



1. What is Maia?

Maia is an AI system consisting of multiple artificial intelligence models, which provides solutions to help manage everyday tasks. Maia learns from user interactions, enabling you to upload personal documents and turn them into private knowledge bases, on which you can ask questions. It's a dynamic, ever-evolving system designed to deliver customized solutions.

1.1 The Maia Credits system

Maia works through the Maia Credits system which offers great flexibility as it deducts credits only for the features the user is interested in.

You can choose between two plans:

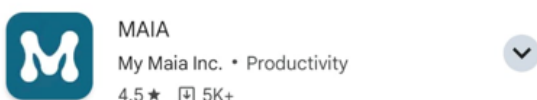
- Free Plan: 50 Maia Credits for free per month
- Elite Plan: 500 Maia Credits for 5€ per month

For more information, please refer to the “Pricing” section at the end of this document.

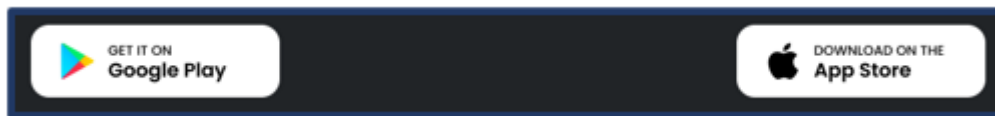
2. How to download the Maia app to your device

You have two ways to download the Maia app:

1. Open the Play Store on your mobile, tap “Search”, type “Maia” and download the app.



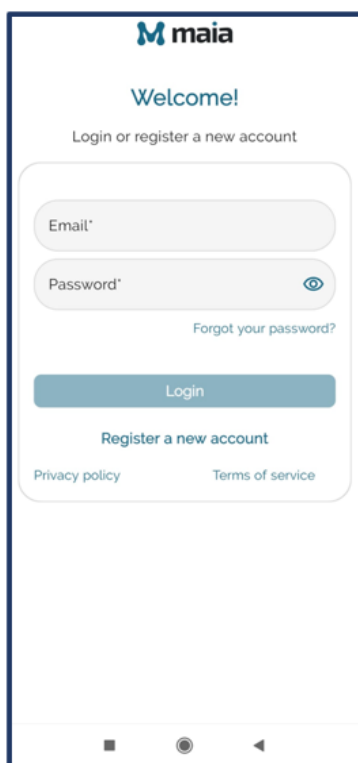
2. Go to the Maia website at www.mymaia.ai, scroll to the page bottom and choose between Google Play and App Store.



You will be redirected to the corresponding app store, where you can download the app.

2.2 How to create an account

Upon downloading the app, you will see a welcome screen where you can register a new account or log in later. From this screen, you can also view the Terms of Service and Privacy Policy.



If you want to sign up, tap "Register a new account" to begin the registration process. You will then be redirected to the Maia website at www.mymaia.ai. Once there, navigate to the "Plans and Prices" page and choose between the Free and Elite plans.



Once you have selected your plan, a registration form will appear. Fill out the provided fields to create your account on the Maia platform.

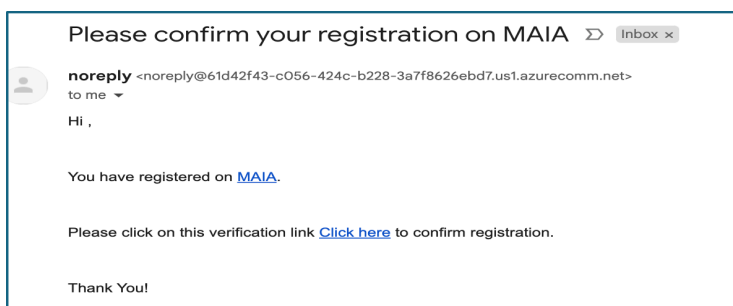
Please note that the form includes fields marked by red asterisks, which are required in order to proceed with registration.

Note: Your password must be 10 characters long, including 1 special character, 1 uppercase letter, 1 lowercase letter, and 1 number.

We recommend filling in the “Interests” field to help Maia learn more about you and provide personalized responses.

To make the most of Maia’s features, check the boxes labelled “Consent for localization” to perform local searches, and “Consent to use the microphone” to enable the Speech-to-Text mode and use your voice when interacting with your Life Copilot.

To complete your registration, tap the “Submit” button and check the email we will automatically send to your email account.



By tapping the blue “Click here” link, you will confirm your request to create a Maia account. This will lead you to the shopping cart page where you can complete the payment.

To finally access the service, you will need to go back to the app where you can enter your login details.

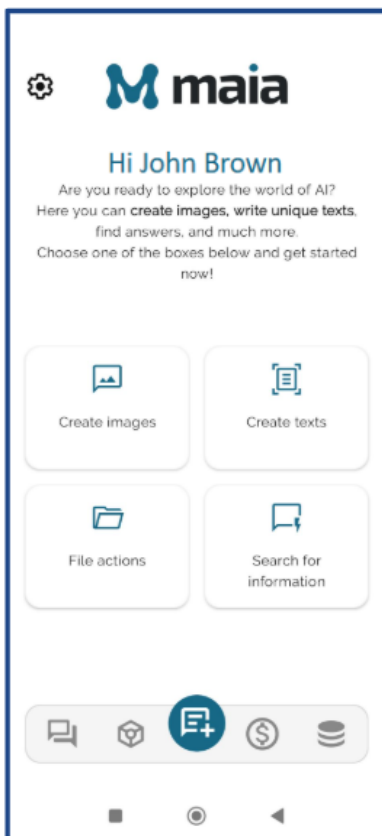
IN A FEW TAPS: How to create an account

- 1) Tap "Register a new account"
- the app will redirect you to www.mymaia.ai
- 2) Navigate to the "Plans and Prices" page
- 3) Choose between the Free plan and the Elite plan
- 4) Fill in the registration form with the required information
- 5) Confirm your email address
- 6) Complete the payment
- 7) Go back to the Maia app
- 8) Enter your credentials
- 9) Tap the "Log in" button

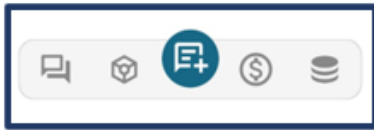
2.3 What the Maia panel looks like on the first login

From the home screen, you can easily navigate the app by tapping one of the four boxes that give you quick access to Maia's main features.




Let's see what the home screen looks like:

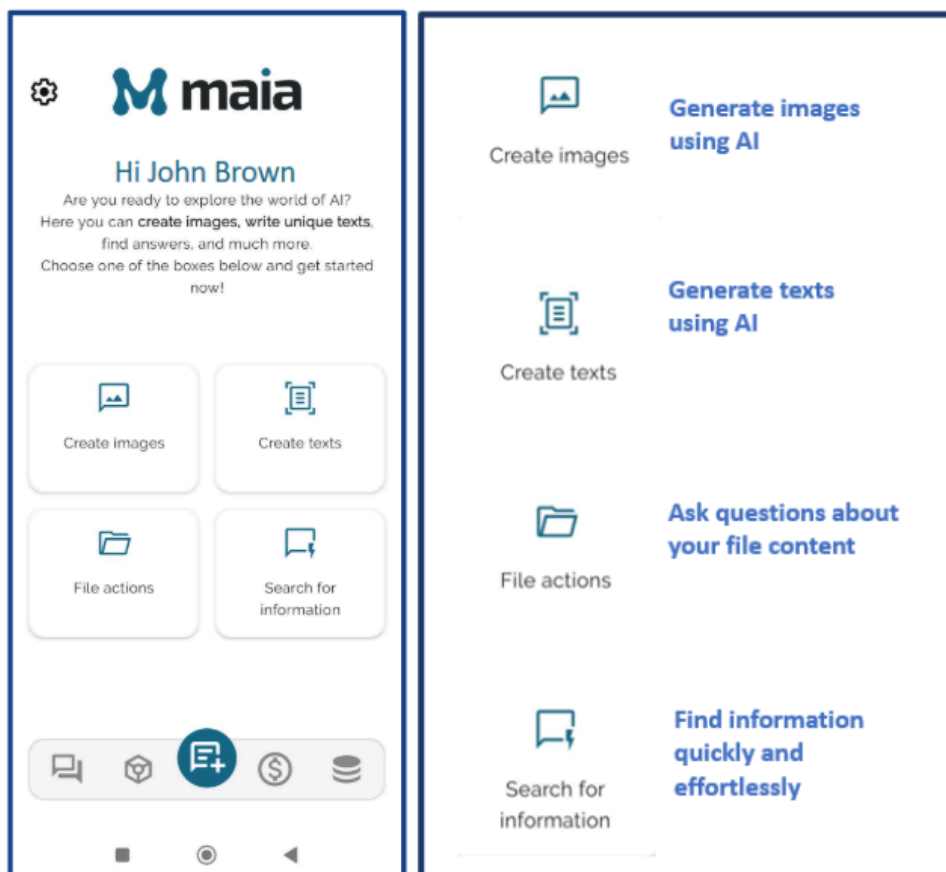



2.4 The navigation menu

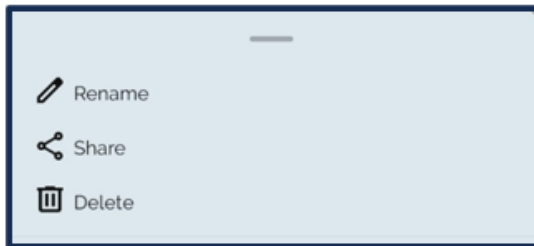



Let's have a look at each icon, starting from left:

