

EQUIPMENT SET-UP GUIDE

Thank you for participating in Project VOISE: Validating an Observation Instrument for Special Educators! This guide is intended to help you set up and use the video recording equipment in your classroom.

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What's in your box

- Samsung Tablet with charger, white cable, and key to open SD card tray (in tablet box)
- 2 SD cards and 2 SD card adapters
- Swivl robot with 2 microphones, 2 lanyards, and black audio cable (in black case)
- Tripod
- Folder with teacher materials

Setting up the video equipment

1. Set up the tripod



This tripod is used to support the Swivl and the Samsung tablet while you are recording your lesson.

Stabilize the tripod and extend the legs

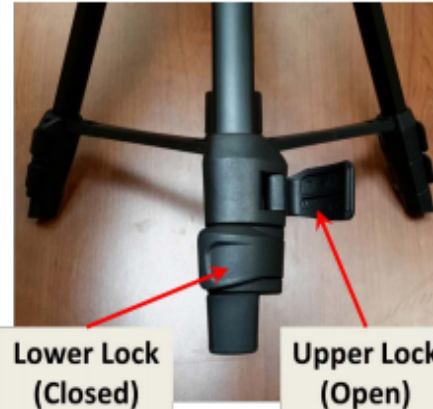
Stabilize the Tripod



Center Knob

- Open the legs of the tripod by pulling down on the center knob and separating the legs.
- Once fully opened, tighten the center knob to lock the legs in place.

Extend the Legs

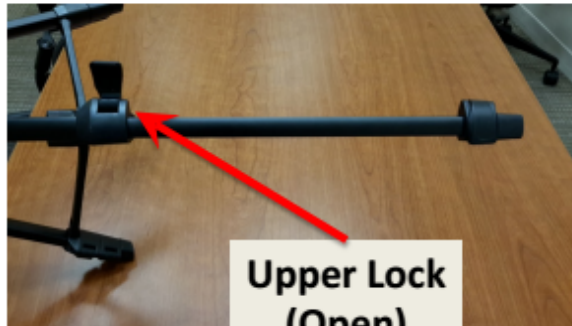


**Lower Lock
(Closed)**

**Upper Lock
(Open)**

- Open the upper lock to extend the leg

Extend the legs (continued)



- Once the leg lock is open, extend the leg by pulling on it.

- Close the leg lock to secure the leg length.
- Repeat for the remaining legs and adjust the height as needed.



NOTE: There is tape marking the height that is typically ideal for the tripod when video recording instruction. You can extend the lower legs of the tripod until you reach the tape and make adjustments as you see fit.

Final steps:



- Finally, lift the camera mount handle until the camera mount is parallel to the floor.
- Turn the handle to the right to lock the camera mount in place.

Now you're ready
to set up the Swivl
Robot !

2. Set up the Swivl robot

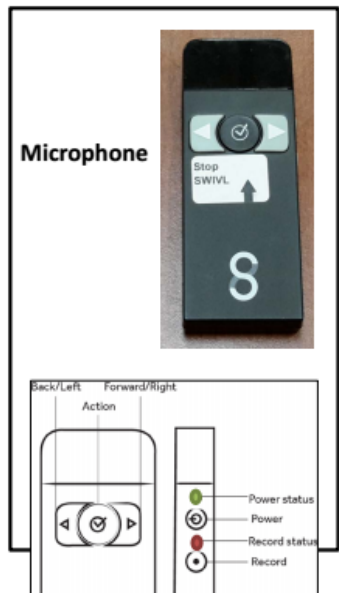


- Your Samsung tablet will fit snugly into the slot on top of the SWIVL robot.
- The SWIVL includes a high quality microphone (marker) that can be used to track movement.



- The microphone snaps into a lanyard that you will wear around your neck.

Buttons, Ports, and LEDs



SWIVL Robot



USB Port

Audio Port

3. Attach the swivl to the tripod



- Attach the SWIVL robot to the tripod by placing the built-in mount on the bottom of the SWIVL over the screw on the tripod's camera mount.
- Turn the tripod knob counterclockwise to secure the SWIVL in place.

NOTE: It can sometimes be a little tricky to get the Swivl to attach to the tripod. Make sure the peg on the tripod is aligned with the hole on the Swivl as you turn the tripod knob.

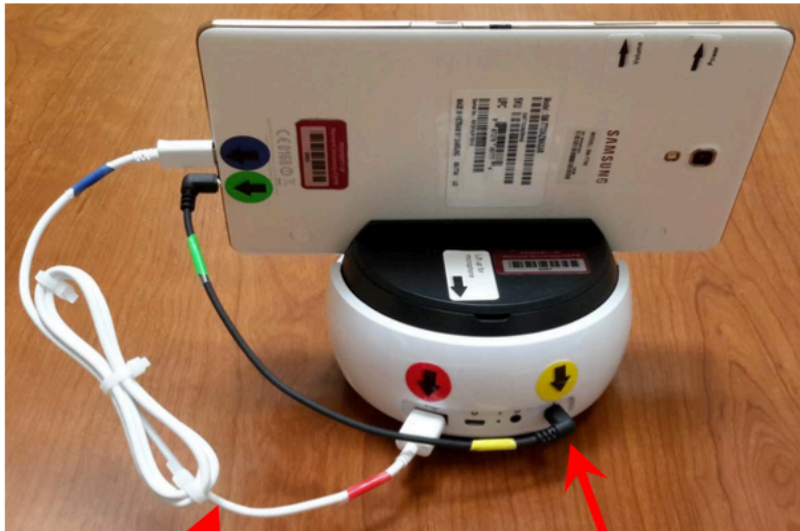
4. Place the tablet on the Swivl



- The Samsung tablet fits snugly in the slot on the top of the Swivl
- Be sure to position the tablet so that the “Top” arrow is pointed up

