Livescribe Smart Pen

A getting started guide for SJFC students using the Livescribe Smart Pen for note taking.
1. All pens purchased through the Office of Academia Affairs are associated with:
   a. Email address: smartpen@sjfc.edu
   b. Password: (contact rschmid@sjfc.edu)

Pulse Getting Started Guide

1. Introduction of the Smart Pen
   Pulse Pen:

   - 1. Power button
   - 2. Headset jack
   - 3. Built-in microphone
   - 4. Display
   - 5. Speaker
   - 6. USB connector
   - 7. Infrared camera
   - 8. Removable ink cartridge
   - 9. Rechargeable battery

   Tip: To replace an ink cartridge:
   a. Insert the Pulse smartpen tip into the ink cartridge removal ring.
   b. Tilt Pulse smartpen back and pull up to remove ink cartridge.

   USB Mobile Charging Cradle:
   1. Nav Plus - navigation control
   2. USB smartpen connector
   3. Ink cartridge removal ring

   Echo Pen:

   - Micro USB Connector
   - Audio Jack
   - OLED Display
   - Memory Storage
   - Built-in Speaker
   - Soft Rubber Grip
   - Replaceable Ink Tip

   Tip: To replace ink cartridge:
   1. Pull out the ink cartridge with your fingers.

2. Configure Smart Pen

   a. Turn on by pressing the power button. The pen may need to be charged, place it in the USB charging cradle.
   b. Orient the display- tap the left or right button for left or right handed use.
c. Set the Date and Time- tap **set date** and **set time buttons**

**Notebook Settings and Status Buttons**
Within the Livescribe notebooks, printed buttons can be used to view and change settings.

1. Setting the correct time and date is critical because the Paper Replay sessions you create are named using the time and date they are created.

2. Within the **Settings** area, tap the **Set Date** button with the smartpen.

3. Tap the printed keypad and type the current date; 062211 will set the date to Tuesday, June 22, 2011 for the date format of mm/dd/yy. If you make a mistake while entering the date, tap the **Set Date** button to start over.

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d. **Paper Replay Basics** -

1. Nav Plus - navigation control
2. Recording and Playback controls
3. Jump back/forward
4. Create new bookmark
5. Jump to previous/next bookmark
6. Position bar - jump to any point in the session
7. Playback speed
8. Volume controls
Capturing Notes without Audio
1. Turn on your Livescribe smartpen by pressing the power button.
2. Begin writing on any Livescribe notebook; as long as the smartpen has been turned on it will capture your handwritten notes and drawings.

Capturing Notes with Audio
1. Turn on your Livescribe smartpen by pressing the power button.
2. Tap the Record button on any Livescribe notebook.
3. Begin writing on any Livescribe notebook; as long as the smartpen has been turned on it will capture your handwritten notes and drawings.
4. **Bonus Note Taking Feature: Bookmarking:** When the teacher has important news or details to tell, press this icon. That way, when you listen back to your recording, and hit your bookmark, you will be able to remember the details. A tip is to draw an image on your page for where you placed a bookmark; therefore you can also tap that image on the page to get you to that part of your recording.
5. When you have finished taking notes and recording audio, tap on the Stop button.

Recording Audio Only
1. Turn on your Livescribe smartpen by pressing the power button.
2. Press and hold the Power button for approximately five seconds until the display indicates that the recording started. Or...
3. Tap on the Record button in any Livescribe notebook.
4. When you have finished recording audio, tap the Stop button in any notebook.

Play Back Features
1. **Jump Back/Forward:** Either jump forward 10 seconds, or backwards 10 seconds
2. **Bookmarks:** Tap these icons to move back and forth to each of your bookmarks.
3. **Position Bar:** Tap any section of your position bar and it will take you to that specific point in your recording.
4. **Playback Speed:** Left icon to slow down, right icon to speed up, middle icon to return to normal speed.
5. **Volume Controls**: Turn volume up, down, or mute.

**Livescribe Desktop**
Install the Desktop application before connecting the USB cradle to your computer.


2. Connect the **USB mobile charging cradle** into your computer’s USB Port.
3. Dock the smartpen into the USB cradle. The pen will begin charging, could take up to 2.5 hours for a full charge.

Tip: Tap this button to check your battery.
Organize Notes

Windows-

1. From the File menu, select Custom Notebooks and click on Create. Or, click the Create New Custom Notebook link under Customs Notebooks in the Library tab.

![Create New Custom Notebook]

Enter a name for the new notebook and click on OK.

2. Drag and drop pages into the Custom Notebook name within the Library Pane.
3. Organize pages in a Custom Notebook by simply dragging, moving, and dropping them into their new order.

Mac-

1. Choose File > Create Custom Notebooks. Livescribe Desktop creates an empty custom notebook and places it in the Navigation pane under the heading Custom Notebooks.
2. To add pages to a custom notebook, select one or more pages in Page View and drag and drop them onto the custom notebook in the Navigation pane.
3. To add pages from Audio View, select one or more sessions that have associated pages and drag and drop them onto the custom notebook.

4. You can organize the pages in a Custom Notebook by simply dragging, moving, and dropping them into their new order.

**Share**

You can share pages, audio sessions or both.

1. Click on the Share button, from the dropdown menus select the data and how to share it. You can share an entire notebook or specific pages.

2. Select As PDF… within the Save PDF dialog box, enter the PDF file name and choose a folder for the file.

3. To share an audio file, select the session or sessions and click on the Share button.

4. Within the Export Session dialog box, enter the audio file name and choose a folder for the file.

5. Choose the audio file format and click on Save.
Advanced Features

From Livescribe to OneNote:

1) From the Livescribe Desktop, right-click on a selected note page,

2) From the Drop-down menu, select "Send Page _ to..." and select Microsoft OneNote

3) From the Sending note to... dialog box, click on Continue.

4) Open Microsoft OneNote, on the left side of the window, your Livescribe Pencasts will show up as a Notebook.

From Your SMARTPEN to OneNote:

1. Within your notebook, draw a line, and retrace it. Your pen will say "Command?"

2. Tap the Down Arrow until your pen reads/displays Microsoft OneNote.
3. **Tap the Right Arrow** to continue.

4. **Tap the page or pages** you would like to send, from your pen.

5. **Tap the Right Arrow** to continue.

6. The Pen will ask how you would like to send it. **Send as Pencast PDF** (first choice shown).

7. **Tap the Right Arrow** to continue.

8. Connect your Smartpen to your computer.

9. **Launch OneNote**, on the left side of the window, your Livescribe Pencasts will show up as a Notebook including the pages you sent from your pen.

### Addition Recourses:

Livescribe User Guide Version 2.5