

# Training Manual for the Livescribe Echo Smartpen



Smartpen #: \_\_\_\_\_

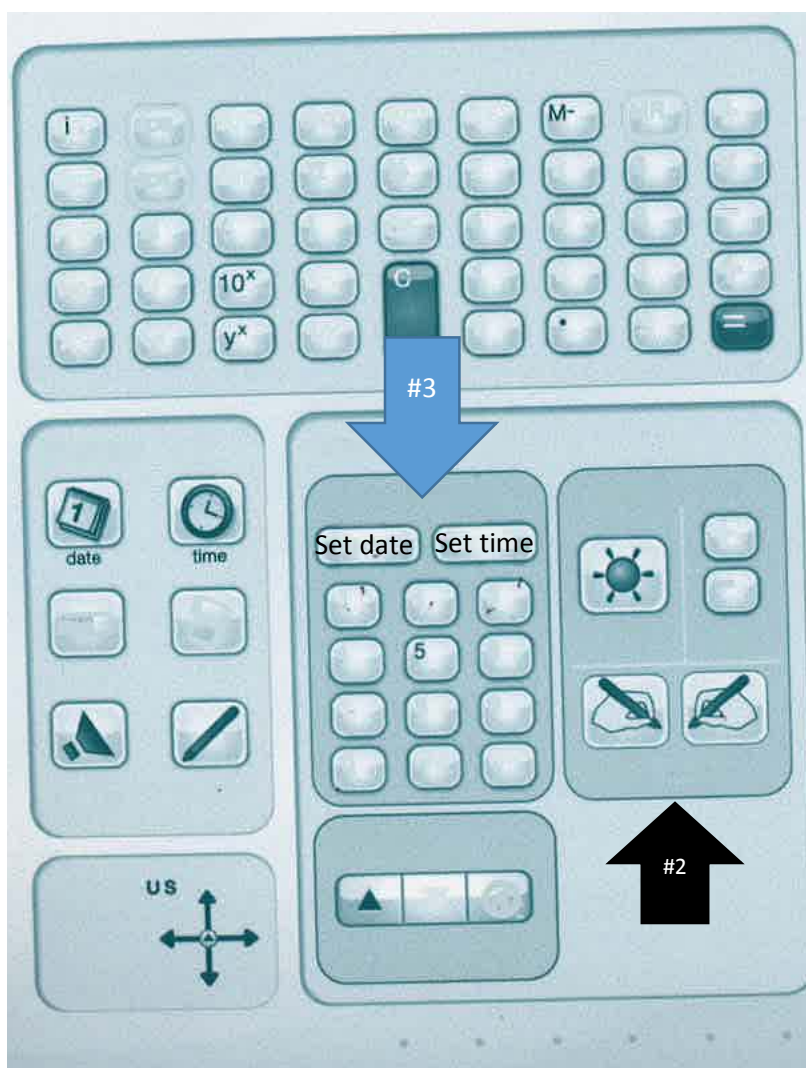


**NORMANDALE**  
COMMUNITY COLLEGE

## Setting up your Smartpen

*\*Make sure to not skip pages unless informed it is an option\**

1. Plug in your Smartpen into your computer by using the provided USB Cable
2. Take your pen cover off, open up your Livescribe notebook and then using the inside cover indicate if you are right or left handed



