



Setup guide

How to install Viato on a computer, connect AI, set up a server for the team and pair a phone.

Solo

Team

Android phone

Recorder — beta

A screenshot of the Viato application interface. The interface is dark-themed. On the left is a sidebar with navigation options: Home, Recordings, Tasks, Projects, DOCUMENTS, Calls & meetings (selected), Text analysis, Mail drafts, Notes, Lists, and Reminders. At the bottom of the sidebar are icons for Processing and Settings. The main area displays a meeting summary for a call with 'Solo'. The summary includes sections for 'Discussed' (Sample deadline, Board and purchasing, Housing), 'Decisions' (Make the housing in two colours, Order components), 'Open questions' (Which housing colour, Does the client need certification), and 'Agreed tasks' (Finish the board layout, Order the components, Email the client about the housing colour). Each task is timestamped. At the bottom is a 'Full transcript' section showing a conversation between 'ME' and 'OTHERS' with timestamps. The transcript discusses a sample for a trade fair, board layout, and housing colour decisions.

CONTENTS

What you need and where to start

PART 1 · SOLO

For yourself

Installing on a PC, first start, connecting AI, first recordings. Free.

You need: a computer with Windows 10/11 or macOS 13+. For local AI — 8 GB of RAM or more and 2–5 GB of disk space.

PART 2 · TEAM

For a company

Company server, licence key, invitations, employees joining.

You need: a VPS or an office computer with Ubuntu 22.04/24.04 or Debian 12/13, 1–2 cores, 2–4 GB of RAM, 10–20 GB of disk; a licence key.

PART 3 · PHONE

Android

Installing the app, pairing it with the PC by QR code, signing in to a company, settings.

You need: an Android phone; for pairing, the phone and PC on the same Wi-Fi network.

The M5Stack Cardputer recorder is a beta feature. To set it up, contact the developer (page 16).

PART 1 · SOLO

Installing on a computer

Windows

- 1 Run the `Viato Setup ... .exe` file.
- 2 If Windows shows “Windows protected your PC”, click **“More info”** → **“Run anyway”**.
- 3 Choose a folder and finish the installation.

macOS

- 1 Open the `.dmg` and drag Viato to Applications.
- 2 First start: **right-click the icon** → **“Open”** → **“Open”**. If macOS still refuses: System Settings → Privacy & Security → “Open Anyway”.
- 3 Allow access to the microphone, notifications and screen recording when macOS asks.

First start

- 1 Choose the language and enter a **user name** — the same name later links the PC, the phone and the recorder.
- 2 When asked “How will you use Viato?”, choose **“For myself”**. Team mode can be turned on later in Settings.

How will you use Viato?

For myself

Personal and work tasks, projects and recordings on this computer. For freelancers and personal use.

With a team

Besides Solo: works (companies) with shared projects, tasks and calls. You can be in several.

You can change this later in Settings.

PART 1 · SOLO

Connect AI

AI turns speech into text and breaks it down into tasks, deadlines and minutes. Without AI nothing is lost — recordings wait in the queue.

There are three ways, and you can combine them: **local AI** on the computer, the **free cloud** with your own key, and the **paid cloud** for long calls.

The app has step-by-step help: **Settings** → “**AI processing**” → “**How to connect AI**”.

Connecting AI: where to start

Viato uses AI for two things: speech recognition (recording → text) and understanding the text (class, tasks, deadlines, call minutes). Without AI nothing is lost — recordings wait in the queue until an AI is available. Keys are stored on this PC only.

Three ways — they can be combined

Local FREE, PRIVATE

Models run on this PC, no internet, no keys. Good for confidential recordings. Slower than the cloud; on a weak laptop a long call takes a while. Settings → "Local AI on this computer" → download the models.

Free cloud 5 MINUTES

Groq (speech and text), Cloudflare Workers AI (speech and text), Zhipu GLM, Google Gemini. Only a key is needed. There are daily limits; free Gemini learns from your data.

Paid cloud CENTS

DeepSeek, OpenAI (gpt-5.4-mini), Qwen. Best for long calls and minutes: more detailed and reliable. Minutes of a one-hour call usually cost a few cents. Turn on "Paid AI services" in Settings.

