

SCSD#1 Swivl Basics

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Introduction to Swivl

The Swivl Cameras we've ordered have arrived and certified staff will be picking them up in a designated spot in your school this week. Your building administrator will share your time to get training and pick up your Swivl from our deployment teams. **To save time, before you meet with the deployment team, please find the email from Swivl to create your Swivl Pro account.**

The deployment team will help you set up your Swivl, run firmware updates and get you started with the basics. With the Swivl Robots, you can live stream and record your class actively with the Google Meet app. The Swivl allows you to move around the classroom while being recorded and will allow your virtual students to hear you from anywhere in your classroom using integrated audio.

Components

Included in the Swivl Bag, as shown below:

1. Swivl Robot
2. 1 Primary Teacher Marker (the one with no tag, completely black) with neck lanyard
3. 2 Secondary Microphones (tagged with B and R) with 2 wristbands
4. Swivl Powerblock - 4 USB Ports
5. Swivl Robot Power Cord
6. USB to Double End 3.5 MM Cord (used to charge secondary markers)
7. Swivl Robot to iPad Connector (white)
8. Swivl Robot to Android Connector (not needed)
9. Additional Spacers (Shims) for seating in the Swivl (not needed)

In addition to the Swivl bag, we have provided a Tripod to set the Swivl on, a USB A Male-USB A Male cord, and a staff iPad with Google Meet and Swivl App already installed.



Charging and Care

You will need to charge your Swivl, Markers, and iPad nightly. On a full charge, the Swivl Robot lasts 6-8 hours, the markers last 12 hours, and most iPads should last 4-6 hours actively recording. After using the Swivl, if your Swivl or iPad is running out of charge, you can charge it during your PLC, Prep, and Lunch times. You can clean the Swivl and Markers using a Chlorox or other disinfectant wipe.

Setting Up The Swivl

Step 1. Set up your tripod. Unlock the six tripod leg extension notches, extend the tripod legs, and then lock the tripod leg extension notches.

Step 2. Remove the tripod base. Attach the Swivl Robot to the tripod base. Screw in the bottom gray piece of the Swivl so that it is tight on the tripod. Hook the tripod base back on the tripod. Tighten the levers on the Tripod so the Swivl is stable.

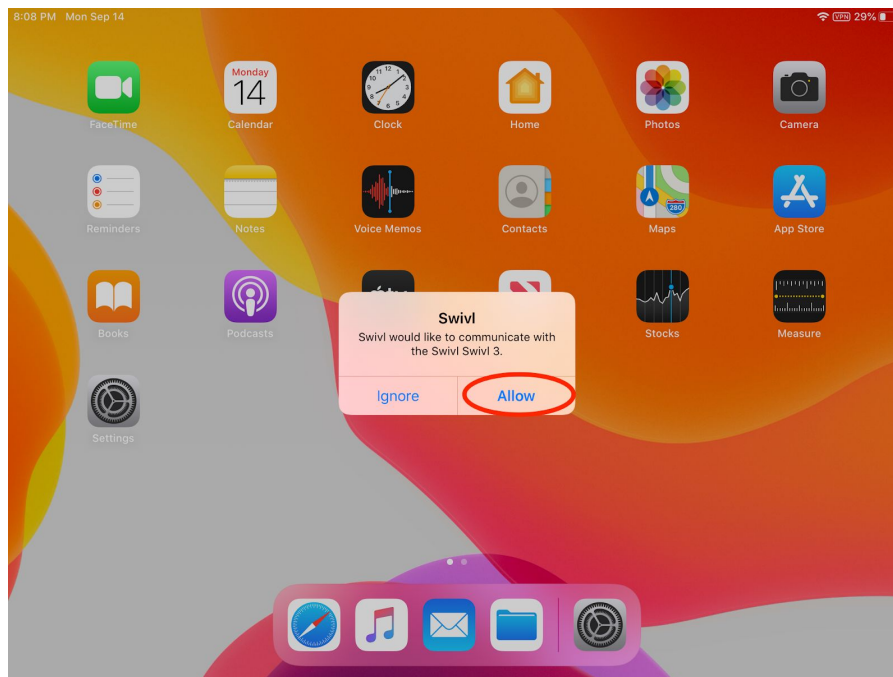
Step 3. Out of the box, the Swivl and Markers should be fully charged. If they need charged, plug them into power to charge them.

