Neo Studio

User Manual

Page **2** / **58**

Table of Contents

Before getting started

Recommended specifications .	
Smartphone app installation	(for Android phone)6
Smartphone app installation	(for iPhone)9
Running the app and logging	in (for Android phone)11
Run the app and log in (for	iPhone)13

Introduction to our product and service

Connecting the app and pen16
App basic settings
Pen settings23

How to use

Create notes with the app-smartpen connection26
Create notes without the app-smartpen connection27
Search notes
View pages
View notebooks
View pages and notebooks
Share pages
Share notebooks40
Create voice memos43
Share voice memos

Neo Studio User Manual

Page **3** / **58**

Link Planner with a calendar	48
Create events in Planner	51
Useful Tips	E 4

continue	to use	e the	same	notebook	model	• • •	• • •	•••	••	••	. 54
Reset per	n passv	word .		•••••			• • •				.56
How to re	eset pe	ens									. 58

Neo Studio User Manual

Before getting started

Recommended specifications Smartphone app installation Run the app and log in

Page 5 / 58

Recommended specifications

- Please refer to the recommended specifications for installing Neo Studio app for smartphones.
 - ✓ Android Marshmallow 6.0 or higher
 - ✓ iPhone (Apple) iOS 13 or higher
 - ✓ Bluetooth Bluetooth 4.2 (BLE) or higher

Neo Studio User Manual

Page 6 / 58

Smartphone app installation (for Android phone)

- Please connect your smartphone to a Wi-Fi network to safely install the smartphone app.
- App installation procedure



- ① Run Play Store.
- ② Select the search area at the top of the Play Store screen.

Neo Studio User Manual

Page 7 / 58

Neo Studio User Manual

Page 8 / 58



3 Enter "Neo Studio" to search.

④ Find "Neo Studio" from the search results, and tap the "Install" button on the right to install the app.

Neo Studio User Manual

NEO,LAB

Page 9 / 58

Smartphone app installation (for iPhone)

- Please connect your smartphone to a Wi-Fi network to safely install the smartphone app.
- App installation procedure

1	2
6:45 � (♠)	6:46 1 🕈 🛤
📄 💿 💽 🚼	Search (2)
Files Find My Shortcuts iTunes Store	Q Games, Apps, Stories and More
Trenslate Contacts Watch Tips	Discover
	이사
Utilities TestFlight	sonic
	배달
	버블
	Suggested
	Bus Simulator : Ultimate Realistic Coach Bus Game.
	Mario Kart Tour Race around the world!
	Art of War: Legions Recruit. Battle. Wint
	Today Games Apps Arcade Search

① Run App Store.

② Select "Search" at the bottom right of the App Store screen.

Neo Studio User Manual

Page 10 / 58



3 Enter "Neo Studio" to search.

④ Find "Neo Studio" from the search results, and tap the "GET" button on the right to install the app.

Neo Studio User Manual

NEO.LAB

Page 11 / 58



Running the app and logging in (for

Login procedure

Android phone)

① Run "Neo Studio" app.

(2) Read the "Terms and Conditions (required)" and "Privacy Policy (required)" agreements, mark the check boxes on the left to agree, and then tap the "Sign in with Google" button at the top.

Neo Studio User Manual

Page 12 / 58



- ③ Select the Google account you are going to use if it is in the accounts list at the top. If the Google account you are going to use is not displayed in the top list, or if you do not have a Google account, select "Add another account" at the bottom, and then proceed with "Add a Google account" or "Create a Google account," following the instructions.
- 4 The login is complete.

Neo Studio User Manual

NED LAB

Page 13 / 58

1 2 @ 👀 ŝ P (II) 55 STUDIO ර \bigcirc Sign in with Apple 1 T G Sign in with Google I would like to receive Special Offers, Marketing Promotions and Policy Updates news from Neo Studio. 5

Run the app and log in (for iPhone)

• Login procedure

1 Run the app.

② Select the login account type you want from "Sign in with Apple," or "Sign in with Google."

