

Panopto Video Booth Instructions

Open Panopto

- Open Panopto from the desktop icon and click on Sign in.



Sign in

- Enter your University username and password.
- Click **Sign In**.
- Panopto will then launch, ready to check your session settings.

Complete Session Settings

- Give your recording a **Name** and select your preferred **Folder**.
- Ensure **Audio** source is selected.
- Choose a **Video** source. Select either the Webcam (Logitech MeetUp) or Document Camera (vSolution Cam).
- If both are required, select Add Another Video Source and chose **Wolfvision Video Capture II**
- If the **Webcam** is selected it is recommended that you use the zoom buttons (+ & -) on the Logitech remote control to frame yourself with minimal negative space.

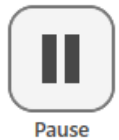
Start Recording

- First ensure the audio is working by checking the meter level.
- To start your recording click **Record**.
- Minimise the Panopto window to the system tray.



Stop or Pause Recording

- Click on the software icon in the system tray to display the recorder again.
- Choose **Stop** or **Pause**.
- When recording is complete choose **Stop**.



Upload

- A **Recording Complete** message will appear.
- Give your recording a **Name** if you have not already done so.
- You can choose to **Delete and record again** or
- Click on **Done** and **Close Panopto** (you do not have to wait for the upload to finish or reach 100%).

Sign Out

- Use **Ctrl-Alt-Del** to **Sign Out** of PC.
- Do not** shut down.