How to connect (cloud example)

1. Open Settings → "AI processing" → "Providers" and choose a provider from the list above.

Local and cloud AI

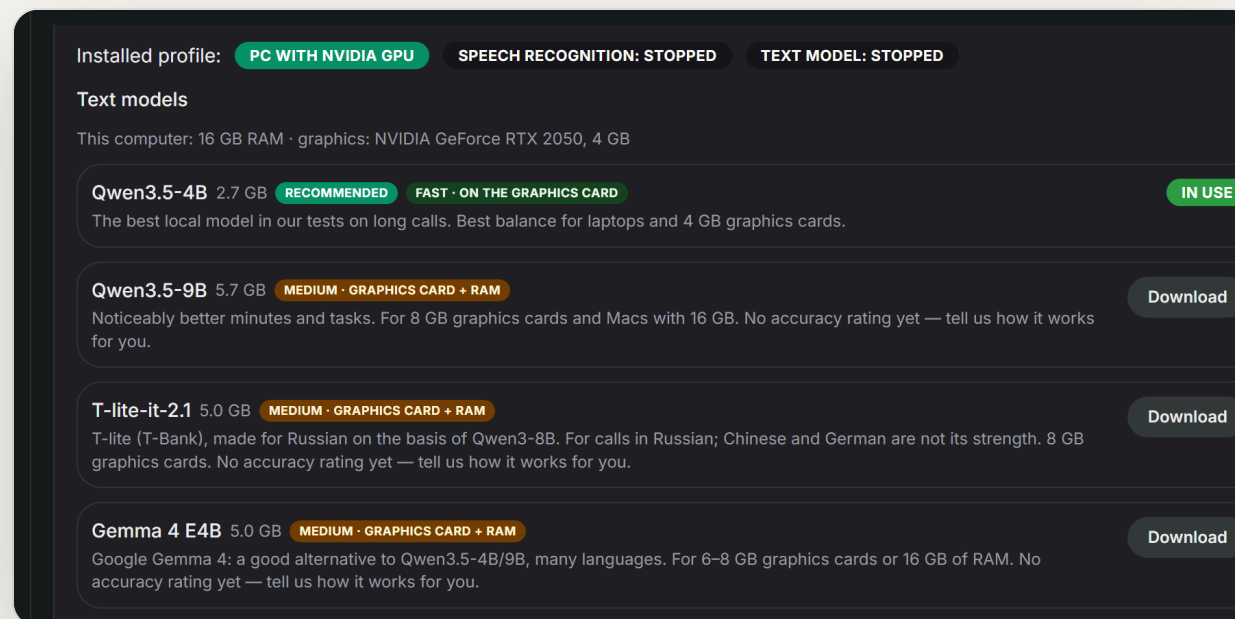
Local AI (free, no internet)

- 1 Settings → “**Local AI on this computer**”.
- 2 Profile: “**Automatic (recommended)**”. Viato checks the memory and graphics card and marks the right text model “**Recommended**”.
- 3 “**Install**” (or “Download” next to a model). A 1.5–5 GB download, once; later you can download more models and switch.

Cloud AI (faster)

- 1 Settings → “AI processing” → “**Providers**”, open a provider marked “Free”.
- 2 Get a key with the instructions inside (2–3 minutes), paste it → “**Save key**”.
- 3 Connect two or three providers: if one is unavailable, Viato uses the next.

“**Local AI only**” turns the cloud off completely. “**Paid AI services**” are off by default.



First recordings

Voice note

The **“Work”** and **“Personal”** buttons in the menu on the left. After recording, Viato offers to choose the type, project and deadline — you can skip it and everything is taken from the recording.

Say a command at the start and the recording goes straight where it belongs:

“Task for me ...”	a task
“Tasks for tomorrow: ...”	several tasks
“Shopping list: ...”	items in a list
“Remind me at three ...”	a reminder
“Email ...”	an email draft

Call or meeting

The **“Call / meeting”** button records the microphone and the computer’s sound — works for Zoom, Teams and calls in the browser. On macOS 15+, choose the screen and turn on sound in the system window.

