



Lenovo Smart Paper User Guide

SP101FU

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Getting started

Before using this documentation and the product it supports, be sure to read the following:




- *Safety, Warranty & Quick Start Guide*
- *Regulatory Notice*
- "Important safety and handling information" in "Appendix"

To obtain *Safety, Warranty & Quick Start Guide* and *Regulatory Notice*, visit:

<http://support.lenovo.com>.



 All pictures and illustrations in this document are for your reference only and may differ from the final product.

Icons

-  Instruction, reminder or suggestion.
-  Attention or caution.
-  Danger or warning.

Setup wizard

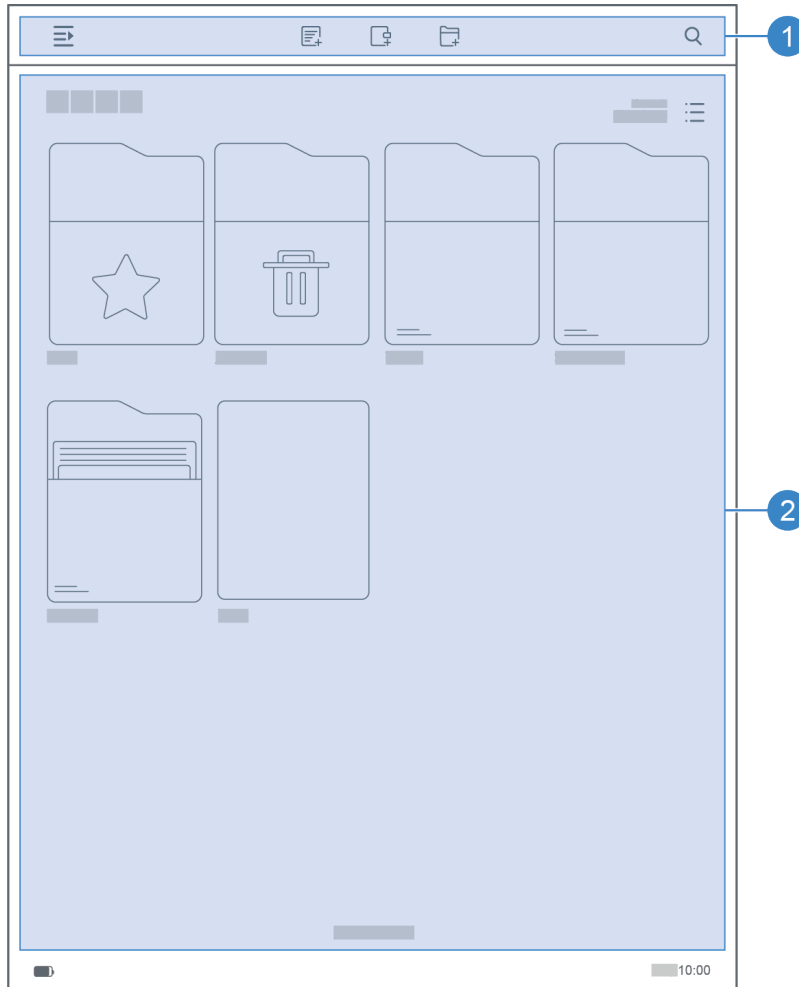
Follow the steps below to set up your device:






1. Select your device language.
2. Read and select **I have carefully read and agree to the terms**.
3. Tap an available WLAN network on the list and connect to the Internet.
 -  You can tap **Skip** and connect to networks later by going to **Settings > WLAN**.
4. Select your dominant hand.
5. Sign in to your Lenovo ID. You can choose to sync account data immediately or later.
 -  You can tap **Skip** and sign in later by going to **Settings > Lenovo ID**.
6. Tap **Get started** to use your device.

