



Panopto's Remote Recorder is a software program installed on the instructor's computer at the podium that effectively turns the computer into a capture device to record lectures.

There are two types of capture rooms at Trocaire: **Podium** and **Full**

**Podium Capture:** Records content from the podium computer and audio from the USB microphone.

**Full Capture:** Records content from the podium computer, audio from the wireless microphone, and video of the designated whiteboard area.

In addition, there are two types of recordings: **Scheduled** and **Ad hoc**

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## Scheduled Recordings

The [Lecture Capture Request Form](#) ([my.trocaire.edu/knowledge-base/lecture-capture-request-form](http://my.trocaire.edu/knowledge-base/lecture-capture-request-form)) allows faculty to request scheduled recordings of their classes.

The academic calendar will be consulted when scheduling your course for capture. Any days when the school is either closed or there are no classes in session will be omitted from the schedule.

If you have any exceptions (such as not wanting your class captured during a scheduled exam day), please let us know at this time, as well.

## What to Expect in the Classroom

**What do I need to do?** Log into the computer before the start time you provided to Educational Technology and make sure that the microphone is on (see pages 4 and 5).

**What if I'm running late?** If you aren't logged into the computer by the class start time, Panopto will simply delay the start of the recording until the computer has been turned on and you have logged in.

**What should I do after my class ends?** Instead of shutting down the computer, choose the **Log Off** option. This will allow the software to run in the background so that the upload process can complete.

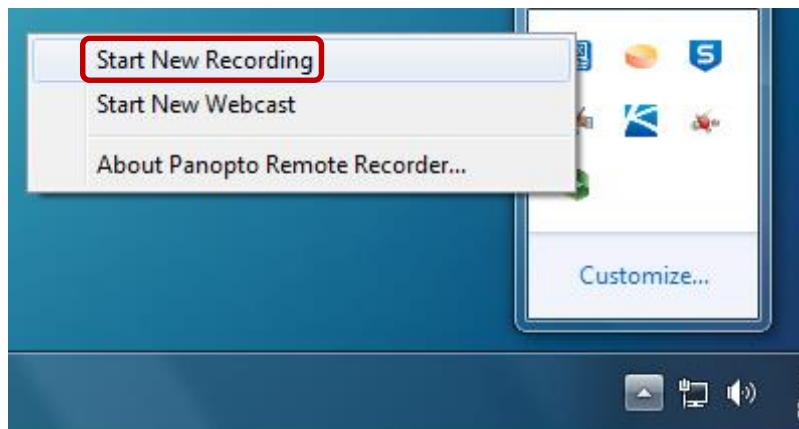
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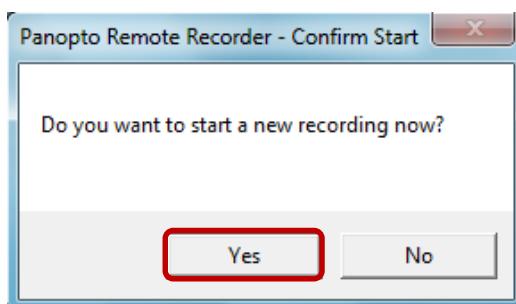
## Ad hoc Recordings (Duration: 1 Hour)

**What do I need to do?** After logging into the computer:

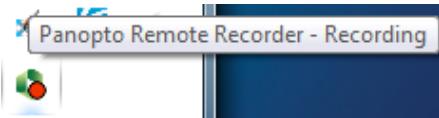
1. Click on the  button in the system tray (lower right corner of the desktop) to view the hidden icons.
2. Click on the **Panopto Remote Recorder** icon  and select **Start New Recording**.



3. You will be prompted to confirm that you wish to start a new recording. Click **Yes**.



The recording will begin. The Panopto Remote Recorder icon in the system tray will change to indicate that a recording is in progress.



**After 1 hour the recording will end. There is no onscreen notification when the recording ends so please be mindful of the clock.** It is possible to extend a recording, however; see the next page for more information.

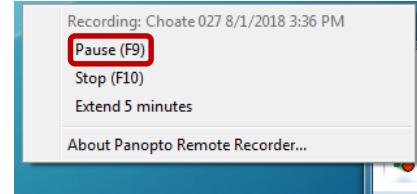
**Please Note:** Instead of shutting down the computer after class, choose the **Log Off** option. This will allow the software to run in the background so that the upload process can complete.



