

Swivl is a robot that allows 360-degree audio and video recording using paired markers and a mobile device (e.g., iPad, Android Tablet). Multiple markers can also be used to record audio throughout the room while following the robot with the primary marker. This guide will review the components received when checking out the *Swivl* device package and stand, mounting the *Swivl* robot, preparing your mobile device by downloading and installing necessary software, and using the *Swivl* app.

Note: The *Swivl* app and your desired conferencing/meeting software (e.g., Microsoft Teams or Zoom) should be installed and running **BEFORE** you turn on the *Swivl Robot* for use in your classroom.

Note: You should make yourself familiar with the apps and *Swivl Robot* functionality well before the first time you use it for live streaming/recording in your classroom.

Minimum Requirements

- a. **Swivl Robot**
- b. **Primary Marker** (stored in *Swivl Robot*)
- c. **Mobile Device** (e.g., iPad mini, Android Tablet)
- d. **Floor Stand**
- e. **USB-A Cable** (Android)
- f. **iOS Lightning Cable** (iOS)



Figure 1 - Minimum Requirements

Note: Upon receipt of your checked out items, prior to attempting to use in the classroom, be sure that the *Swivl Robot* and markers are fully charge and that you have become familiar with the functionality/operation of the *robot* and apps on the mobile device being used.

Swivl In Box Components

Following is a list of items received when checking out *Swivl Robot* from UITS:

1. Swivl Carrying Case.



Figure 2 – Swivl Carrying Case

2. Swivl Robot.



Figure 3 – Swivl Robot and

3. Markers and accessories:

- a. **Primary Marker in Clip**
- b. **Secondary Markers**
- c. **Neck Lanyard**
- d. **Marker Clip**
- e. **Wrist Lanyards for Secondary-Markers**



Figure 3 - Markers and Accessories

4. Mobile Device Mounting Shims.



Figure 4 - Shims

5. USB 4-port charging block.



Figure 5 – USB Charging Block

6. Lightning cable for iOS devices

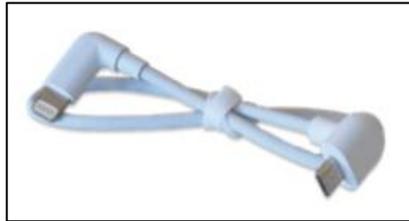


Figure 6 - Lightning Cabel for iPad

7. Micro-USB cable for Android devices



Figure 7 - Micro USB Cable for Android

8. Base charging cable



Figure 8 - Base Charging Cable

9. Marker charging cable(s).



Figure 9 - Marker Charging Cable

10. Floor Stand (Not in Bag)



Figure 10 - Floor Stand

Mounting Your Swivl on the Stand

The following explains how to mount the *Swivl Robot* on the stand:

1. Open the box containing the stand.
2. Extend the three footers completely and place on the floor. Then, tighten the screw to secure the footers.
3. Raise the stand to the desired height and tighten to secure.
4. Remove the plastic cap from the top of the stand (if present) and place in the box.
5. Line up the screw at the top of the stand with the insert at the bottom of the *Swivl Robot*.
6. Rotate on the screw until the *Swivl Robot* is securely in place.

Note: After you have installed all necessary software (*Swivl App* and meeting app of choice) on your mobile device and run them, you will place the device in the *Swivl Robot* mounting shim to begin live streaming and/or recording.

Preparing Your Mobile Device

Downloading the Swivl App

Before using the *Swivl Robot*, you must download the *Swivl* app to the device that will be connected to the robot. The following explains how to install the download and install the *Swivl* app for KSU managed iPads. For non-KSU devices, you will need to search for the *Swivl* app in the App Store or Play Store, depending on your device platform.

