

Hardware:

1. Cap
2. Ball Point Tip
3. Infrared Camera
4. Speaker
5. Microphone
6. Power Button
7. Micro USB Port
8. Headphone Jack
9. Display
10. Charging / Syncing Cable



Software:

The software for this pen, referred to as the Echo Desktop when installed, allows you to transfer your notes and lectures from your pen to your computer. You'll be able to review and reorganize all of the notes and lectures you've recorded. The Echo Desktop also has an 'archive notebook' feature, which will free storage space on your pen.

While downloading this software can be very helpful, it is not necessary.

- The Alternate Media staff is happy to assist DRC students with the installation of this software.
- Available for Windows and MAC OS

Notebook:

The DRC provides one notebook per student, per semester. If you require more notebooks, they can be purchased at www.livescribe.com.

When purchasing notebooks from the website, be sure to select Notebook Series #5-8.

You can print additional notebook pages in sets of 25 for free in the Echo Desktop under Tools.

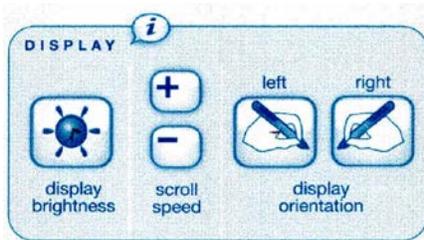
You will need a color laser jet printer for this.

DSKL 827 - Assistive Computer Technology - Smartpen Echo 2GB Smartpen Instructions

Press the power button to start your Smartpen.

The Controls for the Smartpen are inside the front cover of your notebook and at the bottom of the notebook pages

Under **DISPLAY**



Set **display orientation** based on whether you are right or left-handed

Display Brightness – tap to change the brightness setting for the LED Display

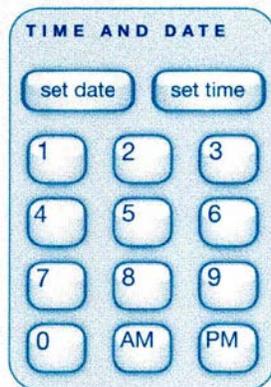
Under **STATUS**



Time – tap Smartpen on **time** to check the setting

Date – tap Smartpen on **date**

SETTINGS



If the Date is incorrect, under **SETTINGS – TIME AND DATE**

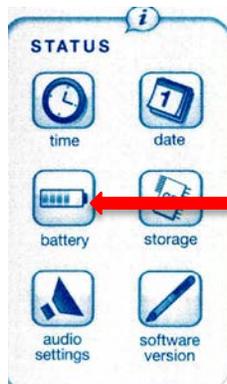
Set date – you will be prompted for the Month (mm - 2 digits), Day (dd - 2 digits), and Year (yy – 2 digits)

Set time with hour (hh – 2 digits) and minute (mm - 2 digits) and AM or PM

CHECKING THE BATTERY LEVEL

It is important to check the remaining battery level of your Smartpen before beginning an audio recording. This can avoid the problem of the Smartpen running out of battery power in the middle of a recording.

CHECKING THE BATTERY LEVEL WITH THE BATTERY BUTTON



1. Turn ON your Smartpen.
2. Open the inside cover of your Livescribe notebook and locate the Settings area.
3. Tap the **Battery** button to see the current battery charge. All the bars will be lit up if you have a full battery charge. Half of them = 50% charge.

HOW LONG DOES THE BATTERY LAST?

With a full charge (which takes about 2 ½ to 3 hours of charging time):

- Captures text for approximately 13 hours.
- Records audio for approximately 6.5 hours.
- Records audio and text for approximately 5.5 hours***best use of the Smartpen
- Play back recorded audio from the Smartpen speaker for approximately 1.5 hours

*NOTE: If not in use, the Smartpen will turn itself off after one hour. The Smartpen will make a warning sound a few seconds before powering down.

CHARGING AN ECHO SMARTPEN

The USB port for an Echo Smartpen is on top next to the headset jack. This is a standard micro USB connector that is compatible with any standard USB charging cable.

The **plug and blinking battery indicator** means your Smartpen needs to be charged.

You can charge the Echo Smartpen directly from an electrical outlet with the Universal USB AC Wall Adapter.

CHECKING STORAGE

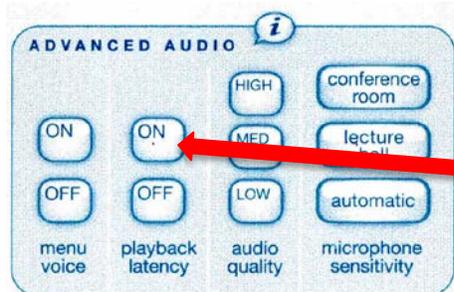


Each GB holds approximately 47 hours of audio – of high quality recording.