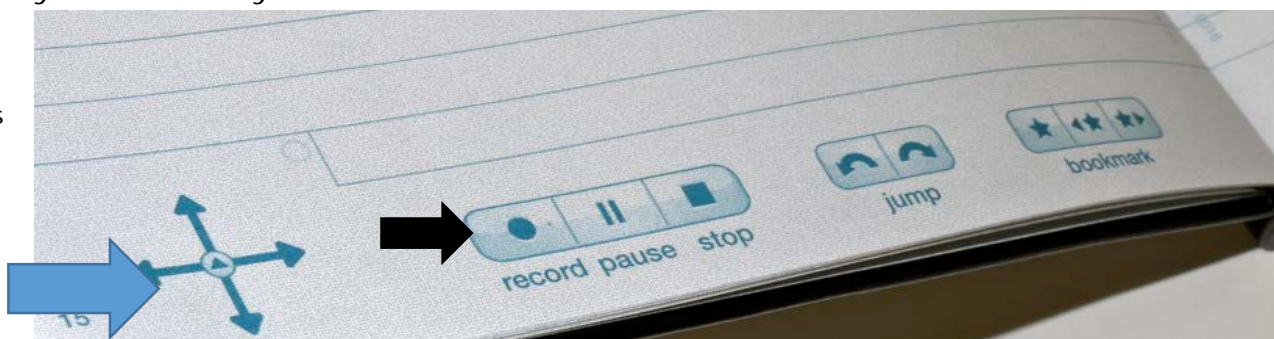
3. Set the day and time of your pen

Turn page

## How to record and play back notes using your pen

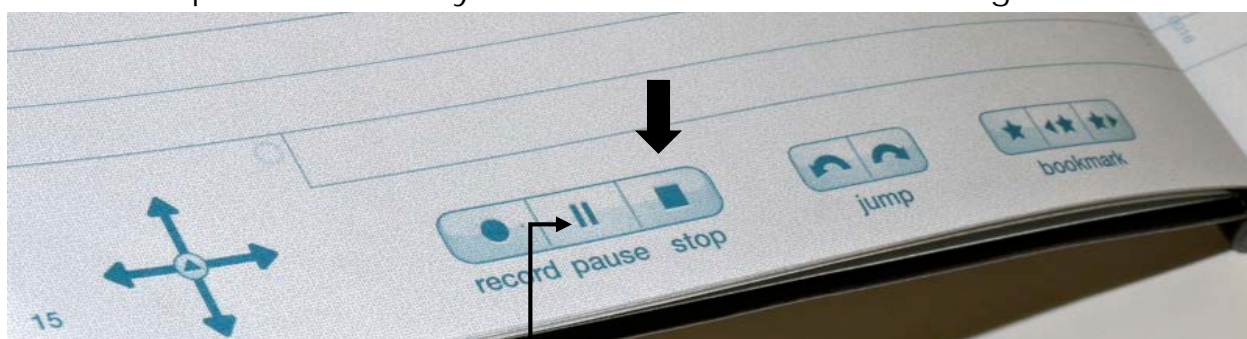
1. Hit the record button on the bottom of the notebook page when you are ready to start.

Looking for the Menu button? This is it, however, it may look a little different depending on the notebook.



2. Make a note on your page. (Example: Remember this for the test)

3. Hit the stop button when you are done with the recording.



**Want to pause the recording?** You can also hit the pause button if you want to stop the recording momentarily and then add to the recording by hitting record again.

4. You can replay the recording by clicking on that part of your notes with your pen.

Turn page

**Using more than one notebook?** If you are using multiple Smartpen Notebooks make sure to hit the gray tap here sticker on the front of each book before you start taking and/or review your notes.



## How to download Echo Desktop

1. Go to <https://www.livescribe.com/en-us/smartpen/echo/> and click get started.

Turn page

2. Indicate what type of desktop you have. (This handout guide is using the example of windows 7&8 or higher).

home > support > getting started

## Download Echo Desktop

Windows 7 & 8 or later

Mac OS® X 10.8.5 or later

System requirements >  
Learn more about Echo Desktop >

Should I update from Livescribe Desktop to Echo Desktop  
Learn more about the differences >

**Don't Forget to Register Your Smartpen!**  
With a registered smartpen, you can receive a Livescribe account and updates from Livescribe.

**View Echo User Guides**  
Multi-language Smartpen and Echo Desktop Guides >

\*Echo Desktop is an optional update to Livescribe Desktop. Your current data will transfer over, but once you update to Echo Desktop, you will not be able to switch back to Livescribe Desktop. Get more info on our [blog post](#).

REFER A FRIEND, EARN \$20. [GET STARTED](#) STAY CONNECTED FOLLOW US

Terms Of Use | Privacy Policy | Copyright Notice | Trademark Guidelines | Copyright © 2007-2016 Livescribe, Inc. All rights reserved. | About Another

Allow the program to run

home > support > getting started

## Download Echo Desktop

Windows 7 & 8 or later

Mac OS® X 10.8.5 or later

System requirements >  
Learn more about Echo Desktop >

Should I update from Livescribe Desktop to Echo Desktop  
Learn more about the differences >

**Don't Forget to Register Your Smartpen!**  
With a registered smartpen, you can receive a Livescribe account and updates from Livescribe.

