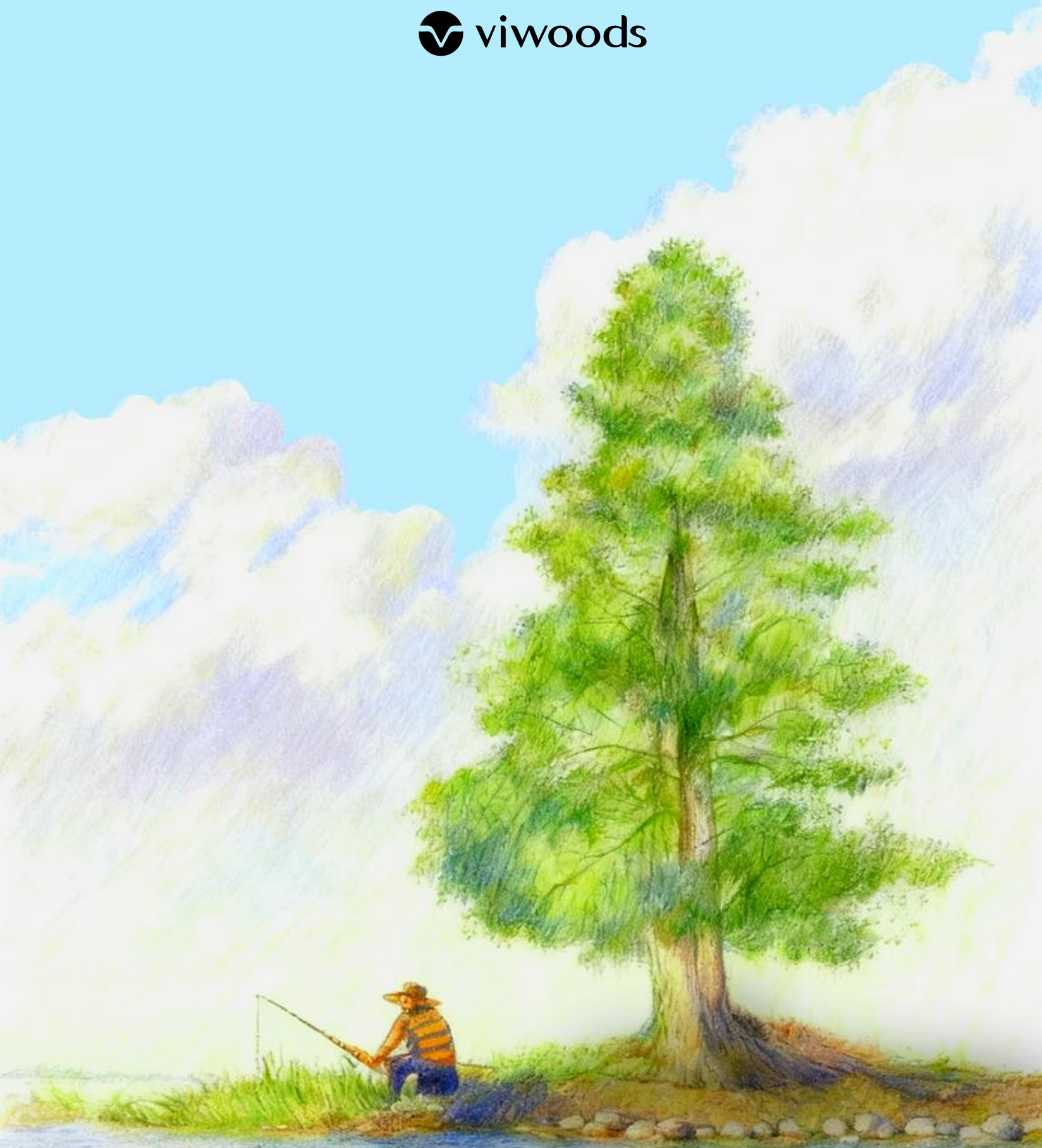
User Manual

viwoods



Contact Us

If you encounter any problems during use,
please contact us at
service@viwoods.com

Revision Date: November 25, 2025

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Privacy Notice

This product is equipped with external sensing components such as fingerprint and microphone.These sensing capabilities, which could involve collection of privacy-related information （fingerprint ,sound,etc.)

Fingerprint Sensor

The fingerprint sensor may collect your fingerprint biometric data to unlock the smart reader. The collected information is stored only locally and will not be uploaded or leaked to others.

Microphone

The microphone may record audio when you use features that require voice input or communication.

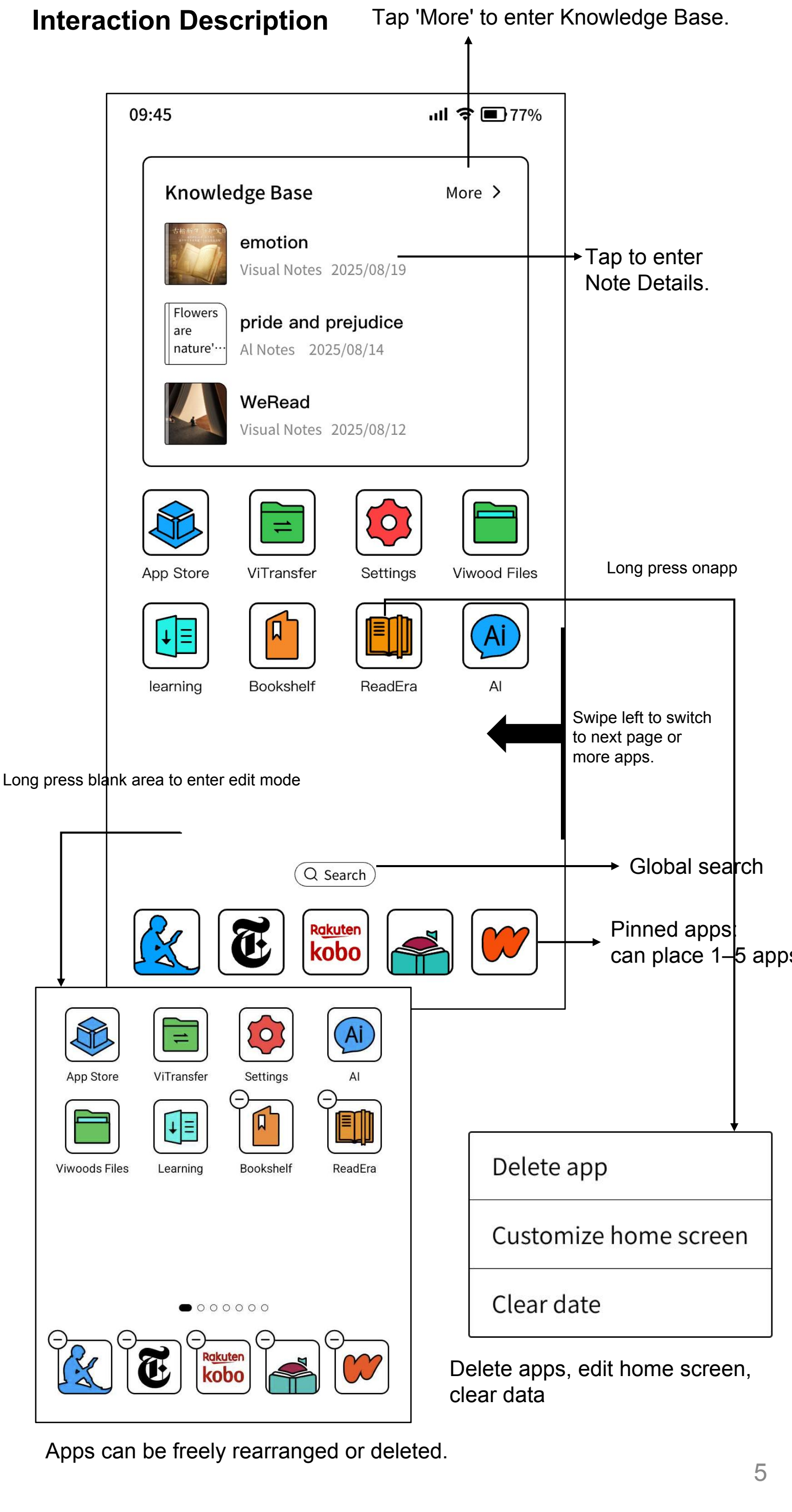
Quick Start

External Features



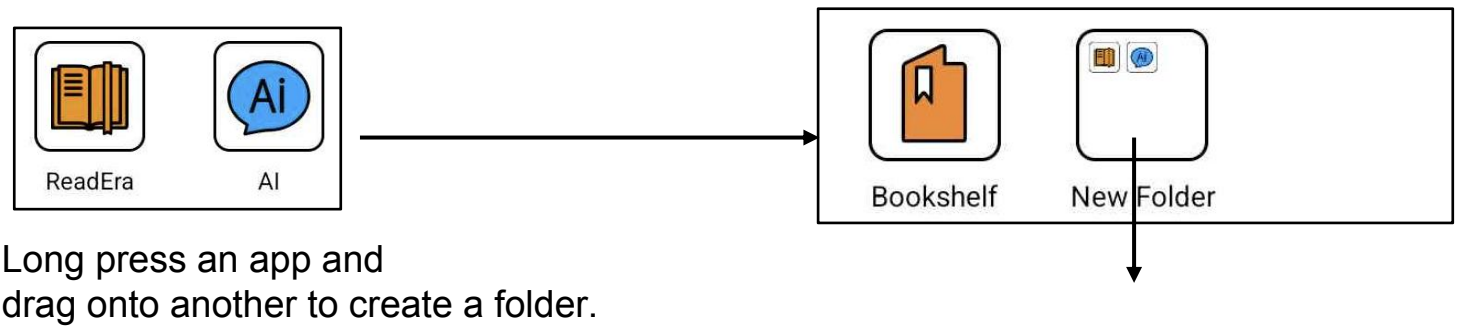
Quick Start - Desktop

Interaction Description



Quick Start - Desktop

Folder Interaction Description

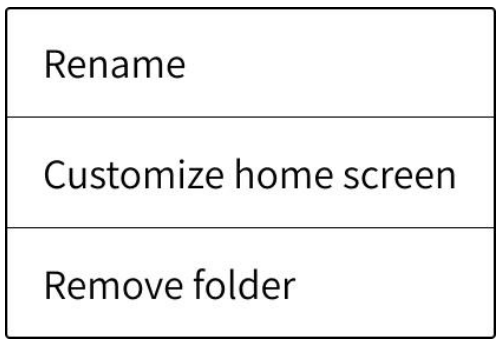


Long press an app and
drag onto another to create a folder.

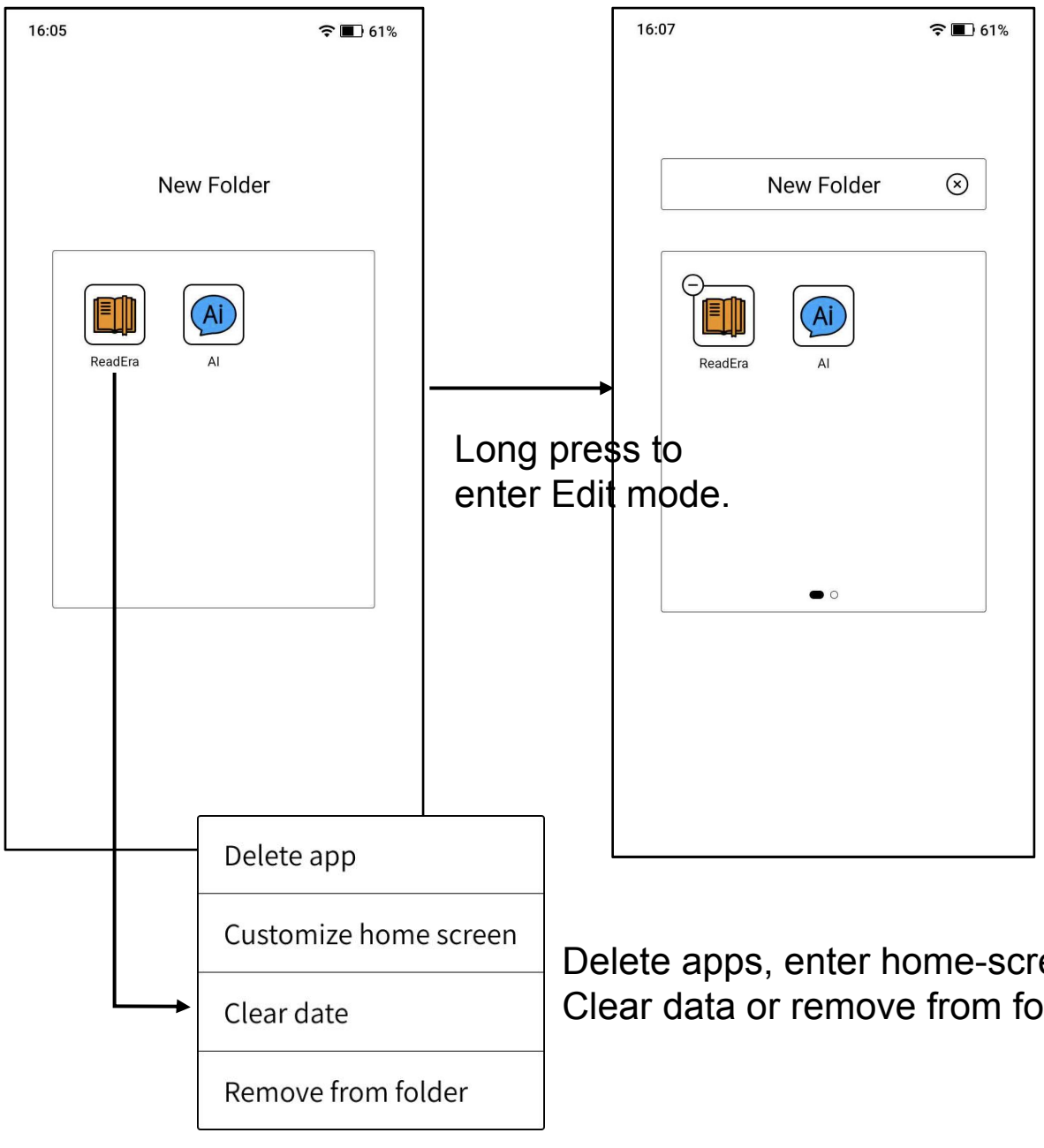
Long press pop-up to operate the pop-up window.
Tap to enter the folder page.

1. Folder Operation Pop-up

Rename, edit home screen, unbind/delete folder operation.



2.Folder Page

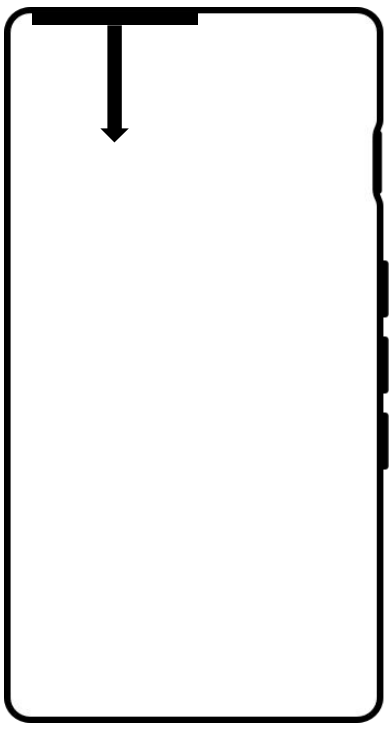


Long press to
enter Edit mode.

Rename, sort and delete apps

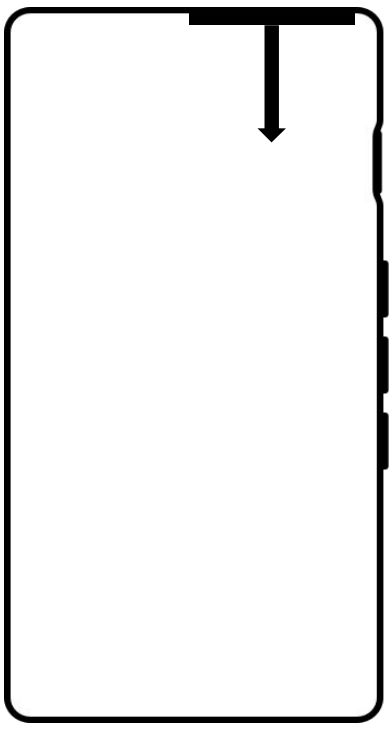
Delete apps, enter home-screen editing, Clear data or remove from folder.

Quick Start – Gestures



1. Clear ghosting

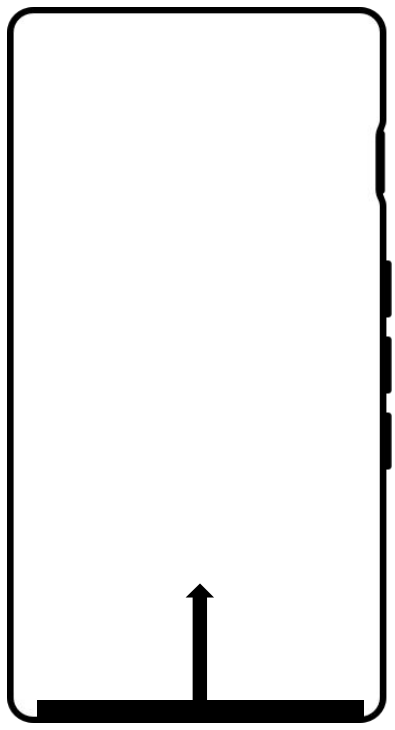
Swipe down from the top-left of the screen



2. Control Centre

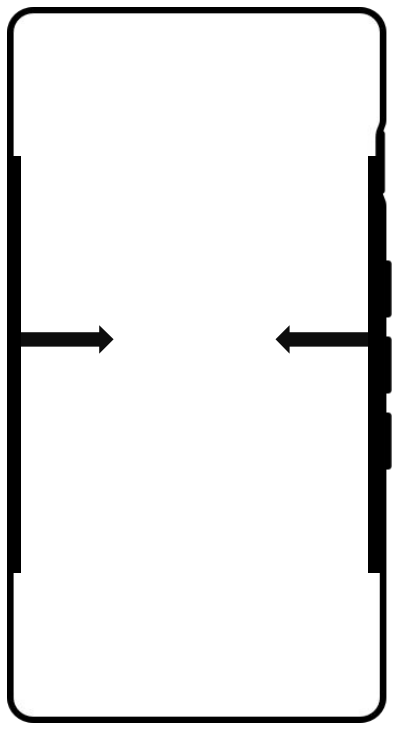
Swipe down from the top-right of the screen

Quick Start – Gestures



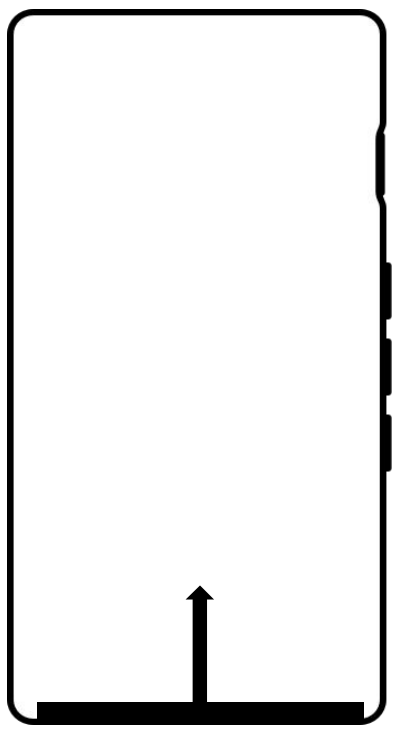
3. Return to Home

Swipe up from the bottom of the screen



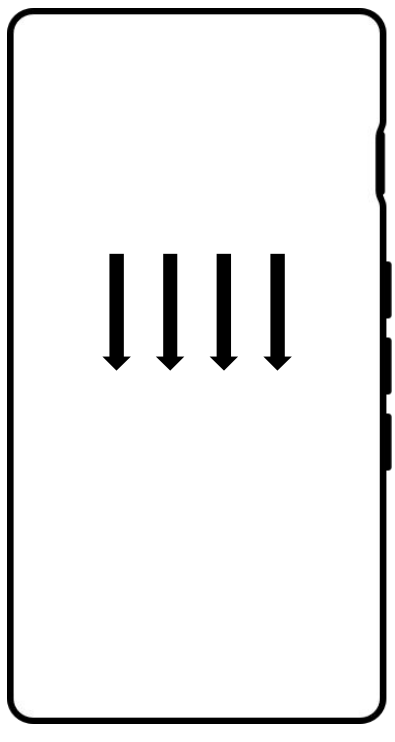
4. Back

Swipe inward from the left or right edge



5. Multitasking

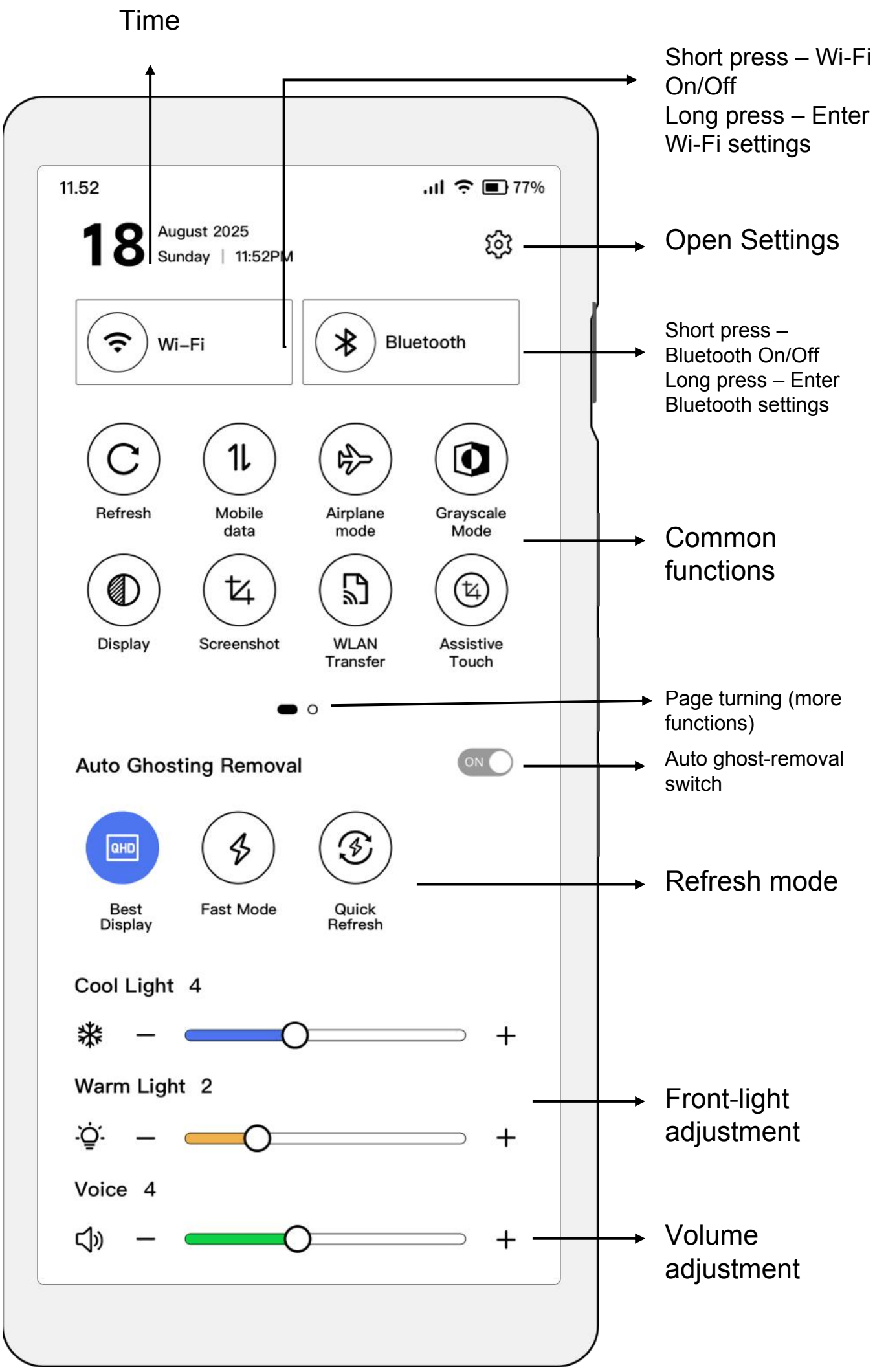
Swipe up from the bottom and hold for 1 second



6. Screenshot

Swipe down with four fingers

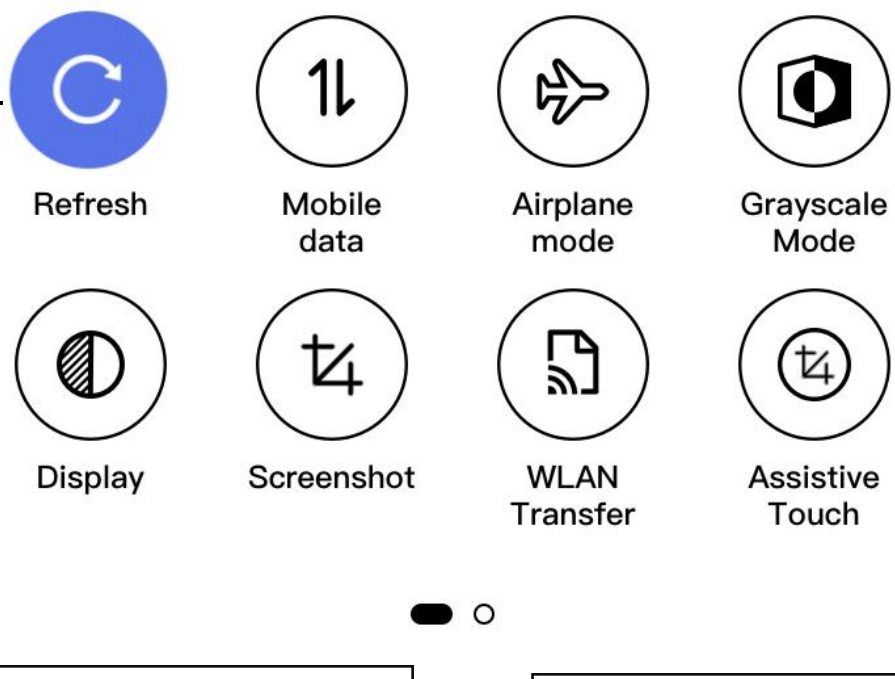
Quick Start – Control Centre

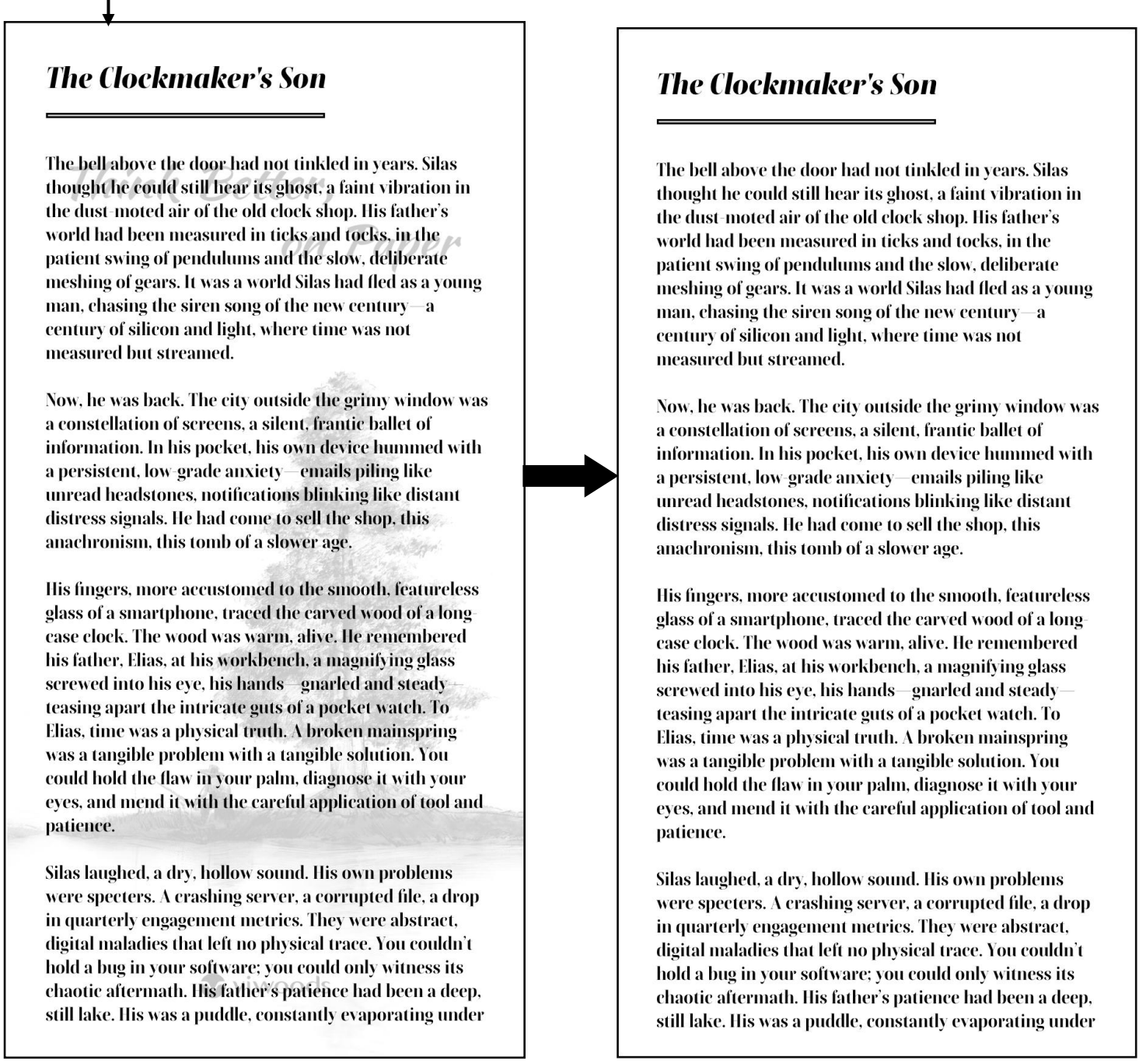


Quick Start – Control Centre

1. Screen Refresh

When ghosting appears in the display area, you can manually refresh to clear the ghosting; you can also quickly clear the ghosting with a shortcut gesture (swipe down from the top left of the screen).

