Swivl User Guide

Updated August 2019

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Recording Environment Essentials

- The **Primary Marker** should be worn around the neck, squared central on your chest using the **Neck Lanyard** or clipped to your shirt using the **Lanyard Clip** (see photos below)
- **Avoid interference** with ID Badges, necklaces, other microphones, etc.

- Place **Secondary Markers** in student groups, roughly **three feet apart** from each other to minimize audio interference. Make sure all markers are **turned on and remain on** for the entire recording.

- Place the robot centrally in the room, at a height where the infrared signal on the robot can "see" the Primary marker on you. Press **center button** to **pause tracking** (recording continues) if certain students **do not consent to filming.**
- **Never** place the robot too close to a wall or whiteboard. (Want to capture your presentation? Use Swivl Screencasting instead)
- **Never** mount the robot on an unstable surface such as a podium, slanted desk, or bookshelf. Use the **Floor Stand** or your own tripod at all times.

Tip: Velcro or tape **Secondary Markers** to tables to avoid students knocking them down or removing them from the environment.
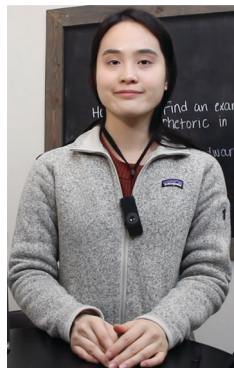
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Recording Environment Essentials

1. Find the lanyard adjustment slider.

2. Place the lanyard around your neck and adjust the slider around in the back.

3. Check yourself out! The lanyard should be central on your chest.

Tip: Alternatively, attach the **Lanyard Clip** to your shirt high on the lapel or pocket.

When you turn your back to the robot, the infrared signal may "lose you." If this happens, simply face your body toward the infrared on the robot for a moment to re-establish tracking and then proceed with movement.
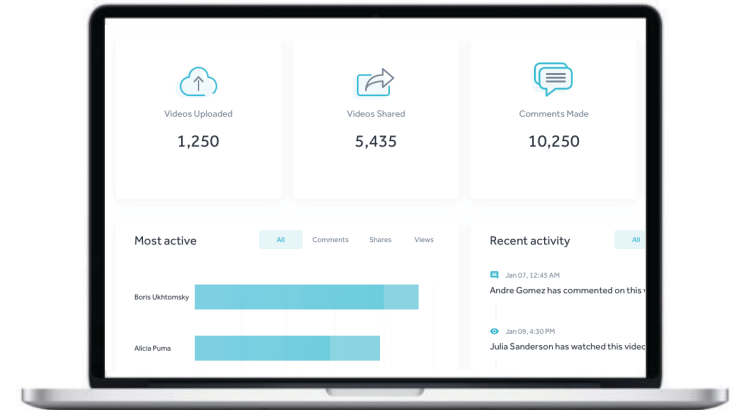

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Swivl Suite: Robot, App, Web

Swivl C-Series Robot: connect up to **four** additional microphones to collect student audio while measuring student vs. teacher talk time.

Swivl App: edit, share, and upload your video automatically to the Swivl Teams Platform. Free download from the Apple and Google Play Store.

Swivl Teams Platform: edit, share, annotate and collaborate safely on our FERPA/COPPA compliant platform. **Free subscription required**. Pro and Administrator features available: $75/user/year. Learn more at: www.swivl.com/teams.
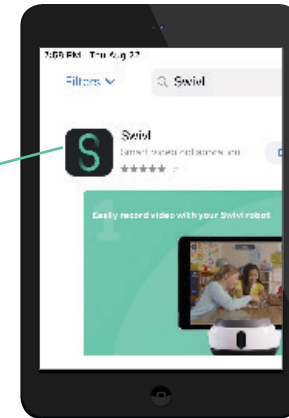
FERPA Compliant   EU GDPR COMPLIANT   Privacy Shield Framework

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Mobile Devices and Swivl App

Swivl is compatible with most iOS and Android devices. Visit: www.swivl.com/setup to check if your device is compatible.