-  Tap here to view the conversion history
-  Tap here to see your Personal Profile Graph. If you want to get more personalized answers, enter your data into the graph to help Maia know you better.
-  Tap here to open a screen where you can select one of the 4 boxes, each representing a task Maia can perform: image generation, text generation, information extraction from personal files, and custom searches.



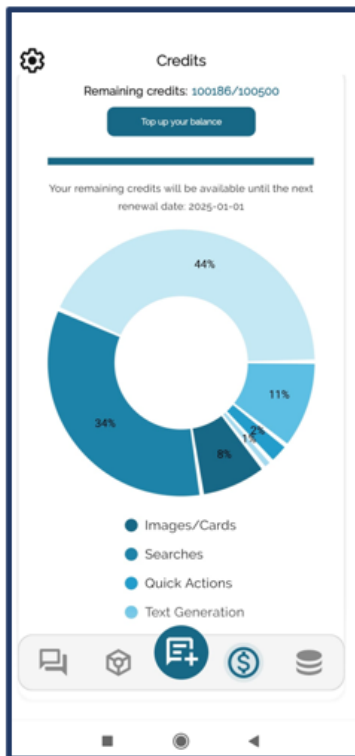
The top right corner in each section features a three-dot icon  which gives you quick access to the below actions:




- Rename: tap here to change the chat name
 - Share: tap here to share the chat and post the link on social media
 - Delete: tap here to delete a chat
-
-  Tap here to see the number of Maia Credits that have been spent so far.

You can easily monitor your credits using the pie chart, which updates in real time. The chart allows you to see how often you have made specific requests and provides insight into which categories your credits have been spent on the most.

Each Maia feature uses a certain number of Maia Credits, depending on the type of search and the actions needed to provide an answer. For example, with the Free monthly plan (50 Maia Credits), you can generate up to 100 images or perform around 15 searches or text generation tasks per month. On the other hand, the Elite monthly plan (500 Maia Credits) allows you to generate up to 1,000 images or complete approximately 75 searches or text generation tasks each month.



Please note that once your credits run out, the app will notify you with a message. When this happens, you can either wait for the next month to replenish your credits (50 for Free accounts and 500 for Elite accounts) or purchase an additional credit package. The additional packages—Small, Medium, and Large—are exclusively available for Elite accounts and must be purchased from the Plans and Prices section on the website www.mymaia.ai.

-  Tap here to open the Uknow section, where you can store your documents and ask Maia about their content, without the need to read them all.

3. Customization Sections

If you want Maia to provide custom answers, take some time to explore the panel sections dedicated to storing personal information and documents.



3.1 Personal Profile Graph


3.2 My files

3.1 Personal Profile Graph

The Personal Profile Graph, also known as PPG, is a tool that allows Maia to map users' interests, preferences, and personal information.

Note: To fully benefit from Maia's potential, we suggest filling in the PPG with as much information as possible.

The Personal Profile Graph is made of NODES, each representing a different category of information that the user can provide.

To access this section and start adding your personal information, tap the  button.

The Personal Profile Graph is a network of NODES. In the centre, you will find a NODE labelled with your name that contains your basic information. In our example, the user's name is John, so the central NODE is "John".

From the central NODE, 7 other NODES branch out, each representing a specific category.

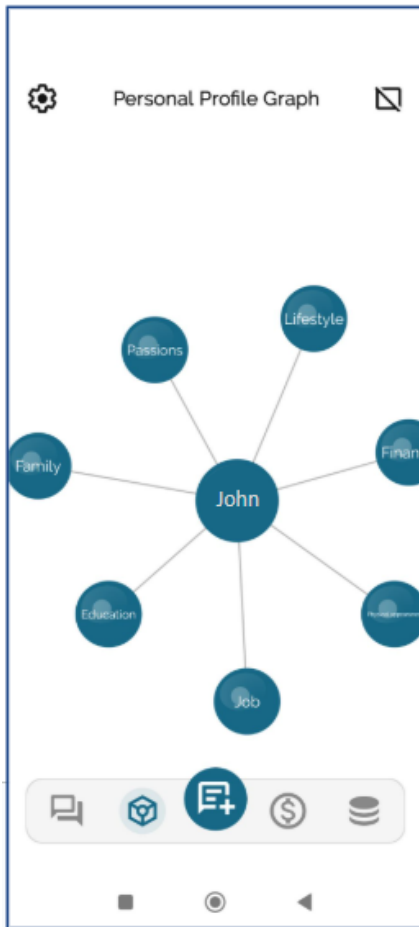
The categories are:

- **Physical Appearance.** This section contains information about the user's physical traits, such as body type, weight, eye and hair colour, and whether they wear glasses.
- **Job.** This section contains information about the user's job, company and office location.



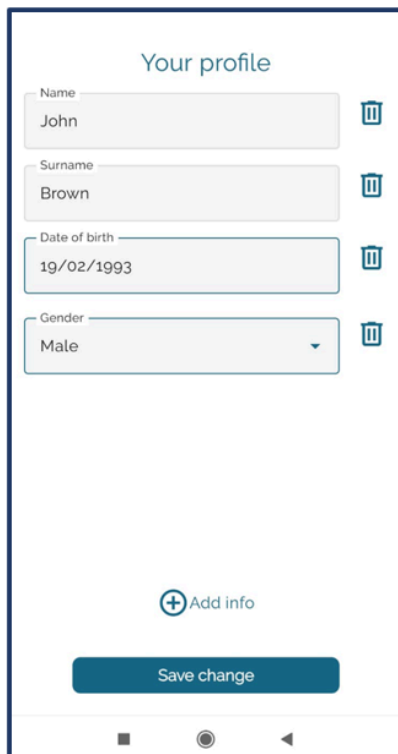
- **Education.** This section contains information about the user's educational background and the languages they speak. Remember that here you can add as many languages as you like.
- **Family.** This section contains information about the user's family members. If completed, it provides a full picture of their family, including their partner, children, parents, and siblings. You can also enter specifics such as each family member's name, age, and interests.
- **Passions.** This section collects the hobbies and passions the user first entered during registration. You can add more by typing them into the box.
- **Lifestyle.** This section contains information about the user's diet, allergies, favourite foods and drinks, and travel preferences such as favourite vacation types and visited destinations. You can also add information about your favourite sports teams, the sports you practice, and what social media you are on.
- **Finance.** This section contains information about the user's properties - for example, a two-room apartment at 42 Ellerdale Road, London - and their vehicles. In this last category, you can also specify your vehicle horsepower and registration year.

As you enter your data, the graph will update by creating new connections and NODES.




3.1.1 How to enter information into your Personal Profile Graph

Tap the NODE with the category name to enter your data into a section/category. In our example, if you want to enrich the central NODE, you will need to tap "John".



