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.

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