Papyr™

User Guide

V 1.3

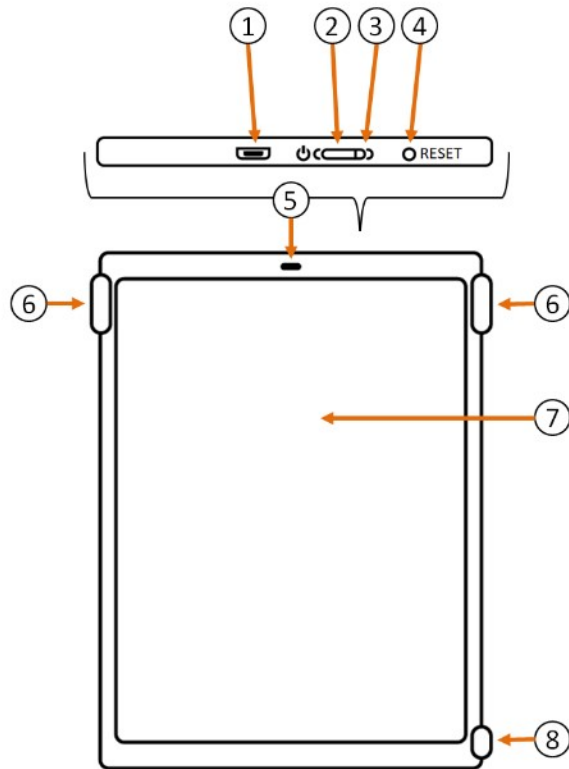**QUIRK LOGIC®**

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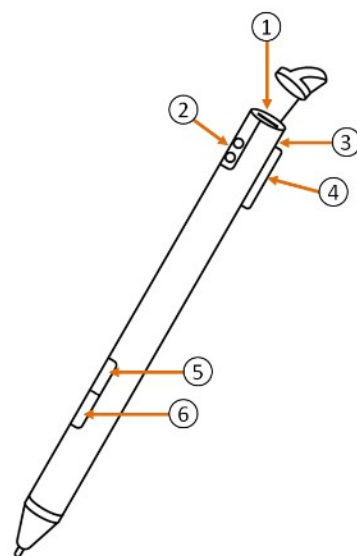# Getting Started

Getting to know your Papyr and pen

1. Micro USB connector

2. Power button

3. Charge indicator LED

4. Reset button

5. Home button

6. Insertion slit and magnet for holding the pen

7. Touchscreen and writing surface

8. Strap hole

1. Micro USB connector

2. Strap hole

3. Charge indicator LED

4. Insertion strip for Papyr side slit

5. Highlighter button

6. Eraser button

Power device on

Press the power button located on the top of the device for 2-3 seconds. The charge indicator will blink in orange until the startup is complete. If the charge indicator flashes three times in red, the battery requires charging. Connect the Papyr device to a computer or AC Adapter, using the supplied USB cable, to charge it.

Power device off

Press and hold the power button for 2-3 seconds. A "Turn power off" confirmation screen appears. Select "Yes" to turn off.

The Home Button
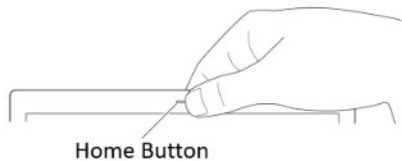
Home Button

Press the Home Button to bring up a full screen menu that will allow you to return to your current document, access certain system settings, check for update, create a new workbook, or access your workbook library. These operations are described in detail below.

Sleep Mode

When the device is on, quickly press the power button. Sleep mode reduces battery consumption when the device is not in use. To wake up the device, quickly press the power button again.

Charging your Papyr device and pen

1. Connect the USB cable that was supplied with your device to a computer or AC Adapter
2. Connect the other end of the USB cable to either the micro USB connector on the Papyr device or pen
3. The Charge indicator lights up in red while charging

Note When charging from a computer, the Papyr dev computer is turned off, enters sleep mode, standby mod
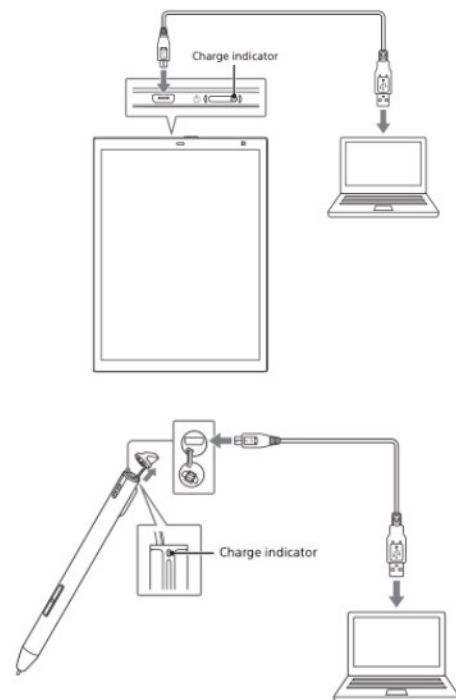
Your QuirkLogic "InkWorks" Account

With a QuirkLogic Account you can easily move content on and off your Papyr device and interact live with other QuirkLogic users.

You can obtain an InkWorks user account by visiting:
https://www.quirklogic.com/collections/software and selecting the Digital Ink Annual Collaboration License. Free account options are available.

By signing into your InkWorks account on your Papyr device, you will gain access to your personal online workbooks and any other workbooks that other users have shared with you.

Note Before you sign in, you will need to connect your Papyr device to a local Wi-Fi. See the Wi-Fi section under "Device Safety and Configuration" below.

To sign in:
1. Select ⋮ (main menu), on the top right corner of the screen.

2. Select [→] (Sign-In).

Using the QR code displayed on your Papyr, you can sign in by using QuirkLogic's companion app and its QR code login feature. Simply use this feature to scan the code on your smartphone and your Papyr will immediately log in. The free app (called "Quilla Connect" or "QuirkLogic Connect") can be downloaded from Android Play and from the iOS App Store. You can find it in either app store by searching for "QuirkLogic", or by scanning this QR code on the right:

As an alternative, you can sign in manually:
1. Tap "Sign In Manually".

