Tips & Tricks to Smartpen Use

Have questions?
Email us at accesscenter@uwlax.edu or give us a call at 608-785-6900.

Download Echo Desktop:
1) Go to URL: www.livescribe.com/install
2) Select the correct download button for your own computer: Windows or Mac
3) In Downloads folder, double click on "EchoDesktop_..."
4) Select "Run"
5) Follow Install/Setup instructions
6) Once installed, open "Echo Desktop" software

Connecting the Smartpen:
1) Plug your smartpen into your computer using the USB cord
2) You may be prompted to "Name your smartpen"
3) Enter: Smartpen DRS #___
4) Check the back of your pen if you are unsure of what number you have.
5) Click "OK"

Smartpen Registration:
1) At some point, you may be prompted to Authorize or Register Your Smartpen
2) Go ahead and do that, but select: "Use my existing account"
3) The pen should already be registered with UW-L The ACCESS Center
      Enter the following information:
            Email: ability@uwlax.edu
            Password: echo
4) Click "Authorize"
5) If brought to the "Store" tab, DO NOT ENTER PERSONAL INFORMATION
      Information should look as follows:
            First Name: The ACCESS Center
            Last Name: UW-La Crosse
            Country: United States
            Address 1: 165 Murphy Library
            City, State, Zip: La Crosse, WI 54601
            Phone: 608-785-6900
6) Click "Continue" twice and then click "Submit".
7) Echo Desktop will let you know the smartpen has been successfully registered, click "OK" and then click back to the "Pages" or "Audio" tabs at the top and left-hand side.

How to Use Your Smartpen:

1) Be sure to turn your pen on. You may want to make sure the volume on your pen is turned down or muted so as to not disrupt your classmates or professors.
2) When you are ready to record, simply tap on the RECORD button at the bottom of the notebook page with your pen.
3) Take notes as you would with a regular pen.
4) If at any time you need to take a break from recording during the lecture, tap on the PAUSE button at the bottom of the notebook page with your pen. When you are ready to record again, tap on the RECORD button again.
5) There is a small microphone that sits below the screen. As often as you can, direct this microphone towards the person speaking.
6) Once the lecture is done, tap the STOP button with your pen. Turn the pen off.

Downloading Your Notes and Audio Recordings:

1) Plug your pen in using the USB cord when you are ready to download your notes and audio recordings. Make sure the Echo Desktop software is open. It will take some time to download your notes and audio recordings – Do not unplug during this time, as this may delete some of your notes.
2) Your notes and audio recordings should show up. On the upper-left hand corner, you can choose between PAGES or AUDIO.

Using Echo Desktop:

1) If you are on PAGES, the words in black are the ones you wrote when there was no audio being recorded. The words in green have some sort of audio affiliation.
2) If you are on PAGES, you can print your notes. You can also click on a word and the audio will start where that word first shows up.
3) If there is a certain word or topic that you would like to find, simply type the word or topic into the SEARCH ALL box in the upper-right hand side. Echo Desktop will then highlight the word or topic throughout your notes.