Neo Studio User Manual

Page 14 / 58



- $(\ensuremath{\underline{3}})$ Log in with the selected Apple or Google account.
- ④ The login is complete.

Neo Studio User Manual

NEO LAB

Introduction to our product and service

Connecting the app and pen

App basic settings

Pen settings

Page 16 / 58

Connecting the app and pen

• Connect the Neo Studio app and a smartpen following the instructions below.



 Switch on your smartpen and run the app. The app automatically searches for smartpens nearby. Select the "Connect" button at the bottom of the found pen.

Neo Studio User Manual

Page **17** / **58**

② You will see the message "A pen has been connected." if the connection has been made successfully.

Neo Studio User Manual

Page 18 / 58

3		4			
7:09 🖬 4 🇰 •	41 € © 90%∎ # Q	7:09 🖬 ♦ 🖷 ♦	¥17≈© 90%Ω # Q		
No page(s) to display. Press (-) button to create		Pen register			
	•	You can regist	er more pens.		
• =	000	Regi	ster		
III O	<	III C	> <		

- ③ If your smartpen does not show up in the automatic search, switch on the smartpen and select the "Pen information" icon at the top left of the app screen.
- ④ Tap the "Register" button at the bottom of the "Pen register" screen to search pens.

Neo Studio User Manual

NEO LAB

Page 19 / 58



- (5) Tap the "Connect" button at the bottom of the found pen from the search result of the smartpens nearby.
- (6) You will see the message "A pen has been connected." if the connection has been made successfully.

Neo Studio User Manual

NEO LAB

Page 20 / 58

App basic settings

• You can search notes or manage languages to be used for handwriting recognition in Neo Studio app.

7:11 🖬 🛊 🇰 🔹	¥I ≅ © 90% B	7:11 🖬 🛊 🖨 🔹	41	© 90%∎
2	# Q	Email Sharing S		# Q
Neo LAB		Set calendar syr	nc	>
neolabijineostudio.lo		Set transcribe la	nguage	>
PEN SETTINGS		Set Data Sync		>
Voice Memo Favorites Then		Transfer Neo No	ites data	>
	Inquiry	App Version		>
Store FAQ		Terms and Conc	litions	>
Advanced Settings		Privacy Policy		>
Email Sharing Settings	>			
Set calendar sync	>	s	Sync data now	
Set transcribe language	() ,	Latest synch	ronization: 04/29/2021,	+
©		©	ō	÷:
III 0	1		0	<

- Select the "[...] (My Studio)" menu at the bottom right of the app screen.
- ② Swipe up from the "My Studio" screen to select "Set transcribe language."

Neo Studio User Manual

Page 21 / 58



- ③ English is set as the default language. Select the "[↓] Download" button displayed on the right of the language pack you would like to use.
- ④ The language pack will be displayed in the list of "Installed Language Packs" the top when the download is completed. Tap the Check icon to specify the language you would like to use.

Neo Studio User Manual

NEO LAB

Page 22 / 58



Neo Studio User Manual

NEO LAB

Page 23 / 58

Pen settings

• Connect your pen to the app before viewing your pen

settings. Kommentiert [M계1]: 1 2 7:14 🖬 🕯 🛊 🔹 N 19-0 92% B **4**3 %+⊗ 93%**0** 7:16 🖬 🕯 📦 🔹 ø # Q Pen Settings Pen register Neo LAB PEN SETTINGS Neosmartpen_M1+_5 7 Q G Customer \square FAQ LAMY_safari Email Sharing Settings LAMY_safari_1 Set calendar sync Set transcribe language Θ \Box ... 111 Ш (1) Go into the "[...] (My Studio)" menu and select Pen Settings. Select the image of the added pen.