2. Tap "Email" and use the onscreen keyboard to enter the email address used for your Inkworks account.

3. Tap "Continue".

4. Tap "Password" and use the onscreen keyboard to enter your password.
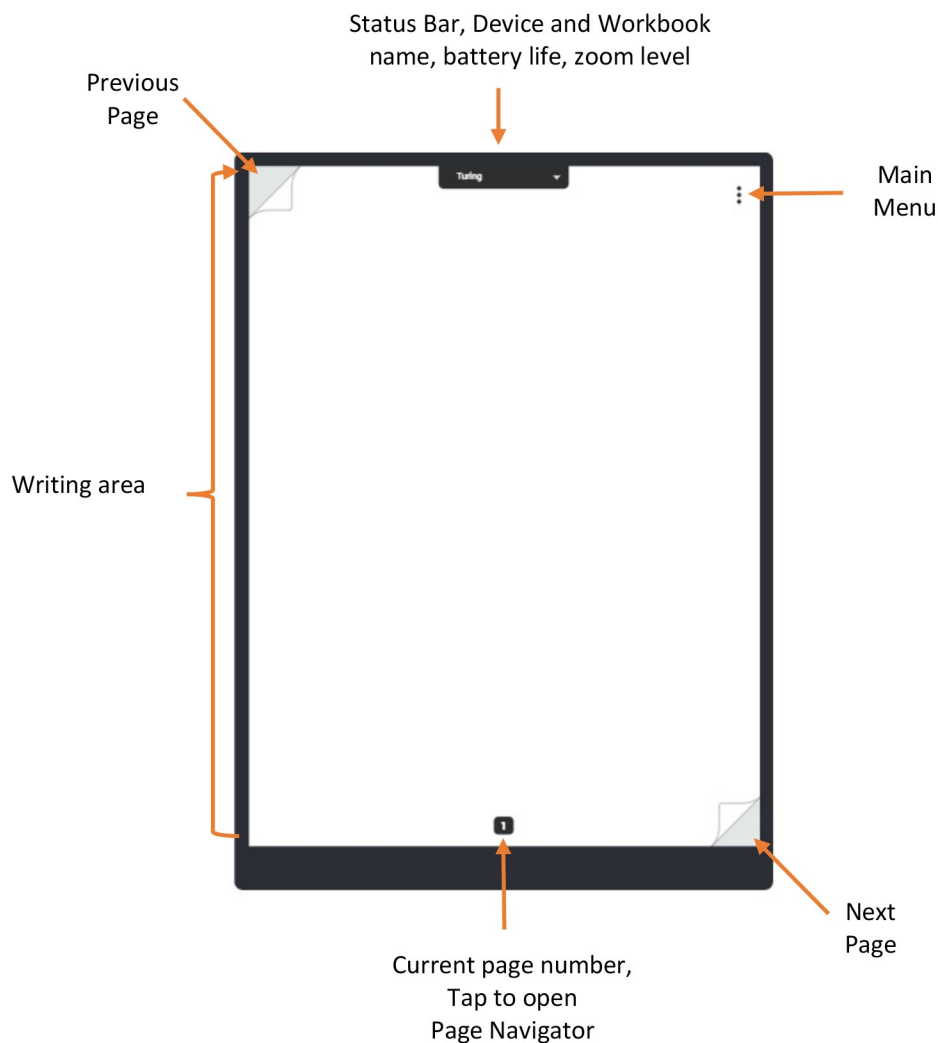
5. Tap "Sign In".

Note Selecting "Remember Me" will keep your credentials saved on the device.

Using your Papyr

Papyr was designed with simplicity in mind. Just pick up the pen and start writing! A simple, intuitive user interface and context menus will allow you to uncover the depth of functionality available to you.

The User Interface

Status Bar, Device and Workbook name, battery life, zoom level

Previous Page

Main Menu

Writing area

Next Page

Current page number, Tap to open Page Navigator

Viewing Pages

Use one finger to swipe the page flip icon diagonally to turn the page. Swiping down from the top left will move to the previous page and swiping up from the bottom right will move to the next page.

Zoom Page View

You can zoom in and out of your page from 10% to 1000%. Ensure no content is selected and use an open or close pinch gesture on the device.

Pan Page View

You can pan your page by using two fingers to shift the page left, right, up, or down.

Reset Page View

If you have zoomed or panned the page you can reset the page by double tapping the screen with two fingers.

Page Navigator

Tap the current page number to open a page navigator view. In the viewer, tap on a page to navigate to it, or re-order your pages by first long-pressing on a page and then dragging it to a new location.

The last page position in this navigator will always display a "+". Tap on this icon to create a new page at the end of the workbook.

Use the slider bar at the bottom of the screen, or the Go To Page function at the top right to quickly navigate large documents.

Creating Content

Create a Workbook

1. Tap the ⋮ icon (Main Menu), then select the ▦ (Library) icon.

2. On the left column select the desired library location: either ⊚ (local) for workbooks on the Papyr device, or ☁ (mine) for your personal cloud library. You will need to be logged in to your Inkworks account (see above) to view the option to select "mine".

3. Navigate to the desired directory location by tapping on the desired folder icon(s). Skip this step to stay in the root directory of the current library (local or mine).

Tips:

- You can also create a workbook by tapping on the ⋮ icon (Main Menu) and then tapping the 📖 (new) icon.

- If you use this method and are not logged in, you will not even need to add a name for the notebook as a local workbook will be immediately created for you called "Workbook-####" (where #### will be the next largest unique number for the workbook).

- Using this method will immediately open the new workbook.

Open a Workbook

1. Click the ⋮ icon (Main Menu), then select the ▦ (Library) icon.

2. On the left column select one desired library location: either ⊚ (local) for workbooks on the Papyr device, or ☁ (mine) for your personal cloud library, or ⊰ (shared with me) for workbooks or folders that other users have shared with you. You can also use one of the quick reference options: recent local workbooks📄, recent cloud workbooks, ☁, or workbooks that are currently being accessed on another device or by another user 📑.

3. A list of folders and workbooks will appear. Tap the desired workbook to open it. An indicator will appear while the workbook is loading, and you will be placed on the first page of the workbook when it has loaded.

Interacting with your Papyr

The Papyr can tell the difference between the Pen and your touch. This design allows you to use the pen to write and erase while using your fingers to interact with and make modifications to the inked content.

To add content, pick up the pen and start writing on the page. Other ways to interact with the device and content include:

- Using Touch Gestures to move and resize selected ink
- Changing ink attributes with the Context Menu
- Reordering pages with the Page Navigator
- Inserting content from a PDF, PNG, JPEG file, or from another workbook

Using the Pen

On any page, just write with the pen. To create ink strokes be sure to not press any of the pen buttons and ensure that the pen is charged.

Erase by circling or striking through pen strokes while pressing the erase button.
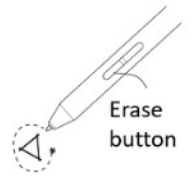
Erase button

Hold the highlighter button (located directly above the erase button) while using the pen to create a thick semi-transparent yellow ink stroke.

Selecting Ink

Select ink strokes by dragging one finger over, or around, the desired strokes. The selected ink will appear as a dashed line once selected. Drag over or around additional strokes to add to the selection. Tap on specific selected strokes to remove them from the selection. To unselect all, tap on any space without ink strokes.

Once ink is selected, it can be moved, resized, erased, or copied. In addition, you will be able to change line attributes such as colour and width (see Context Menu below).

Moving, Rotating, and Resizing Ink

Once selected, you can move the content by dragging two fingers across the display.