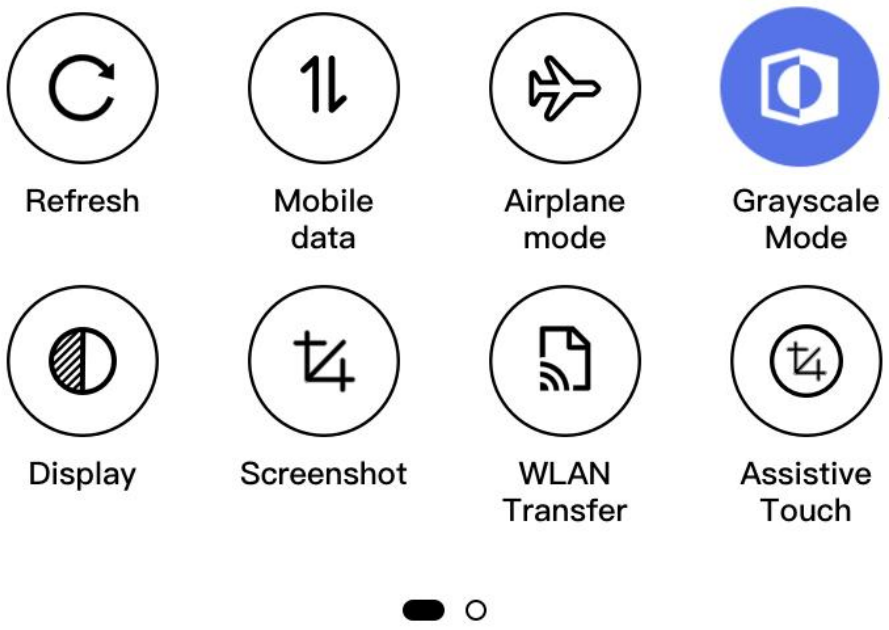




Quick Start – Control Centre

1. Grayscale Mode

Supports one-click switching to black-and-white mode



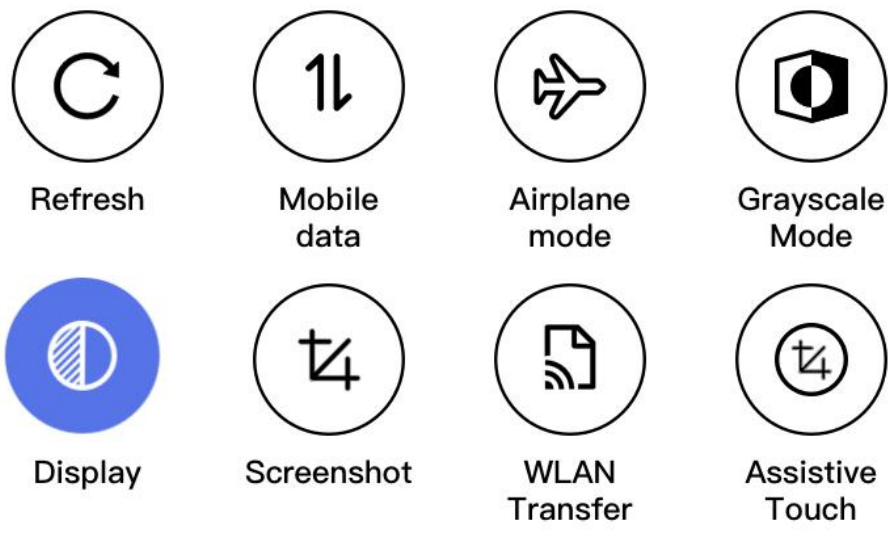




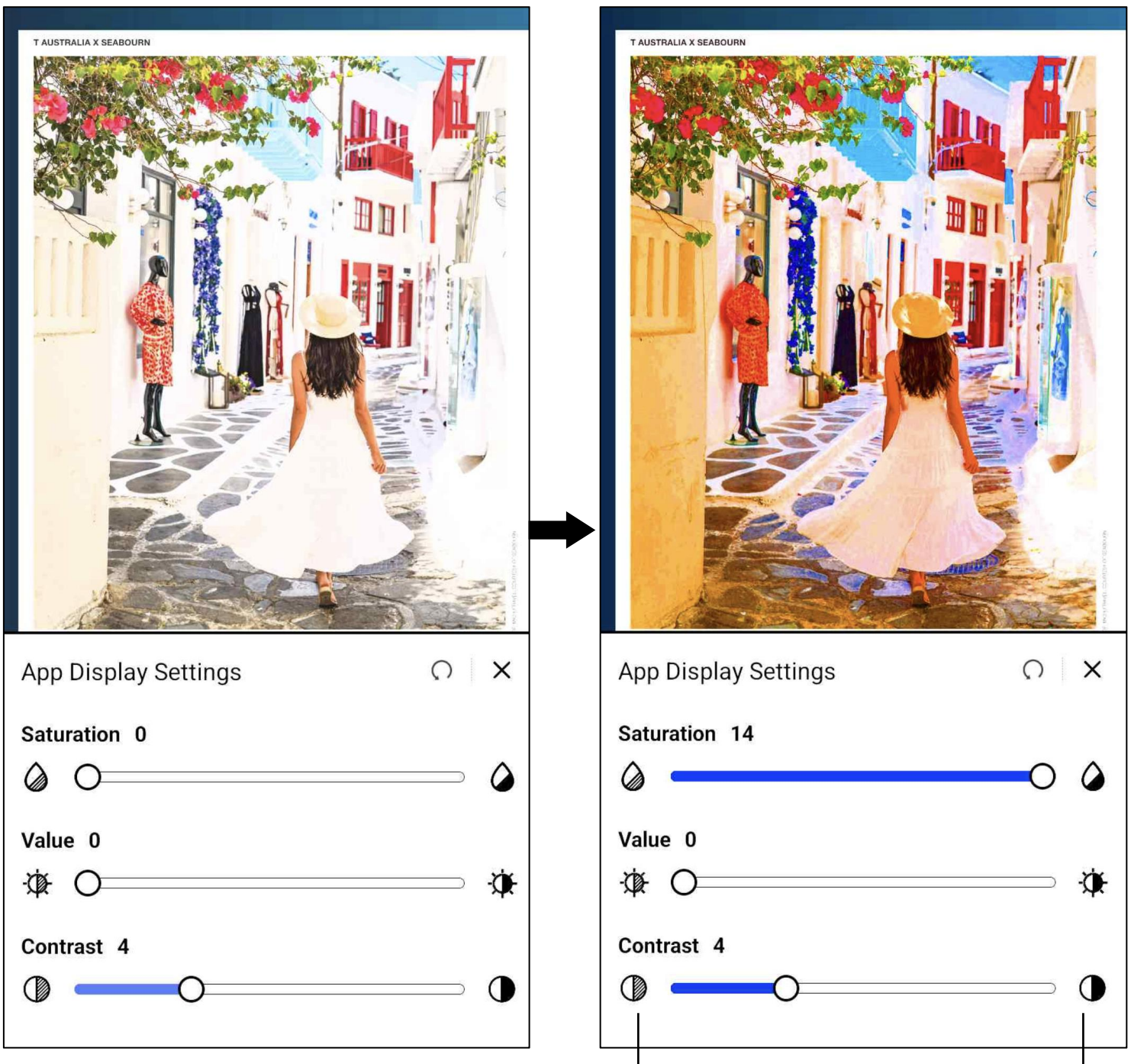
Quick Start – Control Centre

2. Display

Users can customize display effects of the current application

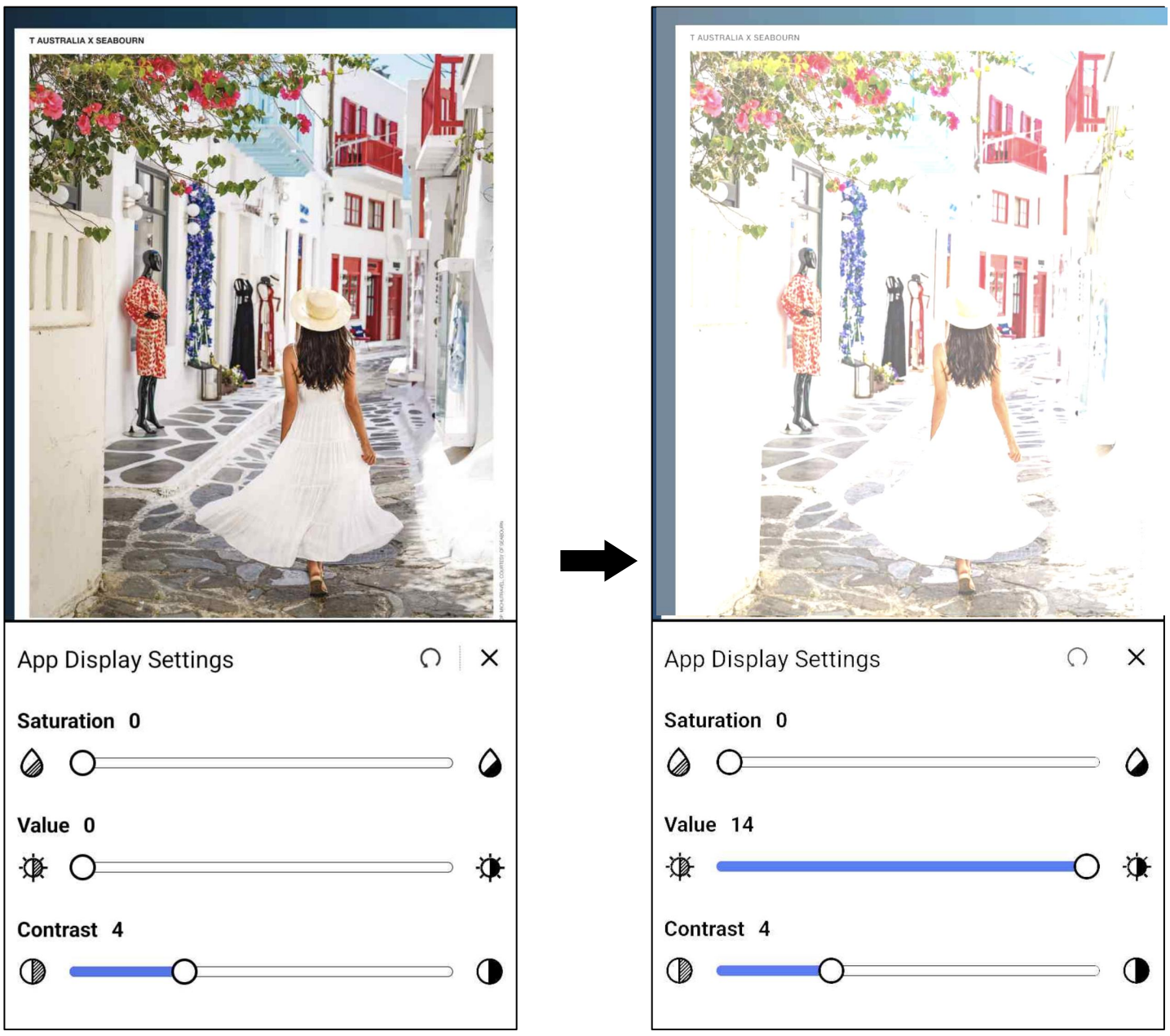


2.1 Saturation

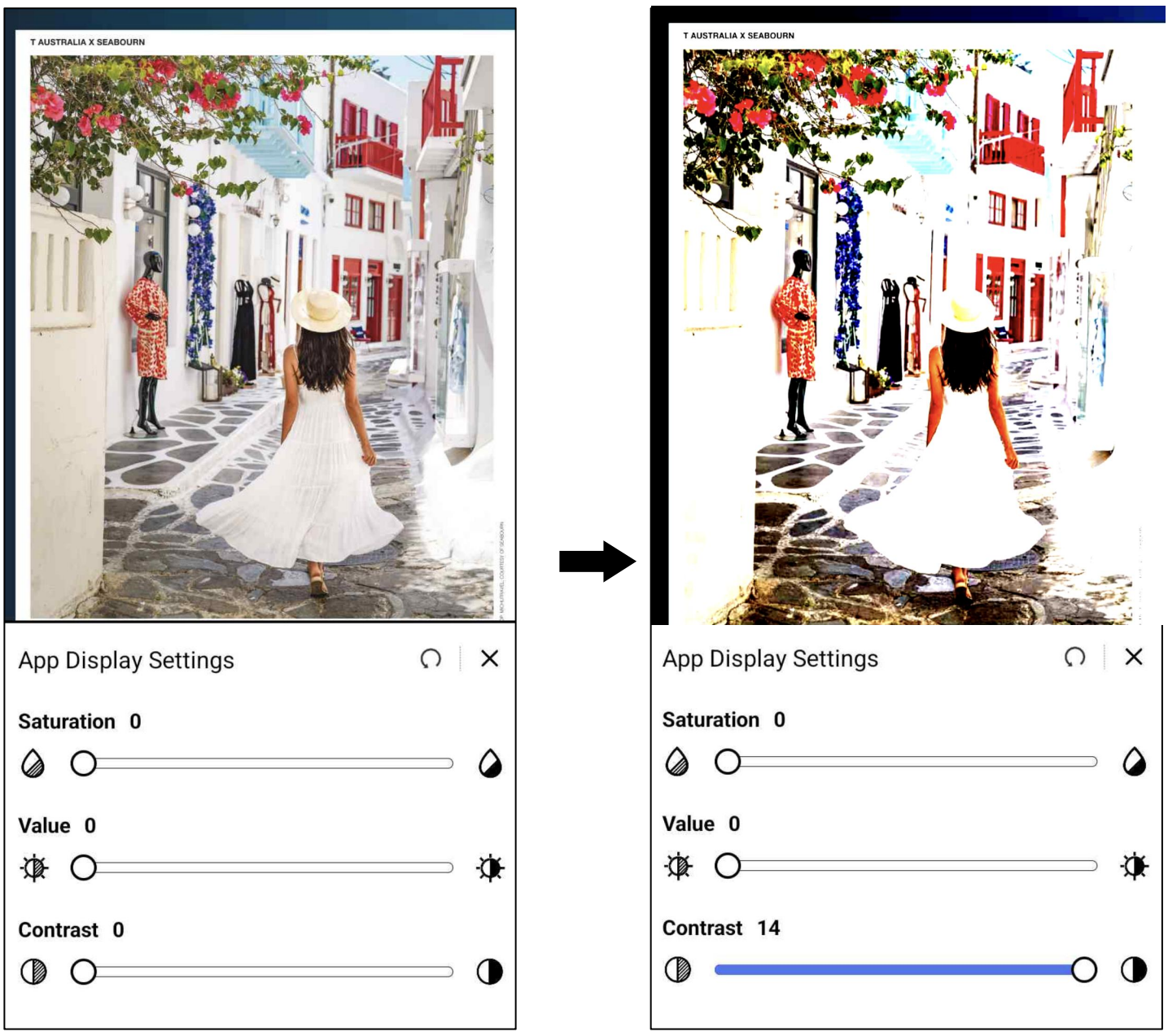


Quick Start – Control Centre

2.2 Value

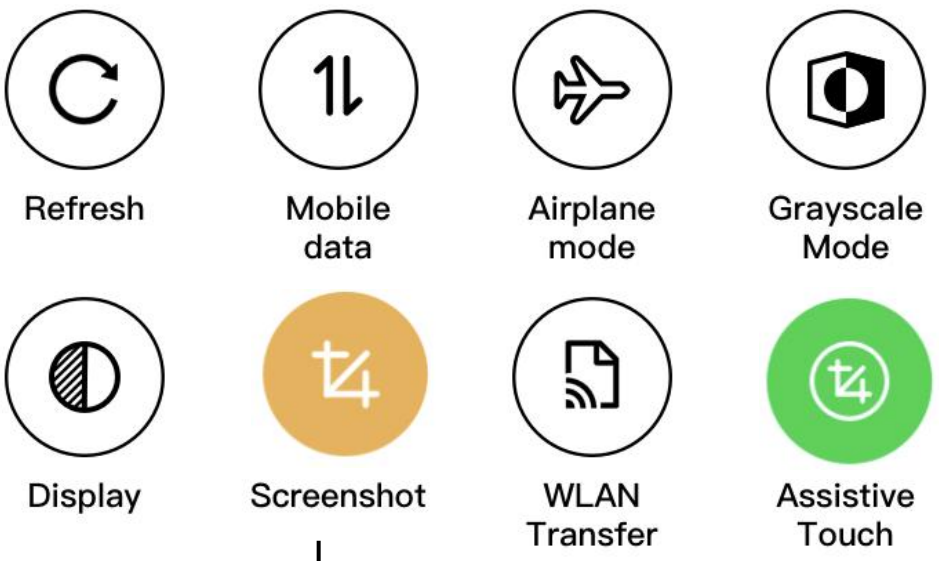


2.3 Cintrast



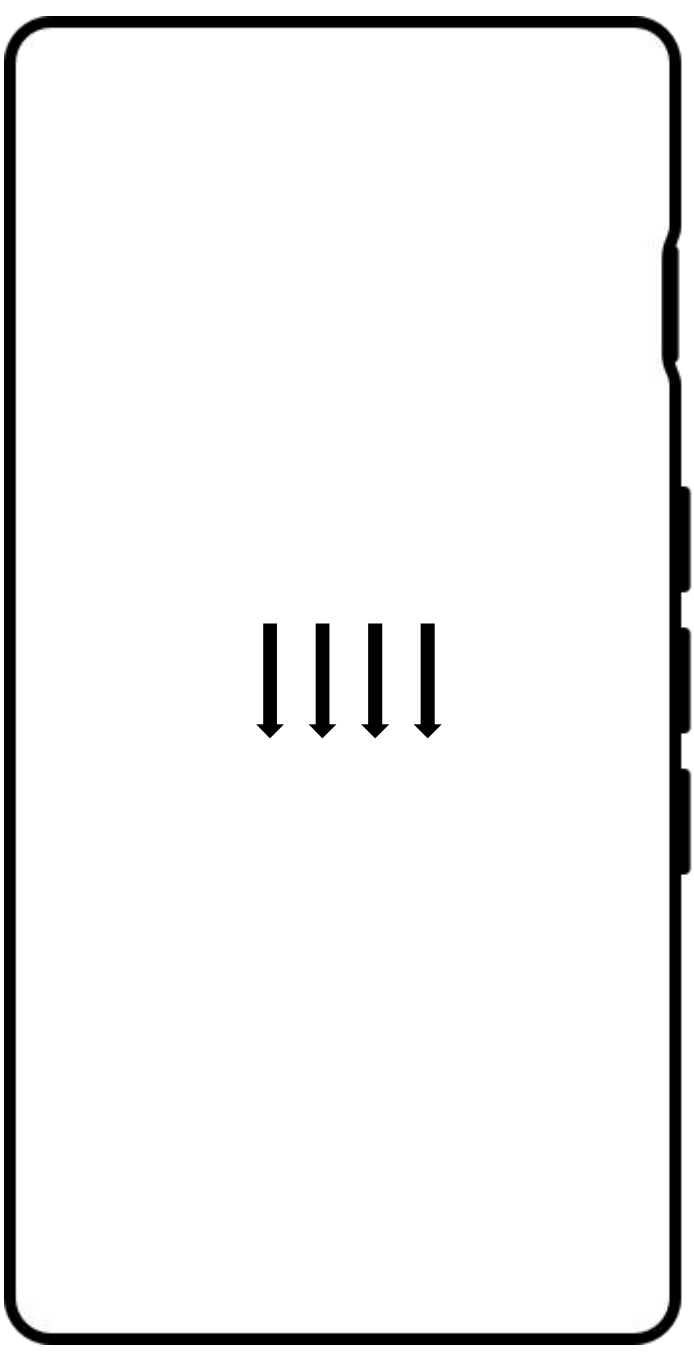
Quick Start – Screenshot & Floating Button

3. Screenshot & Floating Button



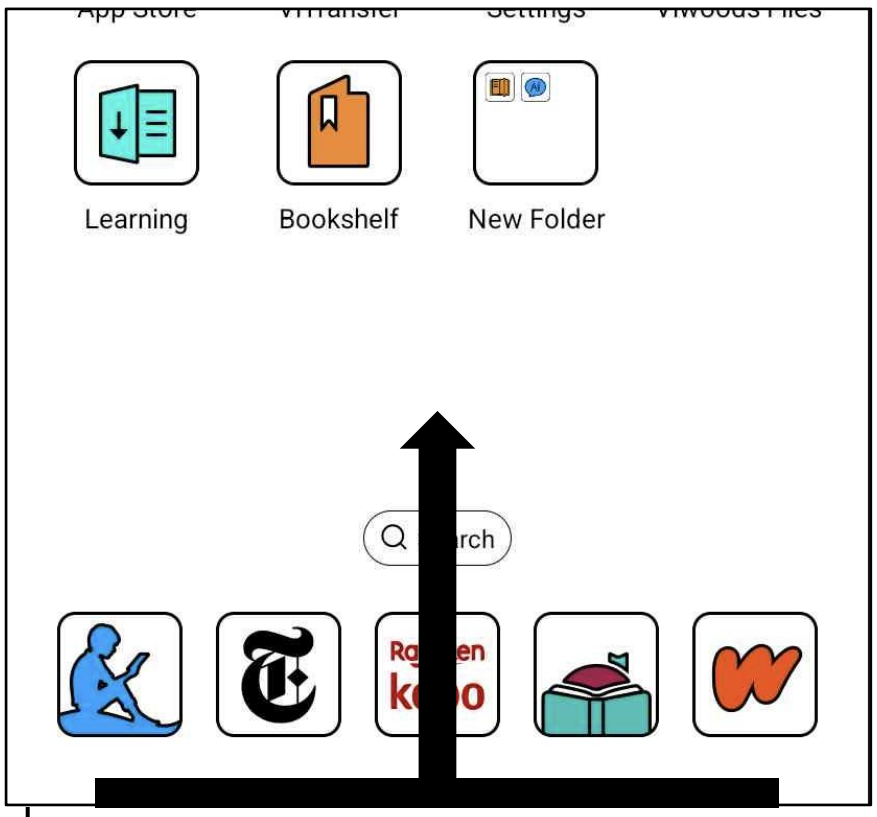
Tap to capture the current screen

Tap to enable the screenshot floating button



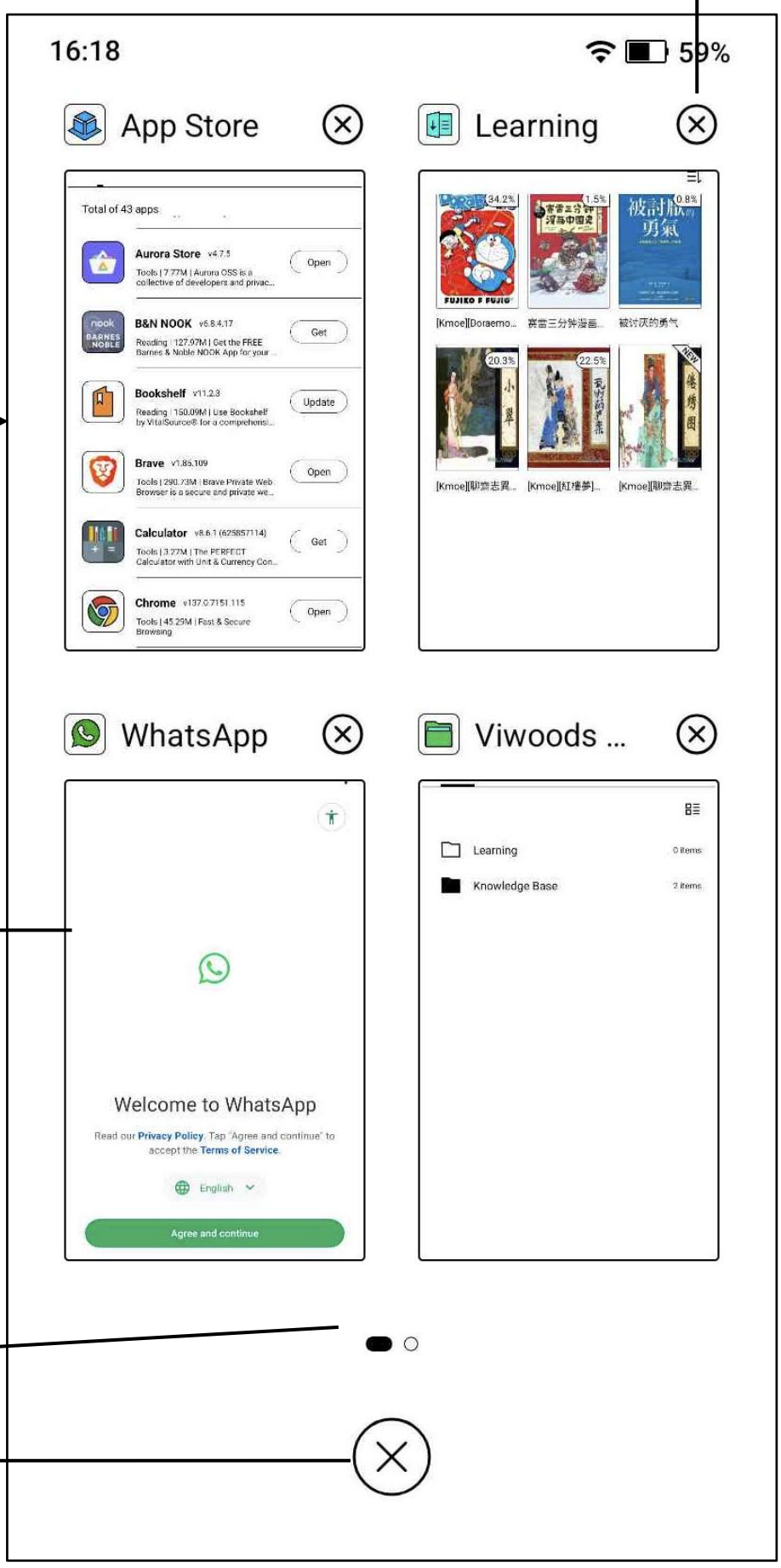
Swipe down with four fingers
to capture the current screen

Quick Start – Task Manager



Swipe up and hold for 1 second to enter the Task Manager

Tap to clear data of an individual app



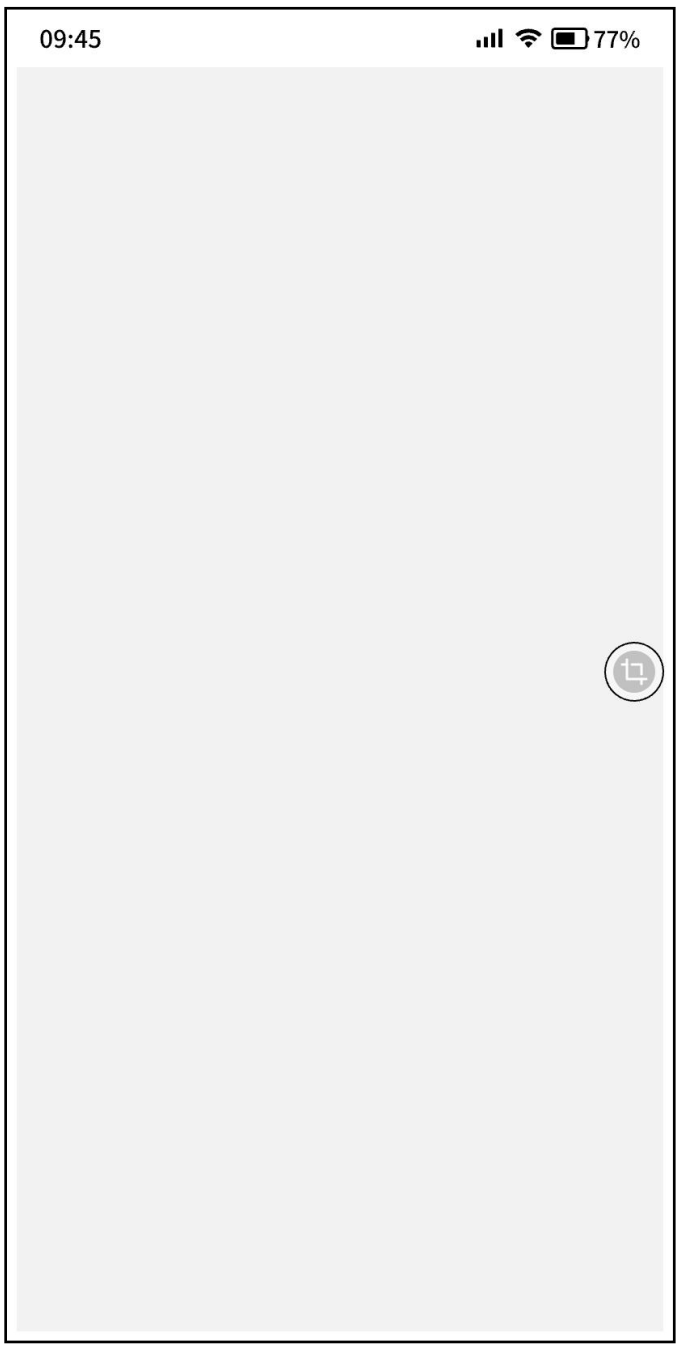
Tap content to enter the corresponding app

Swipe left or right to view when multiple pages exist

Tap to clear all app data quickly

Quick Start – Screenshot & Floating Button

3.1 Floating Button Instructions



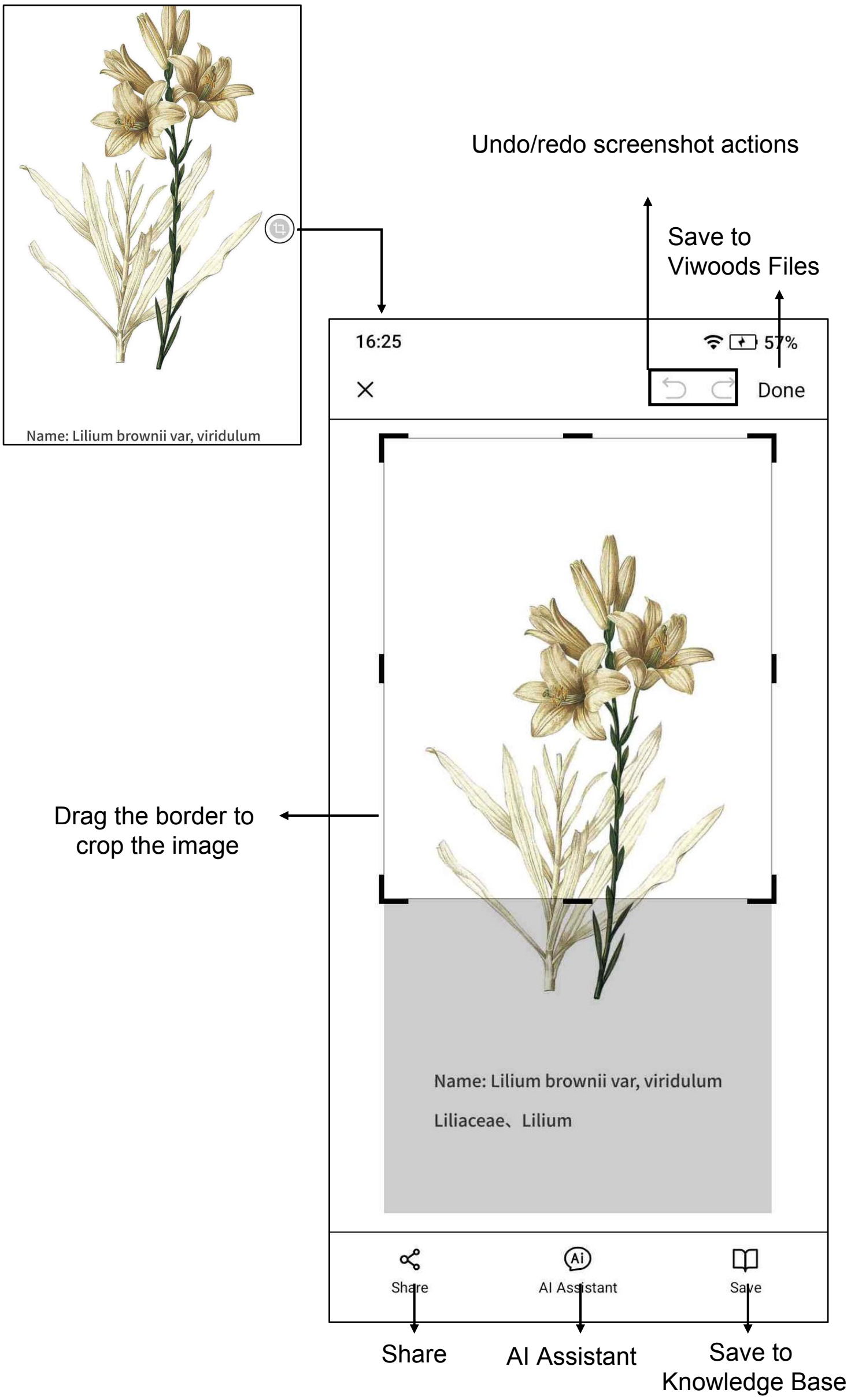
Available drag area in portrait mode



Available drag area in landscape mode

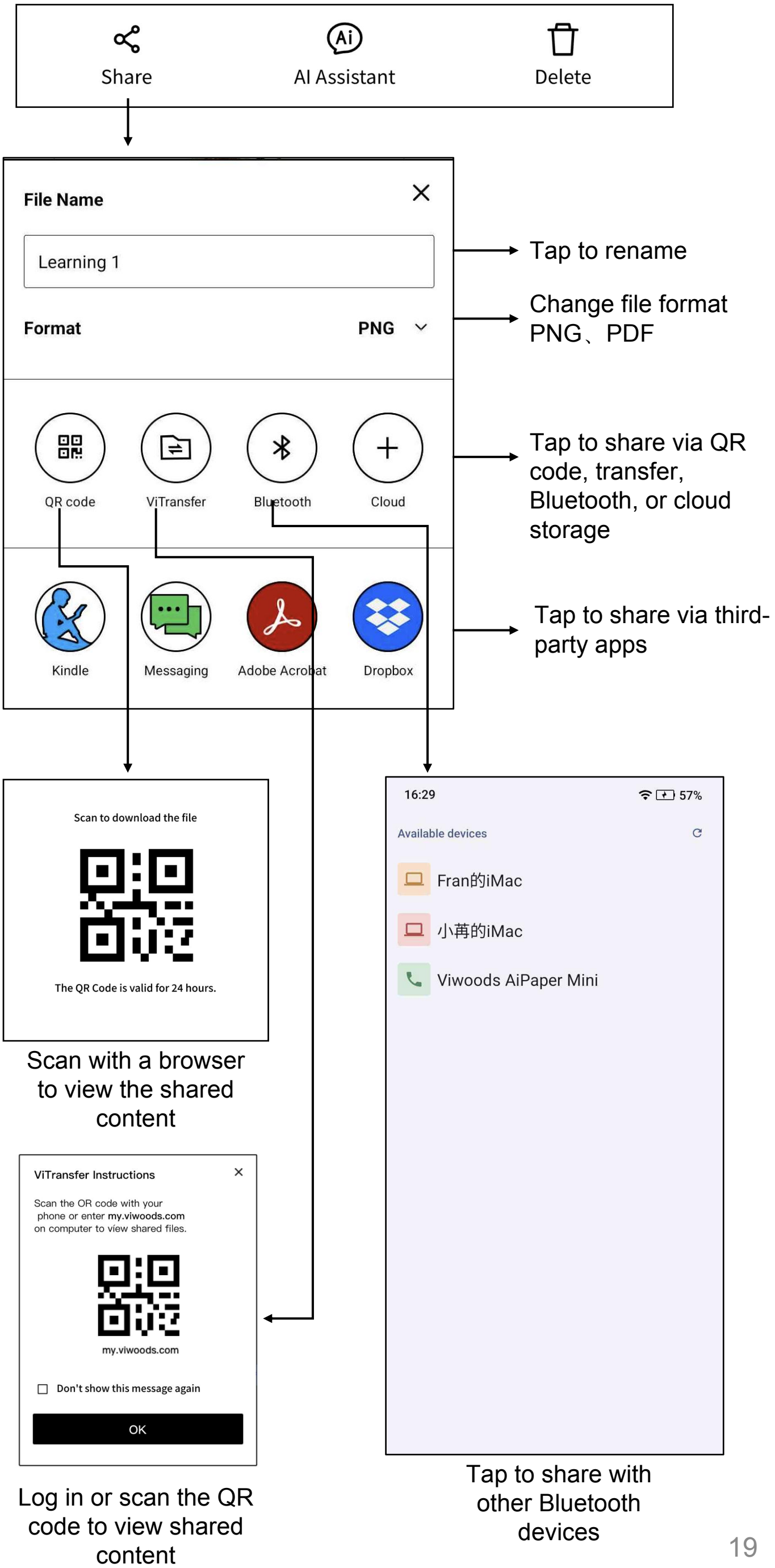
Quick Start – Screenshot & Floating Button

3.1 Floating Button Instructions



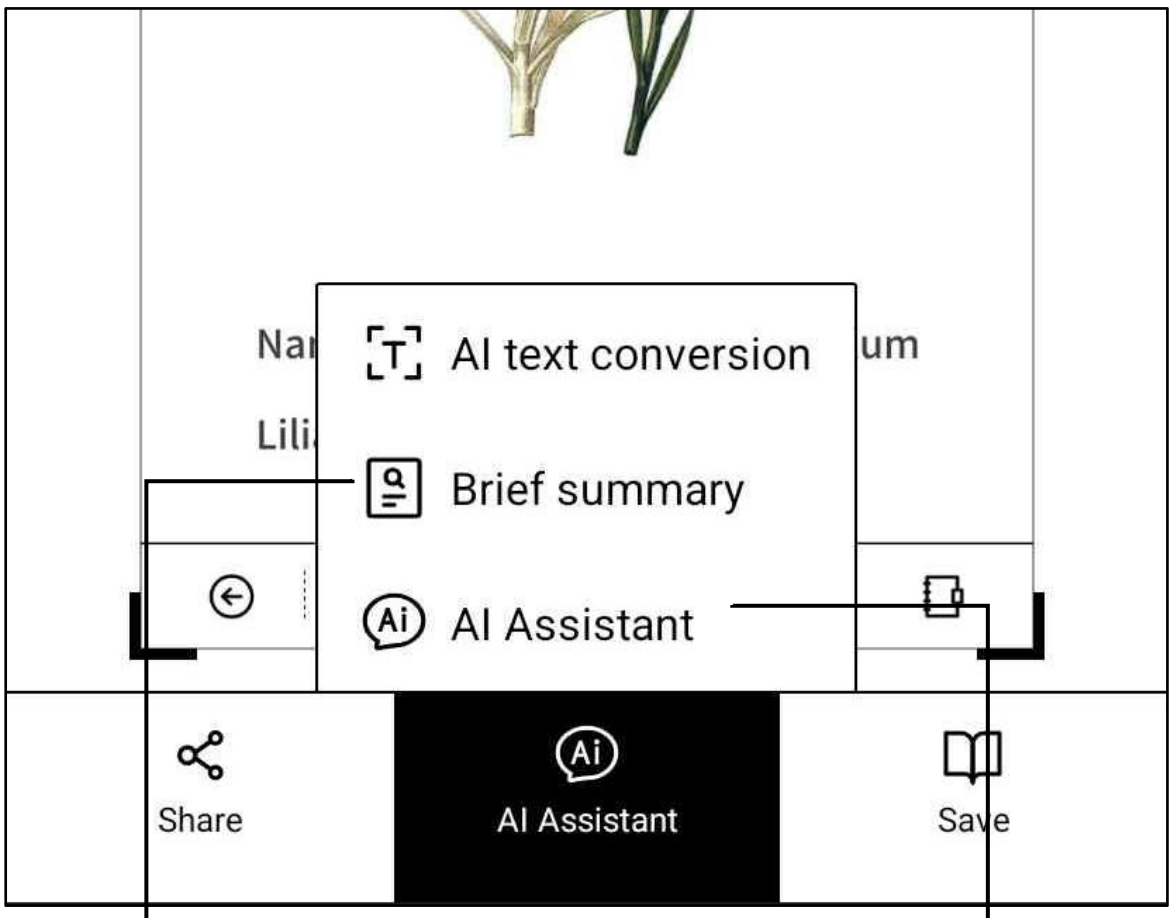
Quick Start – Screenshot & Floating Button