Basics

Home screen

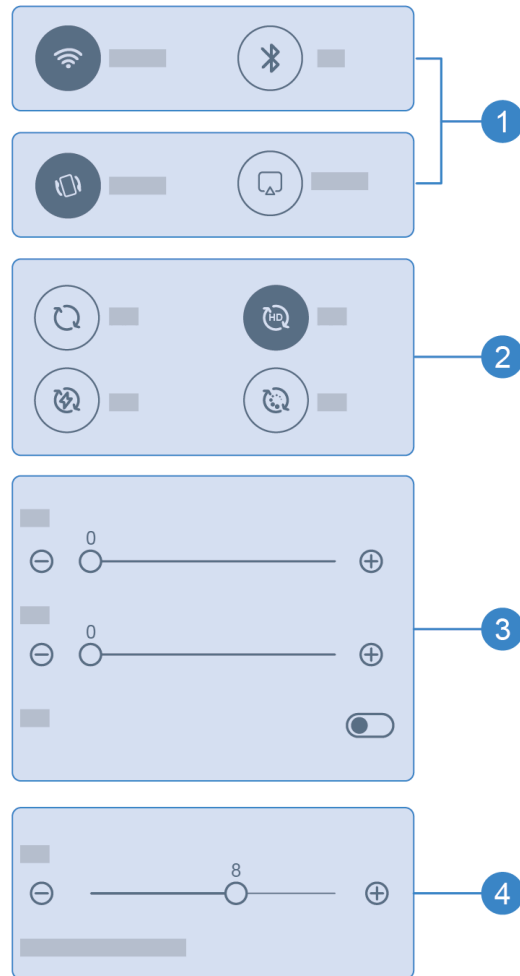
Welcome to the home screen. Some frequently used functions are added in advance for your convenience.














No.	Area	Icon/Function	Description
1	Function area		Show/Hide the toolbar.
			Open Quick Sheets. 📌 You can add new pages to the Quick Sheets.
			Add new Notebook.
			Create new folder.
			Type a filename or keyword to search.
2	Content area	Favorites	Store files to Favorites folder.
		Trash	Store deleted files. 📌 Files in the Trash folder can be restored or deleted permanently.
		Downloads	Store attachments downloaded from e-mails.
		Notebook	Store the notes you created.
		Library	Store imported files or books purchased from the online Bookstore.
		Quick Sheets	Open Quick Sheets.

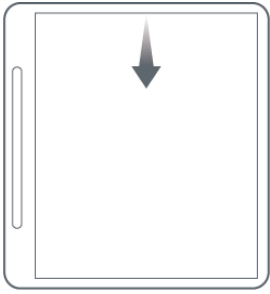
Quick settings

Swipe down from the top of the screen to display quick settings. The quick settings panel enables you to access frequently-used settings such as the WLAN switch.

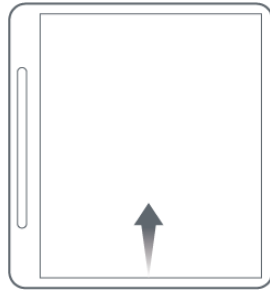


No.	Icon/Function	Description
1		Wi-Fi Enable/Disable Wi-Fi.  Long press to open network settings and select a Wi-Fi network to connect.
		Bluetooth Enable/Disable Bluetooth.  Long press to open Bluetooth settings and start pairing.
		Screen rotation Enable/Disable screen rotation.
		Miracast Quickly project the content on your device to other displays. 1. Make sure the Miracast switch is enabled on another device or display.  Please make sure that this device or display is connected to the same Wi-Fi network as your device. 2. Tap  to launch Miracast. Follow on-screen instructions to complete connection.
2	Screen refresh modes	Change the screen refresh mode as needed.
3	Brightness and color temperature	Drag  or tap +/- button to adjust display brightness or color temperature. Adaptive brightness If enabled, your device will adjust brightness according to ambient lighting.
4	Volume	Drag  or tap the +/- button to adjust volume.  Your device must be connected to a Bluetooth audio device to be able to adjust the volume.

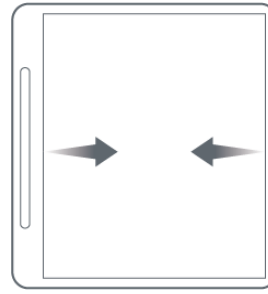
Gestures



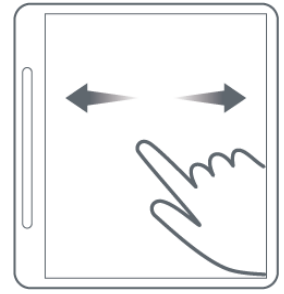
Swipe down from the top of the screen to open quick settings.