Tip: If you plan to use **Multi-Camera** functionality, also download the Swivl Plus app on student devices.
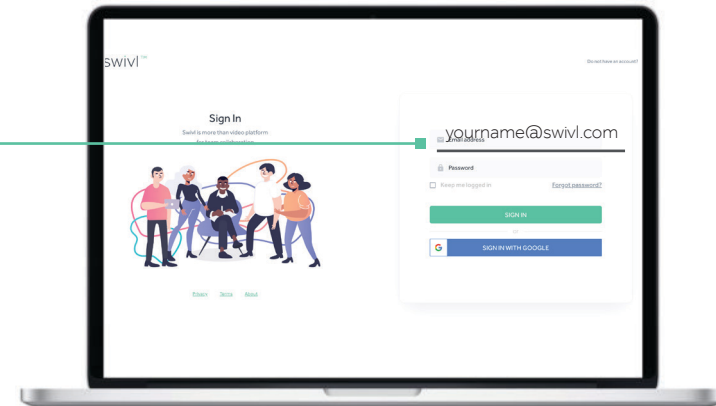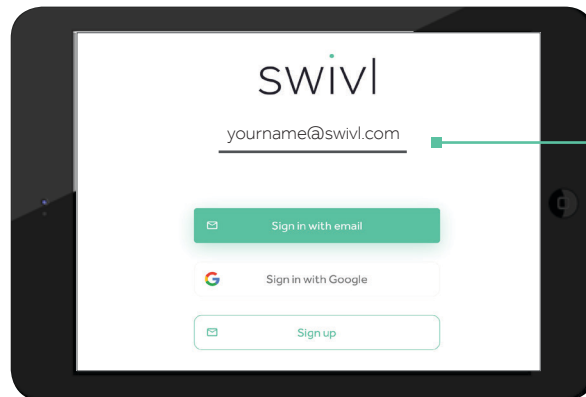
Download the Swivl app (mint green 'S')

Register using credentials unique to you or sign in with Google. Use the exact same credentials for Swivl web.

Scan for iOS compatibility

Scan for Android compatibility

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yourname@swivl.com

Sign in with email

Sign in with Google

Sign up

Sign In

Swivl is more than video platform

yourname@swivl.com

Password

Keep me logged in   Forgot password?

SIGN IN

SIGN IN WITH GOOGLE

Robot and Marker Components

Robot base components:

Primary Marker

Grip (holds Shim)

Shims

Infrared Signal

Mobile Device Connection

Power

Micro-USB Expand Port
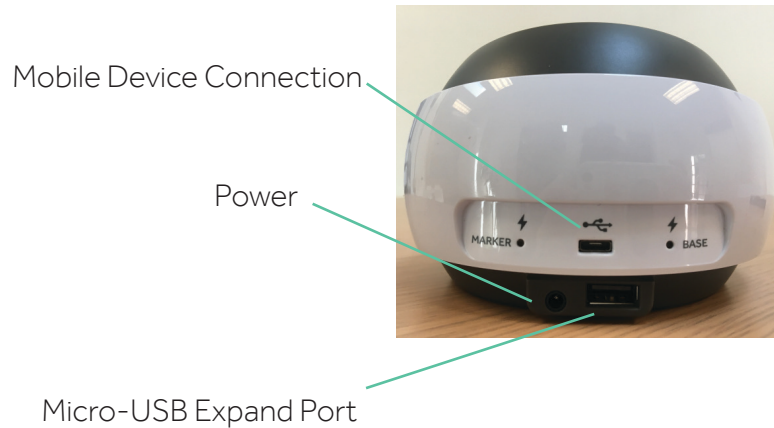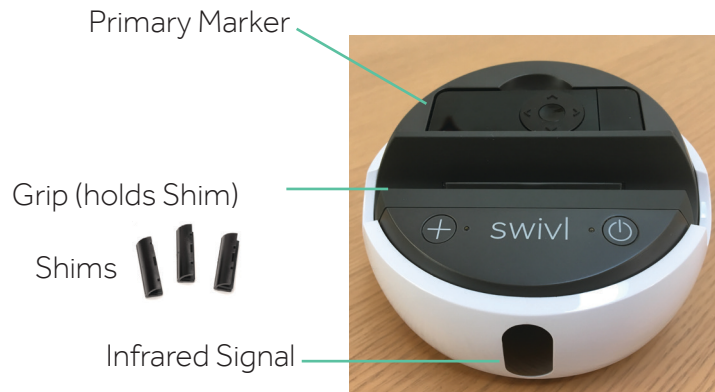
Marker(s) & their components:
C1 Kits: 1 Primar y Marker
C3 Kits: 1 Primary Marker, 2 Secondary Markers
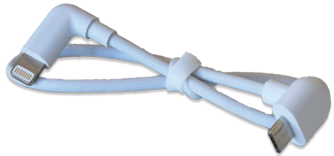C5 Kits: 1 Primary Marker, 4 Secondary Markers **(PICTURED)**