**View Echo User Guides**  
Multi-language Smartpen and Echo Desktop Guides >

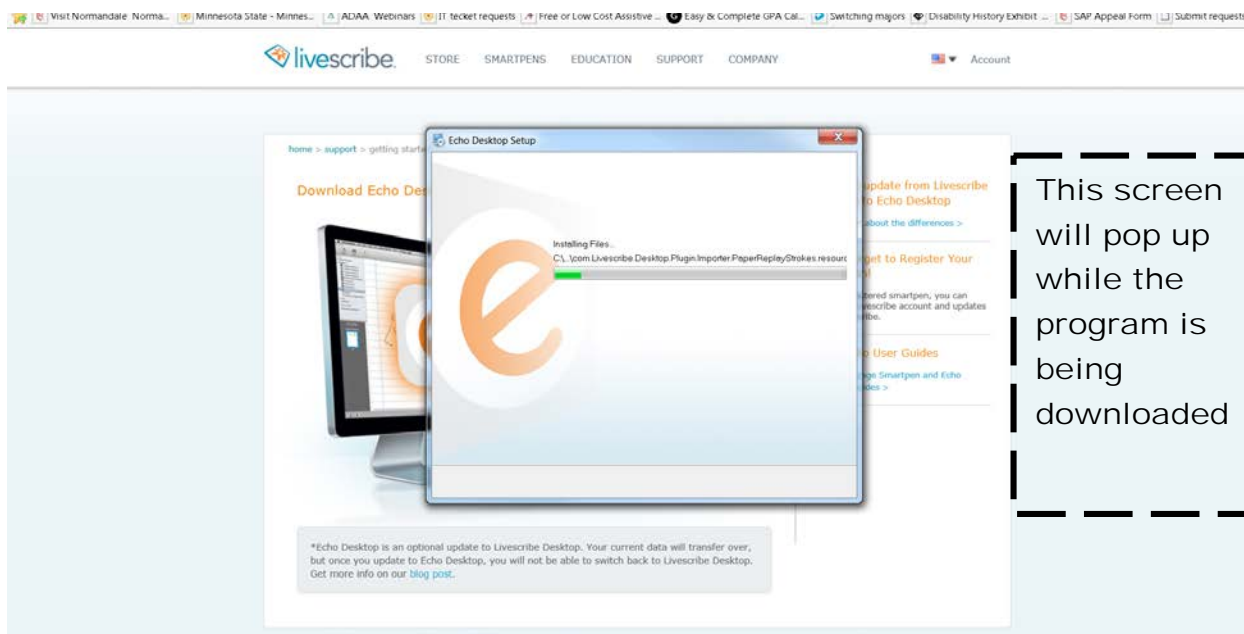
\*Echo Desktop is an optional update to Livescribe Desktop. Your current data will transfer over, but once you update to Echo Desktop, you will not be able to switch back to Livescribe Desktop. Get more info on our [blog post](#).

Do you want to run or save **EchoDesktop\_Setup.v3.0.3.exe** (157 MB) from **livescribe.com**?

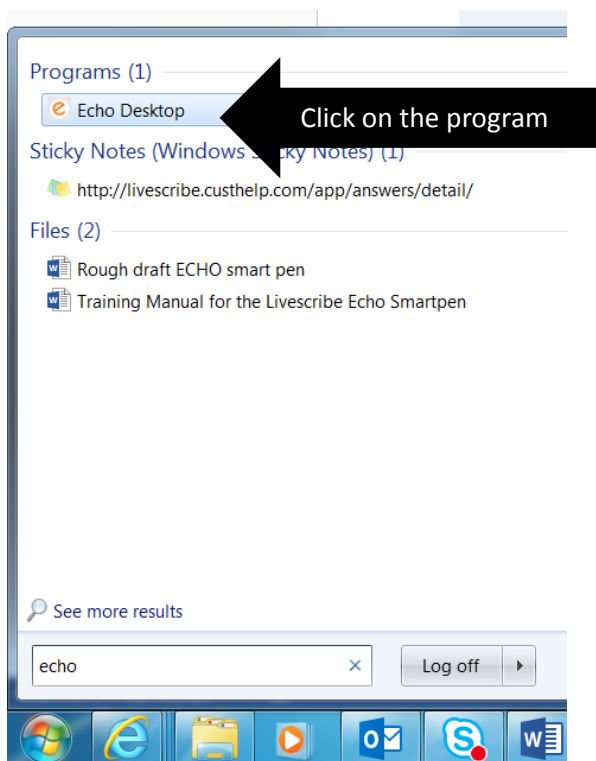
This type of file could harm your computer.