Swipe up from the bottom of the screen to return to the home screen.



Swipe left or right from the edge of the screen to go to the previous screen.



Swipe right to go to the last page. Swipe left to go to the next page.

Files transfer



Connect your device to a PC using a USB cable and select **File Transfer** on your device. You can transfer files between two devices once the connection is set up.

Force restart










Press and hold the button for 10 seconds to force restart the device.



Notebooks

New Notebook

1. Tap  to create a new Notebook.
2. Add a name and select a cover and template for the new Notebook.
3. Tap  on the top right corner to open the Notebook.





Notebook instructions

Icon	Description
	Show/Hide taskbar.
	Writing tools Select writing tools.
	Stroke <ul style="list-style-type: none">• Select the stroke and color for your writing tool.• Select the size for your eraser.
	Eraser Select the eraser type.
	Selection Draw a circle around the text you want to select.
	Undo and redo Undo or redo the last ten steps.
	Recording Take notes while recording audio.
	Page Add, delete and manage pages.
	Layer Add, delete, move, merge, hide layers and select layer templates.


Icon	Description
	<p>Share</p> <ul style="list-style-type: none"> • Send by e-mail Export the selected pages in original format or to a different file type, and then send by e-mail. • Convert to text Convert handwriting notes to text and send by e-mail. <ul style="list-style-type: none"> • Unclear handwriting may cause errors in text recognition. • Select target language before converting. • Your device only supports text converting. • Miracast Cast your Lenovo Smart paper to other screens through WLAN. • Google Drive Upload selected notes to Google Drive.
	<p>Notebook settings Edit Notebook name and select Notebook cover.</p>

Recording

Recording allows you to take notes while recording audios.

Icon	Description
	<p>Record Tap to start/stop recording.</p>
	<p>Play Tap to play recordings. You can speed up the recording when necessary. <ul style="list-style-type: none"> • Your device must be connected to a Bluetooth audio device to playback recordings. </p>
	<p>Recording list Tap to view all recordings. Long press to select a recording that needs to be renamed or deleted.</p>
	<p>Note replay</p> <ul style="list-style-type: none"> • When the function is enabled, the recording will be synchronized with the handwritten notes. • During playback, the screen displays the handwritten content.

More actions

1. Tap  to select **Notebook** and view all Notebooks.
2. Long press to rename, duplicate, share, move, delete or add the selected note to Favourites.

Reading






Library





The Library contains your documents and your imported books.

Reading mode

Tap a book to start reading.

The following table describes the functions available in reading mode.

Icon	Description
	<p>Immersive Reading</p> <p>Your device will recommend music while you are reading a book.</p> <ul style="list-style-type: none">● Your device must be connected to a Bluetooth audio device to playback audio.
	<p>Study mode</p> <p>View original texts and translations on a split screen.</p> <ul style="list-style-type: none">● The device must be connected to a WLAN network and signed in to a Lenovo ID to use this feature. Study mode does not support note taking.
	<p>Overview</p> <p>View all book pages or navigate to a specific page.</p>
	<p>Share</p> <ul style="list-style-type: none">• Send by e-mail Export the selected pages in original format or to a different file type, and then send by e-mail.• Miracast Cast your Lenovo Smart Paper to other screens through WLAN.• Google Drive Share your book to Google Drive.
	<p>Additional functions</p> <ul style="list-style-type: none">● Menu content varies depending on the file type.• Adjust view-PDF files Adjust margins for a better reading experience.• Text settings Adjust page and text settings.

Icon	Description
	<ul style="list-style-type: none"> • Add Bookmarks Tap  to add bookmark. Tap again to delete the page bookmark. Tap  or  on the top right corner of the screen to view and manage all bookmarked pages in the book. • Search Enter keywords to search book contents.

Notes

In reading mode, you can add notes to books using the Lenovo Smart Paper pen. Refer to **Notebook Instructions** in **Notebooks** for instructions.

Word selection window

1. Open the dictionaries, translation and speak window by doing one of the following:
 - Underline the target text and draw “?” on the screen.
 - Long press to select text.
2. You can highlight, copy or initiate a Wiki search on selected text.
 - 🔗 A network connection is required to use the online search, translation and speak feature.

