The Livescribe Sky Wi-Fi smartpen is designed to record notes and audio in digital form. The smartpen wirelessly transfers the digitized form of notes to an Evernote® account. The notes are then accessible on PCs, Macs, IOS, and Android. The digitized notes and audio are referred to as pencasts. The unique pattern of microdots on “Livescribe paper” are used to track the notes and audio, enabling users to relive ideas and memories.

How to Use the Smartpen

Basic Use

1. Charge the smartpen using the USB cable provided. It is highly recommended to use a computer USB port to charge the smartpens. Other USB power adapters should be avoided, e.g., smartphone power adapters.
2. Do not charge the smartpen for more than 3 to 4 hours consecutively as this will reduce the battery life of the smartpen.
3. On front cover of the Starter Notebook, change smartpen setting to left/right handed to suit your preference.

3. Click “Record” prior to writing and click “Stop” when finished. Tap on the physical note itself to play back audio to the exact moment the note was written.

- If the smartpen’s external speaker is not sufficiently loud, attach headphones into the standard 3.5 mm audio connector next to the micro-USB port.
- The digitized notes also play back audio to the exact moment a note was written when clicked.
4. To jump to a different position of a session, tap on the desired % shown below. To avoid distractions to the student during a session, you may opt to mute the volume during a mentoring session.

5. If desired, playback speed can be increased or decreased by tapping on the “+” or “-” icons.
Accessing Digitized Pencasts

1. Information should sync to each pen’s Evernote® account automatically. Otherwise, tap Sync Now.
2. Log on to http://evernote.com to sign in to your smartpen’s Evernote® account.
3. Evernote® login information:
   - Username: wmupeermensing1@gmail.com
   - Password: Mentoring4success
   - Username remains the same except for the number
   - Pen ID of Mentor 2 has username of wmupeermensing2@gmail.com
4. When the smartpen is turned on, pen ID will be displayed as Mentor 1, Mentor 2, etc.
5. Refer to the “Using Evernote® in Browsers” section on how to share digitized notes.
6. You can also access the digitized notes in Evernote® using other applications of your choice such as Evernote® on Android, IOS, PCs, and Macs.
7. The desktop application of Evernote® on PCs and Macs have more features available than the browser version.
   - Evernote® downloads for a variety of different devices can be found here: https://evernote.com/products/

Connecting to Wi-Fi

1. Turn on the smartpen and remove the smartpen cap.
2. Connect the smartpen to Wi-Fi by tapping on the “Scan for Networks” icon.
3. Continue scanning for networks until you find “tsunami” and select it.
4. The smartpen should automatically connect to “tsunami.”
5. To connect to other networks, enter the password using the keyboard below the Wi-Fi setup box on your notebook.
6. Wi-Fi information will be stored and automatically connects to the same network the second time onwards.

Smartpen Specifications and Upkeep

1. The Livescribe Sky Wi-Fi smartpens are designed to digitize notes and audio in Evernote®. Each smartpen has a monthly upload limit of 500 megabytes (MB).
2. The audio quality setting should be set to medium depending on the number of tutoring hours.
   - For example, if a peer mentor has 5 students whom she/he meets for an hour on a weekly basis, gives a total of about 20 (5 x 4 = 20) hours a month.
3. If you have more than eight students, the audio quality setting should still be set to medium. Because of this, you may not be able to upload all of the information that month.
4. When tapping “Audio Compression,” the smartpen display will depict the audio quality setting as “Low”, “Medium”, or “High.”

<table>
<thead>
<tr>
<th>Audio Quality</th>
<th>1 Hour of Recorded Audio</th>
<th>Monthly Upload Limit at 500MB</th>
<th>Number of Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Low</td>
<td>7.4 MB</td>
<td>67.2 hours of audio</td>
<td>1 to 3</td>
</tr>
<tr>
<td>Medium</td>
<td>13.2 MB</td>
<td>37.8 hours of audio</td>
<td>✔</td>
</tr>
<tr>
<td>High</td>
<td>20.2 MB</td>
<td>24.8 hours of audio</td>
<td>✔</td>
</tr>
</tbody>
</table>

5. Low quality audio is not satisfactory for the purpose of sharing with our students.
6. Each Livescribe smartpens has 2 gigabytes (GBs) of storage space and you can check the amount of remaining storage space by tapping “Storage.”
7. Notes and audio stored on the smartpen can be archived. See the Archiving Old Content section for details on how to remove older information from the device to free up space.

