How to Use Panopto for Windows Basic and Advanced Recording Settings

Overview

Panopto for Windows contains features to fine tune your video properties. This article will provide information on the basic and advanced recording settings offered in Panopto for Windows.

Prerequisites

- Creator access to Panopto

1. Panopto for Windows Settings Tab

1.1. Open Panopto for Windows and click on the **Settings** tab at the top of the window (Fig. 1).
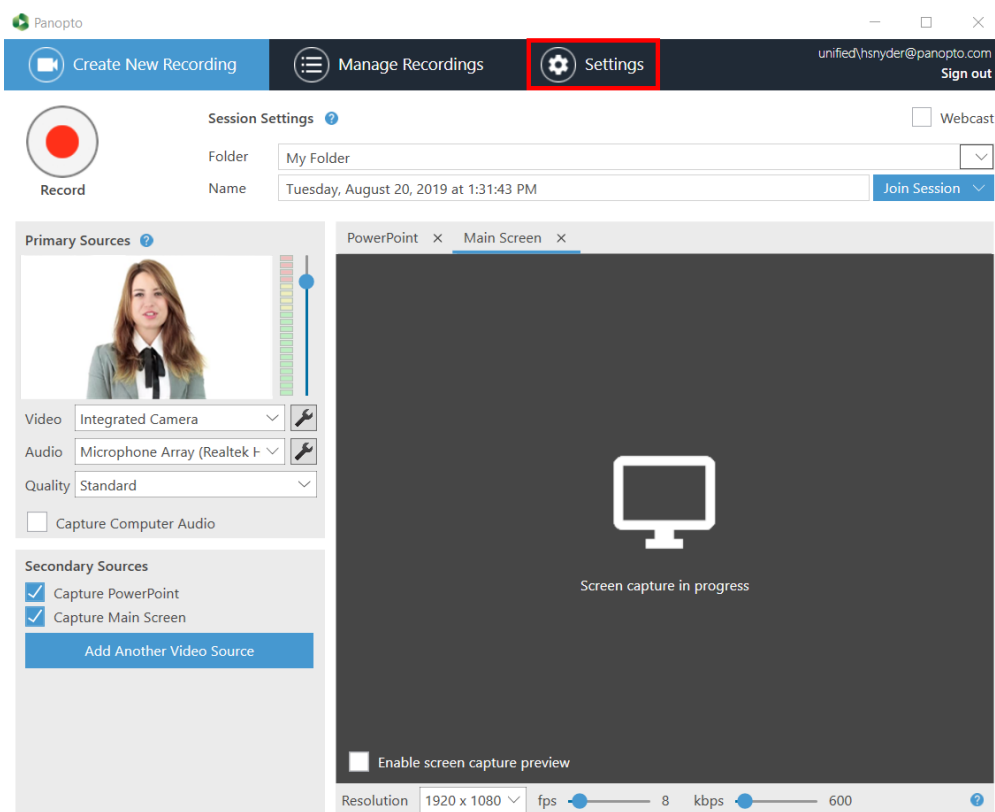

Figure 1

2. Panopto for Windows Basic Settings
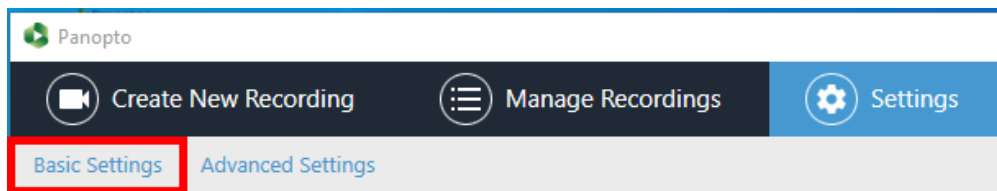
2.1. Click **Basic Settings** (Fig. 2).

Figure 2

2.2. Choose from the below **System Settings** (Fig. 3):

Figure 3

> *2.2.a.* **Recording Directory**: This sets the directory where your recordings will be stored on the computer.

> *2.2.b.* **Upload when Panopto is closed**: This allows the Panopto Upload Service to continue to upload your videos to your Panopto site even when Panopto is not open.

> *2.2.c.* **Delete recordings once they are uploaded**: When enabled, Panopto will delete your local files for recordings 48 hours after they have been uploaded to your Panopto site. This setting is recommended for shared machines with limited storage space.

