# Step-by-Step Setup for Daily Use

| Directions: | |
|---|---|
| 1. Mount the Swivl robot to the stand.<br>   a. Extend the legs of the stand all the way so it is stable.<br>   b. Remove your robot from case and screw it into the stand. (Make sure to turn it left/counterclockwise and hold the bottom **gray** area of the robot while attaching it.) | a.<br><br>Floor Stand     Swivl Robot<br><br>b.<br><br>Turn robot counterclockwise |
| 2. Connect the iPad<br>   a. Connect/Mount the iPad to the robot with the black plastic **Mount Anything Adapter**<br>   b. Set the iPad sideways into the attached Mount Anything Adapter, stretch the cord to the top of the iPad, and attach the clip to the top of the iPad to secure it in place. | a.<br><br>Mount Anything Adapter    Placed in robot<br><br>b.<br><br>iPad on robot |
| 3. Power on the robot and allow access<br>   a. Power on the robot by pressing and holding down the **Power Button**.<br>   b. The Teams by Swivl app will give you a pop-up prompt asking if you want to enable robot access. Click on **Allow**.<br>   c. Your Swivl screen will open to the **Home** screen with the Stream and Record sections.<br><br>(If you don't get the message asking to connect to Swivl, reboot your robot base and try again.) | a.      b.<br><br>Power Button<br><br>Allow Access<br><br>c.<br><br>Swivl app<br>HOME screen |
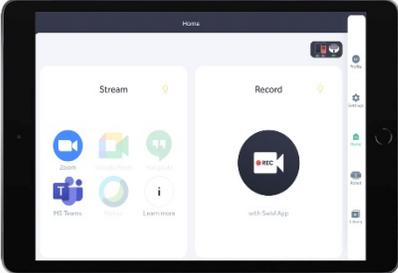
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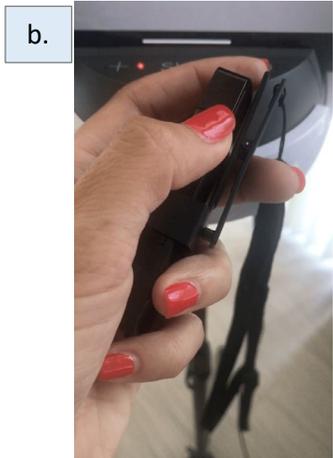4. Turn on Primary Marker (microphone and is how the robot tracks your movement in the classroom)

   a. Retrieve the marker from the robot's marker charging slot.
   b. Click the power button on the right-hand side of the marker to turn it on.
   **The first marker to be turned on will automatically become the Primary Marker and will show a white LED light on the front.**
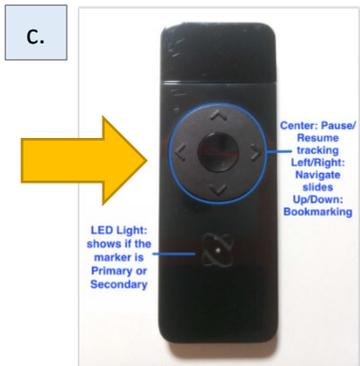   c. Click the middle (circle) button to pause the tracking. You should see a message on the iPad whenever you toggle tracking on or off. Pausing makes the rest of the setup easier since the robot won't be moving all over the place.
   d. Insert it in the clip on the lanyard if you want to wear the lanyard around your neck or use the clip to keep it stable on your clothing. Otherwise, you will hold the Marker in your hand while teaching and moving around the classroom.

a.



Marker in charging slot

b.



Power button on marker

c.



Center: Pause/ Resume tracking
Left/Right: Navigate slides
Up/Down: Bookmarking

LED Light: shows if the marker is Primary or Secondary

Middle Button/Pause

d.