Step 4. Turn on Swivl by holding down the power button on the right hand side. The light next to the + sign should turn red and the light next to the power button should turn green.

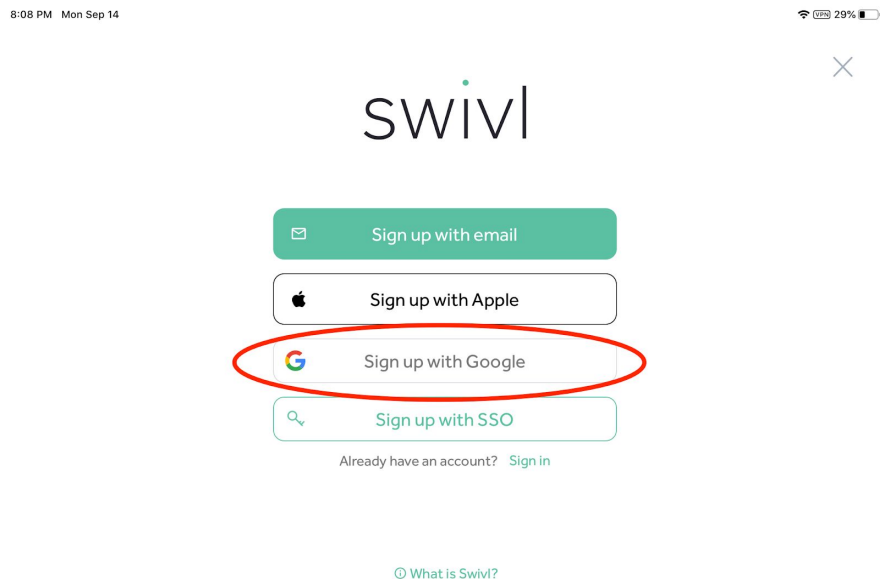
Step 5. Turn the iPad on, and place the charged iPad in the slot in the Swivl.

Step 6. Plug in the Swivl to the iPad using the white cord.

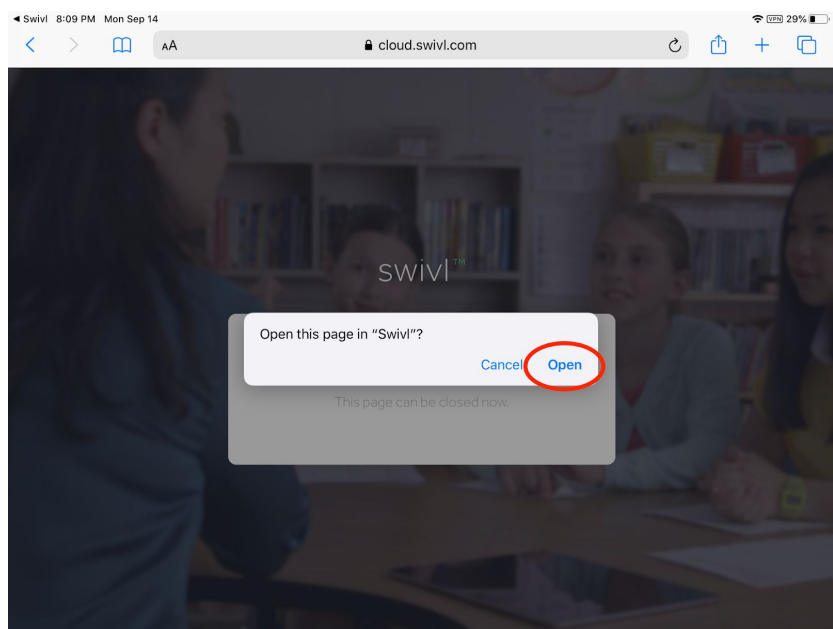
Step 7. The following popup will appear. Select “Allow”.