2.3. **Prefer primary capture device input resolution** (Fig. 4): Only change this setting if Panopto for Windows is not displaying the primary video capture feed. Some devices output a static resolution which requires this setting to be changed.

Figure 4

> *2.3.a.* **Auto**: (default) Target resolution is specified by the quality setting selected in the UI.

> *2.3.b.* **NTSC**

> *2.3.c.* **PAL**

2.3.d. **720p**

2.3.e **1080i/p**

2.4. **Meeting Upload Settings** (Fig. 5):

Meeting Upload Settings

☐ Automatically upload Skype for Business recordings on this computer

☐ Automatically upload GoToMeeting recordings on this computer

Panopto folder for meeting uploads:

| My Folder | ⌄ |

Figure 5

2.4.a. **Automatically upload Skype for Business recordings on this computer**: When enabled, Panopto will automatically attempt to upload your recordings made in Skype for Business to the folder designated by the **Panopto folder meeting uploads** setting.

2.4.b. **Automatically upload GoToMeeting recordings on this computer**: When enabled, Panopto will automatically attempt to upload your recordings made in GoToMeeting to the folder designated by the **Panopto folder meeting uploads** setting.

2.4.c. **Panopto folder meeting uploads**: This setting sets which folder Skype for Business and GoToMeeting recordings are uploaded to if the two options above were enabled.

5.5. Choose from the below **App Settings** (Fig. 6):

App Settings

☑ Progressively upload while recording

☐ Minimize when recording

☑ Notify me when a viewer posts a question or comment

☐ Disable hot keys

☑ Use the default system proxy settings

☑ Highlight the mouse cursor during screen capture

Figure 6

2.5.a. **Progressively upload while recording**: This allows Panopto to attempt to upload the video to your Panopto site while it is being recorded. This helps save time waiting for the video to upload after recording. This is not recommended if your machine is low on resources

2.5.b. **Minimize when recording**: When enabled, after clicking the record button Panopto will minimize while recording.

2.5.c. **Notify me when a viewer post a question or comment** (Fig. 6): When enabled, you will get notifications when users post questions or comments during the webcasting session.

Figure 6

2.5.d. **Disable hot keys**: When this setting is checked, Panopto will disable the hotkeys for recording video. See this document for more information on [Hotkeys for Windows](#).

2.5.e. **Use the default system proxy settings**: When enabled, Panopto will use the default system proxy settings.

2.5.f. **Highlight the mouse cursor during screen capture** (Fig. 7): When enabled, your mouse will be highlighted during screen capture which allows users to better follow screen capture.
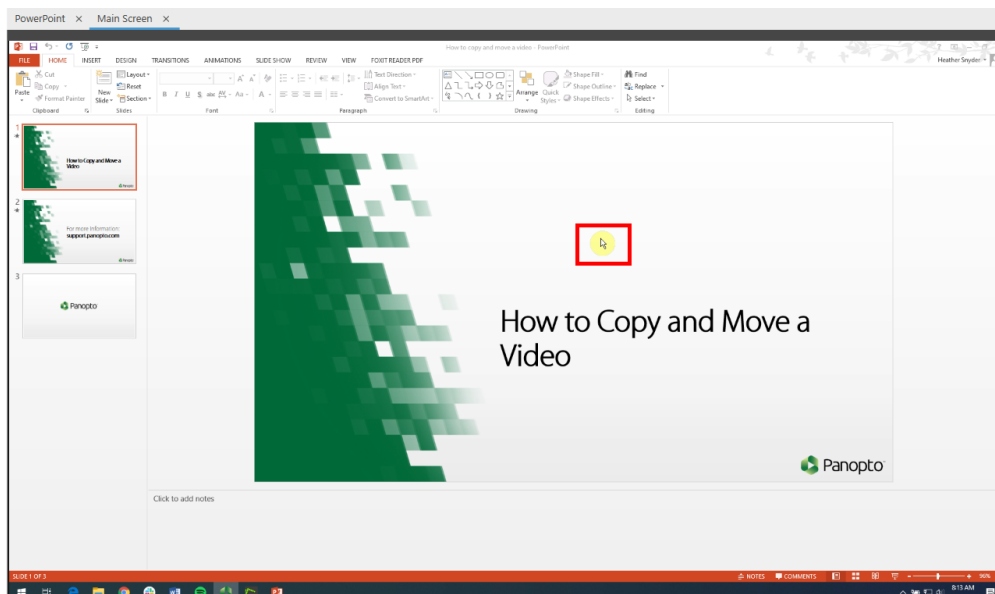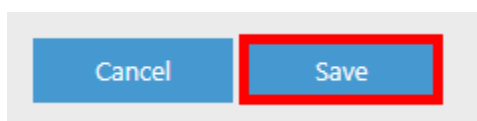

