

# PenCam Recorder

## Mini Video Camera & Recorder



## Operating Instructions

# Before You Begin

## ■ FCC Verification:

**NOTE:** This equipment has been tested and found to comply with the limits for Class B digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna
- Increase the separation between the equipment and the receiver
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected
- Consult the dealer or an experienced radio/TV technician for help

## ■ IMPORTANT: Prohibition against eavesdropping.

Except for the operations of law enforcement officers conducted under lawful authority, no person shall use, either directly or indirectly, a device operated pursuant to the provisions of this Part for the purpose of overhearing or recording the private conversations of others unless such use is authorized by all of the parties engaging in the conversation.

## ■ WARNING: Modifications not approved by the party responsible for compliance could void user's authority to operate the equipment.

## ■ IMPORTANT SAFETY INSTRUCTIONS:

- Make sure product is fixed correctly and stable if fastened in place
- Do not operate if wires and terminals are exposed

# Package Contents

- PenCam Recorder - 4GB\* (SW234-PCG, SW361-PD4)  
- 2GB\* (SW234-PC2, SW361-PD2)

- Operating Instructions

- Ink Refill#

- Software CD-ROM

\* Available in Gold or Silver

# The PenCam is already pre-loaded with an ink cartridge. There is no need to change the cartridge unless the pen is out of ink.

# PenCam Layout

Top of PenCam

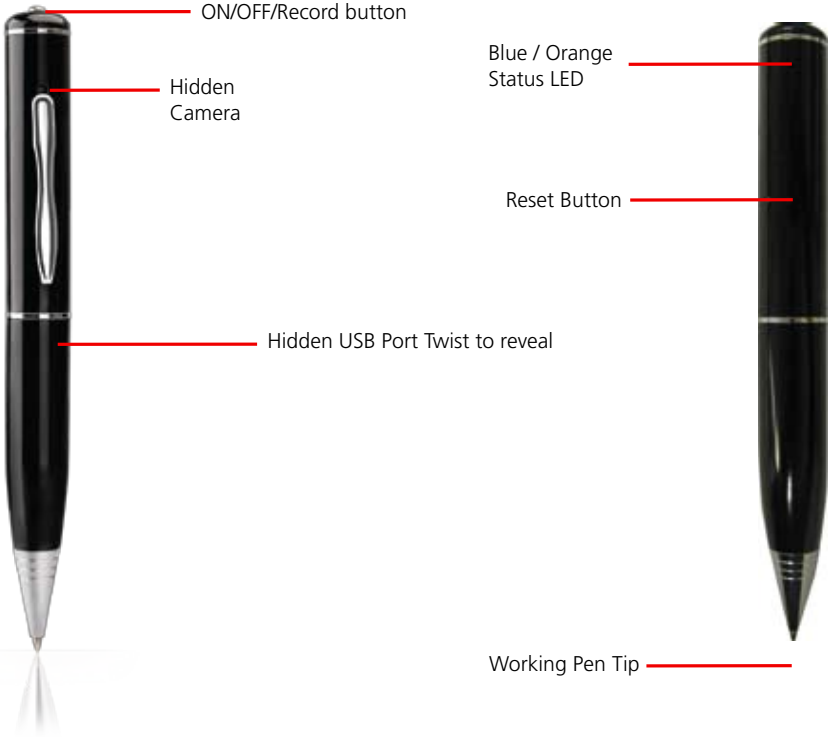


USB Connection

Bottom of PenCam



# PenCam Layout (cont)



## ■ Turning the PenCam On

1. Press the button (on top off the pen) and hold until the both the orange and blue light turn on then release it.
2. When the camera is ready to use the orange standby light will stay on and the blue light will turn off (the orange light will blink when it is on standby in picture mode or stay lit when it is on standby in video mode)

## ■ Turning the PenCam Off

1. With the PenCam on standby press and hold the button until the orange light turns off.
2. The PenCam will not switch off if you do this while the PenCam is in Video mode and recording.
3. If the PenCam is recording you must press the button once to set it on standby (static orange light) then press and hold the button until the orange light turns off.



Press & hold the button to turn the PenCam on. Release when the blue / orange light appears

# Switching between Video and Picture mode

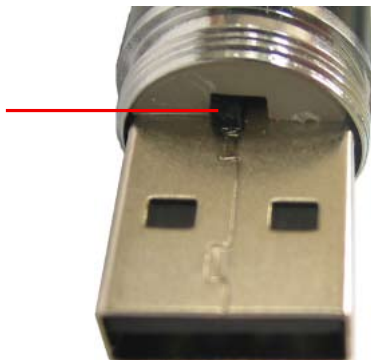
To switch between Video and Picture mode unscrew the PenCam to reveal the USB connector. Using a pen or fingernail, move the switch to the left to set it to video mode and to the right to set it to picture mode.

## PenCam Mode Switch

Move the switch to the left to set to video mode.

