


## Echo smart pen

1 Pen

1 booklet of livescribe dot paper

1 pencil case

### To Begin

- Take pen, cable and booklet out of pencil case
- Have booklet open at a blank page
- Pen has an icon  and a clear view panel at one end
- Press icon to start pen
- The pen will show Starting in view panel
- The pen is ready to use when the time is showing
- Take the nib cover off. This is quite small and easy to lose so place in pencil case!
- Notice the ICONS at the bottom of the booklet page.

- a large dot for **Record**
- **||** a double bar for **Pause**
- **■** a square for **Stop**

- With the nib cover removed TAP the nib on the Record dot  
You will hear a bell sound
- Begin to write your notes
- These can be in dot point as **the lecture/class is now being recorded**
- To Stop recording Tap the nib on the small square  
You will hear a different bell sound
- To Pause Tap the nib on the double bars
- Every time you begin writing Tap the nib on the Record dot

### Hearing what you wrote

- Anywhere in your notes tap the nib on the writing
- You will hear what was being said by the lecturer at that stage of class
- You may notice some scratching sounds, that is the pen writing on paper!
- To Stop the recording, tap pen on the Stop square at bottom of page.

When finished Turn Pen Off by pressing the icon 

- Place nib cover on pen

If icon  has a plug showing with a battery and is flashing it needs to be charged

### To Charge Pen

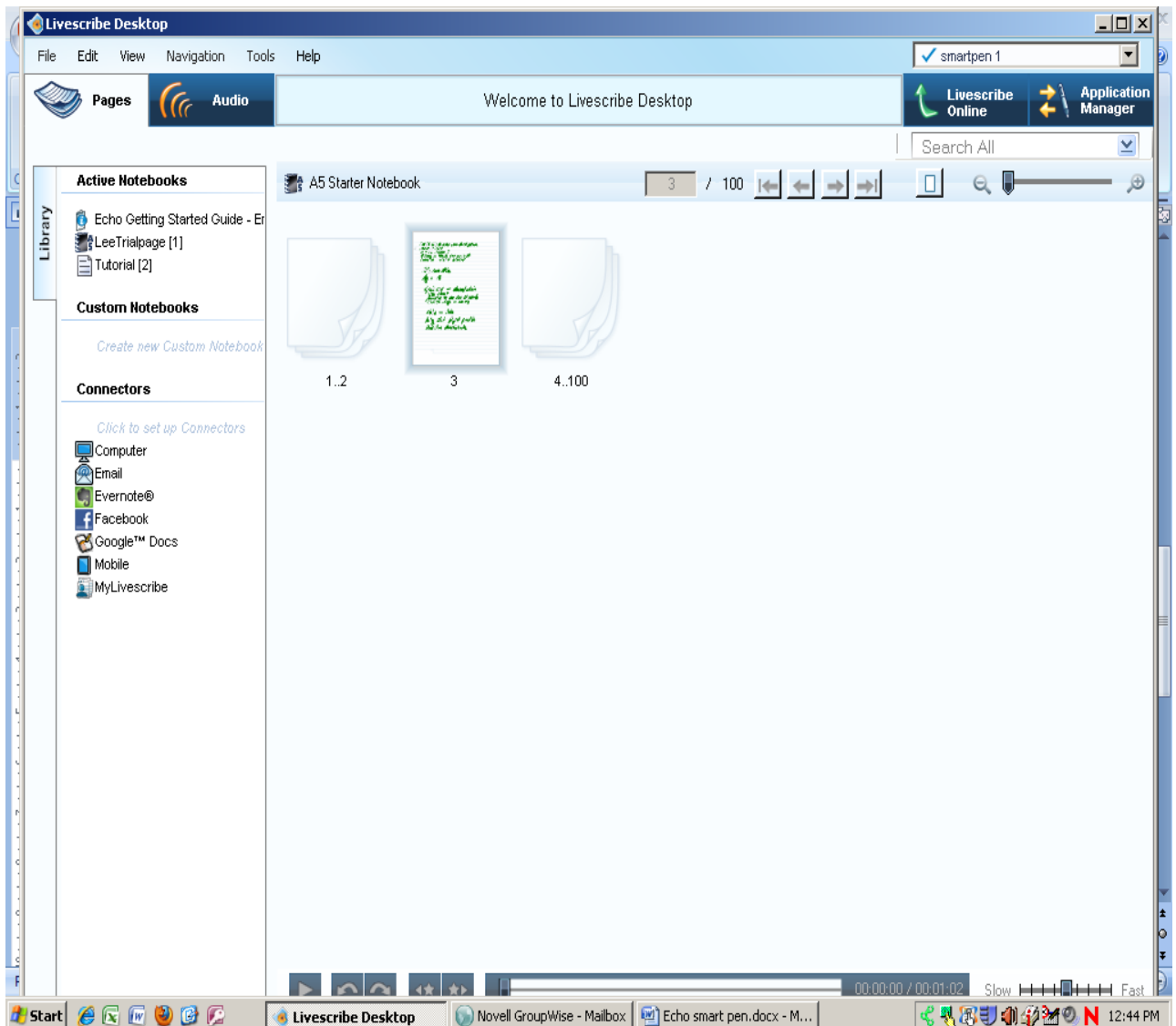
- Place the connect cable into the tiny USB port on pen
- Place other end of cable into computer USB port
- The Pen will now start to charge: a full charge can take 2.5 hours  
**Please inform DSS or library if Pen is not charged**  
**Paper: please inform DSS if you need livescribe Dot Paper**

