

IT CLIENT SERVICES



Owl Pro Training Guide

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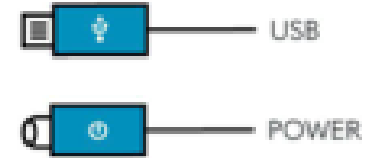
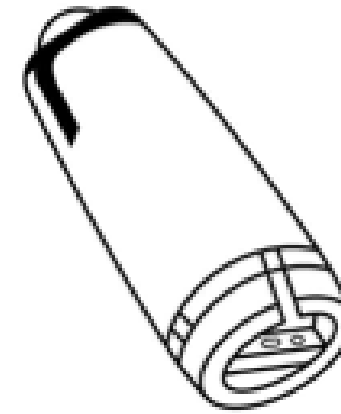
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Resources

Unboxing

When you open your Meeting Owl Pro packaging for the first time, you'll find:

1. Your Meeting Owl Pro
2. Micro USB cable (6ft)
3. Power cable (4ft)
4. Power supply (6.5ft)
5. Quick Start Guide and other product brochures



To get your Meeting Owl Pro ready:

1. Peel the protective plastic film off the 360° lens on top of the Meeting Owl Pro.
2. Plug the power cable into the power supply, then plug it into an outlet and into the round port on the bottom of the Owl.
3. Plug the USB cable into the computer where you'll be running your video conferencing software and into the rectangular port on the bottom of the Owl.

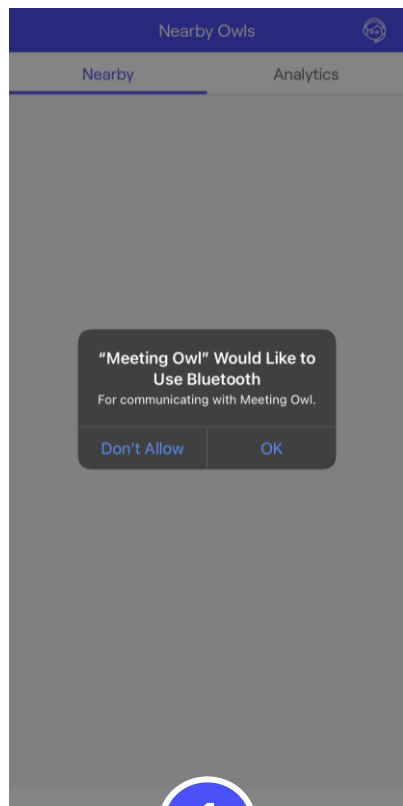
Registration

Ensure the Meeting Owl Pro is plugged into both a power source and the computer you'll be using to run your video conferencing meeting.

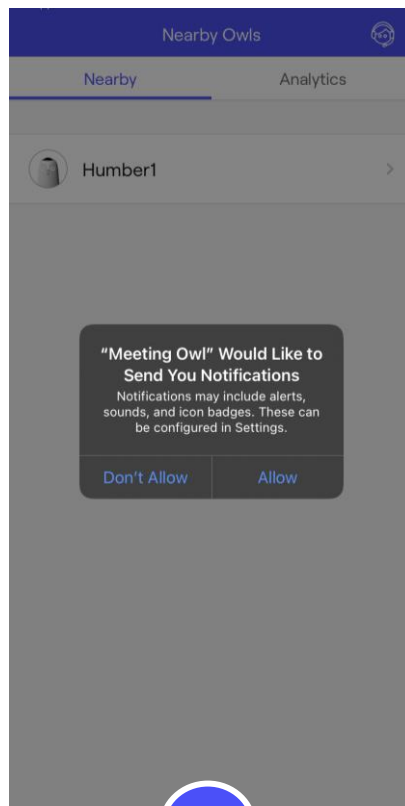
The next slides will cover the following **registration steps**:

- Connecting with your mobile device
- Naming your Meeting Owl Pro
- Connecting the Meeting Owl Pro to Wi-Fi
- Completing the guided Set-up