Tap one time on Storage (gives available MB usually around 1600 for a 2GB Smartpen)

Tap a second time on Storage – see the number of recording hours available (rec time)

SETTING AUDIO RECORDING QUALITY WITH THE ADVANCED AUDIO SETTINGS MENU

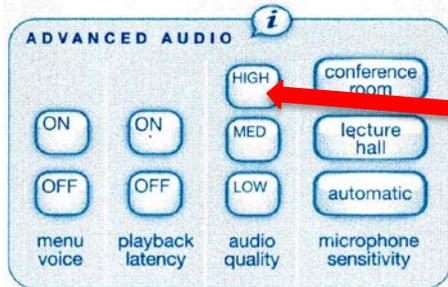


MENU VOICE – ON or OFF (your choice)

PLAYBACK LATENCY - ON

Playback Latency is a feature that plays back audio from a moment five (5) seconds *before* you write notes based on the audio.

AUDIO QUALITY – HIGH



Use the Audio Quality setting to configure the quality of your audio recordings.

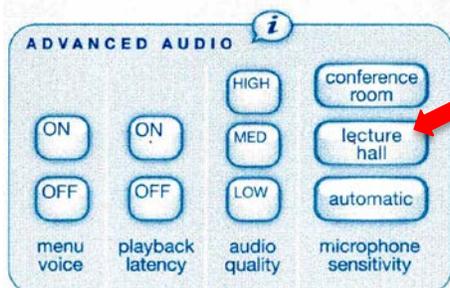
- **High:** Records at the highest audio quality. This setting requires the largest amount of storage space and is best for very large environments or when the highest-quality recording is required.

- **Medium:** The default audio quality setting.
- **Low:** Records at lowest audio quality. This is a storage-saving setting that utilizes the least amount of storage and is optimal for dictations or smaller, quieter environments.

You cannot change Audio Quality during a recording. Always select the appropriate audio quality before beginning a recording.

MICROPHONE SENSITIVITY – Lecture Hall

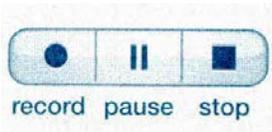
You can set your **Smartpen's Microphone Sensitivity** for different recording situations. – **Recommended – Lecture Hall** for recording lectures



Conference Room: Sets the microphone sensitivity for quieter environments.

- **Lecture Hall:** Use for recording lectures..
- **Automatic:** This is the default setting, sets your microphone sensitivity automatically based on the noise level of your environment.

RECORDING AUDIO



WRITING NOTES AND RECORDING AUDIO

1. Tap on a **Record** button.
2. Begin writing on any Livescribe Dot Paper.
3. When you finish taking notes and recording audio, tap on the **Stop** button.
4. To play back your audio, tap on your handwritten notes.

Your Smartpen automatically links the audio to anything you write on Livescribe Dot Paper.

IMPORTANT FACTS ABOUT RECORDED SESSIONS:

- Your Smartpen captures and stores your notes as “digital ink.”
- A session begins when you start recording audio and ends when you stop recording audio (**Pausing** and **unpausing** a recording does not create separate sessions).
- You can have one session that spans multiple pages.
- Sessions are **named** on your Smartpen and Livescribe Desktop based on the **time and date they are created**.

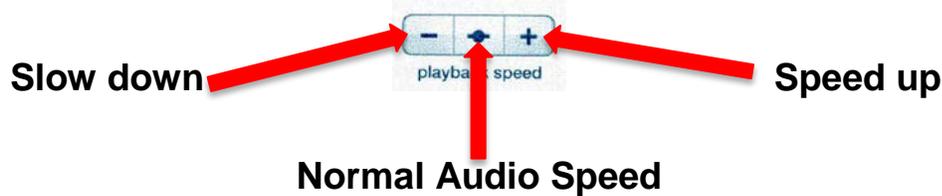
ANNOTATING YOUR NOTES AFTER RECORDING AUDIO

You can write new notes and link them to any previously recorded audio. Annotation is very useful when you need to clarify or expand on your notes at a later time.

1. After you start audio playback, begin writing with the Smartpen. Your Smartpen automatically links your annotations to the previously recorded audio.
2. When you are finished annotating, **Stop** the audio playback.

CHANGING PLAYBACK SPEED

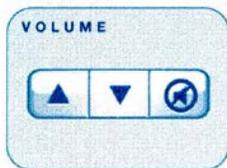
If you want to speed listen to the audio file or slow the audio session to replay a specific moment, use the **Playback Speed** controls.



- To slow down the audio from normal speed, tap the **Slow Down Audio** button. Tap repeatedly to keep slowing down audio speed.
- To speed up the audio from normal speed, tap the **Speed Up Audio** button. Tap repeatedly to keep increasing the playback speed.
- To return to normal speed—the speed at which the audio was recorded—tap the **Normal Audio Speed** button.

Audio that is played back either sped up or slowed down is no longer in stereo. Audio plays in mono until it is returned to normal speed.

CHANGING PLAYBACK VOLUME



Use the Volume controls to raise or lower the playback volume or mute playback entirely. After muting the playback, you can un-mute it by tapping the mute button a second time.

WHAT DO I DO IF MY SMARTPEN STOPS WORKING?

1. Charge your Smartpen for at least five minutes.
2. If your Smartpen is still unresponsive after five minutes of charging, press and hold the power button for 10 seconds to reboot it.
3. If the pen is still not working, let DRC know as soon as possible.