

Getting Started Guide — Setup, Recording & Zoom My Notes

1. Overview

DTEN Action Card is a pocket-size recorder that works with the DTEN app on your iPhone or Android phone. Press the button once to record a meeting, a call or a quick conversation. With Cloud & AI turned on, the app turns the recording into a transcript, a summary and your action items. Original audio is deleted once AI processing is complete and is not stored in DTEN's cloud.

This guide covers first-time setup, recording, where to find your results, managing the card in Settings, and connecting Zoom My Notes.

2. What You Need

- An iPhone or Android phone with Bluetooth turned on
 - The DTEN app from the App Store or Google Play
 - A DTEN account — sign in, or create one from the sign-in screen
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3. First-Time Setup

The first time you open the app, it walks you through setup in a few steps.

3.1 Cloud & AI

The app explains how it works: to create transcripts, summaries and action items, it uses AI services from Google Gemini and OpenAI, and no recordings are uploaded until you agree. Tap Agree and continue to turn on Cloud & AI, or Not now to use the card without uploads. You can change this later in Settings.

3.2 Turn on your Action Card

Press the round button on the card once to turn it on. When the card's screen shows that it is ready to pair, tap Next.

3.3 Pair

1. The app lists the cards it can see. Pick the one in your hand — the serial number shown in the app matches the one on your card.
2. Tap Connect. When your phone asks to allow Bluetooth pairing, tap Pair.
3. When the app shows Paired, tap Continue.

3.4 Try a recording

Press the button once to record — one press, no holding. The ticks on the card's screen sweep while it records. Press again to stop. The recording is saved and syncs to your phone.

3.5 Notifications

Allow notifications to be told when a meeting summary and its action items are ready. That's it — setup is complete.

Included DTEN Pro

Your included months of DTEN Pro start the day you first pair the card.

4. Make It Yours (Optional)

On the Home screen you can set up two optional features. Both can be changed or removed at any time in Settings.

- Teach it your voice (Voice ID): read three short passages so the app can tell which parts of a recording are you, and which action items are yours.
- Tell it who you are (About Me): add your name, role and other names people call you so the AI understands your meetings.

5. Record

- On the card: press the button once to start and once more to stop.
- In the app: tap + on the Meetings screen and choose Start recording. Tap Stop recording when you are done.

- Before you start, make sure the people involved know they are being recorded and have given any consent required by law where you are. The app reminds you of this when you start.

6. Your Results

After you stop, the app processes the recording in four steps, shown on the Meetings screen: Copy from the Action Card › Upload to cloud › Transcribe › Summarize & extract actions.

- Copying from the card is faster over Wi-Fi: when the app shows Device syncing, tap Use Wi-Fi to speed up the transfer.
- Open the meeting to see its summary and action items, or tap View full summary and View transcript.
- Your action items from all meetings are collected on the Home screen under My actions.

About your audio

Original audio is not kept permanently. Once a recording has been uploaded and processed, the audio is removed from the app and from DTEN's cloud; the transcript, summary and action items remain. Keep a separate copy of any recording you need to keep.

7. Manage Your Card

Go to Settings and open your Action Card to see:

- Status: battery, storage used on the card, and firmware — tap Update available to install an update.
- Name and serial number — tap Edit to rename the card.
- Delete recordings on device: removes recordings stored on the card.
- Remove device: unpairs the card from your account. After removing it, also forget the card in your phone's Bluetooth settings.

8. Zoom My Notes (Where Available)

Zoom integration is available in supported versions of the DTEN app. If you do not see Zoom in Settings, it is not available in your version yet.

Connect Zoom

1. In the DTEN app, open Settings and choose Zoom.
2. Sign in to Zoom and review the permissions requested.

3. Allow access. Zoom now shows as connected in the app.

New recordings are then sent from your phone to Zoom, where Zoom AI Companion creates the notes in Zoom My Notes. Zoom’s terms and privacy policy apply to what Zoom does with them.

Disconnect or remove Zoom

- In the DTEN app, open Settings and disconnect Zoom. The app stops sending new recordings to Zoom.
- To remove the app from your Zoom account, go to the Zoom App Marketplace, open Manage › Added Apps and remove DTEN Action Card.
- Disconnecting does not delete recordings or notes already in Zoom. Use Zoom’s own controls to manage them.

Questions or Issues?

Contact DTEN Support at help.dten.com. For privacy questions and account deletion, see the Privacy Policy.

Appendix: Revision History

Version	Date	Summary of Changes	Author
1.2	Oct 2026	Reformatted to the DTEN brand template	DTEN Support
1.1	Oct 2026	Updated to match the app setup flow	DTEN Support
1.0	Oct 2026	Initial Release	DTEN Support