5. Connect the Swivl to the tablet

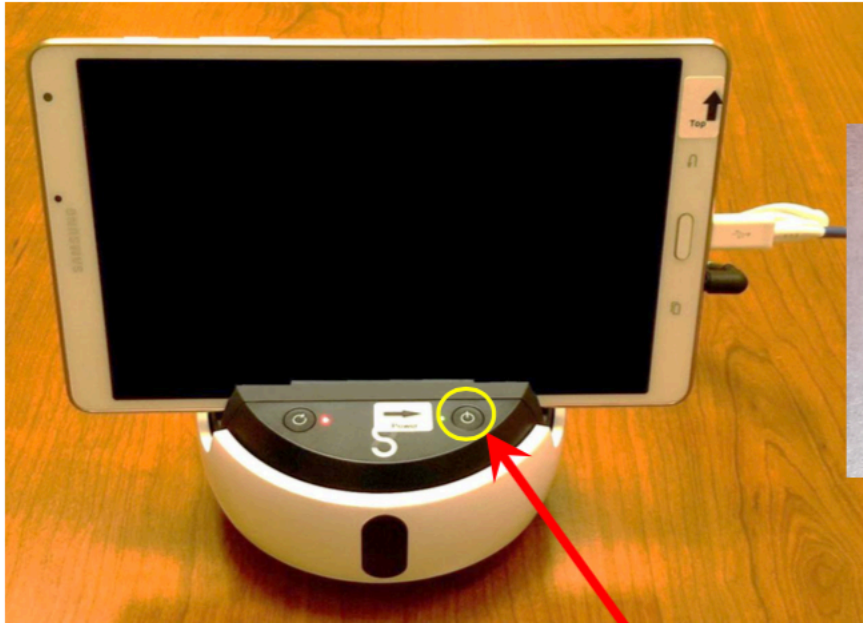
- Take the black audio cable from the Swivl case. Plug the green end of the cable into the green audio port on the tablet. Then plug the yellow end of the cable into the yellow audio port on the Swivl.
- Next, find the white USB cable. Plug the blue end of the cable into the blue micro-USB port on the tablet. Then plug the red end of the cable into the red USB port on the Swivl.