Run Save Cancel

Turn page

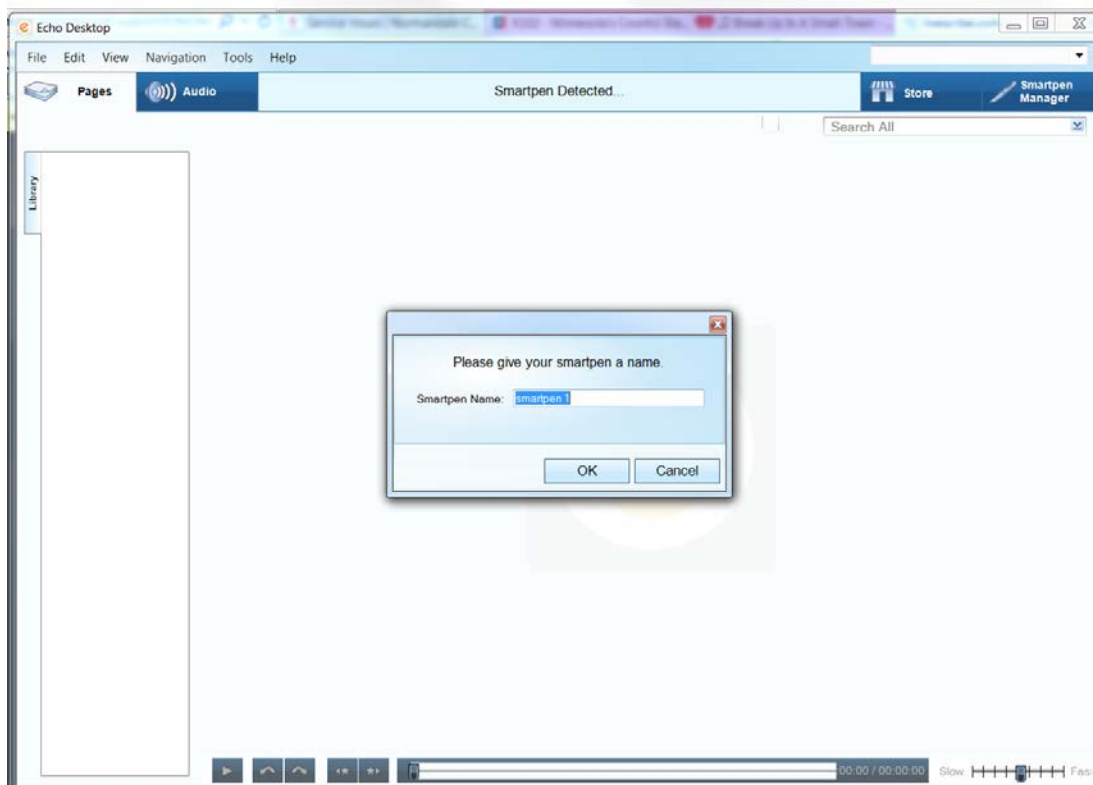


3. Once the program is installed search for **ECHO Desktop** in your start menu search bar