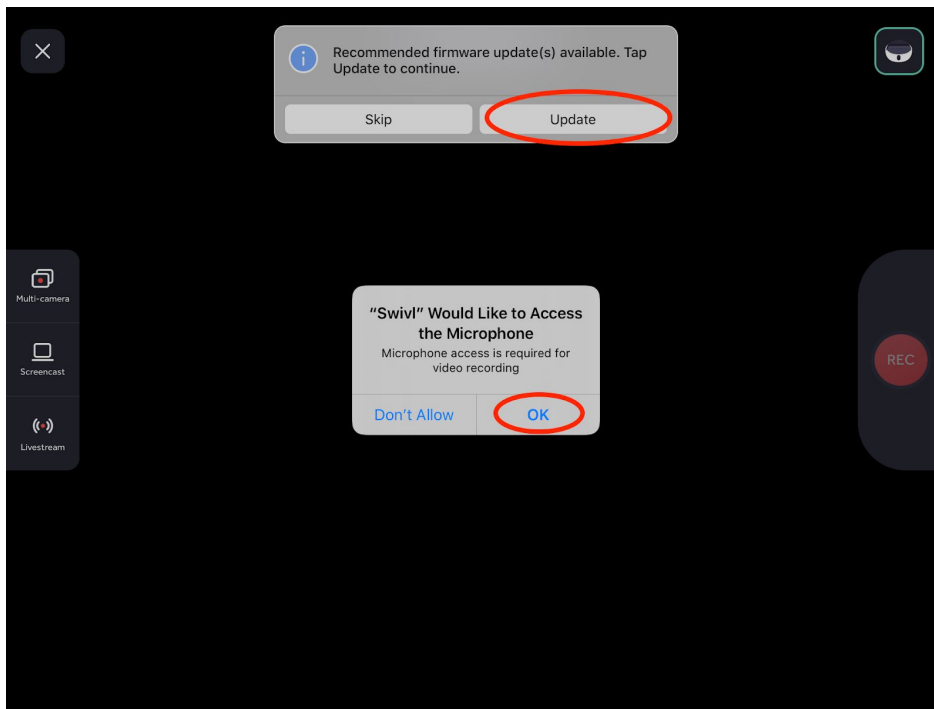
Step 8. The Swivl App will automatically open. If this is the first time opening the app, select next on the bottom right hand side 4 times to proceed to the sign in page. Select Sign-In with Google. Sign into your district Google Account. You will not be able to proceed unless you have already setup your Swivl Pro Account. If this is your first time signing in, you may need to complete this step twice.



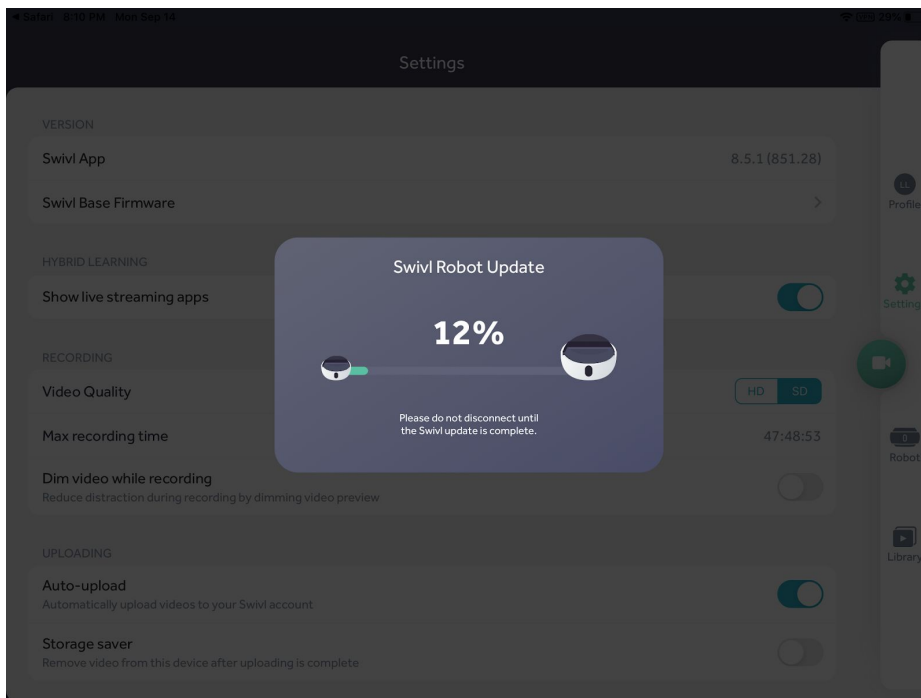
Step 9. A prompt will appear to open the web page in Swivl. "Select Open".



