



AuraPen V1.3.4

Administrator
Instruction Booklet






This seal is your assurance that aura has created and reviewed this product and that it has met our standards for excellence in workmanship, reliability, and security. Always look for this seal when buying accessories and parts to ensure the complete compatibility with your Aura product.

Aura is not responsible for the loss of data caused by the incorrect use of its' products.



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1 - Health and Safety Precautions

IMPORTANT SAFETY INFORMATION - READ THE FOLLOWING WARNING BEFORE USING THIS PRODUCT.

Warning - Repetitive Motion Injuries

Using the AuraPen can make your muscles, joints, or skin hurt after a few hours. Follow these use instructions to avoid problems such as tendinitis, carpal tunnel syndrome, or skin irritation:

- Avoid excessive use. It is recommended that the time using the AuraPen is monitored and that breaks in use are scheduled.
- When using the AuraPen, you do not need to grip it tightly or press it hard against a screen. Doing so may cause fatigue or discomfort.
- If your hands, wrists or arms become tired or sore while using the AuraPen, stop use and rest for several hours before resuming

use.

- If you continue to have sore hands, wrists, or arms during or after AuraPen use, stop usage and see a doctor.

Warning - Battery Leakage

The AuraPen contains a Lithium-Ion Rechargeable Battery. Leakage of ingredients contained within or combustion of the Lithium-Ion Battery can cause personal injury as well as damage to your AuraPen.

If battery leakage occurs, avoid contact with skin. If contact occurs, immediately wash the area with soap and water. If battery fluid comes into contact with your eyes, immediately flush with water and see a doctor.

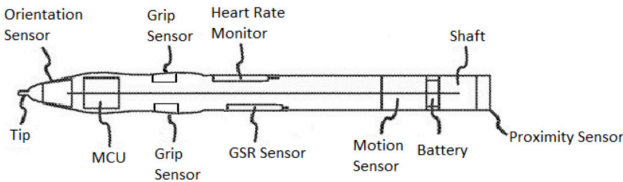
To avoid battery leakage, combustion, and explosion:

- Do not expose the AuraPen battery to excessive physical shock.
- Do not disassemble, attempt to repair, or deform the AuraPen or AuraPen battery.

- Do not touch the terminals of the battery with any foreign materials or a metal object- this will short circuit the battery.
- Do not expose the AuraPen battery to excessive heat or fire.
- Do not insert or remove the battery while the power is on.
- When recharging the AuraPen battery, only use the AuraPen Power Supply cord included with the pen.
- The battery is to be removed from the AuraPen unit before disposal.
- Do not submerge or wet the battery with any liquid.



2 - AuraPen Components



Tip This allows the AuraPen to interact with a touch screen without scratching it. Instructions for tip changing are provided in this manual.

Orientation Sensor This sensor allows the AuraPen to write correctly on a touch screen, as it senses the angle at which the AuraPen is held., and it also interacts with the motion sensor to track truancy through movements associated with writing. If the class is doing a specific writing or drawing task, the pen will be monitored to make sure the same general types of movements are made. If it is not, truancy is

recorded.

MCU A microcontroller. This controls all of the sensors in the AuraPen.

Grip Sensor This senses the grip strength at which the AuraPen is held. An increase in this grip strength over long periods of time are linked to mental health issues, such as anger management issues, stress disorders, and anxiety disorders. If the grip of the user has a sustained increase in strength for three or more days, an alert will be sent out to the administrators.

Heart Rate Monitor This senses your heart rate in order to watch for dangerous increases in speed due to stress or danger. If the heart rate increases beyond 120 bpm and stays there for more than 10 minutes, an alert will be sent out to the administrators.

GSR Sensor This is a galvanic skin response sensor. It measures the electrical

resistance in your skin caused by emotional stress. As GSR readings are highly personal, the readings are just monitored for sustained jumps, which indicate stress. If these jumps occur, an alert will be sent out to the administrators.

Motion Sensor This sensor lets the AuraPen know when it is being moved and when it should write. It also interacts with the orientation sensor to track truancy through movements associated with writing. If the class as a whole is writing and this pen is not, truancy is recorded.

Battery This battery powers the AuraPen. For instructions on how to change the battery, continue reading the manual.

Shaft This is the body of the AuraPen that holds all of the wiring and sensors.

