MeetingAI User Guide

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1. Product Description

MeetingAI is a professional online meeting assistant, providing users with intelligent meeting Q&A and meeting records. We are committed to improving your meeting efficiency and communication experience.

2. Quick Start

- First time users can get 30 minutes of free experience
- You can start using it after completing the audio settings
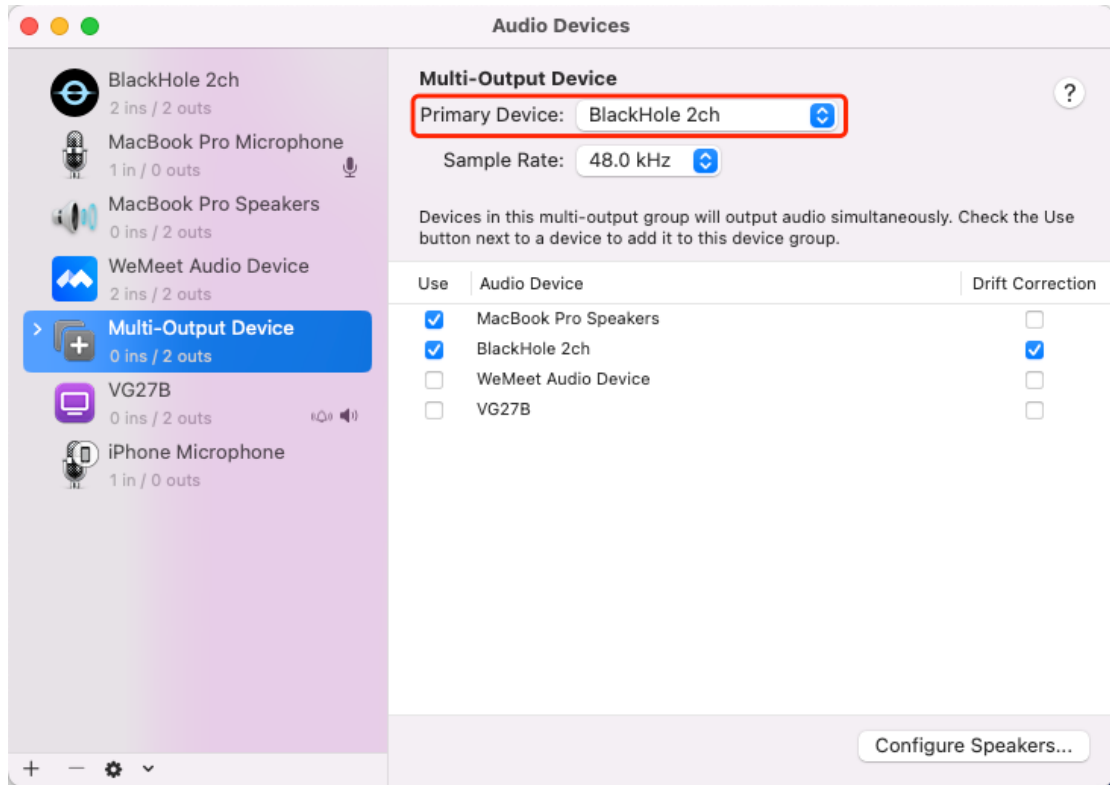- Automatically save meeting records after each meeting

