# DictaAI Notetaker (Meeting Tool) - User Manual



## Introduction

DictaAI Notetaker is a smart AI-powered tool that automatically joins your Zoom, Google Meet, and Microsoft Teams calls, transcribing every word for you. Whether it's a meeting, interview, or important discussion, our AI listens and captures the conversation, delivering accurate speech-to-text transcriptions. You don't need to lift a finger, DictaAI Notetaker will take care of the notes while you focus on making decisions.

# Getting Started

## Sign Up or Log In

1. Sign Up or Log In to your DictaAI account using your credentials.
2. Upon successful login, you will be directed to the DictaAI Dashboard.

https://www.dictaai.com/login

# DictaAI Dashboard Overview

On the left-hand side of the dashboard, you will see different tools available in DictaAI.
Select the 'Meeting' dropdown. You will find the following 6 Meeting Tool Buttons:

1. Schedule a Meeting
2. Add to Live Meeting
3. Analyze Meetings
4. Upcoming Meetings
5. Meeting History
6. Calendar Apps
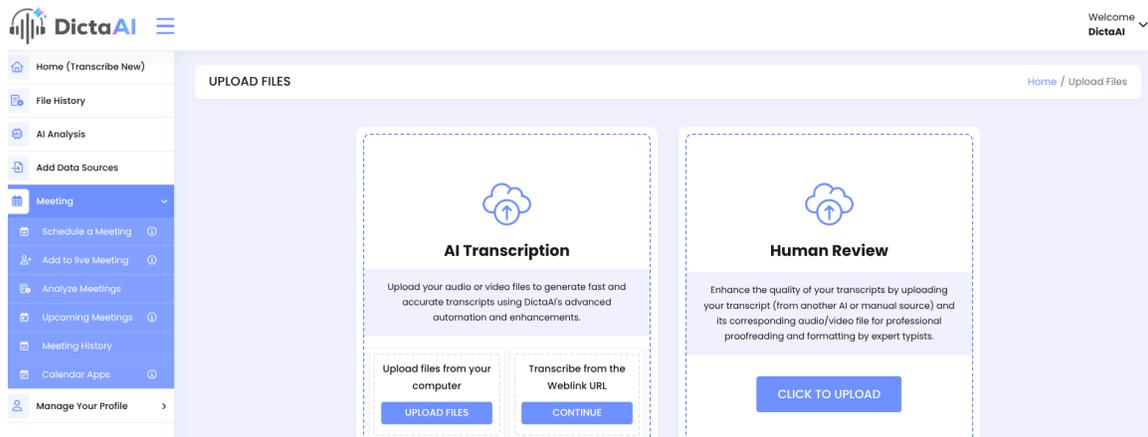


# Meeting Tools Overview

## A. Schedule a Meeting

To schedule a meeting for transcription, follow these steps:

1. Name Your Meeting: Enter the title for your meeting.
2. Meeting Bot Name: By default, this is set to DictaAI Notetaker. You can change it if desired. This is the name under which DictaAI will join the meeting.
3. Meeting Link: Copy and paste the meeting link from Zoom, Google Meet, or Microsoft Teams.

4. Meeting Language: From the dropdown menu, choose the language your meeting will be conducted in.

5. Timezones: Select the time zone of the meeting.

6. Meeting Date and Time: Choose the date and time for the meeting.

7. Click on 'Start Capturing': You will receive a notification stating, 'Meeting has been scheduled successfully.' The DictaAI Notetaker will automatically join the meeting at the scheduled time.



## B. Add to Live Meeting

This feature allows you to add the DictaAI Notetaker to a meeting that is already live. This can be used for urgent meetings or when you forgot to add the bot to a scheduled meeting.

1. Name Your Meeting: Enter the title for your meeting.

2. Meeting Bot Name: The name under which DictaAI Notetaker will join the meeting.

3. Meeting Link: Paste the meeting link from Zoom, Google Meet, or Microsoft Teams.

4. Meeting Language: Select the language of the meeting.

5. Click on 'Start Capturing': The Notetaker will join the meeting. You need to approve the Notetaker to join the meeting on the platform.

**Add to live Meeting**

Name your meeting

E.g. Meeting Title

Meeting Bot Name

DictaAI Notetaker

Meeting link
Capture meeting from GMeet, Zoom and MS Teams

Meeting language

Select Language

Cancel    Start Capturing

## C. Analyze Meetings

1. Choose a Date Range.
2. You can review and analyze any of your past meetings within the selected date range. This will direct you to DictaLens (Analytics Tool).