Library management

Tap **Library** to view all files.

Long press to rename, copy, share, move, delete books or add books to **Favorite**.

- 🔗 The above-mentioned actions cannot be performed on online books.

Bookstore

Bookstore gives you access to high-quality online book resources.

- Bookstore supports book previews. These books can be added to your Library.
- Once signed in, you can purchase and download books to your Library from the Bookstore.

Apps

Tap  to open the toolbar and view **Apps**.

E-mail

1. Go to **Apps > Email**, and then enter your e-mail address and password.

 When signing in for the first time, you may need to grant **e-mail** access permissions.

2. Follow on-screen instructions to set up your account.

iCloud e-mail setup

You cannot sign in directly to iCloud account on your device. Sign in to your account from the provider's website. Follow the steps below:

1. Visit <https://appleid.apple.com> in a browser. Enter account and password to sign in to iCloud.

2. In the Sign-In and Security section, select **App-Specific Passwords**.

3. Select **Generate an App-specific password**. Enter your account and password to receive a verification code.

4. Enter the verification code in the password field on your device to sign in.

Google Drive

Tap  to open Google Drive on your device.

1. Tap **SIGN IN** and enter your Google account and password.

2. Follow on-screen instructions to set up your account.

File management

- Tap the icon on the top right corner to switch between bullet view and grid view.
- To view files on your device, tap to select the file and download.
- To share your notes or books to Google drive, refer to **Notebook instructions** and **Reading mode** for details.

Settings

Lenovo ID

Go to **Settings** > **Lenovo ID**, tap **Login**, and enter your ID and password.

- **Cloud sync**

1. Go to **Cloud sync** to view your Cloud space usage status.
2. Download **Lenovo Smart Paper** app on Android device. After signed in to your Lenovo ID, you can view the files on your device in the app.

- **Service status**

View the paid services provided by the device.

Wireless connection

WLAN

1. Go to **Settings** > **WLAN**.
2. Enable WLAN and tap an available WLAN network on the list to connect to the Internet.

 Enter password to connect to a security link.

Bluetooth

1. Go to **Settings** > **Bluetooth**.
2. Enable Bluetooth and tap a Bluetooth device on the list to connect.

 You can go to **Device name** to change the Bluetooth name of the device.

Sound

Go to **Settings** > **Sound** and adjust the device volume.

 A connected Bluetooth device is required to adjust volume.

Display

Go to **Settings** > **Display** to adjust the following:

- **Brightness**

Drag  or tap +/- button to adjust screen brightness.

- **Adaptive brightness**

Once enabled, your device will automatically adjust the screen brightness according to ambient lighting.

- **Color temperature**

Drag  +/- button to adjust color temperature.

- **Screen refresh mode**

Adjust the screen refresh mode.


General

Go to **Settings > General** to view the product model and other device information.

System updates

Your device will inform you when a new version of the system software is available for download and installation.

Go to **Settings > General > System updates** to view the current device software version. Tap **Check for updates** to detect new software version.

 Lenovo does not recommend updating the device from unofficial sources. Download and install device software only from Lenovo.

Date and time

- **Use 24-hour format**
Enable this option to display time in the 24-hour format.
- **Use network-provided time**
Enable this option to sync the device's time with the network.
- **Time zone**
Set the time zone for your device.

Languages

Go to **Settings > General > Languages** and select the display language for your device.

Keyboards


Go to **Settings > General > Keyboards** and adjust keyboard and type settings.

- Go to **Manage on-screen keyboards > Language** to adjust keyboard language settings.
- Go to **Manage on-screen keyboards > Input** to enable or disable **Auto-capitalization**, **Next-word suggestions** and other functions.

Factory Reset


Factory reset will erase all data from your device's internal storage. Please back up important data before resetting your device.

1. Go to **Settings > General > Factory Reset > Erase all data (factory reset)**.
2. Tap **Factory reset**, then tap  and the system will restart automatically.

 You can enable Cloud sync and upload device data to the Cloud after signing in to your Lenovo ID. For additional details, refer to **Lenovo ID**.