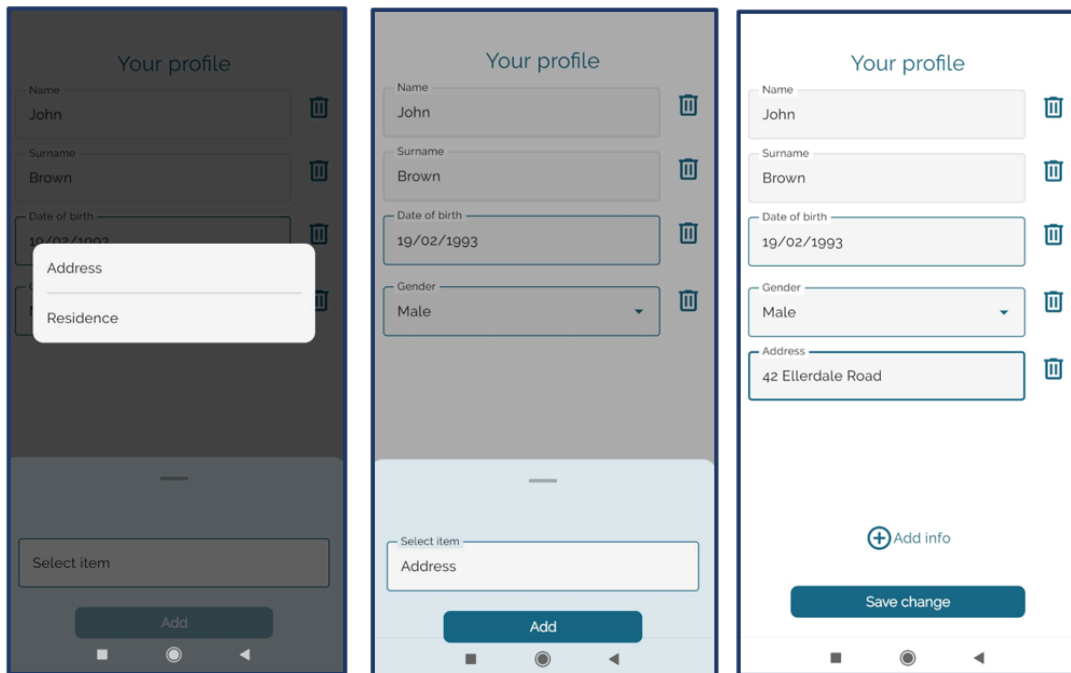
Once you tap the central NODE, you will see a screen featuring your name, surname, gender and date of birth. These data are already part of your graph as

they were automatically added during registration. Tap “Add info”  and choose from the list to enrich this category further. In this specific case, the information that has been left out is "Address" and "Residence”.


If you want to enter your address:

- Tap “Add info”
- Tap “Select item”
- Select “Address” from the option list
- Tap “Add”
- Type the address into the provided box
- Tap “Save change” to save the information

For each NODE, you will need to follow the same steps to input data into the graph.



IN A FEW TAPS: How to add information to your PPG

- 1) In the menu, tap the second button from the left 
- 2) Tap the "NODE" where you want to add information, for example, "John"
- 3) Tap "Add info" > "Select item"
- 4) Select one of the items from the list, for example, "Address"
- 5) Tap the "Add" button
- 6) Enter the information, for example, "42 Ellerdale Road"
- 7) Tap "Save change"

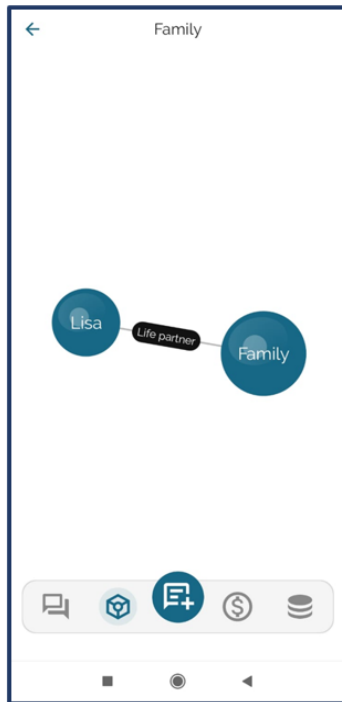
Note: Don't forget to tap "Save change" after completing all fields in a NODE. If you don't save and move to another NODE in the graph, any unsaved information will be lost, and you will need to re-enter it.

You can navigate your Personal Profile Graph by tapping any NODE which will take you to the corresponding categories, where you can add your information.

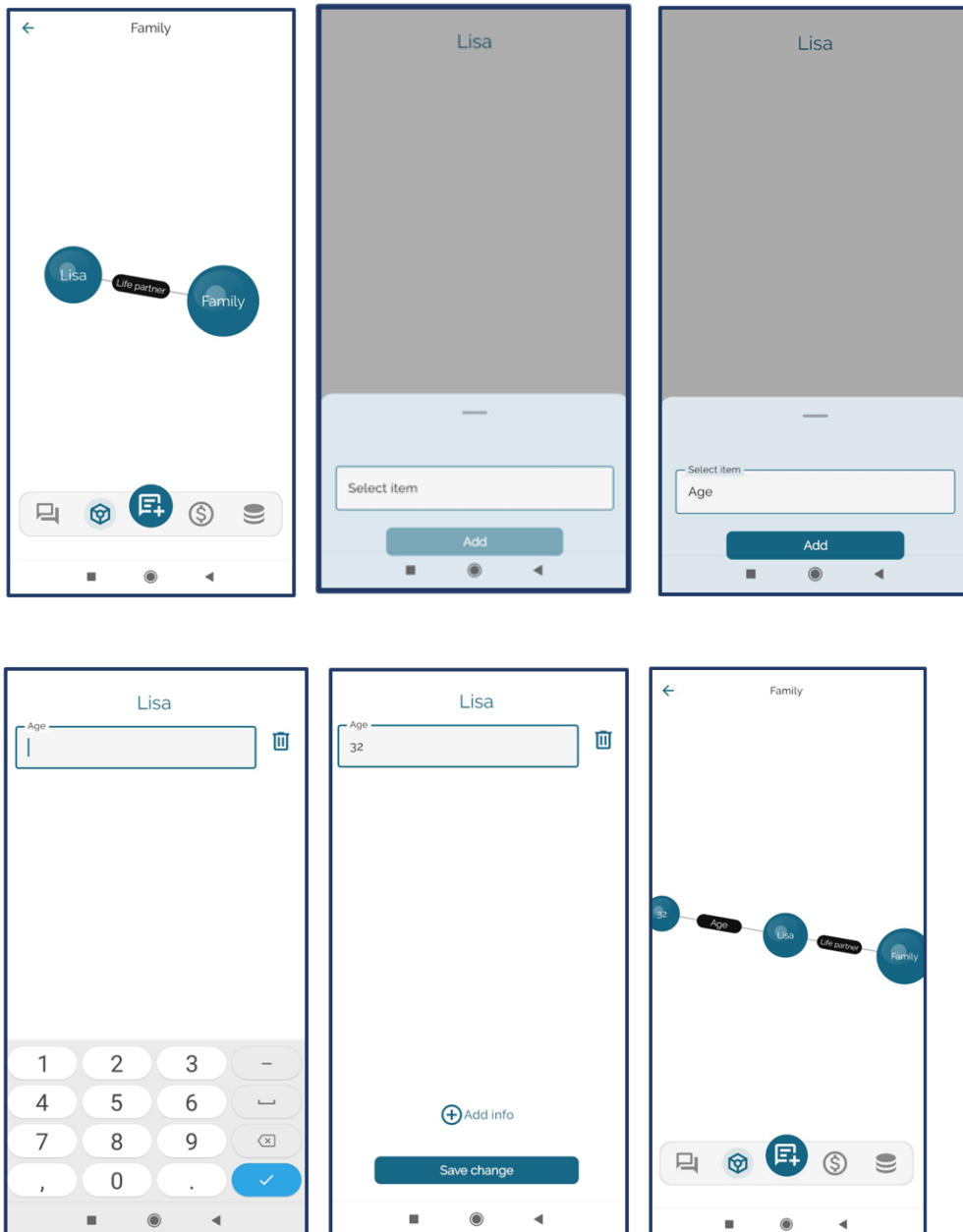
Some NODES, like "Family", "Job", "Passions", and "Finance", allow you to add second-level information. For example, if you add your partner's name in the "Family" NODE, as first-level information, you can also specify their job, age, and passions, as second-level information.

3.1.2 How to add second-level information

After entering your life partner's name (e.g., Lisa) into your PPG and saving the change, as we have seen before, a new NODE called "Lisa" will be automatically created.




To enrich the Lisa NODE, tap it, select the item, enter the information and tap "Save change".