Step 10. You'll get a popup asking to allow permission for Swivl to connect to the Camera, and then the Microphone. Select OK both times. A notice requesting a firmware update will popup. Select Update.



Please run firmware updates as soon as they popup. Firmware updates should only take 1-2 minutes.



Connecting The Swivl To Google Meet

Note: This tutorial shows you how to connect the Swivl to a Google Meeting. In order to use the Swivl Camera, and Integrated Audio (which uses the Swivl Markers as a Microphone), you need to be in the Google Meet on the Computer and the iPad, and plug the Swivl camera into the computer using the district provided USB A-USB A cables. To record the Swivl camera in a Google Meet, you need to record using the computer, and Present Your Screen in the Google Meet to record the Swivl video correctly.

Step 1. On your computer, connect to your Google Meeting in Google Chrome, and join the meeting. Turn off the camera in the Google Meeting on the computer.

Step 2. Turn the Swivl on, insert and plug in the iPad to the Swivl Robot.

Step 3. Turn on the primary marker by hitting the power button on the marker. The + sign on the Swivl Robot should turn green.

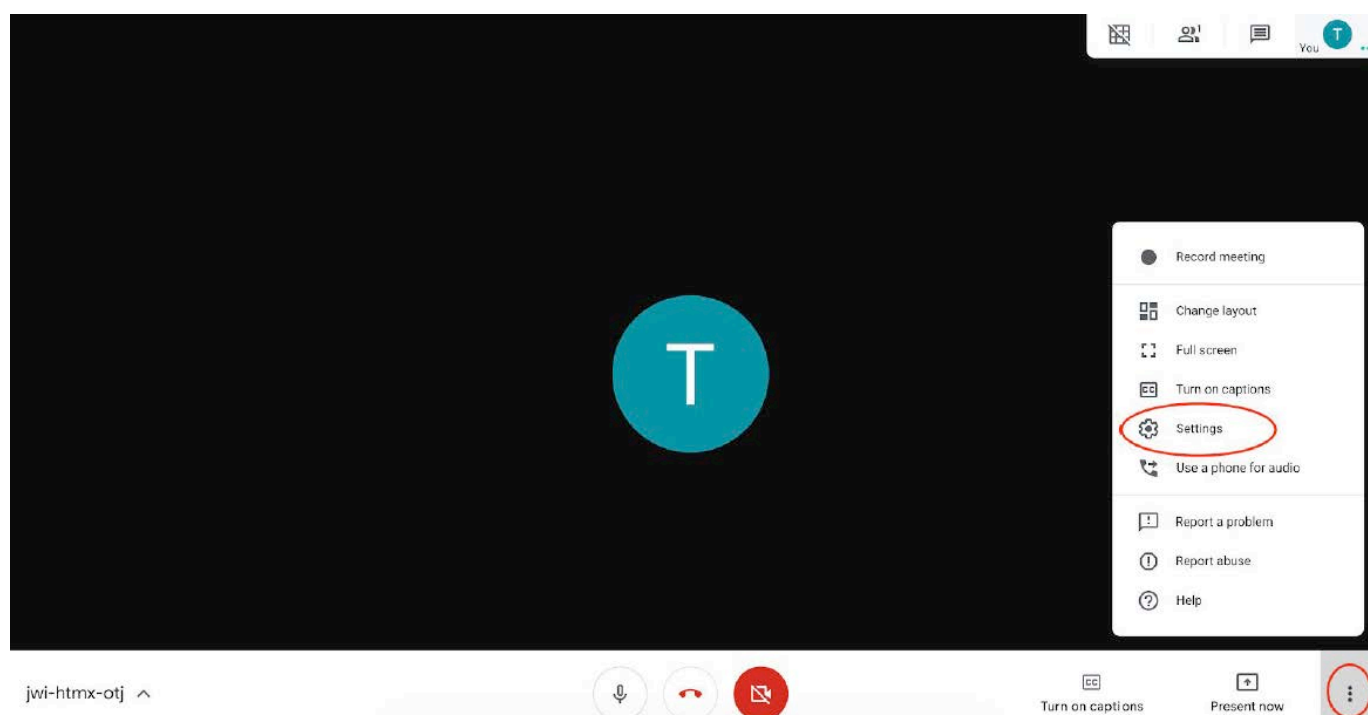
Step 4. Plug in the Swivl to your computer using the district-provided USB A-USB A cord. If you have a newer computer, you can plug this into your dodocool adapter.

