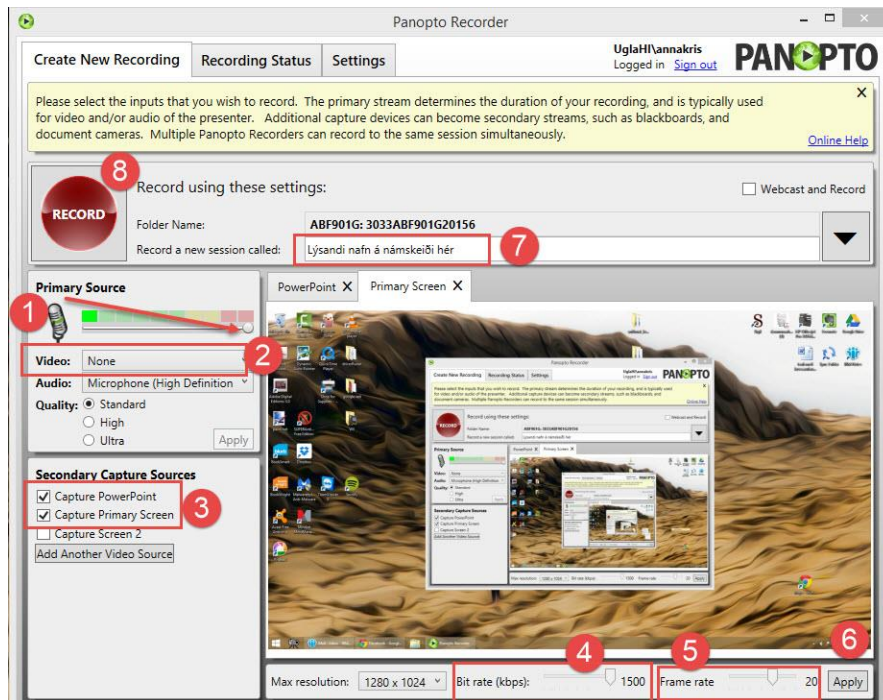
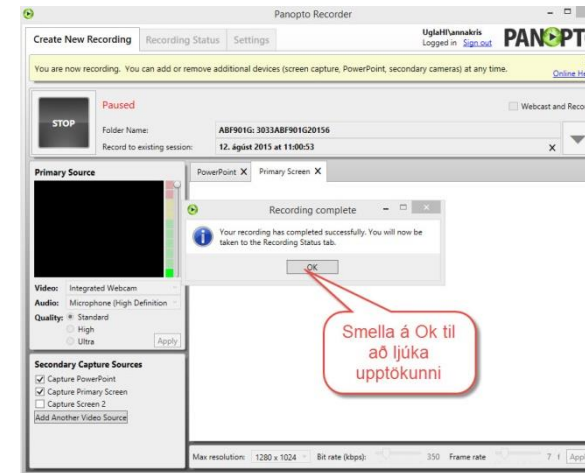


Uptaka: Þegar þú ert búin að skrá þig skrá þig í panopto upptökukerfið þá er þetta fyrsta myndin sem þú sérð:



1. Vertu viss um að mikrafóninn sé rétt stilltur. Ef hljóðið kemur ekki inn þá er upptakan ónýtt og ekkert hægt að gera.
2. Video stillt á None (nema þú viljir hafa upptöku af þér með)
3. Passa að hakað sé í Capture PowerPoint og Capture Primary Screen
4. Stilla bit rate á 1500
5. Stilla frame rate á 20
6. Smella á APPLY
7. Gefa upptökunni lýsandi nafn
8. Smella á Record (eða F8) og upptakan hefst. Það er enginn biðtími og upptakan hefst um leið.

Þegar upptöku er lokið er smellt á Stop eða F10 og síðan á OK:

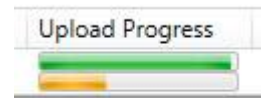


Ekki má slökva á tölvunni fyrr en upptakan er komin í röð fyrir processing en það sést á statuslínunni:

Only recordings stored on this computer are shown below. [Manage My Recordings](#)

| Start Time | Duration | Folder | Session | Actions | Status / Link |
|-----------------|----------|---------------------------|----------------------------|--------------------------|---|
| 12.8.2015 11:00 | 00:00:31 | ABF901G: 3033ABF901G20156 | 12. ágúst 2015 at 11:00:53 | Delete Local Set Offline | Web video queued for encoding (default) |
| 12.8.2015 10:56 | 00:00:39 | ABF901G: 3033ABF901G20156 | prufa 12 ágúst 2015 | Delete Local Set Offline | View Edit Share (default) |
| 11.8.2015 14:05 | 00:03:13 | ABF901G: 3033ABF901G20156 | orufa með nafni 11.08.2015 | Delete Local Set Offline | View Edit Share (default) |

