This guide is for seminar rooms that have a document camera.

1. **Turn on the Document Camera.** Power light should be blue.

2. **Make sure Outlook is closed.**
   - This is to prevent email notifications being recorded during the session.

3. **Open the Panopto recorder:**
   - Start Menu → Scroll through the applications to Panopto.

4. **Click on Sign in with Brightspace Login.**

5. **Enter your BU IT credentials.**

6. **Select a folder** – You can choose your personal ‘My Folder’ or another folder that has been setup for your project or team.

7. **Video** – Choose a camera from the list or select ‘None’.

8. **Audio** – Select ‘Microphone (ELMO UVC Camera)’. Set the slider to about 50%.

9. **Resolution** – Set to 1920 x 1080

10. **Record** - To start, click ‘Record’ and minimise the window.

11. **Stop** - Press F10 or click Stop, then click Upload.

12. **Click Sign Out.**

   You can close Panopto and log out whilst it is uploading but leave the computer turned on, the recording will continue being uploaded in the background after you have logged out.

   When the recording has been processed you will be sent an email.

- Further resources and support are available in the TEL Toolkit: [www.bournemouth.ac.uk/tel-toolkit](http://www.bournemouth.ac.uk/tel-toolkit) Search ‘Panopto’
- For technical support contact to the IT Service Desk. (01202 9) 65515.