3. System Settings

https://youtu.be/4bYx4kkAc7U

3.1 Audio Settings (MacOS)

1. Open System Settings:
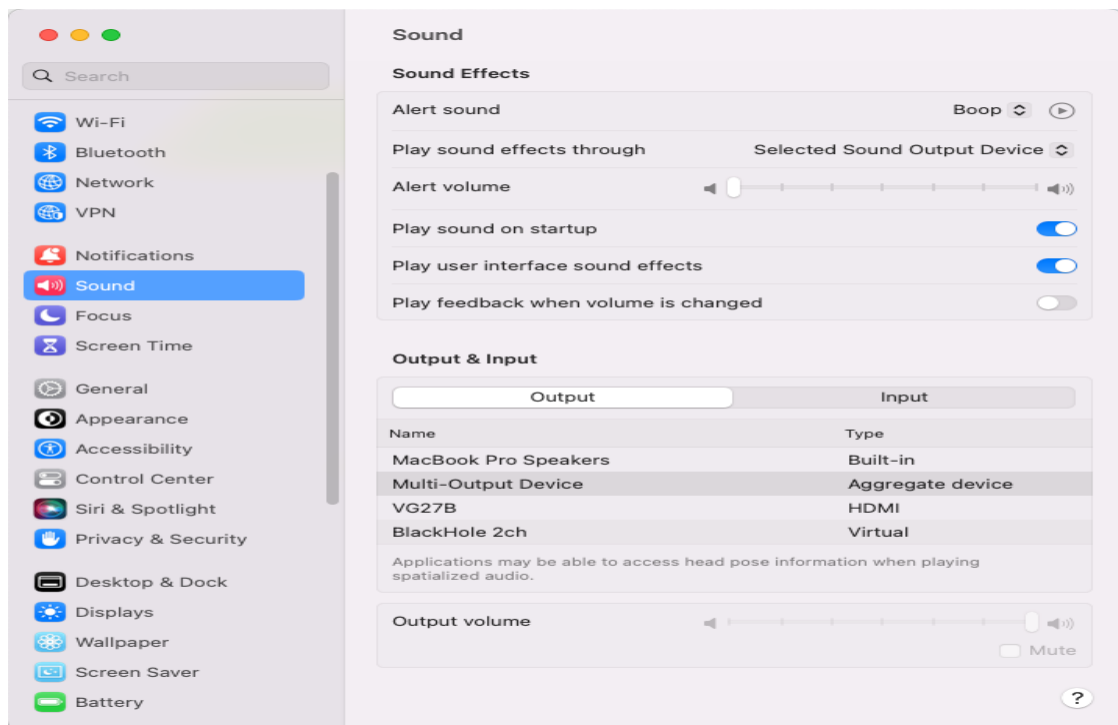   - Press Command + Space
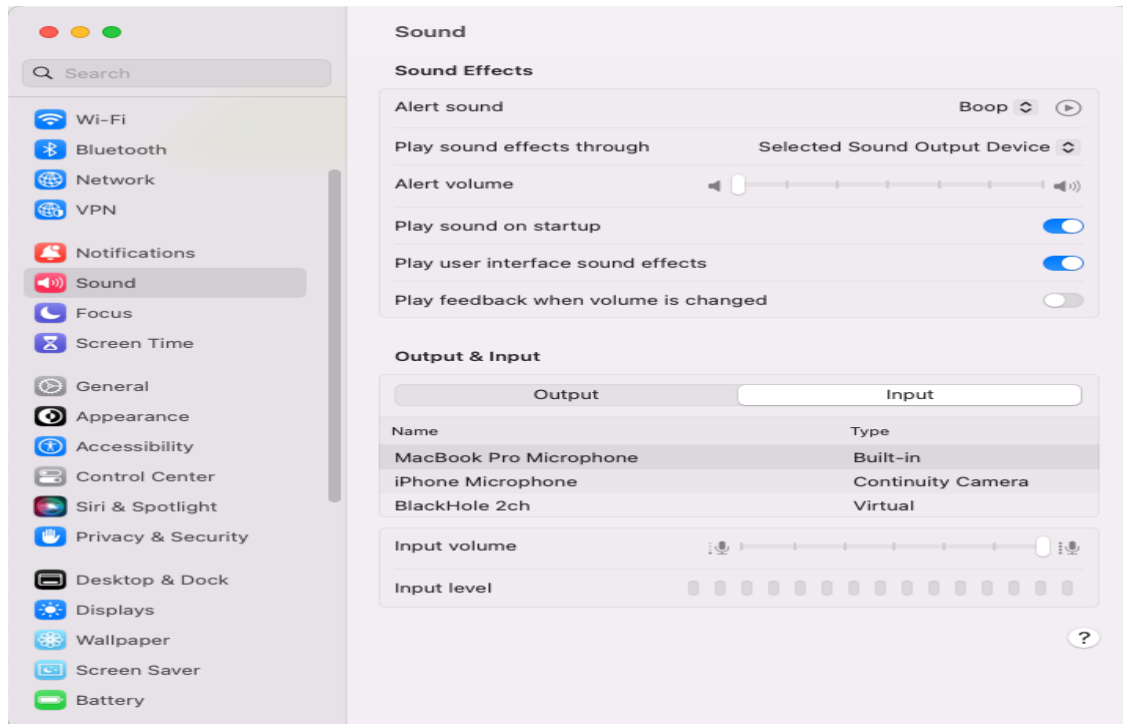   - Search for and open 'Audio MIDI Setup'.
2. Configure the Multi-Output Device:
    - Click the '+' button in the lower left corner.
    - Select 'Create Multi-Output Device'.
    - Select MacBook Speakers and BlackHole.
    - Complete the configuration as shown