8. If you lose your smartpen caps, require a replacement ink cartridge, and/or notebooks please email the PAs and OAs to set up an appointment.
9. The office staff will inform you of the availability of smartpen supplies.

Peer Mentor Responsibilities on Smartpen Usage

1. The Livescribe smartpens are to be used for work related to the Mentoring Success Program only, e.g., during mentoring sessions and staff meetings.
2. Please take care of your smartpen as it is a delicate electronic device, just like your mobile device, computer, etc. Precautions to be taken:
   a. Avoid contact with food, water, etc.
   b. Avoid dropping the smartpen.
3. Ensure the smartpen caps are put back in place after use to protect the device from undesired damage.
4. Avoid holding on the smartpen “start” button for more than five (5) seconds long as a hard reset on the pen will occur after ten (10) seconds. A hard reset will cause the smartpen to return to factory default and thus a firmware update will be needed. If this happens, refer to the Reinstalling Smartpen Firmware section.
5. Please do not:
   a. Rename the smartpen
   b. Change the password of Evernote® accounts

6. When sharing pencasts, please remember to restrict sharing to ONLY your students and program staff to avoid breaching confidentiality. Please double check who the recipient of the content is prior to distributing any pencast.

Procedure for Checking Out and Returning Smartpens

1. Email all program assistants (PAs) and/or office assistants (OAs) to set up an appointment to check out a smartpen.
2. When you arrive at the office, either a PA or OA will have you fill out a printed spreadsheet with your check out date, WIN#, and name based on the smartpen ID.
3. Return the smartpen by the end of the final exam week of every semester through an appointment with the PAs. The return date will be written on the same spreadsheet.
4. Peer mentors are responsible for returning program property as with pad folios, star-shaped hole punchers, etc.

Using Evernote® in Browsers

Logging into Evernote®:

1. Log on to http://Evernote.com to sign in to your account. During pen startup, you will see your smartpen ID, e.g., Mentor 1.
2. Pencasts are shareable via Facebook, Twitter, LinkedIn, Email, or a Link. After logging into Evernote.com, you will see a screen similar to the one below. Click “Share” and your method of sharing, e.g., email.
   
   ![Evernote Sharing Screen](image)

3. Click “OK” when prompted with a Note Sharing Tip window.

   ![Note Sharing Tip](image)
4. Upon clicking “OK,” you will be prompted with a pop-up message depending on the type of your browser.
   a. For Firefox, click on “Options” and allow pop-ups for www.Evernote.com
   
   ![Firefox pop-up settings](image)

   b. For Chrome, click on the icon indicated and select “Always allow pop-ups from www.Evernote®.com” and click “Done.”
   
   ![Chrome pop-up settings](image)

   c. For Internet Explorer, click on “Options for this site” and click “Always allow.”
   
   ![Internet Explorer pop-up settings](image)

Reinstalling Smartpen Firmware

1. **Do not** proceed with this step unless your smartpen is fully charged. The battery level on each smartpen can be seen on the display after it is turned on.
2. If for any reason the smartpen is not functioning normally, the firmware on the smartpen could be corrupted. Other than accidentally performing a hard reset, this may warrant reinstalling the smartpen firmware.
3. A fresh install can be done via two methods:
   a. Wi-Fi: When connected to Wi-Fi, the smartpen firmware can be updated by pressing on “Software Update” in the “Wifi Settings” Panel in the Starter Notebook. If the smartpen firmware does not allow you to connect to Wi-Fi, the smartpen will indicate “Please update smartpen firmware.” If this occurs, jump to the next method.
   i. Install and open the program.
   ii. Connect the smartpen to the computer using the provided USB cable.
   iii. If the smartpen firmware is up to date, the screen above should appear. Otherwise, an “Update” button will be present.
   iv. Click on “Update” if present to reinstall firmware to the latest version.

4. Please do not panic if the smartpen turns on and off during the firmware update as this is normal.

Archiving Old Content

1. When the smartpen is about to reach full capacity, you can archive information off the smartpen to free up space.
2. You can get to the Livescribe Helper application to archive by following instructions with installing Livescribe Helper in the Reinstalling Smartpen Firmware section.
3. Click on “Archive” to begin the process.
4. Select “A5 Wifi Starter Notebook #1” or other relevant notebook(s) you have to Archive.

5. Click “Yes” to begin archiving.
   **Note:** Prior to archiving, you may want to back up some of the information in the notebook by sharing them via email, links, etc.