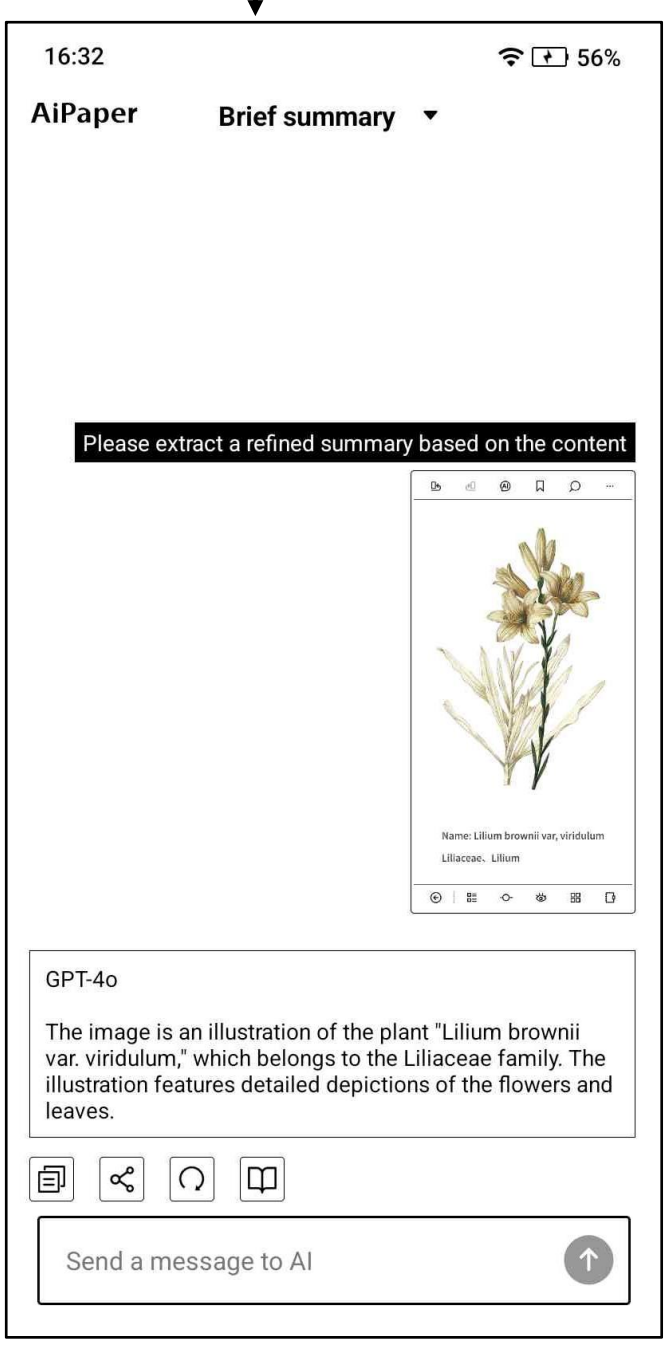
3.2 Sharing



Quick Start – Screenshot & Floating Button

3.3 AI Assistant





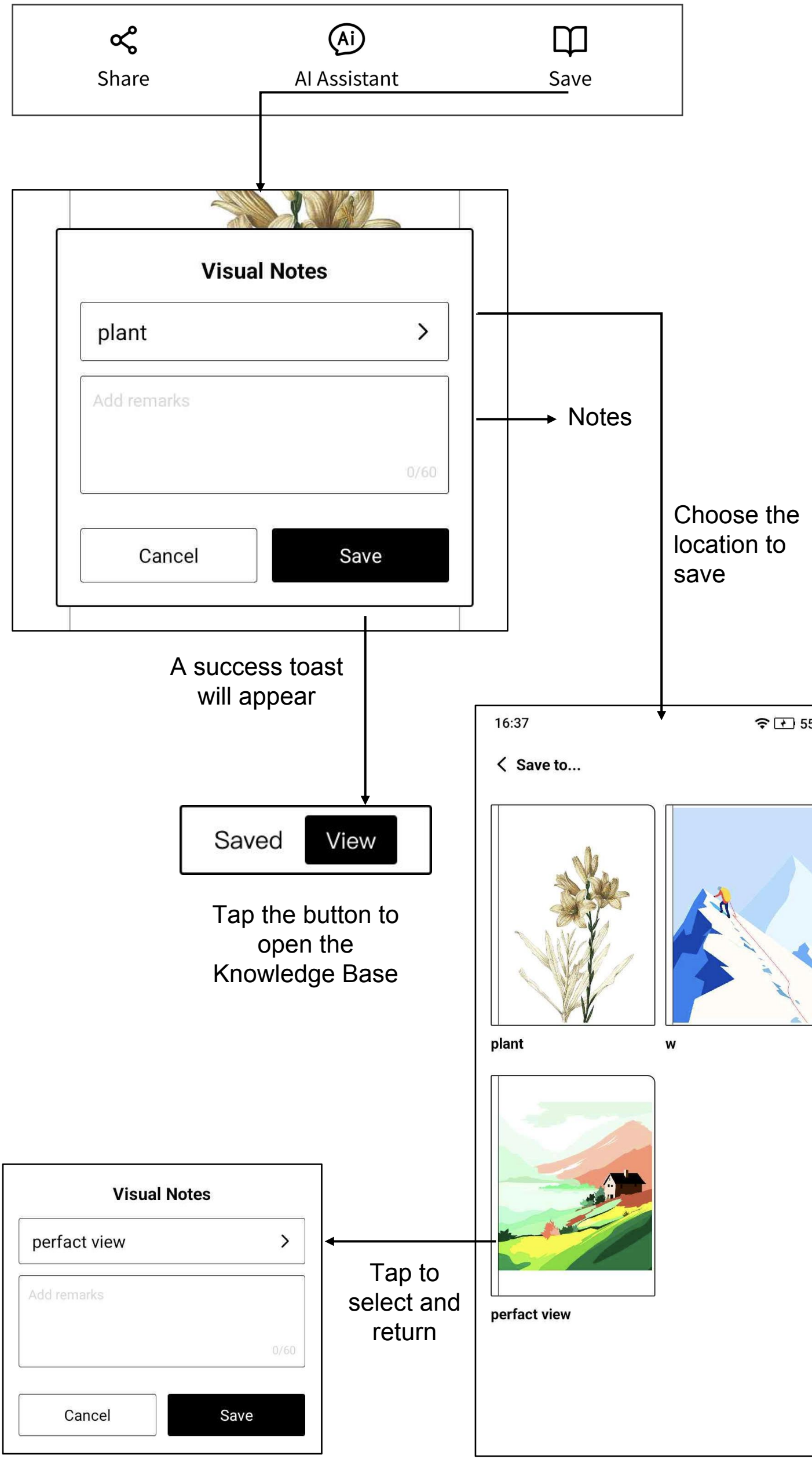
Quickly extract text or summaries with AI



Supports entering custom AI commands

Quick Start – Screenshot & Floating Button

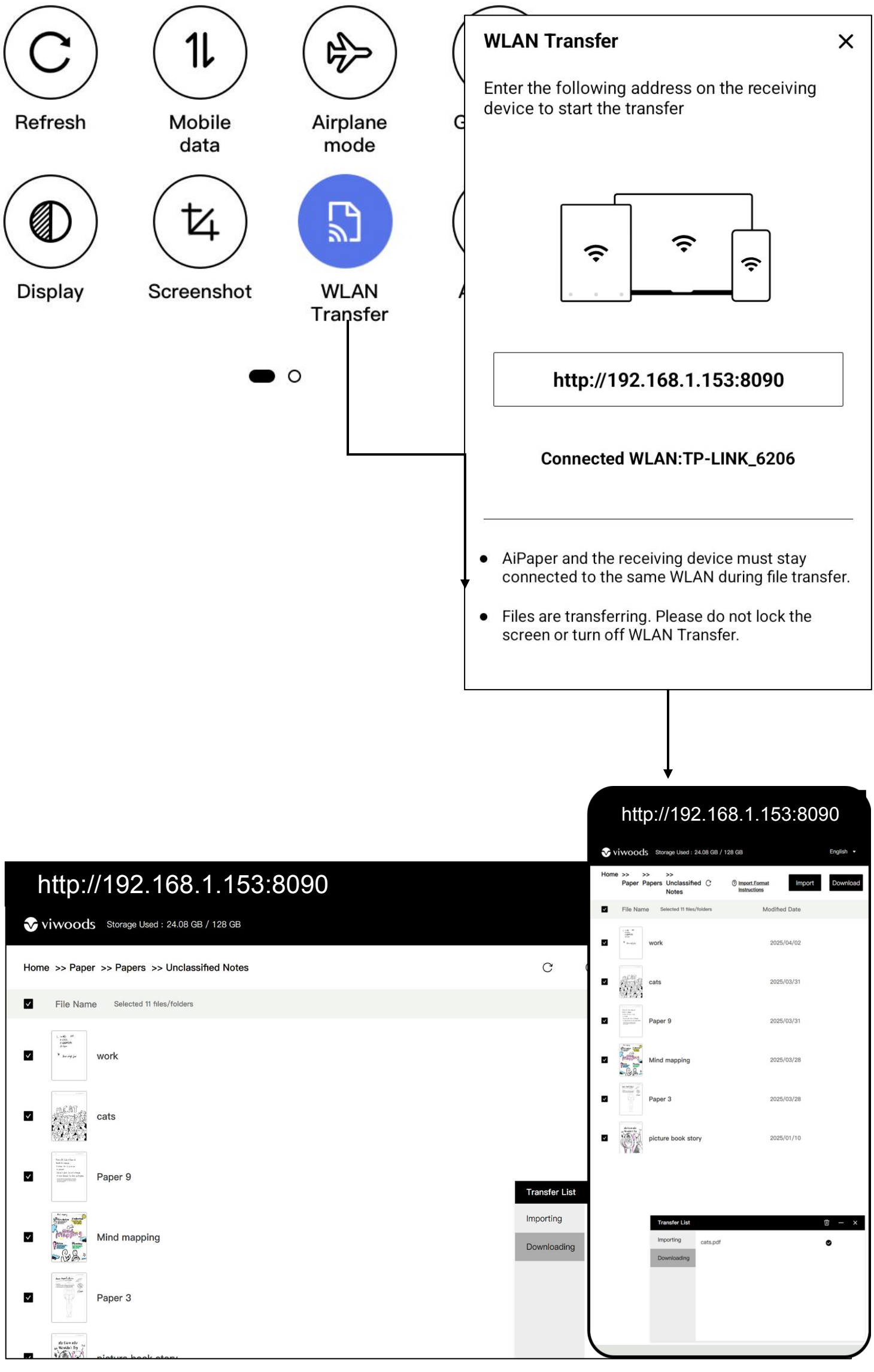
3.4 Save to Knowledge Base



Quick Start – WLAN Transfer

4. WLAN Transfer

Enter the specified link in a computer or browser to import files into AiPaper or save Viwoods files to a computer or mobile device in the same local network.



Quick Start – Wireless Transfer

4.1 Import Format Description

Import Format Instructions

Section	pdf	epub	mobi	azw/azw3	png/jpg	note
Learning	✓	✓	✓	✓	✓	✓
Knowledge Base	✓	✓	✓	✓	✓	✓

- Learning supports importing the following file formats: pdf, epub, mobi, azw, png, jpg, note
- Knowledge Base supports importing the following file format: note
- Note format instructions

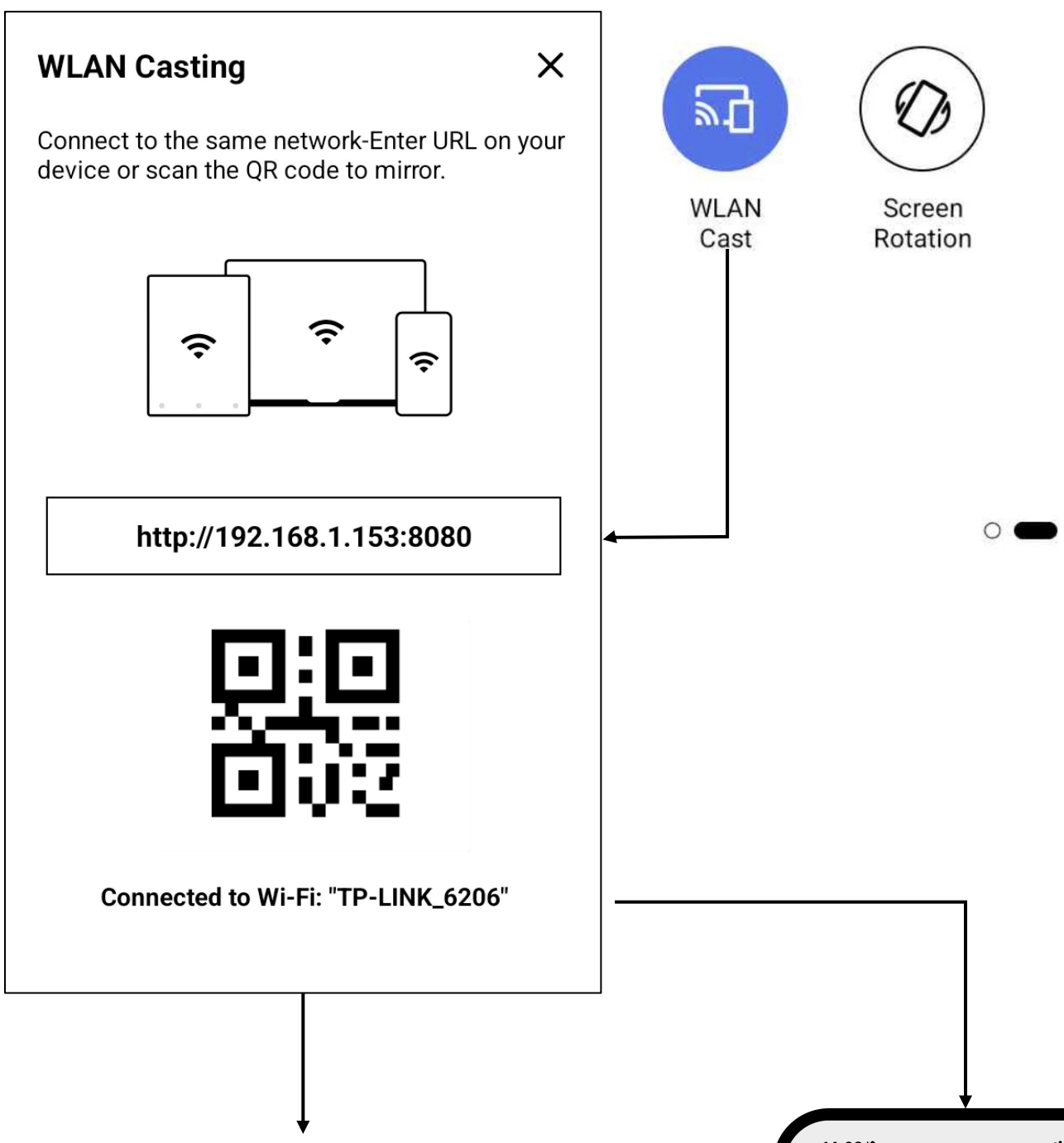
1. The note format can only be opened and edited on AiPaper devices; it cannot be viewed on other devices.

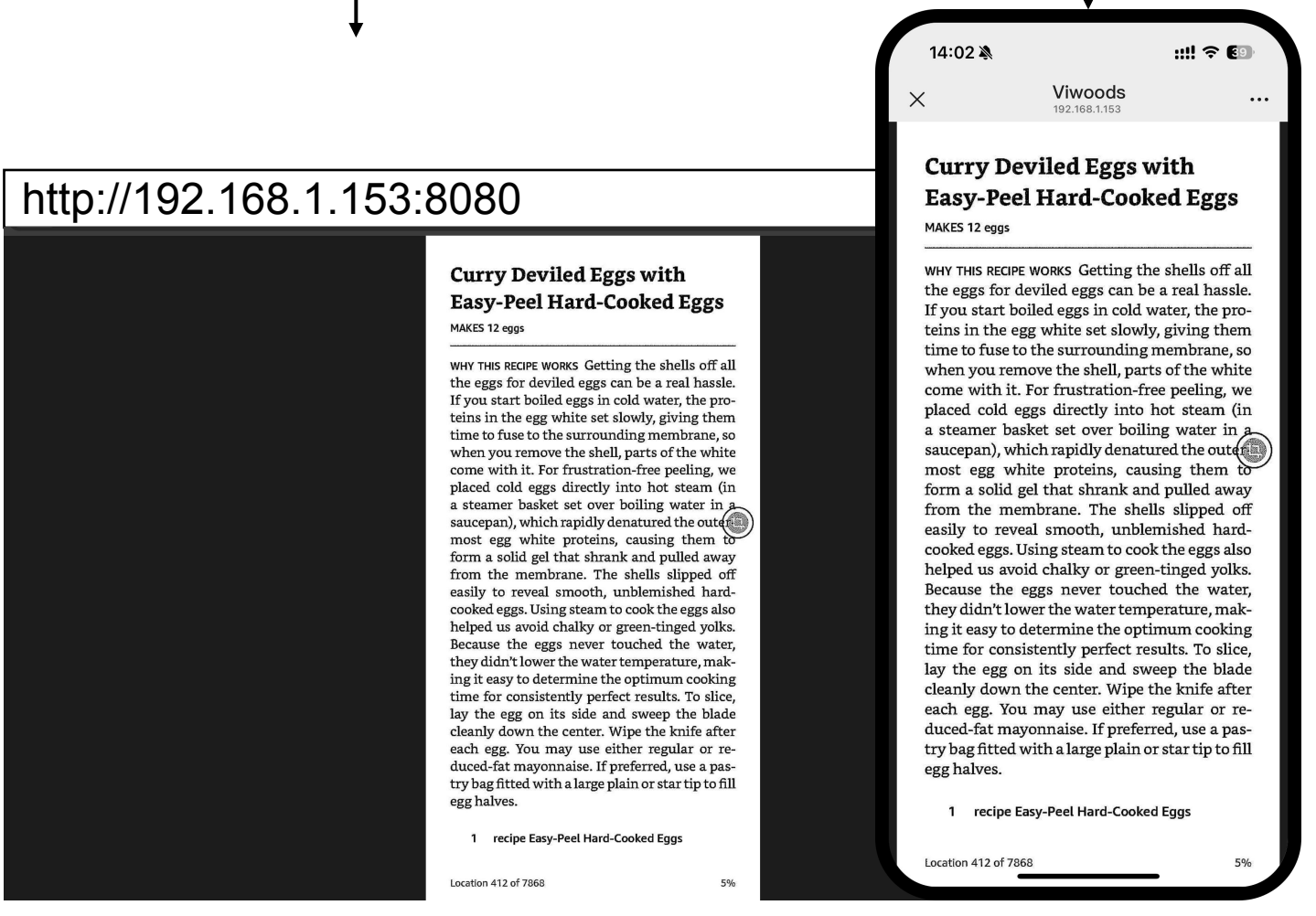
2. Note formats are not compatible between different applications. Please ensure you import the note file that was exported from the corresponding application.

Quick Start – Wireless Screen Casting

5. Wireless Screen Casting

Enter the specified link in the target device’s browser or scan the QR code to cast your screen within the same local network





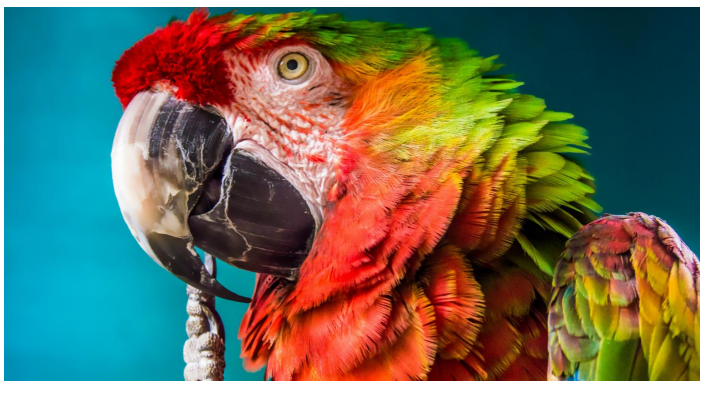


Quick Start – Screen Rotation

6. Screen Rotation

The device will automatically detect your holding orientation in supported apps and rotate the screen accordingly for optimal landscape or portrait viewing when enabled.

7. Refresh Mode



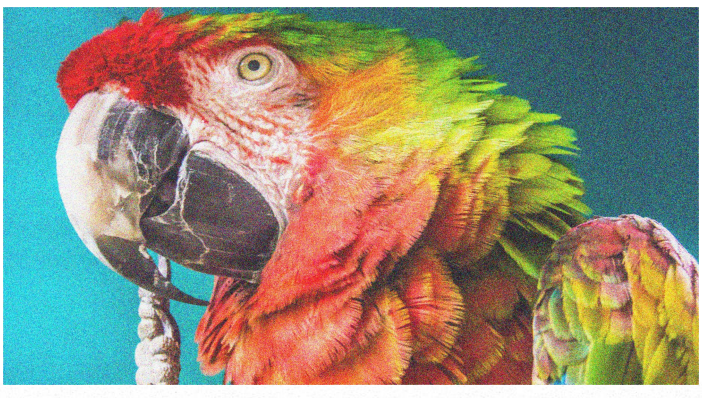
The Fascinating World of Parrots

Parrots are among the most captivating and colorful creatures in the animal kingdom. Known for their vibrant plumage and remarkable intelligence, these birds have intrigued humans for centuries.

Vibrant Colors and Varieties
Parrots come in a dazzling array of colors, from the brilliant green of the Amazon parrot to the striking blues and golds of the macaw. Each species boasts its unique patterns and hues, making them a favorite among bird enthusiasts.

Intelligence and Communication
Renowned for their cognitive abilities, parrots can mimic human speech and learn complex tasks. Some species, like the African Grey, are particularly adept at understanding and using words in context, demonstrating a remarkable level of intelligence.

Social Creatures
Parrots are highly social animals, often forming strong bonds with their human caretakers. In the wild, they live in flocks, engaging in complex social interactions. Their vocalizations serve as a means of communication, helping them to maintain these social structures.



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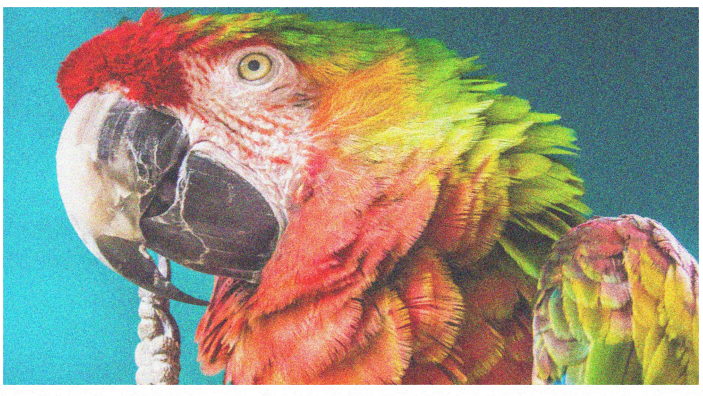
Best Display (default)

- High-quality refresh mode with excellent image quality and slower refresh speed; suitable for detailed images or reading.
- The automatic ghosting-clearing function is enabled by default and cannot be disabled.

Fast Mode

- Fast refresh mode, lower quality but fast refresh speed, suitable for browsing web pages or quick scrolling.
- Supports manually turning the auto clear ghosting function On/Off.

7. Refresh Mode



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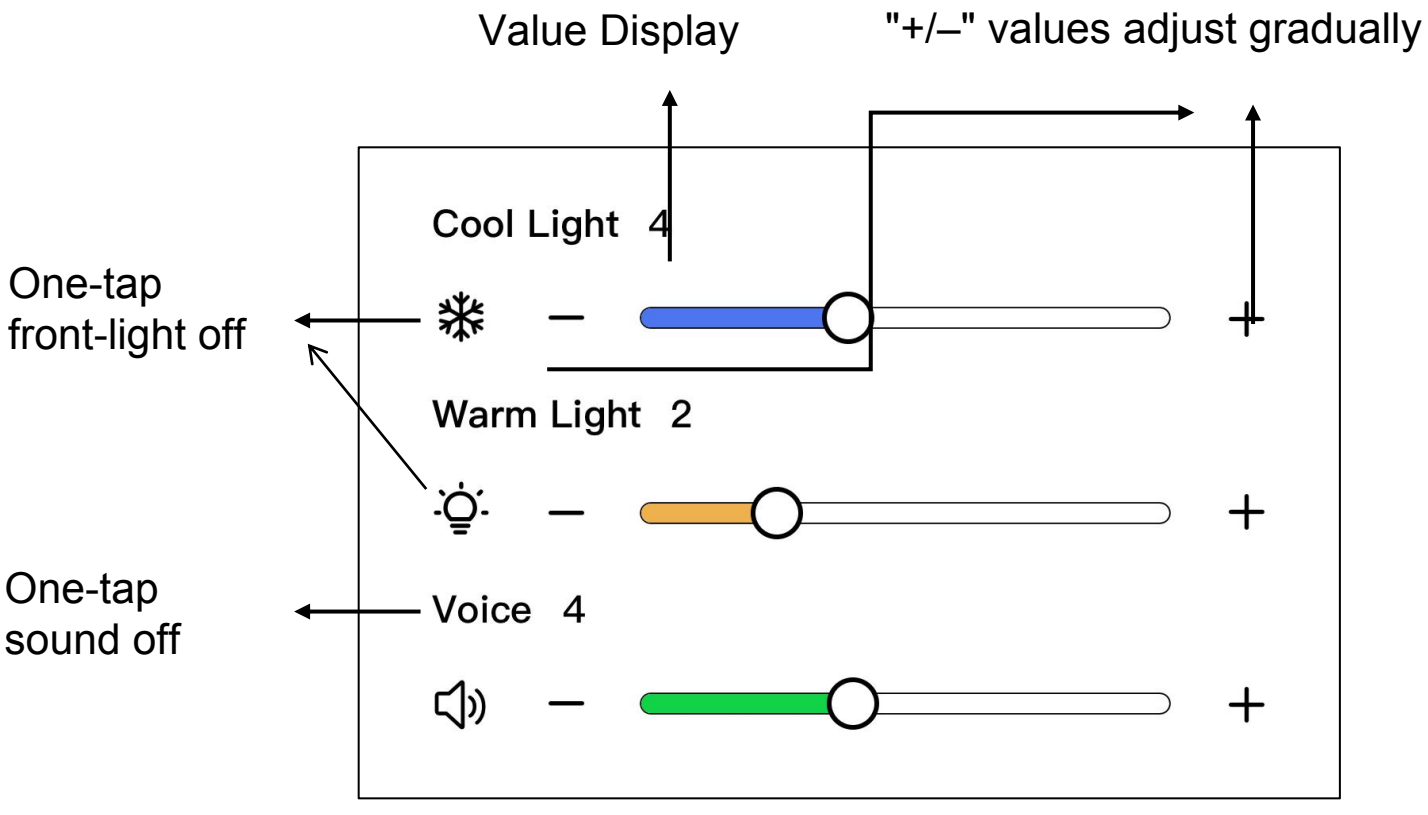
Quick Refersh

- This mode offers the fastest refresh speed among the 4 options, ideal for rapid operations such as web browsing or video playback.

- The automatic ghosting-clearing function is enabled by default and cannot be disabled.

Quick Start – Front Light & Sound

8. Front Light

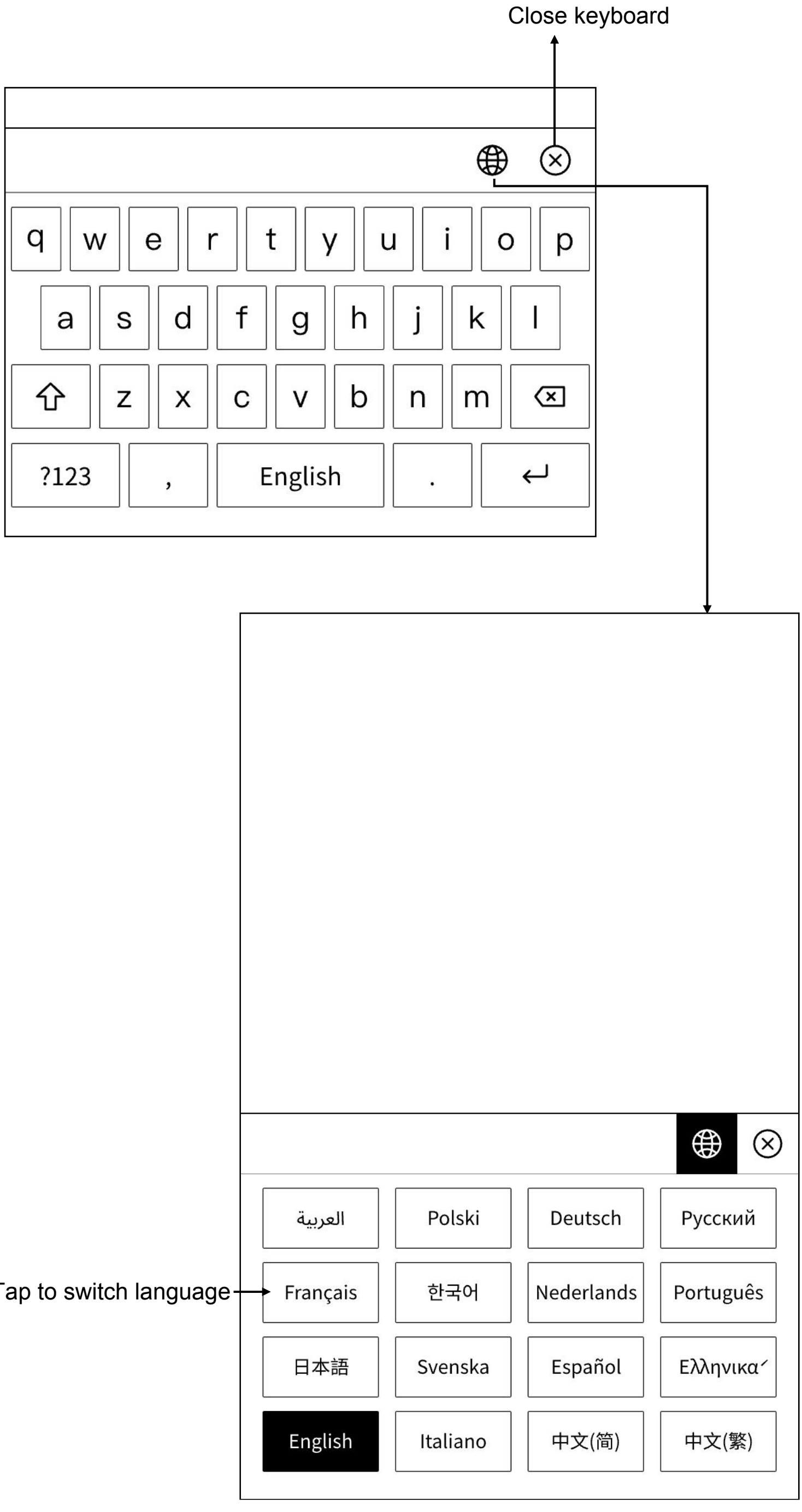


- Supports independent adjustment of warm and cool light
- The front light can be adjusted by sliding or by utilizing the "+ / -" buttons for incremental/decremental step-by-step fine-tuning.
- One-tap functionality is supported for turning the front light On or Off.
- Adjustment is also available within Settings > Display.

9. Sound

- When a Bluetooth or wired audio device is connected, the volume slider will appear in Control Centre or adjust using the physical +/– keys on the right side of the device.

Quick Start – Keyboard Input



Tap to switch language →

Settings – Users

1.Viwoods Account

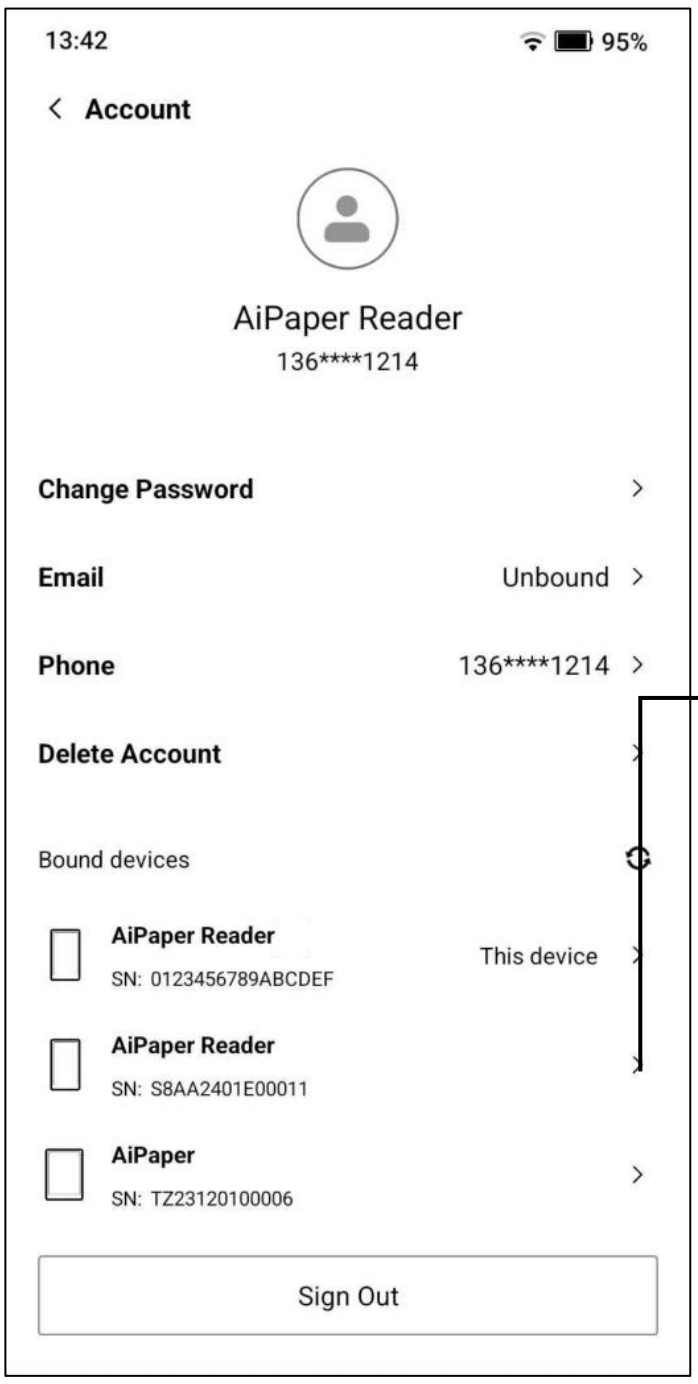
- A single device is bound to one Viwoods account.
- Binding via email or mobile number is supported, as is account cancellation.
- Account passwords must consist of 8 or more digits, letters, and common symbols.