IN A FEW TAPS: How to add second-level information to your PPG

- 1) Tap the “NODE” where you want to add information, for example, “Lisa”
- 2) Tap “Add info” > “Select item”
- 3) Select one of the items from the list, for example, “Age”
- 4) Tap “Add”
- 5) Enter the information, for example, 48
- 6) Tap “Save change”

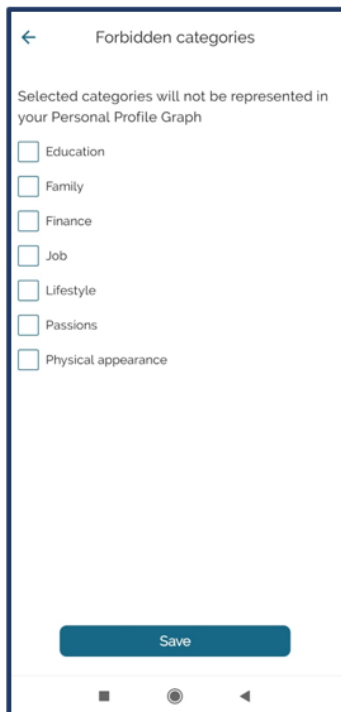
Note: You can delete the information you entered anytime by simply tapping on the trash symbol  found next to each data.




If you don't want certain NODES - for categories like Physical Appearance, Education, Job, Family, Passions, Lifestyle, or Finance - to be shown in your PPG, you can turn them off by tapping the  icon in the top right corner.




Once you tap it, you will see a screen featuring a list with all NODES/categories.



To disable them, check a NODE box and tap "Save" . By doing so, the NODES you selected will no longer appear in your Personal Profile Graph.

IN A FEW TAPS: How to disable a NODE in your PPG

- 1) Tap the  icon in the top right corner
- 2) Choose the NODES you don't want to be displayed on your graph
- 3) Tap "Save"



Note: We recommend entering as much information as possible into your Personal Profile Graph. This way, Maia can use your data to give you the most accurate and customized answers.

Example: PPG completed

Information:

Son: Jack

Son: 3 years old

Son's passions: Coloring

User's question: "What can I get for Jack?"

MAIA looks for gifts suitable for a 3-year-old boy who likes coloring

Example: PPG not completed

User's question: "What can I get for Jack?"

MAIA doesn't know Jack but understands it's a boy, so the search focuses on men's gifts.

3.2 My files


My files is a personal space where users can upload documents, website links, voice messages, and emails. Maia can perform various tasks on these files, like answering questions about their content, providing translations and summaries, and even audio transcriptions.

Let's take a look at what can be uploaded and how to do so.

Here is a list of the files you can upload:

- Text files: TXT, PDF, DOCX, PPTX
- Images: JPG, PNG, TIFF, BMP, GIF, WEBP
- Audio: AAC, WAV, MPEG, OGG, OPUS
- URL: (website links)

3.2.1 How to upload documents to My files

Tap the  button in the menu to open a new screen where you can upload your files.



Tap the  icon in the bottom left to see the following screen:

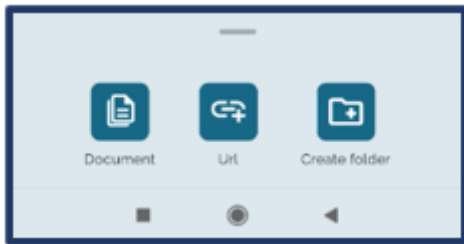


The three buttons allow you to:

- Upload documents
- Enter URLs from websites



- Create a folder




Upload documents

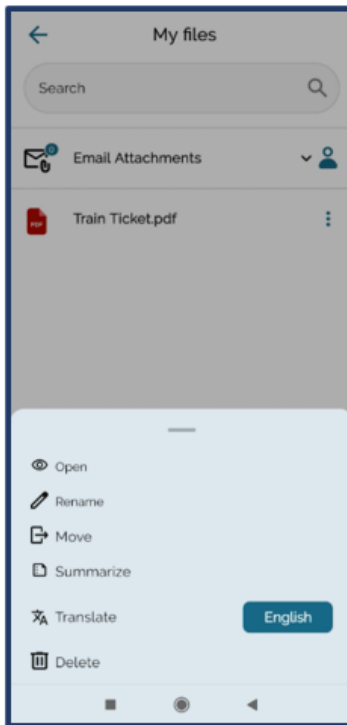
Tap “Document” to open your phone storage and choose the file you want to upload.

Please note that the system allows file uploads up to a maximum of 5 MB.

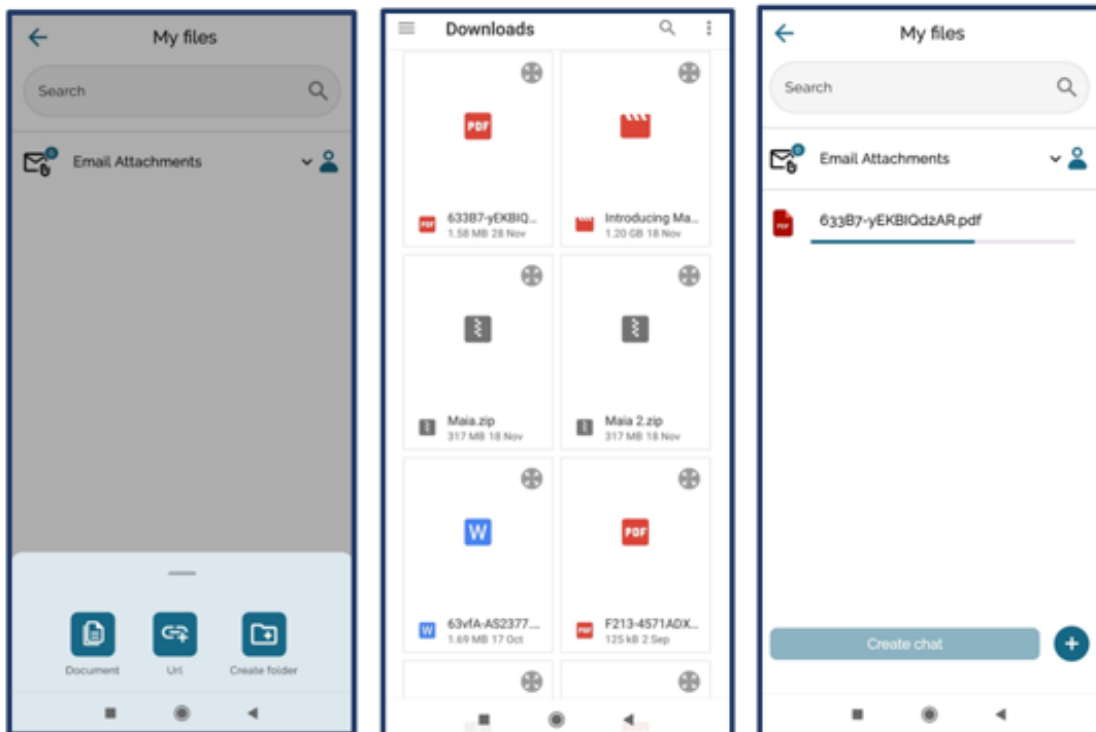
Once you select a file, a screen will appear displaying the document in the "My files" section as it uploads.

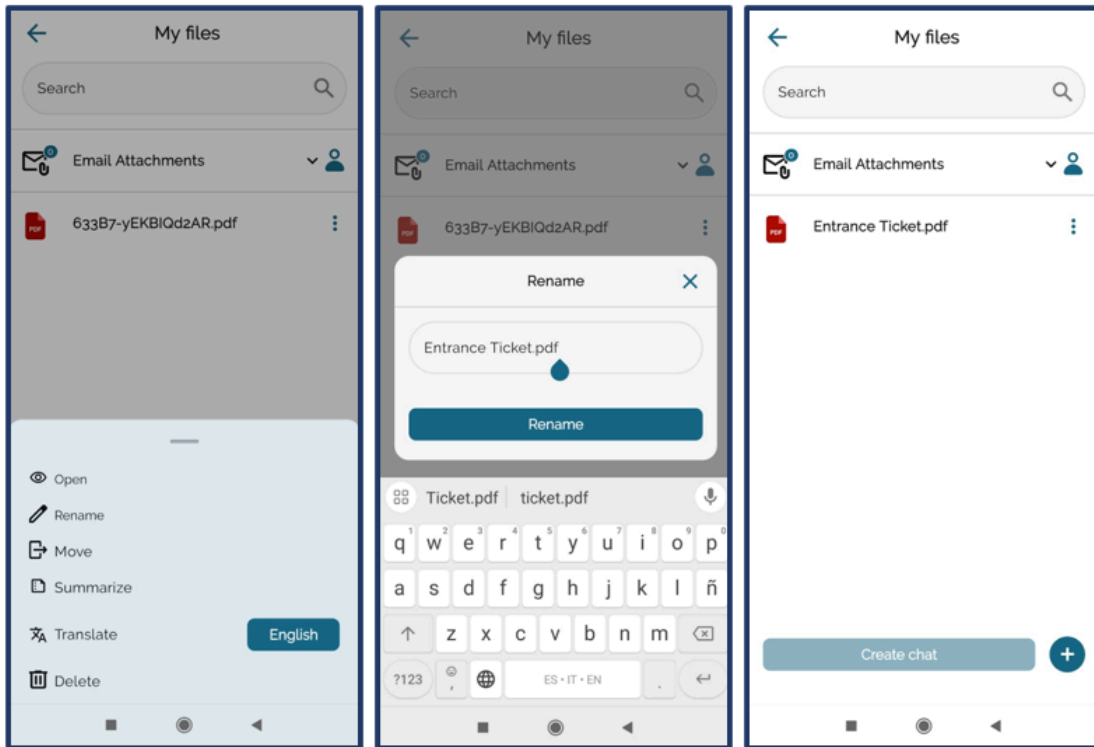
Next to the uploaded file, you will see a three-dot  icon featuring various options that allow you to:


