

# Getting Started with the Livescribe™ Echo Smart Pen

## How to use:

### Starting with a new notebook:

1. All notebooks are numbered from 1 – 8.
  - a. You cannot use the same number at the same time (the dot paper is the same and will cause double recordings).
  - b. You will need to archive the current notebook before you can use another one with the same number.
2. Turn pen on and tap the NB sticker.
3. Inside cover of notebook:
  - a. Set the date & time by tapping on the correct buttons.
  - b. Status section –
    - i. Software version – It is good to know this if you ever need to contact tech support (Livescribe has great support).
    - ii. You can also check the battery level and storage space.
  - c. Display section
    - i. You can change the setting from right to left hand.
    - ii. You can adjust the display brightness.
    - iii. You can adjust the scroll speed.
  - d. Advanced Audio section – the default setting is “automatic”
    - i. The audio quality is set to medium. If you change this to high, it will use more storage space on the pen.

- ii. Playback latency – the default is off.
- e. Playback speed – You can slow down or speed up the playback speed.
- f. Playback volume – You can raise or lower the playback volume, and can also mute the pen sounds while in class.
- g. Nav Plus section – You can delete recordings from here and play the piano!
  - i. Double tap the middle point of the four arrows to reach the menu options.
  - ii. To delete recordings, scroll through the menu options until you find Paper Replay. Within this menu, find the option called Delete Session. Locate the session you would like to delete and use the arrows to delete it.

## Recording

When you are ready to record, use the controls on the bottom of each page. Here are the steps for recording:

1. Turn the pen on.
2. Write a title for your notes.
3. Hit the record button at the bottom of the dot paper (you should hear a beep).
4. When you are done recording, hit the stop button.
5. The pause button allows you to pause the recording if there is a part in the lecture you do not want recorded. But you will have to remember to hit pause again when you are ready to record. Otherwise, just keep recording, you have plenty of space.
6. If the ink is faded, you will notice a degradation in playback accuracy
7. Other buttons:
  - a. Jump – allows you to jump backward or forward in the audio approximately 10 seconds.

- b. Bookmark (Some notebooks don't have this option). This button allows you to bookmark important info (example – midterm date).
- c. Jump to position – Allows you to jump to whatever part of the audio you need.

## Playback

1. When you are ready to listen to audio that was recorded, tap on the words you wrote on the dot paper that are associated with the audio. The pen will begin playing back the audio.
2. If you did not write notes on dot paper during a recorded session, you can still listen to the audio notes by using the Nav Plus icon.
  - a. Go to the Main Menu and continue scrolling until you locate the Paper Replay menu.
  - b. Scroll inside of this menu until you locate Play Session.
  - c. Find the session you would like to listen to (it will be date and time stamped).

## **More Information can be found in this in-depth guide:**

[Livescribe Training Resources](#)

## **Video demonstrations:**

[Livescribe Echo Smartpen Tutorial](#)

[Livescribe Echo Smartpen Training - Part 1: Getting Started](#)

[Livescribe Echo Smartpen Training - Part 2: Taking Notes](#)

[Livescribe Echo Smartpen Training - Part 3: Echo Desktop Software](#)