Lock screen

Edit the lock screen and select display content for the screen.

- **Wallpaper**
Display wallpaper on the lock screen.
 Your device includes a wallpaper gallery. Select a wallpaper you like and set it as the lock screen.
- **Clock**
The clock is refreshed in the background every minute, which will affect the endurance time of

the device.

- **Calendar**

Display the current calendar on the lock screen.

 Select a month calendar or year calendar for the lock screen.

- **Quick sheets**

Display the last browsed page of Quick Sheets on the lock screen.

Security

Go to **Settings** > **Security** to reset or remove the device password.

 You need to enter the old password to change or remove the password.

Battery

Adjust battery settings.

- **Battery percentage**

Once enabled, the remaining battery level will be displayed as a percentage in the lower left corner of the screen.

- **Auto sleep**

Set the time of automatic lock screen.

- **Auto power off**

Once enabled, your device will automatically shut down after 10 days of inactivity.

- **Battery saver**

Reduces power consumption to extend the service time of device.

- **Smart Cover mode**

Once enabled, the device will automatically lock the screen after closing the folio case.

- **Battery optimization**

Battery protection mode and battery care mode can extend device battery life.

Accessibility

- **Dominant hand**

Select which hand you use with the device.

- **Font size**

Select **Default** or **Large** font size for display.

Appendix

Important safety and handling information

To avoid personal injury, property damage, or accidental damage to the product, read all of the information in this section before using the product. For additional tips to help you operate your device safely, go to <http://www.lenovo.com/safety>.

Handle your device with care

Do not drop, bend, or puncture your device; do not insert foreign objects into or place heavy objects on your device. Sensitive components inside might become damaged.

Your device screen is made of glass. The glass might break if the device is dropped on a hard surface, is subjected to a high impact, or is crushed by a heavy object. If the glass chips or cracks, do not touch the broken glass or attempt to remove it from the device. Stop using the device immediately and contact Lenovo technical support for repair, replacement, or disposal information. When using your device, keep it away from hot or high-voltage environments, such as electrical appliances, electrical heating equipment, or electrical cooking equipment. Use your device only in the temperature range of 0°C (32°F) to 40°C (104°F) (storage -20°C [-4°F] to 60 °C [140°F]) to avoid damage.

Don't expose your device to water, rain, extreme humidity, sweat or other liquids.

Do not disassemble or modify your device

Your device is a sealed unit. There are no end-user serviceable parts inside. All internal repairs must be done by a Lenovo-authorized repair facility or a Lenovo-authorized technician. Attempting to open or modify your device will void the warranty.

Built-in rechargeable battery notice

DANGER:

Do not attempt to replace the internal rechargeable lithium ion battery. There is risk of explosion if the battery is replaced with an incorrect type. Contact Lenovo Support for replacement.

Plastic bag notice

DANGER:

Plastic bags can be dangerous. Keep plastic bags away from babies and children to avoid danger of suffocation.

Adapter information

- **Prevent your device and AC adapter from getting wet.**

Do not immerse your device in water or leave your device in a location where it can come into contact with water or other liquids.

- **Use approved charging methods only.**

Note: Please only use standard Lenovo power adapters. The use of third-party power adapters will affect the charging speed, resulting in abnormal charging and potential damage to the

equipment.

- Connect a standard power adapter to a suitable power outlet.
- Use a standard data cable to connect the device to a PC or a device that complies with USB 2.0 or higher.

Charging devices might become warm during normal use. Ensure that you have adequate ventilation around the charging device. Unplug the charging device if any of the following occurs:

- The charging device has been exposed to rain, liquid, or excessive moisture.
- The charging device shows signs of physical damage.
- You want to clean the charging device.

Warning:

Lenovo is not responsible for the performance or safety of products not manufactured or approved by Lenovo. Use only approved Lenovo ac adapters and batteries.

EU ErP (EcoDesign) Directive (2009/125/EC) - external power adapters (Regulation (EU) 2019/1782)

Ecodesign for Energy-Related Products Regulations 2010 - UK SI 2010 No. 2617 (Ext PSU), SI 2020 No. 485 (Ntwk Standby), SI 2014 No. 1290 as amended

Lenovo products are compliance with the EU EcoDesign (ErP) Directive & UK EcoDesign for Energy-related Products Regulations. Refer to the following for details:

For EU, refer to the system declaration <https://www.lenovo.com/us/en/compliance/eu-doc>, and for UK refer to the system declaration <https://www.lenovo.com/us/en/compliance/uk-doc>.