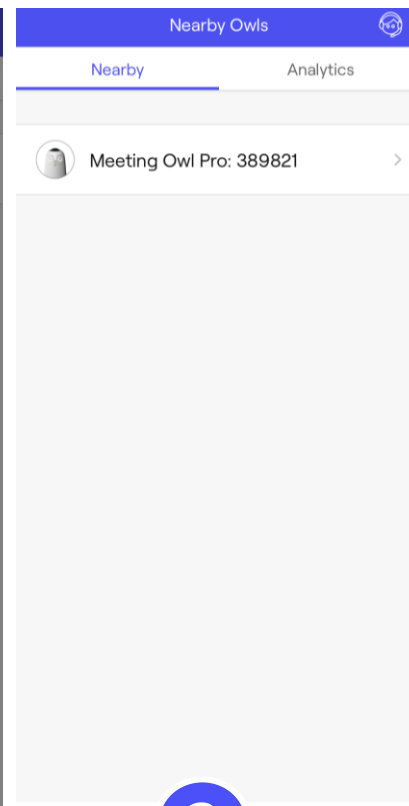




1. Allow
“Meeting Owl”
to access
Bluetooth



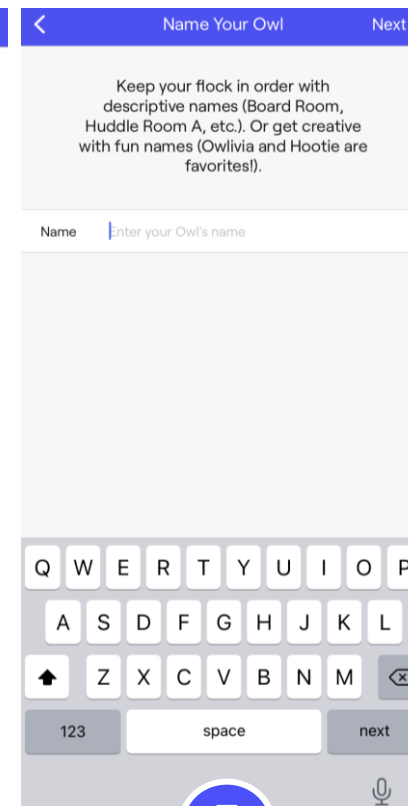
2. Allow
“Meeting Owl”
to access
Notifications



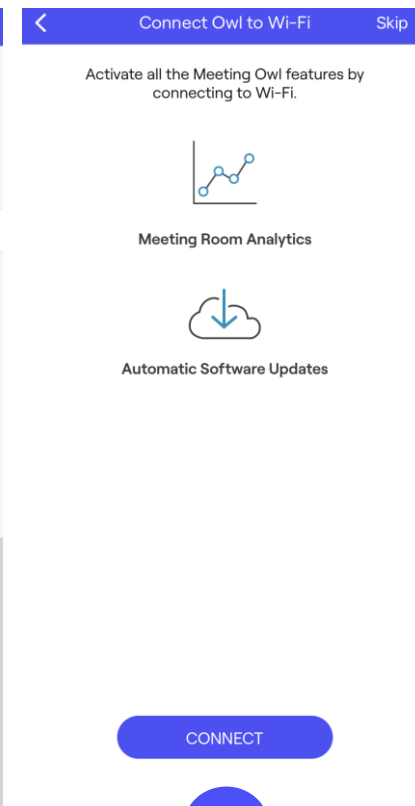
3. Select your
Owl from
Nearby Owls
list. This may
be labeled
“Meeting Owl
_____”