Settings – Users

2. Multi-Device Management

- After logging in, users can view all bound devices and perform remote unbinding.





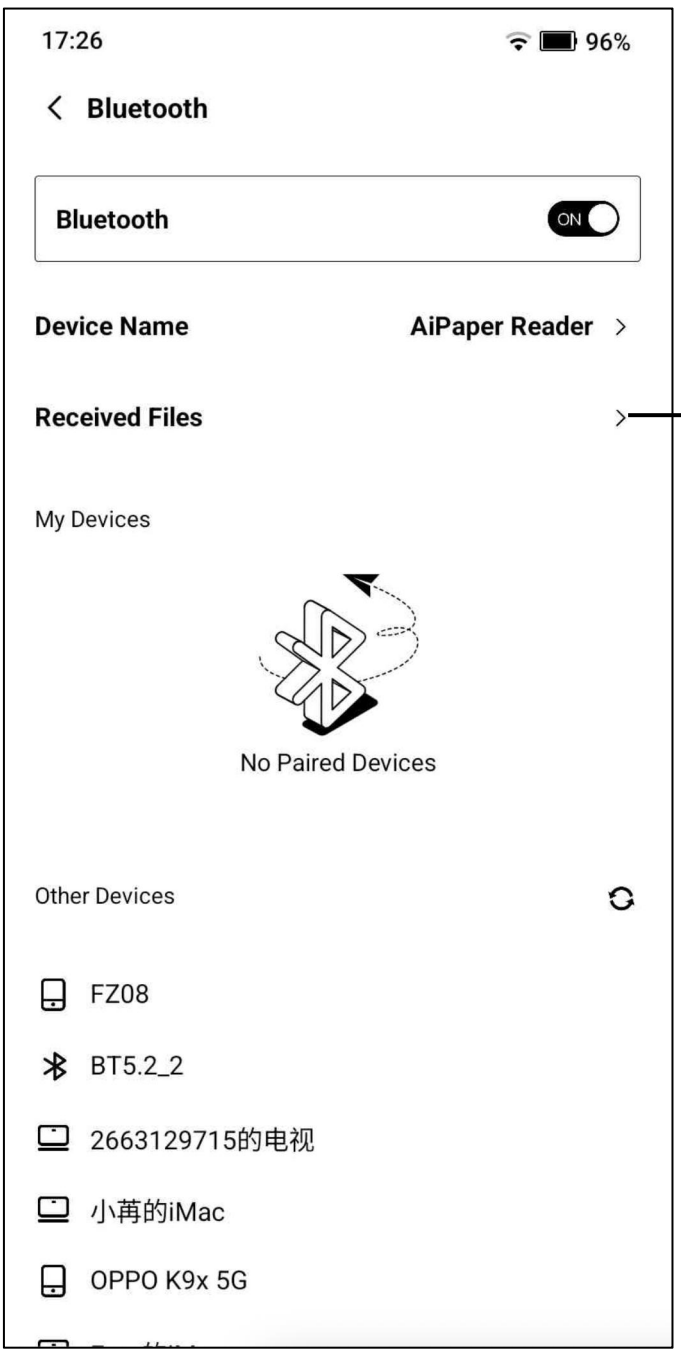
Settings – WLAN & Bluetooth

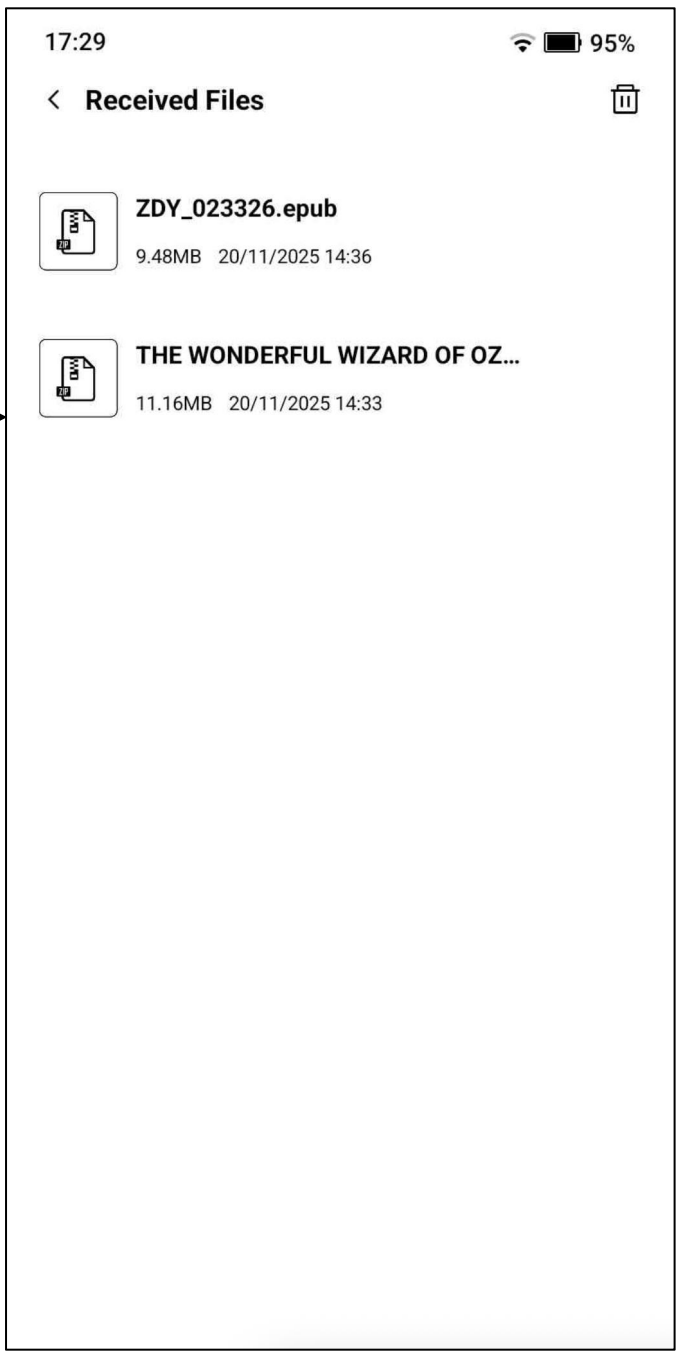
WLAN

- The device will automatically scan for nearby WLAN networks after enabling Wi-Fi.
- Supports manual network entry.
- Supports advanced options such as modifying IP and MAC address.
- Supports enterprise Wi-Fi.

Bluetooth

- Enable Bluetooth to scan for nearby devices and send pairing requests. Both devices must be paired to use Bluetooth.
- Supports Bluetooth file transfer; view received files under “Received Files”.





Settings – Language, Display & General

Language

- Supports German, English, Spanish, French, Italian, New Zealand English, Portuguese, Russian, Simplified Chinese, Traditional Chinese, Korean, Japanese.
- Adapts date formatting based on selected language

Display

- Adjust front light
- Adjust font size
- Set auto-sleep time
- Choose whether mobile data, WLAN, and Bluetooth stay on/off during sleep.
- Wake via Folio

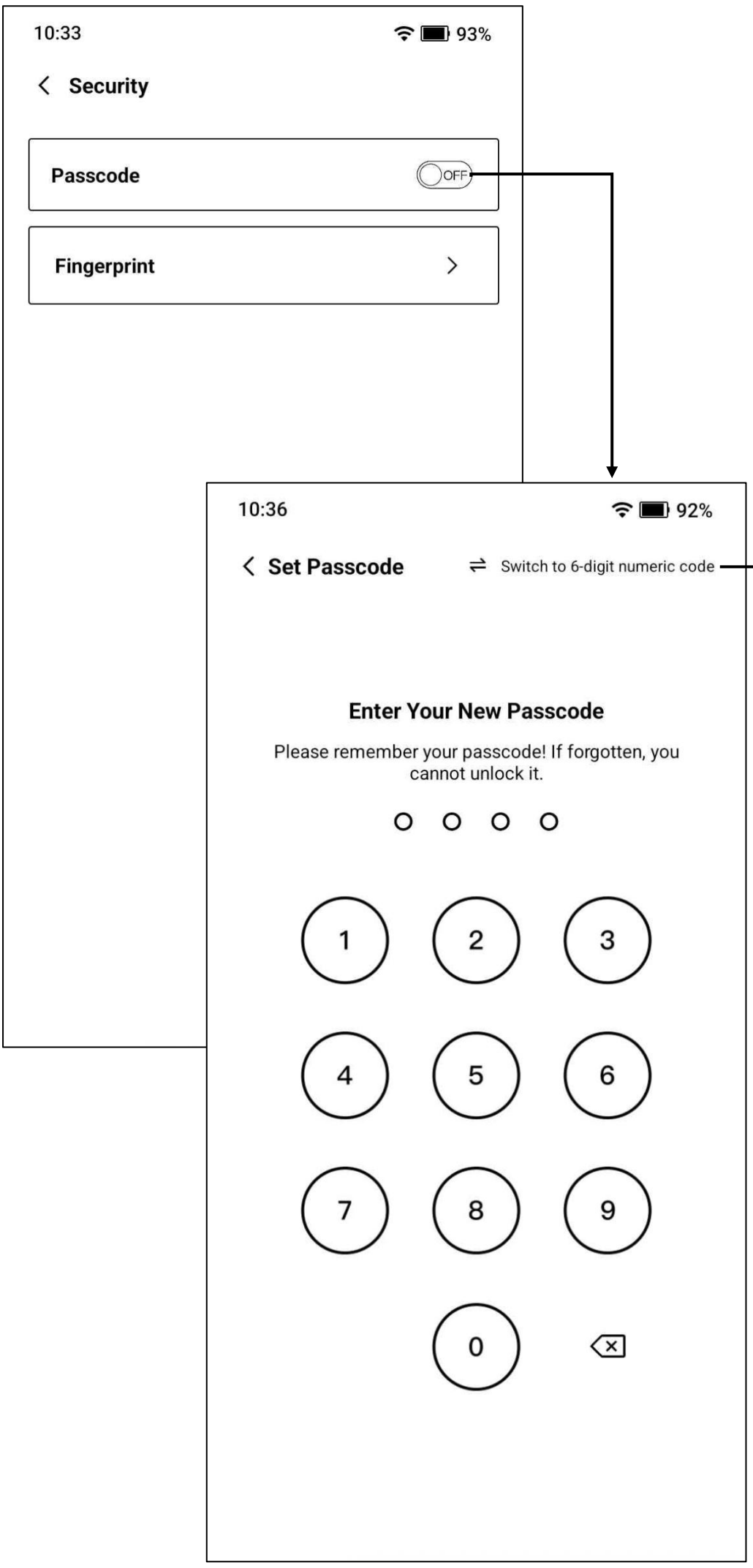
General Settings

- Select 12- or 24-hour time format and date format
- Set wallpaper and signature; supports transparent wallpaper
- Custom wallpaper can be selected in File Management
- Toggle USB debugging
- Toggle auto-correction
- Restore factory settings
- Advanced Settings – quick access to native system settings for advanced configuration
- Supports switching server nodes: US, China, Singapore

Settings – Security Setting

1. Lock Screen Password

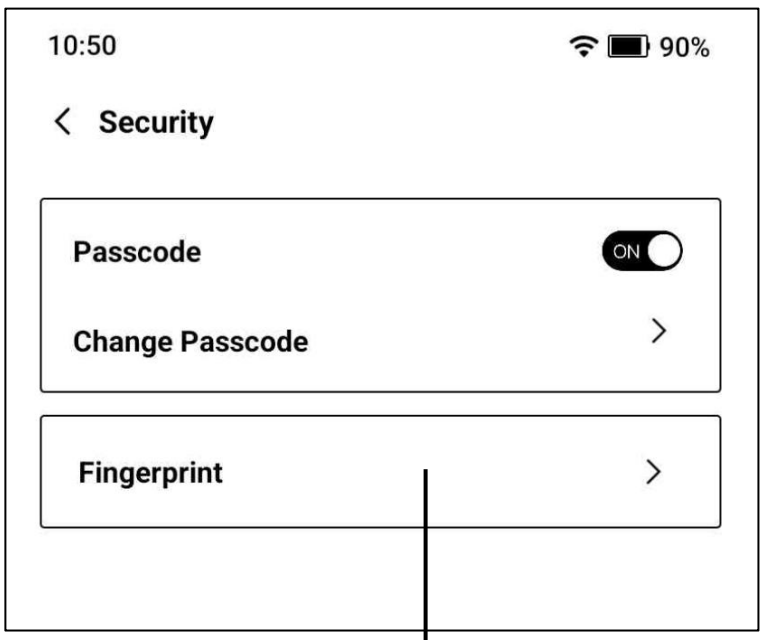
- A 4-digit or 6-digit numerical lock screen password can be set, and password reset functionality is supported.
- If the device is not bound to a Viwoods account, a forgotten password cannot be reset. The lock screen password must be secured properly.

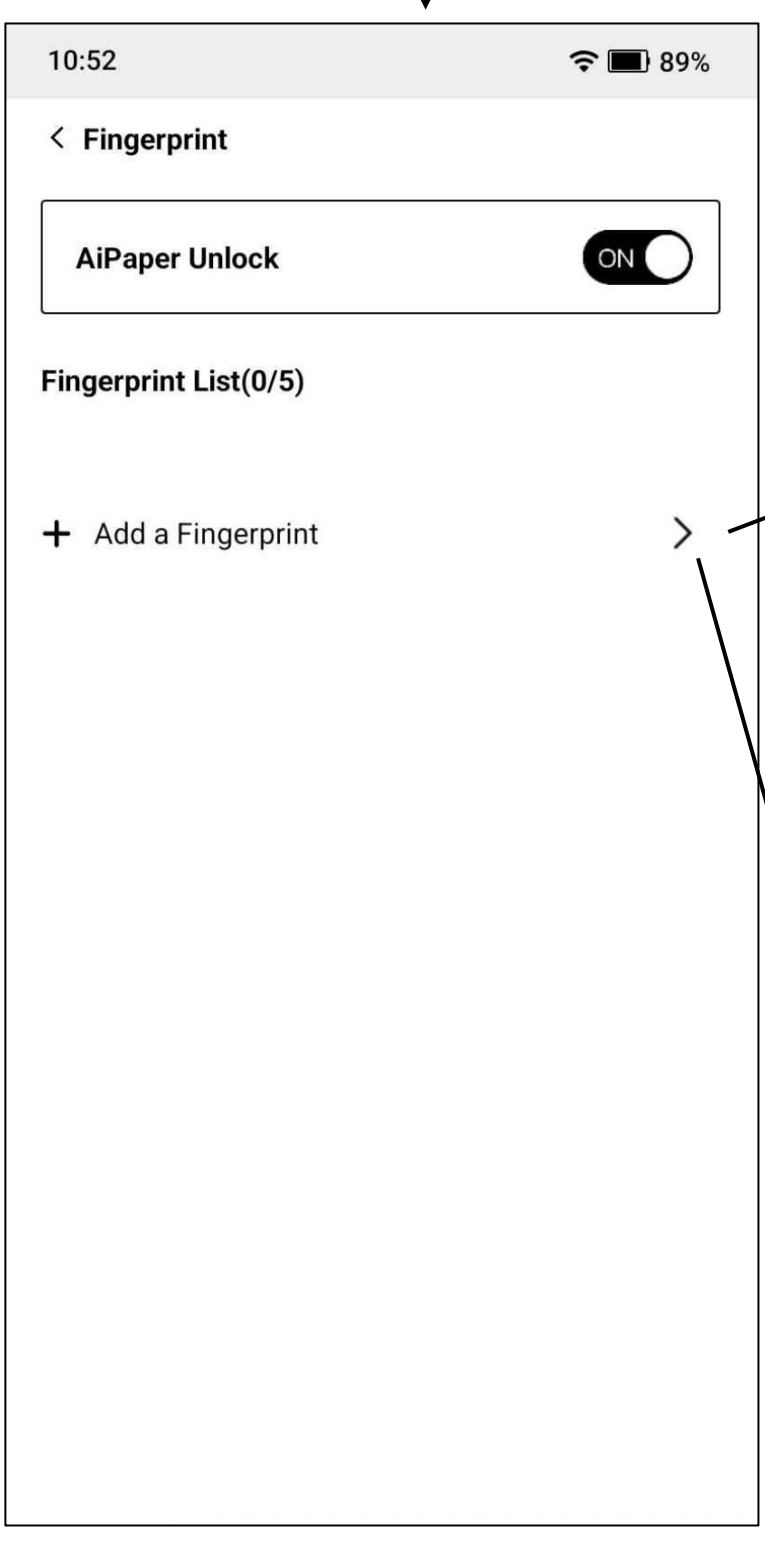


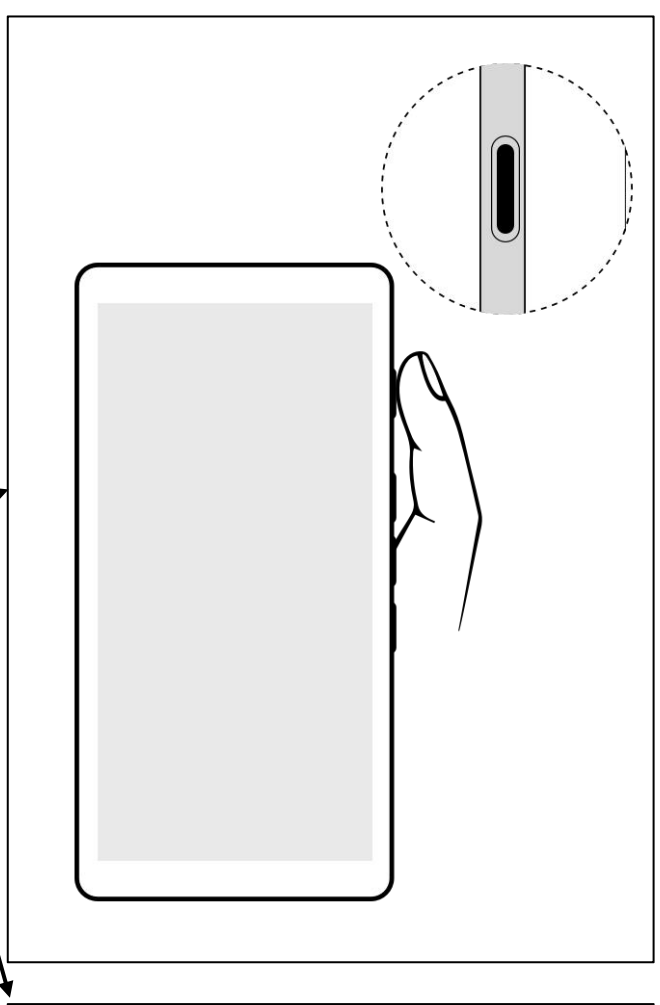
Settings – Security Setting

2. Fingerprint

- Supports fingerprint unlock.
- Up to 5 fingerprints can be added with renaming support.





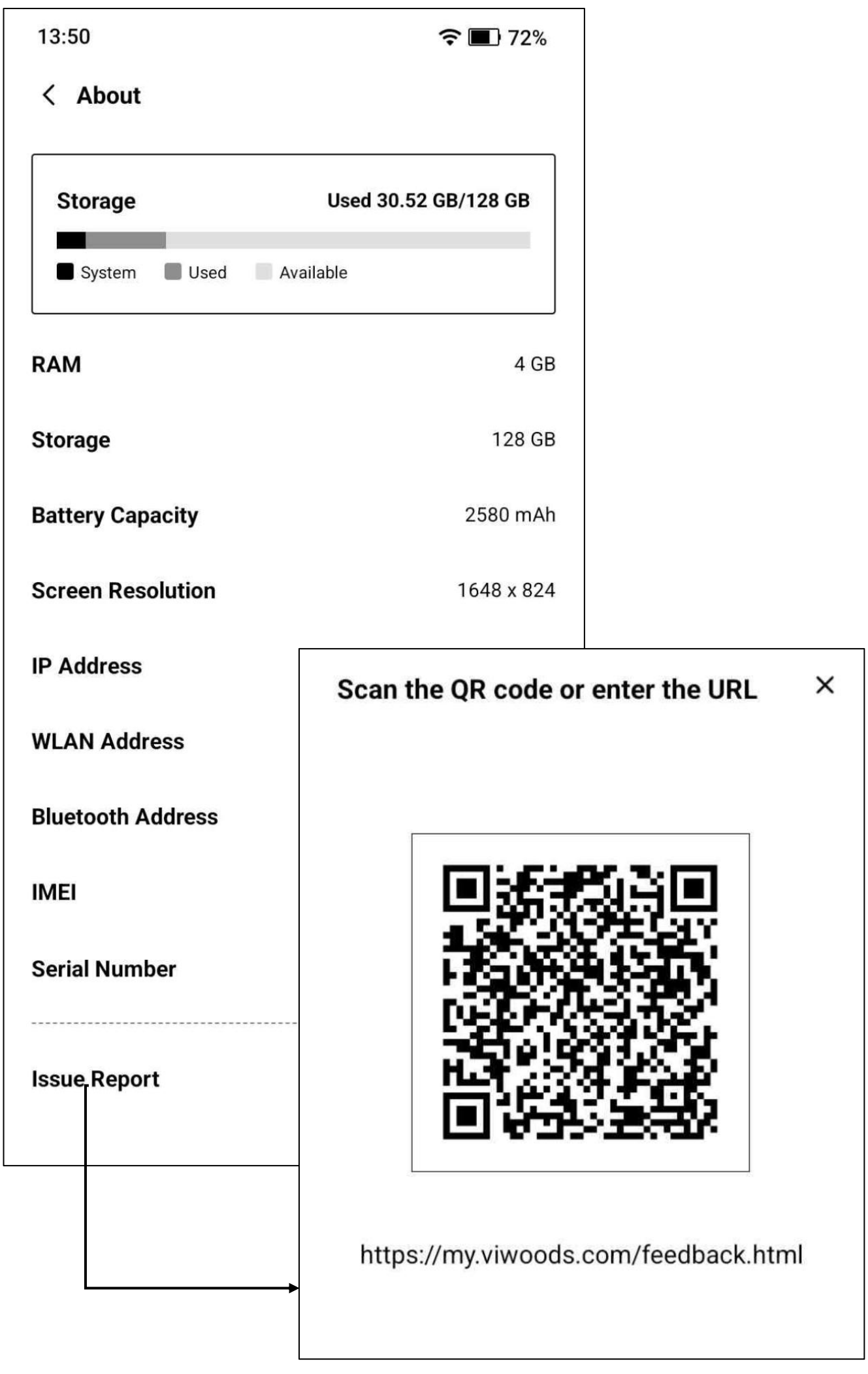




Settings – About Device

Feedback

- Scan the code or enter the URL:
  https://my.viwoods.com/feedback.html



Settings – Play Store

Play Store

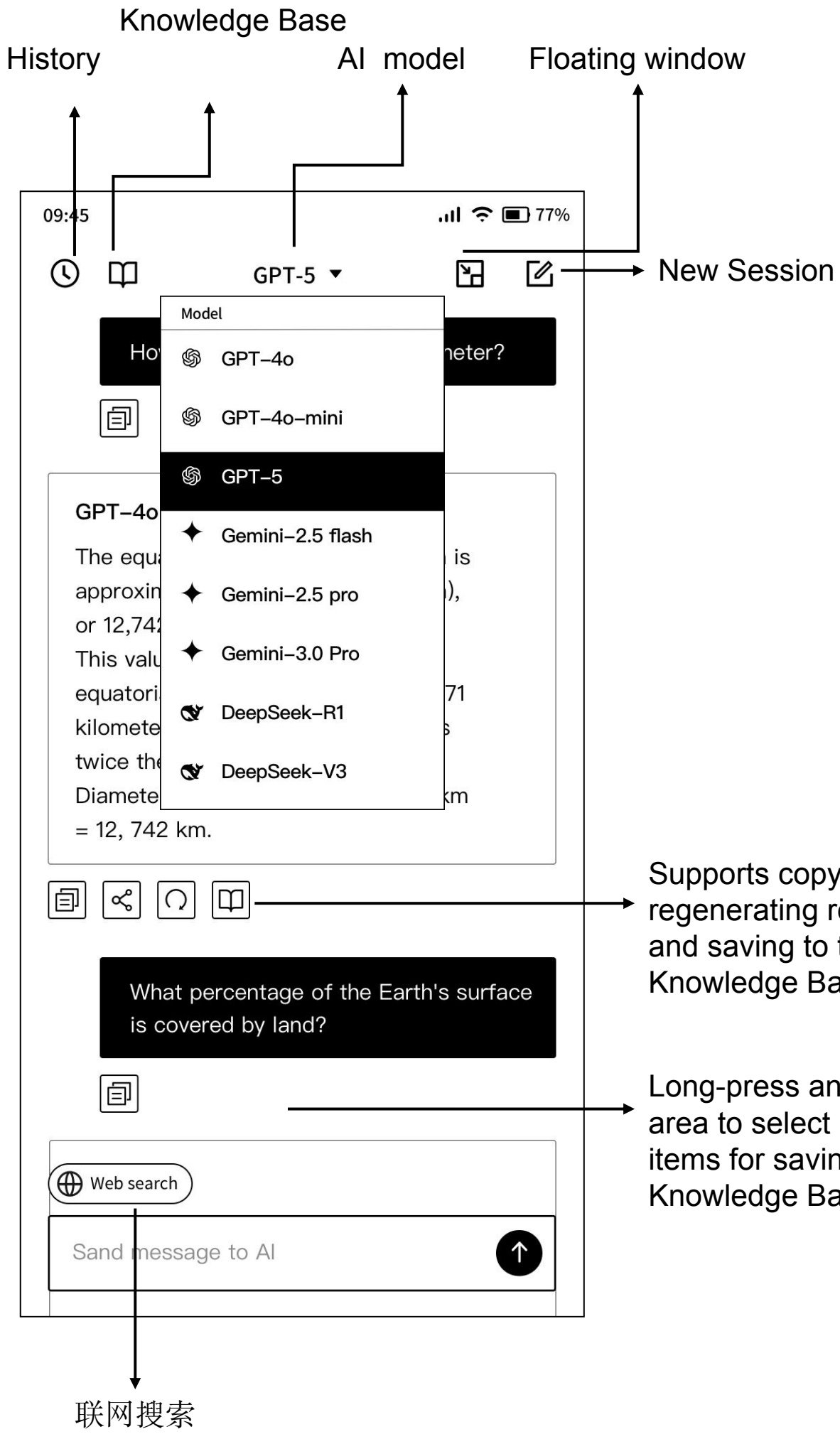
- Enable: activates Google Service Framework (Google authorization required)
- Disable: deactivates Google services and clears cache automatically

Scan to view detailed instructions

AI

1. AI Interaction Instructions

- AI functionality is available without logging into a Viwoods account, offering a selection of multiple models, including GPT-4o, GPT-4o mini, GPT 5, Gemini-2.5 flash, Gemini-2.5 Pro, Gemini-3.0 Pro, Deepseek-R1, and Deepseek-V3.
- Networked search functionality is enabled upon logging into the Viwoods account.

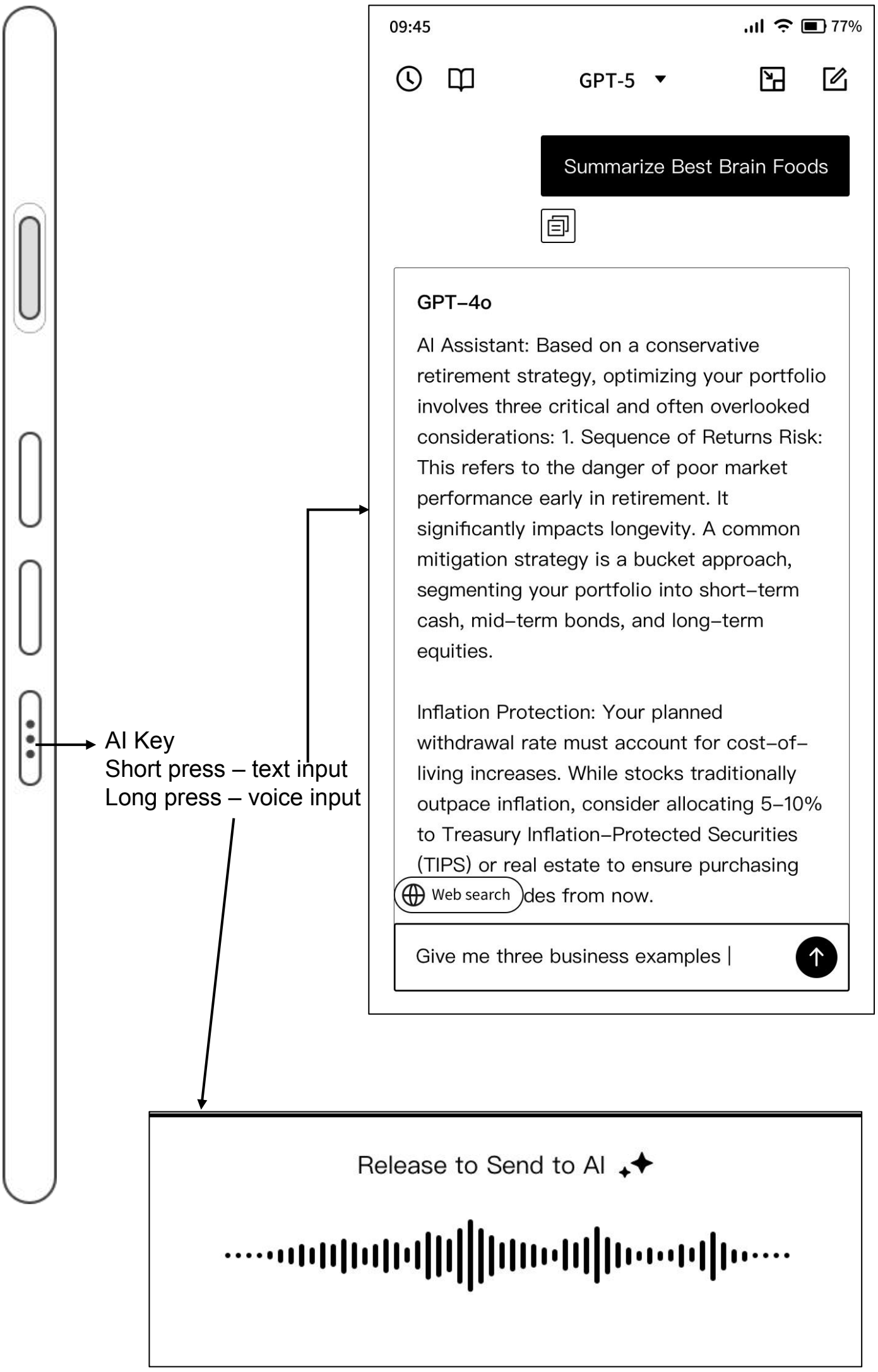


AI – Voice

2. Voice AI

- Long-press the AI key to record up to 60 seconds; release to send automatically.

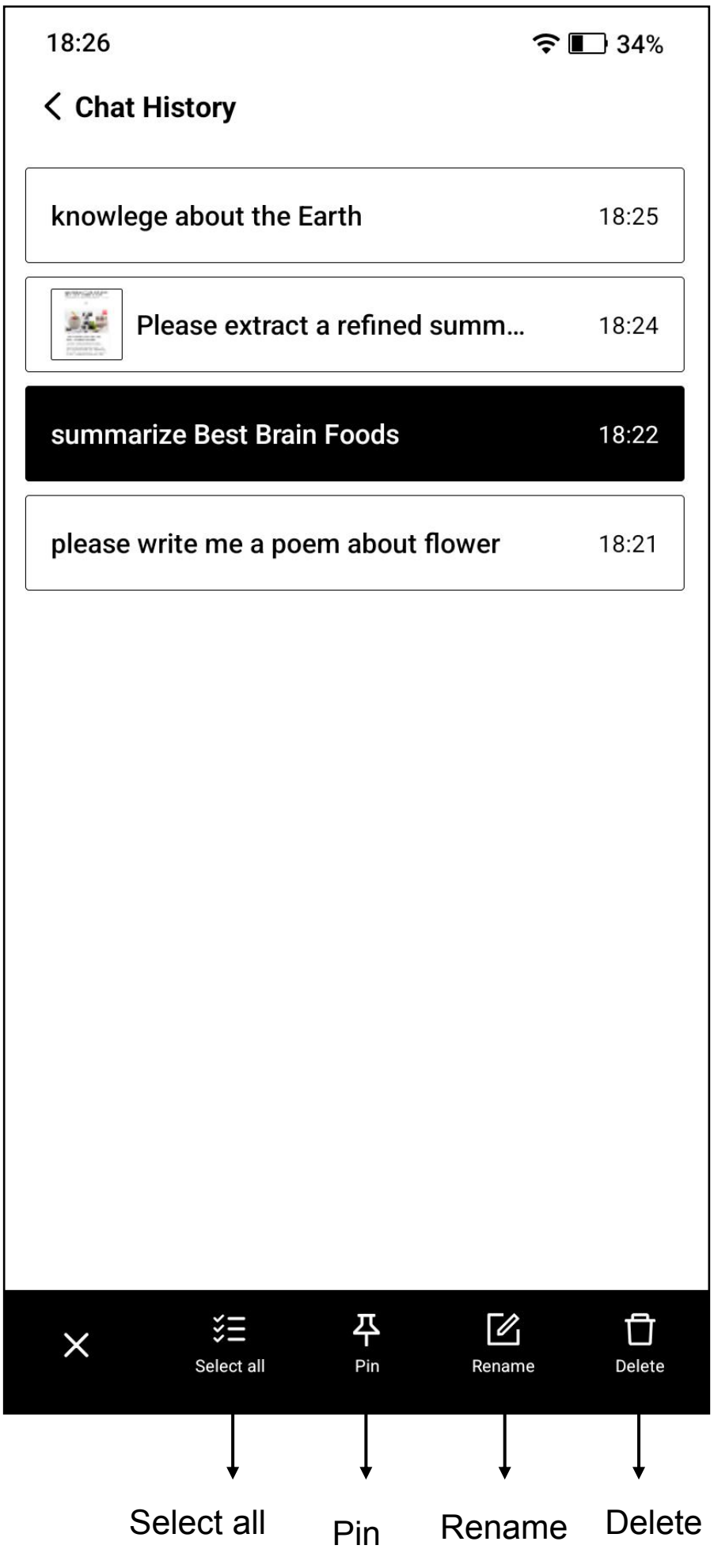
  Short press to input text for AI.