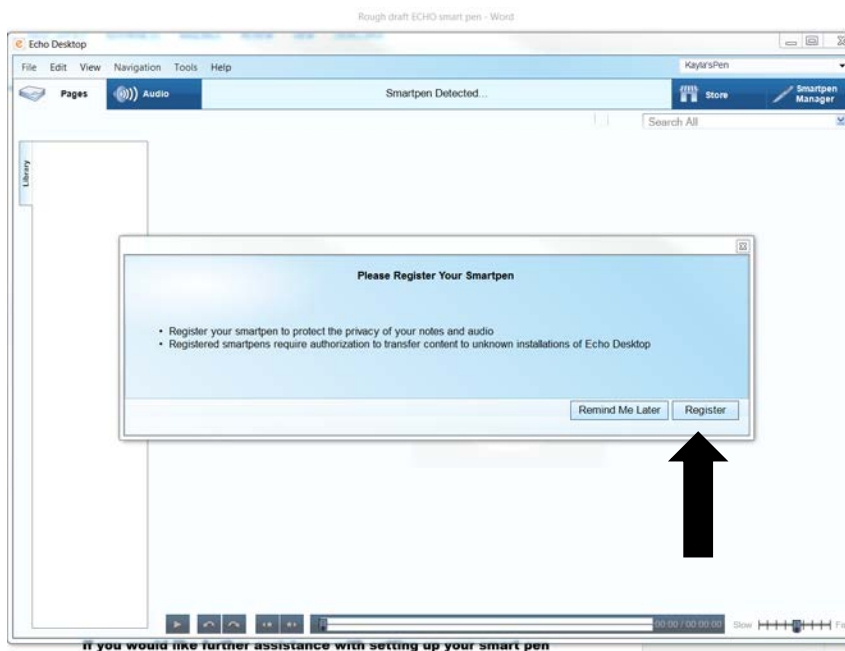


Turn page

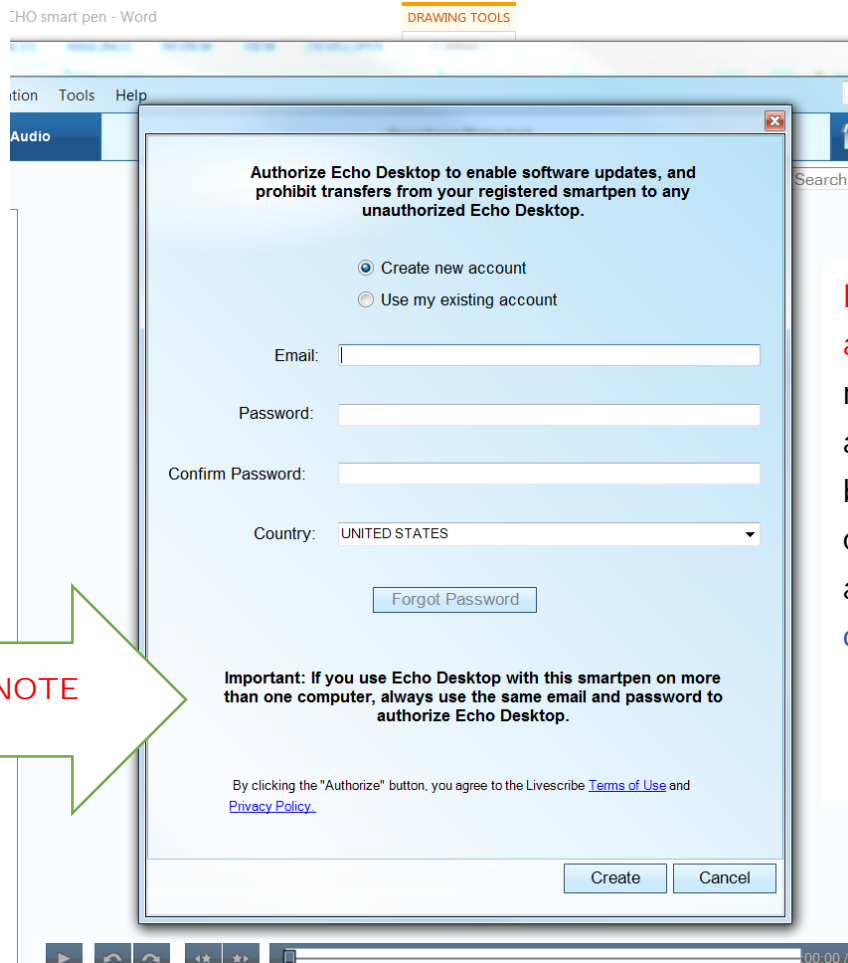
- Using the USB charger, plug your pen into your computer.
- If prompted, name your smartpen and click OK