Neo Studio User Manual

Page 24 / 58

3	4
7:17 🖬 + ♠ • 41 % © 93% 0 ← Pen Settings	7:17 ≅ + ♦ • 41 % © 93% 8 ← Pen Settings
Neosmartpen_M1+_5 🖉	Model Name Neosmartpen_M1+
Battery 75% Storage 100%	Mac Address 90.78.D2.53.EB.30
••••	Advanced Settings
	Auto power settings
× × × ♦	Pen Sound
	Set Password >
Model Name Neosmartpen_M1+	Set Auto Off Time 19 minutes >
Mac Address 90.78.02.53.EB.3C	Update Firmware >
Pen deregister	Pen deregister
III O K	III O <

- ③ You can specify the color and thickness of the added pen.
- ④ You can check and manage settings for Automatic power on/off, Pen sound, Password, Automatic switch-off time, and firmware update.

Neo Studio User Manual

How to use

Create notes with the app-smartper connection Create notes without the app-smartp connection Search notes View pages View pages View notebooks View pages and notebooks Share pages Share notebooks Create voice memos Share voice memos Link Planner with a calendar Create events in Planner

Page 26 / 58

Create notes with the app-smartpen connection

• Run the "Neo Studio" app, connect a smartpen, and create notes.



- 1 Make sure your pen is connected to the app.
- ② You can see what you have written down on a digital notebook transferred and displayed on the app.

NEO LAB

Neo Studio User Manual

Page 27 / 58

Create notes without the app-smartpen connection

- Turn on your smartpen and write things down on a notebook.
- The notes made with a smartpen without the Neo Studio app connection are stored in the pen. After you have finished making notes, you can connect the Neo Studio app and the smartpen to transfer the notes stored in the pen.

1		2	
7:26 ♦ 🛱 🗎 • Search	NI %-© 97%0	7:25 ♦ 🖻 🗅 • ← Pen data trans	¶ %-© 97%Ω fer
🐠 🖸 🤕	•	 The data in the pen will be transferred Studio. 	i to Neo
Voice Samsung Outloo Recorder Notes	ik Photos	 Neosmartpen_M1+_5 	
Duo Teams Plann	er Excel	D_NOTEBOOK_PP 1 Pages	⊥
		Data transfer	<u>L</u>
Neo Studio			
••		Transfer all	
III O	<	III O	<

Neo Studio User Manual

Page 28 / 58

- After you finish writing notes without the app connection, run the app while the pen is still on.
- ② When the pen data transfer window appears after connecting the app and pen, tap the "Transfer all" button at the bottom of the screen to transfer the data.



Check the transferred note contents.

Neo Studio User Manual



Page **29** / **58**

Important! If the data transfer does not work, refer to how to reset password in the "Useful Tips," which is the last section of the manual.

Neo Studio User Manual

Page 30 / 58

Search notes



• Search the content of the notes you created.

1 Select the Search icon at the top right.

2 Enter a keyword in the search box to search.

Neo Studio User Manual

NEO LAB

Page **31** / **58**



3 View the search result page.

Neo Studio User Manual

Page 32 / 58

View pages

• Select the "Timeline (clock icon)" menu at the bottom left of the app screen to view the pages with notes, sorted by newest first.



- You can see the daily view of the pages with notes.
- O You can see the weekly view of the pages with notes.

Neo Studio User Manual

Page 33 / 58



3 You can see all the pages with notes at a glance.

Neo Studio User Manual

Page 34 / 58

View notebooks

 Select the "Notebook (notebook icon)" menu at the bottom center of the app screen to view the notebooks sorted by newest first.



- This is the default view of the list of notebooks.
- ② This is the enlarged cover view of the list of notebooks.

Neo Studio User Manual

Page 35 / 58

View pages and notebooks

• Select a notebook to view the pages of the notebook sorted by newest first.