AI – History

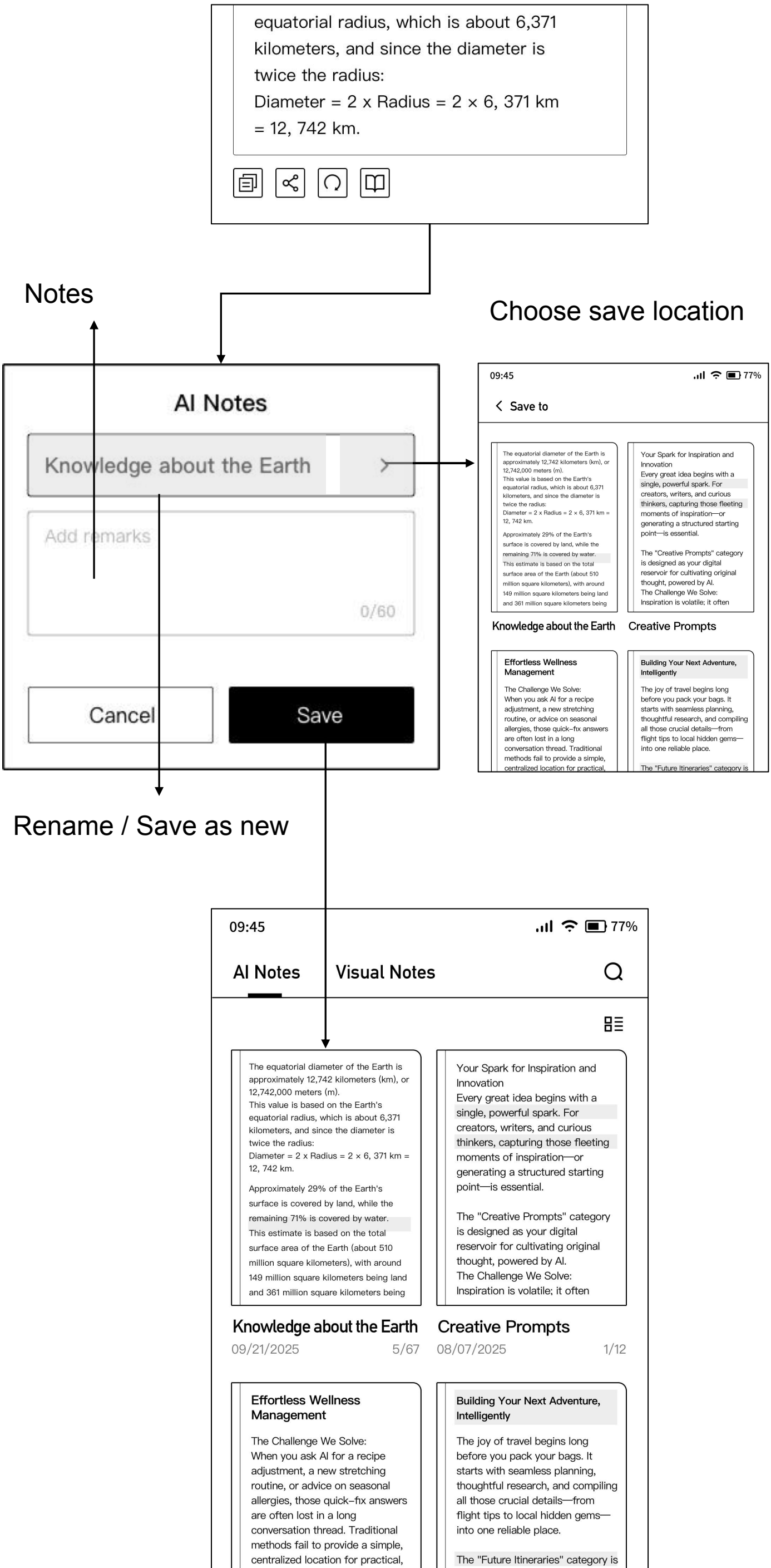
3. History

- For privacy protection, history is saved locally. User can delete the history manually.



AI – Save to Knowledge Base

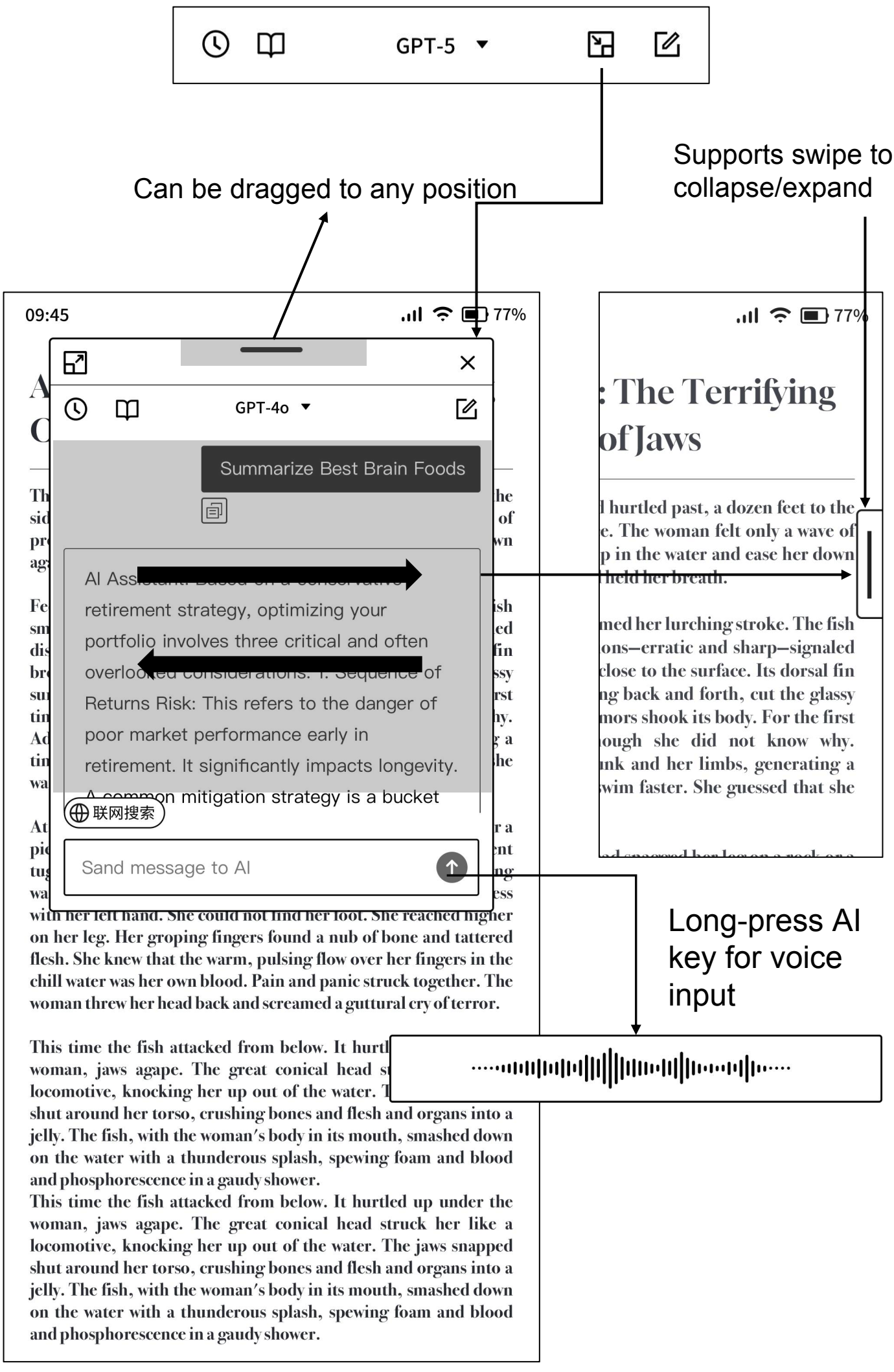
4. Save to Knowledge Base



AI – Floating Window

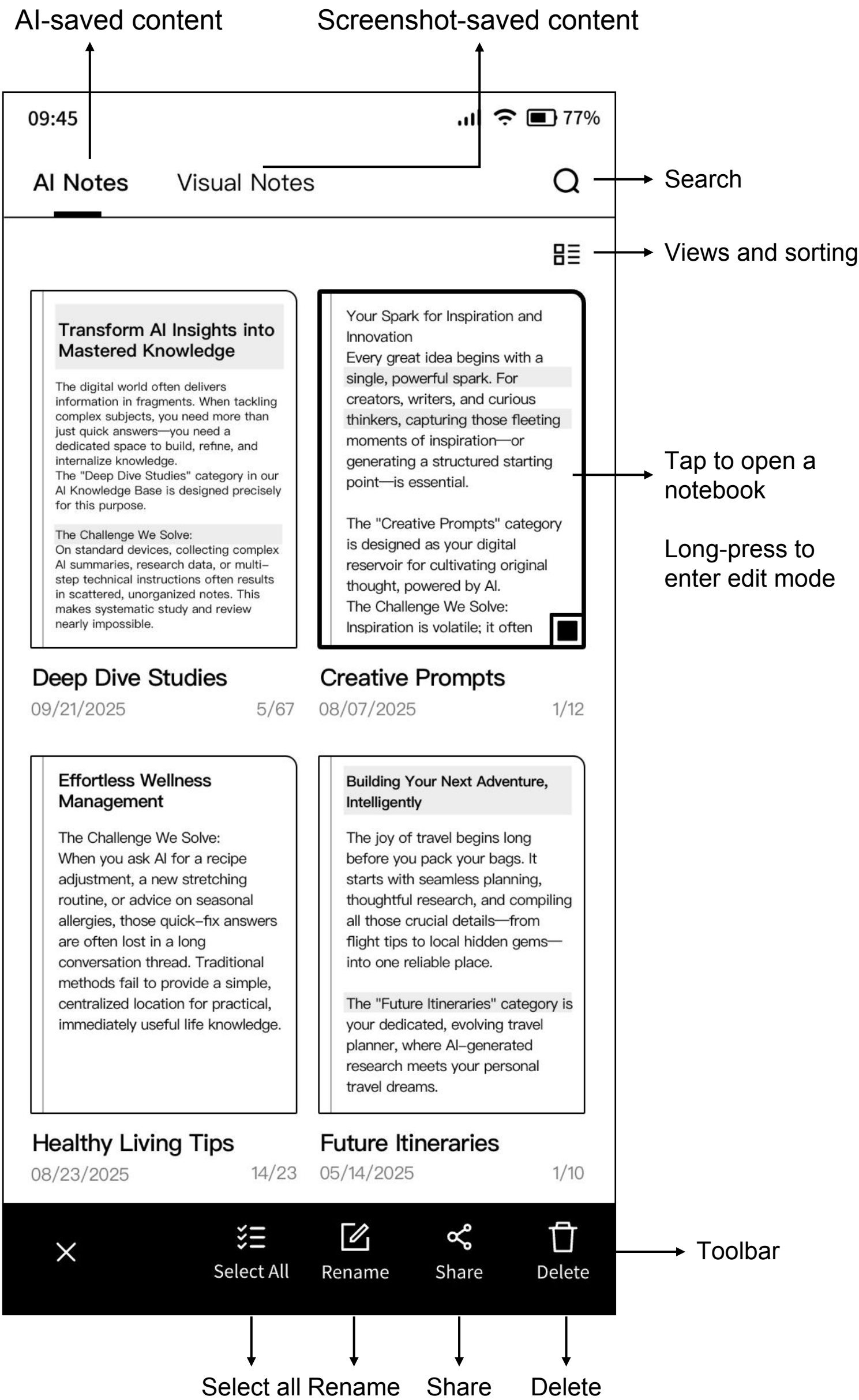
5.AI Floating Window

- Supports switching to Floating Window mode. The window can be slid to the screen edge to collapse or expand, allowing you to use AI easily while multitasking.

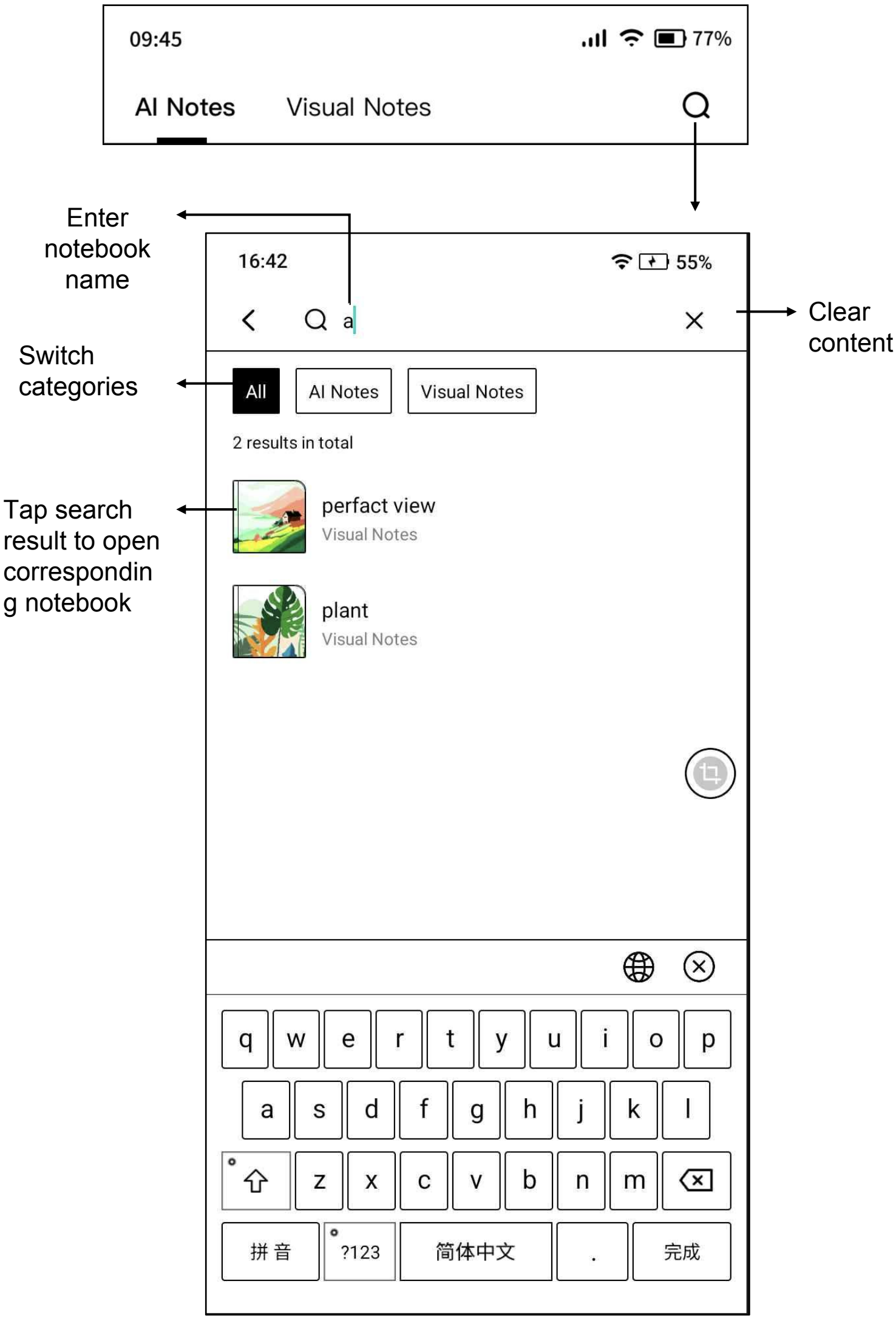


Knowledge Base

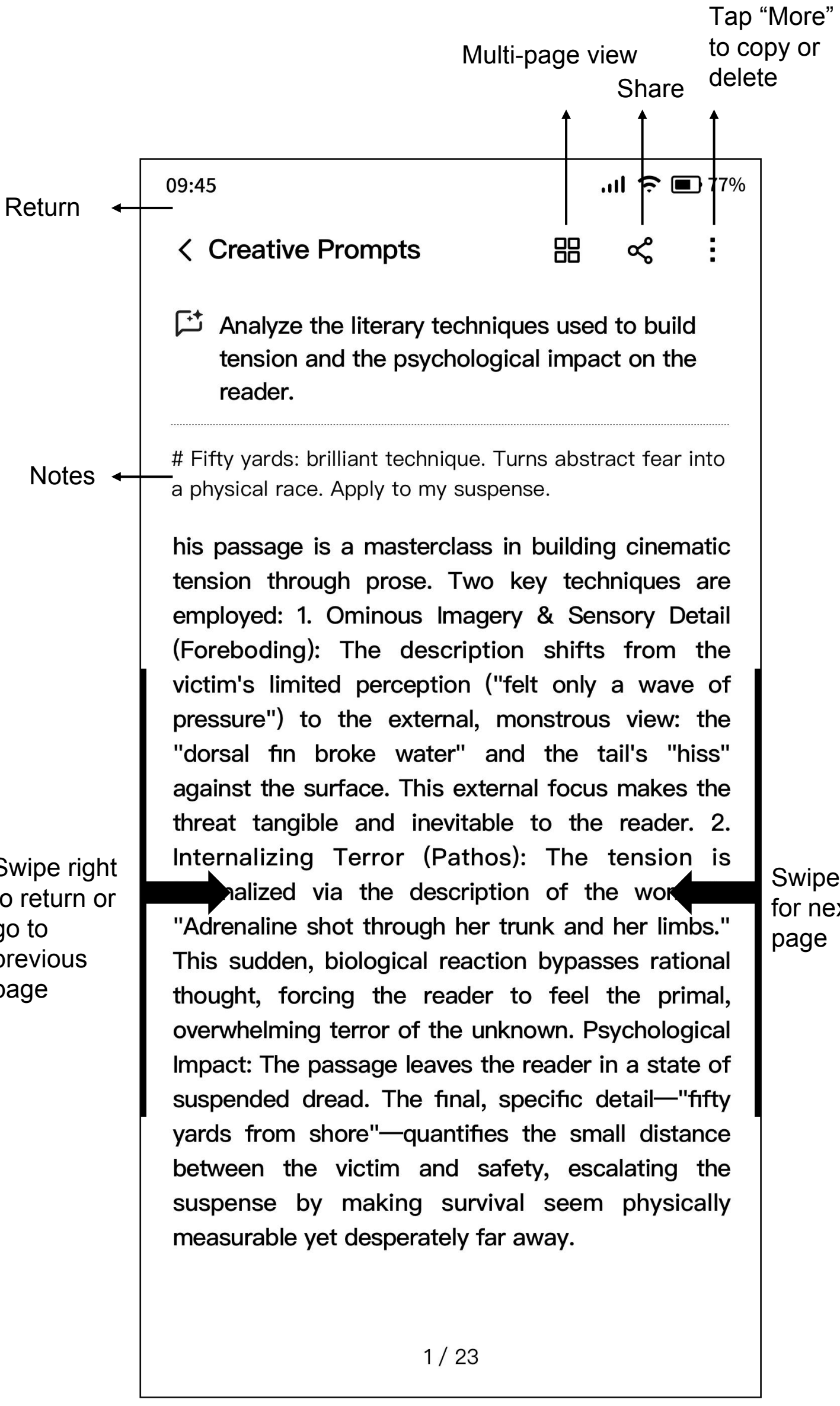
Main Interface



Knowledge Base - Search

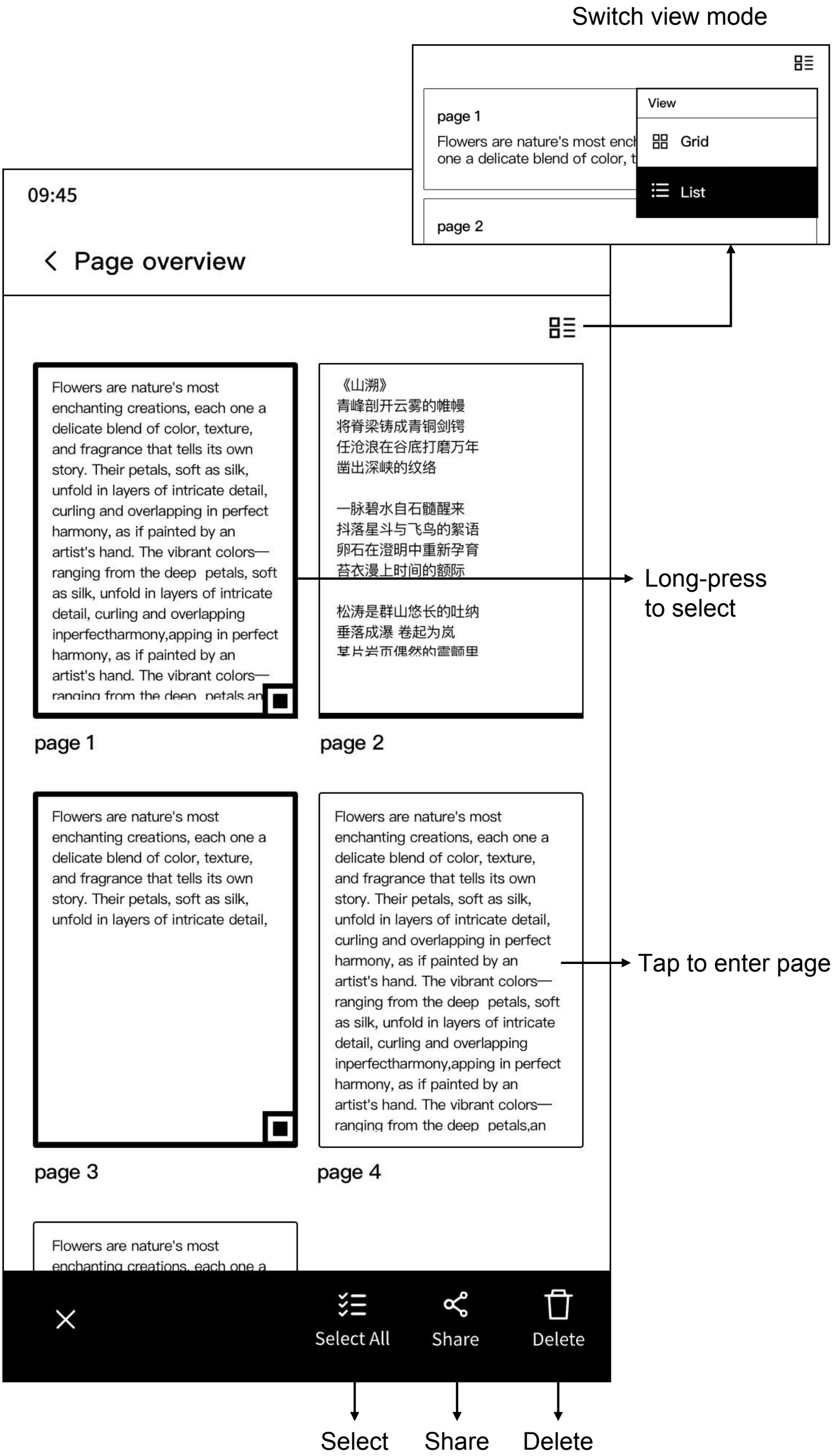


Note Details Interaction Description



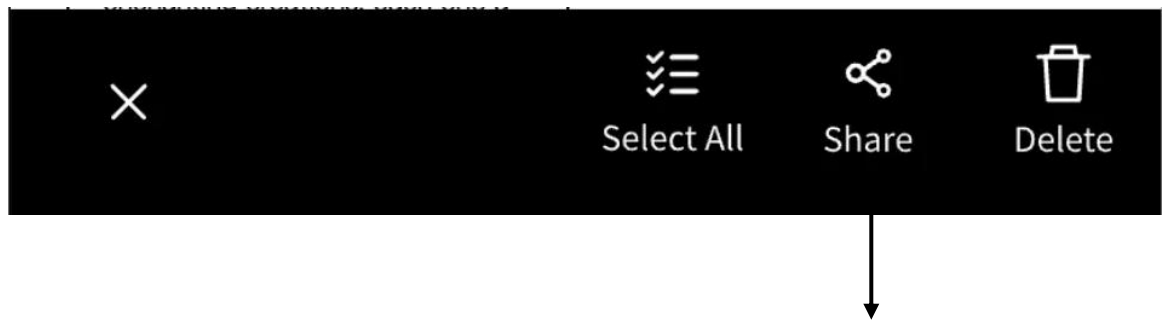
Knowledge Base - AI Notes

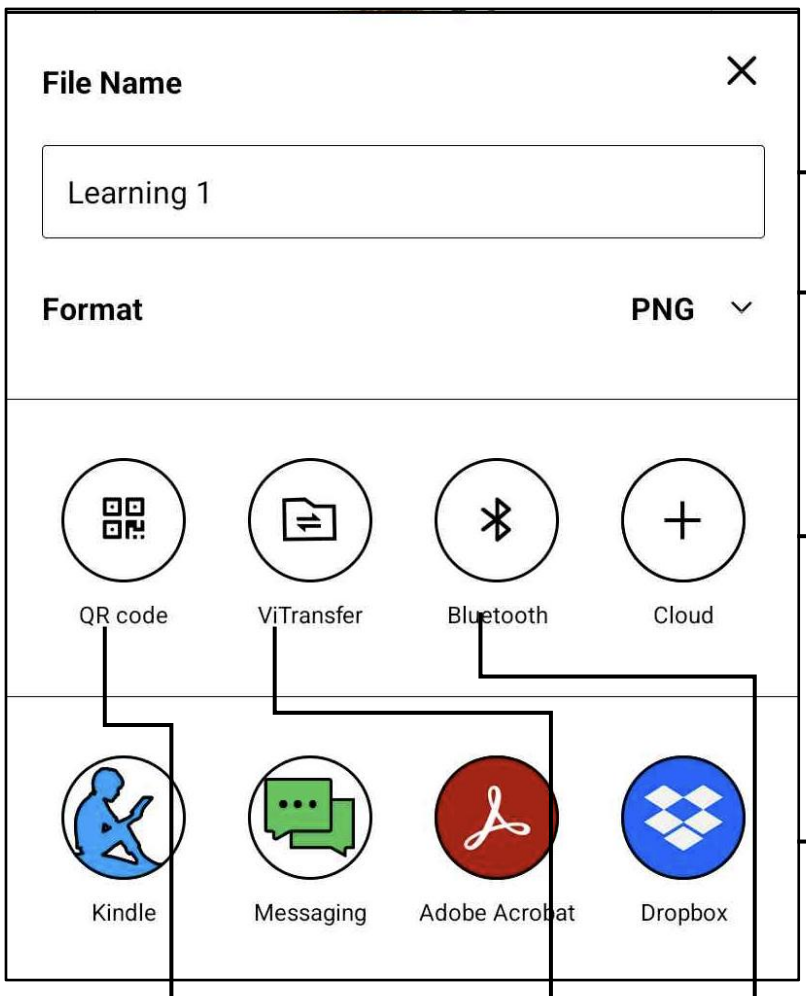
Multi-Page Operations



Knowledge Base - AI Notes

Note sharing





Tap to rename

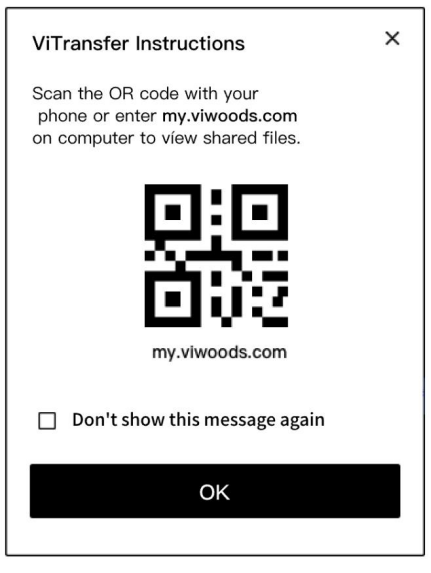
Change file format to PDF、TXT、HTML

Share via QR code, Transfer, Bluetooth, or cloud drive

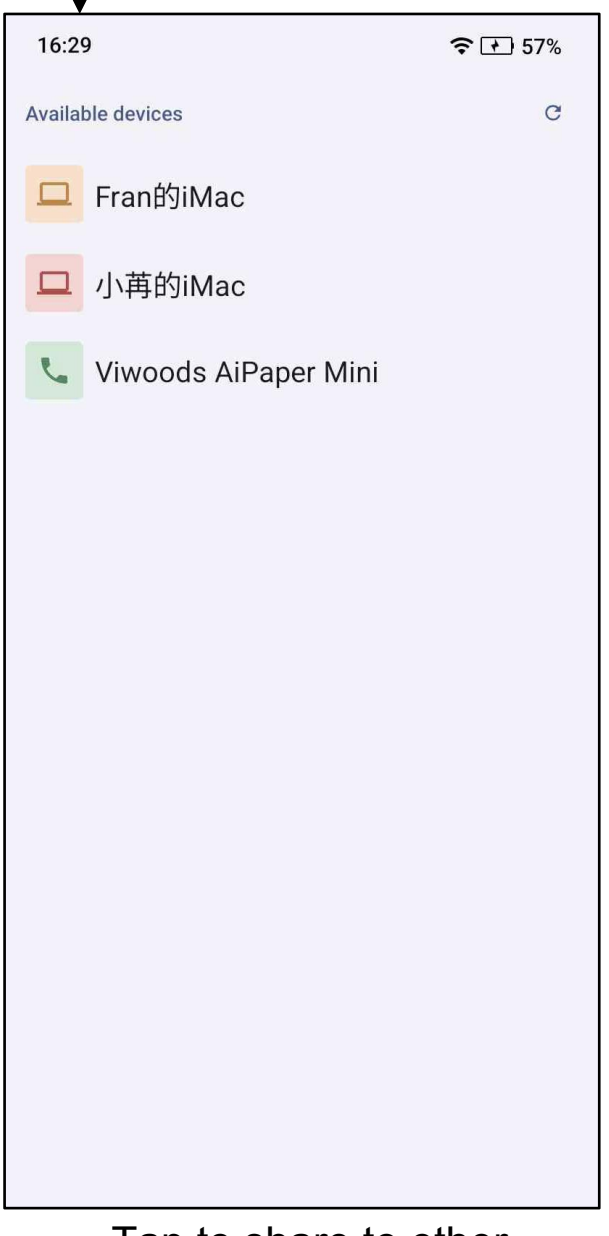
Tap to share via third-party apps



Scan the QR code using a browser to view the shared



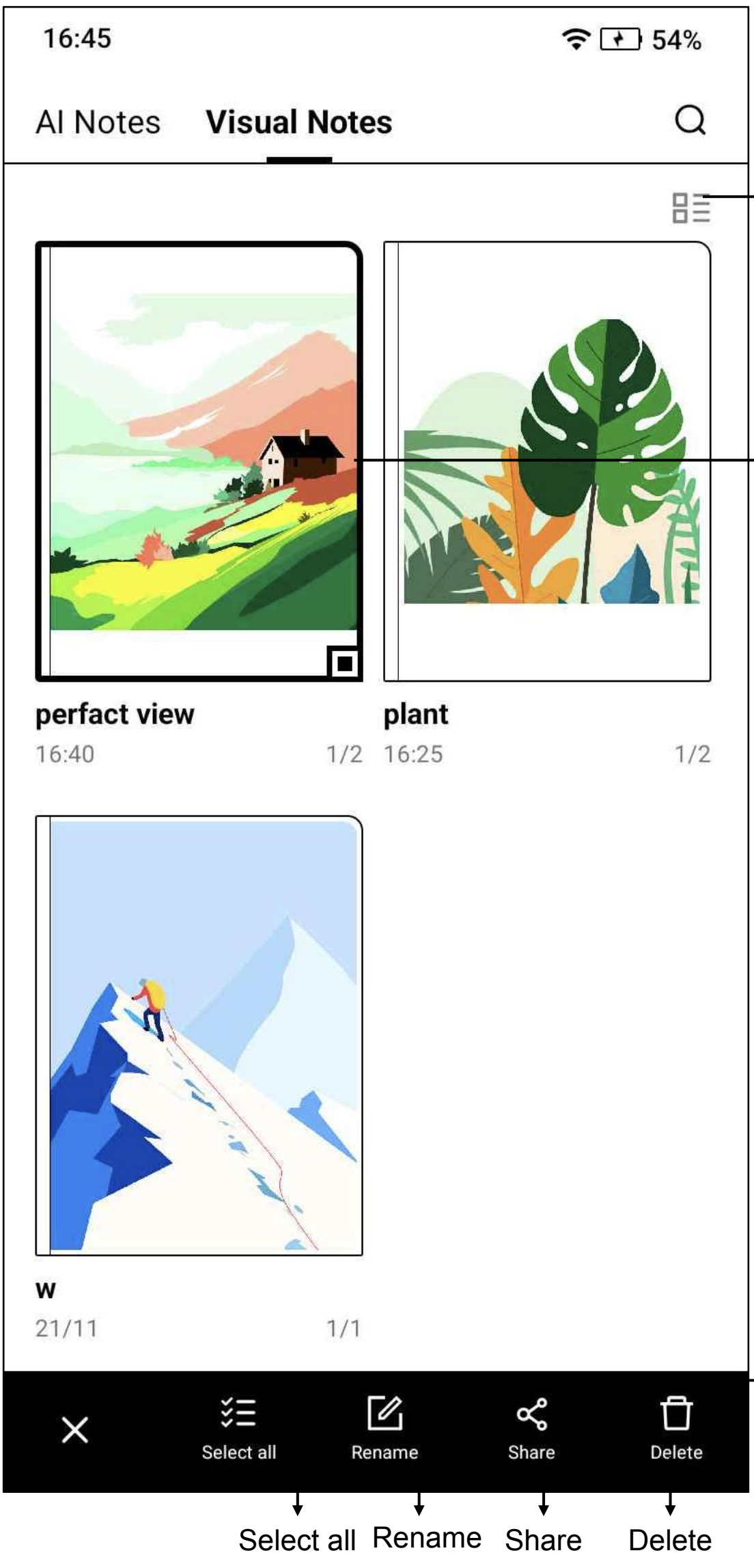
Log in to the website or scan the code to view the sharing result.



Tap to share to other Bluetooth devices.

