

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 to record via Swivl Teams.
5. If a menu screen appears, select “Record” option. 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 close to speaker 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 the “Record” red button on iPad screen 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 after you click “Done”.

TO VIEW A RECORDED VIDEO:

1. On the Swivl Cloud website, hit the refresh button 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.swivl.com. Log in using the Reflectivity choice using “email option” and the information below:
Login ID: blakely@uh.edu
Password: Blakely!1 (case sensitive)
2. **NOTE: Videos will be erased from the iPads and the Cloud at the end of each semester.** If you wish to keep any of YOUR videos for personal use/reference, please download those videos before the end of the relevant semester. Please DO NOT download another student’s video that express permission from that student.