# 用户使用手册

iFLYTEK AINOTE Air2

# 第一章 快速开始

1.1 硬件介绍

4

1 电源键

开机:长按此键3秒即可启动智能办公本。 关机/重启:长按此键3秒,屏幕显示关机/重启对话框 \*注意:长按电源开关键8秒,可强制关机。

**2** USB Type-C

3 充电指示灯

\*充电时,充电指示灯点亮,红色表示未充满,绿色表示已充满

\*按住左下角图示向右滑动,打开【Open Chat】接口进行问 签 按住中间区域向右滑动,支持进入快速翻页模式

\*按住右下角按钮向左滑动,快速创建便签





\*可购买替换装更换

✓ 长按电源键开机后,进入启动流程
 \*首次开机,启动时间会较长,请稍等

点击 start

开始启动

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English •

Azerbaijan

Bhutan

China

India

Iraq

Jordan

Kuwait

Lebanon

#### English **Country and Region** Asia Afghanistan Armenia Bahrain Bangladesh Europe Cambodia Brunei SouthAmerica Georgia Hong Kong, China Indonesia Iran Africa Israel Japan Oceania Kazakhstan Korea NorthAmerica Kyrgyzstan Laos Continue

< Language and Region

Language and Region

✓ 选择系统语言

2

✓ 选择使用地区

\*请慎重选择使用地区,切换地区可能会导致服 务器的切换,不同服务器之间数据暂不互通 \*亚洲、大洋洲地区服务器部署在新加坡 \*北美洲、南美洲、欧洲、非洲地区服务器部署在 法兰克福

✓ WIFI连接

3

#### \*支持进行WIFI的手动添加

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## ✓ 时区与时间

4

\*支持时间展示方式

\*默认选择自动判断时区,支持手动设置

✓ 隐私与协议

5

6

\*请仔细查看办公本的隐私政策与用户协议,同 意后可进入下一步

Privacy Policy		
Thank you very mu proceeding further, need to agree to the AINOTE.	ch for using the AINOTE! We highly value your rights and p please take some time to read the above agreements and e above agreements and policies before continuing to use	rivacy. Before policies. You the intelligent
During the process following permissio	of using this system, we need to connect to the network an ns from you:	d obtain the
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Microphone Used for record voice search approach	ling audio in writing, recording applications, recording mee oplications to access the microphone and search notes by	tings. Allow voice
🗌 I have carefully	read and agree to the above terms	
	Agree and continue	

✓ 账号注册
*支持使用邮箱进行账号的注册,添加获取的邮 箱验证码及密码即可完成注册
✓ 账号登录
*填入邮箱及密码即可进行登录
✓ 游客模式
*游客模式,支持使用办公本大部分基础功能, 过程中支持登录账号体验全部功能

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Please enter your email	
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Please enter your password	98
I have carefully read and agree that:Use	Agreement Privacy Policy
2	Sign in
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✓ 笔记自动同步

\*登录成功,默认自动开启笔记同步功能,笔记 联网创建完毕后,会自动上传至云端保存 \*支持关闭自动同步,所有笔记保存在本地

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	After synchronization, you can use t view,edit, and export notes.	he AINOTE mobile APP to	
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✓ 锁屏密码设置

\*支援设置6位数密码

\*锁屏密码如果忘记,可以通过邮箱验证的方式 找回密码

✓ 签名设置

\*支持使用电磁笔在书写框中进行书写,书写内 容会持续展示在锁屏页面上 \*签名同样可以在设备设置模块中进行编辑





# 1.3 快捷操作

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# 快捷全局控制栏

从设备右上角向下滑动,可以快速打开下拉菜单,进行WiFi、投屏、 音量、背光等功能设置

# 1.3 快捷操作



# 多任务切换

从屏幕下方向上滑动,打开多任务界面,支持快速在应用间进行 切换,关闭应用后台



# 如何使用灵动条?

打开开放式问答接口,支持与大模型进行问答

2 在阅读等多页面接口,进入快速翻页模式,翻页速度取决于手指 滑动的速度

3快速打开快捷便签,支持手写记录

# 第二章 笔记

# 2.1 写作

	Notes	Schedule	Reading	Ξ	ď	88 (Q search) (C 15:53 (C Search)
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2.1.1 新建写作 •						
-在笔记页面, 点击【写作】按钮即可完成新建						
*在写作中,可以使用电磁笔进行随意的书写、				$(\equiv)$	[	2
绘画, 多应用于会议记录、灵感创作、个人学习						
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2.1.2 标题书写 ●-可以使用电磁笔在标题框中进行手写,手写内容会被自动转为印刷体文字作为标题

