

LIVESCRIBE PEN

1. HOW TO USE A LIVESCRIBE PEN AND THE NOTEBOOK?

1.1- The Smartpen

- First power it on by pressing the **Power** button (located at the top of the front side of the pen) to start your smartpen.
- The smartpen will show first the words **Livescribe** and then **Starting...** After the startup is completed, the display will show the current time.
- When you are finished using the smartpen, press the **Power** button again to turn it off.

1.2- The Notebook

- To write your notes and record audio you need to have a Livescribe Notebook.
- In the notebook you will find different options in the inside cover called **Setting** area:
- The options are:
 - Battery  (by taping this option it will show you an image of the battery level of your smartpen)
 - Storage  (by taping it once you will see the amount of remaining storage in megabytes; by doing it a second time you will see the amount of remaining storage in hours or minutes)
 - Date  (by taping in this option it will show the current date)
 - Time  (by taping in this option it will show the current time)

These options can be set up using the Echo Desktop program.

2. HOW TO INSTALL ECHO DESKTOP IN YOUR COMPUTER?

- On your browser, open a new tab.
- On the search bar type: "Livescribe echo desktop".
- Click on the second link.
- On the menu bar, click "Resources" and then click on "Echo Step-up".
- If you are using a MacBook click on "Download for Mac OS" or if you have a Windows computer click on "Download for Windows".
- Once the download is done, double click on it to open.
- Let the installer run, click in agree, and then click Next.
- After it is done installing, the program will show on your desktop (W) or in your Launchpad (OS).

3. HOW TO SET-UP YOUR PEN?

- Plug your smartpen into the computer and open the Echo Desktop program.
- The first prompt is for you to give a name to your smartpen.
- The last prompt is to register the smartpen, you will click on the “Remind me later” button.

4. HOW TO CHARGE THE PEN?

- First, plug the Micro-USB cable to your smartpen. The Micro-USB port is located on the top next to the headset jack.
- Then connect the other end of the cable (standard USB) into your computer.
- A battery and lightning bolt symbol will display on your smartpen when it is charging. A full charge can take up to 2.5 hours.

Important: You can only charge the smartpen on your computer or with a battery pack. If the smartpen is plug into an AC Wall Adapter it can damage the smartpen to the point that it will not work anymore. If this happens the student will be subject to pay (\$179) or replace the smartpen.

5. HOW TO TAKE NOTES WITH THE LIVESCRIBE PEN?

- First, power on the smartpen.
- Then locate the page you want to use for the recording. Tap the **Record** button , located at the bottom of the page. The smartpen will starts recording and shows an incrementing timer on the screen and you can start writing your notes.
- If the class is taking a short break, you can tap the **Pause** button  to pause the recording. Your smartpen will show a pause icon on the screen.
- When the brake ends, tap the Pause button again to resume recording.
- If during the recording time you want to mark an important part to late go and finding it quickly and easily, you can tap the **Bookmark** button . It works either during the recording or playback.
- A bookmark is placed at that point in the audio file.
- When the class ends, you can stop the recording by tapping on the **Stop** button .
- Then you can power off your smartpen.



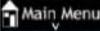
Important: All the recordings you make with your smartpen during class are the intellectual property of the professor. Because it is part of your accommodations you are authorized to record the professor’s lecture, but you cannot share the audio with other students. You can share your hand-written notes if you want to.

6. HOW TO GO BACK AND REVIEW THE NOTES?

6.1- Using the notebook to review your notes.

- Tap on the **Home** button that is represented as a light circle just above and to the right of the **Nav Plus**.



- Then tap in the center  of the Nav Plus, and it will take you to the **Main Menu** option. 
- Tap down  until you find the **Paper Replay** option. 
- Tap right  to launch the Paper Replay app.
- Tap down  to locate the **Play Session** option. 
- Tap right  to view the list of sessions listed. The recording will be in the order of their timestamp.
- Tap down  to scroll through the list of recordings until you find the one you need.
- Tap right  to select the recording that you want to open. Playback begins.
- While the recording is playing, you can use the audio controls on the bottom of the page:
 - Pause** button  to pause the audio playback. To resume the playback, you can tap the pause button again.
 - Stop** button  to stop the audio playback.

- **Jump** controls  to jump back or forward 10 seconds during the audio playback.
- **Previous** and **Next** bookmark buttons  to scan through the already added bookmarks in the audio timeline.
- **Jumping to a Position** bar  to go to the beginning, end, or any position within the audio timeline.
- **Playback Speed** controls  to speed or slow the audio session.
- **Volume** controls  to raise or lower the playback volume or mute entirely. After muting, you can un-mute it by tapping the mute button a second time.

6.2- Using the smartpen to review your notes.

- Tap on the written notes on the page of the notebook. The audio plays back from the point in your notes where the audio was recorded.
- During playback, your smartpen screen indicates the current position in the recording and the time remaining in your recording.
- While the recording is playing, you can use the audio controls on the bottom of the page mention before.

Important: As you record, remember to write something down on your notebook so that you can begin playback by tapping on it. If you do not do this, you create a paperless session.

6.3- How to upload and review your notes using Echo Desktop?

- Plug your smartpen into your computer and open the Echo Desktop program in your computer
- Then the program recognizes the smartpen, it will automatically sync the written notes and recordings
- Do not unplug your smartpen until the transfer is complete. The program will show a message confirming transfer success.

Important: The transferring process just make a copy of what is on the smartpen into the computer, it does not delete any data from the smartpen.

- Once the transfer is done, you will be able to view a digital copy of your notebooks on the **Library Tab** located on the left side.
- The notebook's icon will be the same color and number as the notebook that you use for your notes.
- To open the notebook, just click on its icon, and the right side of the screen (**Pages View**) will show all the pages that were used for the recordings or note writing.
- You will see all your pages at once as thumbnails. If you can open them, they will open on full size.
- You can click on green active ink of your hand-written notes to play the audio captured within your notes.
- While the recording is playing, you can use the audio controls on the bottom of the screen:
 - The **Play** button  can be used to begin playing audio.
 - The **Pause** button  can be used to pause the audio.
 - The **Audio Position** bar  indicates the position of the currently playing audio.
 - The **Jump back** and **forward**; the Jump to **previous** and **next bookmark**; and the **Playback speed** control will work the same as in the notebook.

7. HOW TO ARCHIVE THE RECORDINGS/NOTES AND CLEAR THE PEN'S MEMORY?

- Make sure that your pen is connected to your computer and open the Echo Desktop program.
- Once it opens it will automatically be on the **Page View** and **Library** tab.
- Choose the digital notebook that you want to archive.
- Click on the **File** option (first option in the top banner).
- In the dialog box, click the **Archive Notebook** option (seven options).
- When prompted, click **OK** to confirm the archive operation, otherwise click **Cancel**.
- When prompted, click **Archive this notebook**, otherwise click **Cancel**.
- Echo Desktop will confirm that your notebook is archived, and you will see it in your **Library** tab in an **Archived Notebooks** group.

Important: Do not archive a notebook unless you are finished using the physical notebook and are ready to set it aside. This method will delete your notes and audio from your smartpen and store them on your computer.

8. HOW TO CHANGE THE INK?

- a. On the bottom of your smartpen, you will find a little plastic cap that protects the ink and the pen's sensors removed this cap first.
- b. Once removed, the first thing you will find is the ink (little metal cylinder with a black color line around it), pull the ink forward until it is completely detached from the pen.
- c. Once it is detached, it will leave an empty hole in the pen, grab a new ink cylinder, and put it inside the empty part by pushing it until you feel a click.
- d. If after you change the ink you are not using the smartpen, put the cap back in.