Using Panopto Personal Windows Recorder 5.1

We do recommend that you make a short recording (either offline or in your staff personal folder) to test the software and hardware, and to familiarise yourself with the process and to simulate the type of recording you will eventually make so, for instance, if you plan to use presentation, enable PowerPoint option in your test recording.

1. Once logged into lectern or your personal PC, open Panopto Recorder by double-clicking the icon on the desktop or clicking on the Start menu and selecting ‘Panopto’ > ‘Panopto Recorder’.

2. Check if the server address ‘imperial.cloud.panopto.eu’ displays correctly. Click on the ‘Sign in with ic.ac.uk’ button to open Imperial College login pop-up window, where you will be prompted to enter your user name and password.

3. Check if the folder name is correct (it should be your module name). If not, click on the folder icon next to ‘Session Folder’ to display all module folders. You might have to wait a moment for Panopto to retrieve sessions. Choose the folder you want the recording to be stored in and click ‘Add New Session’. By default, the session will be named according to the date and time of the recording. To give your recording a specific name, type this into the text box labelled session name.

4. Under ‘Primary sources’ select the video and audio devices you want to use. If you are using the local camera and no other equipment has been attached to the computer, then the default should be ‘Integrated Camera.’ You can make a recording without video by selecting ‘None’ in the ‘Video’ drop-down menu. 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.

5. **Set video quality:** There are three ‘Quality’ options — standard, high, and ultra. ‘Standard’ or ‘High’ would be a recommended choice for most recording situations.

6. For added video quality options, set the maximum resolution, bit rate and frame rate in the bottom panel of the window. Select ‘Apply’ after setting the frame rate and bit rate to your preference. The defaults are fine for presentations and demonstrations.

7. Select **Secondary capture sources:** ‘Capture Primary Screen’ (captures everything that appears on your computer screen) and ‘Capture PowerPoint’ (this option will use the slide titles for navigation in the resulting recording) are useful if you use a PowerPoint presentation. You can capture the slides by opening them through Panopto. If you brought your presentation on a USB drive or saved in your email, move the presentation file to the desktop. Make sure ‘Capture PowerPoint’ is checked in the Secondary Sources panel.

8. Click ‘Add another video source’ if you want to use additional web cam (e.g. for live demonstration) or connected visualiser. Any available sources will appear here. Please note that the webcam video can be used as an additional secondary source, only if it is not used as a primary source (so you could use it for live demonstrations or experiments, or point it at the whiteboard/flipchart).

9. Open your PowerPoint presentation file, if applicable. Panopto will give you the option to begin the presentation as soon as the PowerPoint presentation opens. Typically, it is best to wait until the start of the lecture or event to begin the recording. Select “No” and Panopto will automatically open the slide show in presentation mode when you start the recording.

10. If you just want to record video and/or audio, make sure the ‘Capture PowerPoint’ and ‘Capture Primary Screen’ options are unchecked. Check the camera position and sound levels before you begin recording.
11. **Start recording:** click the ‘Record’ button (or press F8 on your keyboard) to begin recording.

12. **Stop recording:** During the recording, you can press the Pause button (or F9 key) to pause and resume the recording where required. Push ‘Stop’ button (or F10 key) to stop recording.

Once you choose to stop the recording, you will be presented with the post-recording dialogue box. This provides users with another opportunity to rename their recording, add a brief description or delete the video and re-record it. Click on the ‘upload’ button to upload your recording to the server.

When you click ‘Upload,’ Panopto will switch to the ‘Manage Recordings’ window. Your recording will be processing or queued for processing, depending on how many recordings are currently being processed.

When processing has finished you will receive an email notification, which also contains links to the finished recording and any alternative formats.

**Recording hotkeys for Windows**

Hotkeys have been added to the Recorder as an extra feature to help in session creating. Now you can use a few keys to toggle the start, pause, and stop functions on the Panopto Recorder even if it is minimized or not the currently active window. *This means you can start or stop recording while Powerpoint is presenting.* Likewise, you could also pause the recorder without minimizing other opened content, making your presentation look smoother.

**Windows hotkeys**

F8 - Start Recording
F9 - Pause Recording
F10 - Stop Recording
Windows key + D takes you to the desktop