Rotating your fingers while dragging will rotate the ink.

Using open and close pinch gestures will resize the selected ink.

Contextual Menu (Ink Selected)

Line color

Copy to clipboard
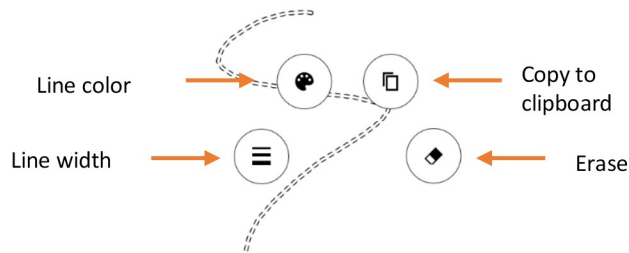
Line width

Erase

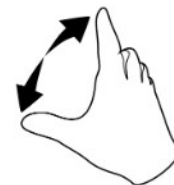While ink is selected, long press on the screen to access the ink contextual menu. With this menu, you have the option to change line width or line color. You can also copy the selection to the clipboard or erase the selection.

Contextual Menu (No Content Selected)

If no content is selected, you can press and hold your finger on the screen. You will have a full contextual menu which will allow you to paste copied content, insert a shape, change pen line thickness, change the color of the pen, insert a template, add a page, delete the current page, undo an action, redo an action, or erase all ink on a page.

Paste From Clipboard

Erase All Ink

Shapes

Redo

Line Width

Undo

Line Color

Delete Current Page

Background

Add New Page
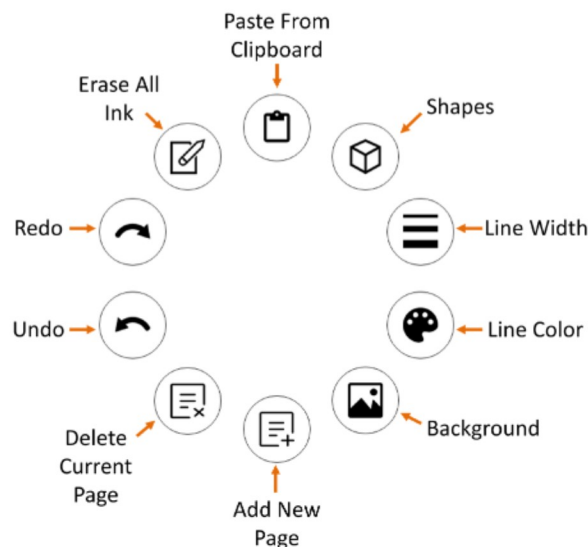
The menu will close once a menu selection has been made. Note that some of the selection will have sub-actions that can be selected (see below).

Tap away from the icons anywhere on the display screen to dismiss the menu.

Tips:
- Add Page feature adds a new page behind the current page
- Undo and Redo will reverse up to the last 20 pen strokes. It will not undo or redo the deletion of a page or workbook or the addition of a background template.

Line Width

Press ≡ icon (pen width) to display a selection of line widths. There are 6 widths available: 2 pt, 4 pt, 8 pt, 12 pt, 16 pt and 30 pt.

After your selection, the pen will write with the selected width until you change workbooks. Opening a new workbook will restore the default pen width (4 pt).

Line Color

Press 🎨 icon (line color) to display a selection of line colors.

The Red, Blue and Yellow highlighter ink colors will display in shades of gray on the Papyr but will display in color when the workbook is viewed on the QuirkLogic Connect app or exported to PDF. The yellow highlighter is set at approximately 25% opacity. If you select this color, the line width will automatically change to the largest size (30 pt).

After your selection the pen will write with the selected color until you make an alternate color selection or change workbooks. Opening a new workbook will restore the default pen color (see setting your pen colour under the Device Safety, Configuration, and Maintenance section below).

Background

Press 🖼 icon (background) to display a selection of backgrounds.

Four backgrounds available:
- Blank
- Lines (like a notepad)
- Grid
- A page image from Google Drive or Dropbox.

Note With the lines and grid you will have the option for the selection to apply to only the current page or also to all new pages. The other selection choices (blank or image) will only apply to the current page.

Split Screen

From the side menu, select 'Split Screen' to view two of the same documents, or two different documents side-by-side.

Change which workbook shows on which side by tapping 'Swap Sides' from the side menu when in Split Screen mode.

Return to full screen by tapping 'Full Screen' from the side menu.

Managing Content

Workbook Tools

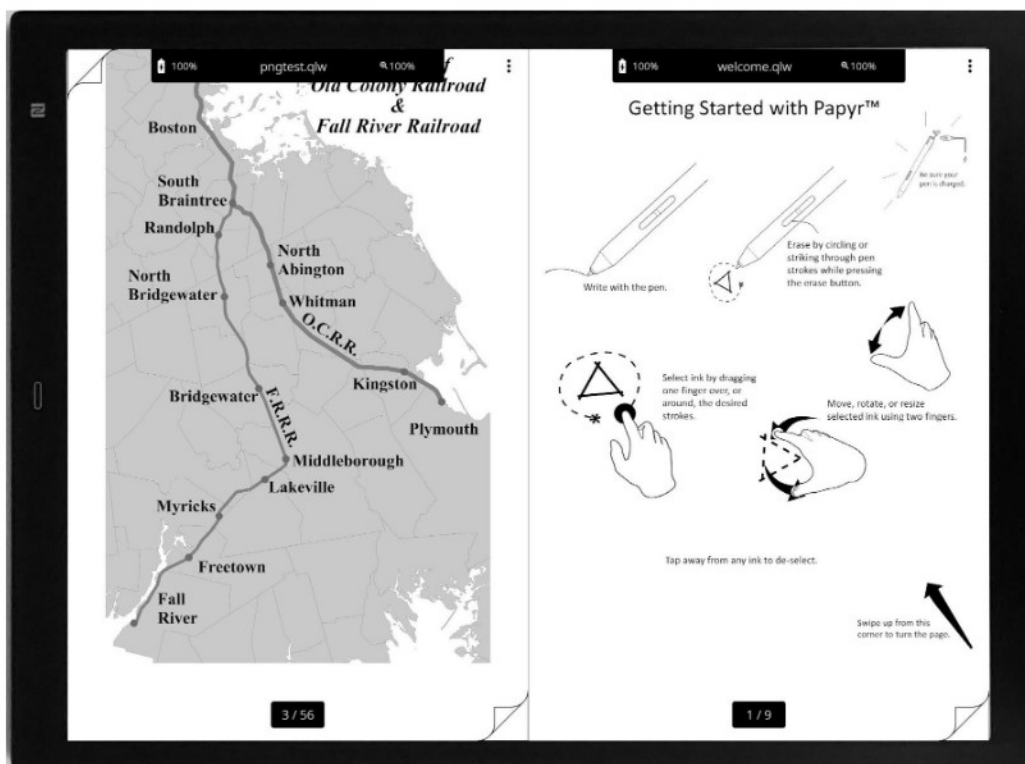From ⋮ icon (Main Menu), the following actions are available to access and manage content:

Sign In/Out: While Logged in, you have access to your Inkworks workbooks.