- Preview the file
- Rename the file
- Move the file
- Summarize the entire file
- Translate the file. Next to it, there is a button where you can select the language.
- Delete the file



Here is a step-by-step visual guide to uploading a file:







In our example, we have selected a document and renamed it by first tapping the three-dot  icon and then “Rename”.

You can easily send email content or any attachments you have received via email. Forward the email to doc@mymaia.ai to add the email content and/or any attachments to “My files”.

IN A FEW TAPS: How to upload a file to “My files”

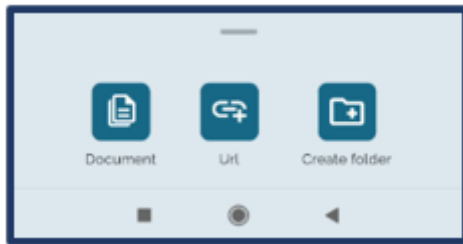
- 1) Tap the  button in the menu
- 2) Tap “Document”
- 3) Choose the document you want to upload
- 4) Wait until the document is fully uploaded

IN A FEW TAPS: How to rename a file

- 1) Tap the three-dot icon  which is located next to the document you want to rename
- 2) Choose “Rename” from the option list
- 3) Type the name
- 4) Tap “Rename”




Enter URLs



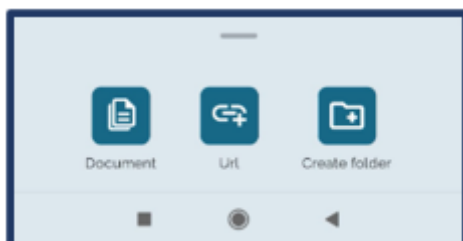
Tap “URL” to open a pop-up where to paste your website link. Once you paste it, tap “Connect”.



IN A FEW TAPS: How to upload a URL to “My files”

1. Tap the  button in the menu
2. Tap “URL”
3. Paste the web address you want to add
4. Tap “Connect”

Create a folder



This option allows you to create a folder where to keep your files organized, making it easier to access them later.





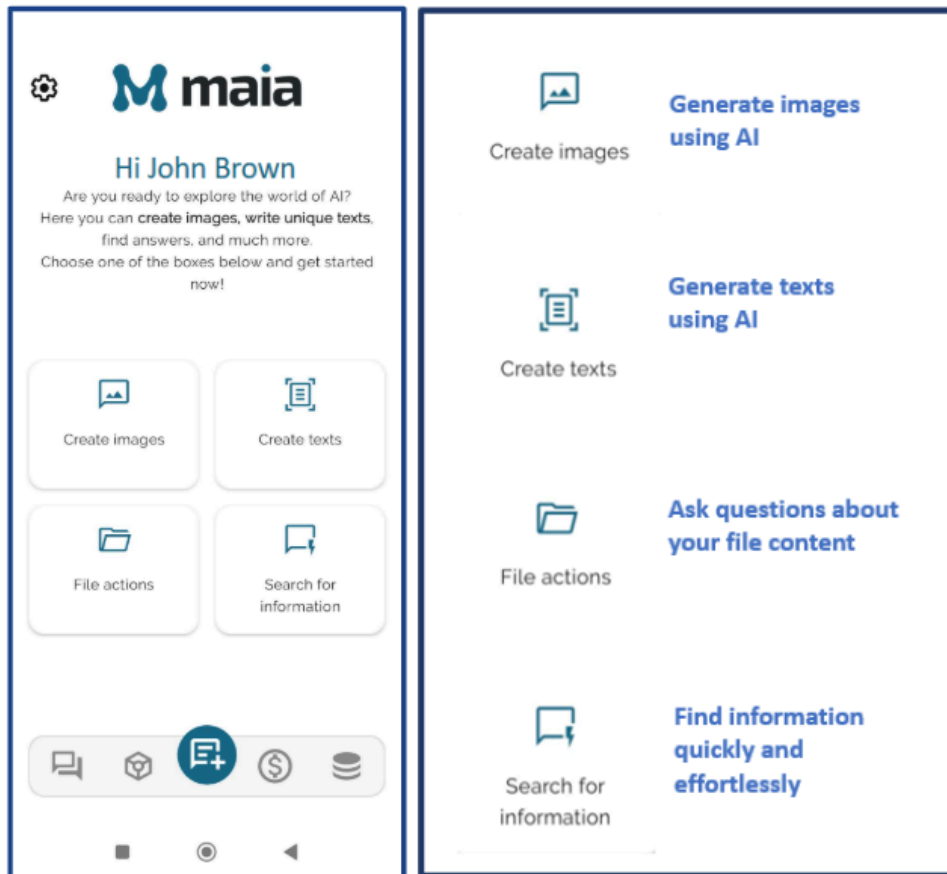
Now that your account has been customized and your documents have been uploaded, you are ready to make the most of Maia.

4. Maia's tasks and features

Maia can perform multiple tasks for different purposes. To make things easier, we have organized its features into four main sections.

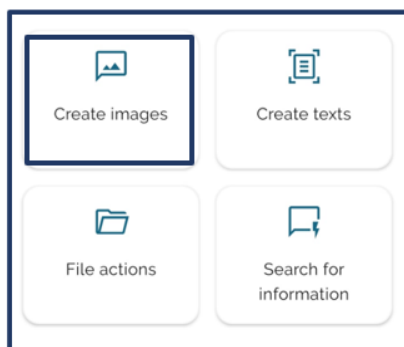
- **Create images.** Here you can generate original images from simple text prompts using AI.
- **Create texts.** Here you can generate custom texts, from short paragraphs to longer and more complex content.
- **File actions.** Here, once you upload files and URLs, you can ask Maia about their content and share a public link so that others can do the same. You can also use quick actions to transcribe, translate, and summarize your files.
- **Search for information.** Here you can ask questions and get accurate answers from verified sources, whether it is news, local information or anything else.

As previously explained in Chapter 2.4, clicking the  button opens the section where you can start using Maia and discover its features. 



Using these features is very easy. You just need to choose one box to open a new chat where you can interact with Maia and make the most of its tools.

4.1 What is “Create images”?



This is where Maia generates images using AI. Just like with web searches, you can share or download them to your device.

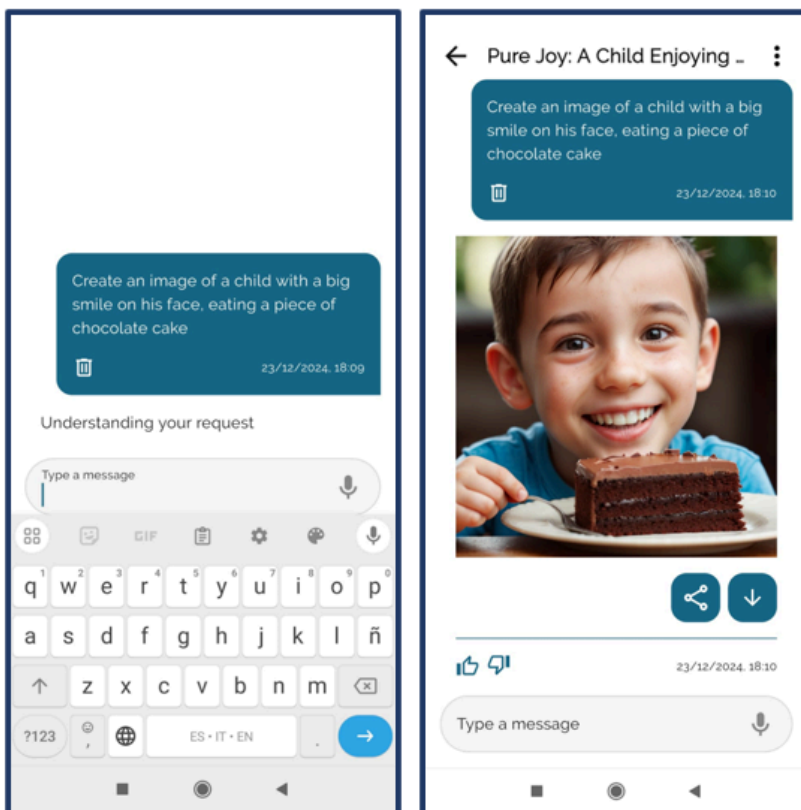


Maia creates detailed, high-quality images that span various styles and formats. The result is incredibly realistic and expressive, with a sharp focus on facial expressions and textures. The portraits are also extremely realistic.