Proximity Sensor This sensor lets you know when other AuraPens are near you

so that wireless links may be established if you choose. This monitors the user's interaction with other students through proximity to them. By doing so, it monitors the user for marked antisocial behaviors, as these behaviors are linked to antisocial personality disorder, autism, depression, anxiety, and other behavioral issues. If the user shows signs of being antisocial, an alert will be sent out to the administrators.

3 - Charging the AuraPen

CAUTION: Do not use the AuraPen Power Supply during a storm, as there may be a risk of electric shock.

Before you use the AuraPen for the first time, or after you have not used it for a long time, you must charge the battery. The battery should be recharged every few months even when not in use.

When fully charged, the AuraPen battery will last from 12-15 hours depending on system care and tasks performed.

The battery can be recharged approximately 12,000 times, but performance varies based on usage conditions such as temperature and wear. The battery life may decrease to a fraction of the life span at the time of purchase based on its use.

It takes approximately one hour to recharge the battery if the system is charged with zero battery life left. When the Power Indicator LED turns red, save your work and recharge the battery to prevent loss of AuraPen data. You can use

AuraPen while recharging the battery, but the recharge time will be longer.

To charge the AuraPen:

1. Insert the DC connector plug from the power supply into the external extension connector on the AuraPen.
2. Insert the pins of the power supply into a standard AC wall socket, making sure that the pins are fully inserted into the socket. The recharge indicator LED on the AuraPen will light orange until the battery is fully charged, at which point it will turn green.
3. When fully charged, remove the power supply from the wall socket. Then remove the DC connector plug from the external extension connector on the AuraPen.

IMPORTANT: When disconnecting any plugs from the AuraPen or wall socket, carefully pull by the plug itself rather than by the cord. Do not wrap the power supply cord around the AuraPen.

Power supplies used with the AuraPen should be regularly examined for damage to the cord, plug enclosure, and other parts.

In the event of damage, the power supply should not be used until repairs are made.

The AuraPen is not intended for children under three years of age.

The power supply is not a toy- playing with the power supply may end in strangulation and/or death.

Do not use the power supply in areas where it may get wet.



4 - Replacing and Disposing of the AuraPen Battery

Replacement batteries are sold separately- please contact your Aura Service Center for further information on where to purchase a replacement. If it becomes necessary to replace the rechargeable AuraPen battery, use the following procedure- if you do not want to replace the battery on your own, you may send your AuraPen to the Aura Service Center to have the battery exchanged by an authorized technician for a fee.

1. Always turn the power off and disconnect the power supply before replacing the battery or tampering with the AuraPen in any way.
2. Using a watch screwdriver, locate and loosen the screw on the battery cover. Remove the battery cover and retain it. Using the wrong type or size of screwdriver may damage the screw and render your AuraPen battery inaccessible.
3. Use the protruding tab at the end of the battery to remove it from the AuraPen.
4. Insert a new rechargeable battery into the

AuraPen. Use only an approved type and size of battery, and make sure to insert the battery correctly.

5. Replace the battery cover in its original position and carefully tighten the screw.
6. When disposing of the rechargeable battery, please refer to the battery disposal information below.

Battery Disposal

Disposing batteries in your general household waste can be harmful to the environment. When disposing of the battery, follow appropriate local guidelines and regulations.

In accordance with the Center for World Safety (2023/12/EC), battery collection and recycling should already be provided to your neighborhood via a mailbox-like World Safety chute. For further information, contact your local World Safety representative.

5 - Setup & Using the AuraPen

To use your AuraPen, lightly touch or slide the AuraPen across a touch screen.

Important Use Guidelines:

- Only use enough pressure to register contact with the touch screen. Excessive pressure may damage the AuraPen or touch screen.
- Do not use the AuraPen on a non-touch screen. Doing so may damage the screen and the tip of the AuraPen- making it more likely to scratch screens in the future.
- Make sure to replace the tip of the AuraPen at least once every year. Failure to do so may result in damage to the tip of the AuraPen and to the screen.

Cleaning Procedure:

If the AuraPen has visible smudges, fingerprint stains, or are contaminated with foreign material, you can clean it by using a soft cloth.

1. Slightly dampen the cloth with water and wipe off the AuraPen to loosen any dirt or

foreign materials.

2. Use a dry cloth to wipe the AuraPen to dry it and finish the cleaning process. If needed, repeat steps one and two.

If the AuraPen does not work or respond properly after cleaning, please contact the Aura Service Center.

General Setup:

The first time the AuraPen is turned on, you will be asked to follow a series of prompts to calibrate the AuraPen sensors to your specific needs.