Library: Access and manage all the workbooks available to you.

Hide/Show Toolbar: Hide/show the toolbar located at the top centre of the screen, as well as the page number displayed at the bottom centre.

New: Creates a new workbook.

Save a Copy: Save a copy of the current workbook to a desired location (local or InkWorks).

Share: Share your workbook with another InkWorks user.

Insert: Insert selected pages (from image files or another workbook) into the current workbook.

Export: Export selected pages as a JPEG or PNG file, or multi-page PDF.

Split Screen: Toggle between full screen and split screen mode.

Settings: Manage selected system settings including preferences, Wi-Fi, updates and network connections.

Help: Shows the common touch gestures.

Screen Refresh: Redraws the ink and background and removes any ghost images.

The Library View

The Papyr library provides access and management of workbooks and folders, whether they are stored locally or in the InkWorks cloud.

To access the library view:

1. Press the ⋮ (Main Menu) icon on the top right corner of the screen.

2. Select [Library] icon (Library).
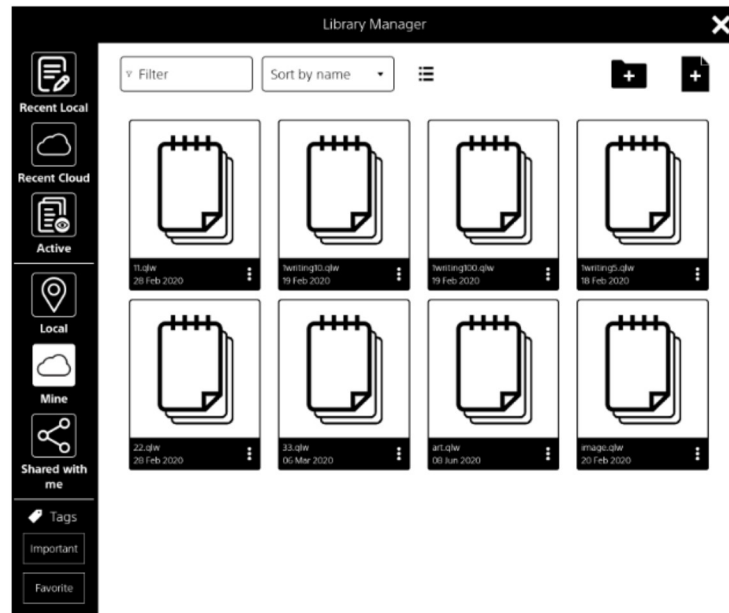
Managing Workbooks and Folders

While in the library view, tap on the ⋮ icon associated with each workbook or folder to access options to:

- Open
- Rename
- Share
- Copy To
- Move To
- Tag
- Delete
- Browse

When accessing library content ⋮ menus, the available features will vary depending on the object type (Workbook or Folder), logged in status, and access permissions for shared content.

When Renaming or Copying a file, note that workbook names are case sensitive and can only contain letters and numbers.

Workbooks can only be moved within the same library type, for instance from one Mine location to another but not from Mine to Local. To move between different library types, use Copy To and then Delete.

Shared Content

You can share any workbook or folder in your "Mine" library and any user can also share their contact back with you. If multiple people are in a workbook at the same time, changes (such as ink strokes, new pages, etc.) will be immediately visible to all.

Shared files and workbooks are only accessible to you if you have signed into your account.

See the "Sharing Workbooks" section below for more details.

Tags

The "Tag" feature provides a simple way to help organize your personal cloud (Mine) content. Tap the ⋮ (menu icon) associated with a workbook and then tap 'Tag'. The list of pre-defined tags will appear at the top of the device. Tap the appropriate tag(s) that you wish to be associated with the workbook.

To filter workbooks by one or more tags, tap available tag(s) from the list in the Library's left panel. The view in the library will change to show just those workbooks in the folder with the appropriate tag(s). Tap a tag to deselect it and the filter will be removed.

Note Only workbooks in the "Mine" library can be tagged. Selecting multiple tags restricts the filter to show just those workbooks that contain all the selected tags.

Library: Left Menu
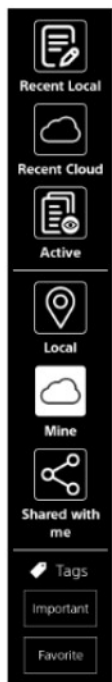
The left menu in the library view is used to browse workbooks based on library location and certain attributes.

There are three quick reference choices:

- **Recent Local:** Lists the most recently accessed workbooks stored on the Papyr.
- **Recent Cloud:** Lists the most recent cloud (Mine or Shared) workbooks that you have accessed.
- **Active:** Lists the cloud workbooks (Mine or Shared) that are currently being accessed on some device.

There are three library locations to choose from:

- **Local:** Shows workbooks and folders saved on Papyr's internal memory. This Local content is available to any user on the Papyr device and does not require a login to access.
- **Mine:** When logged in, this library icon will be available to show workbooks and folders that are associated with your InkWorks cloud account.
- **Shared with me:** When logged in, this library icon will be available to show workbooks and folders that you have been granted access to from another InkWorks user.

When viewing the "Mine" library, tags that have been associated with folders and workbooks in the current display will appear here. Touch a tag icon to restrict the list to only the workbooks or folders that have the associated tag(s). See "Tags" above.

Library Top Menu

The top menu of the Library View provides tools to sort, select, and create workbooks and folders.
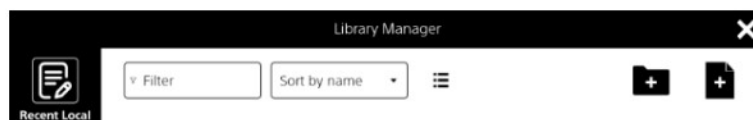
Tap in the "Filter" box and type in a text string to restrict the list of files and workbooks to only those whose name contains the specific text (e.g. "report").

Tap in the sort box to sort by either name or created date.

Tap ☰ to select a list view. Tap ⠿ to toggle back to a tile view.

Tap ⊞ to create a new workbook. Tap ⊞ to create a new folder. See the section "Create a Workbook" above for more details.

Tap ☒ to exit the Library View and return to your open workbook.

Exporting Pages

Papyr allows you to export pages of your workbook into one of three formats: PDF, PNG or JPEG files.

The exported pages include all content, images and annotations.

