

## Recording talks using Panopto with the equipment we have purchased

You may want to designate one or two people in your group to familiarize themselves with the equipment we have acquired and the Panopto software we are using. Jon Schroeder is willing to conduct informal training sessions if needed: my suggestion is that these be organized into group sessions for multiple users at a time.

Prior to contacting Jon Schroeder

Email Sean Stanley ([sstanle1@jhu.edu](mailto:sstanle1@jhu.edu)) to get an account on Panopto, the videorecording/hosting service that we are using. For a description of Panopto, see

<http://www.cer.jhu.edu/panopto.html>

JHU's contract with Panopto sets no limit on the number of recordings that can be made, so there is no cost to the department in using this service.

Then, reserve the following equipment using the Web form at

<http://goo.gl/forms/DkdN1xniD9>

- A) Huddlecam camera on a tripod, with a TV-sized remote that lets you Pan/Tilt/Zoom, plus power supply and blue USB cable
- B) Epiphan DVI2USB video grabber, with cables, and VGA or HDMI splitter
- C) Shure wireless microphone with receiver and its power supply; plus M-Audio mixer box, audio cable and black USB cable
- D) Dell laptop and power supply

There are also consent forms that you should ask your speaker to sign (thereby indicating that he or she agreed to be recorded); these should be returned with the equipment.

I would suggest borrowing the equipment for a practice run before the actual talk you want to record.

Once you have the equipment:

- 1) Plug in the power supplies for the camera, wireless microphone receiver, and laptop
- 2) Use blue USB 3.0 cables to connect the camera and Epiphan video grabber to the USB 3.0 ports on the *right* side of the laptop. Use the black USB cable to connect the M-Audio mixer box to the USB port on the left side of the laptop, and the three-prong audio cable to connect the Shure wireless microphone receiver to one of the inputs on the front of the mixer box.
- 3) Use the VGA or HDMI splitter to split the signal from your speaker's laptop, directing one output to the Epiphan video grabber and one to the projector that is being used to project the speaker's slides. There are cables to connect then output of the splitter to the DVI input on the Epiphan video grabber.
- 4) Log into the laptop as "Panopto User" with password "Bloomberg". Go to the desktop and connect to a wireless network (e.g. hopkins, which requires your JHED ID and password). Then double-click on the Panopto icon.
- 5) You can then capture the talk using the Panopto software, with the primary video source being the Epiphan DVI2USB output (i.e. the speaker's slides or whatever he or she is projecting onto the screen) and the secondary being the Huddlecum camera output (i.e. a video of the speaker). Select the mixer box as the audio input, and have your speaker use the wireless lapel mic; you can adjust the sound level with the gain knob on the mixer box so that the sound level indicator in Panopto moves significantly but stays in the green.

The Huddlecum remote can be used to pan, tilt or zoom the camera as required. Since there is no need to include the screen in the camera's field-of-view, it is best to zoom fairly tightly on the speaker (although, if the speaker moves around a lot, it may be necessary to zoom out a bit so you aren't constantly panning)

After the talk, the video streams will be uploaded to the Panopto server. A few minutes later, you will receive an email saying that the video has been processed and giving you links that can be provided to others who have a JHU Blackboard account. The product should look very similar to the recordings of the departmental colloquia. By logging on to your Panopto account, you can adjust the sharing settings to control who may view the recording.