**Station 3: Web Presenter**

- 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.

- You will not need any extra lights. When you turn on the station 2 lights will turn on automatically.

- You will see a USB microphone in front of you and HD camera just beyond the laptop.

- When you push the button to the right of the computer, a microphone, camera, and lights will all turn on. The computer should already be on. If not, tap the spacebar to wake the computer up.

**TIPS:** You can use the Preview Monitor on Panopto to get a sense of how students will see you in the final recording. You can move the chair up and down to lower or raise yourself within the frame of the camera.

**Final Important Note:** Remember to stop the recording, wait for your recording to upload to Panopto, and turn the system off by pushing the button to the right of the laptop.