-手写识别语种支持自定义选择,点击右上角语 种缩小按钮,即可进入语种选择接口,添加/选 择需要识别的语种信息,全局适用

2.1.3 笔形选择

-点击笔形按钮,即可进行笔形、笔粗、橡皮等 功能切换

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### 2.1.4 怎么切换灵动笔

-点击灵动笔按钮,即可完成切换 -再次点击灵动笔,即可弹出操作指引 -支持查看详细操作指引



### \*提示:按压笔身按钮进行圈选,可以快速进入灵动笔 模式

-如果想要使用灵动笔,除了通过点击上方工具栏的灵动笔图示进行切换外,还可以直接按压笔身按钮进行使用,笔身按钮还支持自定义成其他能力



### 2.1.5 灵动笔提供了以下能力





功能2: 关注星



### 功能3:待办







### 2.1.7 手写转文字

-提供手写转文字的能力,点击按钮即可生成, 手写内容会根据所选择的语言来进行识别 \*所有识别均为本地识别,无需联网

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-上方展示手写内容,下方展示转文本的内容, 支持点击查看对应关系 -支持点击上方【全文】查看全文转文字内容 -支持点击上方【汇出】汇出与分享转文本内容



### 2.1.8 写作模版



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-支持插入自定义的模板样式

-使用数据线讲设备与计算机进行连接,将提前 准备的模板图片提前传输至【Template】档夹, 即可进行选择使用

2.1.9 笔记分享

-提供网页、word、pdf三种分享类型 -可以通过二维码、邮件、汇出至书架三种方式 进行分享

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	Tips: You can synchronize your notes to the AINOTE mobile app for editing,exporting, and sharing on both your phone and computer:		

### 2.1.10 底纹设置

-点击更多按钮,即可看到底纹设置接口 -点击后方的箭头,可以查看详细设置接口 -提供了横纹纸、竖纹纸、空白纸、点状纸、方 格纸等多种底纹选择

-支援设置某个底纹为默认

Q: 底纹与范本的区别是什么?

A:设置底纹后,当前笔记所有默认新建的纸张均为该底 纹,可以将某一个底纹设置为默认,则下次新建一篇新的 写作时,会使用默认的底纹进行创建;而本设备中,范本 是单独插入的,支持一篇写作中包含多种模板的样式



### 2.1.11 更多应用

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-页面刷新: 支持刷新当前页面,由于墨水屏屏幕特性,长时间使用容易出现残影,刷新可以清除 -笔记同步: 支持将本篇笔记同步至云端,使用【AINOTE mobile】APP进行查看与编辑

-删除当前页面: 仅删除当前所展示的页面

- -页面管理:进入本篇笔记的页面管理接口
- -搜索: 支持搜索本篇笔记内部的手写内容
- -加密:针对本篇笔记进行密码加密,后续进入笔记查看,需要输入密码
- -删除:删除本篇笔记全部内容

2.1.12 页面管理

-点击	【更多】-	【页面管理】	支持进入页面管理
接口			

-点击左下角页码数字,也支持进入页面管理接口

-支持对页面进行新增、复制、粘贴、移动等多 种操作

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### 2.1.12 手写识别语种管理



-点击标题手写区域右上角及手写转文字右上角 的语种按钮,即可进行手写语种的切换 -默认根据系统语言进行选择,支持切换至其他 语种

\*一旦切换,则全局进行切换 \*切换完成,对于已经识别完成的内容,不会进 行重新识别与变更,但是当手写内容发生变化时, 会自动按照新的语种进行重新识别 ← USER CENTERED DESIGN 5 C • 20 @ 1 16:15 CJUSER CENTERED DESIGN USER CENTERED DESIGN 202409 03 23:12 (valued + Edis Tage This principle recognizes the importance of Understanding the needs, preferences, and