Step 5. On the iPad in the Swivl App, select “Livestream”, and choose Meet. Sign into Google Meet using your district Google Account if necessary.

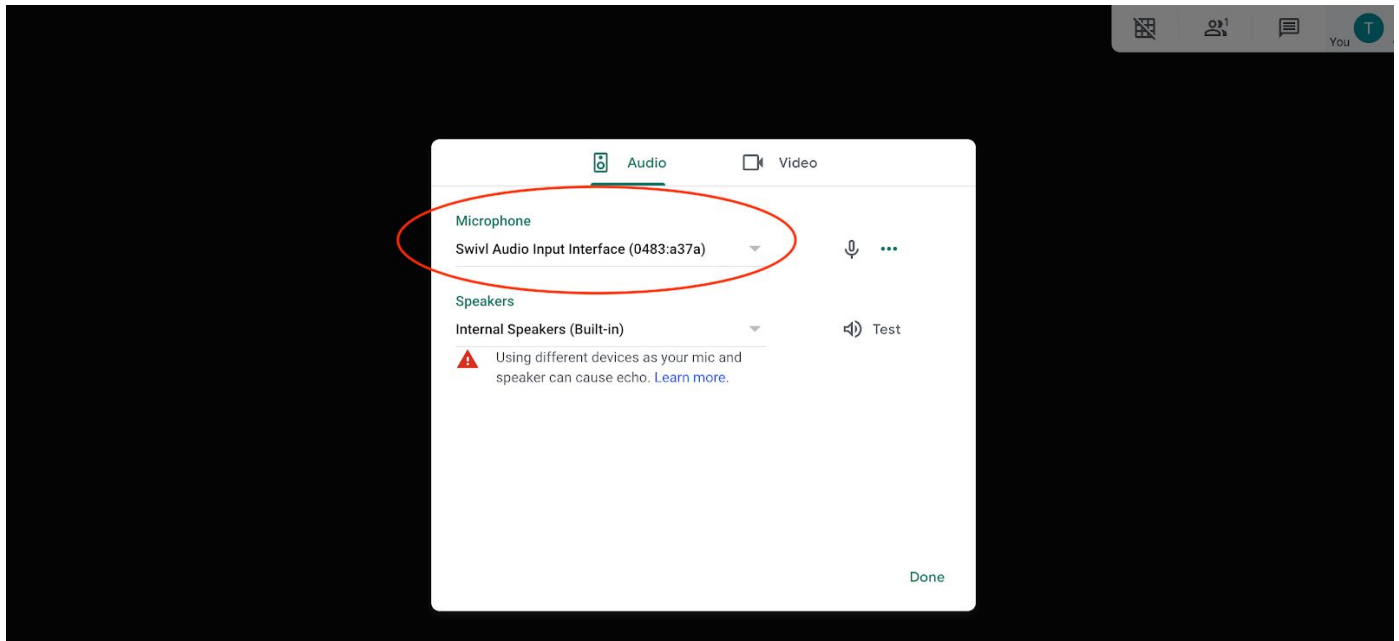
Step 6. Select and join your Google Meet here. If you have not added your Google Meets into Google Calendar, you’ll need to enter in your Google Meet Code here to join.