7:32 🖬 🕴 🛊 🔹 •	4 8 🖘 🛇 99% 角	7:34 🔹 🖼 🖨 🔹	¥I 🕾 🛇 99% 🖬
•	# Q		BOOK_PP By No. 😤
Hello Neo LAB Time to thin	nk big.	Latis Lo. Helloj	Д
		tione. tion	due site have the
	≡ ::	005 Page	007 Page
05/01/2021 EF 2021 Planner - Page 0 / 176			L L
04/29/2021 Er D_NOTEBOOK		1	
9		008 Page	009 Page

- Select a note you would like to view from the list of notes.
- ② The pages with notes are displayed, sorted by newest first.

Neo Studio User Manual

Page **36** / **58**

≈⊙100%∎ 7	37 🖬 🕯 🖨 🔹	4 100%
· · · · · · · · · · · · · · · · · · ·	D_NOTE	BOOK_PP
By No. ☴ 0	OLLAPSE EXPAND	By No. 幸
-		
		002 Page
٢		
		004 Page
	By No. ≅ C □ □ □ ℓer □ □	← D_NOTEI By No. Ξ COLLAPSE EXPAND COLLAPSE E

③ All pages with and without notes are displayed on the screen if you select [EXPAND] at the top left of the screen.

Neo Studio User Manual
Page 37 / 58

Share pages

• You can share pages with friends, colleagues, or family with ease.

1	2
7:38 🖬 ♦ 🏚 • 🛛 📢 🕾 🛇 100% 角	
← D_NOTEBOOK_PP	
COLLAPSE EXPAND By No. 😤	
	Share with background
	Share with white background
	Share with transparent background
001 Page 1 002 Page 1 D_NOTEBOOK_PP	
001 Page D_NOTEBOOK_PP	
D_NOTEBOOK_PP	
D_NOTEBOOK_PP	III U K
D_NOTEBOOK_PP	
Copy	A PDF

- ① Press the "[:] View more" menu of the page you would like to share from the page list, and select "Share."
- ② Decide on the file format (PDF, PNG, or SVG) and whether to include the note background, and

Neo Studio User Manual

Page **38** / **58**

select the app (Message, Whatsapp, etc.) to share Kommentiert [M계2]: Whatsapp it to.

Neo Studio User Manual

Page 39 / 58



- ③ You can share on social media in the provided format of PDF, etc. (Android phone)
- ④ You can share via email, etc., in the provided format of PDF, etc. (iPhone)

Neo Studio User Manual

Page 40 / 58

Share notebooks

• You can share notebooks with friends, colleagues, or family with ease.

1	2
10.05 + 5 41 % 0 9651 8 X # Q = 14	earning detrictions i treplate (123) D_NOTEBOOK_PP Propr 8 / 48
ossosizoos - zegene ozo - E 2021 Planner - L Page 0 / 176	04/39/2021 19.2% 000 1 D_NOTEBOOK_PP_001
D_NOTEBOOK_PP	 ▶ PDF Ø PNG ▲ SVG
D_NOTEBOOK_PP	
Smartpen Input Transcribe language English (US)	BG2802003 I: (mpil/h (df)) Image: D_NOTEBOOK_PP Proje 8 / 48
Change Notebook Name	autorent antikan I
Change Notebook Name Share Notebook	D_NOTEBOOK_PP_001
8 Share Notebook</td <td>and the second se</td>	and the second se
8 Share Notebook</td <td>D_NOTEBOOK_PP_001</td>	D_NOTEBOOK_PP_001

- Press the "[:] View more" menu of the notebook you would like to share from the notebook list, and select "Share Notebook."
- ② Decide on the file format (PDF, PNG, or SVG) and whether to include the note background, and

Neo Studio User Manual

Page	41	1	58
i aye	- •	1	20

select the app (Message, Whatsapp, etc.) to share Kommentiert [M계3]: Whatsapp it to.

Neo Studio User Manual

Page 42 / 58



- ③ You can also share on social media in the provided format of PDF, etc. (Android phone)
- ④ You can share via email, etc., in the provided format of PDF, etc. (iPhone)

Neo Studio User Manual

Page 43 / 58

Create voice memos

• Create voice memos while you create notes with a smartpen.