-预置五个语种进行选择

-支持添加更多语种,需要联网进行识别包的下 载

# 2.2 记录

记录是一种全新的会议记录方式,支持实时的语音转文字,语音记录的同时,还支 持手写记录,保证了会议信息的全量记录,会后回顾更加方便

2.2.1 新建记录

-在笔记页面,点击【记录】按钮即可完成新建	

2.2.2 记录的组成

-新建记录完成,即可进入录音转写接口

-记录由三个部分组成,分别为录音区域、录音 转文字区域、手写区域

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### 2.2.3 录音区域

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2.2.4 录音转文字区域
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<b>FMichael」</b> I guess. Thank you all for meeting with us today. We're excited to collaborate
on the shopping center project. How has your week been? Thank you for coming.
<b>FArianna</b> Everything has been great this week. We are looking forward to the start of this
project.
Michael To kick things off. We've prepared a presentation showcasing some of our
initial design concepts, focusing on sustainability and community engagement.
Riglish ∨
时展示语音转文字的结果 详见2.2.5

标记:会议过程中,针对 雷达:会议过程中,实时 暂停:暂停录音



#### 语音转文字

-支持多种语言的选择,根据所处地区的不同, 会提供不同的能力 \*亚洲、大洋洲地区使用者支持14个语种的语音

转文字能力(中文、英文、日文、韩文、法语、 德语、西班牙语、粤语、俄语、马来西亚语、越 南语、阿拉伯语、泰语、印度尼西亚语) \*北美洲、南美洲、欧洲、非洲地区使用者支持8 个语种的语音转文字能力(中文、英文、匈牙利 语、日语、韩语、法语、德语、西班牙语)

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多语种翻译

-支持多种语言的互译功能,支持默认翻译模式, 点击即可进行使用

-根据所处地区的不同, 会提供不同的能力

\*亚洲、大洋洲地区使用者支持7个语种的互译功 能(中文、英文、日语、韩语、法语、德语、西 班牙语)

\*北美洲、南美洲、欧洲、非洲地区使用者支持8 个语种的互译功能(中文、英文、匈牙利语、日 语、韩语、法语、德语、西班牙语)

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### 2.2.6 手写区域

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Design Concept Meeting ~

2.2.7 即点即读,快速回溯

-会议结束后,点击手写内容,可以快速定位到 手写内容所对应的录音片段, 快速回顾会议内容

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### 2.2.8 会议总结

-会议结束后,点击会议总结按钮,即可根据文 本内容进行总结

\*该能力需要在设置接口,配置您个人的OpenAl API Key进行使用

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	01/09/2024	1999 1997 1998 199 <b>7</b>	
Summary of the meeting:			Pat it all away /
The second quarter of the finar quarter, with a slight increase i remained stable, but there is ro company's financial performar growth in the coming quarters, prioritized to drive business gr expectations and net profit ach launched during this quarter, in	ncial year showed stead in profit margin. Overall oom for improvement i nce in Q2 has been posit . Strategies for enhancir owth and success. The nieved year over year gro ncluding one with signil	ly growth compared to t l volume in business der n customer satisfaction, tive and shows potentia ng customer satisfaction company's total revenu comth. New products and ficant market potential.	he first velopment . The Il for further n should be e met d services were
Overview:			Put it all away 🖌
00:14 Quarterly Financia The second quarter of the first quarter, with a slight i development remained sta satisfaction. The company shows potential for further	al Update and Busine financial year showed st ncrease in profit margin able, but there is room f r's financial performance r growth in the coming o	ess Development Su teady growth compared h. Overall volume in bus for improvement in cust e in Q2 has been positiv quarters.	mmary I to the iness tomer we and
01:18 Enhancing Custor The overall volume of busi in customer satisfaction. S prioritized in order to drive	mer Satisfaction in B iness remains stable, bu strategies for enhancing e business growth and s	usiness Development It there is a need for imp customer satisfaction s success.	nt provement should be
01:31 Steady Growth an The financial report for Q2 slight increase in profit ma	d Increased Profit M demonstrated steady g argin. Overall, the compa	largin: Q2 Financial I rowth compared to Q1, any showed positive fin	Report

-提供会议总结,会议全览两部分内容 -支持汇出与分享

# 2.3 笔记管理

### 2.3.1 档夹管理

即可查看

Directory > Default 🖄 🔠 🔗 Write 🖼 Record E 2024-09-04 20:19:37 P fRole1」 Yeah, just casualties. yeah So in this meeting, we were going to talk abou... Ca Default () 2024/09/04 () Edit Tags O Synced @ 2024-09-04 16:33:49 P 「Speaker1」 Thank you all for meeting with us today. We're excited to collaborate... C3 Default 🕲 2024/09/04 🖄 Edit Tags C Synced -创建的写作及记录均会保存在本地,随时点击 Total 23 Notes Synced 22/to be synced 1/local 0 Syncing < 4/4 ∧ >