Neck Lanyard (1)

Marker Clip

Wrist Lanyard(s) for Secondary Markers (2-4)

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Cables and Accessories

Required for Mobile Device Connection

Lightning cable for iOS devices

Micro-USB cable for Android devices

Type C OTG adapter for certain Android and iOS devices

Required for Charging

Base charging cable

Marker charging cable(s)

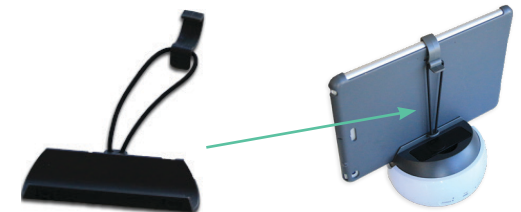USB 4-port charging block

International adapters come with each kit

Recommended Accessories:

Floor Stand

Expand Lens Mini

Mount Anything Grip

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Adjusting the Grip

Choose the correct **Shim** for your mobile device. Your device should fit firmly in the grip with enough flexibility to pan and tilt with the robot's movements.

Shims

1. Slide the grip to the left

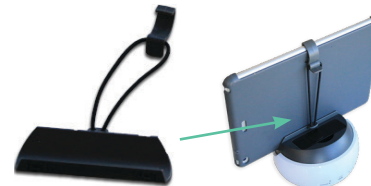2. Lift the grip out of the base

3. Replace the shim

4. Align the grip back in the grooves of the base and slide it to the right

Tip: Alternatively, try the Mount Anything Grip for devices with thick cases. Available on the Swivl Store.

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Connecting your device

1. Connect your mobile device to the robot using the appropriate cable. **Press and hold the power button on the robot** to turn on. **Launch the Swivl app on your device.**

2. Press and hold the power buttons on the **Primary and each of the Secondary markers** to turn them all on. Confirm connection status in the Swivl App.

3. If you are **pairing* any new Secondary markers**, assign them each a color in the Swivl App in the Robot Menu. **Apply a sticker** to the marker with the matching color.
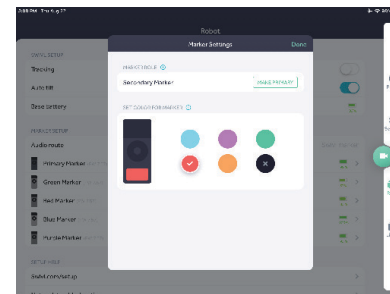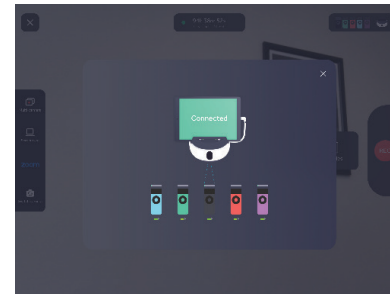
*To pair a new Secondary marker, simply turn it on and dock it in the base. (See pairing LED Indicators on page 9)

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LED Status Guide

Robot Base

Solid Red: no marker connected

Flashing Red: marker is pairing

Solid Green: marker is connected*

*If you are using a C3 or C5 kit, the LED will display green when <u>any</u> marker is connected. Always verify the Primary marker's status in your Swivl app before you record.