## Pausing a Recording

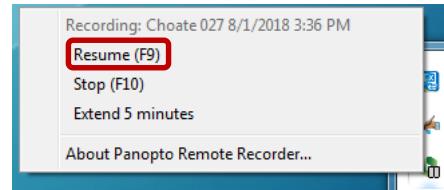
Regardless if your recording is scheduled or ad hoc, you can pause it while it is active. Here are two quick ways to pause an active recording:

- Click on the Remote Recorder icon in the system tray and click **Pause**.
- Or Press **F9** on the keyboard.



You can then resume the recording by following similar steps. Either:

- Click on the Remote Recorder icon in the system tray and click **Resume**.
- Or Press **F9** on the keyboard again

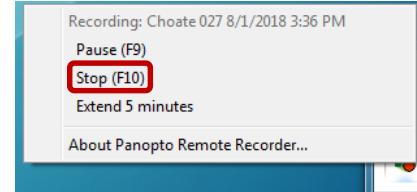


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## Stopping a Recording Early

Stopping a recording is achieved in a similar fashion to pausing a recording.

You can either click on the Remote Recorder icon in the system tray and click **Stop** or press **F10** on the keyboard.

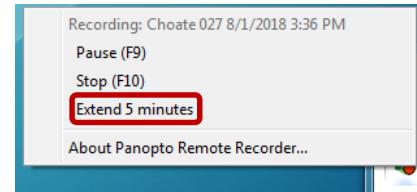


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## Extending a Recording by 5 Minutes

Click on the Remote Recorder icon in the system tray and click **Extend 5 minutes**.

You will be prompted to confirm that you wish to start a new recording. Click **Yes**.





## About the USB Microphones

Currently, two different USB microphones are used in Podium Capture classrooms:



**Voice Tracker II** (Acoustic Magic)  
in Choate MWC, RJS 201 & 209, SEN 105



**Snowball iCE** (Blue Microphones)  
in Choate 030, 204, 205, 303, 314

## Voice Tracker II Troubleshooting Checklist

**What if all of the LEDs on the top of the microphone are off?**

*Check to make sure the USB cable is plugged firmly into the back of the microphone.*



USB Cable

USB Port

*The LEDs on the top of the microphone should light up based on where the unit picks up audio.*

**What does it mean when the five LEDs on the top of the microphone are all blinking on & off continuously?**

*The microphone is currently muted. Press the mute button to unmute it; the LEDs should now light up based on where the unit picks up audio.*



**What should the LINE/MIC LEVEL switch on the back be set to?**



## Snowball iCE Troubleshooting Checklist

**What if the LED on the top of the microphone is off?**

*Check to make sure the USB cable is plugged firmly into the back of the microphone.*



USB Cable

USB Port

*The LED on the top of the microphone will be lit red when the microphone is on.*



## About the Wireless Microphones

Currently, three different wireless microphones are used in Full Capture classrooms:



Shure SLX1 in Choate 027



Shure PGXD1 in Choate 037



Shure BLX1 in Choate 028, 039, 304

## Shure SLX1 and PGXD1 Checklist

### How do I turn the microphone on/off?

*Press and hold the ⏻ mute button for 2 seconds to turn the microphone on or off. The button is located on the top of the body pack.*

LED Indicator



### How do I mute/unmute the microphone?

*When the microphone is turned on, simply press the ⏻ mute button to mute/unmute it.*

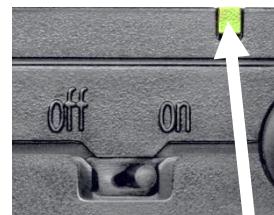
### What does the LED indicator mean?

Green	Amber	Solid Red	Flashing Red	Pulsing Red
on / ready	muted	battery power low	IR transmission in progress	batteries dead

## Shure BLX1 Checklist

### How do I turn the microphone on/off?

*Use the off/on switch to turn the microphone on or off. The switch is located on the top of the body pack.*



### How do I mute/unmute the microphone?

*You cannot mute/unmute this microphone. It can only turned on/off.*

LED Indicator

### What does the LED indicator mean?

Green	Solid Red	Rapidly Flashing Red	Flashing Red (and Shuts Off)
on / ready	battery power lower	controls locked	batteries dead