Existing recordings: **“Calls & meetings”** → **“Upload a recording”** or **“Check Zoom recordings”**.

A few minutes later the minutes appear: summary, decisions, questions, tasks with owners and deadlines.

Tell the participants that the conversation is being recorded: the law may require their consent.

How team mode works

1 · ADMIN

Sets up the server

From their own Viato app, installs the company server on a VPS or an office computer and activates the licence key.

2 · ADMIN

Invites people

Creates a personal invitation code for each employee and sends it through any messenger.

3 · EMPLOYEE

Joins with the code

Pastes the code into their Viato, chooses a login and password and waits for the admin's approval.

- **Solo doesn't go away.** Personal notes, lists and reminders stay on your PC and never go to the server.
- **A "work" is a company.** You can be in several; the switcher is at the top of the menu on the left (Solo / company).
- **Licence:** for 5 or 15 people, or unlimited; the developer sends the key.
- **Without a licence** people already in the team keep working as usual, but no new people can be added.

Prepare a server

- 1 Rent a VPS from any hosting provider (or use an office computer): 1–2 cores, 2–4 GB of RAM, 10–20 GB of disk, **Ubuntu 22.04/24.04 or Debian 12/13**.
- 2 Pick a country from which all employees can reach the server well.
- 3 In the hosting panel find the **IP address** and the **root password** (often sent by email).
- 4 If the hosting has a firewall or “security groups”, open incoming ports **TCP 443** and **22**.
- 5 Ask the developer for the **licence key file**: Settings → “Contact the developer”.

SECURITY

The root password is used only for the installation and is never stored. The app adds its own key to the server for updates; password login can then be turned off: “Team” → “Server”.

DATA

The company database and chat files are stored encrypted on the server, and the connection is encrypted. No domain is needed.

LICENCE KEY

Activation needs internet for a minute: the date is checked over the network. A key can be activated only within a limited time after it is issued — do it right away.

Install the server from the app

- 1 Settings → “Mode and works” → “**With a team**” → “**Add a work**” → “**Set up the server**”.
- 2 **Licence key**: “Choose the key file” (or paste its text).
- 3 Enter the **server IP address**, the **root password** and the company name. The port can be changed under “Advanced”.
- 4 Your name and the admin’s **login and password** (at least 8 characters).
- 5 “**Install**”. Usually 1–5 minutes; you can follow the progress step by step.
- 6 Keep the **server key** that is shown in a safe place.

Company server setup

The company's old server was lost? Bring the company back from a backup instead of creating a new one.

Restore the company

How to prepare a server

License key

Needed for team mode. It is checked against the date from the internet; you need to be online for a minute.

Choose the key file

Ask the developer for a key

...or paste the text of the key file here

Server IP address

Or its name in the office network

Root password

Used once and not stored

Company name

Invite people

- 1 Open **"Team"** → **"Invitations"** → **"New invitation"**.
- 2 Say who the invitation is for and how many days it is valid → **"Create"**.
- 3 Copy the code (it starts with **VIAT01-**) and send it to the employee through any messenger. The code works once.
- 4 When the person has joined, approve them: **"Team"** → **"People"** → **"Approve"**.

The licence counts active people including admins. When the team is full, activate a key for more people: **"Team"** → **"Server"** → **"Change the key"**.

BACKUPS

"Team" → **"Backups"**: set a **backup password** and turn on **"Make them automatically"**. Copies of all company data will be kept on your PC. Write the password down — the file can't be opened without it.

PEOPLE AND ACCESS

"Team" → **"People"**: reset a password, disable an employee (the company's data is removed from their PC), make someone an admin.