Step 7. On the iPad, mute the microphone and turn down the audio volume. This prevents an audio feedback loop.

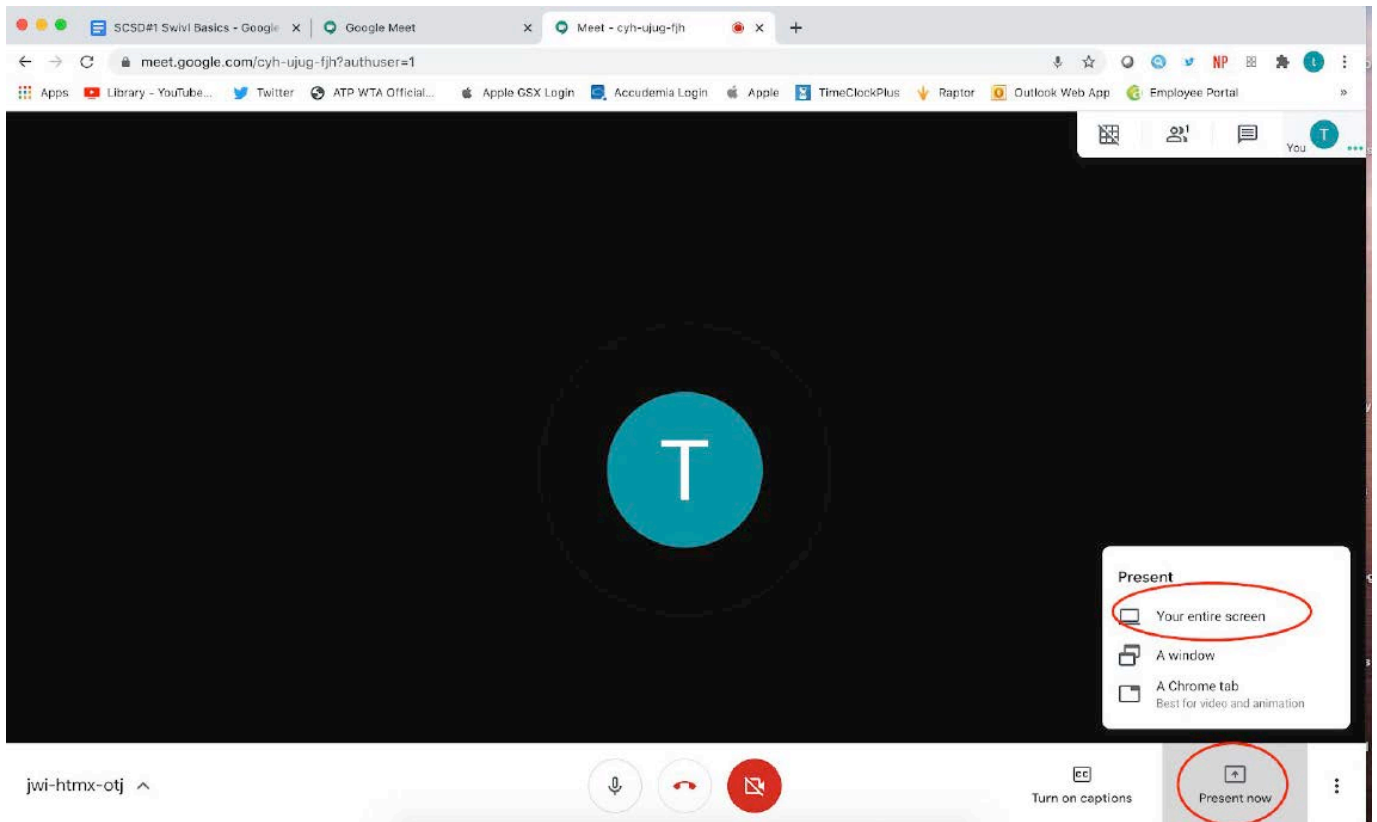
Step 8. On your computer, hit the 3 vertical dots, and then select settings.