To export pages from your current workbook:

1. Tap the ⋮ icon (Main Menu).

2. Tap the [export] (export) icon.

3. Select which file format you would like to export in (Note: "Email to Me" exports as a PDF).

4. Select which pages you would like to export or tap "Select all". To clear your selection, tap "Deselect all".

5. If you chose "Email to Me", tap "Send" to send a PDF document of the selected pages. If you chose one of the file formats (PDF, JPG, or PNG), tap "Next" and then select either "Google Drive" or "Dropbox" as the destination. If you have not recently exported or imported pages, you will be required to log into your selected service. Follow the onscreen prompts. If you decide to cancel the export, press the home button and then "Return to Workbook".
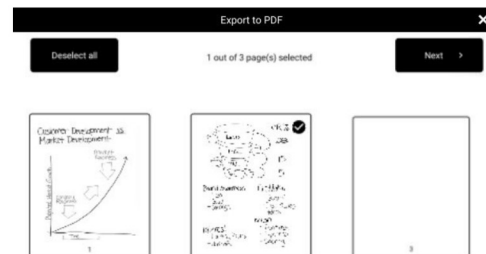
Inserting Pages

You can import pages into your current open workbook from another workbook (either cloud or local). You can also insert pages from PDF documents and you can insert high-resolution image files (PNG, JPEG) as individual pages. Note that imported PDF and image files may not exceed 500MB.To import one or more pages:

1. Press the ⋮ icon (Main Menu).

2. Press the ⏎ (insert) icon.

3. In the left column, select the library source you would like to insert content from (either Local, Mine, Shared with me, Google Drive, or Dropbox). If you select either Google Drive or Dropbox as the library source and you have not recently exported or imported pages from the selected service, you will be required to log into your selected service. Follow the onscreen prompts. If you decide to cancel the import, press the home button and then "Return to Workbook".

4. In the right library view area, navigate to the desired image file or workbook and select it.

5. Select which pages you would like to insert or tap "Select all". To clear your selection tap "Deselect all". Tap "Insert" after you have completed your page selection.

6. Inserted pages will be placed at the end of the current workbook. If your current workbook has only one blank page, the imported content will start on page two.
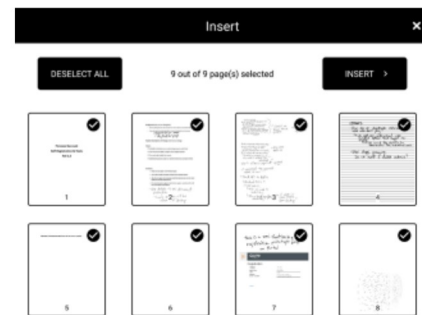
Sharing Workbooks

You can share any of your personal cloud workbooks or folders in your "Mine" library and any other Inkworks user can share their workbooks and folders with you. Sharing allows all users with appropriate permissions to interact with the same workbook – either at the same time or individually. If multiple people are in a workbook at the same time, changes made by any user (such as ink strokes, new pages, etc.) will be immediately visible to all.

You will need to be signed in to InkWorks to access your shared workbooks and folders.

You can share your current workbook by accessing the Share feature on the main menu.
1. Tap ⋮ (main menu) on the top right corner of the screen.

2. Tap [Share] (share) to manage the user access list and permissions for the current workbook.

3. To share the workbook with a specific user, tap on "Add Collaborator". Tap in the provided email box and use the supplied keyboard to enter the desired collaborator's InkWorks account name (which is an email address). Tap the "+" on the right of the email address.
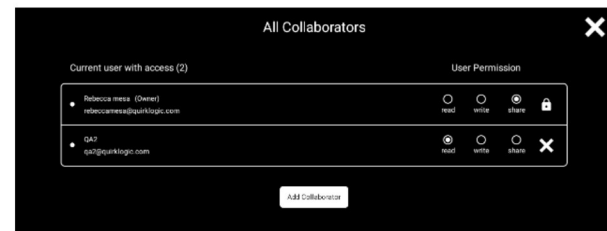
Repeat this step for each user you wish to grant access to. You may adjust the sharing permissions for any collaborators while this screen is displayed – see "Workbook Permissions" below. Tap "Finish" when done.

4. To remove someone's access click the [X] button beside their name.

You can share any of your personal cloud workbooks by accessing the Library View.

1. Select ⋮ (main menu), on the top right corner of the screen.

2. Tap [Library] (Library).

3. Tap [Mine] (Mine) in the left column and then locate the workbook that you would like to share in the Library View area to the right.

4. Tap the ⋮ (menu) associated with the desired workbook and then select Share. Follow the instructions for sharing the current workbook (step 3 and 4 immediately above).
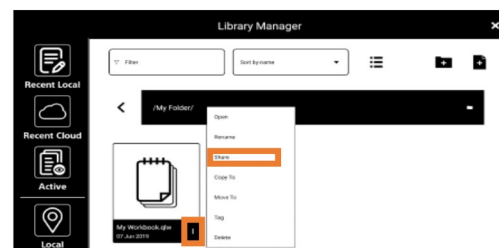
Inkworks users that you share with will receive a notification. See "Share Notifications" below.

Workbook Permissions

When sharing a workbook, you can choose to grant one of the following permission types:
1. **Read** – Pages can be viewed only. Workbooks cannot be copied, deleted, moved, or permissions changed.
2. **Edit** – Ink strokes, backgrounds, and pages can be added, changed, or deleted. Workbooks can be copied, but not deleted, moved, or permissions changed.
3. **Share** – Ink strokes, backgrounds, and pages can be added, changed, or deleted. Workbooks can be copied, and permissions can be changed.

Access Shared Content

When signed into your account, you can access workbooks that have been shared with you by others.

1. Select ⋮ (main menu), on the top right corner of the screen.

2. Select 📚 (Library).

3. From left hand panel, select ⧉ (Shared with Me). Files and Folders that have been shared with you will display on the right. Tap the desired file to open it.

Tips:

- Tap the 📖 (active) icon in the Library view to see all workbooks in your Mine and Shared with Me libraries that at least one user is currently accessing. This can be a useful shortcut if you wish to interact with someone currently in mutually accessible workbook.

Share Notifications

You will receive an email when someone shares a workbook or folder with you. If you are logged in on your Papyr unit when this happens, you will also receive a message in your Notifcation Panel. To view such notifications:

1. When on the workbook page view, tap the central black bar at the top of your screen.

2. Select "Notifications**".**

3. For each notice, tap on "Open" to view the shared workbook or select ✖ to remove the notification from the list.

Workbook Connections

When multiple users are viewing and/or editing the same workbook at the same time, everyone's view of the document, including page turns and pan and zoom operations, can be synchronized. If enabled, any such page action by one person would have the same effect for other users currently accessing the workbook.

Sync is helpful to "force" others to follow along when people are remote or when multiple devices are viewing the same document. You can ensure that all devices are looking at the same thing, at the same time. This is also helpful if you are teaching/presenting and using the WebApp, as this will allow you to have your document actions synchronized on a PC or Mac. This can be very useful, for instance, when doing a screen share while in a video conference.