Samsung USB Cable

**Swivl Audio Cable
and Swivl Port**

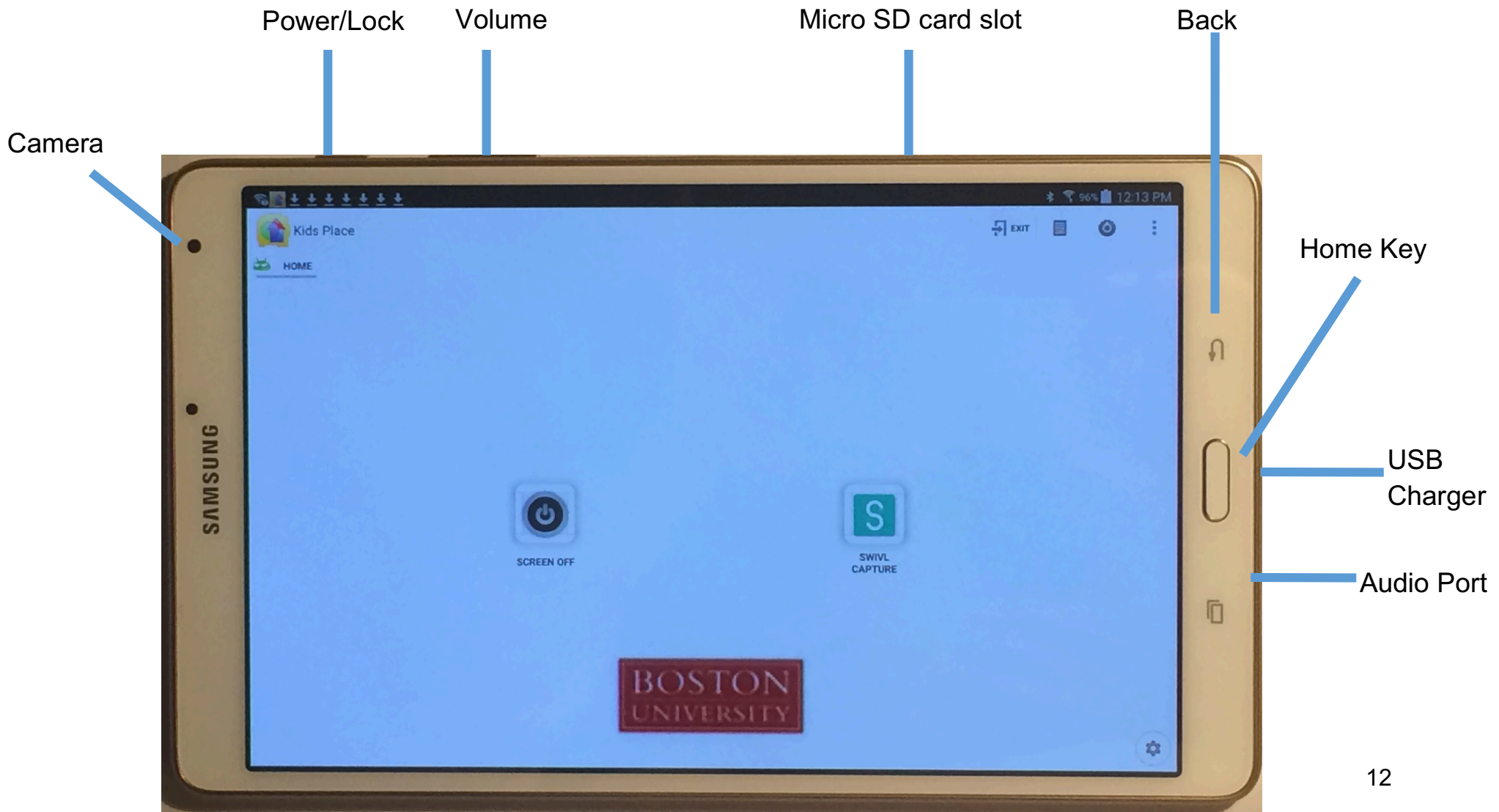
6. Power on the Swivl



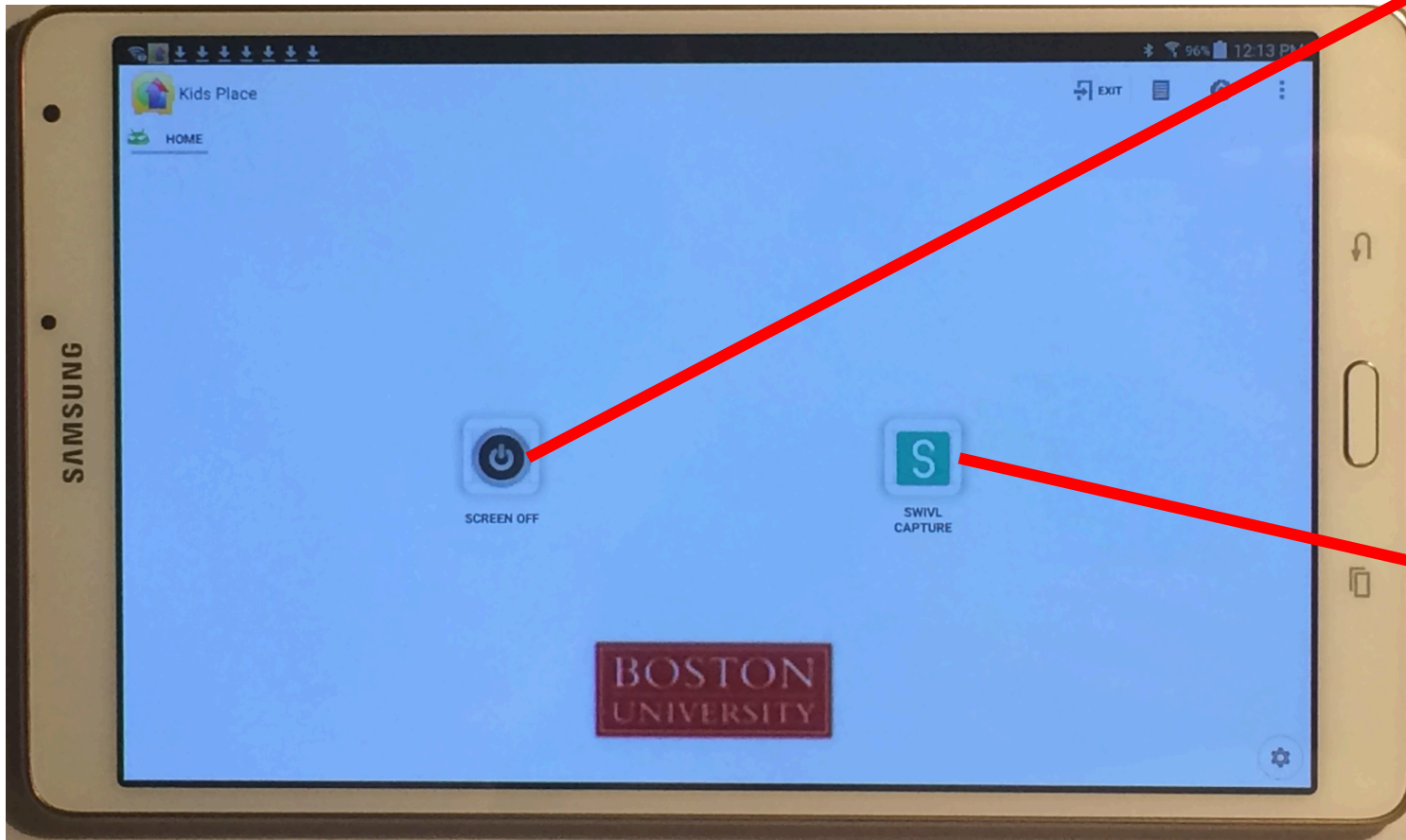
- Press and hold the power button on the Swivl robot.
- Press and hold the power button on the microphone.
- The power lights on both the Swivl and microphone will turn green, indicating that the microphone is paired with the Swivl and is ready to use.

7. Turn on the tablet

- Take a moment to check out the features on your tablet.



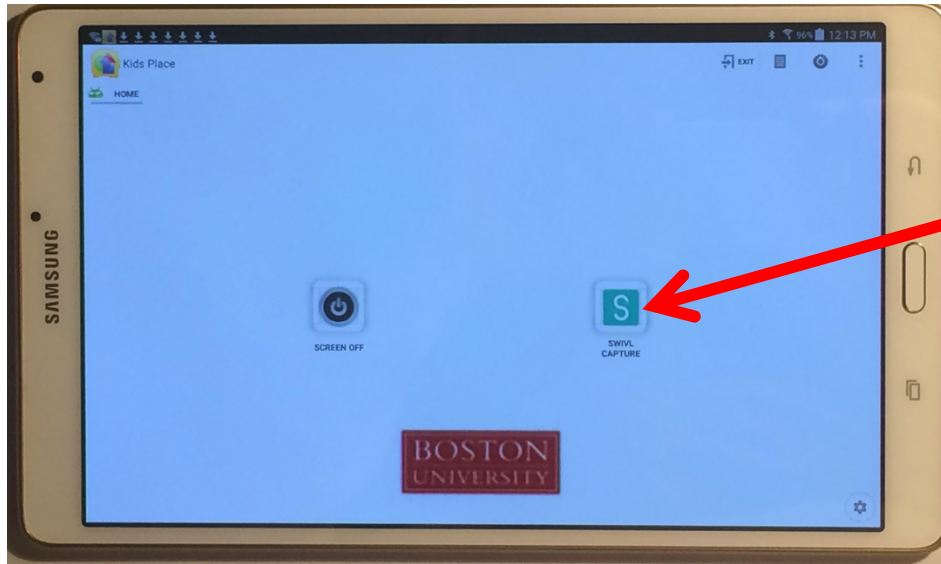
Applications on your tablet



Screen Off: Use this to turn off the tablet screen when not in use.

Swivl Capture: Use this to video record your lessons.