MJÖG MIKILVÆGT: Það má ALLS EKKI logga sig út eða slökva á tölvunni meðan þessi skilaboð eru á statuslínunni. Þetta ferli getur tekið örfáar mínútur:

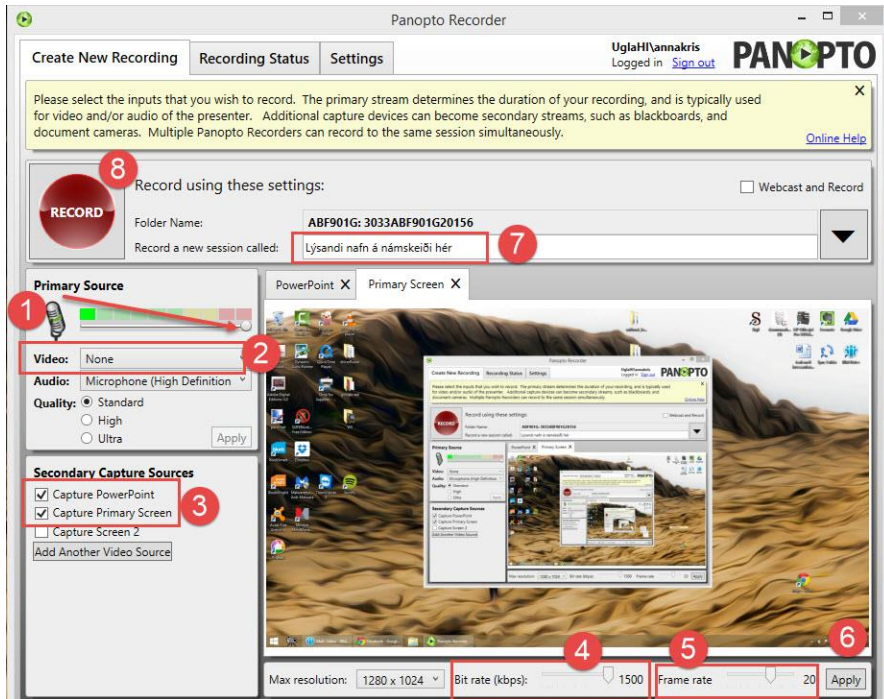


F8 = Hefja upptöku

F9 = Pása á/af

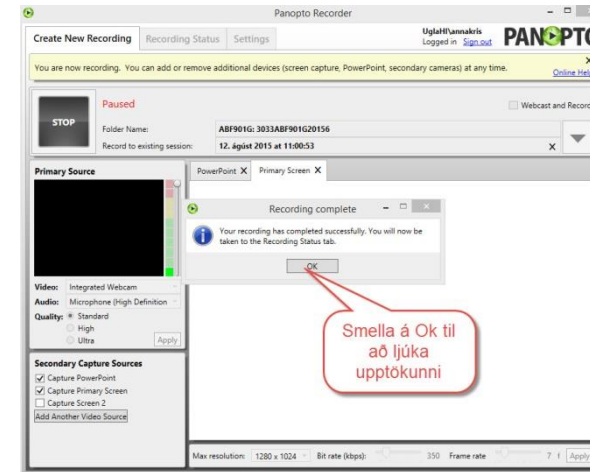
F10 = Stoppa

Recording: This is the first thing you see when you open Panopto recording:



1. The microphone has to be in right position. If the sound is not Ok then the recording is ruined and nothing can be done to repair it
2. Video: None (except if you like to have yourself on the recording)
3. Capture PowerPoint and Capture Primary Screen has to be checked
4. Bit rate should be 1500
5. Frame rate should be 20
6. Click Apply
7. Name the recording
8. Click Record (or F8) when you are ready. There is no count down time and recording starts as soon as you click the Record button.

When you have finished your recording you click Stop/F10 and then OK:

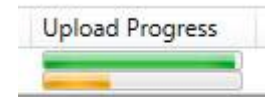


Be careful **NOT TO** turn off the computer before the status line says: Media queued for processing:

Only recordings stored on this computer are shown below. [Manage My Recordings](#)

| Start Time | Duration | Folder | Session | Actions | Status / Link |
|-----------------|----------|---------------------------|----------------------------|--------------------------|---|
| 12.8.2015 11:00 | 00:00:31 | ABF901G: 3033ABF901G20156 | 12. ágúst 2015 at 11:00:53 | Delete Local Set Offline | Web video queued for encoding (default) |
| 12.8.2015 10:56 | 00:00:39 | ABF901G: 3033ABF901G20156 | prufa 12 ágúst 2015 | Delete Local Set Offline | View Edit Share (default) |
| 11.8.2015 14:05 | 00:03:13 | ABF901G: 3033ABF901G20156 | orufa með nafni 11.08.2015 | Delete Local Set Offline | View Edit Share (default) |

IMPORTANT: You may not turn off the recording while this message shows on the status line. It should not be more than few minutes.



F8 = Start F9 = Pause on/off F10 = Stop