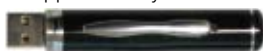
Move the switch to the right to set picture mode

**Note:** Aim the USB connector and switch towards you as shown



# Charging the PenCam

The PenCam has a built in lithium-ion battery that provides approximately 90 minutes of power when fully charged.



Unscrew the PenCam to reveal the hidden USB port

Charge the PenCam by connecting the hidden USB connector inside the PenCam to a USB port on your computer. The PenCam will flash orange, indicating it is charging. Full charge time is approximately 1 hour. The PenCam will stop flashing when it is fully charged.

**IMPORTANT NOTE:** Before using the PenCam for the first time, connect it to a USB port and charge for the full hour. The PenCam will not function while it is plugged into the USB port.

# The Software CD

The mini CD-ROM which came with your PenCam has all the software and drivers you'll need to get the most out of your PenCam. Simply insert it into your computer and open the CD to view the files.

**pencam\_codec.exe** Will instruct video programs (such as *Windows Media Player*<sup>®</sup>) on how to playback videos from the PenCam.

**PenCam\_Manual.pdf** A digital copy of this operating manual, and will open with Acrobat Reader.

**readme.txt** Contains information from the *Swann* Development Team regarding the drivers and software on the CD-ROM. It will open in any text editor.

**vlc-x.x.x-win32.exe** (where "x.x.x" indicates the version number).

This is a copy of *VLC Media Player*. This is a stand-alone audio/video playback utility available as freeware. The "win32" in the name indicates that this version is compatible with 32-bit versions of *Microsoft Windows*<sup>®</sup> only. If you have another operating system, don't panic! VLC is available for almost every operating system you can imagine - it's available from [www.videolan.org/vlc](http://www.videolan.org/vlc).

# Video Mode

## Standby

1. After switching on the PenCam in VIDEO mode the blue light will go out and the orange light will stay on and remain static. The static orange light indicates the PenCam is in standby.

## Recording

1. Once the camera has booted up (orange light static) press the button to start recording.
2. The light will change to BLUE to indicate it is recording.
3. Press the button again to end recording; the blue light will go out.

Note: Plugging the PenCam into a USB port during recording will stop the recording.

**IMPORTANT NOTE:** When stopping a recording push the button only 1 time. The PenCam will write the video to memory. Depending on the length and complexity of the video there may be several seconds delay. Do not push the button again during this time or data loss may occur.

# Picture Mode

## Standby

1. After switching on the PenCam in CAMERA mode the orange light will turn on and begin to blink. The blinking orange light indicates the PenCam is in standby.

## Taking Photos

1. Once the camera has booted up (orange light blinking) press the button once to take a photo.
2. The light will turn BLUE.
3. Hold the PenCam steady until the light changes back to orange and begins blinking.

**Note:** The PenCam switches itself off after 30 seconds in standby mode to preserve battery life. Press the button to turn it back on.



**Orange** light (static for video mode and blinking for camera mode) indicates standby mode

**Blue** light indicates recording is in progress or photo is being taken and stored

# Downloading & Viewing Video

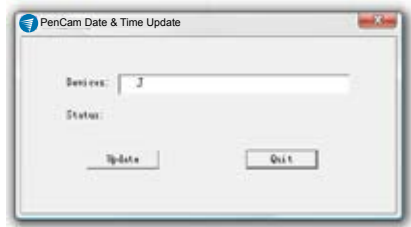
1. When the PenCam is connected to a PC, Windows XP and Vista will automatically recognize the device and install the correct drivers.
2. Navigate to the Removable Disk in My Computer to view, copy or delete files just like a portable hard drive or flash drive.
3. Playback video recordings on your PC with media players such as VLC, winDVD, powerDVD etc., (not supplied) capable of decoding H263 format AVI files.

**IMPORTANT NOTE:** If you are unable to view videos on your PC, install the codec pack software named `pencam_codec.exe` stored on the PenCam CD or download from [www.swannsecurity.com](http://www.swannsecurity.com)

# Setting the Date & Time

## To set or change the Date & Time:

1. Connect the PenCam to your PC, and access it as you would a USB flash drive.
2. Run the file **SETDATE.EXE**.
3. Click on "Update" button.
4. Remove the PenCam from the computer and turn on the PenCam. Videos will now be time stamped with the updated date & time.



**Note:** Photos taken will not include time stamps. The default file name for photos will be in the same format as the time stamps.

# Resetting PenCam

If the PenCam is not responding correctly you may need to reset the PenCam. To reset the PenCam use a toothpick or non-metal pointed object to push the reset button which is located about 1 inch below the Orange/Blue light. **Metal objects may damage the PenCam and should be avoided.** This will not reset the time or delete any files. Use this only if the PenCam is not responding.

# Changing Ink Cartridges

To change cartridges:

1. Unscrew the tip of the pen like you would to charge or change between Video and Camera mode.
2. Using a Phillips head screwdriver unscrew the top of the ink cartridge.
3. Replace with a new ink cartridge and screw into the pen tip.

# Formatting the PenCam

The following instructions will help with formatting the PenCam.