| From | To | Filter | | |
|---|---|---|---|---|
| 12/16/2025 | 02/16/2026 | | Search | Analyze Files |

| | Meeting Title | Date | Time | Duration | Analyze |
|---|---|---|---|---|---|
| ☐ | PWC Demo | 📅 06-02-2026 | 🕐 13:30 | ⏱ 81 min. | Open with DictaLens |
| ☐ | DictaAI Paid Campaign Discussion | 📅 03-02-2026 | 🕐 12:00 | ⏱ 16 min. | Open with DictaLens |
| ☐ | DictaAI Paid Ad Campaign | 📅 29-01-2026 | 🕐 12:00 | ⏱ 31 min. | Open with DictaLens |
| ☐ | Repugen for DictaAI Reviews | 📅 05-01-2026 | 🕐 14:00 | ⏱ 35 min. | Open with DictaLens |
| ☐ | Repugen Meeting-Newsletter | 📅 15-12-2025 | 🕐 16:00 | ⏱ 13 min. | Open with DictaLens |
| ☐ | Live meeting testing | 📅 08-12-2025 | 🕐 19:22 | ⏱ 1 min. | Open with DictaLens |

To analyze multiple meetings together, select the desired meetings and click **"Analyze Files."** This allows you to generate combined insights, cross-meeting summaries, and deeper contextual analysis across conversations.

## D. Upcoming Meetings

1. Select a Date Range to view upcoming meetings scheduled within that period.
2. You can cancel, or delete meetings from this section.



## E. Meeting History

1. Select a Date Range.
2. View the status of each meeting, whether completed, cancelled, or if the bot was not allowed in the meeting.



You can download your meeting transcript by clicking **"Open Transcript"** and exporting it in your preferred format. You may also delete meeting files that are no longer required to keep your workspace organized.

## F. Calendar Apps

1. Google Calendar Integration:
- Select Google Calendar, then click 'Add Calendar'.
- Choose your email ID and follow the steps to verify and sync your calendar with DictaAI.
- After successful integration, your scheduled meetings will appear in the DictaAI Meeting tool.

2. Disconnect Calendar Apps: You can disconnect your Google Calendar or Microsoft Calendar from this section if you wish.
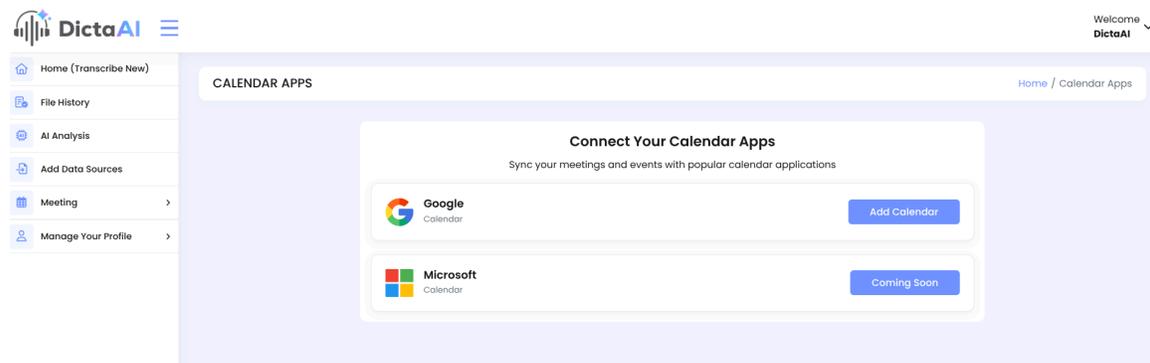


## How DictaAI Notetaker Works

DictaAI Notetaker joins the meeting at the scheduled time and transcribes the conversation. The steps involved are:

1. At the Scheduled Time: DictaAI Notetaker joins the meeting. A notification will appear, requesting approval for its entry.
2. During the Meeting: DictaAI Notetaker listens and transcribes the conversation in real-time.
3. After the Meeting:
- A 'Meeting Recorded' notification will be sent to the meeting host.
- A 'Your Transcript is Ready' notification will be sent to the host.
- A Meeting Summary will be emailed to the meeting host.
4. Download the Transcript: Click on the 'Download your Transcript' button in the email to download the transcript. **The meeting recording is also automatically saved in File History.**

**Note: The term "Meeting host" refers to the user who has scheduled the meeting on the DictaAI platform, not the individual who scheduled it on Teams, Zoom, or Google Meet.**

