1.) First plug in the USB cable at the podium. It might take a minute to install some drivers. Once Panopto is opened up, click on the arrow by the video input to select the camera. The input should be labeled “AV Bridge” or “Extron Mediaport.” Go ahead and select that input.

2.) Next, click on the arrow by the microphone and select the same “AV Bridge” input. To confirm audio is working, speak into the room microphone and levels should bounce on the audio meter.
3.) Make sure “Capture PowerPoint”, “Capture Main Screen”, and “Capture Computer Audio” are all checked. Then anything on your computer screen will be recorded as well.

4.) Go ahead and hit record when all of those inputs are selected.

5.) When you’re done recording press “stop” and press “done.”
6.) Once the video is done rendering, it'll end up in your “Manage Recordings” tab on the top.

For more in depth knowledge about Panopto please visit UW-ITs website.
https://itconnect.uw.edu/learn/tools/panopto/