Panopto Digital Capture Quick Reference Guide

**Open Panopto**
- Open Panopto from the desktop icon.

**Login**
- Enter your University username.
- Enter your password.
- Click Login.

**Complete Session Settings**
- Give your recording a Name (e.g. course code and a short description) and select your preferred Folder.
- View Audio source.
- In some rooms you can capture a Video source. e.g. If a visualiser or webcam is connected you will see options such as: WolfVision Video Capture II or Logitech Webcam.

**Start Recording**
- Ensure 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 Upload 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/quickstart