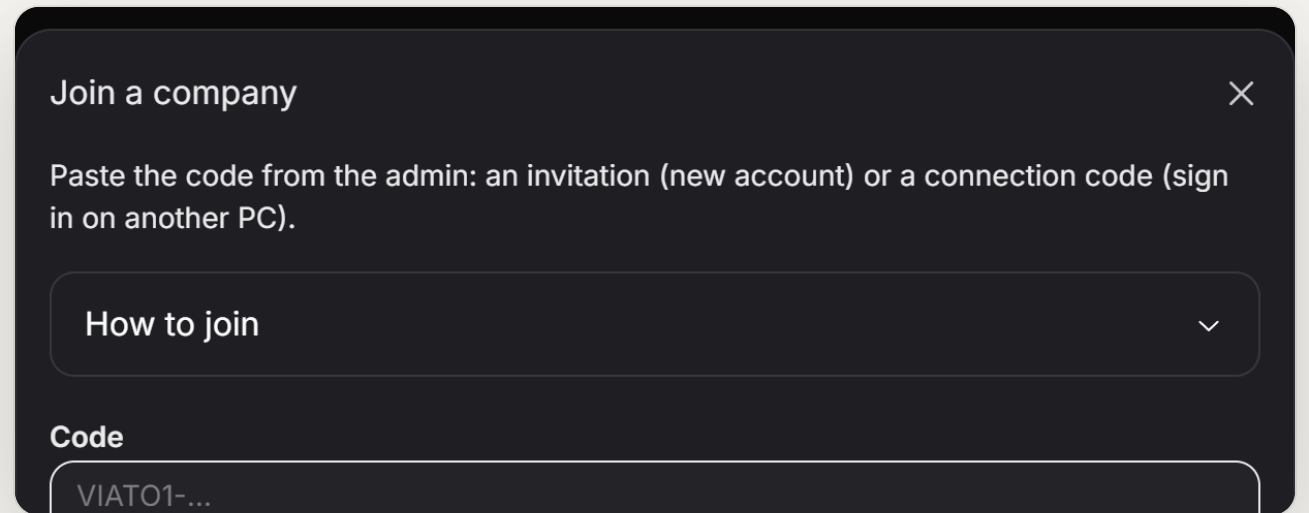
AI FOR THE TEAM

Settings (in the company workspace) → **"Company AI keys"** → **"Give"**: employees use cloud AI through the server, the key itself never reaches them; there is a daily limit per person. Local AI can also be installed right on the company server there.

Join the company

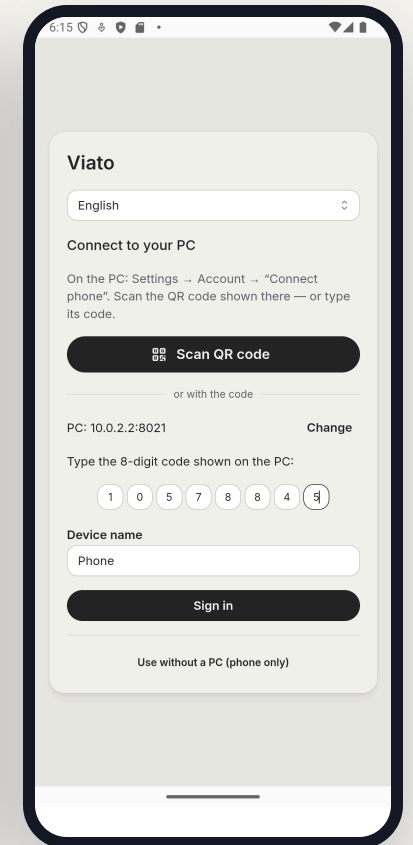
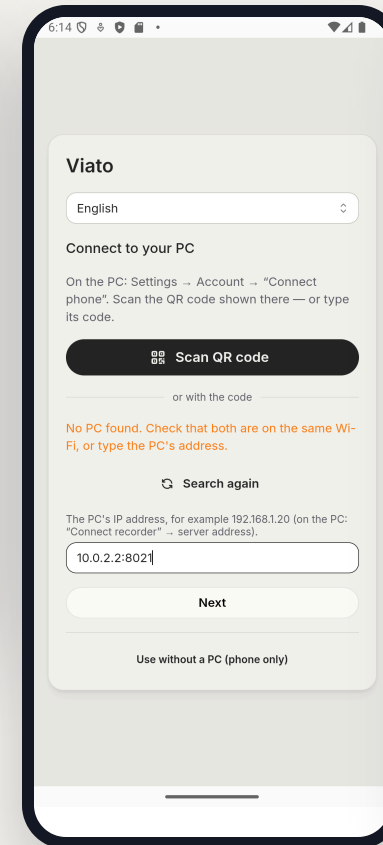
