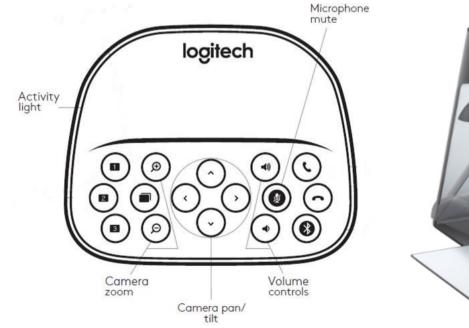# User Instructions

- 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.

IT Services
For help, call Media Services on ext. 3000

Please visit the online support area for more help - https://support.panopto.com/s/