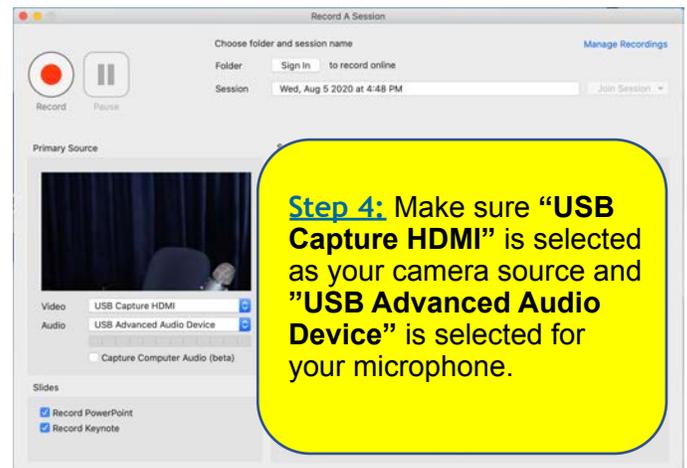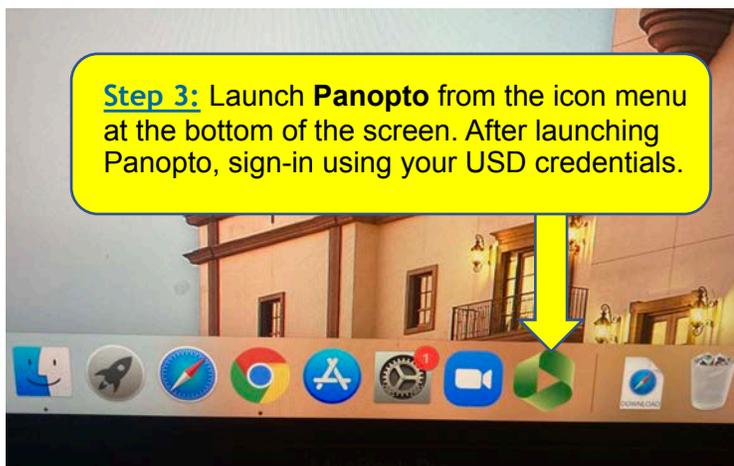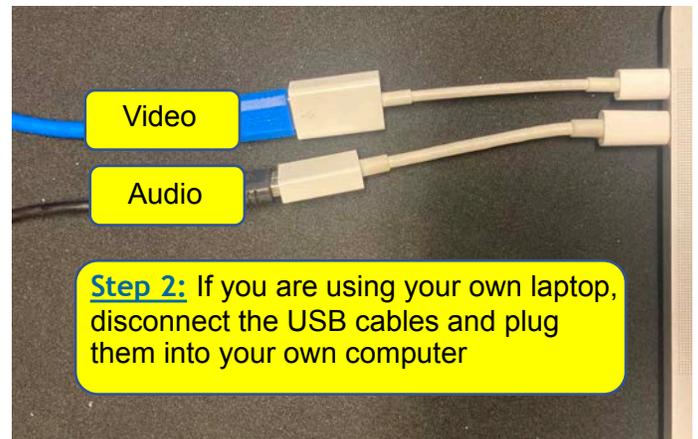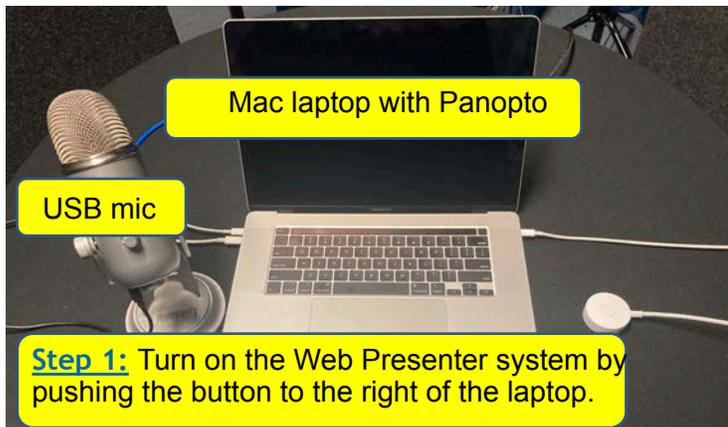# Station 3: Web Presenter

- 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.

Mac laptop with Panopto

USB mic

Step 1: Turn on the Web Presenter system by pushing the button to the right of the laptop.

Video

Audio

Step 2: If you are using your own laptop, disconnect the USB cables and plug them into your own computer

Step 3: Launch **Panopto** from the icon menu at the bottom of the screen. After launching Panopto, sign-in using your USD credentials.

Step 4: Make sure **"USB Capture HDMI"** is selected as your camera source and **"USB Advanced Audio Device"** is selected for your microphone.

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.