- Click Register



## 7. Follow the steps to create an account



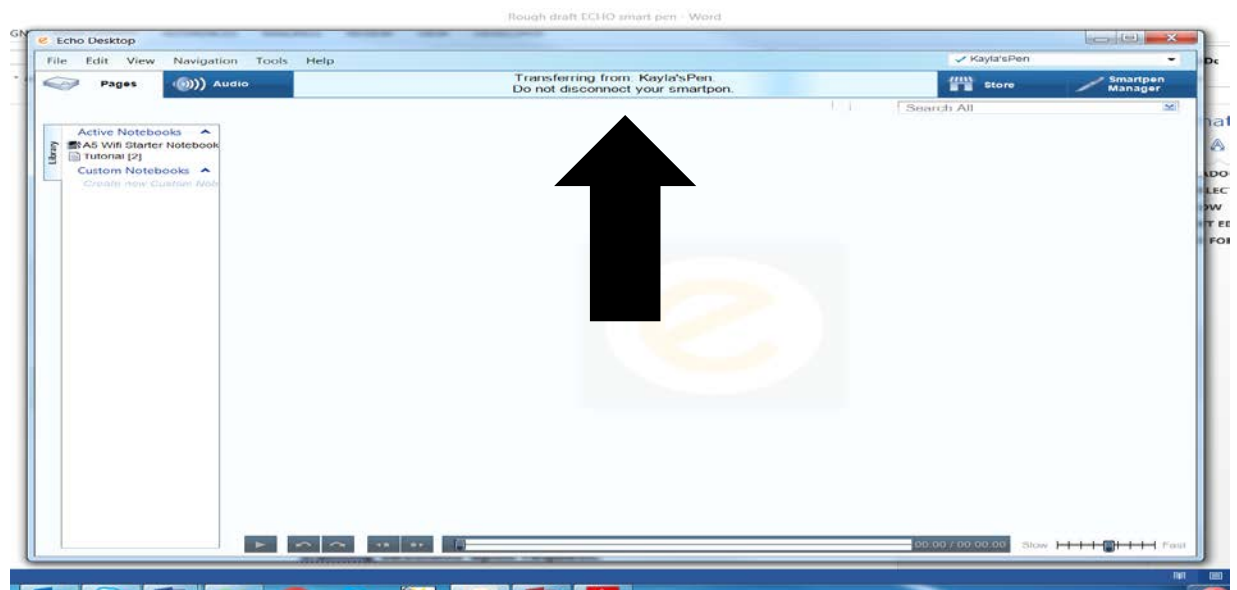
Do I need to create an account? You do not need to create an account if you will only be using ECHO Desktop on the same computer at all times. If that is the case you can hit cancel

HELPFUL NOTE

Important: If you use Echo Desktop with this smartpen on more than one computer, always use the same email and password to authorize Echo Desktop.

By clicking the "Authorize" button, you agree to the Livescribe [Terms of Use](#) and [Privacy Policy](#).

