

Setting Up

1

Turn **OFF** this light if not using green screen.



2

LOGIN & COPY presentation materials to PC from USB drive or UDrive.



3

Launch  (Panopto) from desktop, then set these options:

Primary Sources

Video: USB Capture HDMI

Audio: Echo Cancelling Speakerphor

Quality: High

Secondary Sources

Capture PowerPoint

Capture Main Screen

Resolution: 1920 x 1080

fps: 10

kbps: 1500

Apply

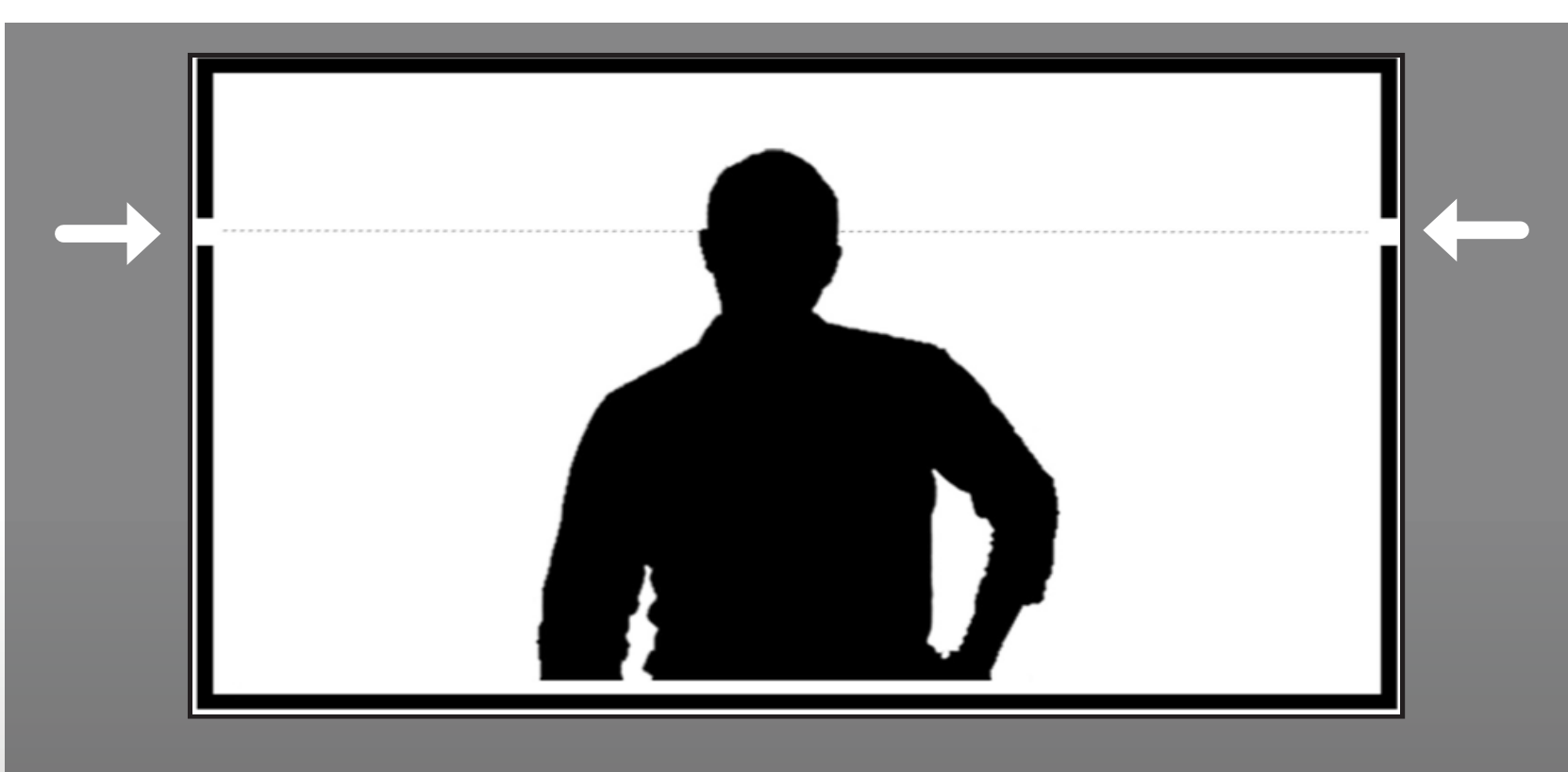
When Done, Click: 'Apply'

Quality: 'High'

TIP: To record only the camera, uncheck boxes.