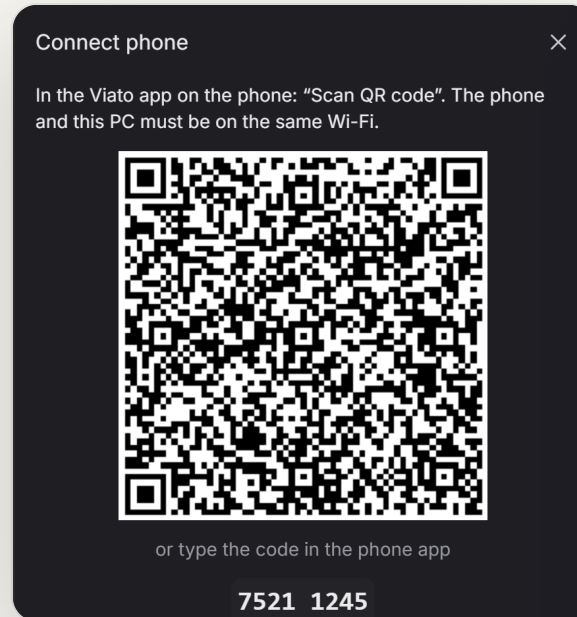
- 1 Get an invitation code from the admin.
- 2 Settings → "Mode and works" → **"With a team"** → **"Add a work"** → **"Join with a code"**.
- 3 Paste the whole code → **"Next"**. You will see "secure connection, the certificate matches".
- 4 Choose a **login and password** — they are yours alone → **"Join"**.
- 5 Wait for the admin's approval. Then the company's projects, tasks and chats appear.