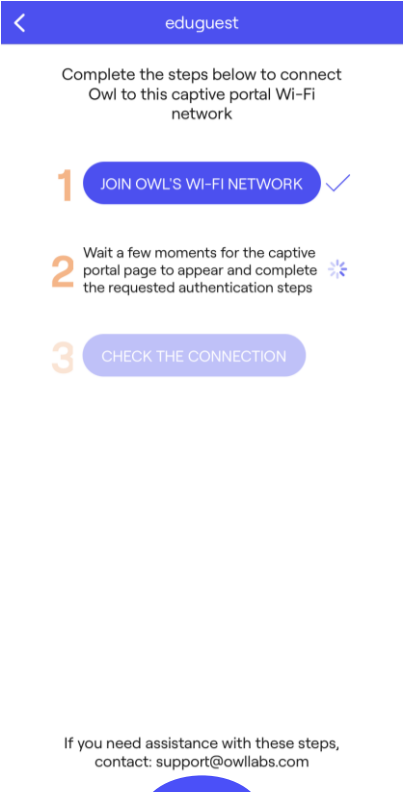
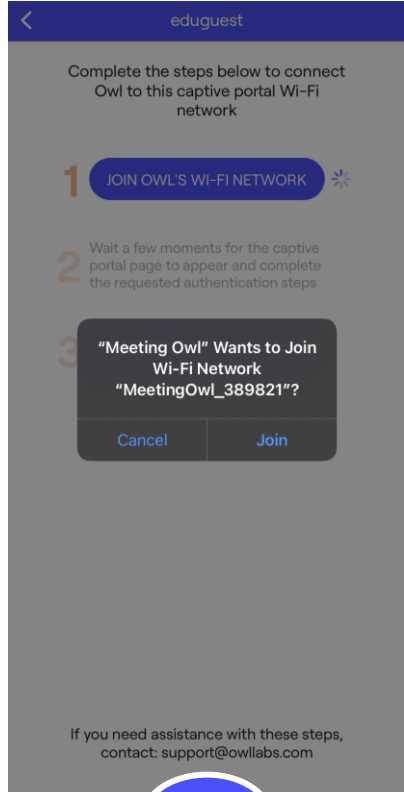
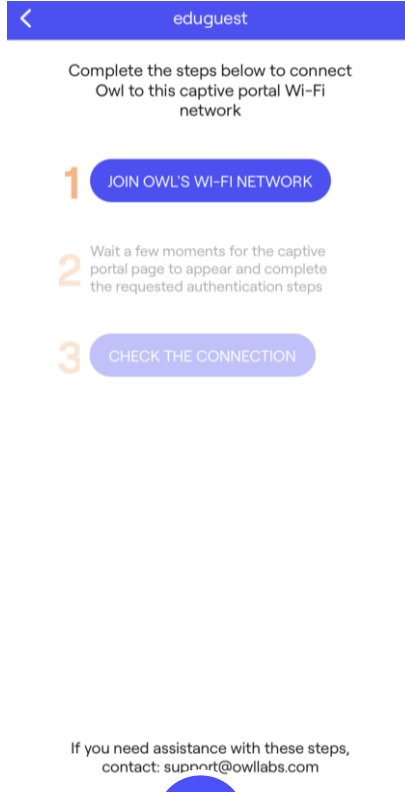
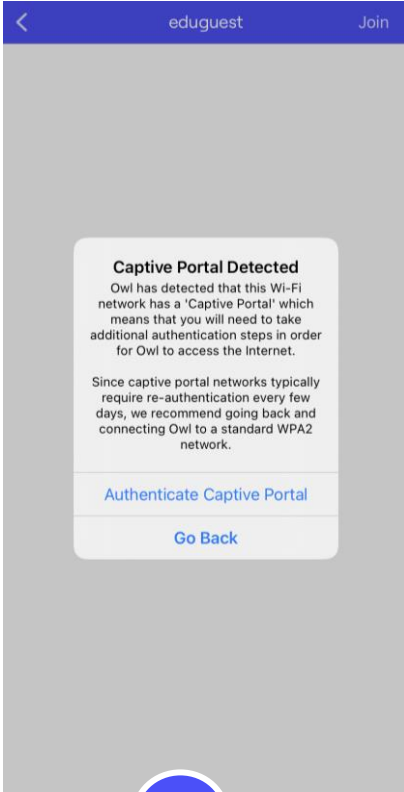
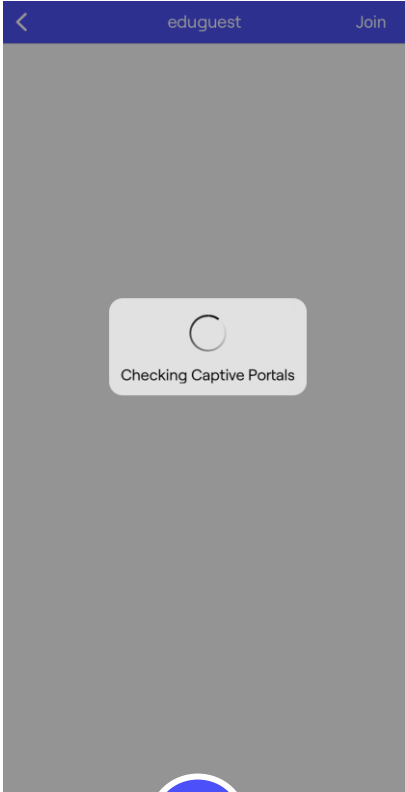
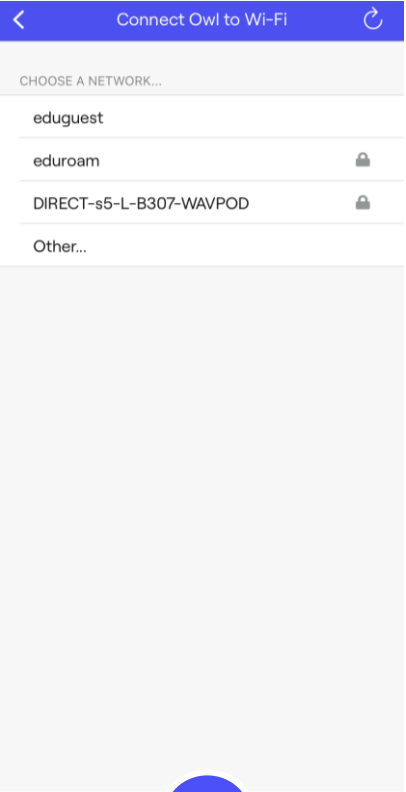
4. Select “**Start**”