To use this mode, a common workbook must be shared with each user and opened on their Papyr, Quilla or WebApp Browser. Note that page operations are not shared with users viewing the workbook on the iOS or Android App or web app users that have accessed the workbook via a shared link. While all Papyr, Quilla, and WebApp users will share page view operations, users must have Edit or Share permissions to also interact with the content.

Synchronize Workbook Views

To lock all users' page views together:

1. Tap on the black bar at the top of the page view.

2. Select Workbook Connections. A tile will display for each Papyr, Quilla, and WebApp user accessing the current workbook.

3. Tap "Start Sync".

4. Tap the "X" at the top right corner to close the menu.

To unlock page users' page views and allow each device to navigate independently:
1. Tap the black bar at the top of the page view.

2. Select "Workbook Connections".

3. Tap "Stop Sync".

4. Tap the "X" at the top right corner to close the menu.

Device Safety, Configuration, and Maintenance

Safety

- When storing the device, ensure no sharp or hard edges come into direct contact with the display.
- Never leave the device exposed to high temperature, such as in a car.
- Only operate in the recommended temperature range of 5 °C to 35°C (41 °F to 95 °F)
- Do not drop or put any heavy object on top of the device or subject the device to a strong shock.
- Do not subject the device to extremes of light, temperature, moisture, or vibration.
- Do not leave the device on an unstable surface.
- Do not apply any excessive pressure to the pen tip and/or button during use.
- When not in use, put the device in sleep mode or turn it off.
- The device is not waterproof, do not submerge into water or get the device wet.

Charging

- Only use the supplied USB cable.
- The device may get warm when charging or if it is used for an extended period of time.
- Never cover or wrap the device when it is being charged.

Battery

- The Battery icon indicates the percent of remaining battery life.
- A lightning bolt will appear over battery icon to show when the battery is being charged.
- When you are not using the device for an extended period of time, hold down the ⏻ (power) button until the screen says "Turn Power Off". Tap "yes" to turn off the device.
- Do not leave the pen on the touchscreen as this will drain the battery.

Settings Application

The settings application can be accessed using the home button launcher menu or through the workbook side-bar menu.

Wi-Fi
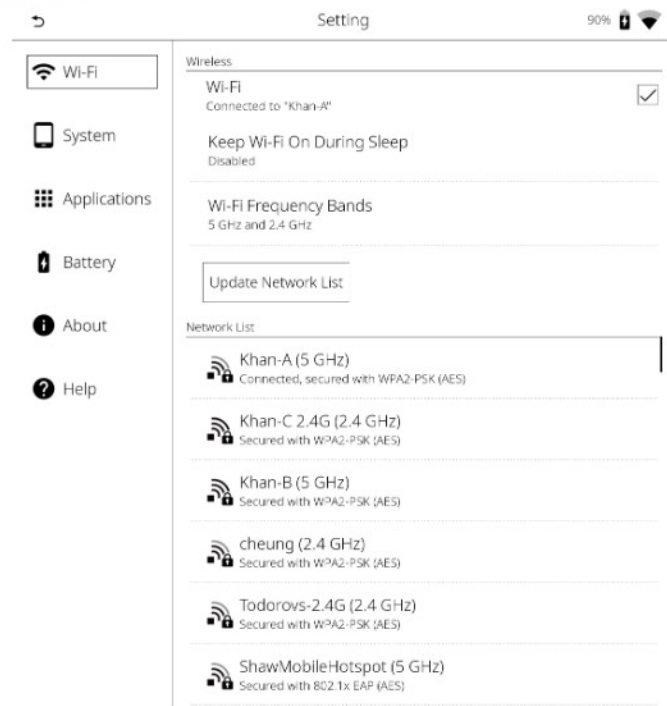
You can choose to enable or disable the device's wireless network. When disabled, the device will not connect to the internet and will maintain a longer battery charge due to lower system usage. When enabled, you can change the device's Wi-Fi sleep settings, wireless frequency bands, and view a list of available networks.

Good to know: Having Wi-Fi enabled and being logged into InkWorks (see "Your QuirkLogic InkWorks Account" above) enables access to create and view personal cloud workbooks and collaborate in real-time with shared workbooks.

Keep Wi-Fi On During Sleep

This setting determines whether to maintain a wireless network connection when in sleep mode. The available options include "Always enabled", "Enabled only when plugged in", and "Disabled". "Always enabled" will allow the device applications and systems to stay connected via Wi-Fi even when in sleep mode, and in turn will increase device power consumption and shorten the battery life. "Enabled only when plugged in" will remain connected during sleep only if the device is plugged in and charging. "Disabled" will pause Wi-Fi connections during sleep and will decrease device power consumption and increase battery life significantly.

Wi-Fi Frequency Bands

This setting allows you to set the Wi-Fi frequency band used by the device. Available options include "5 GHz and 2.4 GHz", "5 GHz only", and "2.4 GHz only". "5 GHz and 2.4 GHz" will display available networks across both frequencies, making it possible to connect to a larger range of networks. "5 GHz only" and "2.4 GHz" will only display networks available across the respective frequency and only allow connections accordingly.

Network List

This sub-section displays a list of available networks that are in range of the device and may be connected to. Each network will have its SSID, frequency, security, and encryption type shown. From here, you can select a network and connect to it.

- Upon opening the password entry dialog, you can choose to forget a network by clicking the "Delete This Network" button.
- Open Authentication networks do not require a password to be connected to.
- Out-of-range networks that you have previously connected to will continue to be displayed in all locations until you choose to forget them.
- If the list has more items than can fit on the screen, you can scroll down on the list.

System
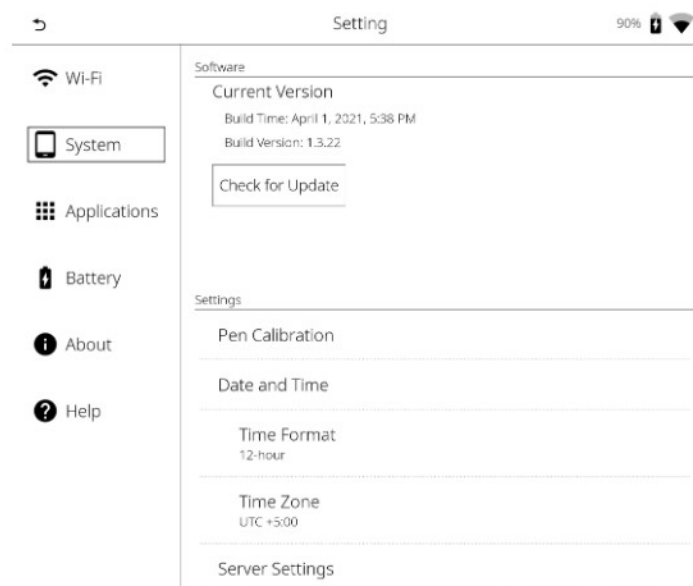
Software

This section of the Settings application provides information pertaining to the device's current software build version and build time. You can also check to see if a new update is available. If it is available, you will be given an option to update to the latest version.