Caution about high volume usage

Warning: exposure to loud noise from any source for extended periods of time may affect your hearing. The louder the sound, the less time is required before your hearing could be affected. To protect your hearing:

- Limit the amount of time you use headsets or headphones at high volume.
- Avoid turning up the volume to block out noisy surroundings.
- Turn the volume down if you can't hear people speaking near you.

If you experience hearing discomfort, including the sensation of pressure or fullness in your ears, ringing in your ears or muffled speech, you should stop listening to the device through your headset or headphones and have your hearing checked.



To prevent possible hearing damage, do not listen at high volume levels for long periods.

Take care when using your device in a motor vehicle or on a bicycle

Always prioritize your safety and the safety of others. Follow the law. Local laws and regulations might govern how you can use mobile electronic devices, such as your device, while you drive a motor vehicle or ride a bicycle.

Dispose according to local laws and regulations

When your device reaches the end of its useful life, do not crush, incinerate, immerse in water, or dispose of your device in any manner contrary to local laws and regulations. Some internal parts contain substances that can explode, leak, or have an adverse environmental effects if disposed of

incorrectly.

See “Recycling and environmental information” for additional information.

Keep your device and accessories away from small children

Your device contains small parts that can be a choking hazard to small children. Additionally, the glass screen can break or crack if dropped on or thrown against a hard surface.

Protect your data and software

Do not delete unknown files or change the name of files or directories that were not created by you; otherwise, your device software might fail to work.

Be aware that accessing network resources can leave your device vulnerable to computer viruses, hackers, spyware, and other malicious activities that might damage your device, software, or data. It is your responsibility to ensure that you have adequate protection in the form of firewalls, antivirus software, and anti-spyware software and keep such software up to date.

Keep electrical appliances away from your device. These include electric fans, radios, high-powered speakers, air-conditioners, and microwave ovens. The strong magnetic fields generated by electrical appliances can damage the screen and the data on the device.

Be aware of heat generated by your device

When your device is turned on or the battery is charging, some parts might become hot. The temperature that they reach depends on the amount of system activity and the battery charge level. Extended contact with your body, even through clothing, could cause discomfort or even a skin burn. Avoid keeping your hands, your lap, or any other part of your body in contact with a hot section of the device for any extended time.

Electronic emission notices

FCC Compliance Statement

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult an authorized dealer or service representative for help.

Lenovo is not responsible for any radio or television interference caused by unauthorized changes or modifications to this equipment. Unauthorized changes or modifications could void the user's authority to operate the equipment.

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two

conditions: (1) this device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

Responsible Party:

Lenovo (United States) Incorporated

1009 Think Place - Building One

Morrisville, NC 27560

Telephone: 1-919-294-5900

ISED Caution

This device complies with Innovation, Science and Economic Development Canada license-exempt RSS standard(s). Operation is subject to the following two conditions:

- (1) This device may not cause interference, and
- (2) this device must accept any interference, including interference that may cause undesired operation of the device.

Le présent appareil est conforme aux CNR d'Industrie Canada applicables aux appareils radio exempts de licence. L'exploitation est autorisée aux deux conditions suivantes:

- (1) l'appareil ne doit pas produire de brouillage, et
- (2) l'utilisateur de l'appareil doit accepter tout brouillage radioélectrique subi, même si le brouillage est susceptible d'en compromettre le fonctionnement.

Japanese VCCI Class B statement

この装置は、クラスB情報技術装置です。この装置は、家庭環境で使用することを目的としていますが、この装置がラジオやテレビジョン受信機に近接して使用されると、受信障害を引き起こすことがあります。取扱説明書に従って正しい取り扱いをして下さい。VCCI-B

Japan compliance statement for products that connect to power mains rated at less than or equal to 20A per phase

日本の定格電流が 20A/相 以下の機器に対する高調波電流規制
高調波電流規格 JIS C 61000-3-2 適合品

Environmental, recycling, and disposal information

General recycling statement

Lenovo encourages owners of information technology (IT) equipment to responsibly recycle their equipment when it is no longer needed. Lenovo offers a variety of programs and services to assist equipment owners in recycling their IT products. For information on recycling Lenovo products, go to <http://www.lenovo.com/recycling>.