8. Pair the Swivl to the tablet



Tap the Swivl Capture App to wake up the Swivl Robot



Notice that the left indicator light on the Swivl will turn green. This means the tablet has “paired” and is communicating with the Swivl robot.

Recording your lesson

1. Power on the Swivl by holding down the on/off button.

2.



Power on the microphone by holding down the power button. The power light on the microphone and on the Swivl robot should both turn solid green, meaning they are paired.

3. Slowly move the microphone back and forth in front of the Swivl to make sure it follows the movement of the microphone.

4. Slide the microphone into the lanyard and put it around your neck.

5. Power on the second microphone and decide where you will place it (see instructions on placement/use of second microphone in next section).

6. Power on the tablet. Ensure an SD card is inserted (see p. 28 for more info).



Microphone in lanyard

7. Tap the Swivl capture icon.

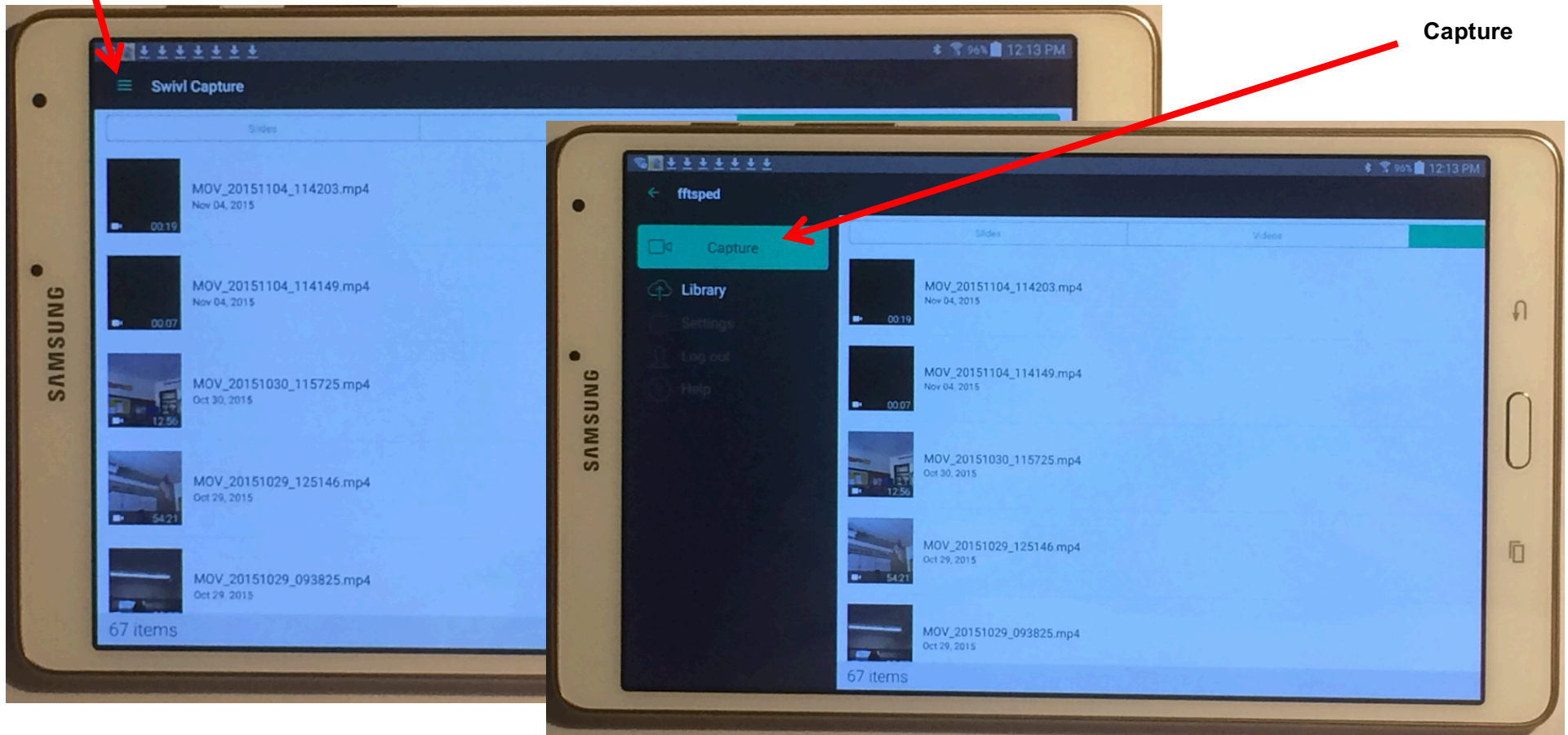
8. Tap the three bars on the top left of the screen to open the Swivl capture menu.

9. Tap “Capture” to be taken to the Swivl camera screen.

10. Check to ensure both lights on the Swivl robot are green before recording.

Menu Bars

Capture



Camera placement

The primary goal of video recording is to capture your instruction. However, in order to get a full picture of the lesson, it is very helpful to capture student actions and responses during the lesson. The ideal camera placement is one where the camera can always see you well and can capture students as much as possible.

For large group instruction:

- Place the camera to the side of where instruction occurs, approximately 10-12 feet from where you will be delivering instruction. If it is possible, place the camera to the side of where students sit rather than behind them so that student actions will be captured. Make sure you can see yourself in the tablet screen from where you deliver instruction.
- The camera should be sitting straight in the Swivl or angled slightly downward to ensure it captures both you and the students. You can move the angle of the camera downward by holding down the checkmark button in the middle of the microphone and pointing it toward the Swivl. Move your arm in a downward motion and the Swivl should follow.
- The camera will rotate to follow you even if you move around the room during instruction. If students are working in groups, do your best to place the camera where it will best capture your instruction as you work with different groups.

For small group instruction:

- If you will be seated (such as at a table with a group of students) during the lesson, place the camera to the side of the table and angled toward the students so that it will capture your instruction and student responses (not the backs of student heads).
- Make sure the camera is angled downward or lower the tripod so that the tablet captures your instruction in this position. You can move the angle of the camera downward by holding down the checkmark button in the middle of the microphone and pointing it toward the Swivl. Move your arm in a downward motion and the Swivl should follow.