Good to know: This update can also be triggered by pressing the home button on Papyr to open the Launcher, then pressing the "Check Update" button.

Settings

Pen Calibration

Selecting this option will start a pen calibration wizard. Follow the indicated steps to optimize your personal writing experience.

Date and Time

This setting allows you to manually set their device's date and time.

- Time Format: this setting allows you to choose between 12-hour and 24-hour time formats.

- *Time Zone: t*his setting allows you to set your device's time by choosing from a list of time zones.

Server Settings

Certain server details for InkWorks can be configured for the case of a special InkWorks implementation for your organization. These settings provide for a custom configuration of the InkWorks software environment, including the host address and port number.

By default, the host will be set to "cs.quirklogic.com" and the port will be set to 443.

Do not change any of these settings unless instructed by your organization's IT department.

Applications

Papyr Settings

Pen Color
Sets the default pen colour that you are presented with upon opening a new workbook. This property does *not* immediately affect the pen colour of the currently open workbook, only the initial pen colour upon opening a workbook after this property is set.

Good to know: If the currently opened workbook is reopened after changing the default pen colour, then the default pen colour property will be applied.

Pen Width

Sets the default pen width that will be used upon opening a new workbook. This property does *not* immediately affect the pen width of the currently open workbook, only the width of workbooks that are opened after this property is set.

Good to know: If the currently opened workbook is reopened after changing the default pen width, then the default pen width property will be applied.

PDF Export Settings
You can choose if ink strokes are to be exported in PDF's as a separate annotation layer or integrated into the exported page images. Exporting ink strokes as a separate layer may result in a smaller PDF document and has the advantage that if the PDF is imported again, the ink strokes will be editable. There is the possibility that some third-party PDF applications may not be able display the ink strokes saved in the separate layer.

To choose to export ink strokes as a separate PDF annotation layer:

1. Tap ⋮ (main menu) on the top right corner of the screen.

2. Tap [⚙ Settings] (Settings).

3. Select 'Applications'.

4. Tap 'PDF Export Settings'.

5. Select 'Export with annotations'
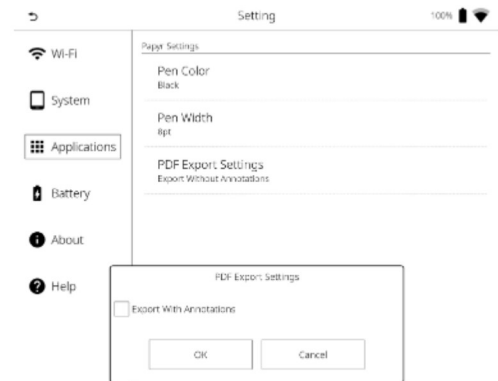
Battery
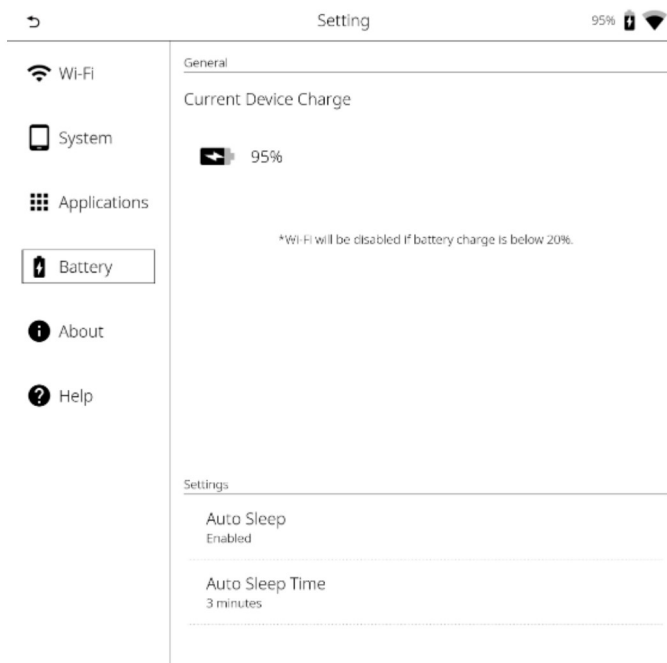
General
Displays the current battery charge as depicted in the top-right corner.

Settings

Auto Sleep
Toggles whether you want the device to automatically fall asleep after a given period as specified in "Auto Sleep Time".

Auto Sleep Time
- This option is not active/configurable if "Auto Sleep" is set to disabled.
- Minimum 1-minute, maximum 1440 minutes (I.e., 24 hours).

About
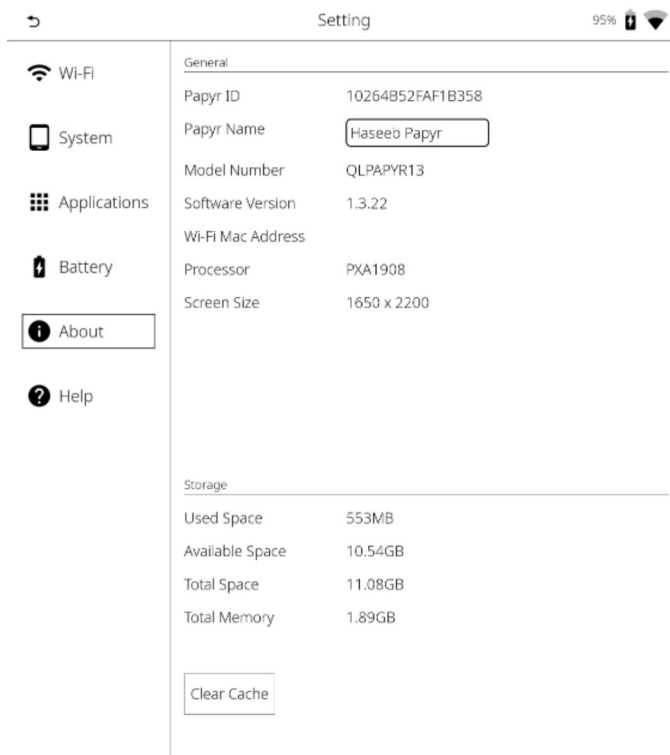
General
Displays information about the device including Papyr ID, Papyr Name, Model Number, Software Version, Wi-Fi Mac Address, Processor, and Screen Size.

Renaming Your Papyr
Your device comes with a unique character string as the device name. You can give your device a name that is more meaningful. This name is displayed in the top status bar and is used to identify your device to others when using the "Workbook Connections" feature.

To give your Papyr a name:

1. Tap ⋮ (main menu), on the top right corner of the screen.

2. Tap ⚙ (Settings).

3. Select 'About'.

4. Tap in the Papyr Name box. A keyboard will appear – type in the desired name.

5. Tap the check mark to save.

Storage

Displays information about the device's local storage and memory including used space, available space, total space, and total memory. You can also choose to clear cache, which will free up local storage space.