5. Enter a
name for your
Owl and select
Next.



6. Select
Connect to
connect your
Owl to your
Wi-Fi network



6. Select **"eduguest"** from available Wi-Fi networks

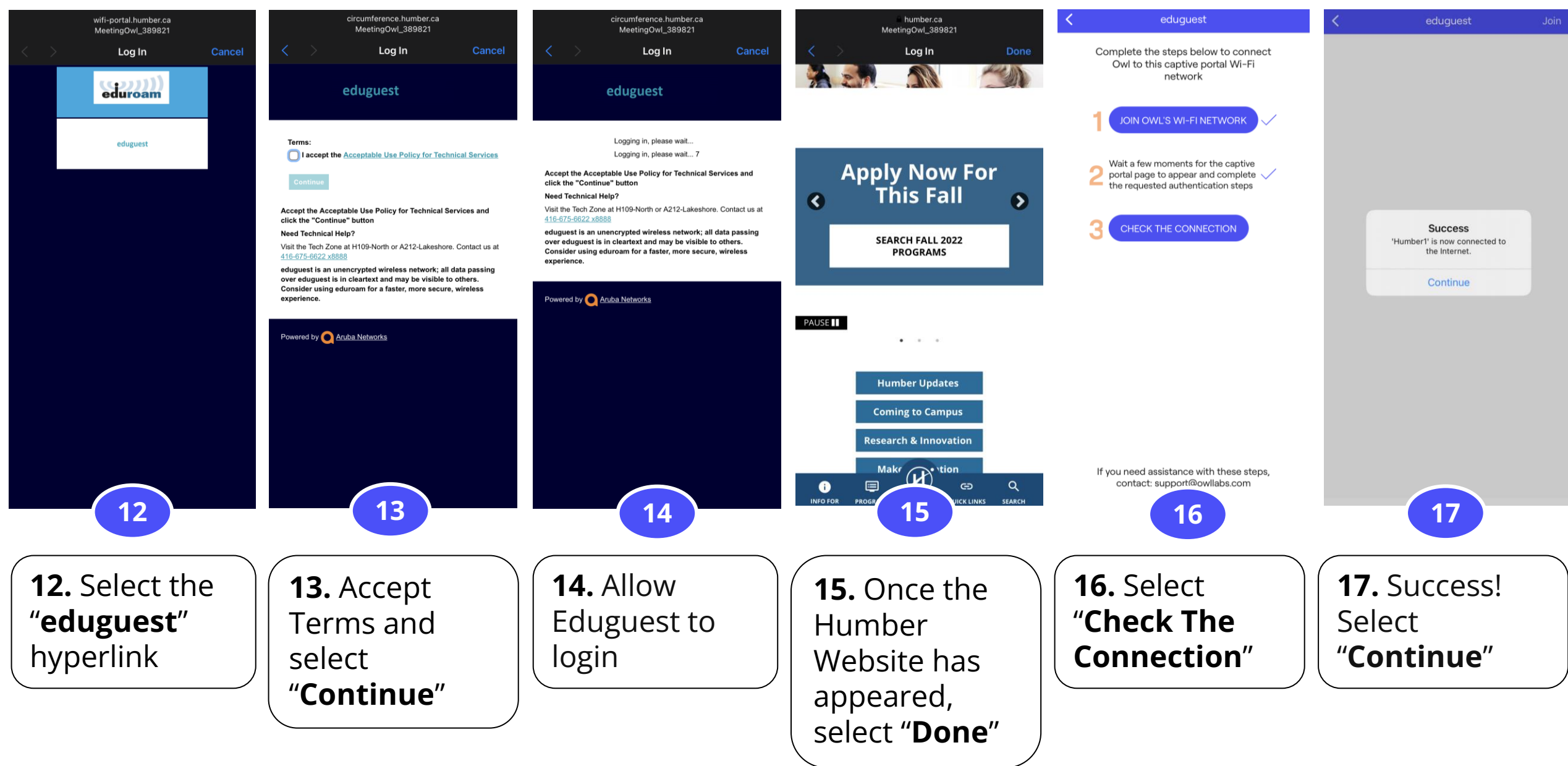
7. The Meeting Owl will begin attempting to connect

