**Echo smart pen**

I Pen

I booklet of livescribe dot paper

I pencil case

**To Begin**

* Take pen, cable and booklet out of pencil case
* Have booklet open at a blank page
* Pen has an icon Φ 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**

 **ll** 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 Φ

* Place nib cover on pen

If icon Φ 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**

* 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 C lick 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**