1. Plug the PenCam into a USB port on your PC.
2. Open MY COMPUTER.
3. Find the PenCam drive and right click it.
4. Select FORMAT
5. Click start

**IMPORTANT NOTE:** If you format the PenCam all data will be permanently lost including the codec pack and `setdate.txt` file with the current date & time settings. To reset the date & time follow the instructions above. If you require the codec pack again, it is available at [www.swannsecurity.com](http://www.swannsecurity.com)

# Troubleshooting Guide

**Problem:** The PenCam takes a long time to boot or save recordings

**Solution:** Clear or back up some or all of the files from the PenCam. The more storage used up in the PenCam the longer it may take to boot or process saved files.

**Problem:** Some of my videos won't play on my computer.

**Solution:** Videos can become corrupt and will not play if the PenCam is not used as described in this manual. Pushing the button several times or holding the button can result in corrupt videos. Wait until the PenCam has finished processing before pressing the button again.

**Problem:** Is it legal to record people in my country?

**Solution:** It is your responsibility to research the local laws and conditions of use for recordings.

**Problem:** I can't see any video on my computer.

**Solution:** Install the codec pack stored on the PenCam or from our website [www.swannsecurity.com](http://www.swannsecurity.com)

**Problem:** My PenCam will not record.

**Solution:** Make sure the PenCam is not plugged into a USB port. Make sure the PenCam is charged.

**Problem:** I cannot turn my PenCam off or it is not responding.

**Solution:** Make sure the PenCam is not recording. If the Blue light is on, push the button once, when the light changes to orange, press and hold until the orange light turns off. If you are still unable to turn off the PenCam, push the reset button.

**Problem:** I cannot view images from the PenCam.

**Solution:** Image files can become corrupted if the button is constantly pressed before the images have been processed. Make sure you wait until the Blue light changes to Orange before pressing the button again to take the next image.

## Technical Specifications

### ■ Video

Video Format:	AVI
Resolution:	640 x 480
Video File Size:	Approx. 25MB per min

### ■ Image

Image Format:	JPEG
Resolution:	1280 x 1024
Image File Size:	Approx. 150KB

### ■ Recording

Recording Mode:	Manual Recording, Continuous
Total Storage Time:	up to 2.5hrs (4GB) and 1.25hrs (2GB)

### ■ General

Operating System:	Windows XP, Vista
Internal Memory:	2GB (SW234-PC2, SW361-PD2) or 4GB (SW234-PCG, SW361-PD4)
Backup Type:	USB
Battery Type:	Rechargeable Lithium-ion
Charging:	USB via computer
Record Time per Charge:	Approximately 90mins
Battery Charging Time:	Approximately 60 mins
Dimensions:	140mm x 15mm x 12mm 5.5" x 0.59" x 0.47"
Weight:	1.3oz, 37g

# Helpdesk / Technical Support Details

## Swann Technical Support

All Countries E-mail: [tech@swannsecurity.com](mailto:tech@swannsecurity.com)  
Telephone Helpdesk

### **USA** toll free

1-800-627-2799

(Su, 2pm-10pm US PT)

(M-Th, 6am-10pm US PT)

(F 6am-2pm US PT)

### **USA Exchange & Repairs**

1-800-627-2799 (option 1)

(M-F, 9am-5pm US PT)

### **AUSTRALIA** toll free

1 300 138 324

(M 9am-5pm AUS ET)

(Tu-F 1am-5pm AUS ET)

(Sa 1am-9am AUS ET)

### **NEW ZEALAND** toll free

0800 479 266

### **UK**

0203 027 0979

See <http://www.worldtimeserver.com> for information on time zones and the current time in Melbourne, Australia compared to your local time.

## Warranty Information

Swann Communications USA Inc.  
12636 Clark Street  
Santa Fe Springs CA 90670  
USA

Swann Communications  
Unit 13, 331 Ingles Street,  
Port Melbourne Vic 3207

Swann Communications LTD.  
Stag Gates House  
63/64 The Avenue  
SO171XS  
United Kingdom

Swann Communications warrants this product against defects in workmanship and material for a period of one (1) year from it's original purchase date. You must present your receipt as proof of date of purchase for warranty validation. Any unit which proves defective during the stated period will be repaired without charge for parts or labour or replaced at the sole discretion of Swann. The end user is responsible for all freight charges incurred to send the product to Swann's repair centres. The end user is responsible for all shipping costs incurred when shipping from and to any country other than the country of origin.

The warranty does not cover any incidental, accidental or consequential damages arising from the use of or the inability to use this product. Any costs associated with the fitting or removal of this product by a tradesman or other person or any other costs associated with its use are the responsibility of the end user. This warranty applies to the original purchaser of the product only and is not transferable to any third party. Unauthorized end user or third party modifications to any component or evidence of misuse or abuse of the device will render all warranties void.

By law some countries do not allow limitations on certain exclusions in this warranty. Where applicable by local laws, regulations and legal rights will take precedence.