

SWIVL Step-by-step and notes

The SWIVL robotic platform can be used with or without SWIVL Capture to do video recording. Without SWIVL Capture, you can record using the camera app on the iPad and save to Photos. SWIVL Capture allows you to record and upload to SWIVL Cloud for editing and downloading and adding slides to your presentation.

Preparation for recording

- Plug in the charger to an electrical outlet. Connect the cable to the SWIVL base and charge. Full charge takes about 2 hours. Fully charged SWIVL lasts 4-6 hours.
- The marker (Bluetooth remote) is stored and charged in the compartment on the top of the base.
- Download SWIVL app for iPad or iPhone from App Store. For Android device, download from Google Play. Create account for SWIVL cloud at <http://cloud.swivl.com/login> or at login on device. This step is optional if you are not using SWIVL Capture to record, edit and download your video.
- Secure mobile device in base. Landscape orientation with camera on top. Change shim if needed.
- Connect microphone cable from the headphone port on the base to the mobile device.
- In Settings on iPad, turn on Bluetooth. Select SWIVL and connect. Hold down SYNC button on base until all lights go green
- Pair marker with SWIVL. See attached instructions.
 - On base - Press and hold both power and sync button simultaneously until power LED on base flashes. Then release.
 - On marker - Press and hold both power and sync button simultaneously until power LED on marker flashes green. Then release.Pairing is complete
- Try moving the marker from side to side to see how the SWIVL reacts.
- Using the lanyard, hang the marker around your neck.
- If you have the SWIVL Capture app, you will be asked if you want the base to communicate with SWIVL Capture. You can ignore if you do not want to use SWIVL Capture.
- At this point you can record using the iPad camera if you are not using Capture.
- Select the front facing camera and tap the Record button.
- Your video will save to Photos.

Pair a second marker

- Swivl comes with a single marker, however a second can be added to allow multiple audio inputs. When using two markers at once, the Swivl base will only follow the movement of the primary marker (the first one turned on), but pick up audio from both markers. Follow these instructions to pair a 2nd marker. See also attached diagram.
- Turn off the first marker. The right LED on the Swivl base should be red.
- On the marker, press the power and the checkmark buttons simultaneously until the LED light flashes red. Then release.
- On the Swivl base, simultaneously press and release both buttons. The power LED light will begin to flash.
- After a few seconds of flashing, LEDs on both base and Marker will turn green.
- Pairing is complete.
- **Secondary marker will have 2 green lights.**

If you want to use SWIVL Capture

- Open the app and log in.
- If you are incorporating slides in your presentation, you have to upload them to the SWIVL Cloud. Log into the SWIVL Cloud at <http://cloud.swivl.com/login>. They will be added to your Library in SWIVL Capture.
- You can change the default recording parameters in Settings.
- Tap on CAPTURE to open the camera
- Select the front facing camera
- The Bluetooth icon should be white. If red, then you are not connected. Go back to the mobile devices Settings and reconnect or try holding down the SYNC button
- Tap Record button to record and to end the recording. Available recording time in upper right corner.
- The video will be uploaded to the library where you can preview, edit, delete and upload to the SWIVL Cloud.
- Once the video is uploaded to the SWIVL Cloud, you can edit the video and export it to your Windows computer as a mp4 file.
- For Mac users, transfer the video by connecting the iPad to the Mac using a USB cable (USB and USB mini ports on base). Transfer using iTunes.

Incorporating slides using SWIVL Capture.

- Upload slides to SWIVL Cloud
- Tap Capture.
- Tap Add Media
- Select from Library.

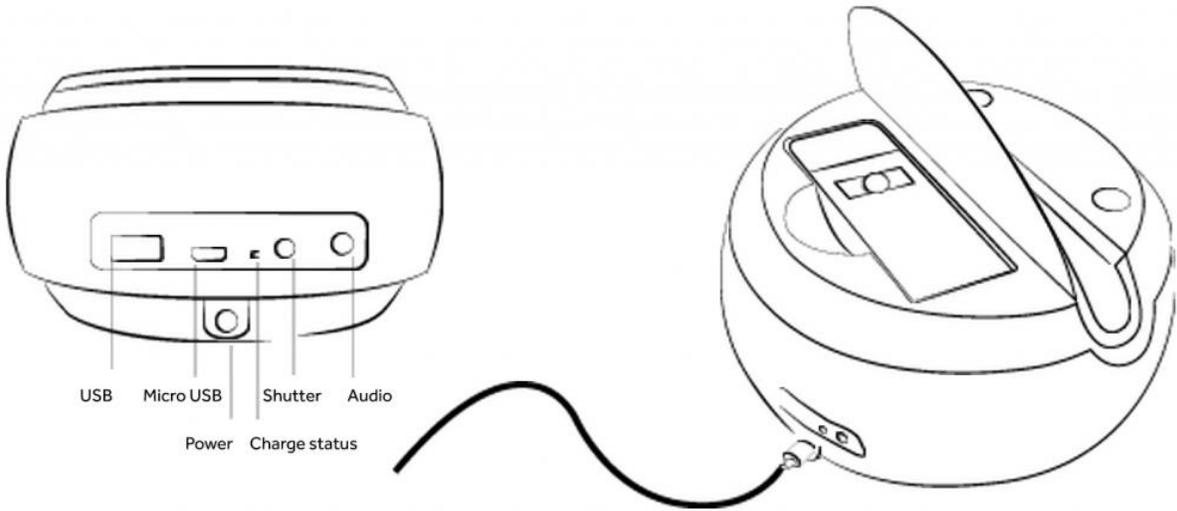
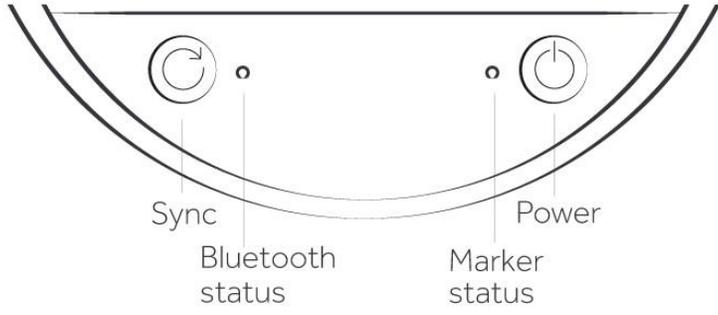
- Begin recording
- The right and left arrows on the marker will change the slides.
- You can select slides only for viewing; however both slides and video will be recorded.
- Slides may also be added to a saved video using the edit function in the SWIVL Cloud.