Important battery and WEEE information

Take back and recycling information for WEEE and batteries/accumulators in the European Union and the United Kingdom



The crossed-out wheeled bin marking applies only to countries with WEEE and batteries waste regulations within the European Union (EU), and United Kingdom (UK).

Appliances and batteries/accumulators are labeled in accordance with local regulations concerning waste electrical and electronic equipment (WEEE) and waste batteries and waste accumulators.

These regulations determine the framework for the return and recycling of used appliances and used batteries/accumulators as applicable within each geography. This label is applied to various products to indicate that the product is not to be thrown away, but rather put in the established collection systems for reclaiming these end of life products.

The label on the battery may also include a chemical symbol for the metal concerned in the battery (Pb for lead, Hg for mercury, and Cd for cadmium).

Users of electrical and electronic equipment (EEE) and users of batteries/accumulators with the crossed-out wheeled bin marking must not dispose of end of life products as unsorted municipal waste, but use the collection framework available to them for the return, recycle, and recovery of WEEE and waste batteries/accumulators and to minimize any potential effects of EEE and batteries on the environment and human health due to the presence of hazardous substances. Lenovo electrical and electronic equipment (EEE) may contain parts and components, which at end-of-life might qualify as hazardous waste.

EEE and waste electrical and electronic equipment (WEEE) can be delivered free of charge to the place of sale or any distributor that sells electrical and electronic equipment of the same nature and function as the used EEE or WEEE.

Before placing electrical and electronic equipment (EEE) in the waste collection stream or in waste collection facilities, the end user of equipment containing batteries and/or accumulators must remove those batteries and accumulators for separate collection.

Dispose of lithium batteries and battery packs from Lenovo products:

A coin-cell type lithium battery might be installed inside your Lenovo product. You can find details about the battery in the product documentation. If the battery needs to be replaced, contact your place of purchase or contact Lenovo for service. If you need to dispose of a lithium battery, insulate it with vinyl tape, contact your place of purchase or a waste-disposal operator, and follow their instructions.

Your Lenovo device might contain a lithium-ion battery pack or a nickel metal hydride battery pack. You can find details on the battery pack in the product documentation. If you need to dispose of a battery pack, insulate it with vinyl tape, contact Lenovo sales, service, or your place of purchase, or a waste-disposal operator, and follow their instructions. You also can refer to the instructions provided in the user guide for your product.

For proper collection and treatment, go to:

<https://www.lenovo.com/recycling>.

Battery recycling information for Brazil

Declarações de Reciclagem no Brasil

Descarte de um Produto Lenovo Fora de Uso Equipamentos elétricos e eletrônicos não devem ser descartados em lixo comum, mas enviados à pontos de coleta, autorizados pelo fabricante do produto para que sejam encaminhados e processados por empresas especializadas no manuseio de resíduos industriais, devidamente certificadas pelos órgãos ambientais, de acordo com a legislação local. A Lenovo possui um canal específico para auxiliá-lo no descarte desses produtos. Caso você possua um produto Lenovo em situação de descarte, ligue para o nosso SAC ou encaminhe um e-mail para: reciclar@lenovo.com, informando o modelo, número de série e cidade, a fim de enviarmos as instruções para o correto descarte do seu produto Lenovo.

Recycling information for Japan

Recycling and disposal information for Japan is available at <http://www.lenovo.com/recycling/japan>.

Recycling information for India

Recycling and disposal information for India is available at https://www.lenovo.com/in/en/social_responsibility/sustainability/ptb_india.html.

Battery recycling marks

- The battery recycling information of Taiwan



- Battery recycling information for the United States and Canada



US & Canada Only

Export classification notice

This product is subject to the United States Export Administration Regulations (EAR) and has an Export Classification Control Number (ECCN) of 5A992.c. It can be re-exported except to any of the embargoed countries in the EAR E1 country list.