Notes

Schedule

Reading

🖹 🖻 🎛 🕲 Q Search) 🗇 😤



-点击目录,即可查看所有文件夹信息

-提供默认文件夹,所有无主的笔记均会存放在 默认档夹,该档夹不可被删除 -提供多种分类方式,包含全部笔记、旗标笔记、 加密笔记、本地笔记(未同步至云端)、已删除 -支持创建文件夹及文件组进行笔记的管理

### -长按笔记,支持移动、上传、加密、重命名、 删除等操作

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2024-09-04 16:33:49     Speakert L. Thank you all for meeting with us today. We're	O Create-time	P
Capotault © 2024/09/04 & Edit Tags		5 Synced
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	≔ Abstract ✓	
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_		1 22 Mater

-点击排序按钮,支持多种排序方式 -提供摘要式、列表式两种笔记展现形式,区别 在于是否展示笔记的摘要内容

### 2.3.3 标签管理

	Notes Schedule Reading 🗧 🖂 🎛 🎯 🔾 Search 🗗 😤
全部标签管理	Directory ? Default
	2024-09-04 20:19:37     FRole1 J Yeah, just cascalities, yeah So in this meeting, we were going to talk abou
笔记卷标管理	Ca Default © 2024/09/04 (§ Edit Tags ) Synced
	If Speaker11 Thank you all for meeting with us today. We're excited to collaborate         Ps Default ③ 2004/09/04 ④ Edit Tagis
全部标签管理	
-支持增加、删除、修改标签内容	
-支持根据卷标筛选笔记	
笔记卷标管理	
-支持为当前笔记增加、删除卷标	
-笔记内部也可进行该操作	
	Syncing √ 4/4 ∧ > Total 23 Notes Synced 22/to be synced 1/local 0

### 2.3.4 全局搜索

-支持搜索手写内容、语音转文字内容,支持快速跳转,高亮显示搜索的内容

Note		17:24	← × No 1/2 Search results
Directo	Q inter	broo	
■ 2	All Notes Schedule Reading Bookstore Found in total 7 results.	P	USER CENTERED DESIGN
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/升 E& Def	USER CENTERED DESIGN 22 hours ago	Synced	understanding the needs, preferences, and
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02	Integrational Law Bourder IFLYTEK Biokstove Author Molectim N. Blase	P	SunVENC
Ĉa Bel	E THE INTERPRETATION OF DREAMS Bourdet IFLYTER Bookstore Author Stigmund Freud	Syncol	
Ø U	View more >	P	USABILITY TESTING
Ca cer	inter interim interest	Synced	Engaging with users through interviews.
q 1	w <sup>2</sup> e <sup>3</sup> r <sup>4</sup> t <sup>5</sup> y <sup>6</sup> u <sup>7</sup> i <sup>8</sup> 0 <sup>9</sup>	p	surveys or usability testing helps ensure
а	s d f g h j k		that the design meets the requirements
$\hat{\mathbf{O}}$	zxcvbnm	$\overline{\mathbf{X}}$	and enhances their experience.
?123	,	Q	〈 1/1 〉 逸

# 第三章 日程

### 3.1 日历与日程

#### 3.1.1 日历展示

-展示当月日历信息,支持切换年份与月份 -默认展示当天日程信息,支持点击日期进行切 换,查看其他时间的日程 -提供日、周、月三种视图



#### 3.1.2当日任务展示

-展示今日待办事项、今日需要提醒的事项、今日创建的笔记内容



### 3.1.3 日程的创建与展示

-支持点击新建日程,输入日程内容,其中,日 程正文如果包含时间信息,会自动提取时间信息, 作为日程的开始时间

Notes	Schedule Reading	🗐 🖸 🎇 🎯 (Q. Search) 🗇 👖							
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Weekly	(1400) Risk Managemen	meeting 🗘 🖻							
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C Syne 12 minutes app			< 1/1 >		

#### ▶ 周视图

### ▶ 月视图

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il dai	(1400-1430) play tennis with child								
2	09-09,Mon								
Da	(09:00-09:30) weekly Team Standup								
5	09-10,Tue								
J ∺star	(14:00-14:20) Risk Management meeting								
200	09-11,Wed								
Ì	(10:30-11:50) Client portfolio Review								
kly	09-12,Thur								
	All day compliance Training session								
	09-13,Fri								
	All day Monthly Board Meeting								
	09-14,Sat								