8. If the connection is successful the pop-up will appear, select **"Authenticate Captive Portal"**

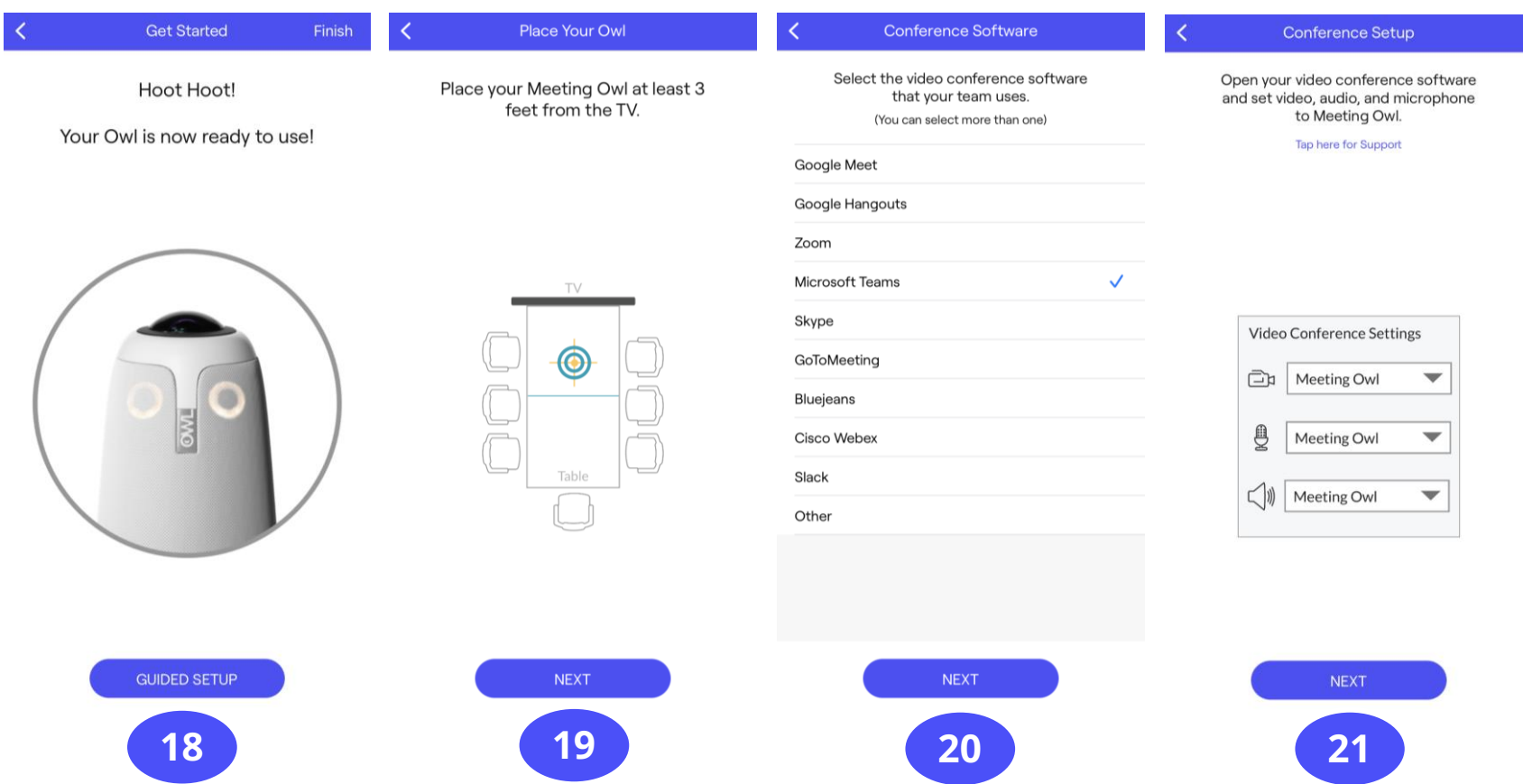
9. Select **"Join Owl's Wi-Fi Network"**

10. Select **"Join"**

11. Wait a few moments for Step 2 to complete



* For IGS please see TechZone for current Guest Wi-Fi Password.



Completed!

You Meeting Owl Pro is now completed registered and set-up. You only have to completed this process once when you start up your Owl for the first time.

Going forward to use it for meetings you will simply be able to power up, plug in and start using.