Follow the on-screen instructions to calibrate the sensors to your baseline heart rate, blood oxygen level, grip strength, stress hormones, average sweat levels, and more. It is recommended for you to re-calibrate these sensors every six months or so to assure that your AuraPen is correctly attuned to you.

Once you complete the calibrations, the AuraPen will restart itself. Do not turn off the AuraPen while doing the calibrations, or you will have to redo them all from the beginning.

Administrative Setup:

When an AuraPen is being set up for a student in your school, you can use the AuraPen Setup Program on your computer to link the AuraPen numbers to all students, no matter the grade, by alphabetical order. These pens will go home with the students and will continue to send information in to your school as long as the AuraPen is actively in use.

Think of AuraPen issuing as the same as textbook issuing, except on a schoolwide scale. Make sure to hand the correct number of AuraPen to the correct student, as mix-ups of data would be difficult to remedy.

When the end of the school year comes, have all of the students return their pens after using the Emergency Erasure feature on the AuraPen. Check to make sure that all AuraPens have been fully erased before re-issuing the AuraPen.

If the AuraPen is lost by a student, please call the Aura Emergency Helpline. This line will walk you through how to remotely remove data from an AuraPen. The student fee for a lost AuraPen is set at \$50.00 US.

Once your students are connected to their AuraPens through the AuraPen Setup Program, please export the files to the official AuraPen Monitoring System (AMS), downloadable on the official Aura website. Once the files have been transferred to the AMS, the students will be automatically grouped based on a number of different data inputs. Friend groups, stressed students, at risk students, absentee students, and more. Please peruse the groupings for yourself and take note of the ones that issue alerts, some of the flags that trigger the alerts are explained below.

Blue Alert



This student is at risk of developing unhealthy habits or mental health issues. Their habits and tendencies are not usually risky, but they don't follow the habits of a typically healthy student. Their stress levels and heart rate may be very slightly elevated, but are overall typical. Attendance is average. Check the student's bio page for more student-specific flags.

Yellow Alert This means the student is already displaying signs of unhealthy habits or mental health issues. Their habits and tendencies are usually rather risky, and their stress levels and heart rate are often elevated to non-life threatening levels. Attendance is below average. Check the student bio for more student-specific flags.



Red Alert This means the student displays highly unhealthy habits or strong evidence for mental health issues. Their habits and tendencies are very risky, and their stress levels and heart rate are elevated to dangerous levels. Attendance is low. Check the student bio for more student-specific flags.



Black Alert This means the student is in grave danger or has passed away. Their heart rate has ceased or their stress levels far exceed dangerous



levels. If this flag is triggered, call 911 and send an immediate message to any authority figure in the vicinity of the student via wireless communication.

6 - Privacy Information and Protective Measures

When using AuraPen, you can access the internet. Other users may be able to see your AuraPen nickname. To protect your privacy, do not give out personally identifying information such as your last name, phone number, age, email, home address, AuraPen data username or password, or social media handle.

An adult should assist children with AuraPen setup and instruct them not to give away personal information to strangers.

WARNING: TO KEEP AURAPEN DATA SECURE AND SAFE, PRECAUTIONARY MEASURES MUST BE TAKEN AS SOON AS THE PEN IS SET UP.

AuraPen collects personal data about its user. Not only does it collect heart rate, it collects hormone levels, mental stress indicators, and other very personal medical information. In order to prevent data leakage and/or usage, please follow the following guidelines for

AuraPen security.

Guidelines for AuraPen Security:

- Be cautious about data breaches. If you hear of one concerning Aura, immediately change your password and monitor the internet for your personal information until a statement is released.
- Encrypt your data. If at all possible, encrypt or encode your data- especially written data about your life. Never leave your personally identifying information unguarded.
- Keep strong passwords. Generally, a strong password does not consist of any obvious string of letters such as a name or the name of a pet. It is 15 characters in length, a mixture of numbers, symbols, capital letters, and lower-case letters in randomized order.
- NEVER write down your password. This means physically or on a digital note.
- Maintain and update your software and security systems on your AuraPen as soon as updates are available as this keeps your data secure and fixes bugs.

- If you choose to upload your data to a portable storage device, never leave the device unattended, and erase the device as soon as it has successfully transferred your data.



7 - Replacing AuraPen Tips

When your AuraPen has a tip approximately 1mm long or has developed a sharp edge, replacement of the AuraPen tip is strongly recommended.

Check your AuraPen system and accessories for any extra included tips. If none are found, contact the Aura Service Center to find stores that sell approved Aura accessories or go to the online Aura store to buy tips.