Solid Red: no mobile device detected

Solid Green: mobile device detected

(Both) Flashing Red: base battery low

Robot Base

Marker Charge Status   Base Charge Status

Marker Charge Status

Flashing Red: Charging, less than 40% battery

Flashing Green: Charging, more than 40% battery

Solid Green: Marker is fully charged

Base Charge Status

Flashing Red: Charging, less than 40% battery

Flashing Green: Charging, more than 40% battery

Solid Green: Base is fully charged

Marker(s)

Top-Green; Bottom-Flashing Red: Marker is looking for the base

Top-Green; Bottom-Green: Indicates this is the Primary Marker

Top-Green: Bottom-Solid Red: Primary Marker, recording in session

Top-Green; Bottom-No LED: Indicates this is a Secondary Marker

Both Flashing Red: Battery low

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Marker Functions and Audio

- The default behaviors for the **Primary marker** are **tracking** and **audio-collection**.
- The default behavior for the **Secondary markers** is **audio-collection**.

- **Tracking** for the **Primary marker** is reliable **up to 30 ft**; audio-collection: 200 ft.
- **Handoff Tracking** to any Secondary marker.

Power   Record Start/Stop

Audio Jack/Charging Port

Center: Pause/Resume tracking
Left/Right: Navigate slides
Up/Down: Bookmarking
(requires Pro)

Microphone

You will be able to see the breakdown in student vs. teacher talk time whenever you use the microphones and view your video at: cloud.swivl.com.
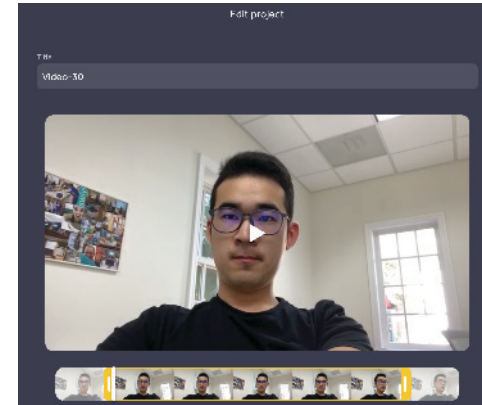
Tip: Press and hold left/right or up/down to manually move robot position

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Uploading, Editing, and Sharing - **APP**

Successful Connection
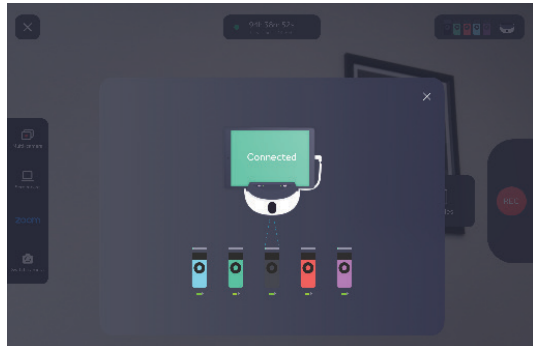
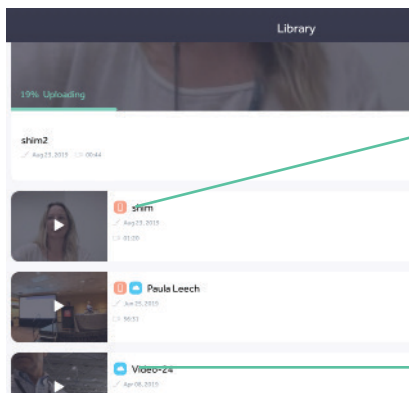