Knowledge Base – Image Notes

Image Notes Instructions



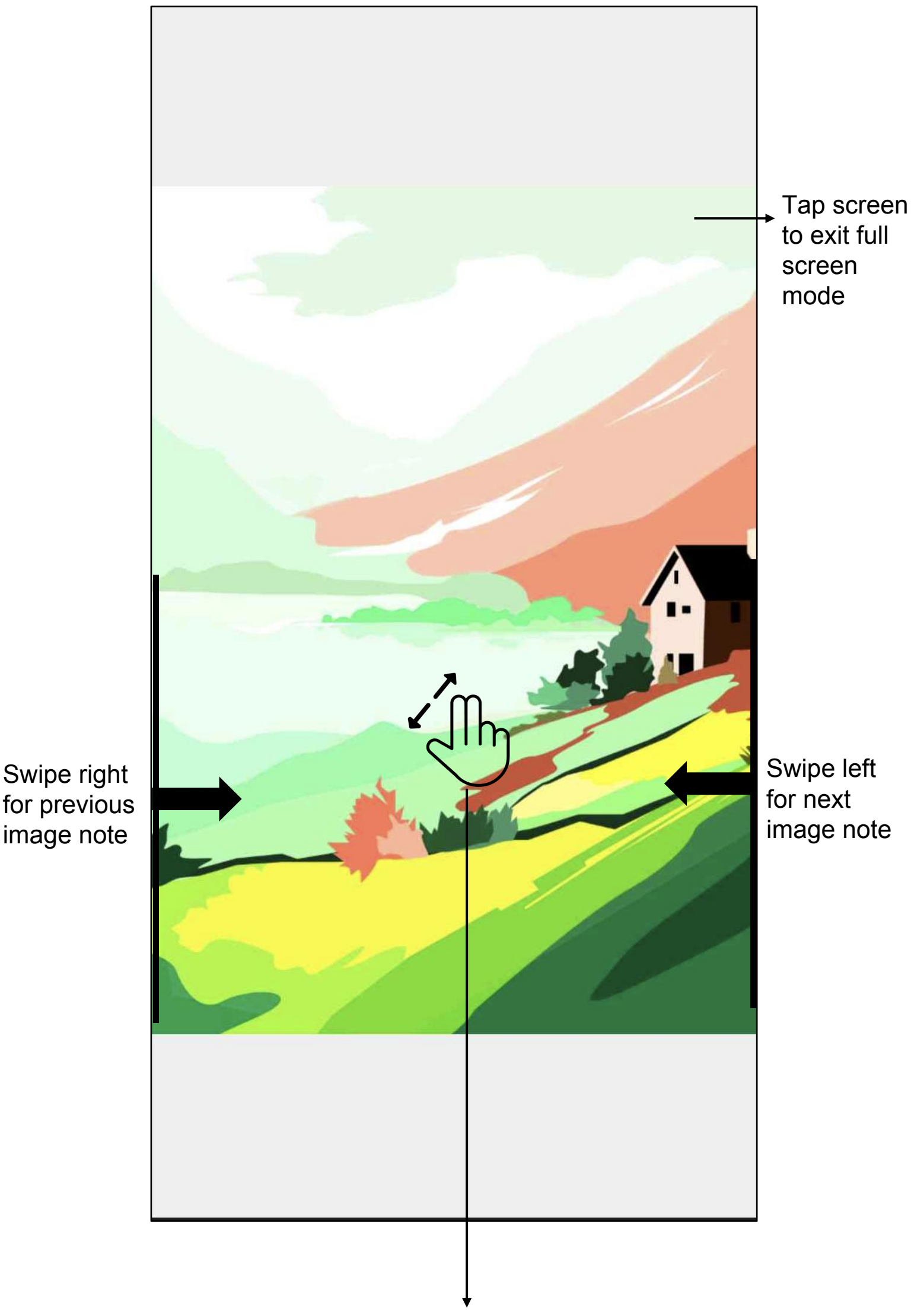
Knowledge Base – Image Notes

Main Interface Instructions



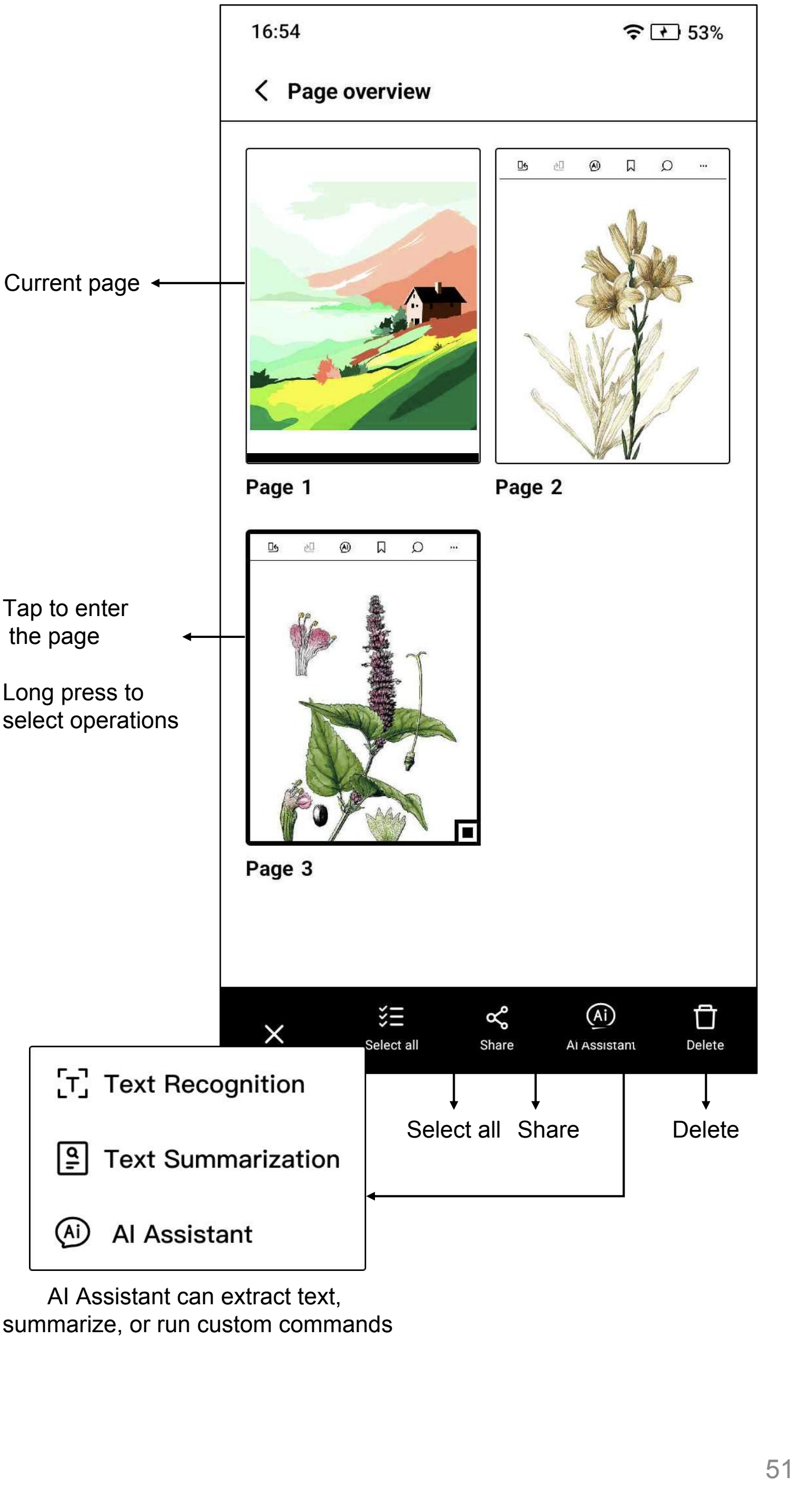
Knowledge Base - Image Notes

Full-Screen Mode Instructions



Knowledge Base - Image Notes

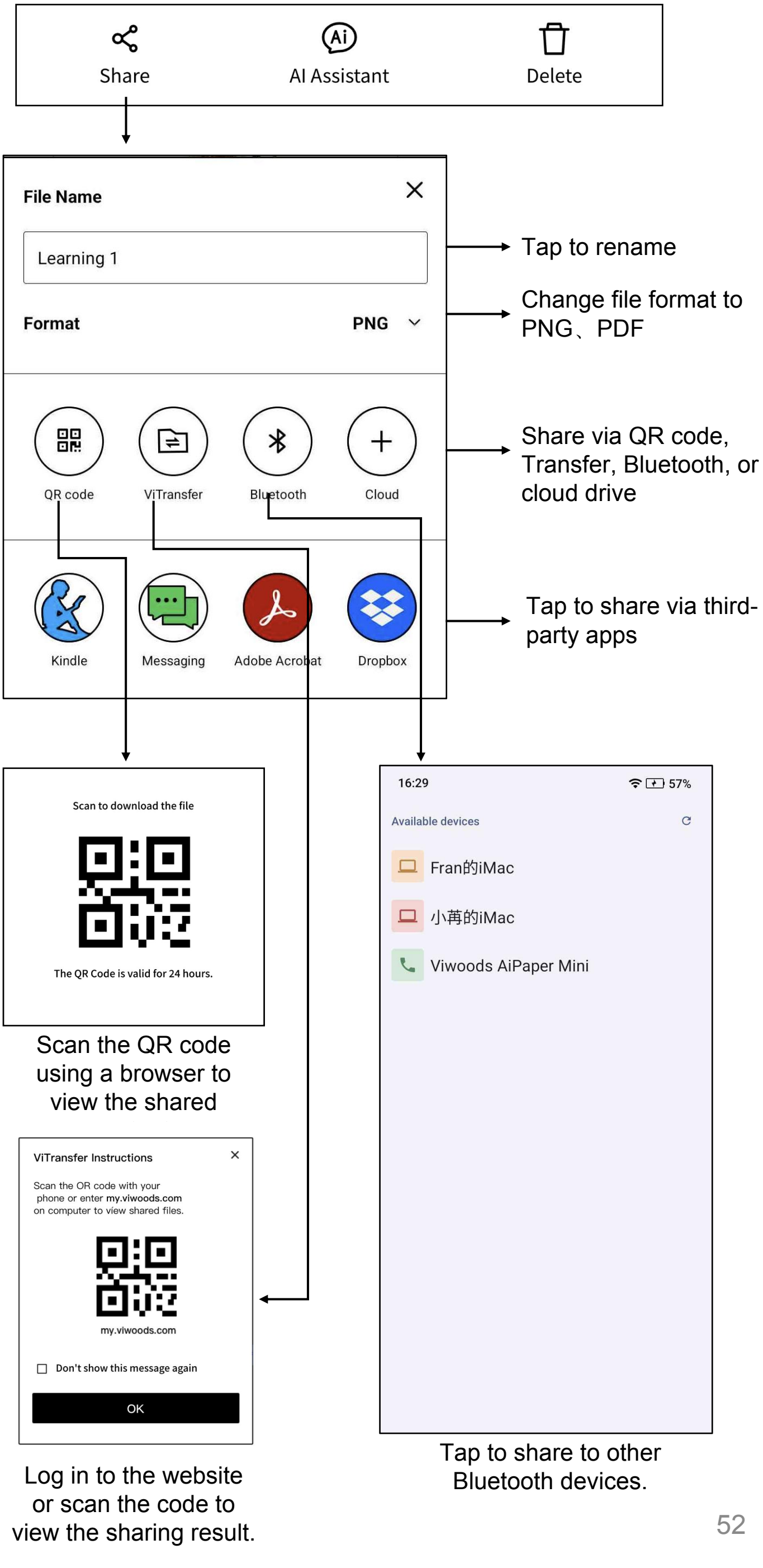
Multi-page instructions



AI Assistant can extract text, summarize, or run custom commands

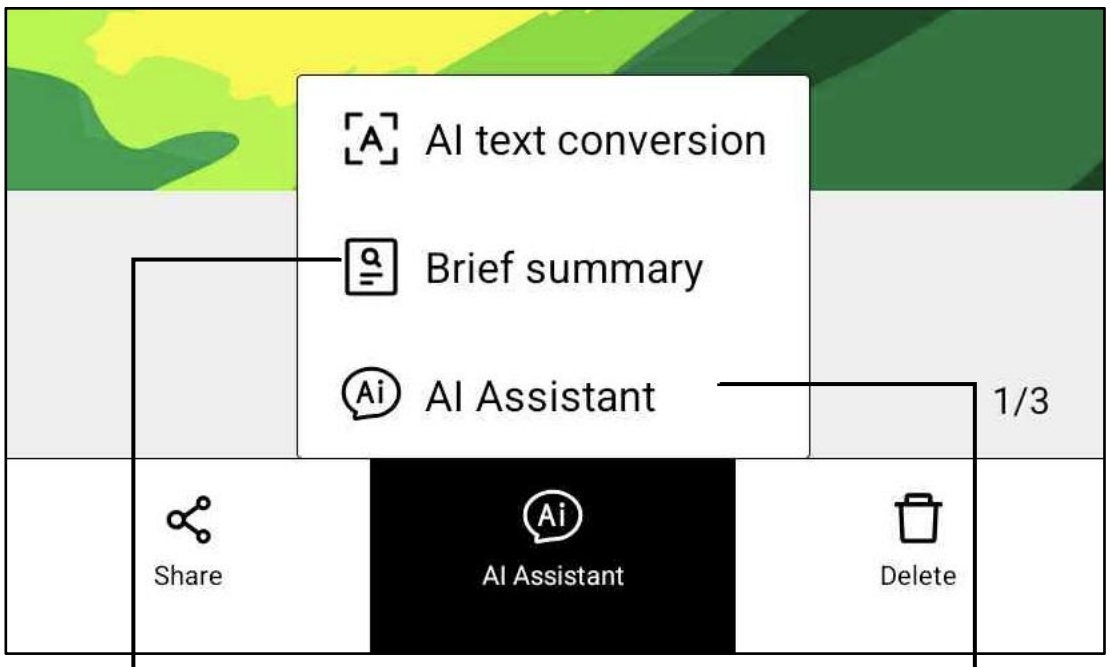
Knowledge Base - Image Notes

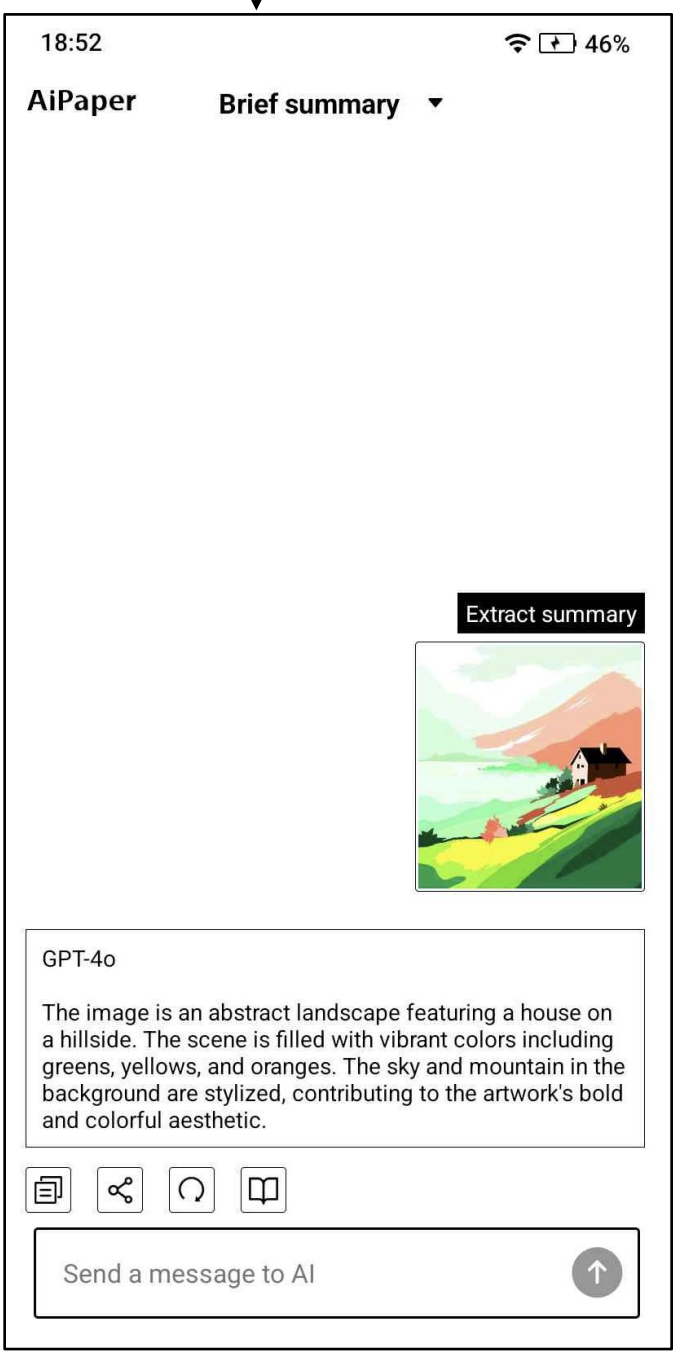
Image share



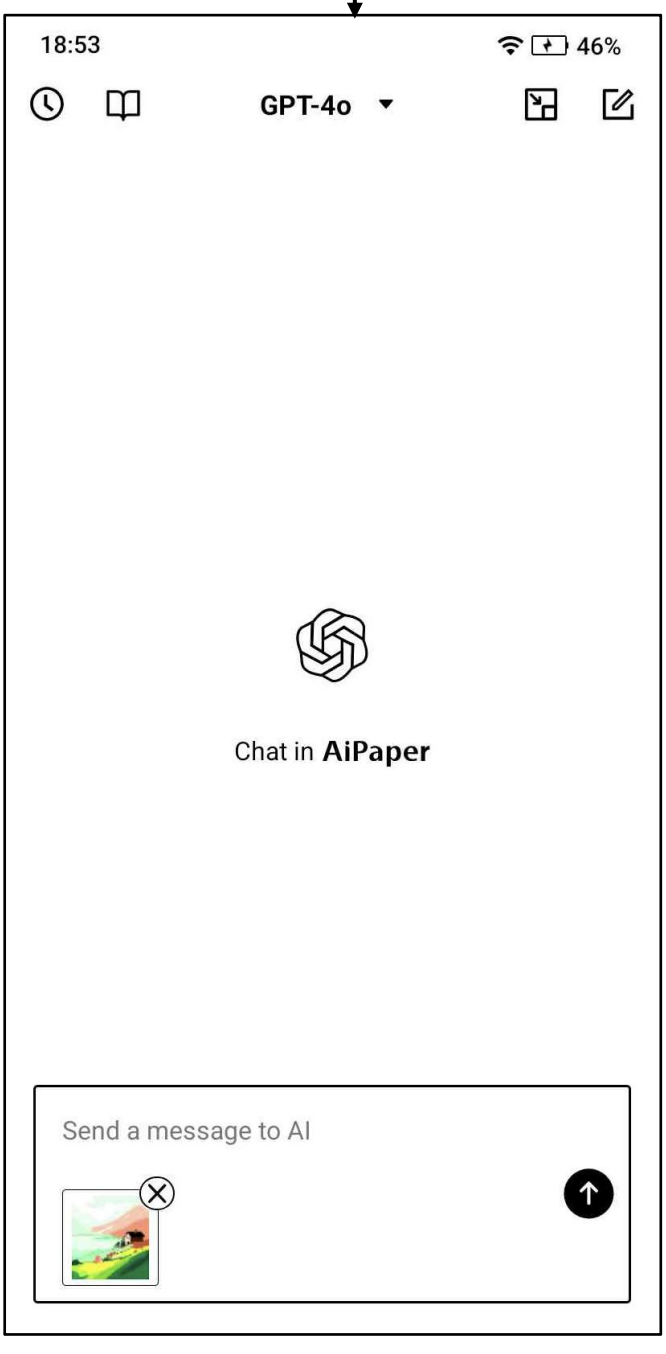
Knowledge Base - Image Notes

AI Assistant





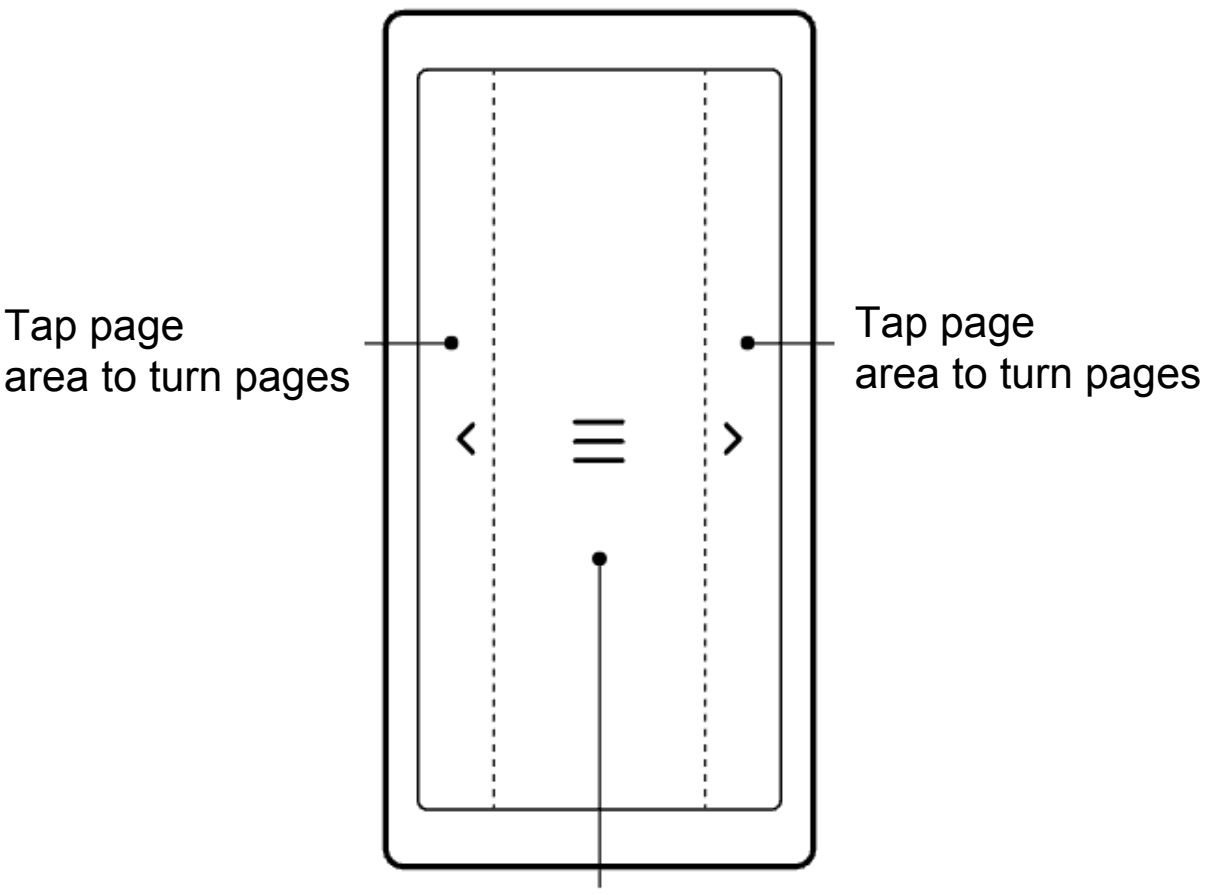
Quickly perform text and summary extraction via AI.



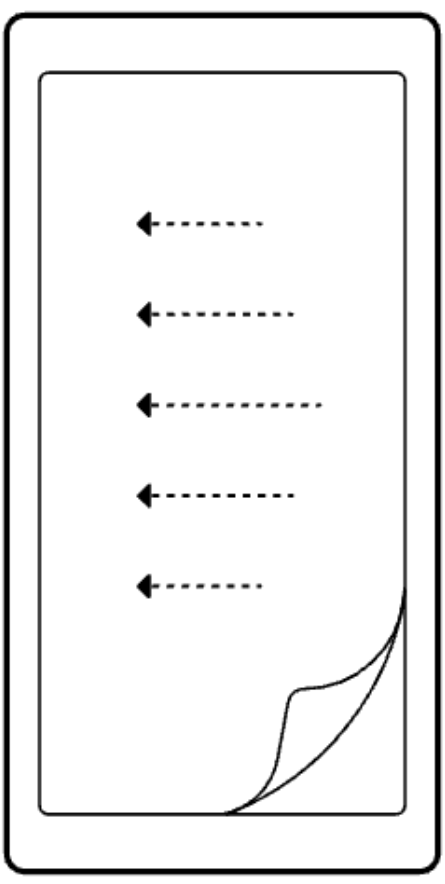
Supports custom AI command input.

Learning – Gesture Interaction

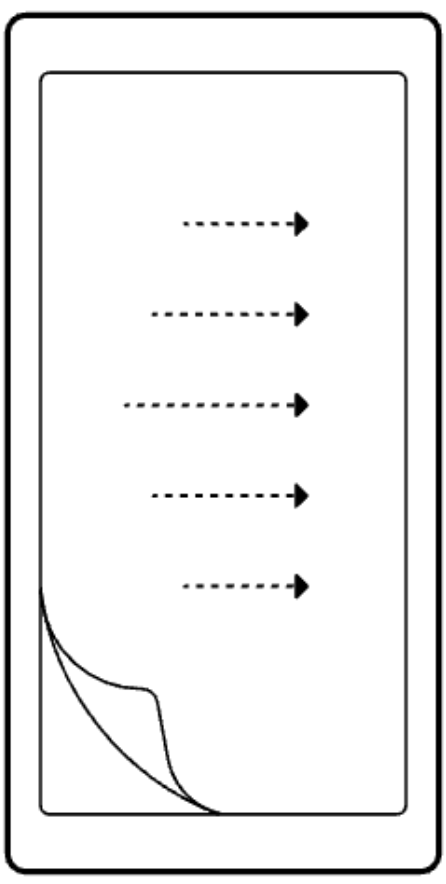
Page navigation gestures



Tap to display or hide the menu.



Swipe left to turn page.



Swipe right to turn page.

PDF two-finger zoom gesture



Zoom in

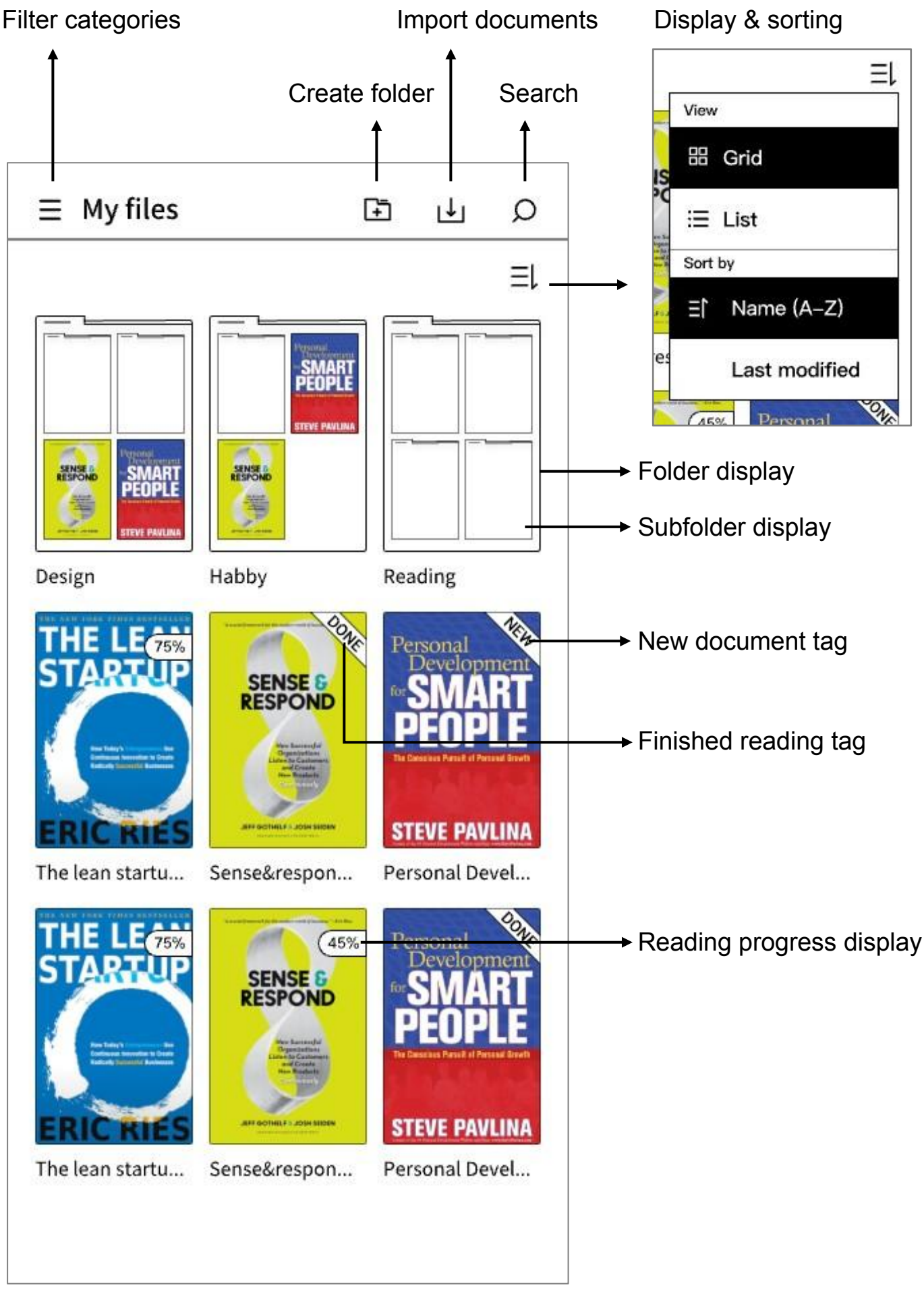


Zoom out

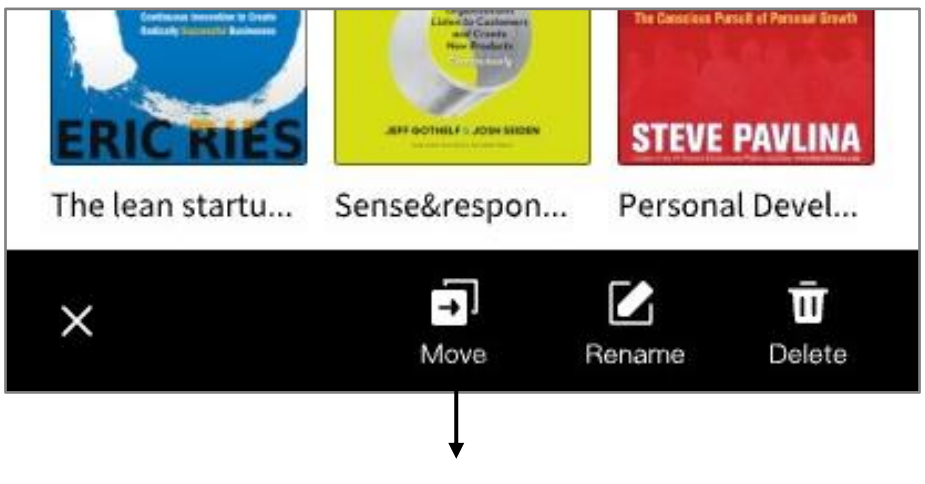
Long press to select and edit.



Learning - Home



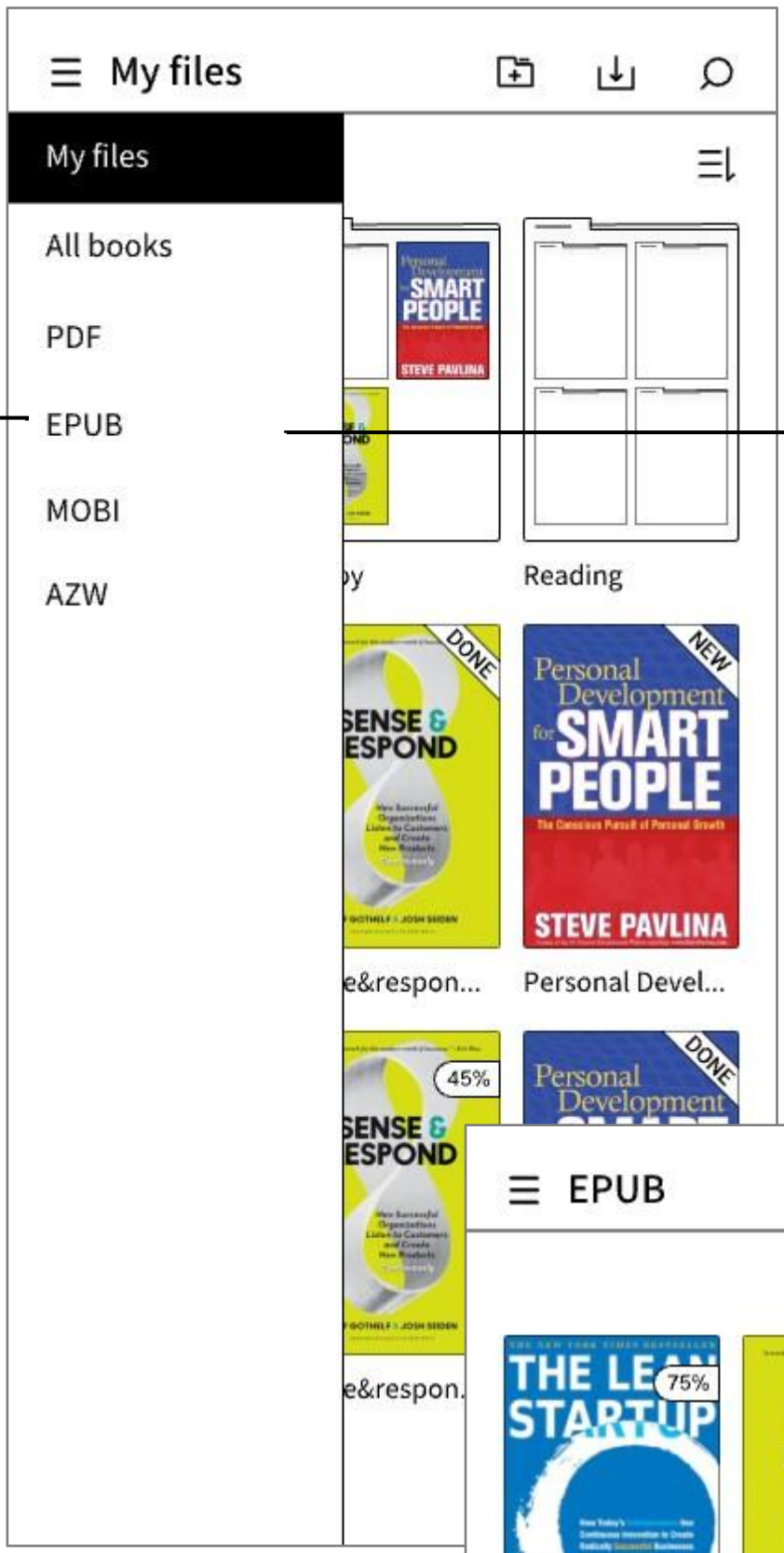
Long-press to show bottom edit menu



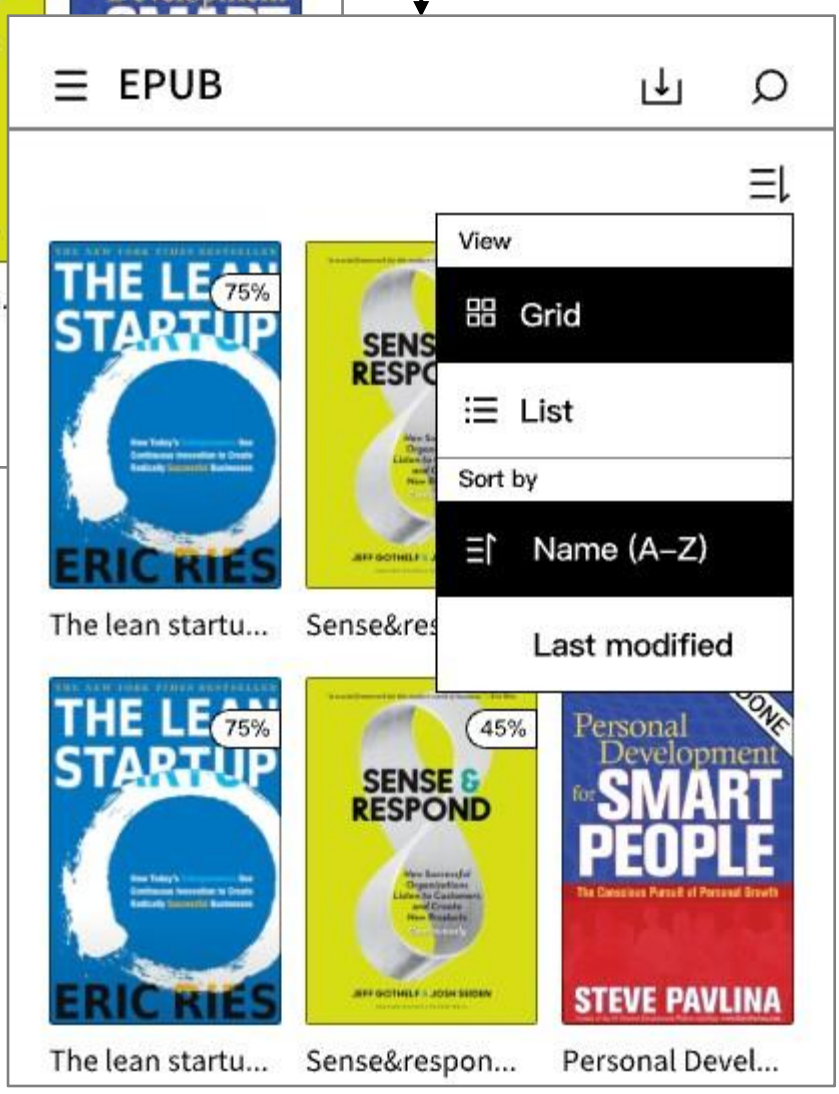
Learning - Filter

Tap the filter category icon to select the desired home page display.

