using the device, some basic setup steps are required.

Search for “Notta” in the iOS App Store or Google Play Store on Android, then download and install the app on your smartphone. Alternatively, scan the QR code with your smartphone to quickly download and install the Notta App.



### Connecting Notta Memo via Bluetooth

01



Allow Bluetooth access for the Notta App on your smartphone and ensure that Bluetooth is enabled.

02



Press the recording button on Notta Memo to turn it on. When the Bluetooth search icon appears on the screen, it indicates that Notta Memo is ready to connect with the Notta App.

03

Open the installed Notta App and follow the in-app instructions to connect Notta Memo.



\* Do not search for Notta Memo directly in your smartphone's Bluetooth settings.

\* You will need the product serial number, which is printed on the back of the user guide included in the package.

## Starting and Stopping Recording

Notta Memo offers two recording modes: Call Recording Mode and Meeting Recording Mode.



Call Recording Mode



When the switch is flipped up, Notta Memo enters Call Recording Mode. In this mode, the device detects phone vibrations to capture accurate recordings.

For optimal performance, place Notta Memo inside the MagSafe leather case and attach it securely to the back of your smartphone.

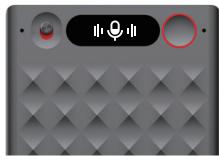


Meeting Recording Mode



When the switch is flipped down, Notta Memo enters Meeting Recording Mode. In this mode, you can either hold the device in your hand or place it on a table for recording.

## Recording Start/Stop Procedure



Press and hold the Power button for 2 seconds. Notta Memo will vibrate once, and releasing the button will start the recording. The recording icon will appear on the screen.

To stop recording, press and hold the Power button again for 2 seconds. Notta Memo will vibrate twice, indicating that the recording has stopped.

## Syncing Files to the App

When Notta Memo is connected to the Notta App, recorded files will be transferred to the app via Bluetooth or WiFi. Follow the on-screen instructions in the app to complete the synchronization.

There are two transfer methods: Bluetooth transfer and WiFi

Bluetooth transfer

WiFi



For small file sizes, Bluetooth transfer is recommended as it is fast and convenient.

For large file sizes, the app will prompt you to use WiFi transfer for a faster and more efficient sync.

## Notta Memo Recording Management & Support

When recording files are synced to Notta App, records will be automatically generated.

You can view and manage your recordings via the mobile app or by visiting [\[https://app.notta.ai\]\(https://app.notta.ai/\)](https://app.notta.ai) on your computer.

Notta supports file transcription and summary transcription, along with features such as editing, tagging, sharing, and downloading.

To unlock more Notta features, please visit [\[https://www.notta.ai\]\(https://www.notta.ai/\)](https://www.notta.ai).

If you encounter any issues while using the device, please contact us at [support@notta.ai](mailto:support@notta.ai).

**Notta Memo Safety and Warranty Guide****Safety Instructions**

- Please use Notta Memo in accordance with the user manual to ensure safe operation.
- Do not expose the device to extreme temperatures, moisture, or strong magnetic fields.
- Avoid dropping or subjecting the device to impact, as this may cause internal damage.
- Only use officially provided charging accessories to avoid performance issues or safety hazards.
- Do not disassemble, modify, or repair the device without authorization. Doing so may cause damage to the device and affect your warranty eligibility.

**FCC Compliance (United States)****⚠ FCC Warning**

This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

Any changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

Note: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

The device has been evaluated to meet general RF exposure requirement. The device can be used in portable exposure condition without restriction.

MIC Compliance (Japan – Technical Conformity Mark)

This device is certified under the Japanese Radio Act and Telecommunications Business Act and has obtained MIC (Ministry of Internal Affairs and Communications) approval.

**⚠ Usage Restrictions:**

- This device can only be used within the certified Technical Conformity Mark (技適) standards.
- Do not use this device in environments such as hospitals, aircraft, or railways, where it may be affected by radio waves and cause interference to other equipment.
- Unauthorized modification or disassembly of the wireless communication module is strictly prohibited under Japanese law and may result in legal penalties.

Battery Safety & Environmental Compliance

This device contains a rechargeable lithium-ion battery and complies with UN38.3, IEC 62133, PSE (Japan), FCC, and CE safety standards.

**⚠ Battery Safety Warnings:**

- Do not disassemble, crush, or expose the battery to fire or high temperatures, as it may explode or leak hazardous materials.
- Only use official charging accessories to prevent overheating or battery failure.
- Avoid storing the device in high-temperature environments or direct sunlight to prevent the battery from overheating.
- If the battery becomes swollen, deformed, or damaged, stop using the device immediately.
- When disposing of this device, follow local battery recycling regulations to prevent environmental pollution.

#### **⌚ Environmental & Recycling Compliance**

This product complies with RoHS (Restriction of Hazardous Substances) and WEEE (Waste Electrical and Electronic Equipment) Directives.

##### Environmental Protection Statement:

- Do not dispose of this product as ordinary waste. It should be recycled in accordance with local environmental regulations.
- The packaging of this product is made from recyclable materials. Please recycle it properly to minimize environmental pollution.
- This product complies with the Japan Act on Promotion of Effective Utilization of Resources and U.S. EPA (Environmental Protection Agency) e-Waste Regulations.

#### **Device Specifications**

Name: Notta Memo AI Voice Recorder

Model No.: Notta Memo

Microphone: 4 Array Microphones

Battery Capacity: 400mAh

Charging Method: Magnetic Charging

Device Connection Method: Bluetooth or WiFi Direct

#### **Warranty Policy**

The Notta Memo device comes with a limited warranty of at least 12 months, subject to the laws and regulations of each country. This warranty covers product failures or malfunctions due to manufacturing defects.

#### **⚠ Exclusions from Warranty Coverage:**

- Damage caused by misuse, unauthorized repairs, external force (drops, water damage), or environmental factors (high humidity, extreme temperatures).
- Devices beyond the Notta standard warranty period or modified by unauthorized third parties.
- Software or data loss due to user error or software updates.
- Other conditions that do not meet Notta's quality standards.

**How to Claim Warranty?**

- Provide proof of purchase (such as a receipt or order confirmation).
- Contact Notta Support ([support@notta.ai](mailto:support@notta.ai)) for assistance.
- For detailed warranty terms, visit [\[www.notta.ai\]](https://www.notta.ai) [<https://www.notta.ai/>].

**Customer Support**

For any questions or support requests, please contact us:

- ✉ Email: [support@notta.ai](mailto:support@notta.ai)
- 🌐 Website: <https://www.notta.ai/>