1. When the robot is successfuly shown as connected to the mobile device and the markers are turned on, press record on the **Primary Marke**r or tap the Capture button in the app

In-App Editing
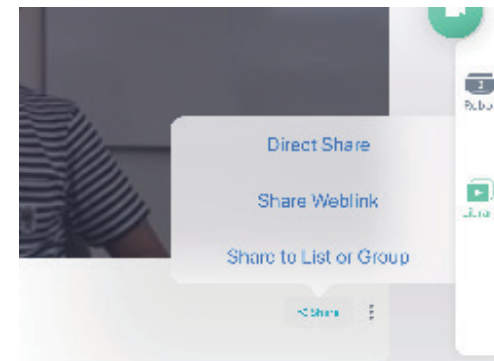

2. **Edit the title** and **trim** if desired

Uploading

Stored locally on the device. Upload to Swivl web! (cloud.swivl.com)

Stored on Swivl web (cloud.swivl.com)

3. Verify **Upload** status and/or removal status. Remember to turn **Automatic Uploading** on in the Settings of the App

In-App Sharing

Direct Share

Share Weblink

Share to List or Group

4. Share your video via Weblink, **Direct Share***
or **Share to Group***
*requires Pro; recipients can be Standard

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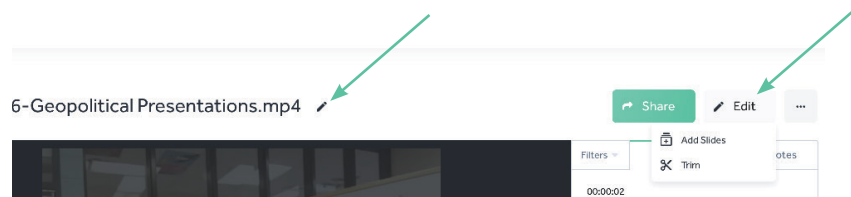
Uploading, Editing, and Sharing - **WEB**
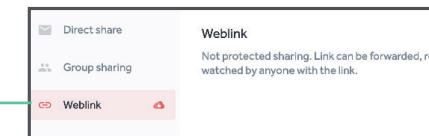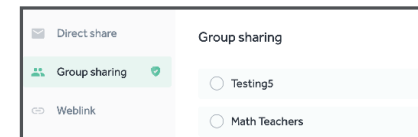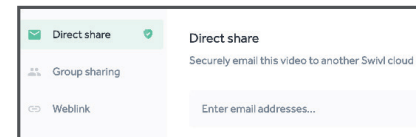
Uploading
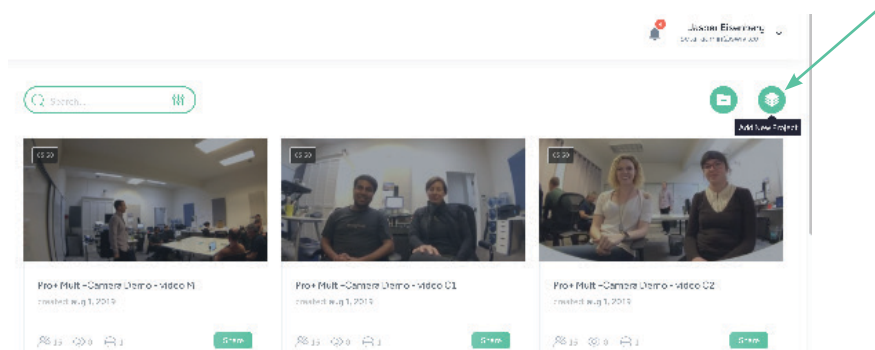
1. You can upload MP4 video files directly to your account