1. From the *iPad Apps* screen, tap the **Self Service** icon.

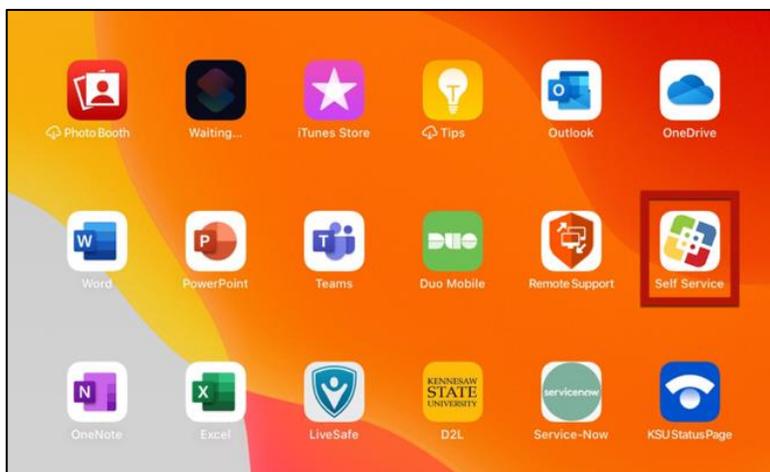


Figure 11 – Apps on iPad Desktop

2. The *Self Service* notifications badge will appear. Tap **Don't Allow**.

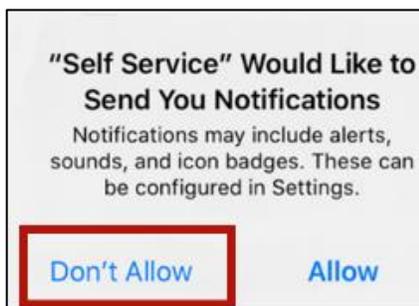


Figure 12 - Self Service Notifications Badge

3. The *Self Service* badge will appear. Tap **Continue**.

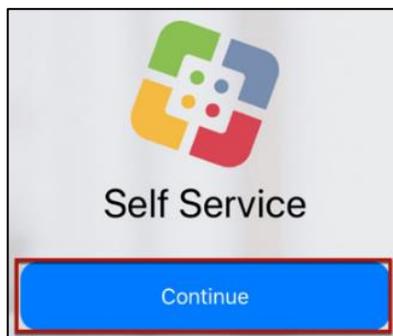


Figure 13 – Self Service Badge

4. Locate the *Swiv/* App in the list of icons. Tap **Install** below the *Swiv/* app icon to install the app.

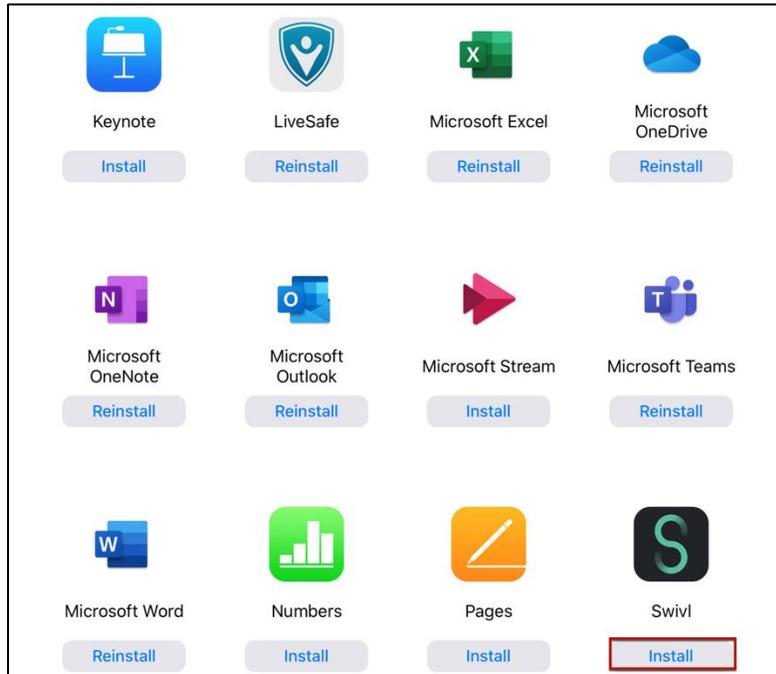


Figure 14 - Install Swiv App

5. The *Swiv/* App is fully installed when the icon appears on the screen and can be tapped.



Figure 15 - Swiv Fully Installed On iPad

Note: The App takes few minutes to load.

Note: You may be prompted to update the firmware to (10.04.06 or higher).