18. Select the **"Guided Setup"**

19. Select **"Next"**

20. Select from the menu which video conference software you plan to use, select **"Next"**

21. Follow on-screen instruction, Select **"Next"**

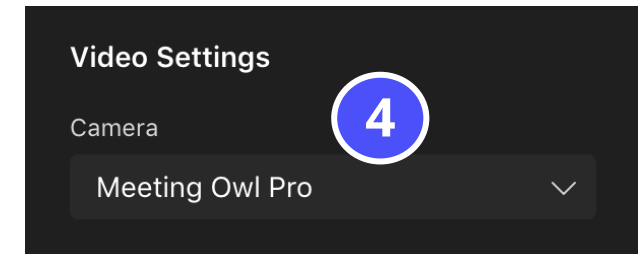
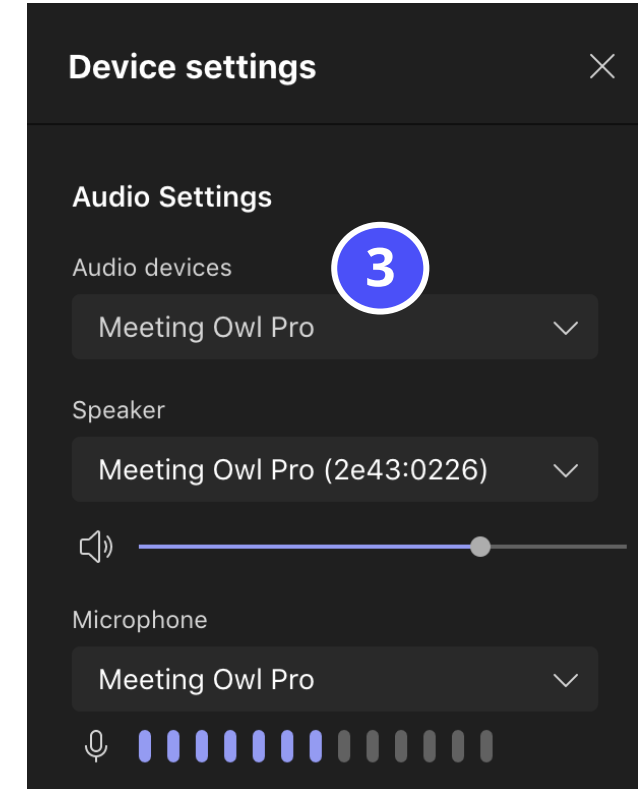
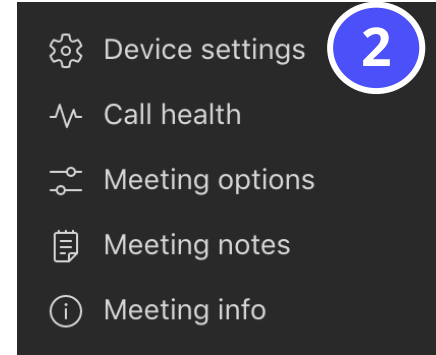
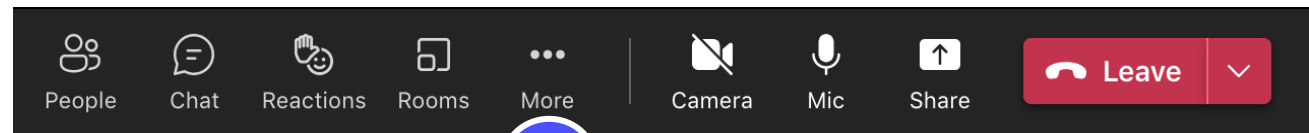
Getting Started

Here are the basic steps to get started using the Meeting Owl Pro with your preferred video conferencing software once you've registered your Owl and set it up:

- Make sure your Owl is plugged into a power source and your computer. When the Owl's eyes stop pulsing and you hear a "hoot," your Owl is ready to use.
- Launch your preferred web-based video conferencing software, such as Zoom or Microsoft Teams.
- Start a new video or join a conferencing meeting.

