1. Once logged into lectern PC, start Panopto recorder.

2. Check if the server address ‘imperial.cloud.panopto.eu’ displays correctly. Click on ‘Sign in with ic.ac.uk’ button to log in.

3. Check if the folder name is correct – it should be your module name. If not, click on the folder icon to display all modules and click ‘Add new session’.

4. Under ‘Primary sources’ select the video and audio devices as follows:
   - Video
     - X100DUSB-SDI Video
   - Audio
     - Line In (2 - High definition audio)
   - Quality
     - High

5. Add X100DUSB-HDMI Video as a secondary source by clicking ‘Add another video source’ – this is your external laptop/tablet feed.
   - Plug the VGA or HDMI cable into the ‘external monitor’ port on your laptop or device.
   - Press the Laptop VGA/HDMI button on the AV control panel.
   - When prompted to select a destination display press the ‘Send to LEFT or BOTH’ projectors button.
   - All Apple Macintosh devices would only work with the VGA connection (please use Mini DisplayPort-to-VGA adapter).

6. Set audio levels: Speak into your microphone and adjust the recording volume slider so that your voice fills the green bar when speaking normally and doesn’t light the last red square when speaking loudly.

7. Start recording.

8. Once you choose to stop the recording, you will be presented with the post-recording dialogue box. Click on ‘Upload’ button to upload your recording to the server.