10:10 ■ + ₩ •	¥17≈096%0 # Q	10:10 •		Recording_	* 1≉0 #	96% 0 Q
Hello Neo LAB Your idea s here.	tarts	H	llo Neo LA Our ide ere.	^B ea star	ts	
				_		
	Notebook				Q	
	Page	intel inte	Internet. Intern	*	μ.	
	Record	Normal Sector Se			-	

- Press the round button at the right side of the screen to select "Record."
- ② The recording starts as soon as you tap the button. You can record while creating notes if you have the pen connected.

Neo Studio User Manual

Page 44 / 58



- $(\ensuremath{\underline{3}})$ Select the Done (\blacksquare) button to finish recording.
- ④ When the recording is finished, the voice memo is stored within the "Neo Studio" app.

Neo Studio User Manual

Page 45 / 58

Share voice memos

• Share recorded voice memo files.

- 1 2 10:11 🖬 🛊 🕫 🔹 10:11 🖬 ≉ ⊨ • 📲 🕾 🛇 96% 🛍 **4**I ∰ © 96%**û** ← Voice memo # Q × 04/2021 Neo LAB C Recording0002 Recording0001 04/30/2021, 10:10:53 / 0 Pages PEN SETTINGS Recording 0004 04/29/2021, 07:52:34 / 0 Pages 00:00:02 Q 7 • Recording 0003 04/28/2021, 18:45:41 / 0 Pages Voice Me Favorites Customer Inquiry 00:00:09 8 1 \square Pecording 0002 04/28/2021, 08:27:00 / 0 Pages 00:00:13 Store FAQ C1 Recording 0001 04/28/2021, 08:26:21 / 0 Pages 00:00:02 Advanced Settings Email Sharing Settings Set calendar sync Set transcribe language 9 \Box 111 111 0
- ① Select the "[...] (My Studio)" menu at the bottom right of the app screen and select "Voice memo."
- ② Tap the "[:] View more" menu on the right of the recording file, and select to share.

Neo Studio User Manual

Page 46 / 58



③ You can choose "Only Audio" share if only sound was recorded, and "Audio and Writing (Video)" share if the recording and creating notes were done simultaneously to share through social media, email, etc.

Important! The files shared as video may not play correctly depending on the codec information of the smart device that plays the video. In such cases, we recommend that you install a separate application for playing videos.

Neo Studio User Manual

Page **47** / **58**

Neo Studio User Manual

Page 48 / 58

Link Planner with a calendar

digital calendar.

• Use the schedules in your Planner linked to a

- 1 2 10:32 🖬 🛊 🛤 🔹 **4**1 ♥ ◎ 98%**0** # Q Neo LAB PEN SETTINGS Ų 7 0 2021 Planner - L • \square 🖉 Smartpen Input FAQ I Transcribe language Change Notebook Name Email Sharing Settings Share Notebook Set calendar sync Change Notebook Cover Set transcribe language Delete Θ $\overline{\Box}$
- 111 Ш ① Tap the "[:] View more" menu of the Planner note from the note list screen, select "Transcribe
- language," and then specify the language pack to apply.

Neo Studio User Manual

Page **49** / **58**

② Go to the "[...] (My Studio)" tab at the far right at the bottom of the screen and select "Set calendar sync."

Neo Studio User Manual

Page 50 / 58

o SIM 🗢	10:33 AM	@ 🛤
<	Set calendar	sync
• Set the c	alendar to be synced wit	h N Planner
Google	ne	eolab@neostudio.io
Google (Calendar Sync	0
Vicrosoft		
Dutlook	Calendar Sync	0
Apple		
Apple Ca	alendar sync	

③ Select a calendar you would like to link to activate the link.

Important! Apple calendar is only supported on iOS
devices.

Important! Calendar link service is not supported
for some products, such as Dimo (F30).

