

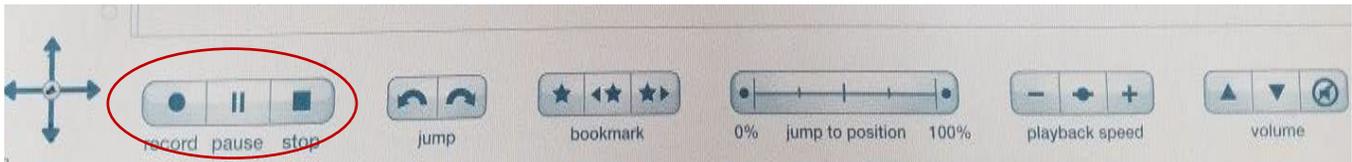
# Echo SmartPen and Software: The Basics

Follow these instructions for typical use during a lecture.

**Step 1:** Turn on the pen with the power button at the top. Make sure the battery is charged.



**Step 2:** All of the controls for your SmartPen are on the SmartPen-compatible paper we provide. Once the pen is turned on, tap the “record” button at the bottom of your page. The pen will begin recording.



**Step 3:** You can now take notes that will be lined up with the recording. If you need to take a break in the recording, press the “pause” button next to “record.” To resume the same recording, press “record.” When you are finished, press “stop.”

**Step 4:** To listen to the recording from your SmartPen, you can tap anything you’ve written on the page, and the pen will begin playing the audio that was recorded when you wrote it. You can also move through the recording with the “jump to position” bar at the bottom of the page, which works like the time bar on a video.

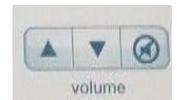
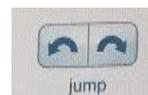


## Additional Features:

**To bookmark important parts of the lecture,** press the bookmark button on the bottom of the page. Bookmarks can be made during recording or while listening to an old recording. You can jump between bookmarks with the left and right bookmark buttons. You can also adjust the volume and speed of the recording with the buttons at the bottom of the page.

**The Jump buttons** will take you ten seconds forward or backward in the recording.

**The volume and mute buttons** control the volume level of the recording you are listening to and the sounds the buttons make when they are tapped with the pen.



If you recorded a lecture without taking notes, you can find it in the main menu using the following steps:

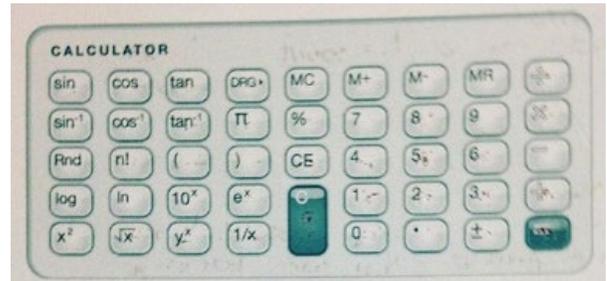
1. Tap the middle of the main menu button.



2. Use the down arrow to scroll down to the "Paper Replay" option and press the right arrow of the main menu button to select it.
3. Scroll down to "Play Session" and press the right arrow to select it.
4. Scroll through your recordings and select the one you want to listen to using the right arrow.

### On the front page of your notebook:

The calculator can be used by tapping the buttons. Numbers and answers will appear on the pen screen.



Settings: The date and time can be reset by tapping "Set Date" or "Set Time" and tapping the number buttons to fill in the spaces on the screen. Tapping the brightness button brings the brightness gradually down before restarting at 100%. The scroll speed controls how fast the words on the pen screen scroll past. Tap "Left-Handed" or "Right-Handed" to orient the pen screen in the correct direction.



Tapping the status buttons will show the current date, time, storage availability, and battery life on the pen.



## Using the Echo software with your SmartPen:

Echo software allows you to download and manage audio recordings and pages of notes.