Using the second microphone

- The **primary microphone** will be the one you turn on first. This is the microphone you should wear. You'll know it's the primary microphone because the Swivl robot will follow it.
- The **secondary microphone** is the one you turn on second. The purpose of this microphone is to record additional audio during your lesson. The Swivl robot will not follow this microphone.

1. Turn on the primary microphone (in the lanyard) and place it around your neck.
2. Place the secondary microphone in the lanyard and hold down the power button to turn it on.
3. Place the secondary microphone where appropriate to record audio during the lesson:

One teacher, large group instruction

Use the secondary microphone to record student voices. Place the secondary microphone on a table where students will be working in groups or on a piece of furniture centrally located amongst students.

One teacher, small group instruction

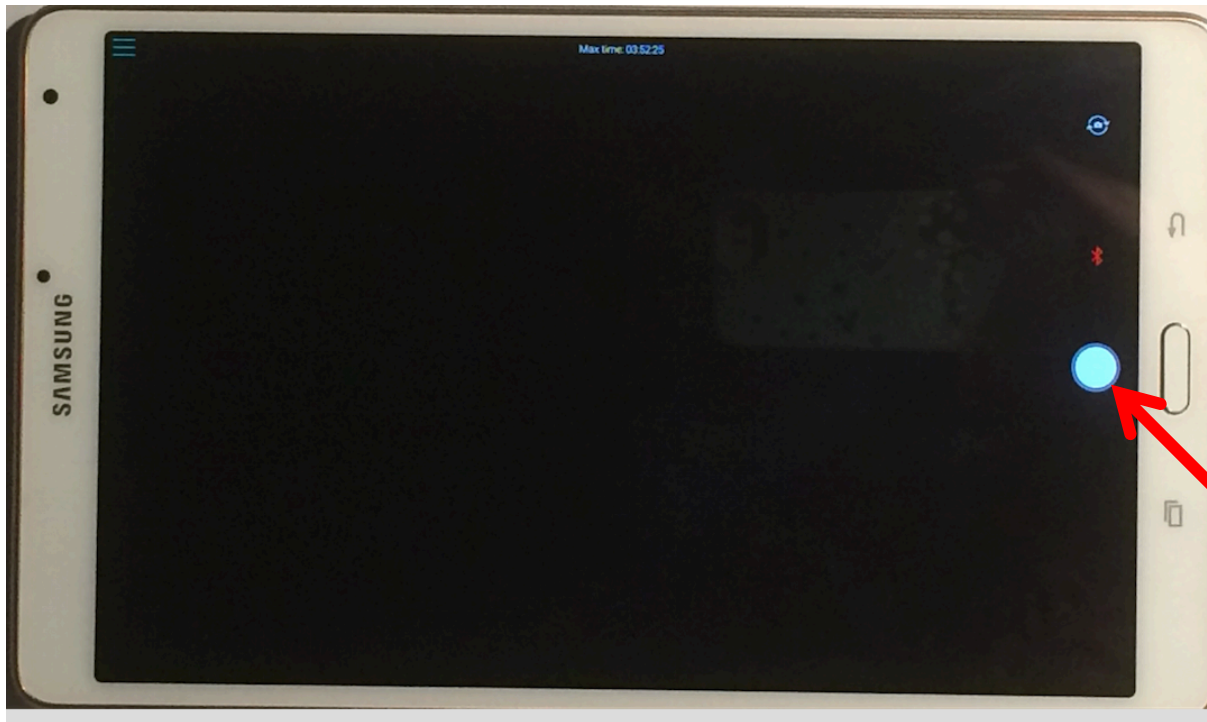
Use the secondary microphone to record student voices. Place the secondary microphone on the table where you are conducting your small group amongst students.

Two teachers

Use the secondary microphone to record the second teacher's voice. Put the secondary microphone in the lanyard and give to the other teacher to wear around his/her neck.

When you're ready to start recording

Press the record button on the tablet or press the record button on the side of the microphone to begin recording. The light above the record button on the microphone will show a solid red light when the device is recording.



Record buttons

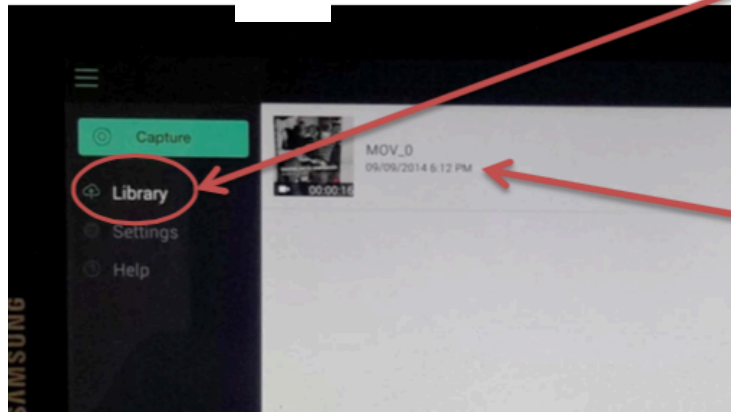
While Recording

- Glance at the Swivl periodically throughout your lesson to make sure it is still following you and you can see yourself in the tablet screen.
- Occasionally if you move too quickly, the Swivl will lose track of you, but will continue to pick up audio.
- If the Swivl stops following you, simply reorient it towards you when you have a free moment by standing in front of the Swivl robot and allowing it to reconnect with the microphone.

Tips on lighting:

- Keep the classroom lights on as much as possible to ensure your video is not dark.
- If sun is streaming in the classroom through the windows, keep the shades closed to prevent glare in your video.

