

# Panopto 4.5 Trial Information -- Getting Started with the Panopto Recorder

## Downloading and Installation

To create Panopto presentations on your PC or Mac you must download and install the Panopto recorder. This program allows you to connect to USB webcams, microphones, capture PowerPoint or Keynote slides, record on-screen video, and attach PDF documents.

**Note: If you are using a Mac and had the old version of the Panopto recorder installed on this computer, please go to the Upgrading a Mac from Panopto Recorder 2 and follow the steps listed to remove several files before you download and install the new version of the recorder.**

Once logged in, you will see the main screen with your folders and recordings. Click on the **Download Panopto** button in the upper right-hand corner.

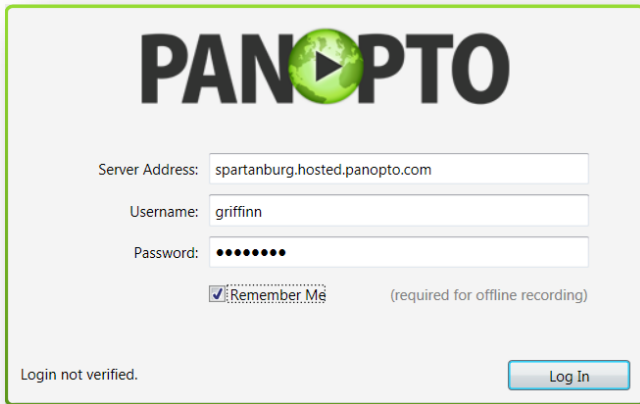
[Download Recorder](#)

A dialog box will appear with download options. Click the download button for either the Windows or Mac version of the Recorder software. You will then be able to download and install the software. This process is similar to the way you installed the old version of the Panopto Recorder.



## Setting up the Panopto Recorder

Once you have the Recorder installed, go ahead and start the program. Screen shots shown here are from the Windows version, but the Mac version is similar. First you will be prompted to log in. In the **Server Address field**, enter **spartanburg.hosted.panopto.com**. Then enter your Panopto username and password. Click the **Remember Me** checkbox if you want to make recordings when you are not connected to the Internet for later upload. Click **Log In** to finish the process.



PANOPTO

Server Address: spartanburg.hosted.panopto.com

Username: griffinn

Password: ●●●●●●●

Remember Me (required for offline recording)

Login not verified. Log In

## Upgrading a Mac from Panopto 2 Recorder

If the old version of the Panopto recorder was previously installed on your Mac, you must remove several files manually before downloading and installing the new version of the Panopto recorder. This occurs because we are jumping several versions.

1. Remove the Panopto application. Go to the **Application** folder and drag Panopto to the trash.
2. Go to the Finder and click **Go > Go to Folder**.
3. Enter **~/Library/Application Support**
4. Delete the Panopto Recorder folder
5. In the Finder click **Go > Go to Folder**.
6. Enter **~/Library/Preferences/**
7. Delete the file labeled **com.panopto\_recorder**
8. Return to the instructions above to download and install the Panopto Recorder.