When Using Microsoft Teams:

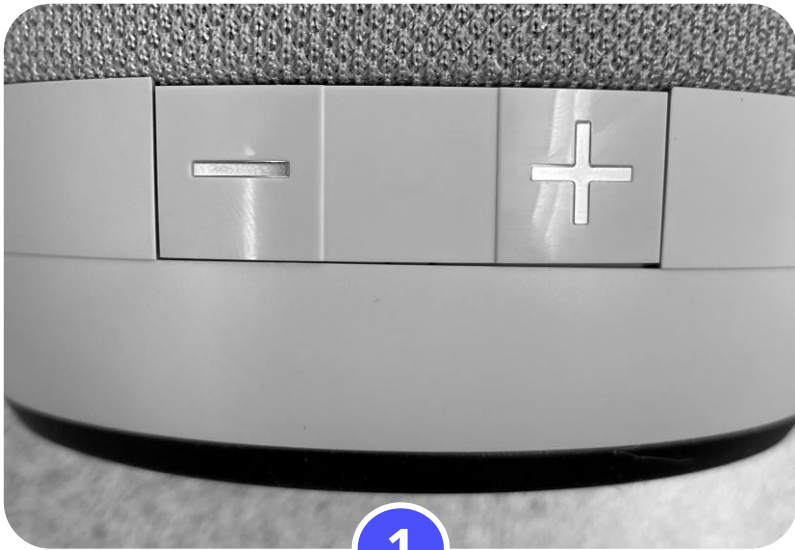
1. Select **"More"**
2. Select **"Device Settings"**
3. From the dropdown under Audio Devices, select **"Meeting Owl Pro"**
(This will set the Owl as your Speaker and Microphone)
4. From the dropdown under Camera, select **"Meeting Owl Pro"**



Physical Buttons

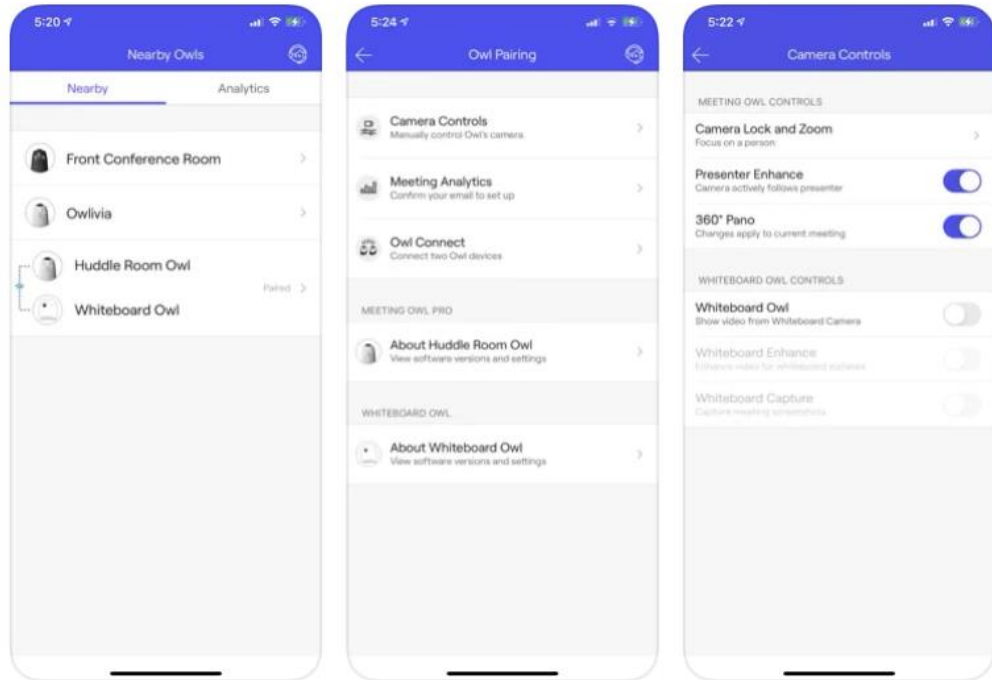
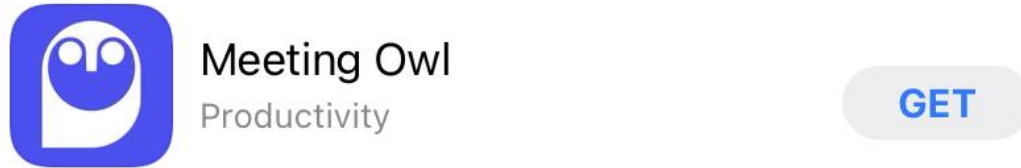
There are several physical buttons on the Meeting Owl Pro that make it easy to use without having to open the mobile application or adjust computer settings.

1. Speaker Volume Control
2. Mute/Unmute
3. Toggle Presenter Focus *(Refer to Features for more information on Presenter Focus)*



Meeting Owl App on a Mobile Device

The Meeting Owl App is **required** to register your Meeting Owl Pro and to access features. The Meeting Owl App is compatible with iOS and Android mobile devices and is available on the App Store and Google Play.