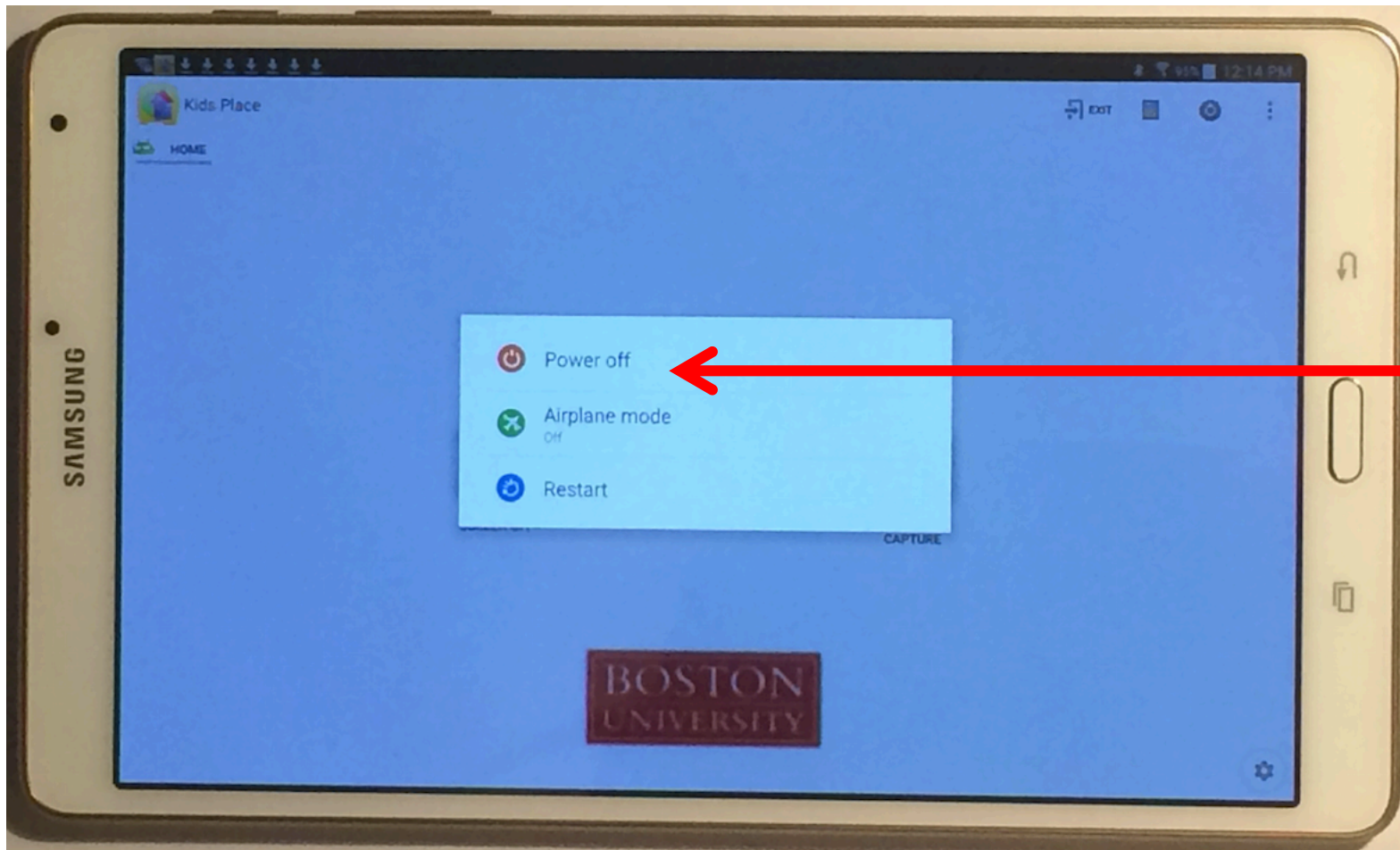
To Watch Your Videos



- Go to the Swivl capture app. Click on “Library” to see a list of your recorded videos
- Tap the video you want to watch
- A playback screen will open
- Check the video and audio quality (HINT: To hear the audio, be sure to unplug the audio cable from the tablet)

Powering Off

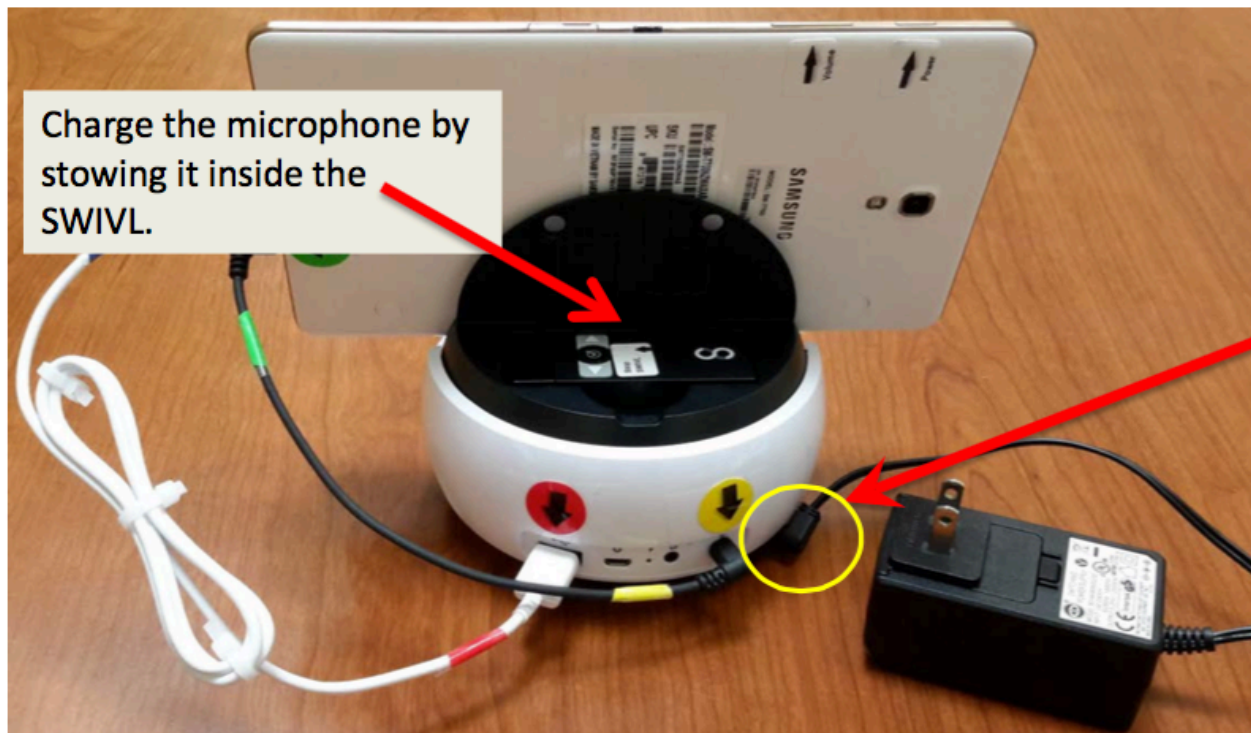
- To power the tablet off, press the Power button on the top right corner of the tablet for a few seconds.
- Tap “Power off” on the screen.
- To power off the microphone, hold down the power button.
- To power off the Swivl, hold the power button on the Swivl robot.



