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:** X1000SDI-SDI Video
- **Audio:** Line In (2- High Definition Aud)
- **Quality:** High

If camera zoom is wrong select preview > camera on lectern AV to change presets. Select PC to get back to PC screen on the monitor.

5. Select **Secondary capture sources:**
   - Tick if you want to use a Powerpoint presentation
   - Tick if you want to capture everything that appears on your computer screen
   - Add if you want to use a visualiser

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.

If camera zoom is wrong select preview > camera on lectern AV to change presets. Select PC to get back to PC screen on the monitor.