

# How to Use the Panopto for Windows Hotkeys

## Overview

Hotkeys have been added as an extra feature to assist with creating your video. Using hotkeys, you can toggle the start, pause, and stop functions on the Panopto Recorder even when it is minimized or not the currently active window. This means you can stop recording while PowerPoint is still presenting. Likewise, you could also pause the recorder without minimizing other opened content, making your presentation look smoother.

*Note: Make sure no other programs will interfere with the hotkeys enabled by Panopto Recorder. The software uses F8, F9, and F10 to control recording. The hotkeys for the manual recorder are the following, but note that some keyboards require the use of the **Fn** key in addition to the F8, F9, and F10 keys:*

### Prerequisites

- Creator access to Panopto

*Note: In case you have both the Panopto for Windows and the Remote Recorders installed on the same machine, the manual recorder will take over the Remote Recorder, if in use.*

## 1. Start Recording

1.1. Once you have set up your recording in Panopto for Windows, press **F8** to begin recording. *Note: Ensure that there is at least an audio source selected. If there is not, you will receive an error message and the recording will not start (Fig. 1).*

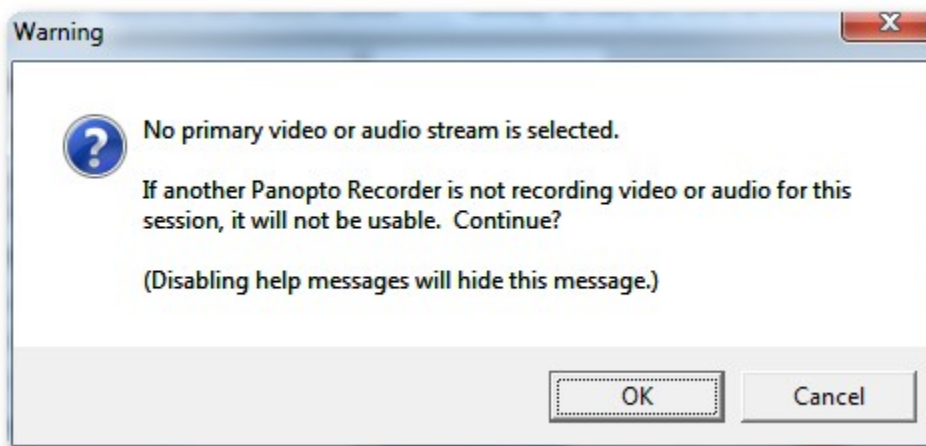


Figure 1

1.2. Please note the following:

- You will want to test this hotkey ahead of time to ensure that all of your devices are working properly. This error message will only display if the Panopto recorder is in one of the active windows; otherwise, it will remain in the taskbar until selected.
- Your camera may have a built-in light-up feature to designate that it is in use.

## 2. Pause Recording

2.1. Press the **F9** key to pause the recording. Like selecting the actual pause button, this feature is non-destructive and will still record content while activated; it simply creates an edit to your presentation that can be modified under the edit tab of the web interface. *Learn more about pausing your recording at [How to Record with Panopto for Windows: Starting, Stopping, and Pausing](#).*

## 3. Stop Recording

3.1. Press the **F10** key to stop recording. If you have automatic uploads enabled, your session will be uploaded to your organization's server.

## 4. Disabling Hotkeys

4.1. In the recorder, go to **Settings**, check the box to **Disable hotkeys**, and select **Save** (Fig. 2).

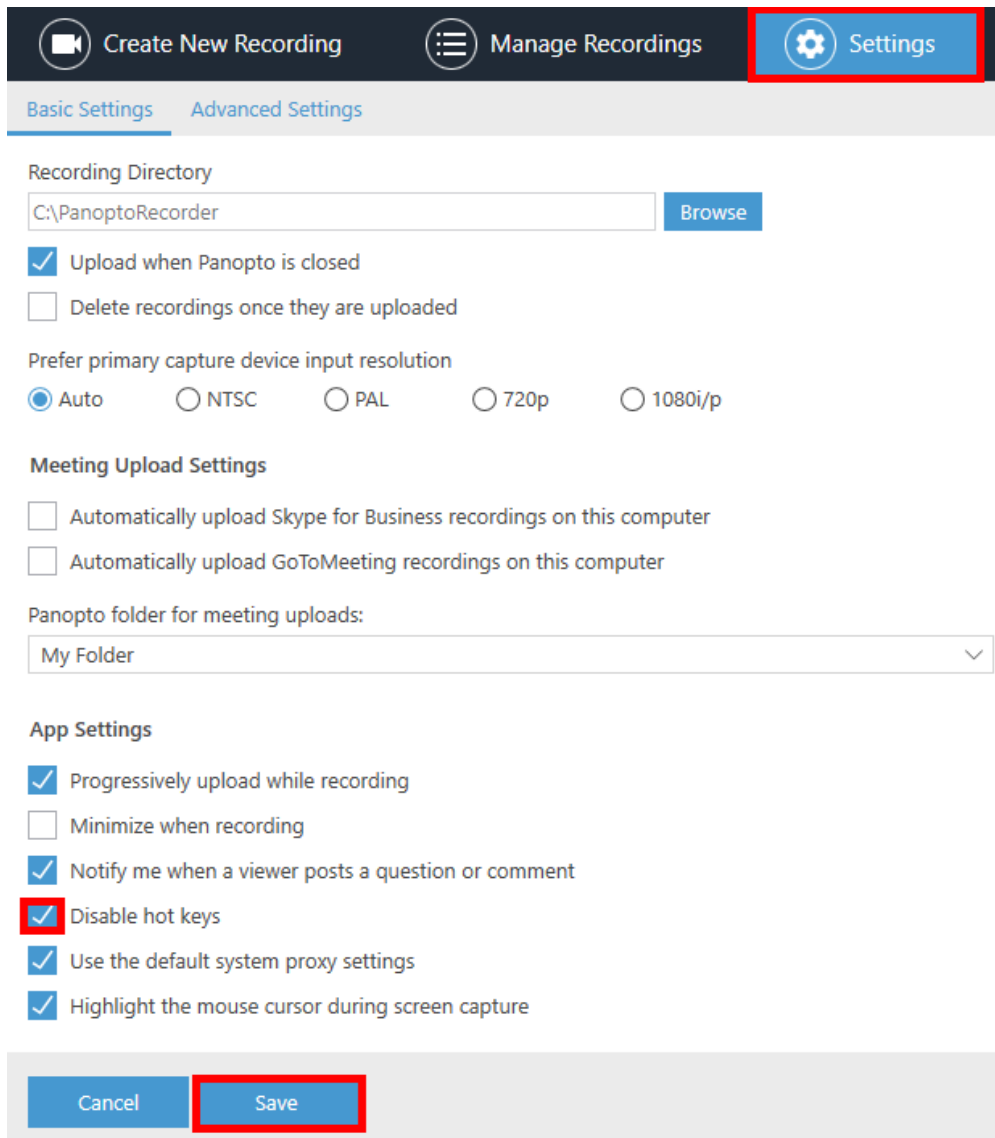


Figure 2

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