4.1.1 How “Create images” works

Let’s ask Maia to generate a picture from a short and simple text prompt: "Create an image of a child with a big smile on his face, eating a piece of chocolate cake".

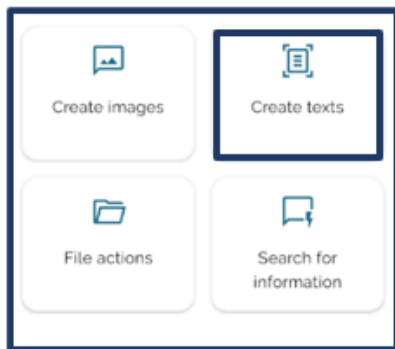
Here is what our example looks like:



The image matches the user’s prompt and shows the feeling of fun. Maia has focused on the details and facial expression, making the result look extremely realistic.



4.2 What is “Create texts”?



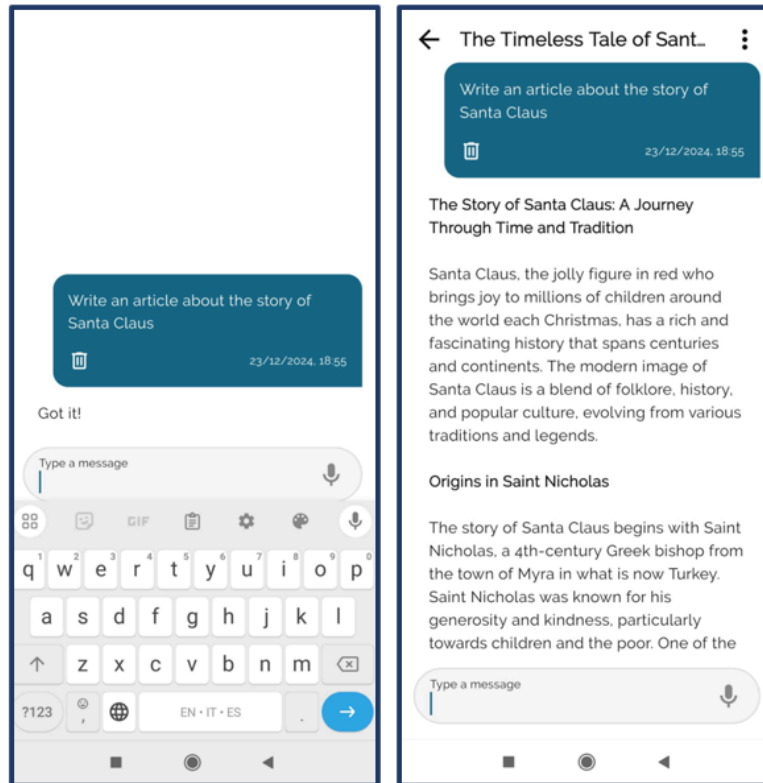
This is where Maia generates a wide range of texts, including articles, contracts, podcasts, reports, and more.

4.2.1. How “Create texts” works

To generate your text, tap the "Create texts" box and use the search bar to give Maia instructions on the text you want to create.

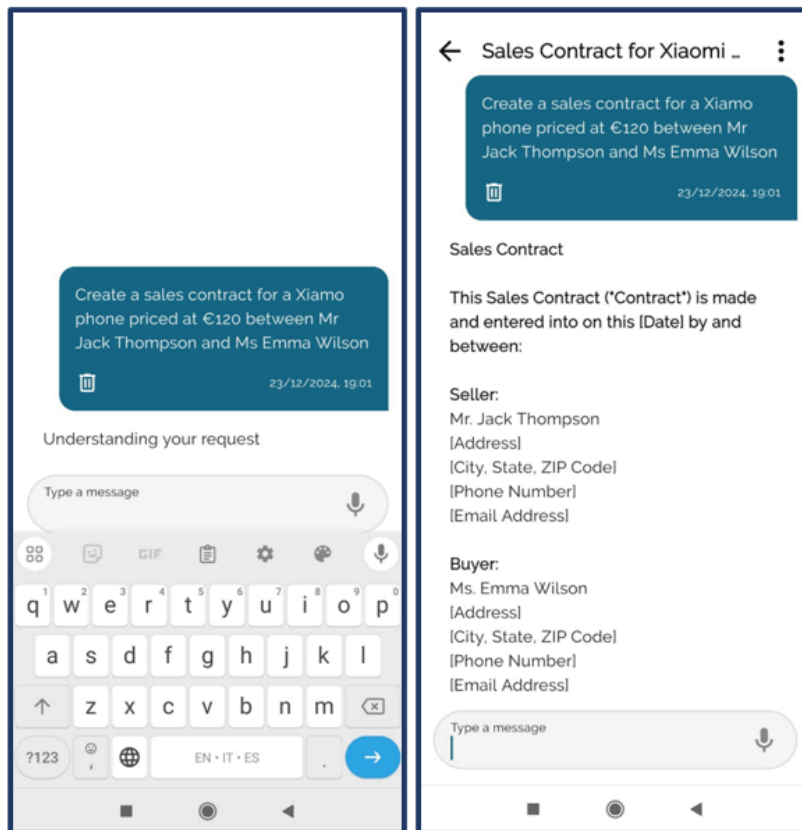
Let's see a few examples:

- 1) Write an article about the story of Santa Claus.



Maia has generated a text on the requested topic, following the proper structure and guidelines typical of an article.

- 2) Create a sales contract for a Xiaomi phone priced at €120 between Mr Jack Thompson and Ms Emma Wilson.



Note: This example only includes the buyer's and seller's names, leaving out sensitive information like tax numbers or addresses. Depending on the context, Maia adds placeholders and/or fictitious details which you will need to edit later. Although, in this case, the user hasn't provided specific information on the buyer and seller, Maia has added placeholders to ensure the contract looks legally valid.



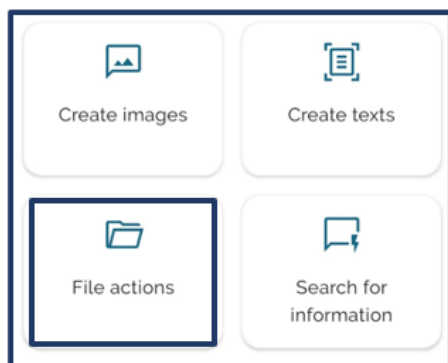
4.3 What is “File actions”?

The “Files action” feature, which leverages the “My files” storage space and Maia technology, allows you to upload texts, audio, images, and URLs. Once you upload your file, you can ask Maia questions about its content, translate or summarize it, and even ask for audio transcriptions.


4.3.1 How “File actions” works

To talk about this feature and understand how to use it, we need to go back to the description of the "My files" section.