Figure 7

2.6. Click **Save** (Fig. 8).

Figure 8

3. Panopto for Windows Advanced Settings

3.1. To continue to the other features, click on the tab entitled **Advanced Settings** (Fig. 9) and choose from the settings below:
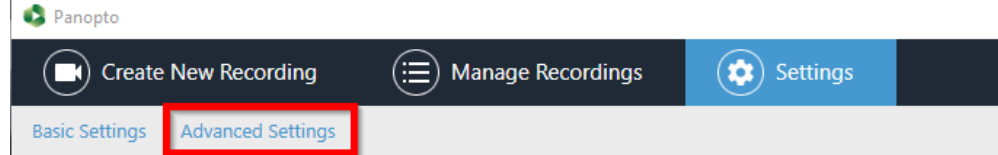

Figure 9

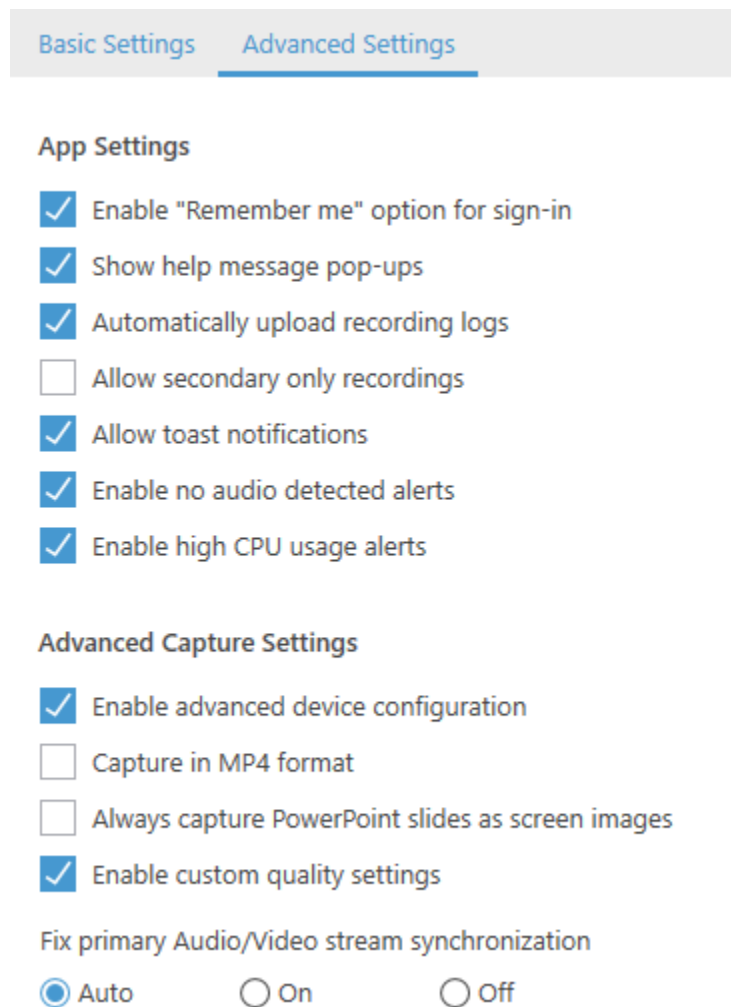*3.2.*   Choose from the below **App Settings** (Fig. 10):

Figure 10

> *3.2.a.* **Enable "Remember me" option for sign-in**: Allows the Recorder to remember your account the next time you launch the recorder. Enabling this is not recommended for shared computers.
>
> *3.2.b.* **Automatically upload recording logs**: When enabled, Panopto will automatically upload machine logs to Panopto servers. This will help Panopto Support troubleshoot any issues experienced during the recording.
>
> *3.2.c.* **Allow secondary only recordings**: When enabled, this allows users to record sessions without

an audio device selected. Sessions that do not have audio will fail to process but can be merged with other sessions after upload. See this document on [Distributed Recording](#) for more information.

