



AEGIR SMARTPEN GUIDE

LED LIGHT COLOR MEANINGS:

Solid Blue - the smartpen is paired with a Bluetooth device.

Solid Green - the pen is awake and can capture notes and is not paired with any Bluetooth-enabled device.

Blinking Blue - the pen is waiting to be paired with a Bluetooth-enabled device.

Solid Orange - the battery is at 20%. At 5% battery the pen will shut off.

Blinking Green - the pen is currently being charged.

Blinking Yellow 3 times – the battery is approximately at 15%.

Blinking Red – could mean the memory is 90% full, improper writing angle, or unrecognized writing surface.

Blinking Yellow continuously - Firmware update is in process.

BEFORE YOU BEGIN USING THE PEN: download the Livescribe+ App onto your smartphone or tablet. The notes and recordings taken with your pen will be played through this app. Charge the pen by leaving it plugged into a USB power source. It may take up to 90 minutes to reach full charge. The pen may not be fully charged when it is first checked out to you from CAR.

TO TURN ON THE PEN, press the tip against any surface that is not the Livescribe Dot Paper. With the tip pressed down, wait for the LED to turn green and release the tip.

TO TURN OFF THE PEN, make sure the smartpen is not paired with any device and stop using it. The pen will go to sleep after 40 seconds of inactivity. If the pen is connected to a device, the pen will go to sleep after 15 minutes of inactivity.

CLEARING PEN'S MEMORY:

- To clear the pen's memory, connect the pen to your device via Bluetooth and open the Livescribe+ app.
- Tap the smartpen icon in the top-right bar to open the pen's status menu.
- Tap the orange 'More Details' button to be taken to the pen's settings menu.
- Tap 'Clean Memory' and then tap 'Confirm.'

PAIRING PEN TO A DEVICE:

- Make sure the Bluetooth for your device is on.
- Press the tip against any surface except the Livescribe Dot Paper and hold the tip down until the light on the pen is blinking blue.

- Open the Livescribe+ App and tap 'Pair with Smartpen.' This pen will now automatically pair with your device when you turn on Bluetooth and open the app.

TO RECORD WRITTEN NOTES WITHOUT AUDIO, turn on the pen so that the LED is green. Begin writing and the notes will be downloaded to your device once the pen is connected.

TO RECORD AUDIO WITH NO NOTES ATTACHED, tap the record button in the Livescribe+ app.

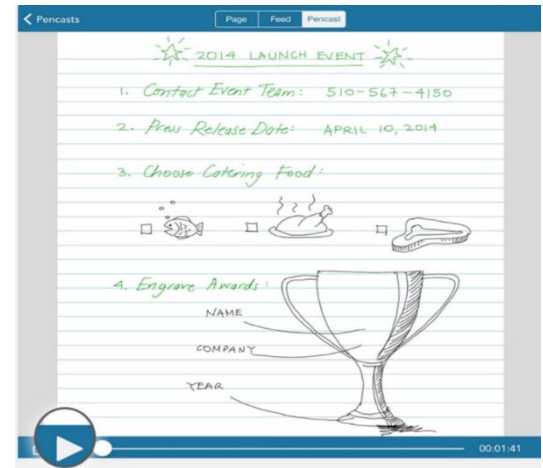
TO RECORD WRITTEN NOTES SYNCED WITH AUDIO:

- Pair the pen with your Bluetooth device and then open the Livescribe+ app.
- Tap the record icon at the bottom of your page or the microphone icon in the Livescribe+ app and begin taking notes.
- When the pen is recording audio, the LED will turn red and a notification will appear in the app.
- To stop recording audio, either tap the stop or pause icon on the paper or in the app. The text with the synced audio will be in green.
- To resume recording, press the record icon.



Listening to Pencasts (Audio Recordings):

- Select a page you'd like to review.
- Tap the play icon in the bottom bar of the app to play the audio you recorded.
- To listen to the synced audio with your handwriting, tap any word in green to hear what was recorded at the exact moment you were writing.
- Or, tap on the three bars in top-left corner, which is the menu icon.
- Tap on 'Pencasts.'
- All the audio recordings synced with your handwritten notes and the audio recordings without handwritten notes will appear under pencasts.

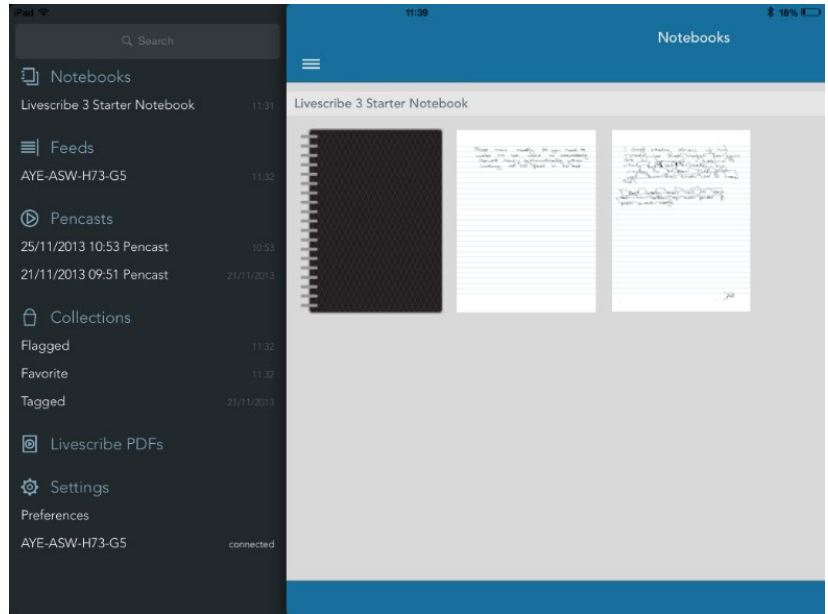


DELETING PENCASTS:

- Tap the menu icon in the top-left corner.
- Tap on 'Pencasts.'
- Tap on 'Select' in the top-right corner.
- Tap on the recordings you want to delete. An orange border will appear on the ones you've selected.
- Tap the trash icon. A 'Confirm Delete' will appear.
- Tap 'Delete' to remove the page.
- If you selected audio that was synced with the handwritten notes, the handwritten notes will not be deleted.

NAVIGATING THE LIVESCRIBE+ APP:

- The Notebook View represents your physical notebooks.
- Tap any page to open your notes.
- Handwritten notes with synced audio will be in green.
- Tap any green sentence to listen to the synced audio.
- To pause the synced audio, tap on the pause icon in the bottom bar of the app.
- Tap on a specific word to hear what was being recorded at the exact time of writing that word.
- Tap the menu icon in the top-left corner to navigate your content and access the Settings Panel.



SMARTPEN BATTERY LEVEL IN LIVESCRIBE+ APP:

- When the smartpen is connected to your device via Bluetooth, there will be a smartpen icon at the top-right corner within the Livescribe+ app. The icon will show the level of your smartpen battery.

TRANSCRIBING HANDWRITTEN NOTES TO DIGITAL TEXT:

- Select a page in the Livescribe+ app.
- Tap 'Feed' located in the top-center.
- With one finger, swipe any section from left to right.
- This will transform your written notes to digital text.
- To correct a transcription error, tap 'Select'.
- Tap the circle next to the transcription you want to edit.
- Next, tap the chevron icon at the bottom bar of the app.
- Then tap 'Edit.'

Feb 7, 2019 at 11:20 AM

Good Morning

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TRANSCRIBE PENCASST AUDIO TO TEXT (USING GOOGLE DOCS):

- Open the Livescribe+ app on your device.
- Select the podcast you would like to convert to text.
- Open a new document in Google Docs on a computer.
- Click on 'Tools' in the menu bar and choose 'Voice Typing.' A microphone icon will appear.
- Hold your device's speakers close to the computer's microphone and play your podcast.
- Click on the microphone icon to begin recording. The audio will be converted to text in Google Docs.

DELETING ENTIRE NOTEBOOK:

This action CANNOT be undone.

- From the Notebook View, tap on 'Select' in the top-right corner.
- Tap on the notebook cover you want to delete.
- A trash icon will appear in the bottom bar of the app; tap on it.

- A 'Confirm Delete' will appear and tap it to delete.

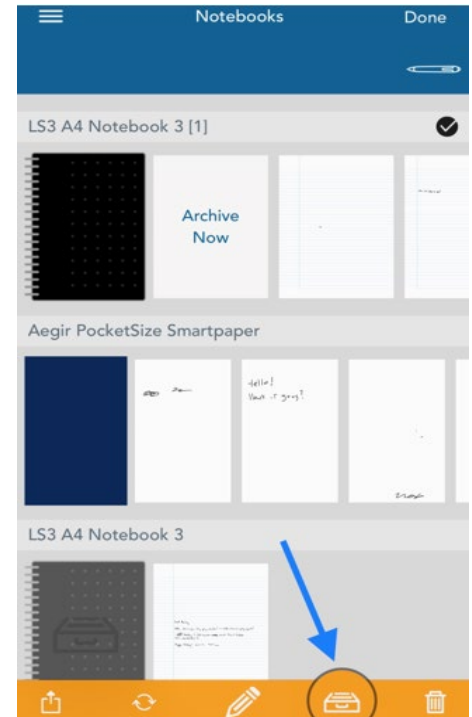
DELETING PAGES FROM YOUR NOTEBOOK:

- From the Notebook View, tap on 'Select' in the top-right corner.
- Tap the page you want to delete.
- Tap the trash icon.
- A 'Confirm Delete' will appear and tap 'Delete' to remove the page.

ARCHIVING NOTEBOOKS:

To create a new notebook, you will need to first archive your current notebook, to keep the notebooks separate. Archiving a notebook will make it impossible to add notes to it in the future.

- Turn on smartpen and connect to your device via Bluetooth.
- Tap 'Select' in the top-right corner.
- Tap on the notebook you want to archive.
- Then tap the archive icon in the bottom bar of the app.



To access a tutorial of the Livescribe+ app, open the Livescribe+ app and tap the menu icon in the top-left of the screen. Tap on 'Settings' and then tap on 'Show Tutorial.'

FOR ADDITIONAL INFORMATION AND TROUBLESHOOTING: visit: <https://livescribe.helpscoutdocs.com/category/2112-aegir-smartpen> or: https://www.livescribe.com/en-us/media/pdf/support/Livescribe+UserGuide_EN.pdf

If you have any questions, or if you'd like to request this information in an alternate format, please contact Suzanne Delahanty at: sdelahanty@craftonhills.edu.