


SETTING UP

1

LOGIN to PC & COPY presentation materials  to PC. (USB port to the right of pc)

2

Launch  **& Sign In.** By default the **RIGHT** touchscreen and **PPT** are recorded.

3

Put on headphones & position microphone:



ProTip: For best results, have the mic 1"-2" away from your mouth.

4

If using PPT,  **START SLIDE SHOW.**

ProTip: To **Annotate PPT**, pick up the magnetic pen, (found on the **RIGHT** side of the PC touchscreen monitor) and **draw on the RIGHT screen.**

RECORDING

5

Press **F8** to **START** recording.

Press **F9** to **PAUSE & RESUME**.

Press **F10** to **STOP**.

ProTip: If you make a mistake, **DON'T STOP RECORDING!** Just be silent, start again, then edit out the mistake in the Panopto web editor - it's easy!

6

In  **ENTER** session name & click 

SHARING

After video uploads & processes, you'll receive an email with links to view, edit, & share.

Click the email's 'Share' link & set access to:



Who can access this video

Anyone at your org can find and access [Change](#)

Copy & paste URL to share.

7

When finished, **SIGN OUT** of PC & **TURN OFF** lights.