3.2.d. **Allow toast notifications** (Fig. 11): When enabled, this allows Panopto to utilize the built in Windows Notification system to give you different notices and help messages about your recordings.
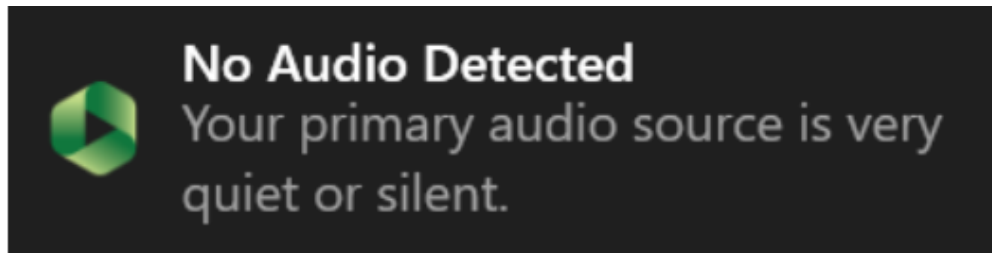

Figure 11

3.2.e. **Enable no audio detected alerts**: If enabled, Panopto will warn when no audio is coming through to the recorder (Fig. 12).
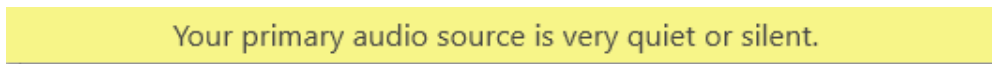

Figure 12

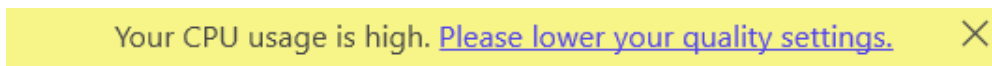*3.2.f*. **Enable high CPU usage alerts**: If enabled, Panopto will warn when CPU nears maximum usage (Fig. 13).

Figure 13

3.3. **Advanced Capture Settings**:

3.3.a. **Enable advanced device configuration**: Allows you to access and change the native settings of your input device directly in the Panopto Recorder for Windows

3.3.b. **Capture MP4 format**: When enabled, Panopto will record all your session streams in both Panopto's proprietary format and in MP4. The proprietary and MP4 files will both be stored in the default recording directory. *Note: This means that your recording files will increase. This is not recommended for any machines with low storage capacity.*

3.3.c. **Always capture PowerPoint slides as screen images**: When enabled, Panopto will always capture your PowerPoint slides as screen images during recordings. Choose this setting if your PowerPoint has a lot of animations, annotations, or if you are using custom fonts or macros.

3.3.d. **Enable custom quality settings**: Provides a new quality setting choice in the quality drop-down menu called "Custom." This document goes over how to setup [Custom Quality Settings](#).

3.4. **Fix primary Audio/Video stream synchronization** (Fig. 4): You should only change this setting from auto if you are using separate video and audio devices in your primary feed and you are experiencing audio/video desynchronization.

Figure 4

3.4.a. **Auto**: Sets Audio/Video streams synchronization to default settings.

3.4.b. **On**: Turns synchronization on.

3.4.c. **Off**: Turns synchronization off.
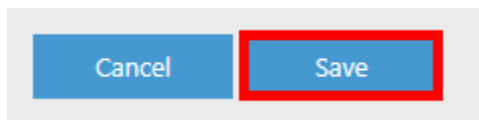
3.5. Click **Save** (Fig. 5).