Step 9. Under Microphone, Select “Swivl Audio Input Interface”, and then select done.



Step 10. If you want your live students to see what is on your computer screen, on your computer, select “Present Now”, and then show “Your Entire Screen”. Click in the screen to highlight it, and then select “Share”.



Step 11. Your Google Meet should be ready to go. Your Marker functions using Infrared as the video tracker and the microphone. You can have the Swivl stop tracking you at any time by hitting the middle button on the front of the marker, or can turn off the microphone by clicking the red record button twice (the green light should blink letting you know that the microphone is off). . . You can also turn off the video tracking and microphone features of the marker at any point by hitting the power button on the marker.

FAQ

- Where should I set up my Swivl Camera in the classroom?
Set your Swivl Camera up where you feel comfortable having it. The Swivl Camera needs to be plugged into the computer using the USB A-USB A cable, which is 15ft long. Additionally, if you are showing your promethean board or another item in your class, you don't want it in the back of your classroom, as your virtual students will not be able to see it very well. You can move it until you find your comfortable presentation spot. Remember your swivl will follow you and do a 360 if you are moving around in your classroom.
- How far away does the Swivl pick up the Primary Marker?
The Swivl Robot reads the marker from 5' to 30' away.
- How long of a USB can we use to connect the computer to the Swivl Camera?
According to Swivl, the connection works up to 20' max. The district has provided each certified staff member with a 15' cable.
- How quickly can I move and will the Swivl Camera follow me?
You will need to test this to get comfortable moving with the Swivl Camera, depending on how fast you move. It was very responsive during our tests, and followed the presenter everywhere in the room.
- Can I have a powerstrip to help with charging in my room?
Yes, please open a ticket and we will provide any available powerstrips.
- How many markers can we get?
Each Swivl package comes with 3 total markers. These can be used by additional teachers in the room or placed in optimal places in the classroom to pick up others who are speaking. Swivel suggests getting a couple of command strips and hanging them up on walls in places that won't distract students.
- Can I use a case on the ipad while using the Swivl?
No, cases are too large to fit in the Swivl, so it will not be secure.
- If a firmware update comes up do I have to run it?
Yes, it is imperative that the firmware be run when it shows there is one. The deployment team will do the first one when showing you how to set up your device and any other one will need to be done when it comes up.



- What if the Swivl App or Google Meet App are not on my staff iPad?



You can go to the app portal on your iPad and install from there.

- Do I have to use my computer and my iPad while using the Swivl Camera?

Yes, you will need to start your Google Meet on your computer and then join it on your iPad. The iPad will be doing the camera work (following you) and the computer will be doing the audio work as well as any screen sharing.

- Do I need to share my whole screen while presenting with the Swivl camera?

Yes, if you are recording the meeting, you will need to pin the iPad camera, and choose Share “Your Entire Screen” so it will pick up your screen and the tracking from the iPad.

- Do I have to be in Google Meet on my iPad and how do I connect to the meet?

Yes, you will need to be in the same Google Meet as your computer on your iPad. If you’ve added your meeting through Google Calendar, you can join the meeting listed for you, or you can type in the existing meeting code and join that way. You cannot go into another application (Google Classroom or CANVAS) and launch a meeting that way, but can type in the meeting codes into Google Meet.

- What if Google Meet does not appear on my iPad in the Swivl App when I select Live Stream?