	Sun	Mon	Tue	Wed	Thur	Fri	Sat
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- S	8 ① play tennis with c	9 © weekly Team Stand	10 ① Risk Managemen	11 ① Client portfolio R	12 ① compliance Trainin	13 ① Monthly Board Meet	14
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	29	30	Ť)	2	49	4	5
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### 3.1.4 日程信息编辑

-点击日程后方的按钮,即可进行日程信息的 编辑

-支持设置日程开始时间、结束时间、提醒时 间、日程重复设置、备注信息

Notes	Sc	hed	ule	Re	ading		(=		88 4	(Q s	earch	<b>J</b> 23:4	
	Day	Week	Month	<	2024-0	9-10	> @	To-D	o Today	(4) Remin	ider(1) N	otes(6)	
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	Tuesda	y,Septe	mber 10								+ New	Schedule	
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待办事项的创建方式 -点击新建,新建一个待办事项

-通过【灵动笔】在笔记记录中进行图形标记, 自动收集

Notes	Schedule Reading	€ 🛛	88 (9)	Q Search	0	00:04 9 <b>8</b>
ta a l	All(2) Today(0) Inbox(2) Completed	+ Add		e	) New	To-do
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3	O Develop corresponding re	sponse strate	gies		٢	:
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Weekly	0					
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C) Just syne	К	< 1/1 >	N			

-点击【待办】前方的勾选框,可以将待办设 置为已办,刷新页面后,该条会自动移入已办 列表中展示

-点击【待办】后方的按钮,支持设置待办的

-支持对待办进行置顶、移动、删除等操作

截止时间、提醒时间

Notes	Schedule Reading 🗧 🖾 🏶 🕲 Q search 🗇 😤
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### 3.3 关注星

#### 什么是关注星?

-日常记录过程中,遇到重要事项时,会进行标记,但是标记的内容需要会后及时整理,不然容易丢失,所以关注星的功能就是自动收集日常记录过程中标记的内容,进行集中展示

#### 关注星的创建方式?

-在写作或者记录过程中,可以使用灵动笔, 在重要事项前,画一个五角星,五角星所在行 的内容会被自动收集,并展示

r <del>iati</del>	A work - (One month) - (Three months) - (Custom)	0
Calendar	Today	
To-Do		
☆.		
ninin (		
Weskly		

-支持点击内容直接跳转至对应笔记 -支持将关注星内容设置为持续关注、加入待 办、编辑、删除等多种操作



# 3.4 周报



-支持展示一周所有的日程、已办事项、参加的会议信息,快速回顾本周所有事项 -支持汇出

# 第四章 阅读

# 4.1 书籍的导入

-支持阅读的书籍格式有: pdf、epub、mobi、 txt, azw,

-支持使用USB接口连接设备与计算机端,将 电子书移动到【Bookshelf】档夹

\*注意:暂时不支持在【Bookshelf】档夹中进行分组

-支持使用WiFi传输的方式进行导入,点击可 查看详细操作方式





# 4.2 PDF书籍阅读

### 4.2.1 阅读的基本操作

-阅读过程中支持使用电磁笔进行批注

-支持将笔切换为选中模式,圈画书籍内容即 可进行选中

-支持对选中的内容进行高亮、摘录、搜索、 复制等操作

-支持创建读书笔记



### 4.2.2 PDF阅读设置

#### ▶ 图片设置

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#### ▶ 文本设置

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#### ▶ 文本设置

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-除了上述页面设置外,同时还支持亮度设置 -在更多设置中,提供了页面刷新频率、翻页 模式、展示效果等细节设置



← More	Ø	02:10 😤 🗖
Refresh frequency	10Page	>
Turn page mode	Right-hand	х
Show battery and time	•	D
Show read progress		D
Show chapter		D