Figure 5

4. Changing Advanced Device Configuration for Cameras

4.1. After enabling advanced device configuration, click the **Create New Recording** tab (Fig. 6).
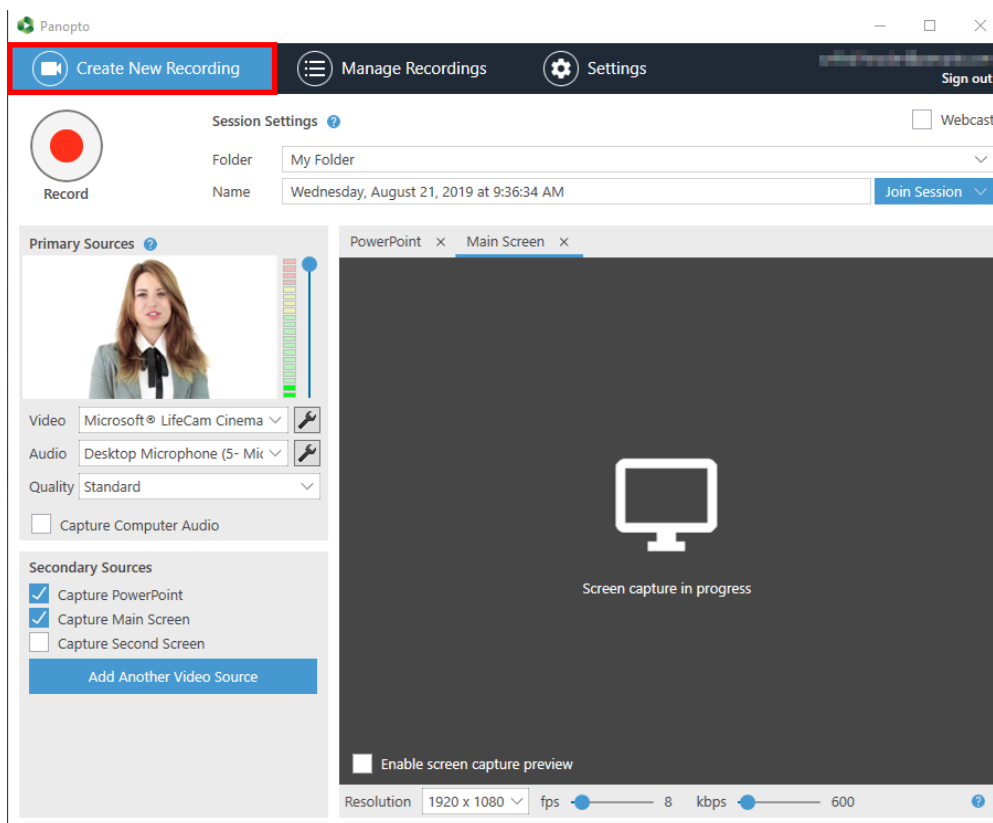

Figure 6

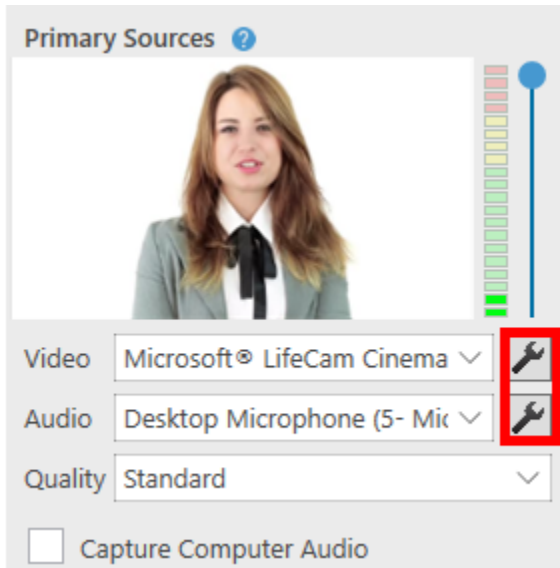*4.2*. Select a video source and click the **wrench** icon (Fig. 7).