Format selection

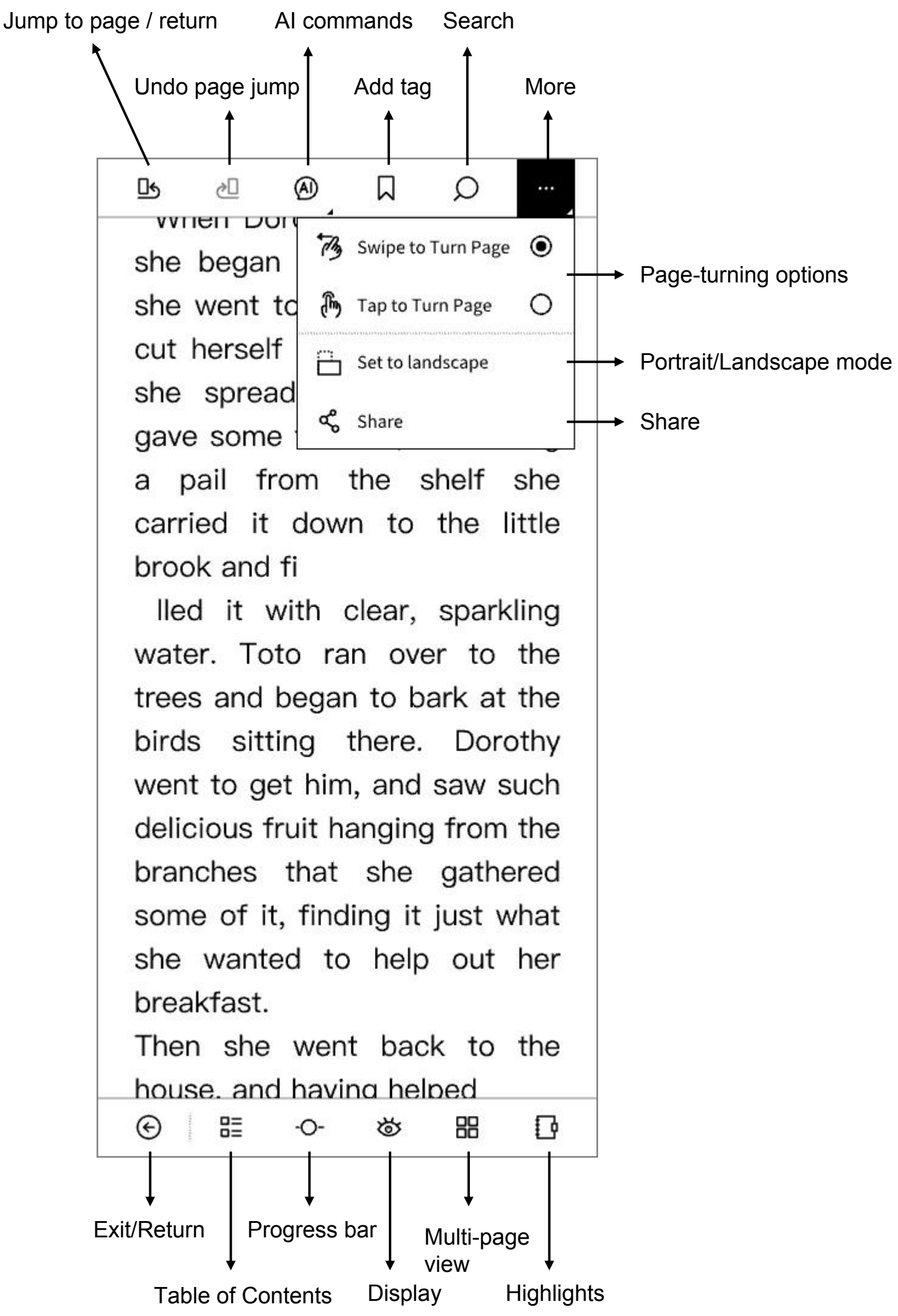


Exclusive format display



Learning – Edit Menu

Edit Menu Instructions



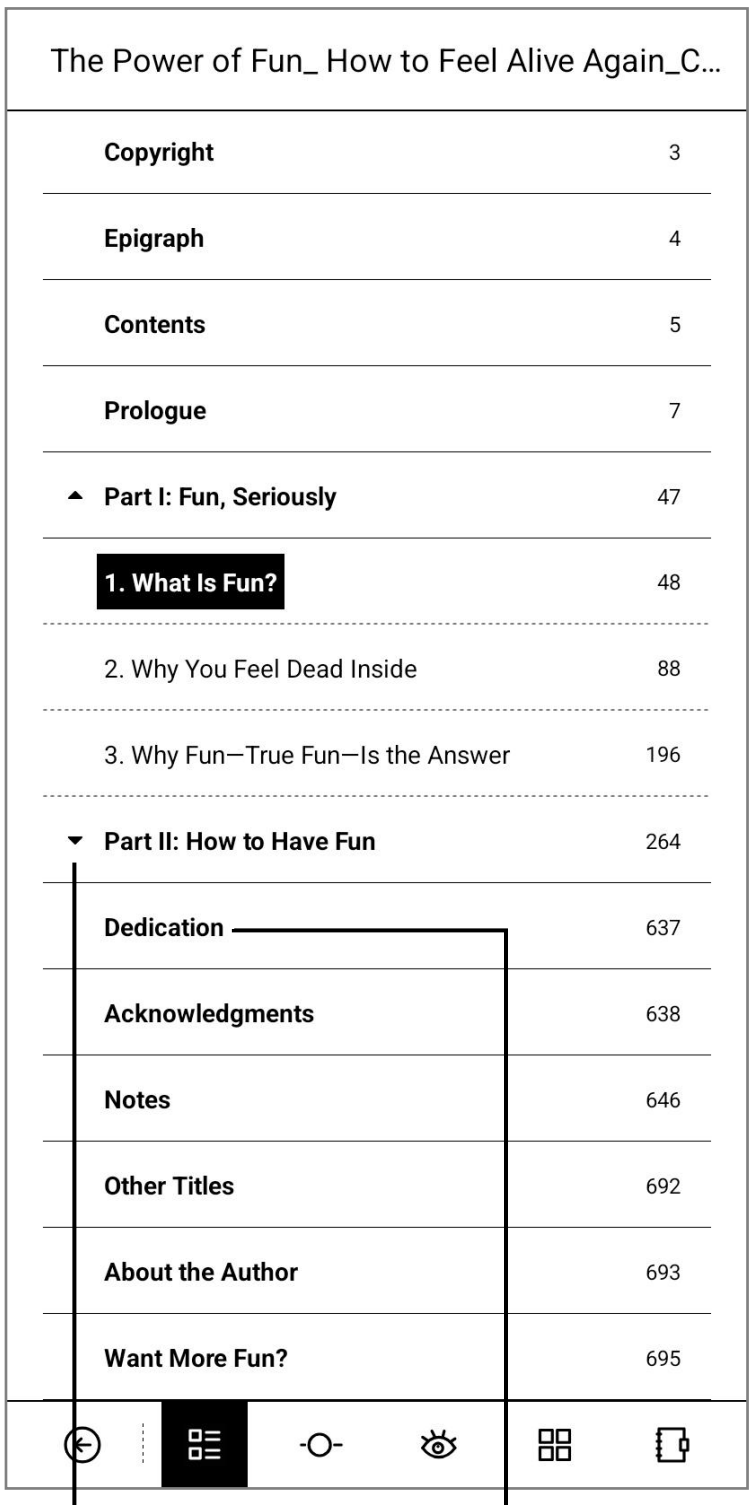
Learning – Edit Menu

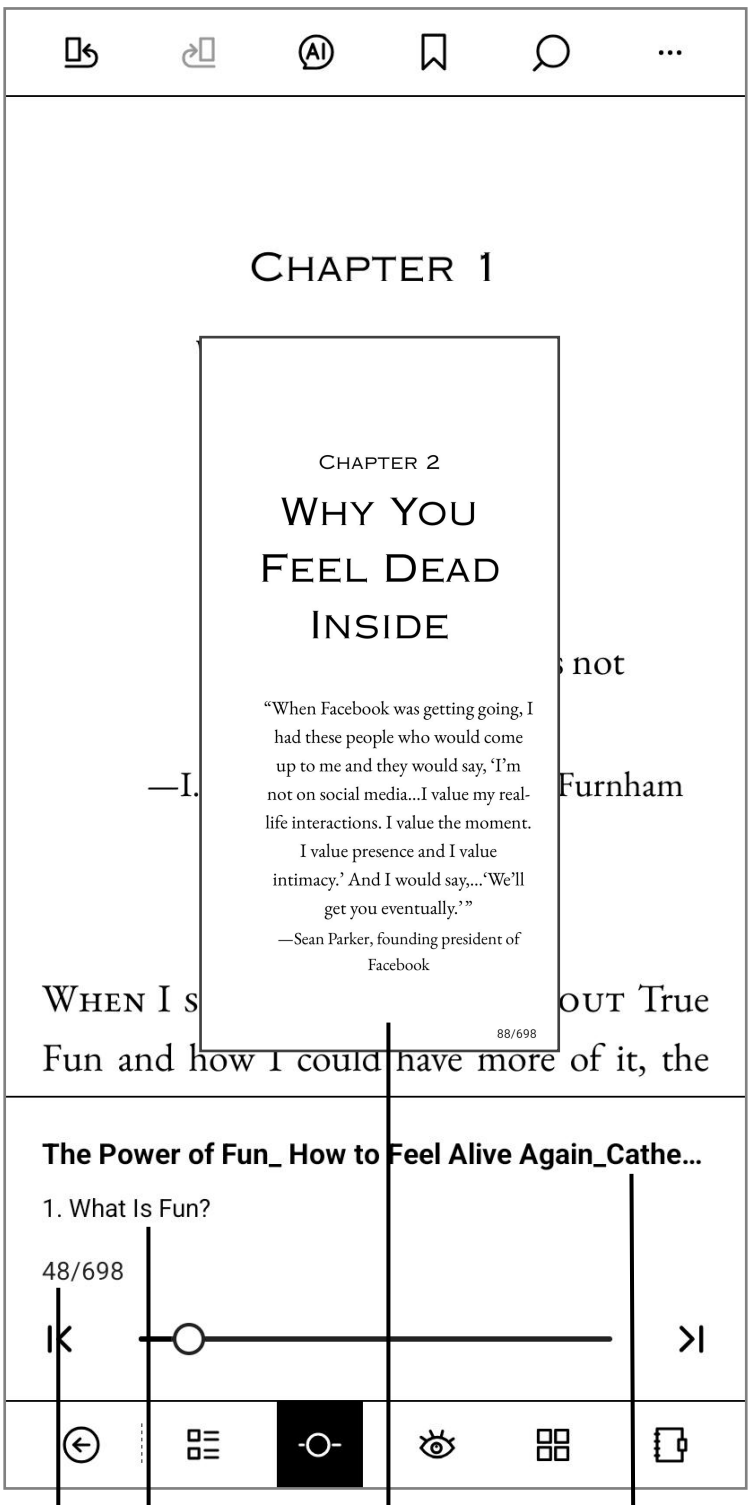
Table of Contents

Tap the table of contents to jump to the corresponding page.

Progress Bar

Tap the arrows on both ends to jump through progress chapter by chapter. Sliding the progress bar will show a thumbnail for feedback display.





Tap to expand or collapse chapter subdirectories.

Tap to support corresponding jump.

Page number

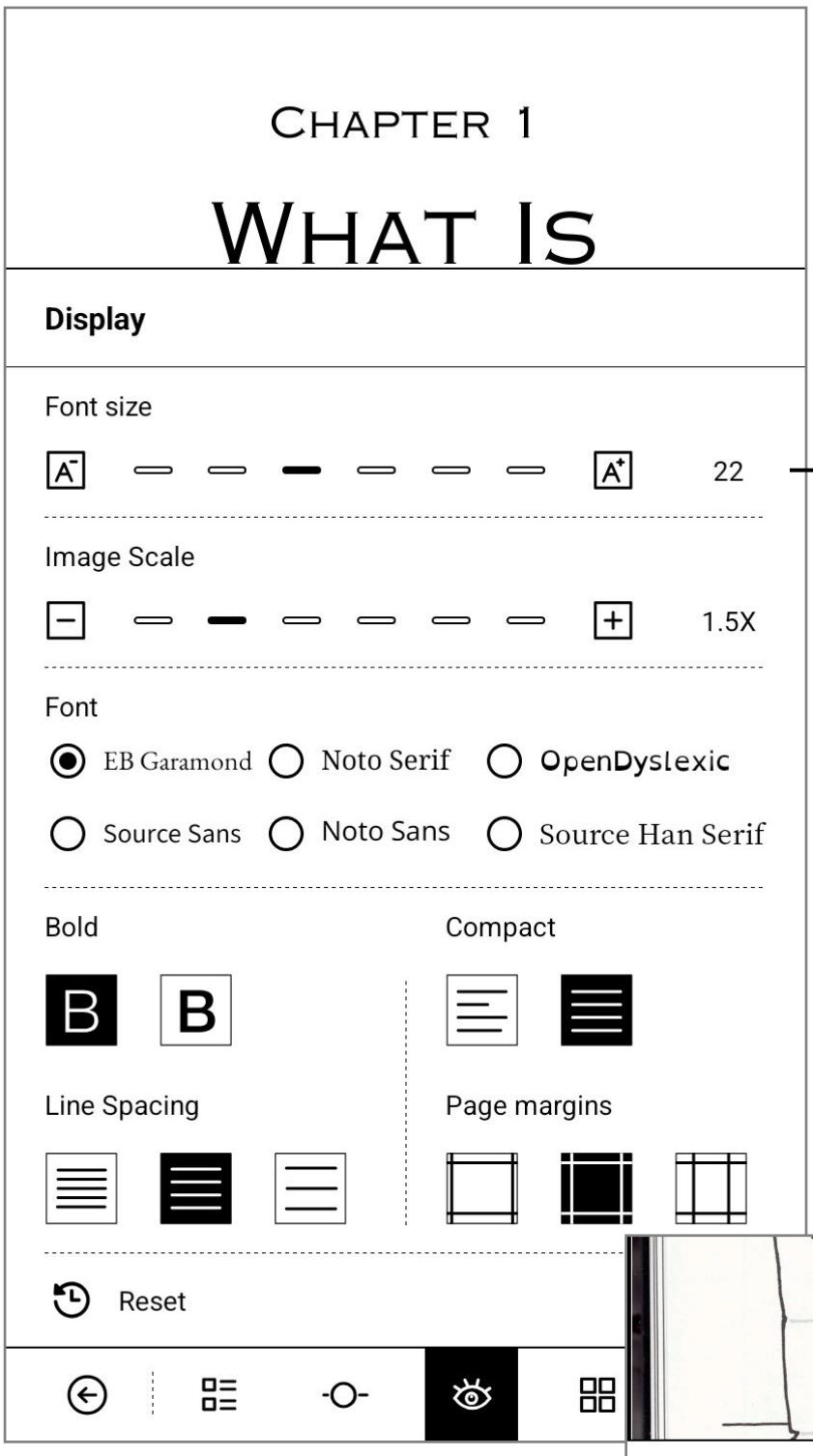
Chapter title

Thumbnail

Book title

Learning - Edit Menu

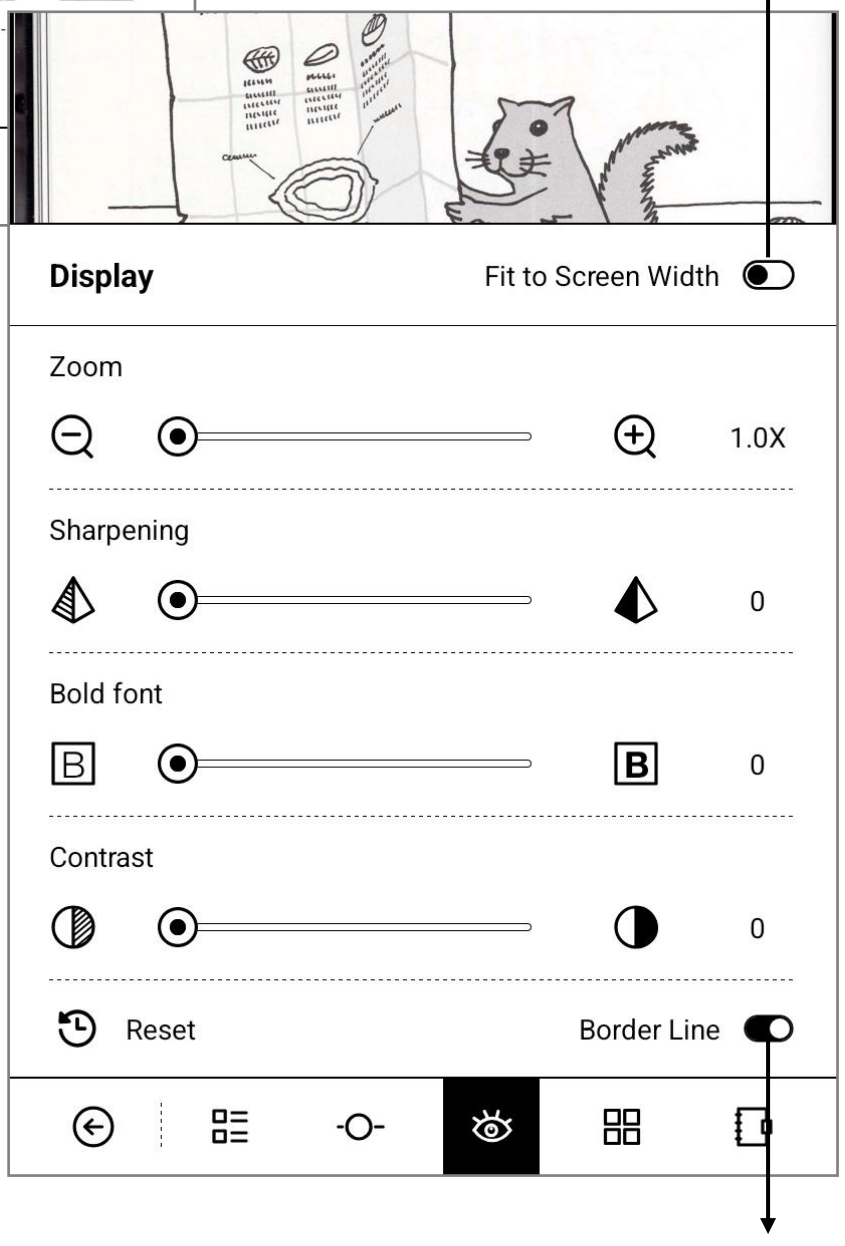
E-book Format Display Settings



Adjustment can be made step-by-step by tapping the icons on both ends, or by tapping directly to select the required value for adjustment.

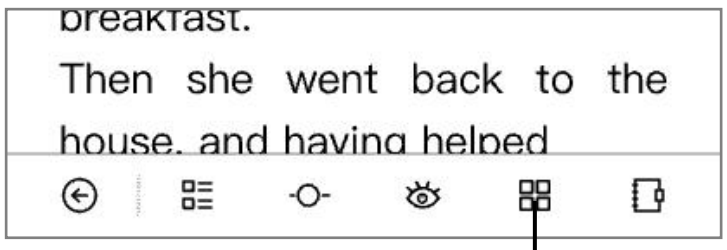
PDF Format Display Settings

Note: When the switch is On, the zoom function will be in an unclickable state.

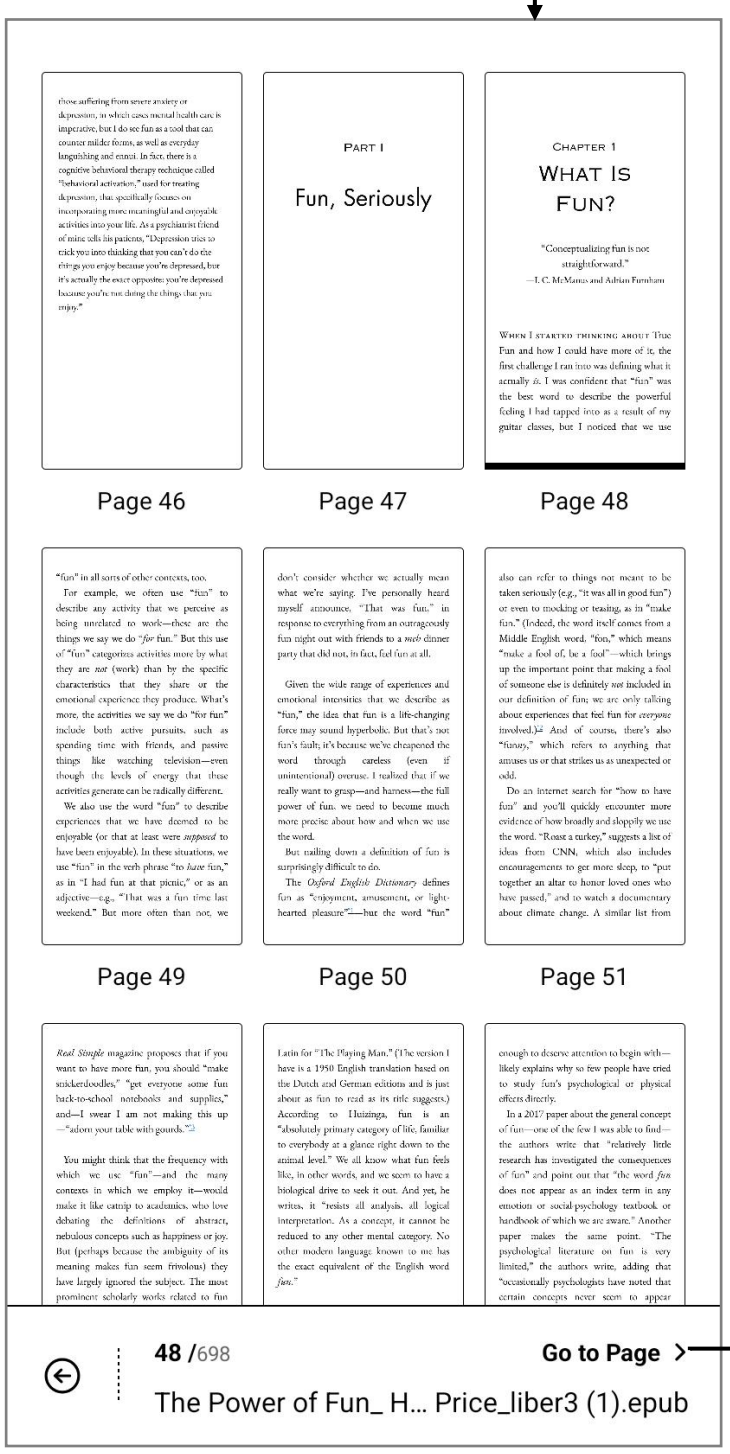


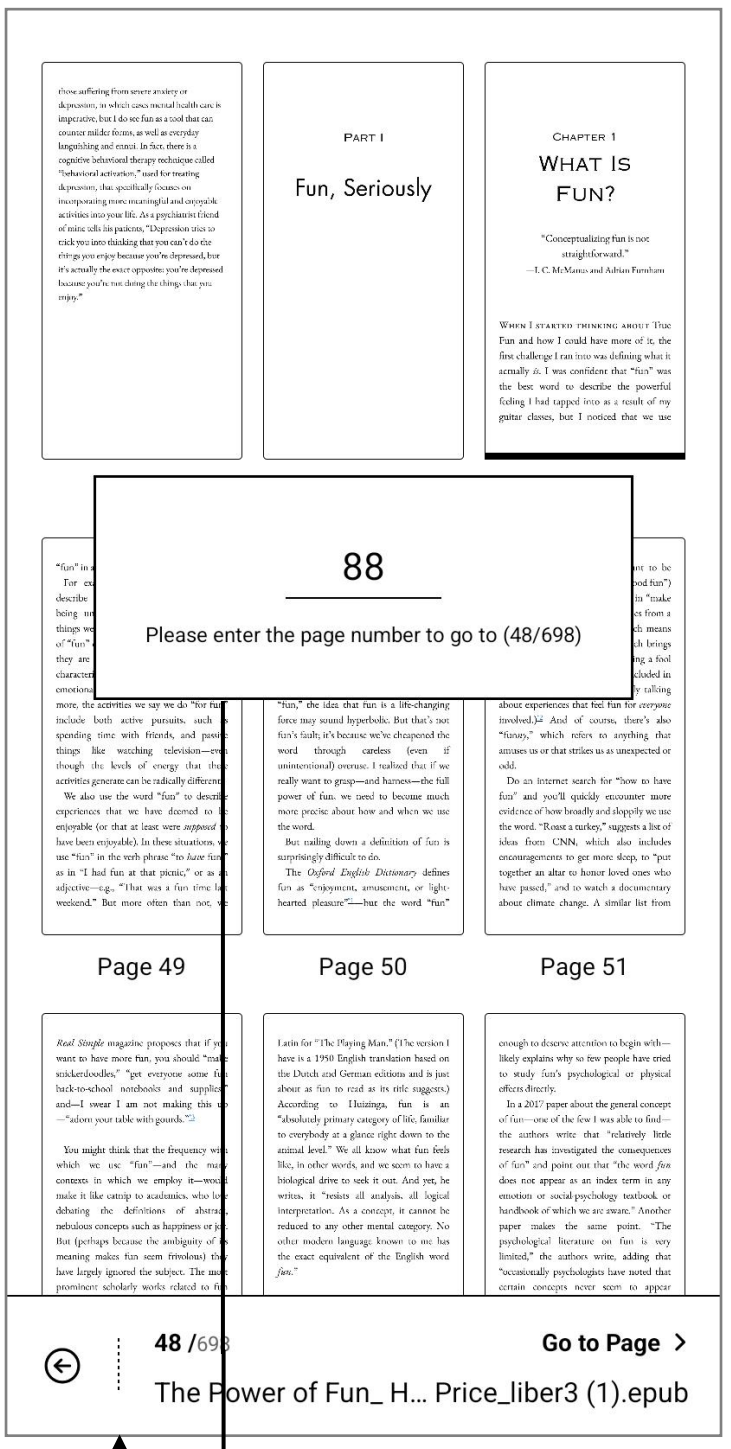
Turning the setting Off will not display the border line of the PDF document.

Learning - Multi-Page View

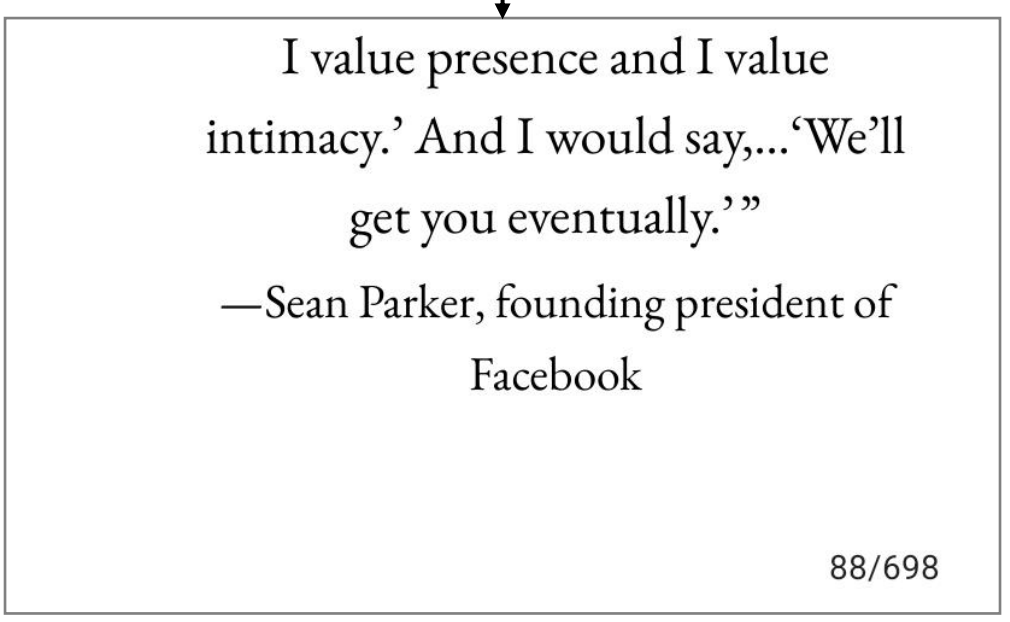


Tap to enter multi-page view

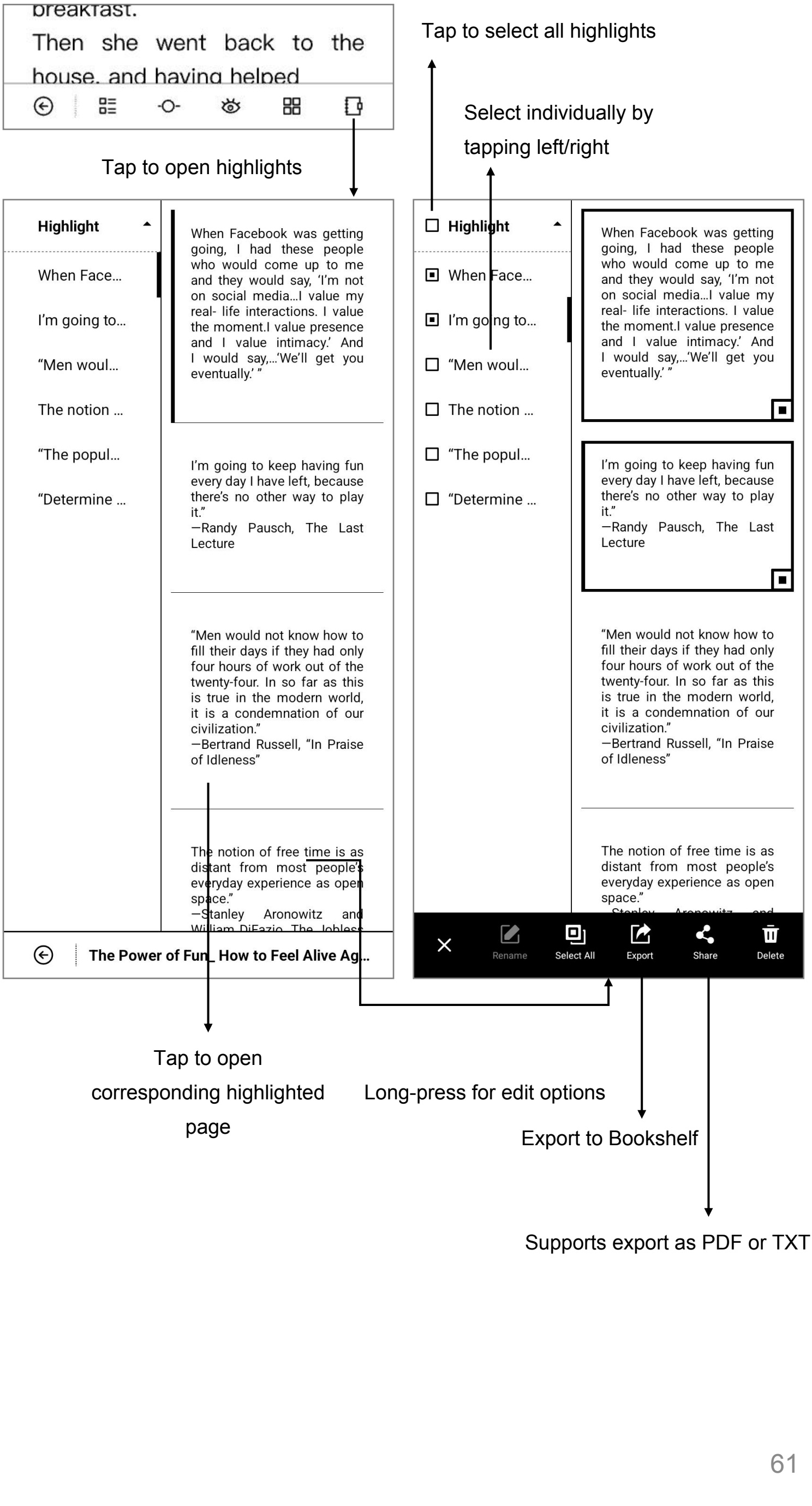




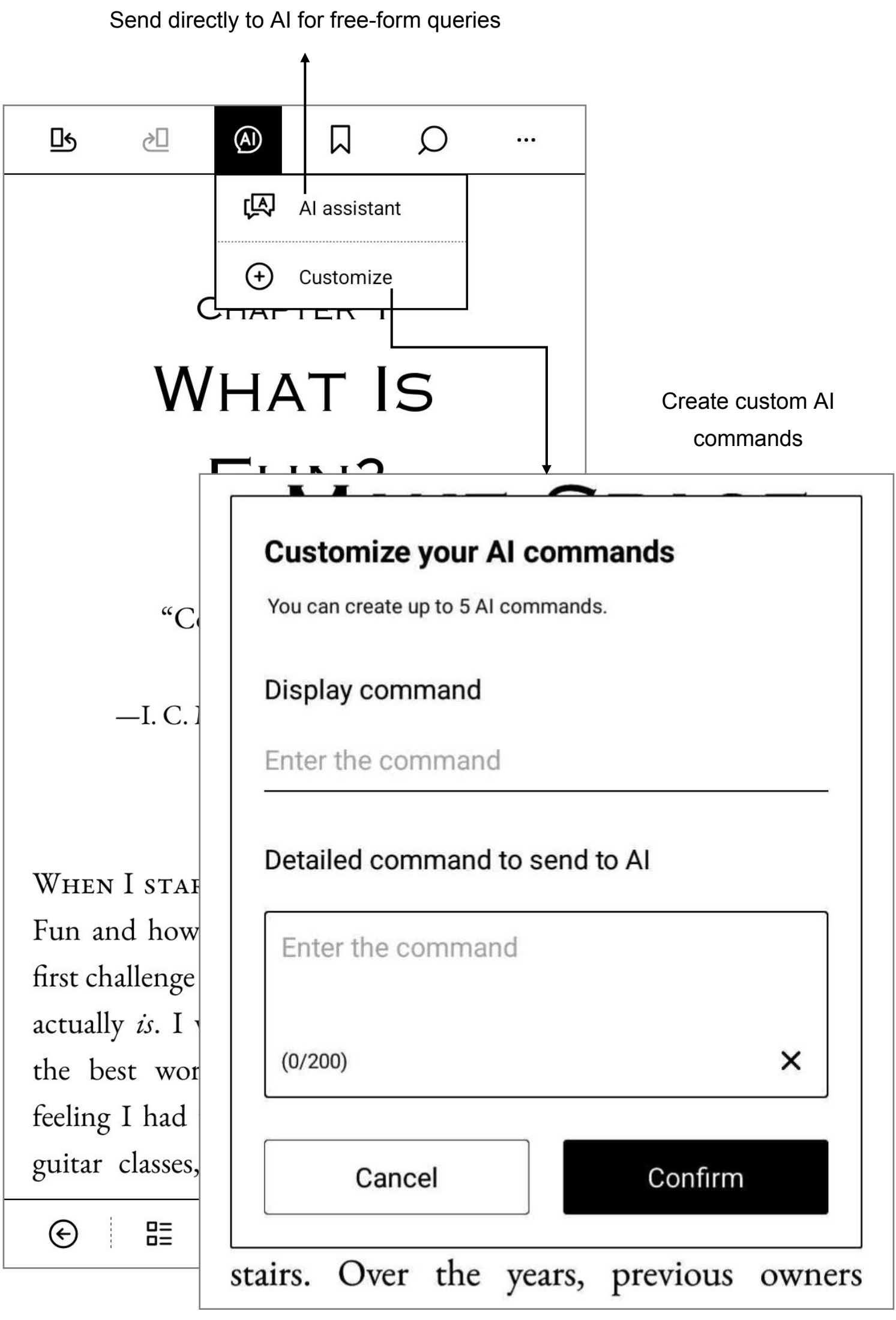
Enter the page you want to go to, tap the return key (↩) to confirm and jump to the corresponding page.