Power off

Charging the equipment

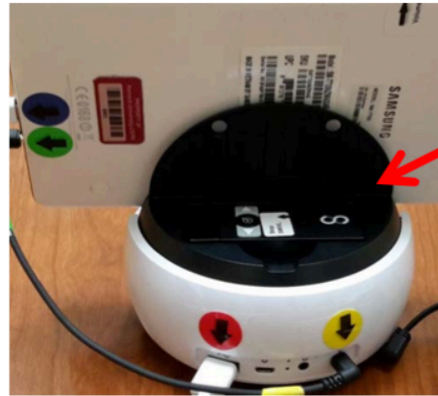
To charge the equipment, simply plug the charging cable into the Swivl robot with the tablet still connected.



- Before you begin recording AND after every recording, plug in the camera unit to recharge it.
- The power cord plugs into the base of the SWIVL.
- Be sure to leave all the other cables plugged in while charging. (This will ensure that the tablet, SWIVL robot and microphone will charge.)

NOTE: Both lights on the Swivl robot will flash red when the Swivl robot has low battery and needs to be charged.

Charging the microphone



- The microphone is stored in the compartment on top of the SWIVL

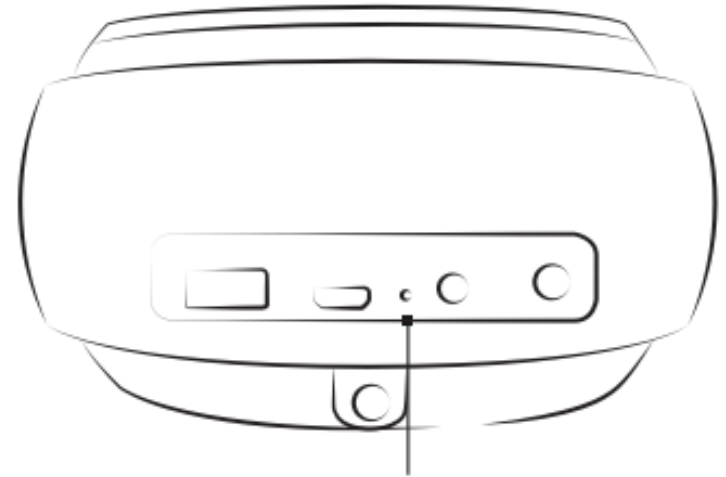


- To ensure the microphone charges properly, take care to align the metal contacts on the microphone to the metal contacts in the SWIVL charging slot.

NOTE: The microphone will show a flashing red light when it has low battery and needs to be charged.

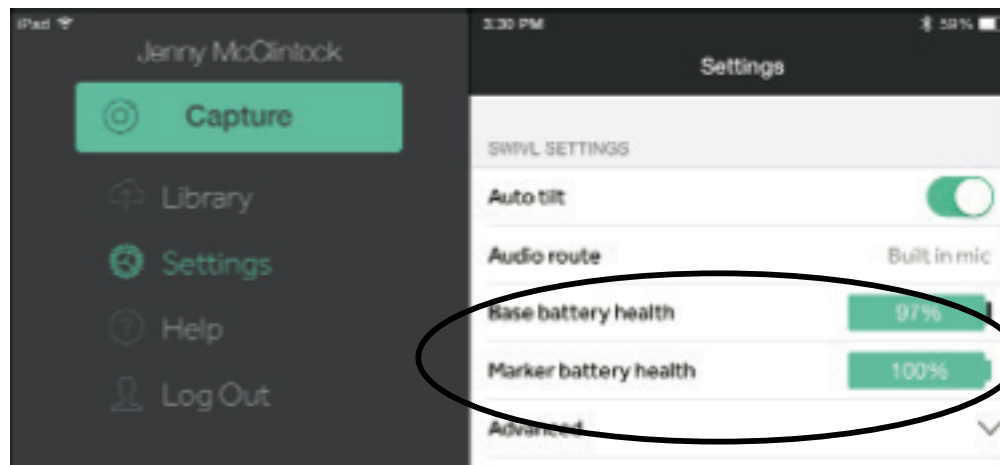
Charging tips

When you plug in the unit, you should see an LED light on the Swivl robot base illuminate in either red or green. Charge the unit until the light is solid green, meaning that the Swivl robot, tablet, and microphone are all fully charged.



Flashing Green - Base charging
 Flashing Red - Marker charging
 Solid Green - All charged
 Flashing Red and Green - Both marker and base charging

The battery life of the Swivl robot and marker (microphone) can also be checked in the Swivl Capture App under **Settings**. To do this, the tablet must be connected to the Swivl via Bluetooth.