Check to make sure your USB A cord is plugged in tight on your computer and the Swivl, that the iPad is plugged into the Swivl, and that the Swivl and Marker are both powered on.

- Can I charge my iPad while it is plugged into the Swivl camera?

No, you will not be able to charge it unless you unplug the Swivl. The iPads do not charge automatically while plugged into the Swivl Robot.

- What if I forgot to charge the Swivl Camera? Can I charge it while using it?

Yes, you can charge while you are using the Swivl, however the cord is not very long and will need to be by an electrical outlet or a powerstrip. (Not advisable)

- What if I forgot to charge my iPad?

You will need to wait to use the iPad as it will need a good charge for the Google Meeting and Swivl App to run.

- What if I forgot to charge the Primary or Secondary Markers? Can a secondary Marker replace the Primary Marker?

You will need to charge markers every night. If your Primary Marker is not charged then you can substitute the Secondary Marker as a Primary until it is charged. (Not an easy fix) Directions next question.

- How do I make a Secondary Marker the Primary Marker?

Please check this site for the information.

<https://swivl.zendesk.com/hc/en-us/articles/360002854153>

- What if I teach in several rooms or buildings? Will I take my Swivl Camera and Tripod with me?

Yes, you will pack and take your Swivl Camera, with USB Cord in the Swivl Case from room to room. The tripod also has a carry case that will make it easy to move to another

location. You can leave your camera on the connector base of the tripod. Ask about this and we can show you if you need assistance.

- Will my Swivl Camera interfere with the camera in the next room?
No, your Swivl camera and markers are registered with your devices and there should be no interference.
- What if I have an accident and I break a piece of my Swivl Package?
Please report it immediately to your building administrator, Stephanie Tolman, and open a ticket for your building tech. We currently do not have any spare pieces or parts, so please be careful.
- What if I have to take care of a student issue, can I stop the tracking and the audio?
Yes, you can push the center button on your marker to stop the tracker and you can turn off your microphone on the marker by clicking twice on the record button. When you are ready you can just turn them both back on.
- Do I need to stop the Google Meet for this issue?
No just leave your meeting on so your virtual kiddos do not have to rejoin.
- What do I do if I do not have any audio?
The microphone on the computer should be on, and the microphone on the iPad should be muted. Check your audio setting on your Computer in Google Meet to make sure it Shows Swivl Audio Interface under Microphone. If you need further assistance, please open a HelpDesk ticket.
- What do I do if I do not have the camera?
The camera on the iPad should be on, and the camera on the computer should be off. If you need further assistance, please open a HelpDesk ticket..
- What if I have more questions or concerns on how to use my Swivl Camera?
You can contact Swivl directly with the information below or you can open a help desk ticket and the tech department staff will help you. We are also having some of our Teacher Leaders creating some videos to help assist teachers. We are hoping to have another live Q & A that you could ask the Teacher Leaders questions as well. We will share more questions with everyone on our training website page.
- What if I have used Swivl before and have some tips or tricks, can I share them?
Absolutely, please share with your tech team and we will get the information out for everyone, and post it on our training website page.

Additional Important Information

Video Tutorials from Swivl:

<https://swivl.zendesk.com/hc/en-us/articles/360009441894-Video-Tutorials-for-Swivl-Team-Users>

Swivl information from the Swivl Site:

<https://swivl.zendesk.com/hc/en-us/articles/360002550254-What-is-Swivl-and-how-does-it-work->

Swivl Users Guide:

<https://www.swivl.com/wp-content/uploads/2019/08/Swivl-User-Guide-Robot-App-Web-2019.pdf>

Recorded Webinars for additional Training:

<https://www.swivl.com/webinars/>

LED Status Guide:

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 any 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

Marker Functions and Audio:

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.

All Swivl C-3 kits come with all three markers pre-paired. All C-5 kits come with the first three markers pre-paired and two additional markers will need to be paired to the robot prior to use.



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

Swivl Contact Information:

Included in your district Swivl Pro Account is live Swivl customer support. Feel free to contact them here:

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

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