

 livescribe™

# echo<sup>®</sup>

smartpen



Thank you for purchasing an Echo® smartpen. Use this guide to learn more about your new smartpen.



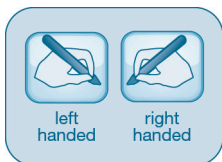
**TIP:**

If your smartpen doesn't power on, you may need to charge it. To charge, make sure your computer is on, and connect your smartpen to your computer with the included micro USB cable. A full charge may take up to 2.5 hours.

# Setting up your Echo® smartpen

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Please make sure your smartpen is powered on.



## Display Orientation

Set your display orientation by tapping on the relevant button in the front of your starter notebook.



## Time and Date

Tap **set date** with your smartpen, then tap numbers to set the date. Example: tapping 111515 sets the date to November 15, 2015.

Tap **set time**, then enter the time. Example: tapping 0845AM sets the time to 8:45 AM.

It's important to set the time and date on your Echo smartpen because your recorded notes are time-stamped with the date and time they were created.

## Locales

Did you know that your smartpen supports other languages and regions? Navigate to the **Settings** menu to select a different locale.

# Pencasts

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Pencasts are interactive notes that combine your handwritten notes with the audio you record while you write with your smartpen. You can replay the audio by tapping on what you wrote.

## Create a Pencast

Make sure your smartpen is powered on. Before you begin, tap the **Record** button on the bottom of the page of your Livescribe notebook. Pencasts link what you are writing to the audio that is being recorded. When you are finished recording audio, tap the **Stop** button with your smartpen.

## Play Back a Pencast

Tap your handwritten notes to hear the audio that was recorded at the time you wrote your notes. Use the printed icons at the bottom of each page to control your pencast playback.

## Save a Pencast

Your pencasts are saved to Echo Desktop whenever you connect your smartpen to your computer.

# How to browse your smartpen menu

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The look of the navigation control may vary.

- Double tap on the center of the navigation control to access your smartpen menu
- Tap the up and down arrows to move through the smartpen menu list
- Tap the right arrow to select the menu item
- Tap the left arrow to move back one level in the menu
- Take some time to explore the options within the menu

## Echo® Desktop

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Download Echo Desktop from [livescribe.com/install](https://livescribe.com/install) and follow the installation instructions.

### Echo Desktop allows you to:

- Save and play back notes and recordings on your computer
- Search your handwritten notes for keywords
- Organize and manage your notes
- Export your notes, audio files, and pencasts

# Register your Echo® smartpen

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Registering your Echo smartpen enhances the security of the notes and audio it stores.

1. Install Echo Desktop
2. Connect your Echo smartpen to your computer
3. Follow the instructions to authorize Echo Desktop and complete your registration

You can also initiate the process by connecting your smartpen to Echo Desktop, and going to **Tools > Smartpen > Register**.

## Tips

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### RECORDING NOTES AND AUDIO

#### Can I capture notes without recording audio?

Yes. To capture notes simply turn your smartpen on and begin writing on Livescribe dot paper. To record audio, tap the **Record** button in your notebook.

#### Can I record audio without Livescribe dot paper?

Yes. Press and hold the smartpen power button until you see the recording timer appear on the display. When you're done recording, turn off the smartpen. To play back the audio, go to the smartpen's **Main Menu**, select **Paper Replay**, and then select **Play** session.

#### Can I add new notes to the audio that I've already recorded?

Yes. You can always listen to your recorded audio later and write additional notes. Tap on your original notes to start playing back the audio. Then write on dot paper to link your new notes to the existing audio.

## How do I change the audio recording quality?

To adjust recording quality, go to the smartpen's **Main Menu**, scroll down to **Settings**, select **Recording Quality**, and then choose High, Medium, or Low. Higher quality recordings will take up more space in your smartpen memory.

## INK

### How do I replace my ink cartridge?

Grab the tip of the ink cartridge with your fingers and pull it out. Once the ink cartridge is removed, slide in a new one.

## SHARING NOTES AND RECORDINGS

### How do I share my notes and audio?

From Echo Desktop, select what you want to export and click the **Share** menu. You can share pages, recorded audio, and pencasts.

Pencasts can be played back in Echo Desktop, the Livescribe+ mobile app, or the Livescribe Player ([www.livescribe.com/player](http://www.livescribe.com/player)).

## ECHO DESKTOP

### Can I convert my handwriting into text?

Yes. You can purchase additional software called **MyScript for Livescribe**. It works with Echo Desktop to convert legible handwritten notes into editable text. For more information, go to [livescribe.com/myscript](http://livescribe.com/myscript).

## Can I use my Echo smartpen with more than one computer?

Yes. You'll need to use the same email address and password when you connect your smartpen to another computer with Echo Desktop. Every time you archive a notebook on one computer, be sure to archive it on your other computers as well.

## How do I print my own dot paper?

In order to print your own dot paper, you'll need an Adobe PostScript-compatible color laser printer with a print resolution of 600 dpi or greater.

Echo Desktop for Mac: Go to **Tools > Print Your Own Notebook**.

Echo Desktop for Windows: Click into **Pages** view, then go to **Tools > Printable Notepads**.

Visit [livescribe.com/support/echo/howto/](https://livescribe.com/support/echo/howto/) for more information.

## NEED MORE INFORMATION?

Visit [livescribe.com/support](https://livescribe.com/support) for more information.

## WARRANTY INFORMATION

See the smartpen user guide or visit [livescribe.com/warranty](https://livescribe.com/warranty) for more information.



