


# How to use the Smartpen

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## 1. Turning the Smartpen On/Off:

Press the  – POWER button towards the top of the pen to turn on or off.



## 2. Setting up the Smartpen: (for first time use)

1. Open the liveScribe notebook, to the inside of the notebook cover's front page.
2. Look at the SETTINGS box:
  - Setting the Display:
    - Press the pen on the box of your writing hand preference: **left handed** or **right handed**.
  - To set the Date:
    - Press the pen on the **set date** box until the pen shows: mm/dd/yy
    - Press the pen on the numbered boxes to set the date. For example: to first set the month such as August – press the pen on the **0** (zero) then **8** (eight) number boxes.
    - When you have pressed all the numbers, the date will be displayed on the pen.
  - To set the Time:
    - Press the pen on the **set time** box until the pen shows: hh:mm am/pm
    - Press the pen on the numbered boxes to set the time, then press **am** or **pm**
    - When you have set the time, it will be displayed on the pen.

## 3. Using the Smartpen: Writing and Recording

1. After turning the Smartpen on and setting your preferences, begin writing on the liveScribe Dot Paper notebook (similar to using any other pen).
2. To record what is being said while you write:
  - (1) At the bottom of the notebook, press the pen to the  record box to start recording.
  - (Option 2) Press and hold the  – POWER button until the pen begins recording.
  - ❖ The hours, minutes, seconds counter (00:00:00) will start counting when recording.

**Note:** It is best to sit toward the front of the class.

3. To pause the recording, press the pen to the  Pause box.
  - To resume recording, press Pause box again
4. To stop recording, press the pen to the  stop box.


## 4. Listening to Recordings:

### Play Back Recordings:

#### 1. Play back option #1:

- To play back previous recordings taken when writing notes, press the pen on the first letter of the word you would like to listen to.


#### 2. Play back option #2:

- At the bottom of the Dot Paper notebook, tap the pen twice on the middle of the pointed arrows  (the NAV PLUS).
- The pen will then speak and display: Main Menu
- Press the pen to the down pointing arrow on the NAV PLUS ↓ till the pen says and displays: Paper Replay
- Press the pen to the right pointing arrow on the NAV PLUS → the Pen will display: Record new session
- Then press the pen on the down pointing arrow ↓ on the NAV PLUS till the pen displays: Play session
- Press the pen to the right pointing arrow → on the NAV PLUS till the pen displays the day and time you want to listen to.
- To listen to the recording: press the pen to the right pointing arrow → on the NAV PLUS and the recording will begin playing.

#### 3. Play back option #3:

- (for first time use) On a computer go to: [www.Livescribe.com/install](http://www.Livescribe.com/install)
  - Download the latest software
  - Run the Livescribe on the computer
  - Connect the Pen's USB to the computer
  - Once the recordings and notes have transferred, click on ► (play) to listen

## 5. Erasing Recordings:

- At the bottom of the Dot Paper notebook, tap the pen twice on the middle of the pointed arrows  (the NAV PLUS).
- The pen will then speak and display: Main Menu
- Press the pen to the down pointing arrow on the NAV PLUS ↓ till the pen says and displays: Paper Replay
- Press the pen to the right pointing arrow on the NAV PLUS → the Pen will display: Record new session
- Then press the pen on the down pointing arrow ↓ on the NAV PLUS till the pen displays: Delete session
- Press the pen to the right pointing arrow → on the NAV PLUS till the pen displays the day and time you want to delete
- To delete the recording: press the pen to the right pointing arrow → on the NAV PLUS