DISPLAY CYNAP ON THE PROJECTOR

1. Select Turn System On on the Control Panel.
2. Select the screen you want to project to from the tabs on the left, then choose Cynap.
3. Connect your WINDOWS laptop to Cynap:
   A. Use the Windows Key and the P Key to access the Project Menu.
   B. Choose Connect to a wireless display.
   C. Select the Cynap for your room.
4. Connect your MACBOOK to Cynap:
   A. Select the Airplay icon in your menu bar to see available devices.
   B. Select the Cynap for your room.
5. Enter the 4-digit code that appears at the top of the Cynap screen on your device. Your laptop will appear on the Cynap screen.
6. Select the Mirror Mode option on the Control Panel.
7. Choose the device you want to display under the Cynap Input Source on the Control Panel.
8. Tap the Cynap screen and select the + button.
9. Select the Cynap Input icon.
10. Tap the + button on the Cynap screen.
11. Choose WebRTC.
12. Choose either Panopto or Zoom.

RECORDING YOUR LECTURE

RECORDING YOUR LECTURE WITH PANOPTO

1. Log in using Two-Factor Authentication.
2. Select the green Create button.
3. Choose Panopto Capture: Record in Browser.
4. Select source by tapping the Screens and Apps button at the top of the Panopto page. To change sources, tap the Screen Share button on the WebRTC menu at the bottom of the screen.
5. Tap the red Record button start recording.
6. To end the recording, tap the red Stop button.
7. Recordings are automatically saved to “My Folder.”

RECORDING YOUR LECTURE WITH ZOOM

1. Log in by selecting Create or Edit Account using Two-Factor Authentication each time you login.
2. Choose Join from your browser.
3. Select Join Audio by your computer.
4. On the WebRTC window, choose the Share Screen icon at the bottom of the Zoom window.
5. Select the open windows you wish to share.
6. Select the Record button on the WebRTC window to record your Zoom presentation.
7. Presentations are automatically recorded to the cloud and will be copied over to Panopto.

NEED HELP?
OIT HelpDesk Classroom Support: 865-974-9110
Or, go to: help.utk.edu
For more: classrooms.utk.edu