- When you enter Maher 188, close the door to Maher, pull the sound curtains past the door, and turn off the light switch at the door.
- All the studio lights will be on for you.
- There will be microphones above you to capture sound.
- Panopto and Zoom are installed on the Mac computer.
- The classroom console has a stylus pen you can use to draw on your Powerpoint or Zoom whiteboard. You can find the pen attached to the bottom right corner of the monitor.

Station 1: Classroom Podium

- **Step 1A:** Launch Panopto from the icon menu at the bottom of the screen.

- **Step 1B:** Alternatively, you can use Panopto on your laptop and connect to the sound/camera.

- **Step 2a:** After launching Panopto on the classroom podium or your laptop, sign-in using your USD credentials.

- **Step 2b:** If using the Classroom Podium, make sure “Blackmagic UltraStudio Mini Recorder” is selected as your camera source. If using your laptop, select “USB HDMI” as your camera source.

  On the Classroom Podium or your laptop, select “Shure Digital” for your microphone.

**TIP:** You can record the Document Camera on the podium by changing your video input to “Epson” on the Panopto video source.

**TIP:** Facing the camera, you can look to your left and see yourself in a monitor. This can be helpful if you want to see the true color of what others will see and where you are standing in the frame after you start recording with Panopto.

**Final Important Note:** Remember to log out of Panopto after you are finished with your recording.