A second computer: ask the admin for the **connection code** ("Team" → "Server") and sign in with your login and password.



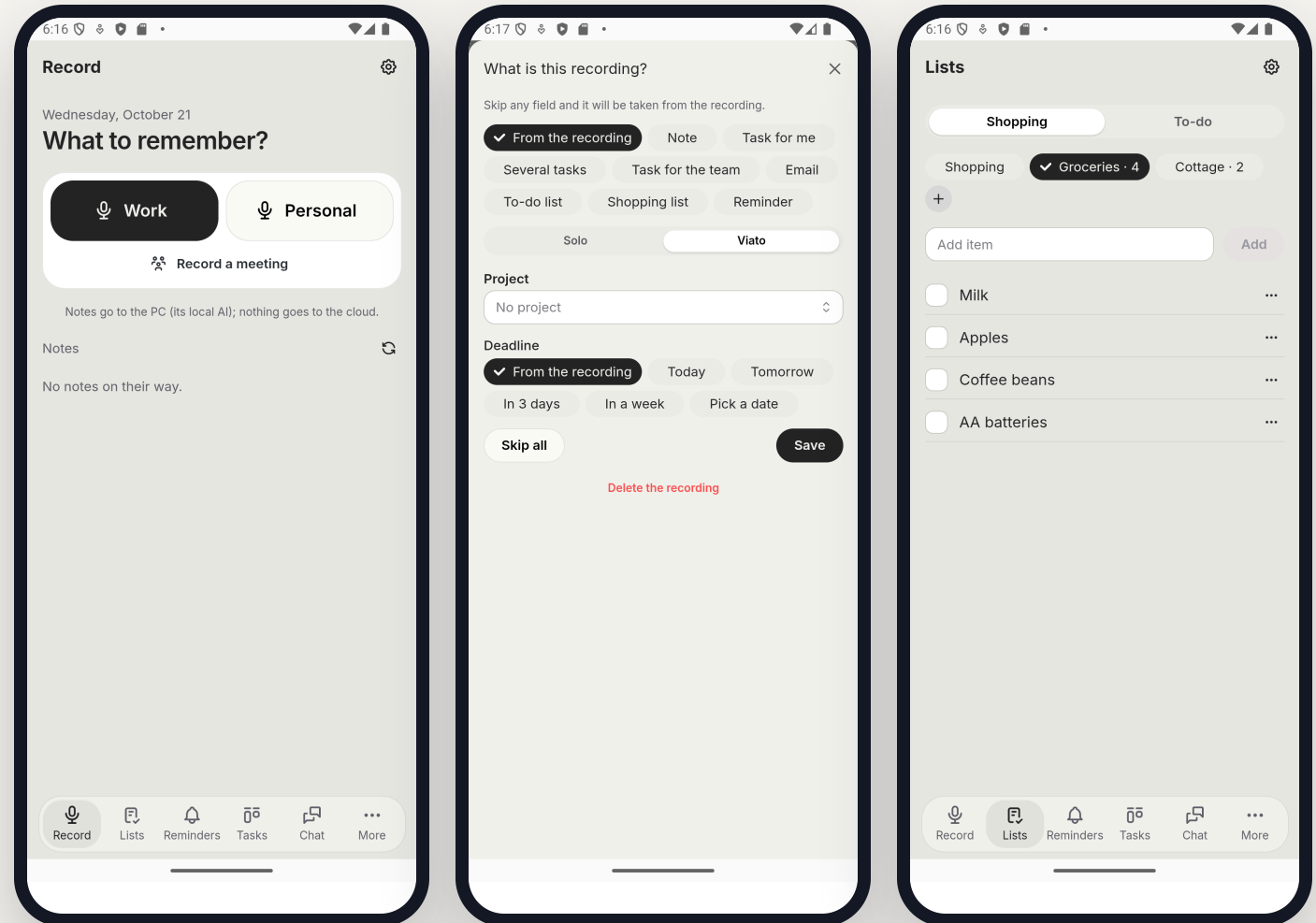
Install the app and pair it with the PC

- 1 Copy the `Viato-....apk` file to the phone and open it. Android asks once to allow installing apps from this source.
- 2 The phone and the PC must be **on the same Wi-Fi network**, with Viato running on the PC.
- 3 On the PC: **Settings** → **"Account"** → **"Connect phone"**. A QR code and an 8-digit code appear (valid for 10 minutes).
- 4 On the phone: **"Scan QR code"**. Or pick the PC found on the network (or type its address) and enter the code.
- 5 Done: the AI keys and your companies come from the PC by themselves, over an encrypted channel.



Recording and lists on the phone

- **“Work” / “Personal”** — a short note; **“Record a meeting”** — a long recording, the PC makes the minutes.
- After recording, choose the type, project and deadline — or **“Skip all”**: Viato works them out itself.
- At the bottom: **Lists, Reminders, Tasks, Chat**. Reminders ring even without internet.
- Without the PC, notes wait in the queue and go out at the first chance; everything from the PC can be read offline.



Phone settings

Where to transcribe notes

“On the PC (local AI)” — private: notes wait for the PC. “In the cloud” — right away, with your AI keys. You can turn on “Ask where to transcribe”.