Connecting to projector

- Use Apple Air or Apple TV to project if available.
- Connect iPad to projector using VGA cable. Not generally recommended because cable may be too heavy and topple iPad or inhibit the tracking of the SWIVL

Notes:

- SWIVL Support - <https://support.swivl.com/>
- Instructional videos available at SWIVL Support
- Change marker actions (add pause) in SWIVL Capture advanced settings.
- Change the video quality (size) in SWIVL Capture settings
- Stand at least 3-4 feet from SWIVL when recording.
- A second marker can be used to pick up audio from another source, but does not change slides or start and stop recording.
- Mount SWIVL on a tripod or SWIVL stand to provide unobstructed view of presenter.
- SWIVL Capture for Android may function differently.

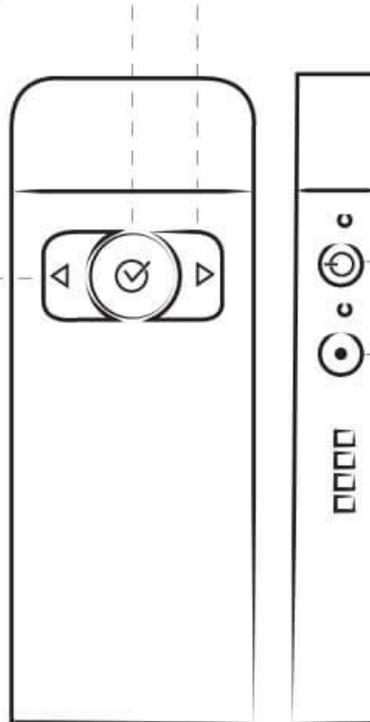


Checkmark Button - 2 possible actions:

- **Pause Tracking:** Swivl will not turn to follow marker until Checkmark Button is pressed again
- **360° Turn:** Swivl will rotate a full 360°

Forward Button - Press to advance to the next slide

Back Button - Press to return to a previous slide

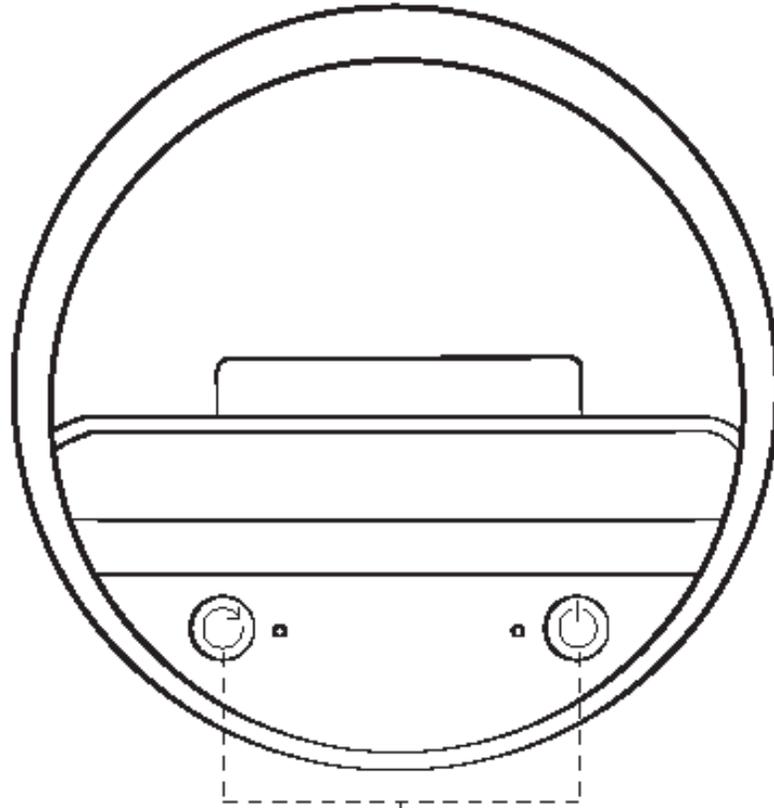


Power Button - Press and hold to turn on marker

Record Button - Press to start recording

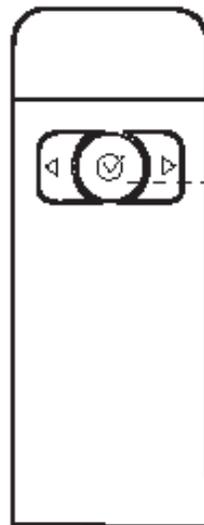
Pairing your marker

Turn on your Swivl base and marker and let's get started.



STEP 1

Press and hold both power and sync button simultaneously until power LED on base flashes. Then release.



STEP 2

Press and hold both power and sync button simultaneously until power LED on marker flashes green. Then release. Pairing is complete.



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