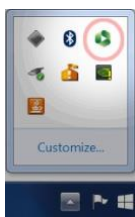




To arrange for your lectures to be automatically recorded, please get in touch by emailing replay@it.ox.ac.uk

Checklist for recording setup

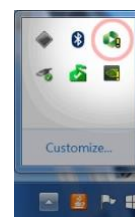
- Make sure USB microphone is plugged into USB input and red light is visible on microphone
- Always **LEAVE LAPTOP LID OPEN** even if laptop is not being used
- Leave all PC's logged in on to Windows
- Ensure the power cable is connected to the PC and is switched on at the mains
- Make sure PC is connected to the internet
- Check the system tray for the status of Panopto:



Panopto is ready



Panopto is recording



Panopto is disconnected.

(Close manual recorder)

- Please stand close to the microphone so that your voice can be recorded clearly.