Primary Marker in clip/ lanyard

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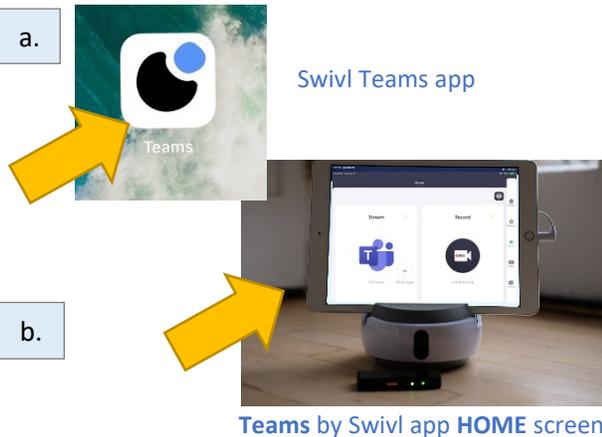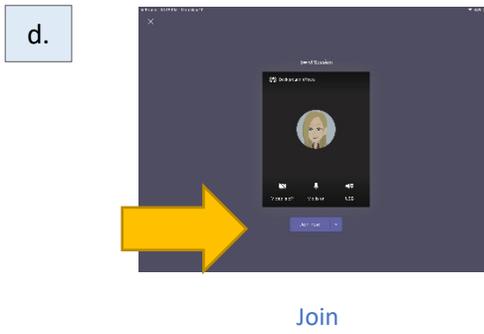| | |
|---|---|
| 5. Set up the Secondary Markers<br>    a. Turn on the secondary markers. When each one is paired to the robot, the color light will change on the front and eventually go off. The side light will stay on to let you know it's still working.<br><br>    b. **On Secondary Markers, the top side light should be green, and the bottom light should be off.**<br><br>These act as microphones and are NOT tracked by the robot. Place these around the classroom within 3 feet of students to pick up their audio. | a.<br><br>Power on Secondary Markers<br><br>b.<br><br>Secondary Markers are **only** microphones (*not* tracked) |
| 6. Join the Microsoft Teams Meeting on the iPad<br>(Your meetings should be scheduled **prior** to the session to be able to join the meeting on multiple devices via the Calendar feature in Microsoft Teams.)<br><br>    a. In the **Teams by Swivl** app, go to the **Home** screen.<br>    b. Click on the **Microsoft Teams logo** on the **Streaming** side of the screen to launch the Microsoft Teams app.<br>    c. From the **Calendar** screen, **select** your meeting on the left-hand side | a.<br><br>Swivl Teams app<br><br>b.<br><br>**Teams** by Swivl app **HOME** screen<br><br>c.<br><br>Microsoft Teams Calendar screen |

