**LiveScribe Smartpen Basic Tutorial**

**Things to know about your smart pen:**

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| 1. **It needs to be charged.**     1. *How to*: Simply use the USB cord provided and plug it in to your computer, the pen will automatically begin charging. | The image shows how to charge the pen. Plug your Micro-USB cable into the USB port on your computer and plug the other end of the cable into your smartpen. |
| 1. **It uses Ink**    1. *How to replace them:* To replace an ink cartridge, just use your fingers to grasp and pull out the old cartridge and insert a new one. | Image shows what the replacement ink cartridges for your livescribe smart pen look like. The image shows where the pen ink cartridge is located. To replace an ink cartridge, just use your fingers to grasp and pull out the old cartridge and insert a new one. |

**HOW TO RECORD A NEW SESSION:**

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| **Step 1:** Power on  Power on your Live scribe smart pen | The image displays the location of the power button on your Livescribe smart pen. This button is located at the top of your smart pen just above the display window. | Once the pen is powered on the display will come up and show Livescribe, then change to the main display screen which will show you that you are connected to wifi, the time, and the battery level. |
| **Step 2:** Begin Recording  Two ways to begin recording:   1. Tapping Record button 2. Using the Power Button | This image shows a round filled in button, it is the first button located on the control panel at the bottom of your live scribe dot paper.  This image shows the first 3 buttons on the bottom control panel of the livescribe dot paper. The record button is located on the far left and stop bottom on the right with the pause button in the middle. To use any of these functions you simply tap with the tip of your smart pen. | **How to begin recording:**   1. Tapping the tip of your pen on the *Record button* located at the bottom of your Livescribe paper. 2. Press and Hold power button for approximately 5 seconds or until display shows recording initiated. |
| **Step 3:** Recording Session | The images shows the timer that was intiated after recording has begun, its counting up to show the length of time you have been recording for. | **What to do now?**  Your smart pen will begin to record audio. If you begin taking notes (on live scribe dot paper) the notes and audio become linked. Or your smart pen can simply record audio notes. |
| **Step 4:** Ending Recording  Three ways to end Recording:   1. Tapping Stop button 2. Turn Power off 3. Using the Nav Plus | The image shows a pen tapping on the Stop button located on the bottom control panel of your smart paper. This is an image of the Nav Plus. The Nav Plus is a paper-based, five-way navigator that enables you to navigate through your smartpen Main Menu and application menus | **How to end recording:**   1. Tap the *Stop button* located at the bottom of your Livescribe dot paper 2. Turn power off, by pressing power button 3. Using the Nav Plus: *single tap* to the center, and a *single tap* on the right arrow |