

USF Livescribe Smartpen

Livescribe's Echo Smartpen in conjunction with Livescribe's dot paper notebook, digitally captures written words, diagrams, symbols, and everything you hear. When connected to a computer the Smartpen transfers the audio and notes for future review. The Smartpen allows you to write less and focus more on what is being discussed in classroom lectures, study groups, and presentations. Watch an introduction to [Livescribe Echo Smartpen](#).

Request a Smartpen

Livescribe Smartpen's may be checked out from the Student Accessibility Services (SAS) office located in the Student Services building SVC 1133.

1. Complete the Livescribe Smartpen Request Form and submit your request to SAS.
2. SAS will contact your email after reviewing your Livescribe equipment request.
3. Smartpen's are loaned for one semester and check out priority is given to students with notetaking accommodations and first time users of USF Livescribe Smartpen Program.
4. Your USF account may be charged the current replacement costs as agreed upon in the request form if you do not return the equipment by the last day of the semester.
5. Some instructors may express concerns about recording classes. Typically, this concern relates to the confidential nature of course discussions or class materials. If you encounter an instructor with concerns, please contact your coordinator immediately.

Smartpen Components

Audio Jack

Standard 3.5mm jack fits earphones.

Micro-USB Connector

Transfers notes and audio to a computer and recharge the Smartpen using a USB connection.

Power Button

Turns on and off Smartpen

OLED Display

High-contrast OLED display makes it easy to navigate Smartpen menu and apps.

Microphone

Capture meetings or lectures with crisp clear sound.

Built-in Speaker

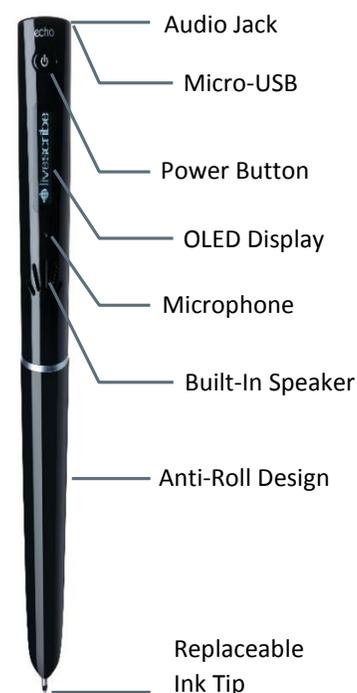
Built-in speaker produces rich, full sound to play back recorded audio.

Anti-Roll design

The anti-roll design allows the Smartpen to rest without rolling while recording audio.

Replaceable Ink Tip

Simply remove the ink cartridge by pulling it out with your fingertips. Insert a new cartridge until it clicks into place.



Quick Startup notes for using the Livescribe Echo Smartpen

Smartpen Setup

Display Orientation. Adjust display orientation to accommodate for left or right hand writing and display brightness by tapping the appropriate buttons on the inside cover of the notebook under the "DISPLAY" section with the tip of the Smartpen.

Set Date and Time. On the inside cover of the notebook, tap the "set date" button, and then tap the numbers to set the correct date. For example to set the date as May 17, 2016, tap 051716. Tap the "set time" button, and then tap the numbers to set the time.

Record Notes and/or Audio

Record notes. Turn the Smartpen on and begin writing on the dot paper notebook.

Record notes and audio. Turn the Smartpen on and touch the tip to the "record" button located on the bottom of the dot paper notebook page, then start writing. You can turn the audio recording feature on and off while taking notes.

Record audio. Turn the Smartpen on and touch the tip to the "record" button. You can also turn on the audio recording feature by holding the power button down until you hear the recording beep and the Smartpen's screen displays that it is recording. When finished recording turn the Smartpen off.

Download Notes and Audio

Download and install the free [Livescribe Echo Desktop Software](#) to transfer your Smartpen's notes and recordings to a computer via USB. When the Smartpen is connected to your computer all files will be transferred.

Listen to Audio Recordings

1. Touch the tip of the Smartpen to your notes associated with audio and the recording will play from that particular moment within the recording.
2. Use the control buttons "jump" and "jump to position" buttons located at the bottom of the notebook page to move through a recording.
3. After downloading the recording to your Livescribe Desktop app, you may use the app's controls to play the recording.
4. It is possible to export audio only recordings as MP3 files. For further instructions on how to do so, please refer to the ECHO Smartpen online [Detailed User Guide](#).

Add New Notes to Existing Audio

1. Touch the tip of the Smartpen to the original notes with audio.
2. Once the audio begins playing, immediately begin writing the new notes you also want synchronized with the audio.
3. Tap on the new text to play the updated audio recording.

New Notebooks

When switching to a new notebook, tap on the Status Label. If it says you are already using a notebook with the same number, be sure to archive your old notebook on the Echo Desktop software first (see Archive a Notebook section below). If you own Livescribe notebooks that have the same naming and numbering (such as lined notebook 1, lined notebook 2, etc.) use them sequentially. Archive your Livescribe notebooks after you have finished them.

Archive a Notebook

Use the Echo Desktop software to archive notebooks. Archiving a notebook transfers all content on the Smartpen to the computer. Once transferred all archived data on the pen is removed. The notebook is then disassociated with the Smartpen, meaning it will not playback audio or add additional notes. If you use the same notebook after archiving, it will treat the notebook as if it were new.

Smartpen Maintenance

- Use Livescribe-approved ink cartridges only.
- Carry your Smartpen in its protective case; you are responsible for all damages.
- Transfer all notes and audio from your Smartpen to your Echo Desktop often. When returned, all data will be erased from the Smartpen.
- Your Smartpen contains a lithium-ion battery which is not replaceable. If left in an uncharged state for an extended period of time, the battery will lose its capacity. You can prevent this by going through a complete cycle each month by draining the Smartpen all the way down, then giving it a complete charge for 2.5 hours. If you need to store your Smartpen for a while, please make sure it's fully charged before doing so.
- Do not attempt to charge your Smartpen via any other means other than the included Micro USB cable or the Smartpen may become damaged.
- The Smartpen is not waterproof, so do not expose the Smartpen to water. Wipe clean with a soft cloth dampened very lightly with water.
- Do not drop your Smartpen or place in an area where it could be crushed (bottom of a backpack, back pocket, floor of a car). Always use your supplied protective case.
- Bring your Smartpen to SAS if you experience problems with your Smartpen or it has sustained damage.