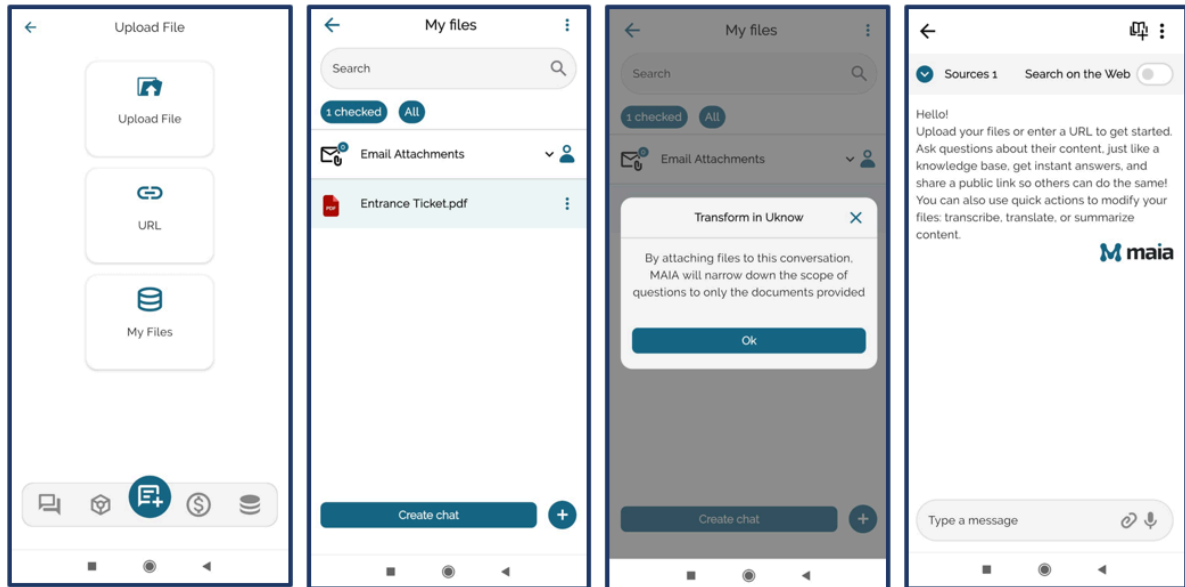
As mentioned before, to use this feature, you will need to tap one of the 4 boxes from the home screen.




Tapping this box will open a pop-up showing the options "Upload File", "URL" and "My files".

As we have already covered how to attach files to the storage space, we will skip that step here. To attach the document you would like to ask questions about, choose "My Files" , press and hold the document (e.g., Entrance Ticket), then tap "Create Chat" and confirm by selecting "Ok" on the pop-up notification about the Uknow conversation.


4.3.2 Visual guide on how to attach a file to a chat:

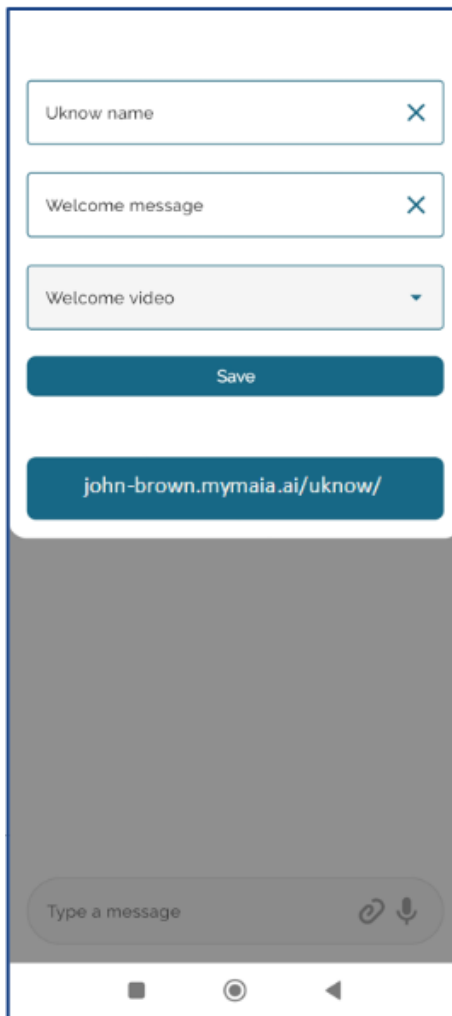


IN A FEW TAPS: How to attach a file to a chat


- 1) Tap the  button in the menu
- 2) Choose the file you want to attach
- 3) Press and hold the selected file
- 4) Tap "Create chat"
- 5) Tap "Ok" to confirm the conversion into Uknow

You will now see a new chat featuring a search box where you can type your question. If you want to attach a second file to the same chat, tap the paperclip icon next to the search box.

In the top right corner, you will see the icon . Tap it if you want to name your Uknow, add a welcome message, and attach a welcome video. This way, you will be able to share the generated link and make it interactive on social media. All you need to do is copy and paste your link.



IN A FEW TAPS: How to share a conversation on social media


1. Tap the share button 
2. Enter the Uknow name
3. Add a welcome message
4. Add a welcome video
5. Tap "Save"
6. Copy the link to share on your social media

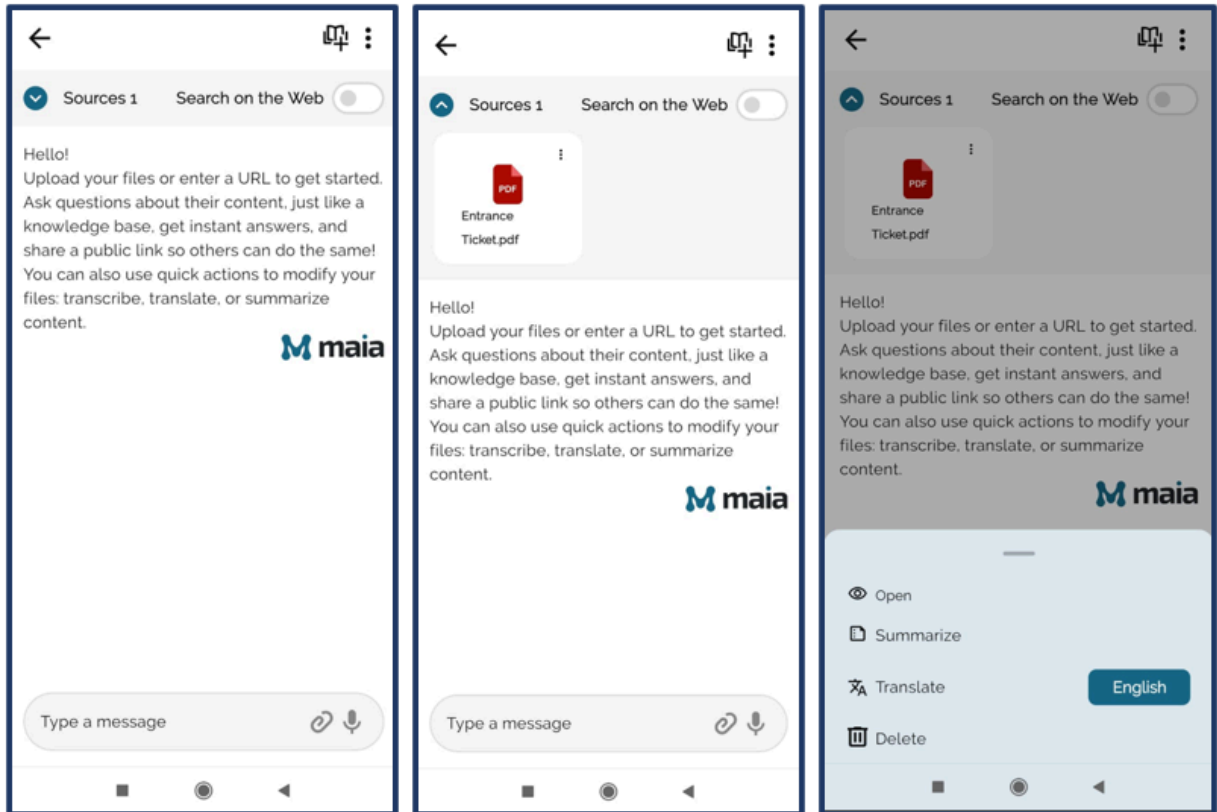
4.3.3 Quick actions on files attached to a chat

Once a document is uploaded, you can ask Maia to perform tasks such as summarizing or translating its content.



To start using the quick actions, tap the arrow in the top left corner located next to “Sources”, which represents the attached file. Once you expand this section, you

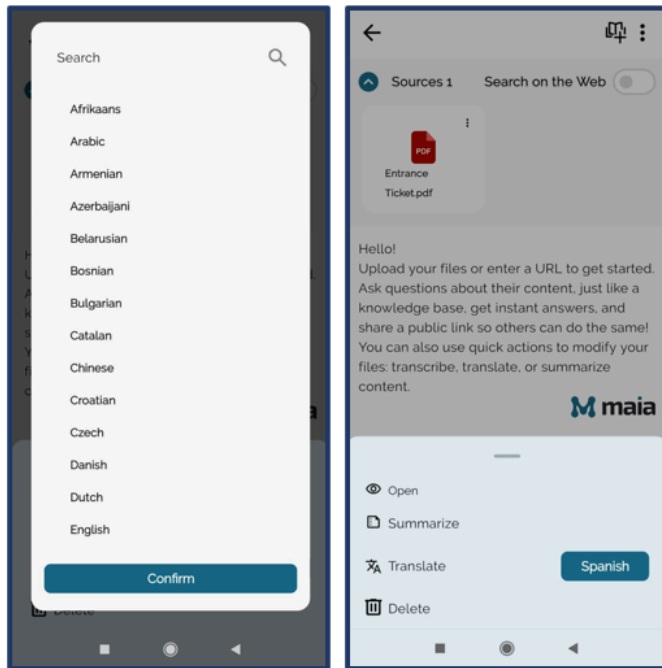
will see a three-dot icon  next to your file. Tap it to view all quick actions.



