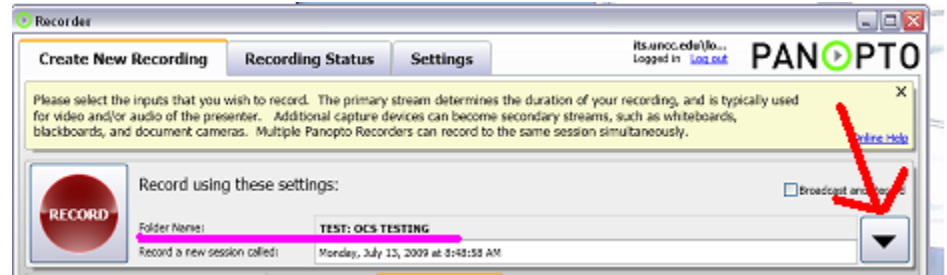


QUICK TIPS AND STEPS TO START USING THE PANOPTO LECTURE CAPTURE SYSTEM

- 1) Touch the screen to start up the Creston controller and tap the "Begin Class" button on the touch screen.
- 2) Wait for system to warm up
- 3) Check if the microphone is on
- 4) Log in to the Novell System
- 5) Start up the Panopto Recorder.
Click **Start** -> **All Programs Panopto** -> **Panopto Recorder (Podiums Only)**
- 6) In the Panopto application, go to the 'Application Settings' tab
 - a. Enter the server name as 'pancap-web01.uncc.edu
 - b. Enter your Click **Log in with UNCC Moodle**, Enter your **NinerNet** credentials in Moodle
- 7) Check and make sure you are using the correct Folder name or Course Name. If it is not correct or it says **OFFLINE RECORDING**, please click the drop down Arrow and change the Folder to the one desired
- 8) Next set up the capturing devices by:
 - a. Choosing the Primary Sources
 - i. **If you have a camera so it should automatically be selected**
 - b. Select Soundmax HD for sound
 - c. Select Screen Capture for software other than PowerPoint
- 9) Select the PowerPoint capture option if you plan to use PowerPoint in your lecture.
Please remember to run your PowerPoint slides in slide show mode to take advantage of this feature.
- 10) **If you want to use the doc cam** Start up the UF-80 Viewer or Doc cam viewer software to use the Doc Cam.
Click **Start** -> **All Programs** -> **UF-80 USB Viewer**-> **UF-80 USB Viewer**
- 11) Click on **Record** and begin the class. When the lecture is over, click on **Stop**
- 12) Click on Ok when prompted about proceeding to the 'Upload Tab'.
- 13) Your lecture will get uploaded and processed and a link for the lecture will be emailed to you.



Tips:

Podium Touch Panel (Creston Controller)

- If, during your lecture, you do not need the projectors, go to **System Tools** on the touch panel and choose **Off** for both projectors
- Tap **End Class** on touch panel when done for the setup of next professor/instructor

Screen Capture

- Use of the document camera is a practical alternative to writing on the board (please have paper and a pen)