

1) Prepare the computer

Turn on (Restart if already on)

Login

2) Download Presentation

Go to "tiny.cc/wphnc2024" and login

Go to "tiny.cc/wphnc2024" again (you should then see the "WPHNC 2024 Content page")

Download presentation

3) Open Panopto

Click on link "Load Panopto Recorder"

Select "Blackboard Ultra" from dropdown menu

Click on "Create"

Click "Panopto for Window"

Click "Open Panopto"

Click "Open Panopto Recorder"

4) Setting up Panopto

Enter the following information into the Panopto window

Folder "WPHNC 2024"

Name "-Copy title of presentation file and paste into here-"

Video "-Select the correct camera for the room-"

Audio "-Select the correct microphone for the room-"

Quality "Ultra"

Tick "Capture Computer Audio"

Untick "Capture PowerPoint"

Tick "Capture Main Screen"

Resolution "1920x1080"

fps "25"

kbps "2500"

5) Setting Audio Levels

Make sure the **Microphone** is in the correct position (not covered)

Get the **Speaker** to speak as they would during the presentation

Adjust the level so there's no **Peeking** (no **Red**, only **Green** and **Yellow**)

6) Setting PowerPoint

Open the **Presentation** (in PowerPoint)

go to **Slideshow** (top tab)

Untick **Use Presenter View**

7) Start Panopto Recording

Go to **Panopto**

Click **Record** (*Red button*) Check recording counter has started

Go to PowerPoint

Open the presentation in **Full screen mode** or Press **F5**



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Published 3rd June, 2024.
Last updated 4th June, 2024.
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