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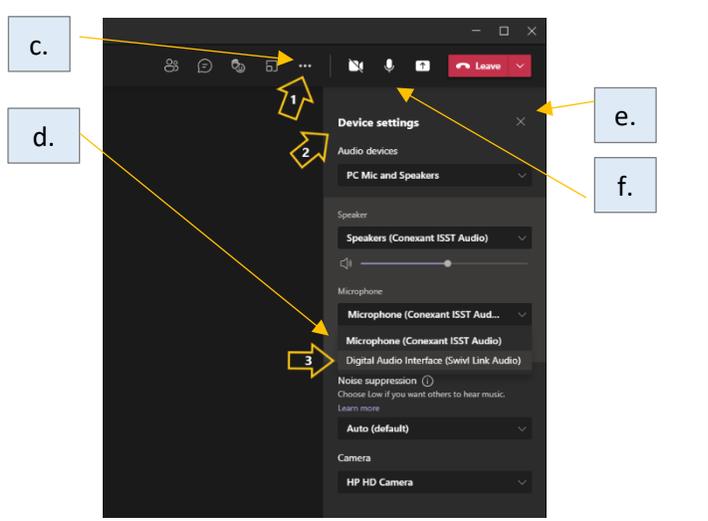| | |
|---|---|
| d. Click the **Join** button for the meeting. If prompted, select **Add this Device.**<br>e. Either on the screen before you join the meeting or once you have joined the meeting, set the **camera icon ON,** and leave the **microphone icon OFF.**<br>f. Click on the middle section of the marker to turn on tracking (The circle between the left, right, up, down arrows) and start your lesson. | d.<br><br>Join<br><br>e.<br><br>Camera is **ON** and Microphone is **OFF** |
| 7. Insert the Swivl Link into the Computer USB Drive<br>    a. (**TIP:** If you have issues with your Swivl Link, you can use the 10-foot USB cable provided in your kit to connect your robot to your computer directly.) | a.<br><br>Swivl Link in computer |
| 8. Join the Microsoft Teams Meeting on your computer<br>**our computer will be handling your audio by broadcasting audio from the Swivl robot and the Swivl Markers.**<br><br>    a. Click on the **Microsoft Teams** meeting > **Join Meeting.**<br><br>    b. When prompted, select the option to **Add Device.** | a.<br><br>Microsoft Teams Calendar<br><br>b.<br><br>ADD Device |
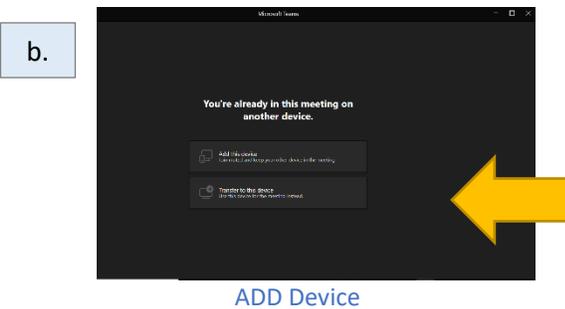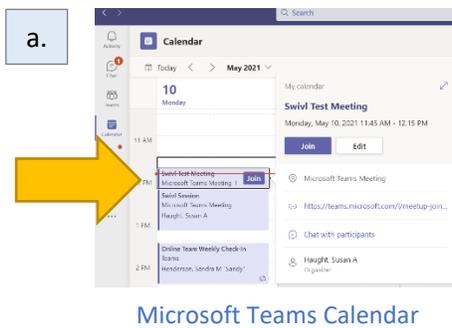
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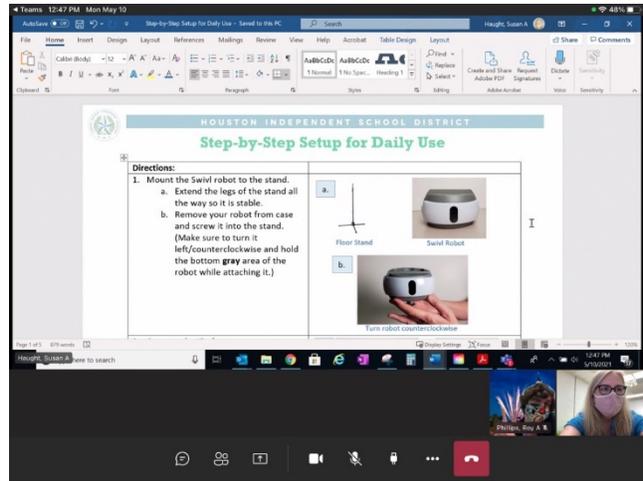| | |
|---|---|
| c. Within the meeting, click on the **More Actions (three dots) > Device Settings**<br><br>d. In the **Microphone** settings select **Digital Audio Interface Swivl Audio.**<br><br>e. Click the X in the top right-hand of that box to close the Settings box<br><br>f. Set your **microphone icon ON** (so the audio comes in from the Swivl.)<br><br>Set your **camera icon OFF** (so the video coming from your iPad is what gets broadcast.) |  |
| 9. Test Your Setup<br>If everything is set up properly:<br><br>a. Your iPad should show the camera.<br>b. The robot should be tracking you. If it's not, click the middle button on the Primary Marker to make tracking is not paused.<br>c. Your computer should show that your microphone is picking up your microphones (audio level meter is moving).<br><br>**Congratulations**! You are ready to start your lesson! | <br>iPad showing camera |