4.2.3 听书

-针对中文、英语、日语、韩语语种的电子书 提供了听书功能,联网即可在线播放 注意:目前仅支持文字格式的PDF,扫描版本 的PDF不支持听书等部分功能操作

-听书过程中,可进行章节选择、语速调整、 定时等操作



4.2.4 读书笔记

-会议过程中进行的手写批注、高亮显示、摘录、笔记等内容均会统一收集,生成一个完整的读书笔记 -读书笔记可以按照书本章节进行顺序查阅

-支持汇出成word/pdf格式



# 4.3 其他格式书籍阅读

Progress

Show

-阅读的基本操作与PDF阅读一致,区别在于阅读设置方面,其他格式电子书支持调整字体的大小、对比度、页边距、行间距、字体等

#### П ዲ Э 02:27 Q 钽 := D $\leftarrow$ Jane Eyre Search All Notes Mark Share Lately CHAPTER I There was no possibility of taking a walk that day. We had been wandering, indeed, in the leafless shrubbery an hour in the morning; but since dinner (Mrs. Reed, when there was no company, dined early) the cold winter wind had brought with it clouds so sombre, and a rain so penetrating, that further outdoor exercise was now out of the question. I was glad of it: I never liked long walks, especially on chilly afternoons: dreadful to me was the coming home in Text display V Contrast +Aa Aa Aa Aa Aa Aa Font size Aa Aa Margin Line space = 方正聚珍新仿 Change Font > Font AA -0-<u>Ö</u>-....

Brightness

More

4.4 书城

-当前书城支持部分阅读资源的下载 点击封面即可进入书籍详情页





-支持查看书籍的目录、加入书架、开始阅读 等操作

\*当前书城中的书籍均为免费书籍,支持自由 下载阅读

# 4.5 Office中心

4.5.1 格式与导入

> 支持的格式

-支持word、ppt、excel三种office格式文档 的查看与编辑

▶ 导入方式

-支持使用USB接口连接设备与计算机端,将 文文件移动到【Office】档夹

\*注意:暂时不支持在【Office】档夹中进行 分组

-支持使用WiFi传输的方式进行导入,点击可 查看详细操作方式

### 4.5.2 Word文档的预览与编辑

-首先进入word文文件预览接口,支持查看与 翻页,同时支持使用手写笔进行批注





-支持在阅读过程中,点击录音按钮进行录音 -录音结束后,支持查看录音内容及录音转文字 内容

\*录音转文字的模式与当前系统字体一致

	Al Note Pr	Audio 55
	The 'AI Note Privacy Policy' ('this Policy'	(여 ) 한 여 대학 00:00/00:59
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	personal information and your personal in in bold, please pay special attention.	Audio to Text Hello, everyone. The Al note proves
	The appendix of this Policy is a supplement to the applicable local law ("Local Privacy of this Policy. If there is a conflict between the Local Privacy Terms shall prevait for apply. If there are specific privacy policies in the explain the corresponding information co (collectively information as "Specific Priva- through instant notice, function update d Policy shall prevait for the content not co In this Policy, "personal information" and referring to various information instated to recorded in electronic or other forms, exc processing.	policy applies to the product applications, websites and the service that need to or display this police provided by the Al note, survivors, provider. Please read this policy carefully before using to understand the details of how we handle your personal information, the important content united, too sensitive personal information and your personal information, right? In this policing is high, 90 is hold. Please pay special attention.
	I. About Us	More >
	Depending on the location where you use of	ur Products and Services, the following

-点击编辑按钮,系统会使用WPS Office应用进 行文档的打开,打开后,支持对文档进行编辑 操作



### 4.5.3 Excel&PPT文档的预览与编辑

Sheet1			
Day	Time	Meeting/Task	Description
	9:00 AM - 10:00 AM	Weekly Team Standup	Discuss project updates, progress on current goals, and upcoming tasks.
Monday	11:00 AM - 12:00 PM	Risk Management, Meeting	Review potential financial risks and mitigation strategies with the risk management team.
	All Day	τοθα	Prepare quarterly report, follow up on investment proposal, review partormance metrics.
	10:30 AM - 11:30 AM	Chent Portfolio Review	Discuss clients' portfolio performance and rebalancing suggestions.
Tueaday	2:00 PM- 3:00 PM	Compliance Training Seesion	Participate in training on the latest financial regulations and compliance updates.
	All Day	Το-Đα	Prepare for board meeting, check with IT on data security, approve expense reports.
	9:00 AM-11:00 AM	Monthly Board Meeting	Present financial health, market trends, and strategic investment proposals.
Vednesday	3:00 PM - 4:00 PM	Cross-Department Collaboration Meeting	Coordinate with other departments to improve workflow and resource allocation.
	All Day	Το-Οα	Analyze financial forecasts, prepare action items from board meeting, check with marketing on campaign results.
Thursday	10:00.AM - 11:00.AM	Investment Strategy Meeting	Evaluate high-yield investment opportunities with the investment team.
	1:30 PM- 2:30 PM	Performance Review with Team Members	One-on-one discussions on team members' performance and career



