RECORDING YOUR LECTURES
WITH PANOPTO OR ZOOM

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.

   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.

4. 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.

5. Select the **Mirror Mode** option on the Control Panel.

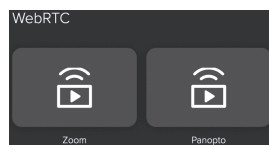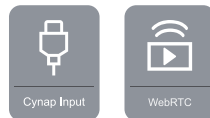6. Choose the device you want to display under the **Cynap Input Source** on the **Control Panel**.

7. Tap the **Cynap** screen and select ➕ button.

8. Select the **Cynap Input** icon.

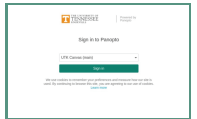9. Tap the ➕ button on the **Cynap** screen.

10. Choose **WebRTC**.

11. Choose either **Panopto** or **Zoom**.
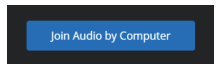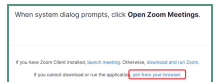
RECORDING YOUR LECTURE

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**

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