**Using the LiveScribe Software with this Pen (Software is loaded on all DSS computers)  
Available from [www.livescribe.com/install](http://www.livescribe.com/install)**

- Listen to Audio file (excellent clarity)
- Read your notes whilst listening
- Send your notes and or audio to Email / Facebook / Mobile
- Save your notes
- Organise and manage your notes

**Go to Programs**

- Open Livescribe
- Plug Pen into USB port via cable
- Click on Navigation in Menu Bar
- You will see Pages icon and Audio icon below Menu Bar

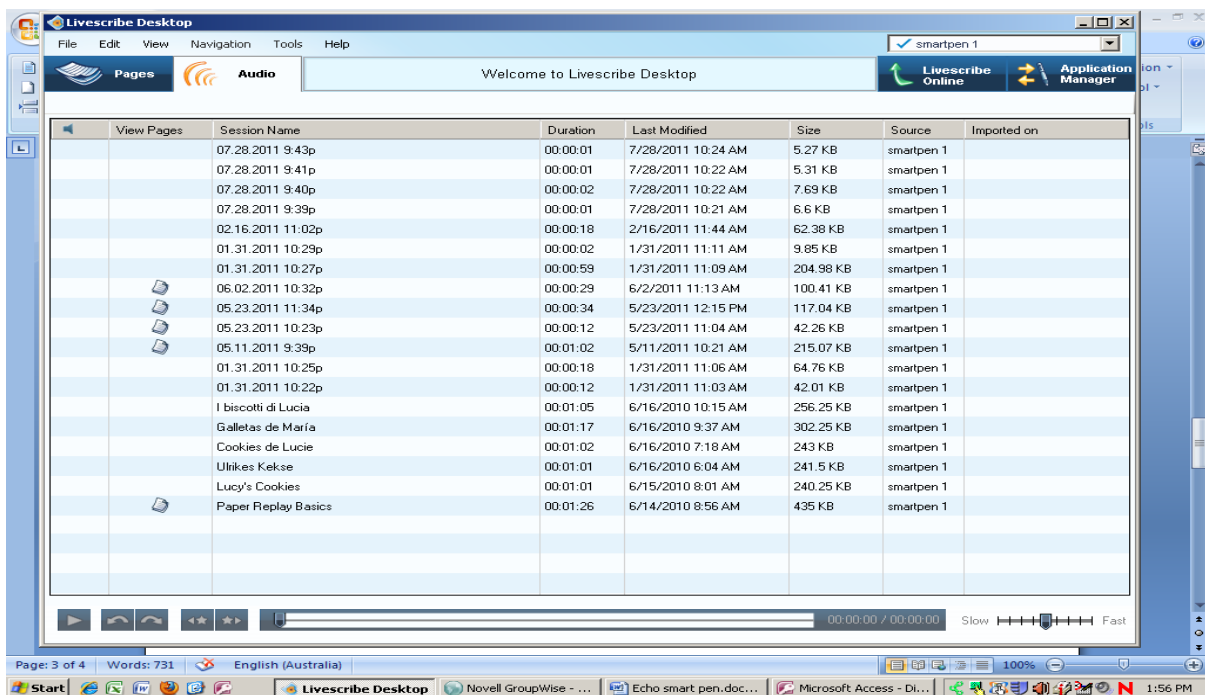


### To View Notes and Print them

- Click on PAGES icon
- Under Active Notebooks click on A5 Starter Notebook
- You can rename your notebook
  - Right click mouse on notebook title and choose Rename
  - Type your chosen notebook name e.g. Lee Trial Page
- You will see pages displayed on right side of screen
- Double click on your page: it will now open in a full screen
- You can print this page
  - In Menu bar chose File
  - Click on Print and follow prompt

### To hear the Audio of lecture

- Click on Audio icon (under Menu bar)
- Choose the correct file
  - There are page icons beside the files with note pages
- Double click on a page icon
- Audio recording will start and you will see the page with writing
- Stop, Pause, Forward are at bottom of screen Far Left
- Slow and Fast are at bottom of screen Far Right



### To Send Pages

- On Far Left Hand Side of you will see two file tabs SESSION and LIBRARY
- Session tab shows
  - Pages
- Library tab shows
  - Computer
  - Email**
  - Evernotes
  - Facebook
  - Google Docs
  - Mobile
  
- Select Email
- Follow prompts
- Click on address and fill out details
- Hit SYNCH now
- With cursor on PAGE (your handwritten notes)
- Right click mouse
- Go to SEND PAGE (3 etc) to....
- Choose EMAIL **or** Mobile **or** Facebook etc
- Click mouse
- Select Pages with Audio **or** Pages Only **or** Audio Only
- Click Continue
- An Email Screen will pop up
- Fill out address and Send
- **This is useful to send your own notes and audio files to your home computer**

### **DELETE ALL FILES ONCE SAVED! Other students will be using this device**

#### To Delete both Notebook and Audio files

- Highlight your Notebook e.g LeeTrialPage
- In File Menu choose ARCHIVE NOTEBOOK
- Click Archive Notebook
- Click OK
- Click Archive
- Under LIBRARY file tab (Far right side of screen) you will see ARCHIVED NOTEBOOKS
- Your notebook will be listed there
- Place cursor on your notebook name and Right click mouses
- Choose Delete Notebook – you should have either saved or sent this BEFORE you delete
- Yes to Delete Notebook AND Audio files
- Delete
- Your Notebook has now been deleted along with Audio files

**Turn Pen OFF**

**Log Off**