### Tips: PPT文档横屏使用, 效果更好哦



# 4.6 网盘

### -支持One Drive网盘的登录与使用



- Add	
The network disk is enabled	
The network disk is not enabled	
C OneDrive	+Enable

-以OneDrive为例,按照登录接口要求,完成登录 -支持查看网盘中的文档内容,并支持下载与查看 \*仅支持查看设备所支持的格式

4	OneDrive登錄		0
		Microsoft 登入 電子部件、電話成 Skype 沒有帳戶嗎? 総立一個吧 無法存取型的紙戶嗎?	
	-	20 T-#	
		J EVER	
		<b>使用规定</b>	隱私曜裔 Cookie

# 第五章 其他功 能

# 5.1 邮箱功能

### -在首页的右上方,提供了邮箱的入口,点击即 可进入邮箱接口



+	Mailbox		0 11:
		Welcome to your Email	
		A	
	You	can send and receive emails once logg	ed in.
		Other Mailbox	

-首次进入邮箱接口, 需要选择您的个人邮箱类

型,目前支持所有主流的邮箱协议

-支持点击Gmail邮箱直接进入Gmail邮箱的登录界面

-其他邮箱类型可以点击下方其他邮箱进行登录

-【Gmail】登录界面由Gmail提供,需要输入 您个人的邮箱帐户及密码,并且在登录过程中, 需要进行由Gmail提供的验证流程 -按照流程走完登录流程即可完成登录

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【其他邮箱】登录接口,支持输入邮箱的账号及密码,一般来说,密码为授权码,具体步骤如下:
①在邮箱网页端找到账号设置,找到授权码设置
②一般会提供登录三方应用时所用到的授权码, 直接生成即可,授权码一般较为复杂
③拿到授权码后,再用户许可证码作为密码进行邮箱登录

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-支持手动配置服务器信息,共需要4-5步,该 功能主要应用于部分企业邮箱的登录 -需要配置账号密码信息、收件&发件服务器配 置,按照步骤填写相关信息即可完成登录 -如仍然无法登陆,可以联系我们:

ainote\_userfeedback@iflytek.com

-登录完成,即可查看收到的邮件信息 -支持点击左侧工具栏,进行邮件的收件箱、发 件箱、草稿箱、垃圾箱等内容的查看

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-支持两种邮件的创建方式:

①手写。支持使用电磁笔在下方空白处进行邮 件的手写,手写完成支持直接将手写内容进行 发送,别人查看可以直接看到您的手写内容 2键盘。支持使用键盘输出文本内容 \*如手写区域存在内容, 切换至键盘模式, 会自 动清空手写内容

-支持管理邮箱的通讯簿,支持点击新增按钮进 行新增

### -支持自动收录往来邮箱的联系人信息

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☑ 1021253899@qq.com + Create new	
Server settings	
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Outgoing settings User name, password, and other outgoing server settings	
Signature settings	
LOG OUT	

-支持设置当前邮箱的收发件服务器 -支持登录多个邮箱进行查看

-支持退出当前账号的登录



注意:所有分享方式中,均提供了邮件分享的方式,需要提前登录您的邮箱账号,即可使用邮件 进行内容的分享



# 5.2 扫描功能

-设备端目前提供了500MP的摄像头,用于纸质 文文件的扫描,将扫描完成的文文件保存在设 备端,随时进行查看 -点击首页右上角的【扫描】按钮即可进入扫描 接口

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-首次进入扫描接口,需要点击右上角的新建按 钮新建一个全新的扫描文文件 -该页面同时还支持进行扫描文文件的管理 -点击新建后即可进入拍摄接口

-点击左下角相册,即可选择图库相册内的图片 进行处理

-上方提供两种拍摄模式,第一种是单页模式, 拍摄一张则立即进行处理,第二种是多页模式, 支持拍摄多张图片进行统一处理。

-点击拍摄按钮即可完成拍摄

\*由于墨水屏的刷新速度较低,拍摄过程中,晃动过大则无法拍摄清晰,需要尽可能保持拍摄的稳定





-拍摄完成,支持对需要处理的范围进行选择, 拖动图片中的原点即可进行拖动 -支持旋转图片的方向 -点击确认,即可进行图片处理

### -处理完成,即可看到处理的结果

-支持将该内容导出至笔记,导出后即可在笔记 列表进行查看

### -支持汇出成PDF,可以在书架中进行查看

-支持重新选择处理的范围

### -支持使用电磁笔在页面上进行随意的书写

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-点击右上方设置按钮,即可进入设置接口 -在下拉菜单中,可以进行简单的设置操作,也 可以点击更多设置进入设置接口