Starting the Swivl App

1. The first time you use the *Swivl* app, you will be asked to create an account. To create an account:
 - a. Tap **Sign up with email** to register using your KSU email address (e.g., scrappy1@kennesaw.edu) (See Figure 16).
 - b. When the *Swivl* app opens, use the same KSU credentials to start streaming (See Figure 16).

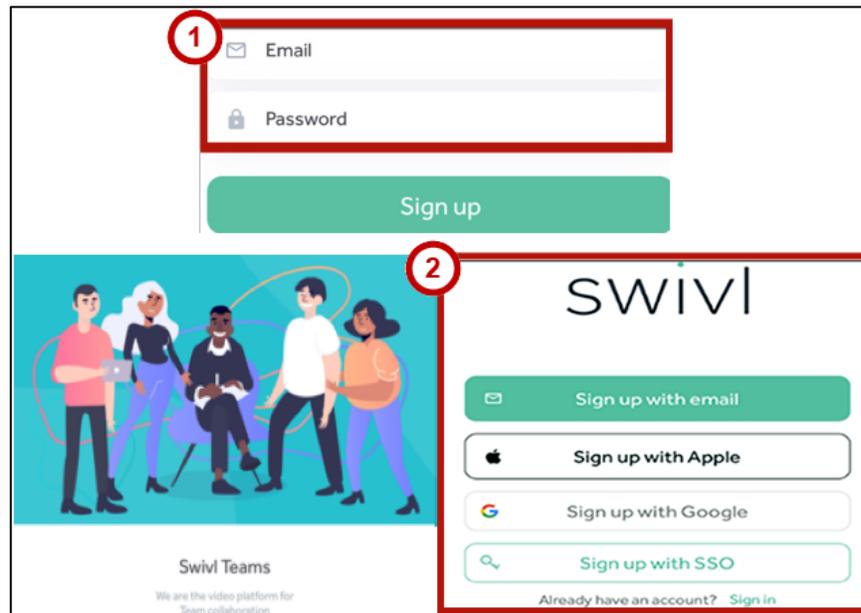


Figure 16 – Swivl Sign Up Badge-

2. Under the *Swivl* **Hybrid Learning** panel, ensure that the:
 - a. *Base port configuration* is set to **automatic or computer** (See Figure 17).
 - b. The *Audio configuration* is set to **Live Streaming** (See Figure 17).
 - c. Then, make sure **Show live streaming apps** is selected (See Figure 17).
 - d. Toggle indicator to **On** position (See (See Figure 17)).

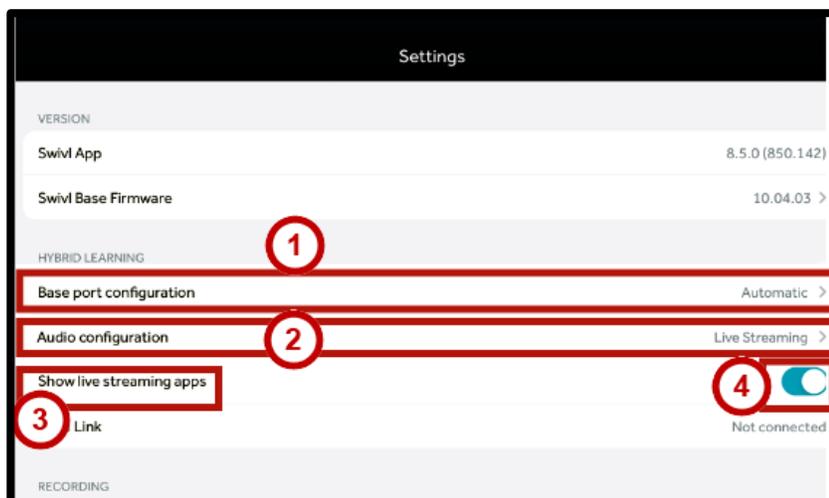


Figure 17 - Hybrid Learning Panel in Swivl App

3. Tap the **record button** on your **iPad** to start the session.



Figure 18 - Ipad Record Button

4. Next, simultaneously press and hold down the **power button** and **plus sign** on the **robot** until both LED lights turn green.