Web Editing

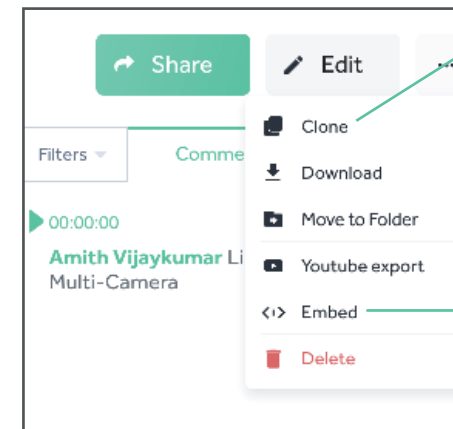3. Rename the video and click Edit for Trimming and Slide options

Sharing Methods*

Requires Pro; recipients can be Standard

Does not require Pro, but is not secure sharing

Export Options*

Requires Pro; recipients can be Standard

Requires Pro

*If you are in a Swivl Team your Team Administrator may restict which options are available.

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App Settings

We recommend the following settings for uploading toggled **on**: **Auto Upload**, **Storage Saver**

For easy access to advanced features, place items on your capture screen action bar: **Screencast, Multi-Camera, Swivl Live with Zoom**, and **Add presentation slides.**
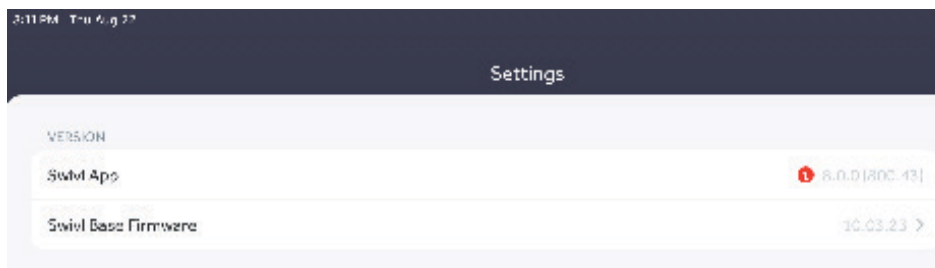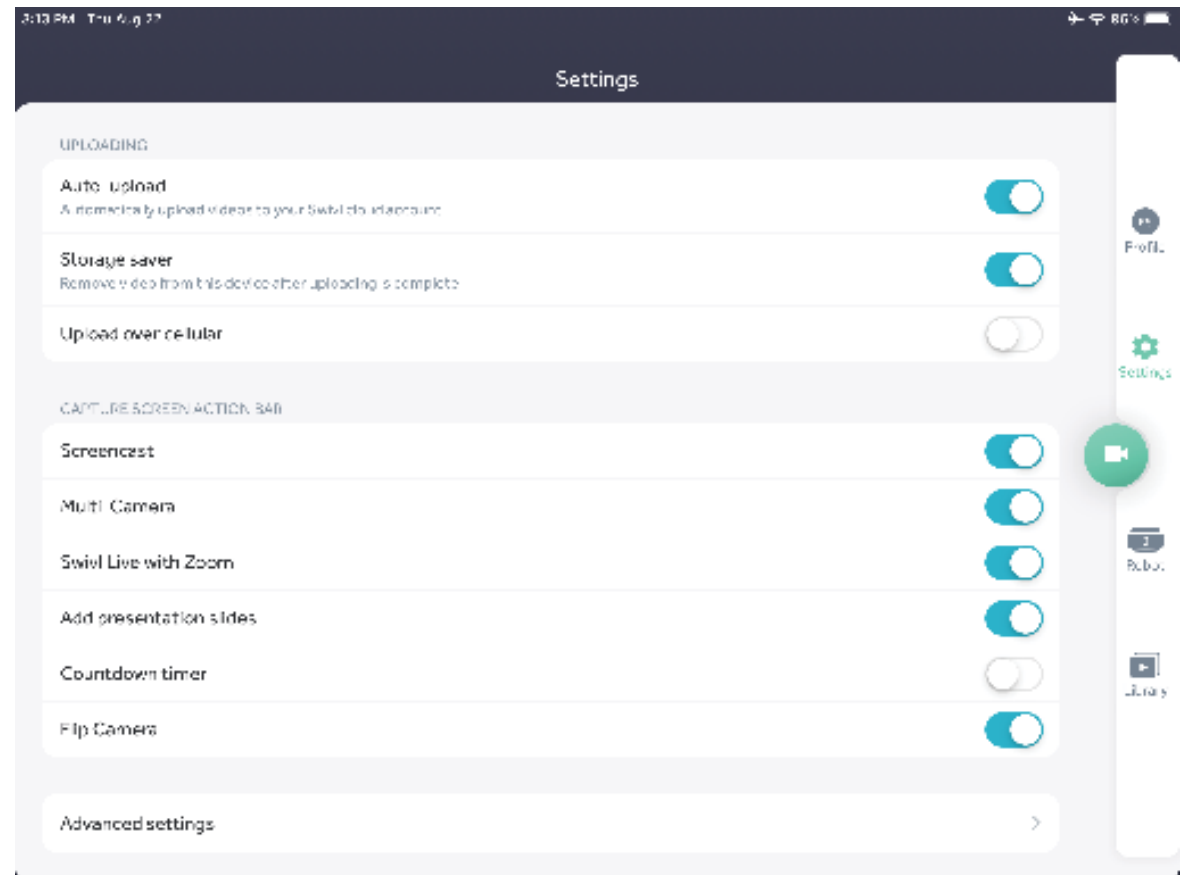
‼ Do not bypass critical updates to the Robot or Marker firmware or the Swivl app. When this notification appears, tap it to initiate the update.