### -账号中心

支持账号的基本信息管理

#### -笔记同步

开启后,笔记完成后会自动同步

#### -分享管理

查看分享的笔记内容, 支持提前关闭分享

#### -笔记查看密码

支持设置并管理笔记查看密码,设置完成后, 对笔记进行加密,则需要输入密码才可进行查 看

### -OpenAl API Key设置

支持填入个人的OpenAl API Key进行验证,验 证成功后,即可调用大模型能力



-账号中心中,支持修改验证的邮箱,支持对账 号进行注销操作,支持退出当前账号登录

-账号退出后,则无法查看当前账号下所创建的 笔记内容

-账号注销后,则会删除当前账号下的所有数据 信息,请谨慎操作!

Account Center		0	•
Login Method			
Change Password			>
Mailbox		wwk1021253899@gmail.com	>
Help Center			
Account Cancellation			>
	Log out		

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#### -WiFi连接

支持查看当前附近的WiFi信息,点击即可连接

### -蓝牙设置

### 支持通过蓝牙连接耳机、音响及键盘等设备

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Privacy & Protocol		
⑦ Feedback		
About		
Check Update 8,1.0.2		

### -投屏工具

支持在官网下载PC端投屏工具,下载完成保证设备 与PC端在同一个网络环境下,即可进行实时投屏 **下载地址**:

https://a2sgp-www-ap1.iflyoversea.com



#### -亮度设置

支持进行设备阅读灯的亮度设置,支持冷暖双色阅读灯

#### -壁纸与签名设置

支持更换壁纸与签名

#### -语言及地区

支持更换系统语言及地区

\*注意: 地区更换可能导致服务器的更换, 请慎重选择

#### -电<u>量显</u>示

支持设置显示电量百分比信息

#### -旋转设置

支持设置设备预设的旋转方向

#### -日期与时间

支持手动配置时间信息,选择所在时区

### -休眠时间设置 -关机时间设置

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Account Service Management	Auto Lock	15 minutes
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-手势设置 6 100	k & Shutdown
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Account Service Management	88 App Permissions	>
₹ WLAN	Used to receive upgrade tips, questionnaires, and other content from iFLYTEK AINOTE official push notifications	
🖇 Bluetooth	Privacy and protocol	
Other Connections	Privacy Agreement	>
General	User Agreement	>
Lock & Shutdown	authentication information	
凸 Keys & Gestures	Certification Information	>
n Security	Legal notices	>
Privacy & Protocol	Open Source License	>
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About		
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支持查看设备的隐私政策、使用者协议、法律相关等文件信息

	$\leftarrow$ Settings	
	Account Service Management	Please help us better provide services for you. If you have any feedback or suggestions on the experience of the smart notebook, please send them to us in the following format. All feedback will be carefully read.
	😤 WLAN	You can also provide feedback on issues via email at:
	\$ Bluetooth	ainote_userfeedback@iflytek.com
	2 Other Connections	New feedback
-支持回馈使用设备过程中出现的问题,我们会及时	General	Functional Module Not Selected V
处理与回复	📞 Lock & Shutdown	Feedback Type Not Selected V
-支持通过提供的邮箱信息进行问题回馈	占 Keys & Gestures	Problem description (please describe the problem in as much
	m Security	detail as possible) No less than 5 words.
	Privacy & Protocol	
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WLAN	Battery Status	Not charged
Bluetooth	Battery Percentage	99%
Other Connections	Mac Address	60:a4:34:90:02:87
General	Serial Number	XFDXB282EE19000185
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Keys & Gestures	IP Address	10.7.119.105
Security	Bluetooth Address	60:a4:34:90:02:88
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) Feedback	PoldS Cartification	@ .5m
About		0.4-
Check Update 8 1.02	Restore this device	>

Mailbox:wwk1021253899@gmail.com

Submit

支持查看设备的基本信息,包含内存、SN、IP地址

等



-支持检查固件更新信息,我们会不定时推送设备更新,



-下拉菜单中也提供了非常便捷的控制中心,可以完成一些基础的操作

以上就是智能办公本的使用说明,如果使用过程中遇到其他问题,可以 随时联系我们:

# ainote\_userfeedback@iflytek.com

配套应用【AINOTE mobile】是一个非常重要的应用,目前仅支持 APP端,后续会支持PC端的下载与使用,可以通过以下方式进行下载:

