



2.1 Basic Windows Recording

Recording from a single Windows PC



1 Run the Panopto Recorder and log in. You may refer to [1.2 Configure Windows Recorder](#) for detailed instructions.

By default, the Recorder will open up to the last known good configuration of recording devices. If you have recorded content before, the same recording devices will automatically be chosen.

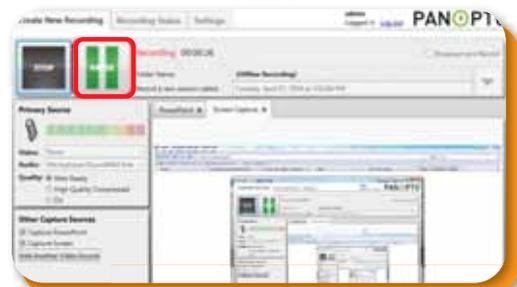
Start a Recording

2 Remember you can choose any combination of recording devices you need for your recording. Once you are satisfied with the devices you will be using, click on **Record** to begin the recording process.



Pause a Recording

3 The Pause button allows you to stop recording during a presentation to skip portions that you don't want to be shown in the final cut that your viewers will see. This same task can be achieved via the Panopto Editor post production but the Pause button allows you to do this while recording so it can be made available for your viewers without having to edit out content after recording. This will be helpful if you have some dead air time at the beginning, middle, or end of a recording. If you take a break during a recording, simply press Pause when break starts and click Pause again after the break is over to continue recording. As a backup, we continue recording all content while the Pause button is selected but it will not show up to your viewers. This is helpful in case you forget to un-Pause a recording.



End a Recording

4 Once you have completed your session, click on the **End Recording** button. You will then be taken automatically to the "Recording Status" tab. If your recorder is set to automatically upload recordings you will be able to watch the progress as your recording is uploaded (the green bar) and verified (the orange bar) on the Panopto@HKBU server. If your recorder is not set to automatically upload completed recordings you will be given the option to start or resume the upload of the recording. If you installed the background upload service, you can close the recorder and allow the data to be transferred. You may refer to [1.3 Windows Recording Status](#) for more information.



To complete an Online Recording, please continue on to [2.1.1 Adding Folders and New Sessions](#) and [2.1.2 Choosing Recording Devices](#)