

# User Instructions

- The Display screen is set to switch on automatically when the PC is powered on.
- Press any key on the keyboard or move the mouse and the Display screen will power on.
- If the PC or Display don't switch on (Please check PC is ON, then press the power ON button using Panasonic remote control).
- Display and PC are now ready to use.
- Login onto computer using your University username and password.
- Open Panopto and follow video booth instructions.
- To move camera, use the pan/tilt and zoom buttons on the Logitech speakerphone.
- If the Document camera is required for your recording, lift arm lightly upwards to switch on or use ON button positioned at the camera head.
- Once finished please sign out of the PC but do not shut down.

