Lecture Capture

**Important!** Turn on the Crestron first before starting Panopto

**Step 1 on the Crestron:** Touch the bottom of the screen to begin

**Step 2 on the Crestron:** Touch the Lecture Capture Mode to turn on the projector and camera
Step 3 on the Crestron: Choose Podium PC. Now you will see your desktop on the projector.

Panopto

Step 1 on Panopto: Click on Panopto on the left menu bar.
Step 2: Choose to create a session

Step 4: Record a new session and launch recorder

Step 5: Choose “Panopto Recorder” and click OK
Step 6: Choose Decklink for Video and Audio Capture

Step 9: Go to the settings tab on the top menu, go to the advanced setting on the menu tab below and check the box to Enable Smooth Capture
Step 10: Go back to the tab labeled “Create New Recording” and you will see the wrench icon, click on that.

Step 11: Choose the arrow on the right of the Video Format menu and scroll down to choose “HD 720p 59.94”, Apply. Now you should see your camera on the left.
**Step 12:** When you are ready to record click on the Record button

**Document Camera**

**Step 1:** Choose document Camera on left menu of the control panel
Step 2: In Panopto “Add another Video Source at the bottom left on Panopto

Step 3: Choose AVerMedia HD Capture
Step 4: At the top of the display menu Choose the tab labeled AVerMedia HD Capture. Next choose 640 x 480 at the bottom and Apply

To end the recording choose stop
Upload to the server, Add new session, Upload new session

To view your video choose the view link on the right