Used space is contributed to by local workbooks and their contents, as well as cloud and local workbook caches. Available space is how much storage space remains on the device after accounting for used space. Total space is the maximum amount of storage space on the device.

Good to know: Although clearing cache will free up local storage space, it will also slow down the initial opening process of cloud workbooks. As such, you may want to consider not clearing the cache to maintain quicker workbook load times.
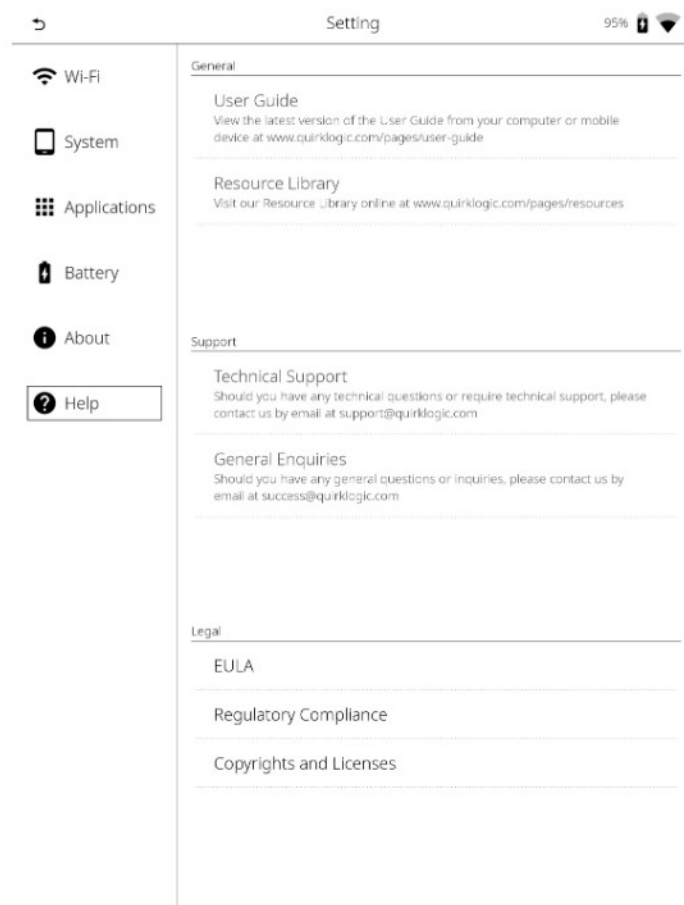
Help

General

User Guide

Informs you of where to navigate to find the latest version of the user guide for your device. The guide can be found at www.quirklogic.com/pages/user-guide.

Resource Library

Informs you of where to access QuirkLogic's resource library. It can be found at www.quirklogic.com/pages/resources.

Support

Technical Support

Provides instructions to contact support@quirklogic.com by email if you have any technical questions or need technical support.

General Enquiries

Provides instructions to contact success@quirklogic.com by email if you have any general questions or inquiries.

Legal
EULA
Opens the end-user license agreement document which you can scroll through and read.

Regulatory Compliance
Opens a document containing the FCC compliance statement and EU Declaration of conformity.

Copyrights and Licenses
Opens a document detailing legal notices surrounding copyrights and licenses.

Server

The "Server" icon can be used to access Host and Port settings. These will be pre-configured to point to the QuirkLogic HTTPS-secured data center. **Do not change these settings** as you will not be able to sign into Papyr.

The correct settings for the QuirkLogic InkWorks cloud are:
Host: cs.quirklogic.com   **Port:**   443

Screen Refresh

The nature of electronic ink can result in residual "ghost images" lingering on the screen. This is analogous to the way chalk dust builds on a blackboard over time. A screen refresh will redraw the ink and background and remove any ghost images.

To manually refresh the screen, you can either:
1. Press and hold ⋮ (main menu), on the top right corner of the screen, or

2. Select ⋮ (main menu) and select (screen refresh).

Software Update

To check for software updates, or to initialize one:

1. Press the home button on the top centre of the screen.

2. Tap "Check Update".

3. If an update is available, tap "Download".

4. After the download has completed. Tap the "Install" button to initiate the installation. This may take some time and the Papyr device may restart.

Prior to initiating a software update, ensure that you are connected to Wi-Fi. The battery charge must be greater than 25% and it is recommended that you attach your Papyr to the charging cable.

Cleaning the device

- Clean the device with an electronic cleaning wipe (70% isopropyl alcohol)
- Do not use an abrasive pad, scouring powder or solvent, such as benzene

Replacing the Pen Tip

The pen tip will wear out through use. We recommend replacing the tip when it becomes shorter than 1.5 mm (1/16 in).

To replace the pen tip:
1. Pinch the tip with the supplied puller and then pull it straight out of the pen.

2. Reverse the previous step with a replacement tip: pinch it with the tip puller and push into the pen.

3. To finish, push the new tip in firmly with your finger.

Regulatory Information

FCC compliance statement

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.

Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

Note: 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 to an outlet on a circuit different from that to which the receiver is connected.

- Consult the dealer or an experienced radio/TV technician for help.

The device is designed to meet the requirements for exposure to radio waves established by the Federal Communications Commission (USA)

EU Declaration of conformity (CE)

This device is here with confirmed to comply with the requirements set out in the Council Directive on the Approximation of the Laws of the Member States relating to Electromagnetic Compatibility Directive (2014/30/EU)、The Radio Equipment Directive (2014/53/EU)、Low Voltage Directive (2014/35/EU)、RoHS 2.0 (2011/65/EU)、RoHS 3(2011/65/EU&(EU)2015/863) and Energy-related Product Directive(2009/125/EC). For the evaluation regarding the

Electromagnetic Compatibility Directive(2014/30/EU)、The Radio Equipment Directive (2014/53/EU)、Low Voltage Directive(2014/35/EU)、RoHS 2.0 (2011/65/EU)、RoHS 3.0 (2011/65/EU&(EU) 2015/863) and Energy-related Product Directive(2009/125/EC). the following standards are applied:

EN 55032: 2015 + AC: 2016
EN IEC 61000-3-2: 2019 Class D
EN 61000-3-3: 2013 + A1: 2019
EN 55035: 2010 + A1: 2015
ETSI EN 301 489-1: V2.2.3
ETSI EN 301 489-3 V2.1.1
ETSI EN 301 489-17 V3.2.4
EN 300 328 V2.2.2
ETSI EN 301 893 V2.1.1
EN 300 330 V2.1.1
EN 62311: 2020 / EN 50566: 2017 / EN 62209-2: 2010+A1: 2019 / EN 62479: 2010 /
EN 50663: 2017 / EN 50665: 2017
EN 62368-1: 2014+A11: 2017(Second Edition)
EN 50581: 2012
(EC)1275/2008: 2008-12-17