4

Use  (remote) to **FRAME** camera so eyes are even with white lines on TV



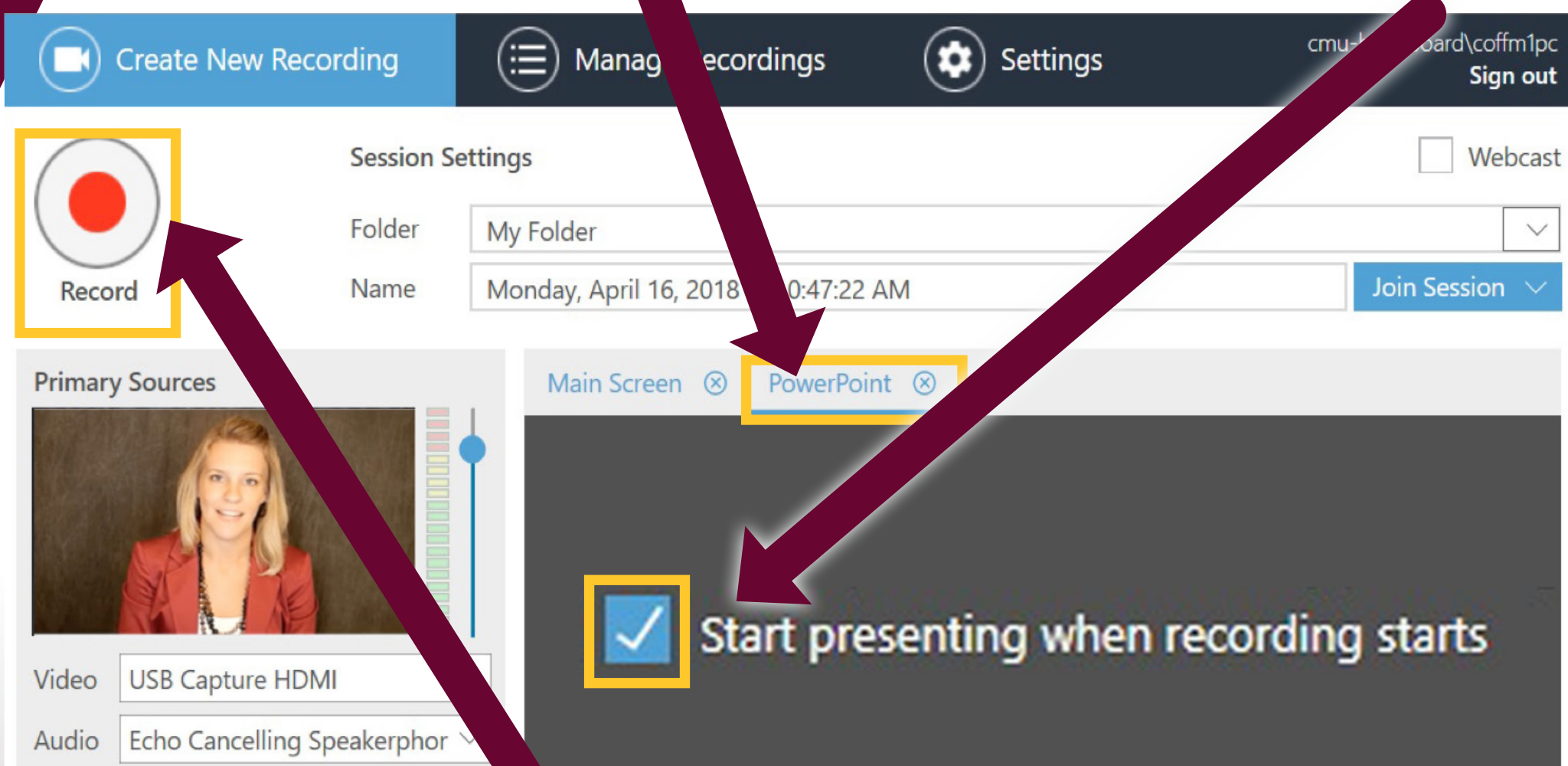
Recording

5

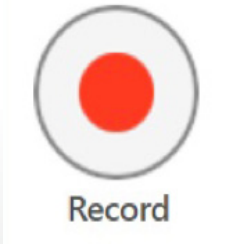
OPEN  presentation, but **DON'T** start slide show.

6

Click 'PowerPoint', then **CHECK** the box.



7

Click  to start slide show & begin recording.

8

Press **F10** , to **STOP** recording.

9

Title recording, then click Upload.

Sharing

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

Click the email's '**Share**' link and set access to:



Anyone at your organization with the link



Unlisted, anyone at your organization who has the link can view.

Then copy & paste the link to share.

(SIGN OUT when finished.)