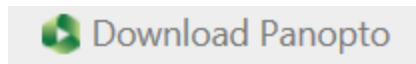


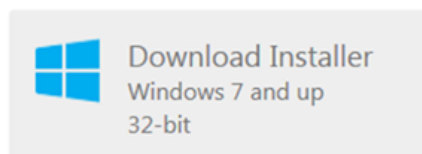


Downloading the Panopto Recorder software

- 1) Email review@cardiffmet.ac.uk to request an account. You will be given a username and password that you can use to download the Panopto recording software onto your device. You will need to have admin rights on the device in order to install the software as described below. If you do not have these rights, please contact the IT Helpdesk on ithelpdesk@cardiffmet.ac.uk to request installation.
- 2) Access the web viewer version of Panopto following this link:
<http://cardiffmet.cloud.panopto.eu>
- 3) Sign in using the username and password that you have been assigned. Ensure that 'Keep me signed in' is un-ticked. Your username will be your Cardiff Met email address.
- 4) Once logged-in, find and click the 'Download Panopto' button in the top right-hand corner.



- 5) A pop-up will prompt you to choose a version of Panopto to record. For Windows, select the top choice on the right-hand list (Windows 7 and up: 32-bit).



- 6) Select 'Run'.
- 7) You may be prompted to confirm that **panoptorecorder.exe** is safe. Allow the file.
- 8) You may be prompted by User Account Control to give permissions for Panopto to make changes to the computer. Click 'Yes'.
- 9) A pop-up will now say 'Destination Folder'. Check whether the third text box (Server Address) says **cardiffmet.cloud.panopto.eu** and if it does not, write it in.
- 10) Press 'Next'.
- 11) Press 'Install'.
- 12) You will have to wait while the Setup Wizard installs Panopto.
- 13) A new window will open and you will be prompted to sign in using the same credentials as before.
- 14) The Panopto recorder interface should now be visible.