## 8. Your pen will start downloading your material

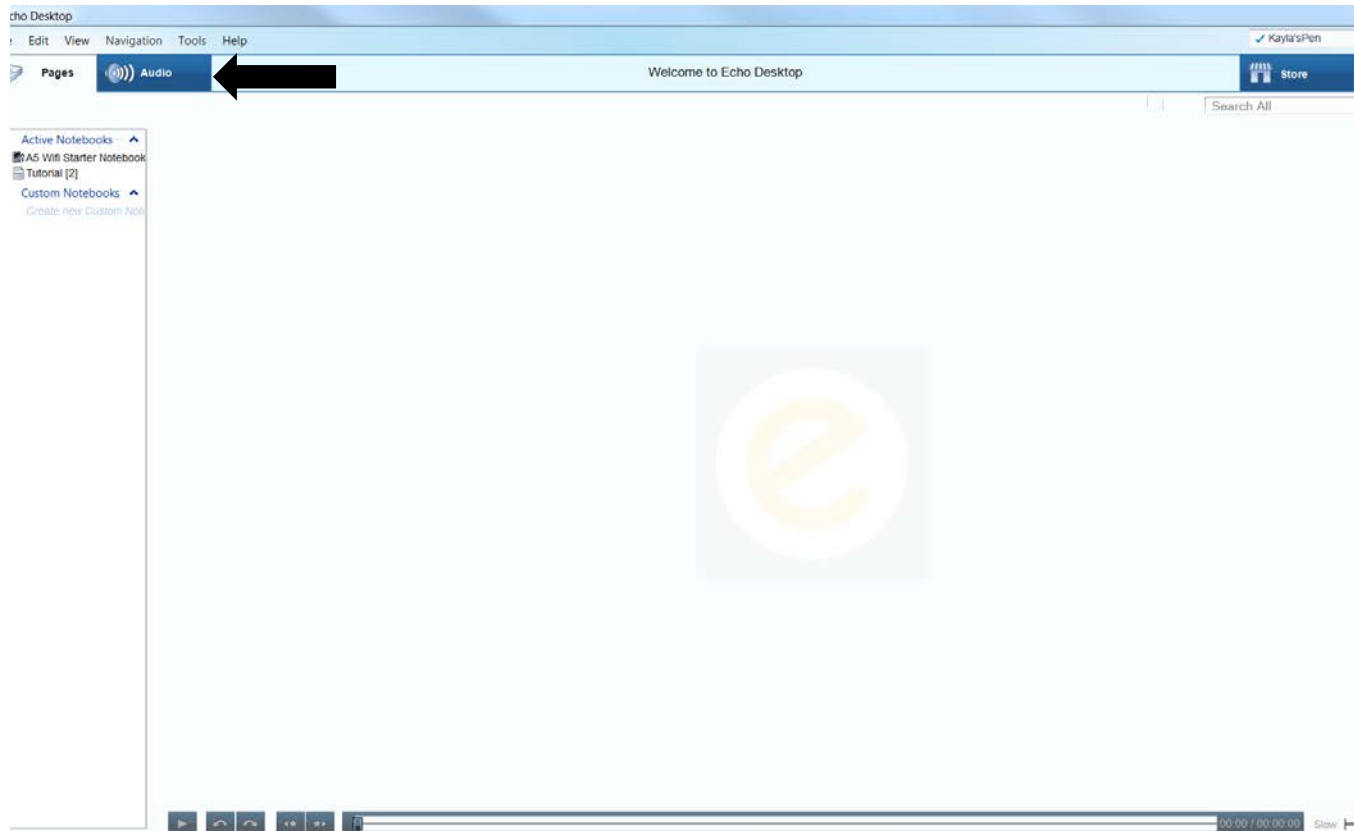


Turn page

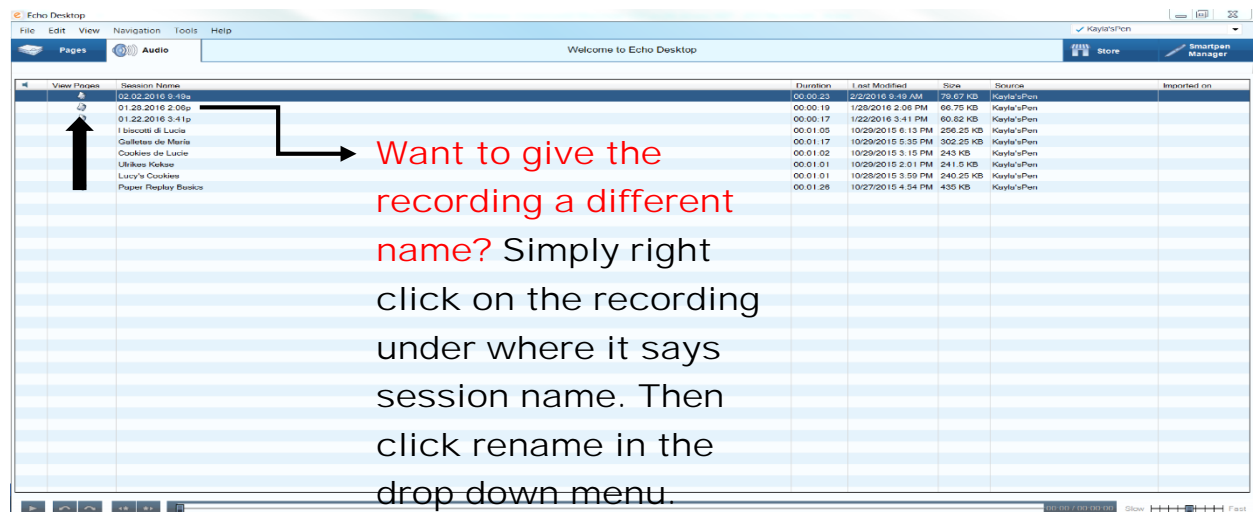


## How to review your notes on ECHO Desktop

### 1. Click on Audio

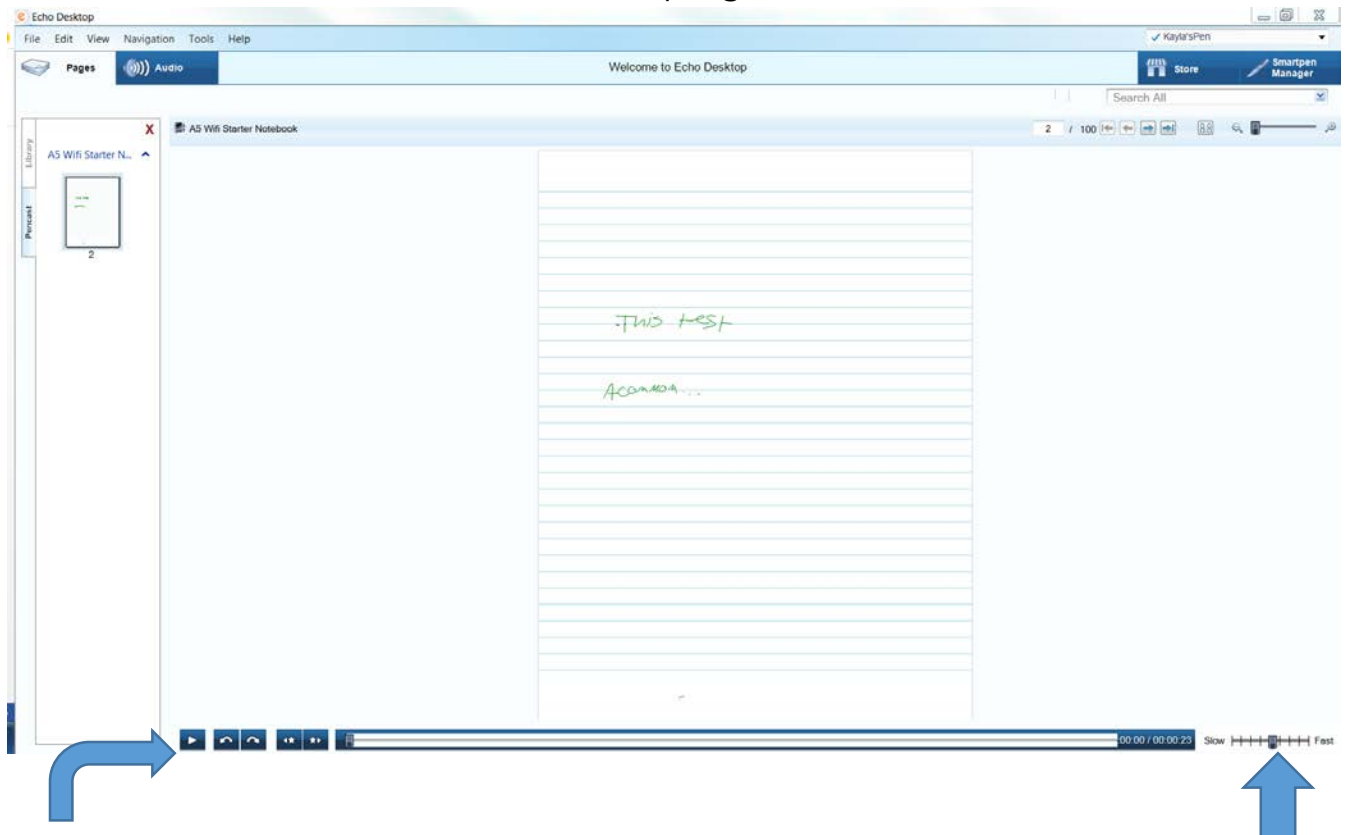


### 2. To see AND hear the audio associated with that note click on the letter page button next to the recording



Turn page

3. A picture of the note will be on the screen and the words will come into focus as the audio progresses.



Here are the controls to play, stop, replay, and control the speed of the note.

If you would like further assistance with setting up your smart pen Office for Students with Disabilities (OSD) does offer one-on-one basic training sessions upon request.

To schedule an appointment please call: 952-358-8625

*\*\*For further information please see the Resources List on the next page\*\**

## Resource List

Echo Smartpen Main Page

<http://www.livescribe.com/en-us/smartpen/echo/>

- This is the link you would click to start downloading Echo Desktop

- A basic intro video is also available at this link

Helpful youtube video that will cover the basics on how to use the Echo smartpen

<https://www.youtube.com/watch?v=mFCeqSggo2Y>

Official Echo smartpen introduction video from Livescribe

<https://www.youtube.com/watch?v=fqRiLCwL48c>

Search page of pre-answered questions about the Echo Smartpen

<https://livescribe.custhelp.com/app/answers/topic/p/3>

Customer Support Main Page

<https://livescribe.custhelp.com/app/home>

Link to printable Smartpen paper, wifi printed control sheet, and settings sheet

[http://www.livescribe.com/en-us/support/wifi-smartpen/howto/print\\_dot\\_paper.html](http://www.livescribe.com/en-us/support/wifi-smartpen/howto/print_dot_paper.html)