Tip for IT: Enable automatic updating of apps on devices to ensure the Swivl app stays up to date.

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Explore these Advanced Features (Requires Pro)

Multi-Marker Bookmarking

Click the up or down arrow on any marker during the recording which will place time-stamps on the recorded video in Swivl web
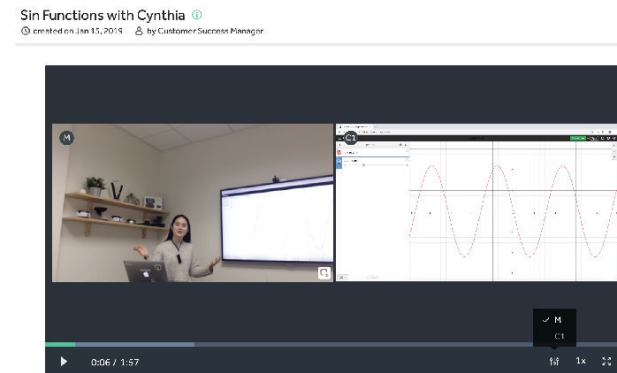

Sharing to Groups

Share videos to private folders accessible by select colleagues to collaborate and annotate on videos together. Use Groups for peer mentoring, PD, or best practice libraries.
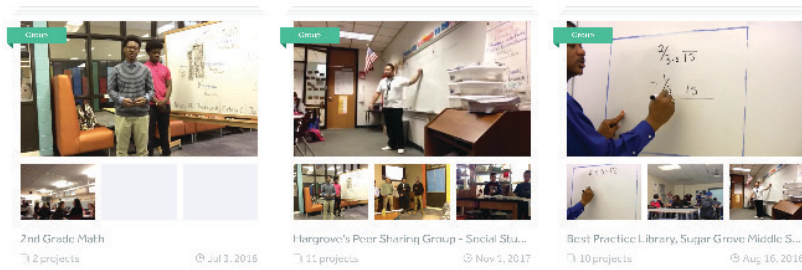
Screencasting

Record your presentation from your laptop or desktop while recording yourself with the robot.

Multi-Camera

Connect up to four other mobile devices to the recording session (iOS, Android, and Chromebook compatible) for a multi-camera view of all students.

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How to Contact Swivl

support@swivl.com
M-F, 7AM-4PM PDT

1-888-837-6209
option 2 for support
M-F, 7AM-4PM PDT

swivl.com/setup
for articles, videos, and
FAQs, 24/7

Inquire about building
a Swivl Team!

sales@swivl.com

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