Follow the steps for tip replacement to assure that the tip is replaced without breaking the AuraPen system or new tip.

Steps For Tip Replacement:

1. Grab the old tip with tweezers or a tip removal tool and pull it out of the pen, making sure to pull in a straight line so as to keep the tip in one piece.
2. Select the type of tip you would like to insert. White tips are softer and are meant to be used with screens not protected with a screen protector, and black tips are harder

and are meant to be used with screens protected with a screen protector.

3. Get the chosen AuraPen replacement tip and slide the correct end of the new tip into the barrel of the pen.
4. Push the new tip in a straight line into the barrel of the AuraPen slowly and firmly until the tip stops.

8 - Wireless Communication/Bluetooth and Monitoring

NOTE: Use of wireless devices are prohibited in some locations. Listed below are areas where wireless devices are prohibited when in wireless mode.

- Hospitals.
- Airplanes.
- Full technology-cleanse areas.
- Wireless Energy Avoidance Camps (WEAC).

Please observe and follow all regulations and rules regarding the use of wireless devices in any location. Use your AuraPen responsibly and wisely.

During use of wireless capabilities, an icon will appear on your touch screen that shows the signal strength of the wireless signal coming from the AuraPen. The more bars that are filled in on the icon, the stronger the connection.

Wireless Communication Guidelines:

- Keep the maximum distance between the AuraPen and your tablet at 65 feet. Any further, and you will have to re-connect them to one another.
- Avoid having obstructions between the AuraPen and your tablet.
- Avoid interference from other devices. If communication between the AuraPen and your tablet seems to be affected by another device, go to the security/protective measures section of this manual and follow the instructions of safeguarding your data from security breaches.

AuraPens use wireless communications to connect the pen to the administrative program at all times that the AuraPen is in use.

9 - Settings

To access AuraPen settings, go into the connected devices menu on your tablet, then tap *my_aurapen*. From there, just tap on the settings option. Various items can be adjusted from the AuraPen settings menu.

Options

Emergency Erasure

This option allows you to permanently delete all data from the AuraPen in case of a data security risk. It also hard resets the AuraPen to have factory settings.

Lockdown Mode

This option allows you to do a hard lockdown on your device's data. In events where a data breach is unlikely to have occurred, but still possible, this allows you to keep your data until a more permanent decision or discovery is made.

User

Color

This allows you to select the default digital writing color of the AuraPen. Unless the AuraPen color is being changed in an art program, this will be the default.

Birthday

This allows you access to special birthday stamps and effects to use in writing if you so choose on the specified day.

Username

This allows you to select a username of up to 13 characters to go by for everyone but officials.

Touch Screen

Select this to realign the AuraPen with your touch screen. Touch the calibration marks to realign the two components.

10 - Troubleshooting

Before seeking assistance, check the following solution guide.

Problem: The AuraPen is not connecting to my tablet.

Possible Solution: Check that the AuraPen is charged and set up already and that it is not in airplane mode.

Problem: The AuraPen battery life is abnormally short OR Charging seems to take too long.

Possible Solution: Make sure the surrounding temperature is not below 10 degrees celsius. Low temperatures can adversely affect your AuraPen.

Problem: The AuraPen wireless features are not working.

Possible Solution: Make sure that the AuraPen wireless connection is being established to your tablet (if it won't connect, seek assistance),

and check if there is anything in between the AuraPen and the tablet. Make sure that the AuraPen and your tablet are within 30 feet to start the connection, and that the AuraPen is charged.

Problem: The AuraPen doesn't work correctly when touching a touch screen OR the AuraPen touching the screen is registering on a different area of the screen.

Possible Solution: Check the calibration and alignment of the AuraPen to your tablet in the settings menu. If your touch screen is dirty or contaminated, clean the screen with a lightly damp cloth and dry it, then try again.

If your AuraPen still is not operating correctly after trying the above solutions, please call the Aura Service Center.

11 - Safe Disposal

At the end of this product's life, please do not dispose of the AuraPen in your general household waste. Instead, please dispose of this product separately in your neighborhood World Safety chute.

Make sure to use the Emergency Erasure option on your AuraPen before disposing of it, else you may be opening yourself up to a data breach. If the AuraPen is broken or won't turn on for any reason, we suggest you take the AuraPen to your local data erase center, where you can, for a fee, have the memory chip destroyed or put into a magnet chamber.

When disposing of the battery, please refer to the battery disposal information earlier in this manual.

@ura