Learning - Multi-Page View



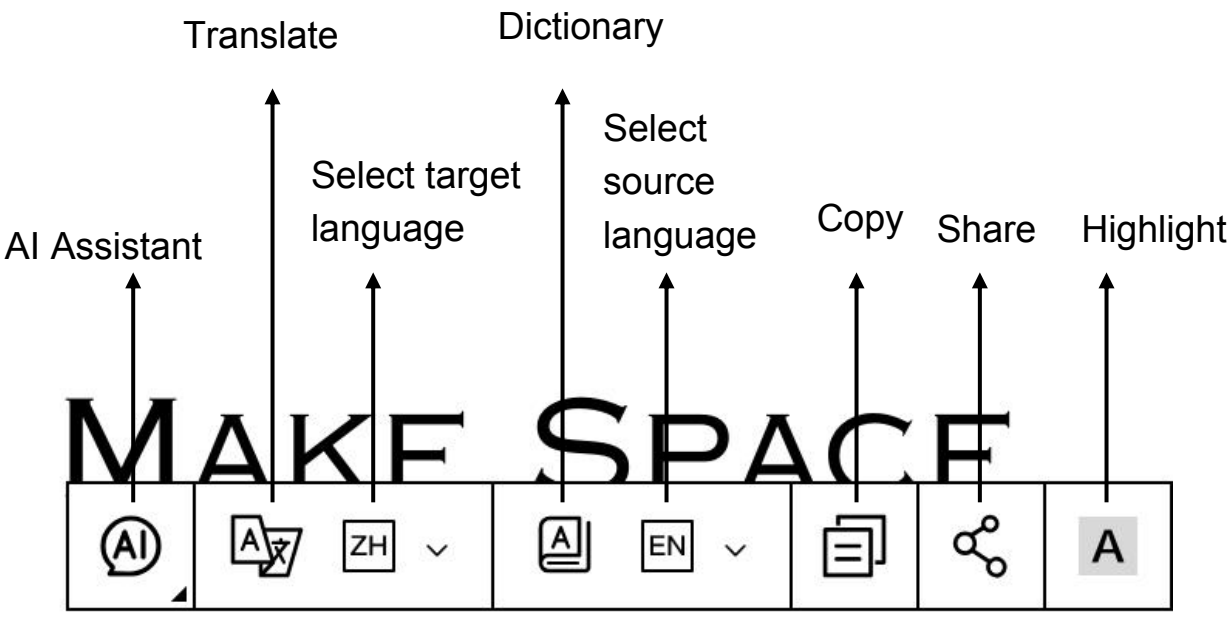
Learning – AI Commands



Note: Long-press custom commands to edit or delete

Learning - Multi-Page View

Long press to select text and edit



"The notion of free time is as distant from most people's everyday experience as open space."

—Stanley Aronowitz and William DiFazio, *The Jobless Future*

Tap again to remove highlight



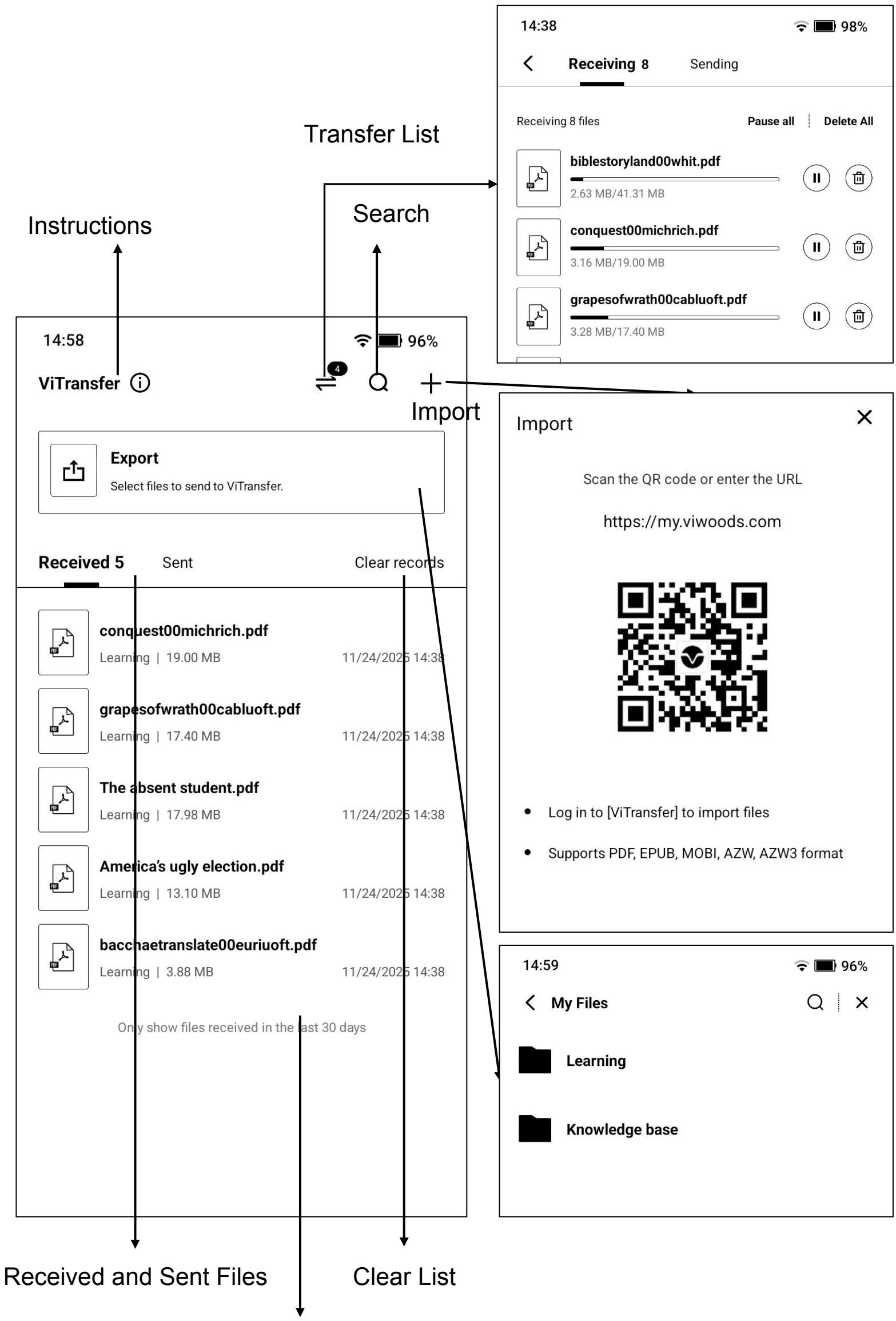
"The notion of free time is as distant from most people's everyday experience as open space."

—Stanley Aronowitz and William DiFazio, *The Jobless Future*

Transfer – Home

Home

- Viwoods Transfer supports importing and exporting files (login to Viwoods required).
- Log in to the Viwoods File Transfer Station on a computer or mobile device to import files to the device or save files from the device to the computer or mobile device, enabling two-way file transfer.



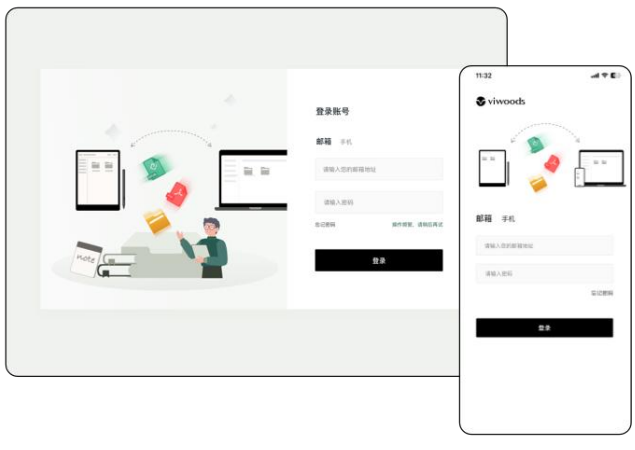
- In the Received Files list, long-press to delete.
- Supports displaying transfer records from the past 30 days.

Transfer – Import

1. Log in

- Scan the QR code with a mobile phone or open my.viwoods.com on a computer to log into the Viwoods account.

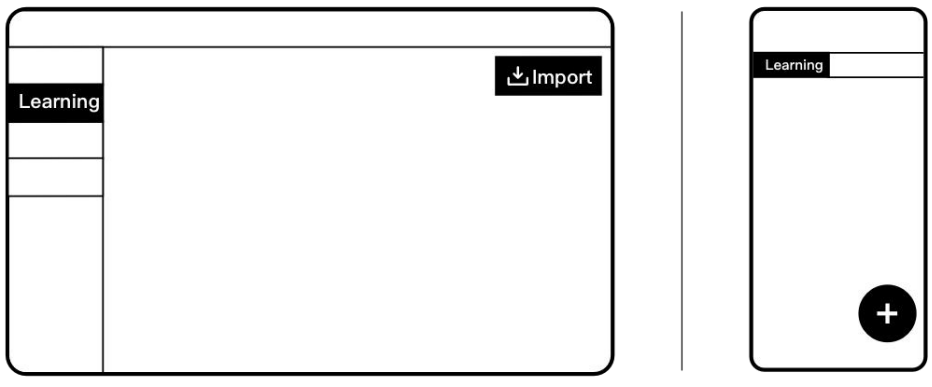
PC/Mobile



my.viwoods.com

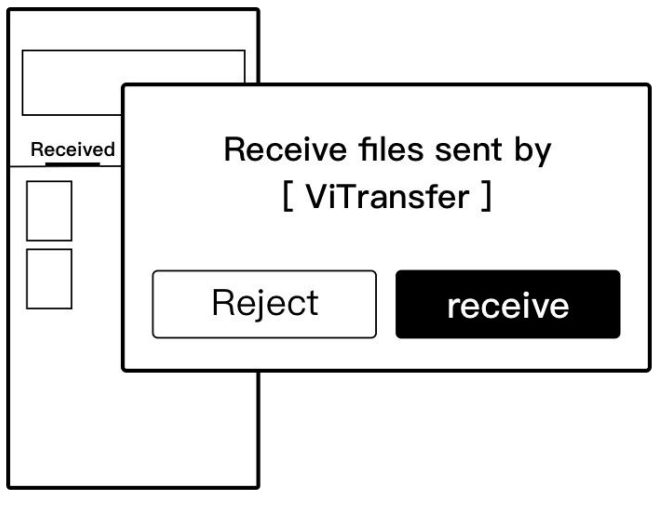
2. Import files

- Select the directory for import. Click "Import" on the computer or tap "+" on the mobile phone to initiate the import.



3. Receive

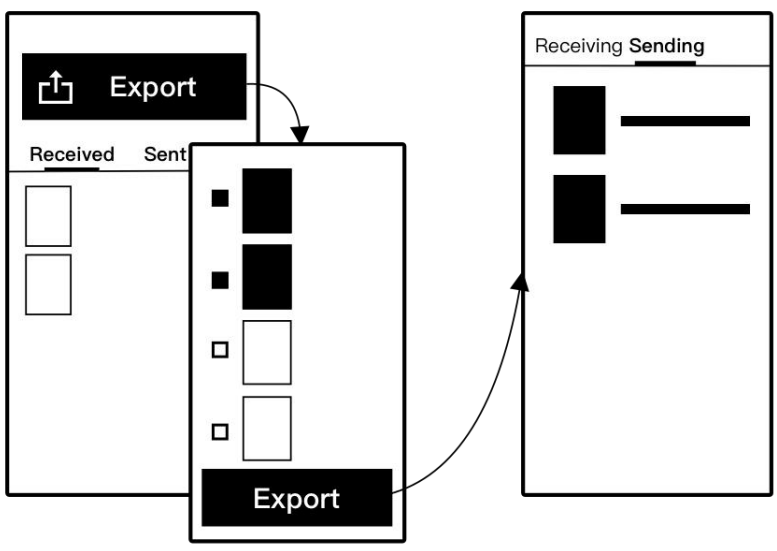
- Open the viwoods Transfer application on the tablet, tap Receive, and the import will be successful.



Transfer – Export

1.Export

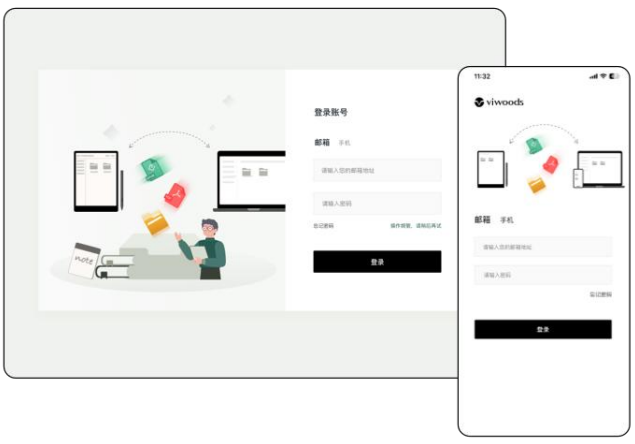
- Go to Viwoods homepage → tap Export → select files → Export



2. If not logged in:

- Scan the QR code with a mobile phone or open my.viwoods.com on a computer to log into the Viwoods account.

PC/Mobile

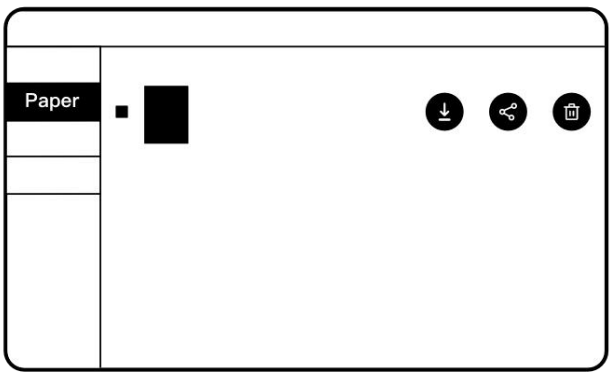


my.viwoods.com

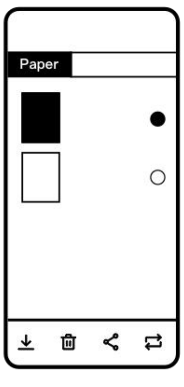
3.Export

- Select the file directory sent from the Viwoods tablet to download, share, delete, or sync (across multiple devices for the same user) files.

PC



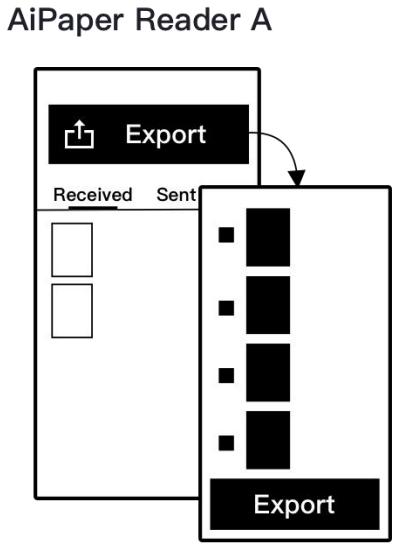
Mobile



Transfer- Manual Sync

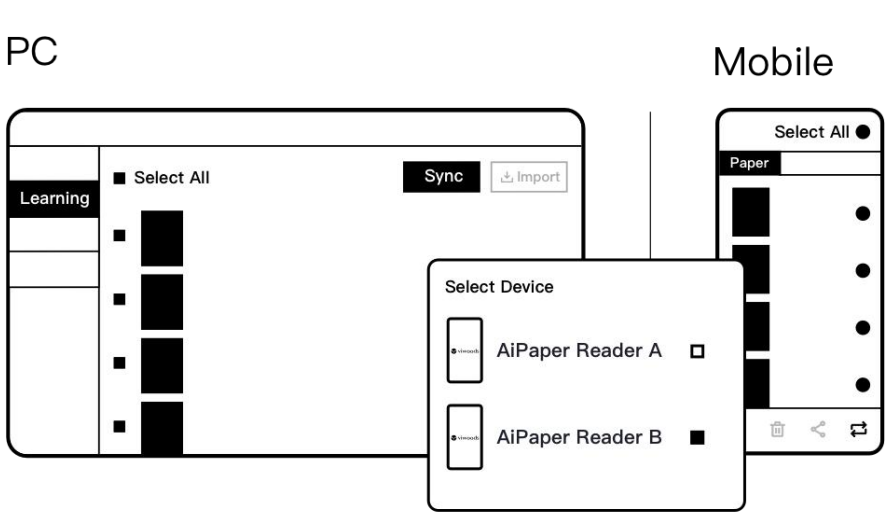
1. Export

- Open the Viwoods Transfer app, select all files, and tap Export on Viwoods Reader A.



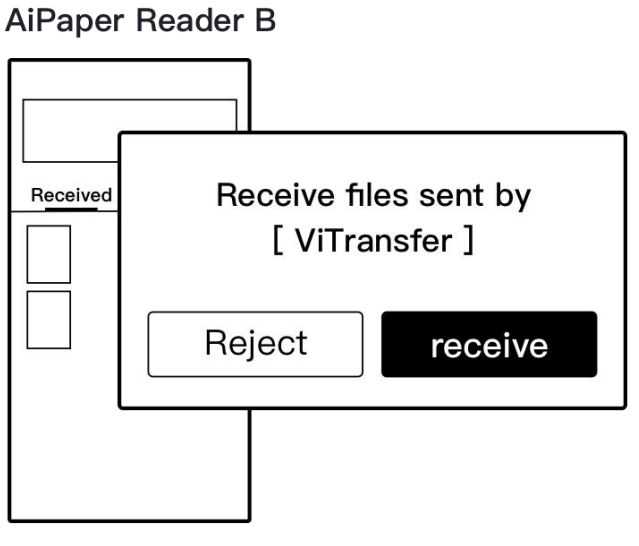
2. Login (if not logged in)

- Scan the QR code with your phone or visit my.viwoods.com on a computer, log in to your Viwoods account, select all files, choose the target device (Viwoods Reader B), and tap Sync.



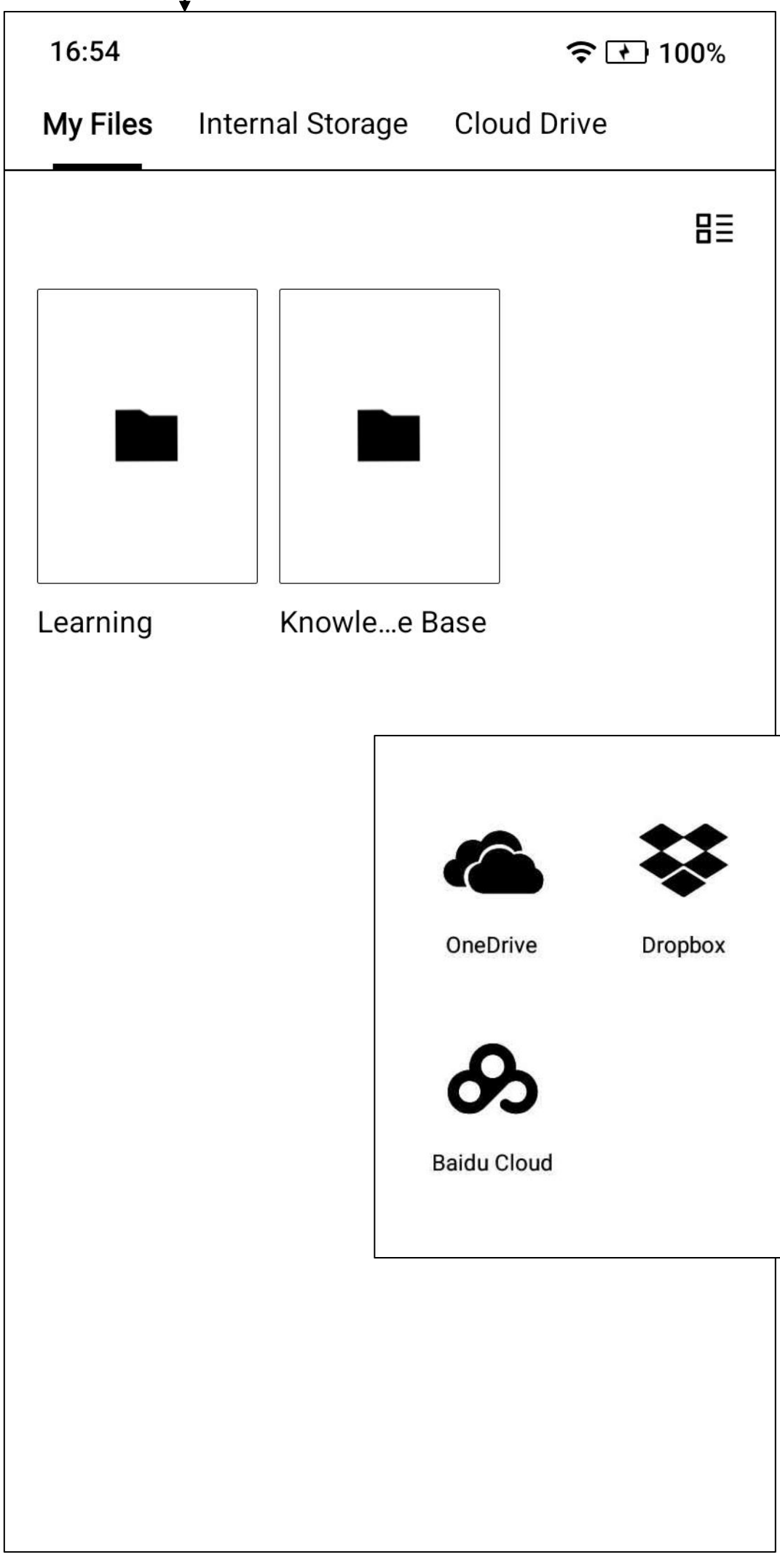
3. Export

- Open the Viwoods Transfer app on Viwoods Reader B, tap Receive, and the sync will complete.



File Management - Viwoods Files

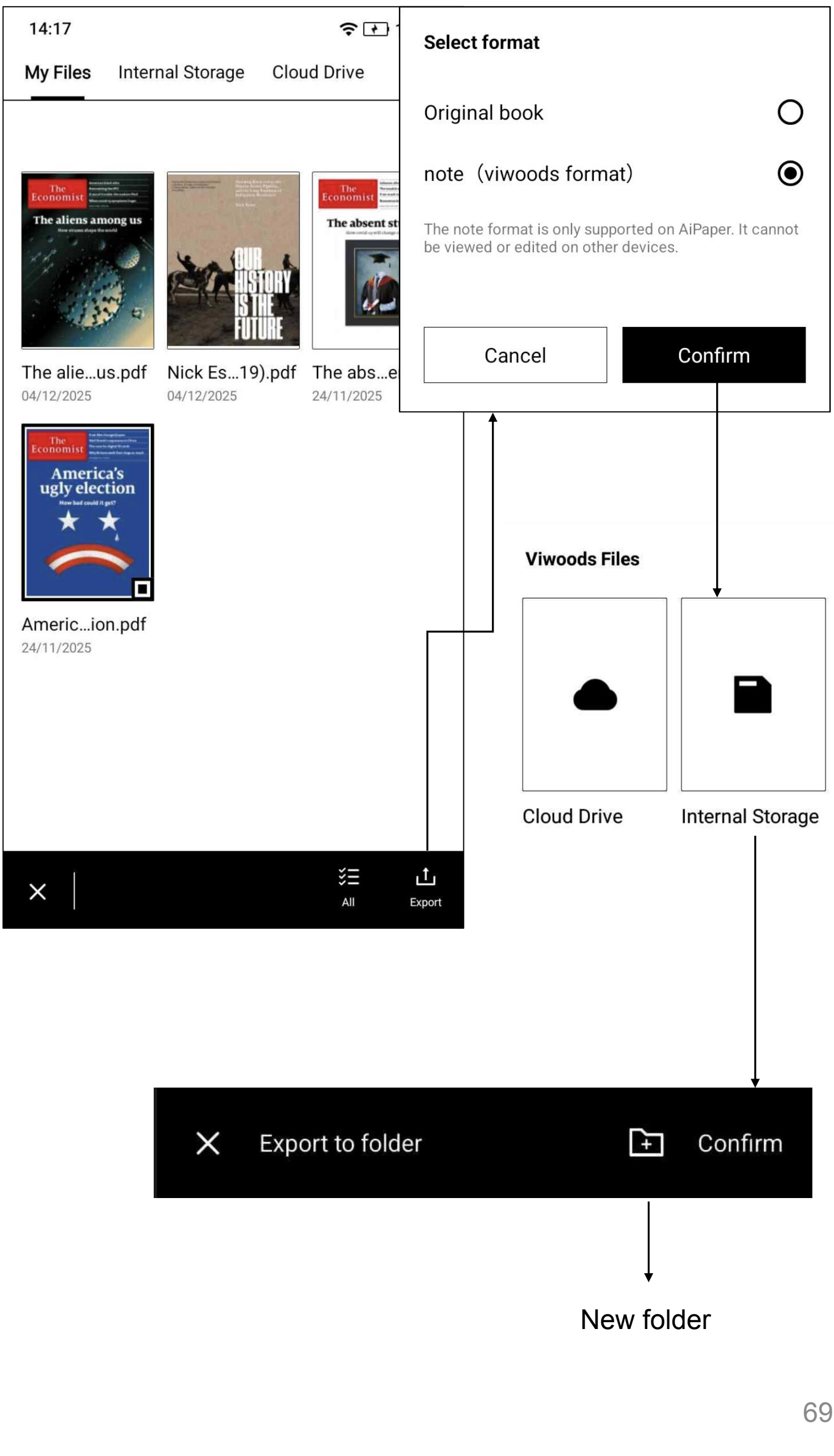
- My Files: Files from Viwoods applications (Learning, Knowledge Base)
- Local Storage: Files stored on the device
- Cloud Drive: Third-party cloud storage files (Google, OneDrive, Dropbox, Baidu Netdisk)



File Management - Viwoods Files

1. My Files – Export

- Access all files created by Viwoods applications.
- Supports exporting to local storage or cloud drives.



File Management - Viwoods Files

1. Local Storage and Cloud Drive – Export

Import Format Instructions

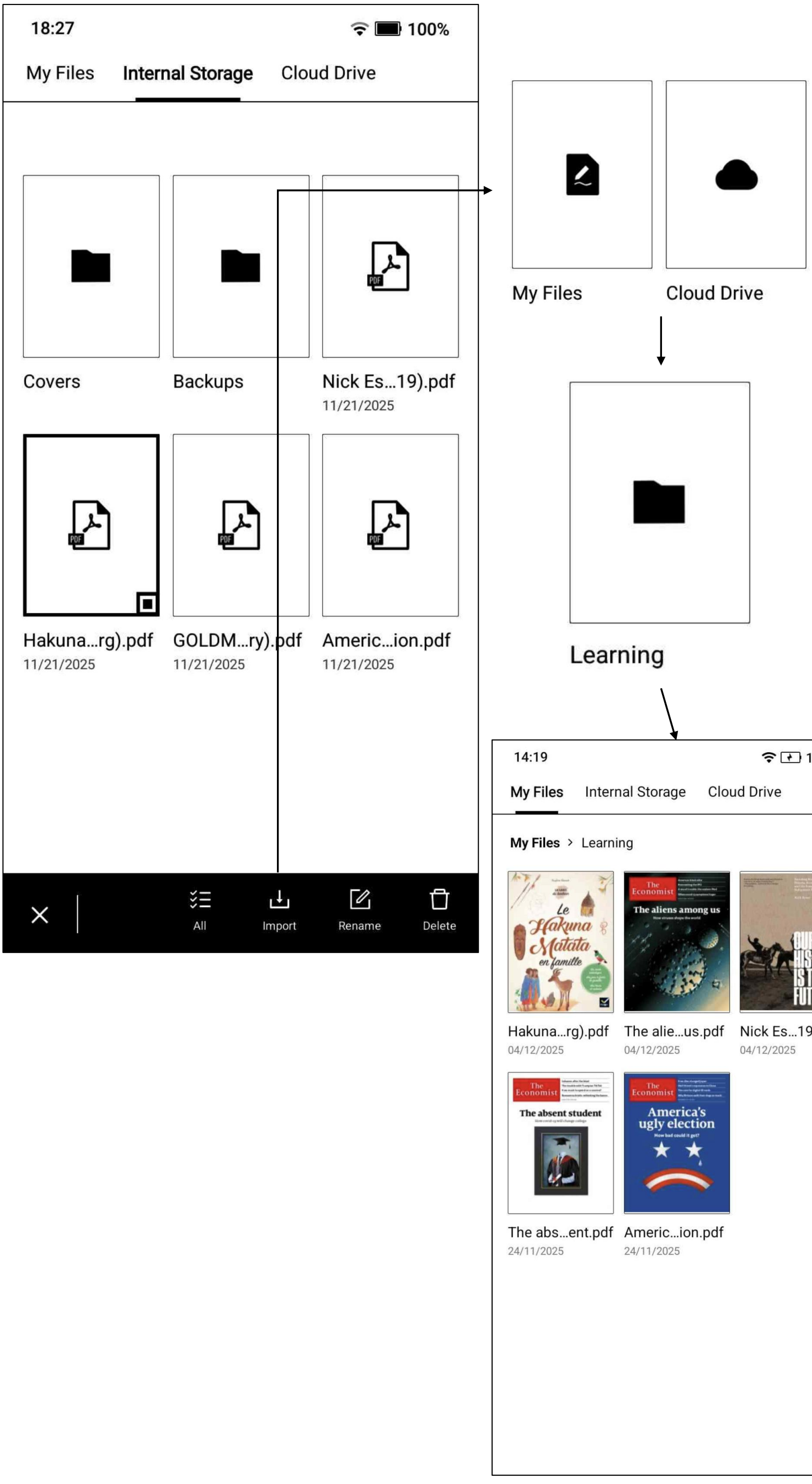
Section	pdf	epub	mobi	azw/azw3	png/jpg	note
Learning	✓	✓	✓	✓	✓	✓
Knowledge Base	✓	✓	✓	✓	✓	✓

- Learning supports importing PDF, epub, mobi, azw, png, jpg and note format files. Knowledge Base supports importing note format files.
- Note Format Instructions:

1. The note format can only be opened and edited on AiPaper devices. Other devices cannot view it.
2. The note format is not compatible between different applications. Please import the note file exported from the corresponding application.

File Management – Viwoods Files

1. Local Storage and Cloud Drive — Import



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please contact us at service@viwoods.com

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