

INSTRUCTIONS TO USE SWIVL CAPTURE TO RECORD VIDEOS

TO RECORD A VIDEO:

1. Press/hold Power button on white base until red light comes on. You may proceed when you have one (1) red light and one (1) green light on the base.
2. Turn on the iPad and swipe right to reach homepage.
3. If iPad/Swivl app asks to communicate with the Swivl 3 base, select “Allow”.
4. Find and select Swivl Capture app (black square with large sea green “S”).
5. If a menu screen appears, select “Capture” option in the upper left corner. Then select “Capture Video.” In the alternative, a video image may simply appear instead of the menu screen.
6. To turn on the marker (small, hand-held recording device inside the white base unit), press Power button on side of marker until small green light appears directly above the button.
NOTE: Marker should be worn near speaker’s mouth to obtain best sound recording.
NOTE: Marker may be inserted into the neck holder in the box so that the marker can be worn by the speaker.
7. When ready to record, either press white dot on iPad screen (will turn red when recording) or press Record button on side of marker (the button with the red dot) until small red light appears.
8. To stop recording, press Record button again (either on iPad or on marker).
9. Video will automatically be named with a number. If given the option, do not rename the video, simply click “Done”. Video will automatically upload to the Cloud to be reviewed.

TO VIEW A RECORDED VIDEO:

1. On the Swivl Cloud website, hit the refresh button (small, circular arrow in website title box) to upload new videos.
2. Locate and select desired video. Press Play button. Videos are listed in chronological order, newest video first.
3. To enlarge the video to full screen, press box with four (4) arrows on bottom right of video screen.

TO DOWNLOAD A VIDEO:

1. To download your video(s) to your personal computer, sign into www.cloud.swivl.com
Login ID: blakely@uh.edu
Password: Blakely!1 (case sensitive)
2. **All old videos will be erased from the iPads and the Cloud each Monday.** If you wish to keep any videos for your personal use, please download the videos from the previous week’s class before the following Monday.