system->sound
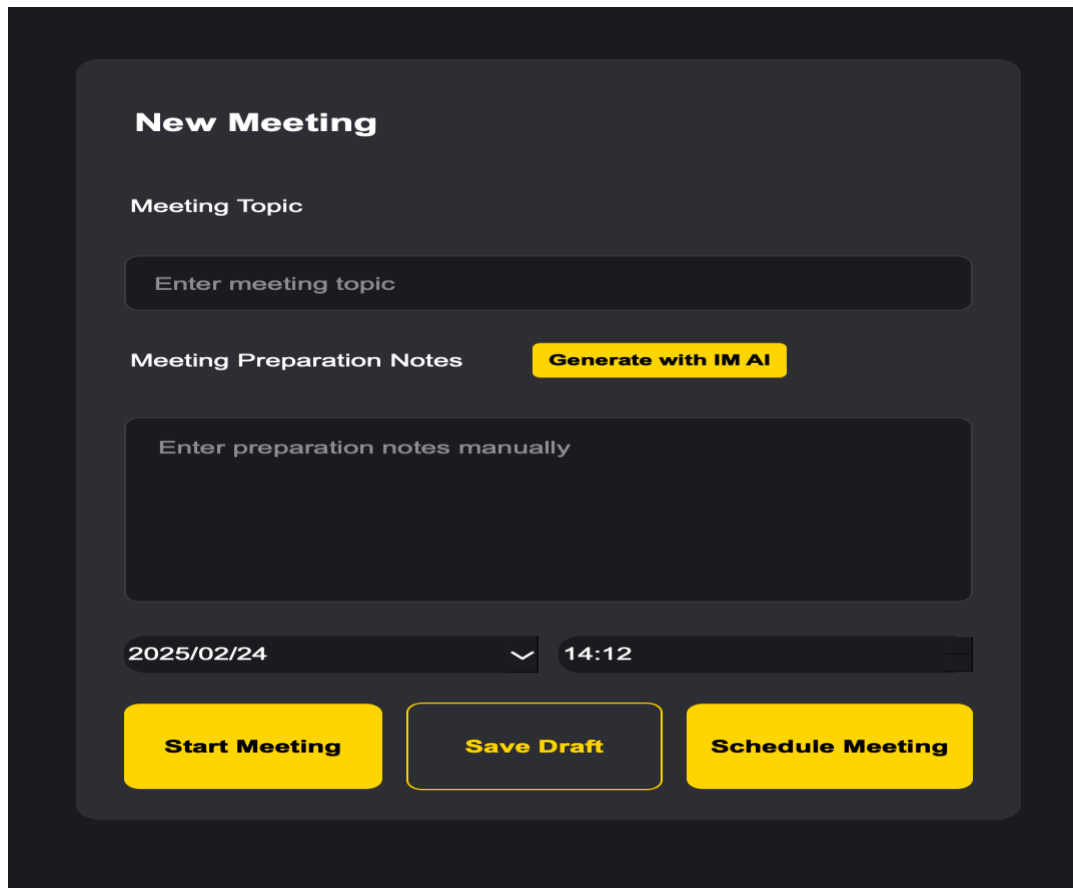
4.2 Personal data settings

It is recommended to improve your profile, in particular:

- Work experience

- Project experience

- Area of specialisation

This information helps the AI to better understand the context of the meeting.

3. Functions

3.1 Meeting Booking

Select the time of the meeting in 'Schedule Time' and the system will automatically open a transparent virtual window for the meeting at the specified time. You can select the language to be translated in the virtual window.

3.2 Meeting Preparation

In Prepare Notes, you can use IM AI.

Send a file or chat with the AI and it will automatically generate the notes you need.

3.3 Real-time Recording

- Automatically record meeting content
- Support multi-language real-time translation
- Intelligent classification of Q&A records
- Export records after the meeting

5. Frequently asked questions

5.1 Audio Related

Q: What should I do if there is no sound after setup?

A: Please check:

- Multi-Output Device is correctly selected in System Sound.

- Check if the system sound and BlackHole sound are turned on.

- BlackHole recommends that the sound be adjusted to the maximum.

5.2 Meeting Related

Q: How to calculate the meeting time?

A: The system calculates the meeting time according to the actual meeting time and consumes 2 points per minute.

Q: How to export meeting records?

A: After the meeting, you can choose to:

- Export to TXT format

- Export to JSON format

- View history online

Notes

1. Please make sure to complete the audio settings for the first time.

2. Test the sound settings before the start of the meeting and note the single point blackhole to see if the sound of the blackhole is set to maximum. After confirming, set the sound output to Multi-Output Device.

3. It is recommended to backup important meeting records regularly

4. These security tips are standard security mechanisms in macOS to protect users from the potential risks of unauthenticated software.

5. MeetingAI is a perfectly safe application that you can use with confidence.

For further assistance, please contact our customer service team:

service@helpmai.com