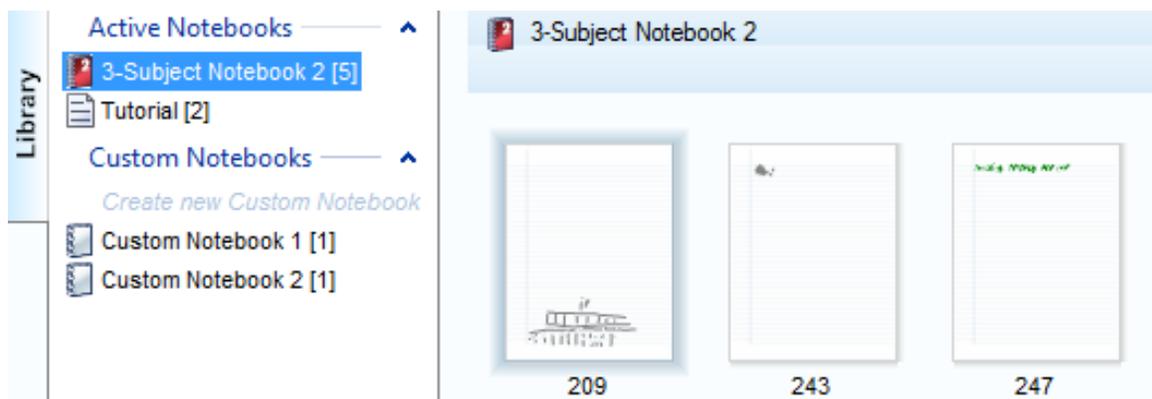
**Step 1:** Download the software at ([www.livescribe.com/install](http://www.livescribe.com/install)). Open the installer and follow the instructions to complete the installation.

### Download Echo Desktop



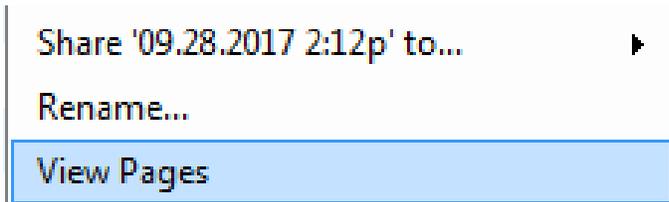
**Step 2:** Open Echo and plug in your SmartPen with the Micro-USB cord that was provided with it. Once your computer has recognized the pen, it will ask you to register. . **DO NOT REGISTER.** Your recordings will automatically transfer, and everything that was saved to your pen will also be saved to your computer.

**Step 3:** You can now view your pages of notes on your computer under the “Notebooks” tab. They are automatically sent to “3-Subject Notebook,” but you can click “Create New Notebook” to create notebooks for each subject. To move pages to another notebook, right-click on the page and select “Add to Custom Notebook.” Notes on the page that were written while the pen was recording will appear in green, and clicking these notes will play the recording from that point, the same way you can press a note with your pen. Other notes will appear in black.

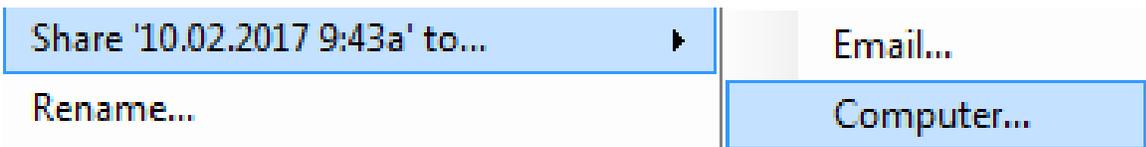


**Step 4:** To view just the audio, select the “Audio” tab. Double click a recording to play it from the beginning. Recordings can be renamed for easy access by right-clicking and selecting “Rename.”

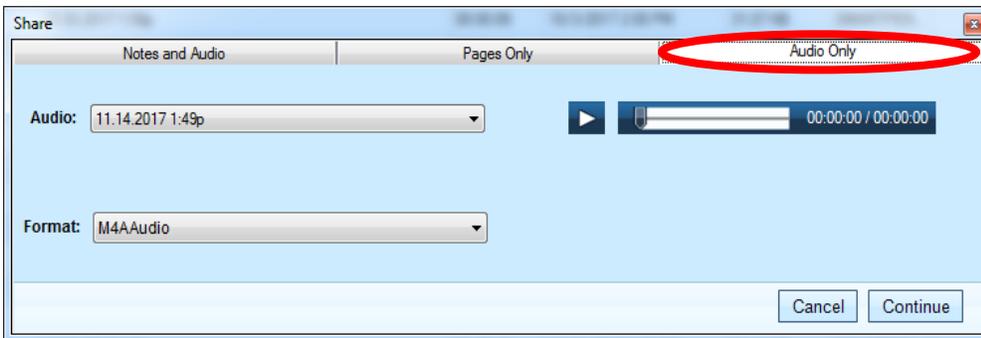
**Step 5:** To view the notes connected to an audio recording, right-click the recording and click “View Pages”



**Step 6:** To save an audio recording to your computer, right-click a recording in Echo and select “share audio.” Then select “computer” to save it to your desktop.



**On the pop-up window that appears, make sure to click “Audio Only”**



**For information on converting your audio recordings to text, please see our instruction packet for IBM Watson**

If you have any questions, or if you'd like to request this information in an alternate format, please contact the Center for Accessible Resources at (541) 463-5150 or [accessibleresources@lanecc.edu](mailto:accessibleresources@lanecc.edu).