AI keys

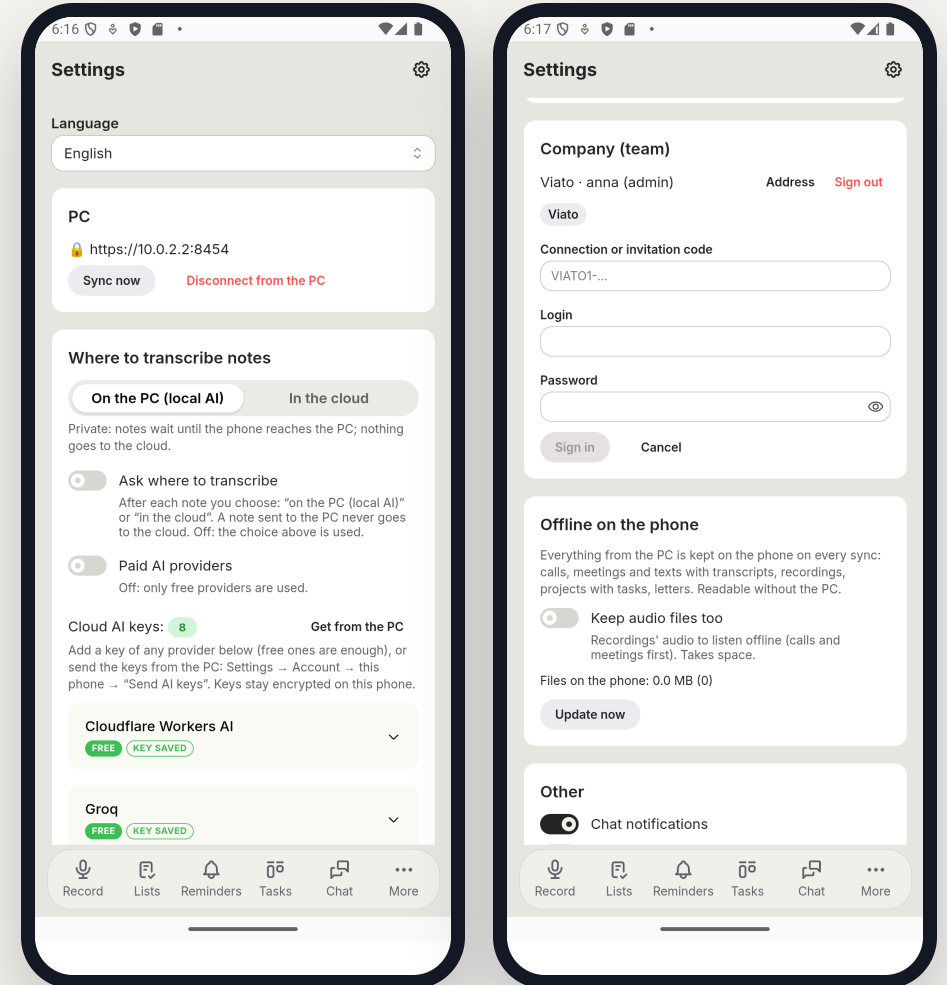
They come from the PC automatically (if not — “Get from the PC”). A key can also be entered on the phone itself under “Cloud AI keys”, with the same instructions for each provider as on the PC.

Company

Companies from the PC connect by themselves. An employee without a PC: “Sign in to a company” → invitation or connection code, login and password.

Reminders

Allow “Exact alarms” under “Other” — otherwise Android may delay them.



A phone without a computer

How to turn it on

On the first screen tap **“Use without a PC (phone only)”**.

- Notes, lists and reminders are stored on the phone.
- Transcription happens in the cloud: enter a free provider’s key in the phone settings (“Cloud AI keys”). In a company you can use the company’s keys.
- Work tasks and chats go through the company server: “Sign in to a company” with the code from the admin.

Connect a PC later

Phone settings → “Connect a PC” and pair by QR code, as on page 12.
Personal data from the phone moves to the PC.

Unpair the phone

Phone settings → “PC” → **“Disconnect from the PC”**. Notes not yet sent stay on the phone.

The pocket recorder is a beta feature

BETA

M5Stack Cardputer

Viato works with a pocket recorder based on the M5Stack Cardputer: one-key recording, choosing type, project and deadline right on the device, transfer over Wi-Fi or Bluetooth.

This feature is in beta. **To install the firmware and set up the recorder, contact the developer** — they will help you connect the device.

Contact the developer

In the PC app: **Settings** → **“Contact the developer”** at the bottom of the page.

The same place for a team licence key, questions about installing the server and suggestions.

App and server updates are free. The admin updates the company server: “Team” → “Server” → “Update”.

Frequently asked questions

The phone can't find the PC	Check that both are on the same Wi-Fi network and Viato is running on the PC. Enter the PC's address by hand — it is shown under the QR code.
The pairing code doesn't work	The code is valid for 10 minutes. On the PC press "New code".
Recordings are not processed	Connect AI (pages 4–5). Errors are shown in "Processing" and "Recordings": a limit, a missing key or a provider unavailable in your region.
Server: "port closed"	Open incoming TCP port 443 in the hosting panel (firewall / security group) and repeat the installation.
The licence key won't activate	Internet is needed: the date is checked over the network. If the key has expired, ask the developer for a new one.
Can't invite a person	The team is full under the licence or the key is not activated: "Team" → "Server".
Phone reminders are late	Phone settings → "Other" → "Exact alarms (reminders)".