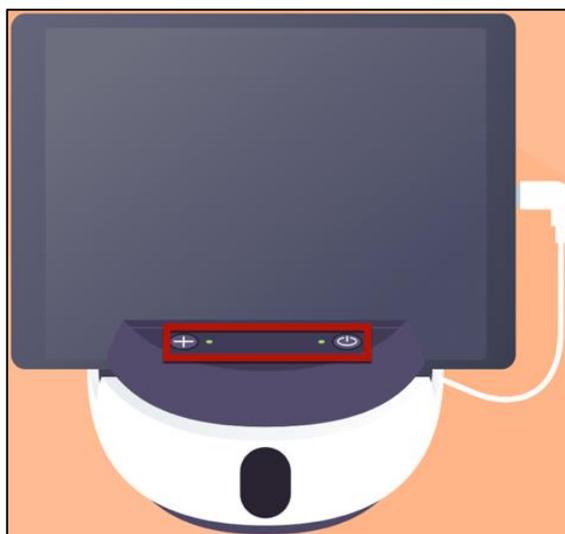


Figure 19 - Swivl Robot

5. On the iPad, tap the **Share** button in the **Swivl** App to create links for your guest to access your streaming sessions.

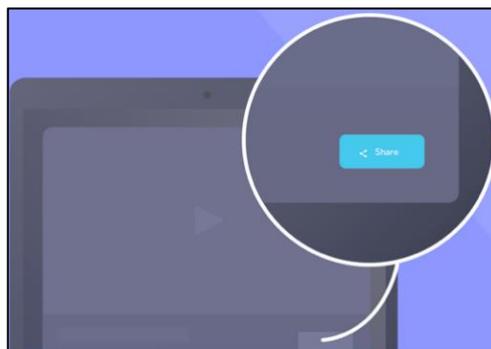


Figure 20 - Tap Share

6. Click the **OK** tab to allow *Swivl* to use the camera on your device.

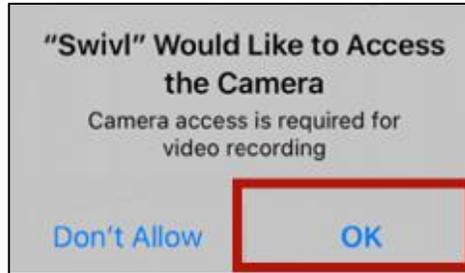


Figure 21 - Swivl Camera Access Badge

7. Click the **OK** tab to allow *Swivl* to use the microphone on your device.

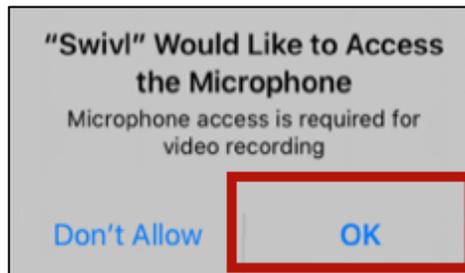


Figure 22 - Swivl Microphone Access Badge

- 8. Tap the *Swivl* app icon and locate the **Capture Screen** tab on your device to start the Live Stream process.
 - a. Within the *Swivl* app tap the **green capture** icon on the iOS device (See Figure 23)
 - b. Tap the **capture icon** for Android (See Figure 23).

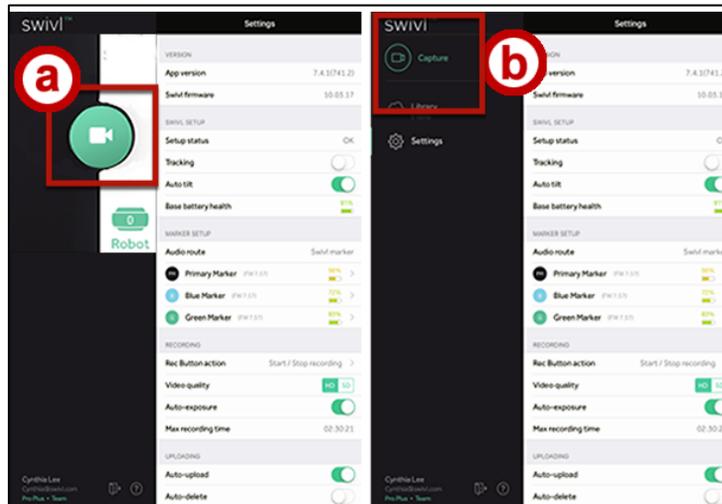


Figure 23 - Green Capture Icon on iOS or Android

Using the Swivl Robot

After you have mounted the *Swivl Robot* to the stand and placed in the desired location in your classroom, the *Swivl* app is installed and running, the desired conference/meeting software is active and you are connected to your meeting, you are ready to connect the mobile device and turn on the *Swivl Robot*. The following explains how to connect your mobile device and turn on the *Swivl Robot*:

1. Place the mobile device in the mounting shim on the *Swivl Robot*.
2. Locate the cable appropriate for the mobile device being used (e.g., USBA-Cable for Android or iOS lightning cable for iOS).
3. Connect the cable to the back of the *Swivl Robot* with the cord facing up (See Figure 24 and Figure 25).
4. Connect the other end of the cable to the mobile device (See Figure 24 and Figure 25).

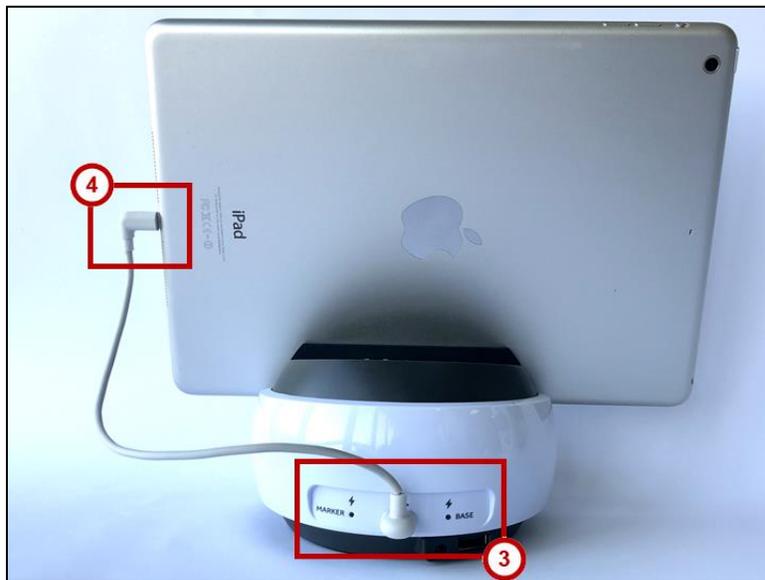


Figure 24 - iOS Connections

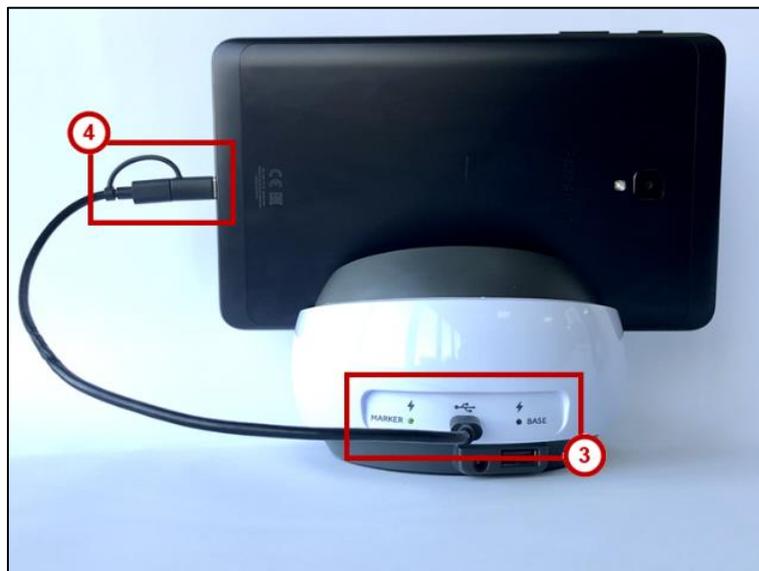


Figure 25 - Android Connections

5. **Remove** the marker housed in the *Swivl Robot* (Primary Marker) and place on the neck lanyard around your neck.



Figure 26 - Remove Marker

6. Turn on the *Swivl Robot*.



Figure 27 - On Button

7. Turn on the *Primary Marker* to enable the *Swivl Robot* to follow you around the room.

Note: When moving around the room, remember to move relatively slowly to allow the *Swivl Robot* to locate you and follow smoothly.