# Managing Meeting Records

**Once your meeting ends, the recording and transcript are automatically saved in the File History section along with your other uploaded files. From there, you can open your meeting file by clicking on it and then clicking "open transcript", and perform the following actions:**
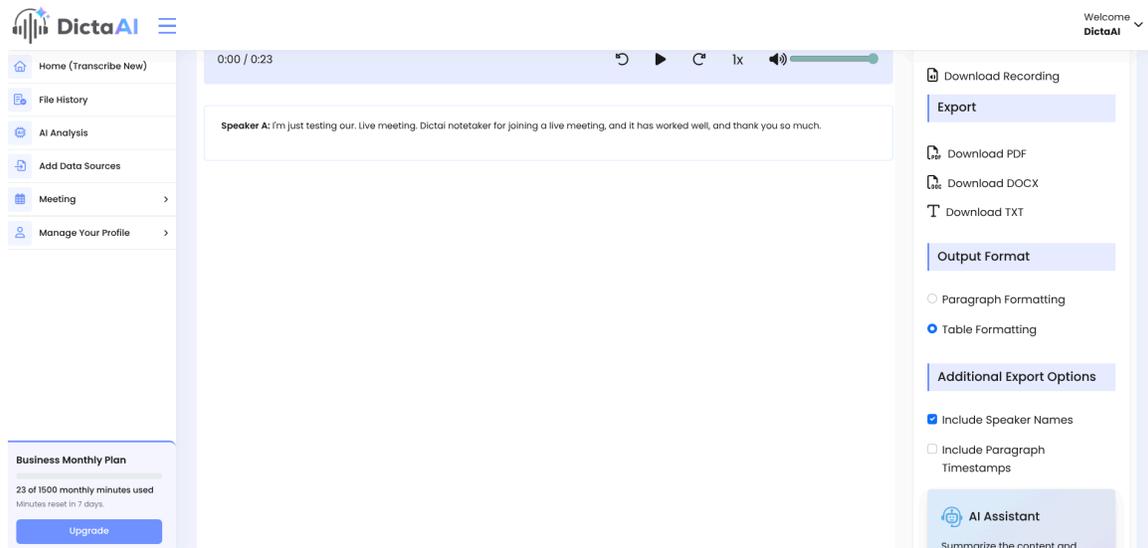


## Audio Sync Feature
When you access the meeting recording, you can play it along with the synchronized transcript, ensuring that each spoken word matches the text.

## Download the Recording
You can download the recording directly from the File History section.

## Export the Transcript
Export the transcript in various formats:
- PDF
- DOCX
- TXT

Output Formats:
- Paragraph
- Table

## Additional Options

You can include the following options in the transcript:
- Speaker Names
- Paragraph Timestamps


## AI Analysis with DictaLens

Once the meeting is recorded and transcribed, you can leverage DictaLens (Analytics Tool) to analyze the meeting transcript by clicking on "Analyze Meetings" from the Meeting tool dropdown and then clicking on "Open with DictaLens".

1. Enter the DictaLens Dashboard: After downloading the transcript, access the DictaLens dashboard for AI-driven analysis.
2. Categories: DictaLens provides ready-made prompt categories tailored to different industries:
- Universal
- Academic
- Legal
- Podcast
- Business & Project Management
- Interviews & Market Research
- Social Media & Marketing

3. AI Analysis: DictaLens extracts valuable insights, including:
- Summaries
- Action Items
- Sentiment Analysis
- Structure
- Strategy
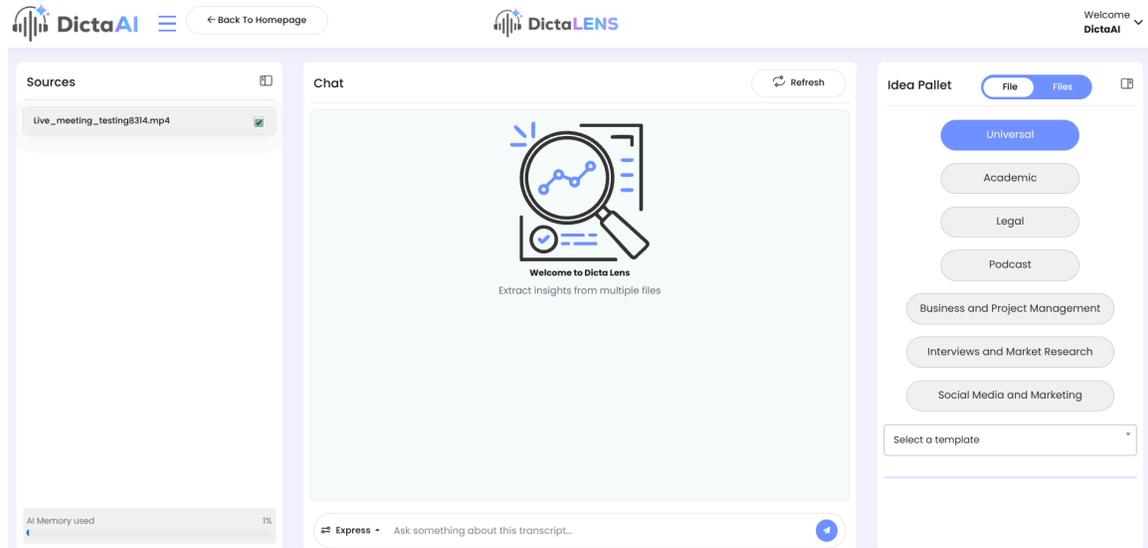
## Conclusion

DictaAI Notetaker streamlines meeting transcription, providing accurate real-time transcriptions, meeting summaries, and actionable insights. With seamless calendar integration and AI-powered analytics, you can make the most out of your meetings without worrying about note-taking. Simply schedule or join a meeting, and let DictaAI Notetaker handle the rest.