Figure 7

4.3. This will open the device property menu. Select the Video **Proc Amp** Tab (Fig. 8).

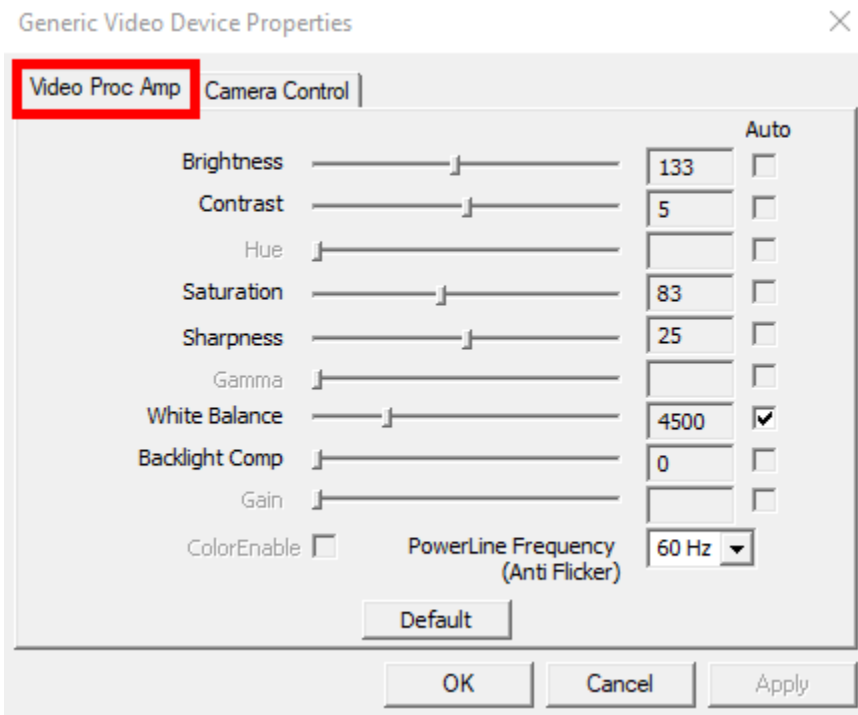*Note: Modifying these settings is only recommended for advanced users.*

Figure 8

4.4. After changing any of the settings on the slider (or checking any of the boxes in the **Auto** column), click **Apply** (Fig. 9).
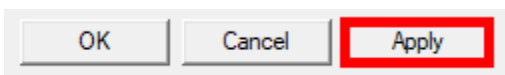
Figure 9

4.5. Click on the **Camera Control** tab (Fig. 10). This tab will modify other features of your camera as it is displayed through the Panopto Recorder for Windows.
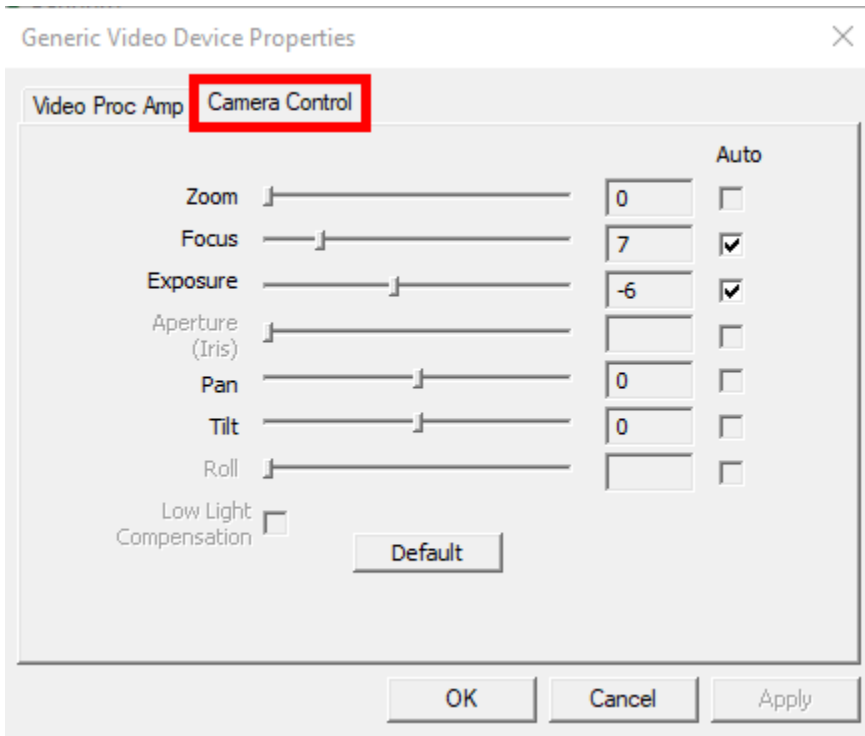

Figure 10

4.6. After changing any of the settings on the slider (or checking any of the boxes in the **Auto** column), click **Apply** (Fig. 11).
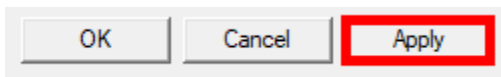

Figure 11

4.7. Click **OK** when you are finished to confirm the changes (Fig. 12) and return to the **Create New Recording** page.
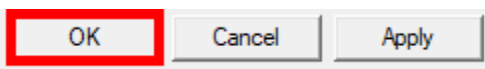

Figure 12