Open. By tapping here, you can open the attached document.

Summarize. By tapping here, you are asking Maia to summarize the attached document.

Translate. By tapping here, you are asking Maia to translate the attached document. To select a language for your translation, tap the button next to “Translate” and choose from the list. Since the app is initially set to English, the button will display “English”. Once you choose the target language (e.g., Spanish), the button will update to “Spanish”.



Delete: By clicking here, you can unlink the attached document from the chat.

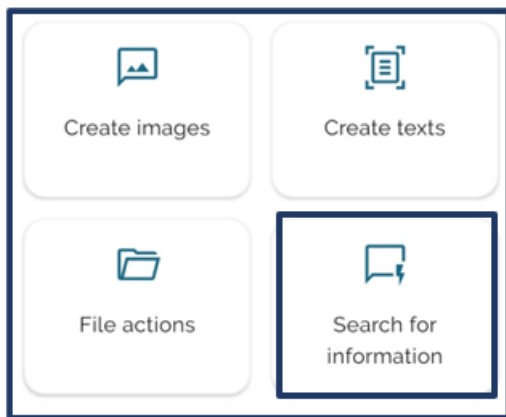
In addition to the quick actions, you can also **ask Maia specific questions** about the content of your document. Use the chat search box to type your request.


4.4 What is “Search for Information”?

This feature allows you to ask questions and get accurate answers based on verified sources. You can request information on a variety of topics by asking Maia to carry out web searches or more localized searches, which help you find a business in a specific area.

4.4.1 How “Search for Information” works

To try this feature, tap the corresponding box on the home screen.



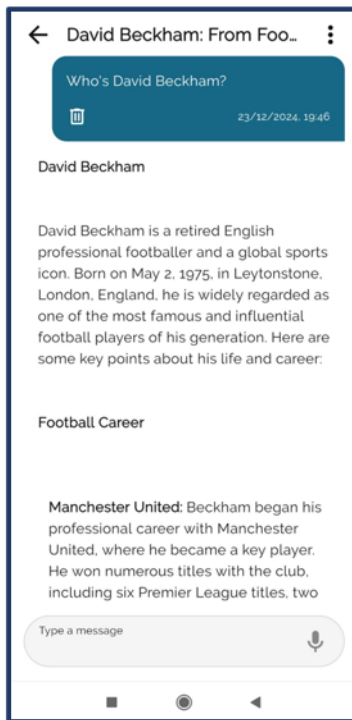
Once in a new chat, you can ask for information or advice by typing your request in the search box. Alternatively, you can use your voice to interact with Maia by pressing and holding the microphone icon .



In this section, you can ask Maia questions and receive answers based on information found on the web. Please remember that, if you activate geolocation and complete your Personal Profile Graph, Maia will be able to provide highly customized answers. Besides web searches, here you can do local searches and ask personal questions and interesting facts about Maia. Finally, you can ask about your information to see how much Maia has learnt about you.


4.4.2 Questions you can ask in the “Search for information” section

- Web searches are standard searches conducted on the web which also include those that don't require specific customization.

Example: Who's David Beckham?



As mentioned earlier, tapping the three-dot icon  in the top right corner and selecting the  icon will open a pop-up that allows you to share your conversation on your mobile apps.

The  buttons allow you to send feedback on an answer, with a thumb up for positive feedback and a thumb down for negative feedback.

4.4.3 The importance of the context

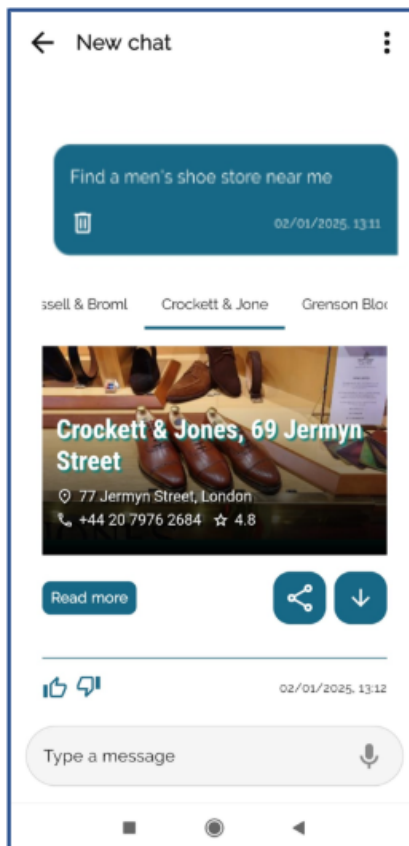
Maia can infer the subject of a sentence, even when it is not explicitly mentioned, by deriving it from the prior context. In our example, the user asks who David Beckham is and moves on to their second question "How many children does he have?". Although the subject, David Beckham, is not specified, Maia can still understand it from the previous interaction.



Maia has provided an answer with information about David Beckham's children's names and ages. As you can see from the example, there was no need to specify the subject of the question as the context carried over the information that Maia understood and used to search.

- Local searches help locate businesses in a specific area, whether near the user's address or in another city.

Let's see an example:



In this case, the user, John Brown, has entered information about his residence and home address (23 Jermyn Street, London) into the Personal Profile Graph.

Maia has leveraged this information to search and find men's shoe stores in the area closest to the user's address, which is 23 Jermyn Street, London.

The Media Cards that appear in the results provide an overview of the searched business, including the name, address, opening and closing hours, and, most importantly, customer ratings.


Note: The presence or absence of these cards and the information they provide is not due to a malfunction of Maia, but rather depends on whether a listing for that specific business is available online.

As you can see, at the top, you can scroll through the results Maia found that match the user's criteria.



- With personal searches, you can discover more about Maia and how it can assist you. You can also ask Maia similar questions about yourself to see how much it knows about you.

IN A FEW TAPS: How to do a search with Maia

- 1) Tap the  button from the home screen to open a new chat
- 2) Select the box "Search for information"
- 3) Type your question in the search box
- 4) Tap the send button

Types of search:

- *Web search*
- *Local search*
- *Personal search*

5. Pricing

Maia is an AI product that works through a credit system called Maia Credits. This system allows you to use credits only for the specific tasks or requests you actually need, ensuring no credits are left unused.

As mentioned earlier, when making your purchase, you can choose between two types of plans:

- **Maia Free** has no fixed monthly costs and provides 50 free Maia Credits per month which you can use for any Maia feature.
- **Maia Elite** has a fixed cost of only €5 per month and provides 500 Maia Credits, with automatic monthly renewal.

The Maia Free plan allows unlimited access to all types of requests, with the only limitation being the 50 credits available. Once the credits are over, the service will be unavailable until the plan is renewed for free, after which you will receive another 50 credits, as provided for in the Free plan.



If you think that the 50 monthly credits on the Free plan are not enough for your needs, you will have to upgrade to the Elite plan to get additional credits. Purchasing extra credit packages is not possible with the Free plan.

The Elite plan not only comes at a very competitive price of just 5 euros per month, but it also provides 500 credits, which results in more interactions with Maia. **Besides, if you run out of credits on the Elite plan, you can always purchase extra credit packages.**

Our extra credit packages are:

- Small: 500 Maia Credits
- Medium: 1000 Maia Credits
- Large: 3000 Maia Credits

Please remember that the credits you purchase from the extra credit packages are valid and can only be used while your Elite plan is active. If you don't renew your subscription after 3 months, the account will switch to the Free plan with 50 credits, and any extra credits you have bought won't be available. However, if you renew the Elite plan, those credits will become available again.

5.1 Payment methods

To start using Maia, you can choose from the following payment methods:

- Credit cards (Visa, Mastercard, Amex, UnionPay)
- Google Pay, Apple Pay
- Utake Payment

The Elite plan has a fee of 5 euros, which will be charged monthly. When you renew by making your next payment, the 500 Maia Credits will be automatically added to your Maia account.