Neo Studio User Manual

Page 51 / 58

Create events in Planner

- Connect your smartpen to the Neo Studio app, and create events in Planner.
- Mark the update icon on the right of the event with the smartpen to automatically upload the event to the linked digital calendar.



- Create an event in the monthly view and mark the calendar update icon with the pen.
- 2 Open the calendar app to view the uploaded event.

Neo Studio User Manual

Page 52 / 58

- 🕱	073 Page	¥I % ⊗ 100% ∎	🧐 Apr 202	1	© 100∿∎ 30
	<i>•</i>		ам. т	w т. ғ	
		×	16 Friday <lun mar<="" th=""><th></th><th>=</th></lun>		=
15. Thu			east		- 11
			All day		- 84
			12 test.		
			10:00 AM - 1	1:00 AM	0
= 3 tast	8.0				
					- 84
					- 84
•					- 84
•					- 84
/					- 84
					- 84
18. Sun			-		- 84
-	10 m				
Calenda	r event upload con	nplete.	2	_	
					Province:

- ③ Create an event in the weekly view and mark the calendar update icon with the pen.
- 4 Open the calendar app to view the uploaded event.

Important! Calendar link service is not supported for some products, such as Dimo (F30).

Kommentiert [M계4]: Dimo (F30)

Neo Studio User Manual

Useful Tips

Continue to use the same notebook

Reset pen password

How to reset pens

Page 54 / 58

Continue to use the same notebook model

• Buy an additional notebook of the same model after using up a notebook and use it on the app



- Check the used up notebook in the notebook list, and tap the "[:] View more" menu of the notebook.
- Deactivate "Smartpen Input" in the menu.

Neo Studio User Manual

Page 55 / 58



③ Create notes in a new notebook of the identical type.

Important! For notebooks that come as a set, such as N College Notebooks (3 notebooks) and N Digital Notebooks (5 notebooks), please make sure to finish all notebooks in the set before deactivating "Smartpen Input."

Neo Studio User Manual

Page 56 / 58

Reset pen password

• If you have trouble transferring the notes created while the "Neo Studio" app and smartpen were not connected to the app, please follow the instructions below.

2	2
10.56 + 12 H · · · · · · · · · · · · · · · · · ·	10:59 ⊑ + № • ¥I % ⊗ 100% # ← Pen Settings
Hello Neo LAB	× × × × ◆
Time to think big.	Model Name Necsmartpen_M1+
Neosmartpen_M1+_5	Mac Address 90.78:02:53:EB:30
Battery 70 % Storage 99 %	Advanced Settings
	Pen Sound
	Set Password >
	Set Auto Off Time 19 minutes >
	Update Firmware >
Pen data transfer	Pen deregister
III O <	III O <

- Tap the "Pen information" icon at the top left of the screen, and select the Settings button.
- Select "Set Password" in the Pen Settings.

Neo Studio User Manual

Page 57 / 58



 $\ensuremath{\textcircled{3}}$ Add a password and complete the password setting.

④ Remove the pen from the Pen settings, and then add the pen again. Enter a wrong password 10 times to induce a password failure. The pen will be reset after entering a wrong password 10 times. Add the pen to the app again, and check if unconnected note data gets transferred correctly.

Important! All note data saved in the pen will be deleted upon password reset.

Neo Studio User Manual

Page 58 / 58

How to reset pens

- In cases where you find a pen suddenly not being charged or doesn't turn on, follow the instructions below.
 - Try charging with a regular USB adapter of 5V 2A or less, rather than a fast charger.
 - ② While charging, press the Power button for 2 to 3 seconds until the light changes and check if the power turns on normally.
 - ③ If the solution in ② doesn't work, try pressing the Power button longer while charging the pen, for 15 to 30 seconds.
 - ④ If the solution in ③ doesn't work, repeat it 2 to 3 times and check if the pen works normally.

Important! In some cases, we have found repeating the above steps resolves the problem.

Neo Studio User Manual