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.

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