Using the SD card

How to insert the SD card into the tablet:

- The SD card tray is located on the lower right side of the tablet underneath the power and volume buttons.
- Insert the small silver key (found in your tablet box) into the small hole in the SD card tray. Press gently and the SD card holder will pop up. *If you misplace the key, an opened paper clip will also work.*
- Once the tray pops up, remove it from the tablet. Place the SD card in the tray with the Samsung label facing up.
- Slide the tray back into the space in the tablet. If it does not easily slide back in, readjust the SD card.
- **To remove the SD card from the tablet**, follow the same steps as above and remove the SD card that is in the tray. Then place the SD card into the adapter.



Troubleshooting

The Swivl Robot

In order to record a video, both lights on the Swivl robot should be solid green.

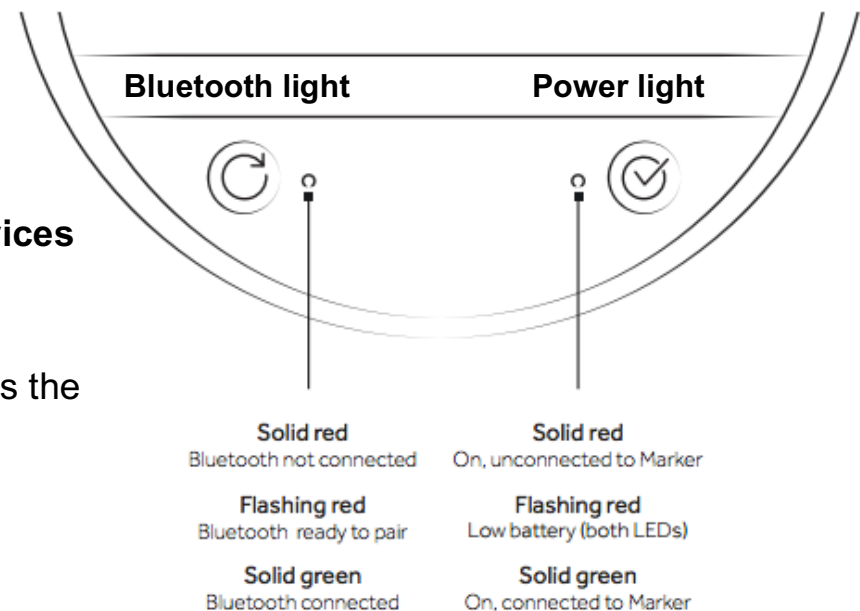
If the **Bluetooth light is red**, reset the Bluetooth connection between the tablet and the Swivl robot:

- On the tablet, tap on **Settings** on the home screen
- In the Bluetooth tab, tap on SWIVL under **Available Devices**
- Within 1 minute, the Swivl should appear under “Paired devices”
- Once you go back into the Swivl Capture App and access the camera, the Bluetooth light will turn green

If both lights are **flashing red**, charge the equipment.

If the **power light is solid red**, pair the marker with the Swivl robot:

- On the Swivl robot, hold down both the Bluetooth and power buttons simultaneously until the power light is blinking
- On the microphone, hold down the checkmark button (front) and power button (side) simultaneously until the power light on the microphone flashes green
- The power light on the Swivl and the microphone will both turn solid green, indicating they are paired



Microphones

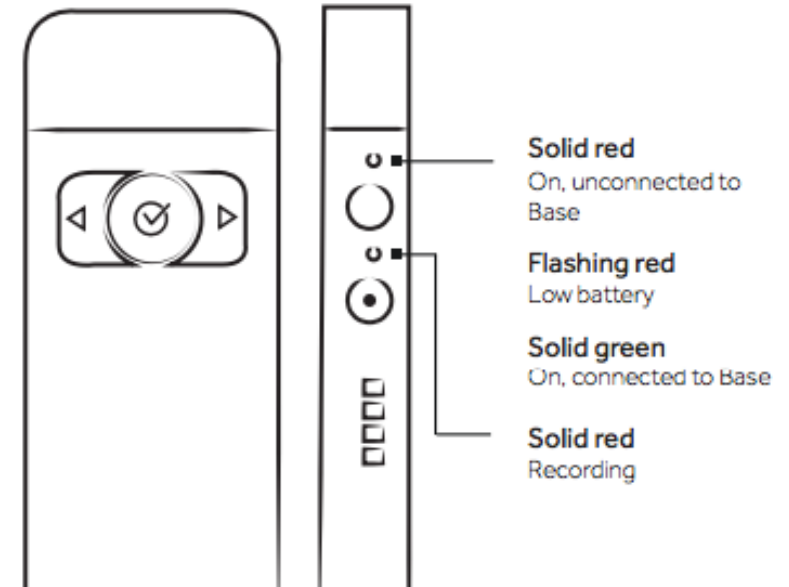
In order to record a video, the light above the power button on the microphone should be solid green. This indicates the microphone is on and paired to the Swivl.

If the **power light is solid red**, pair the marker with the Swivl robot:

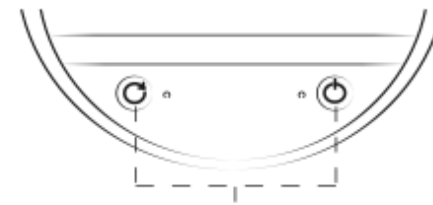
- On the Swivl robot, hold down both the Bluetooth and power buttons simultaneously until the power light is blinking
- On the microphone, hold down the checkmark button (front) and power button (side) simultaneously until the power light on the microphone flashes green
- The power light on the Swivl and the microphone will both turn solid green, indicating they are paired

If the **power light is flashing red**, charge the marker:

- Place the marker in the compartment located on top of the Swivl robot
- Plug the Swivl robot into an outlet using the black charging cable



How to pair a marker:



Step 1: Press and hold both power and sync button simultaneously until power LED on base flashes. Then release.



Tablet

Each video you record should be stored on the SD card that is placed in the tablet.

If the SD card is blank after you have recorded a video, set the tablet to store videos on the SD card rather than on the tablet's memory:

- On the Swivl Capture App, tap the three bars in the top left of the screen
- Tap on the **Settings** tab
- Under **App Settings**, tap on “Storage selection”
- Tap the button to “external SD card”