Features

Stage View (Default)

This is the default view for the Owl that displays a split-screen view that will automatically display the current speaker. The display will also split up to **3 times total** to include **the last two speakers for up to 10 seconds** after they are done speaking.

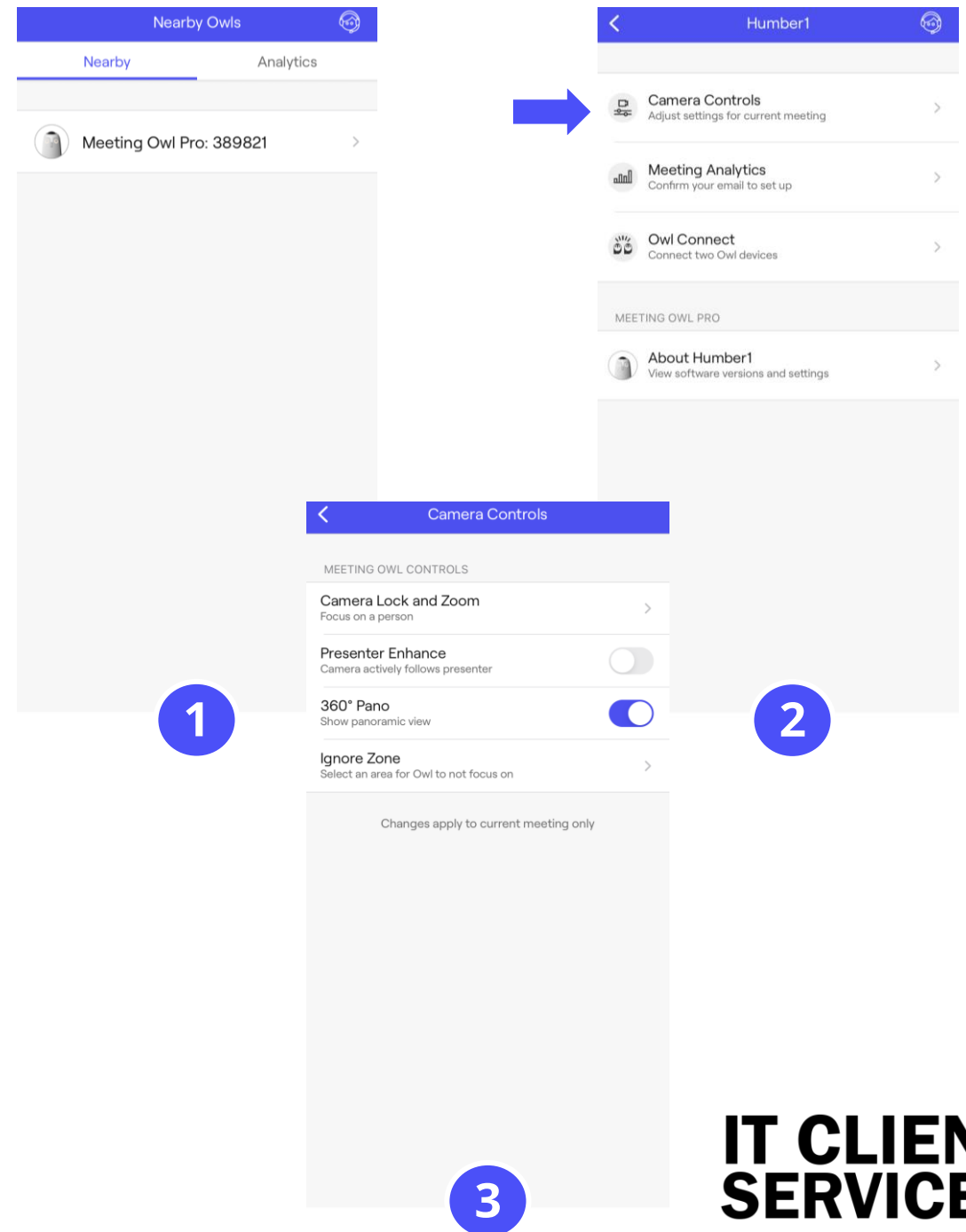
This view by defaults includes a 360° Panorama of the entire space and all participants as a ribbon at the top of the camera view.



360° Pano (Enable/Disable)

For presentations or meetings where the 360° Pano strip isn't necessary. Users can enable or disable the feature using the Meeting Owl mobile application.

1. Select your Owl from the Nearby Owls List.
2. Select "**Camera Controls**".
3. Toggle the **360° Pano** off or on.



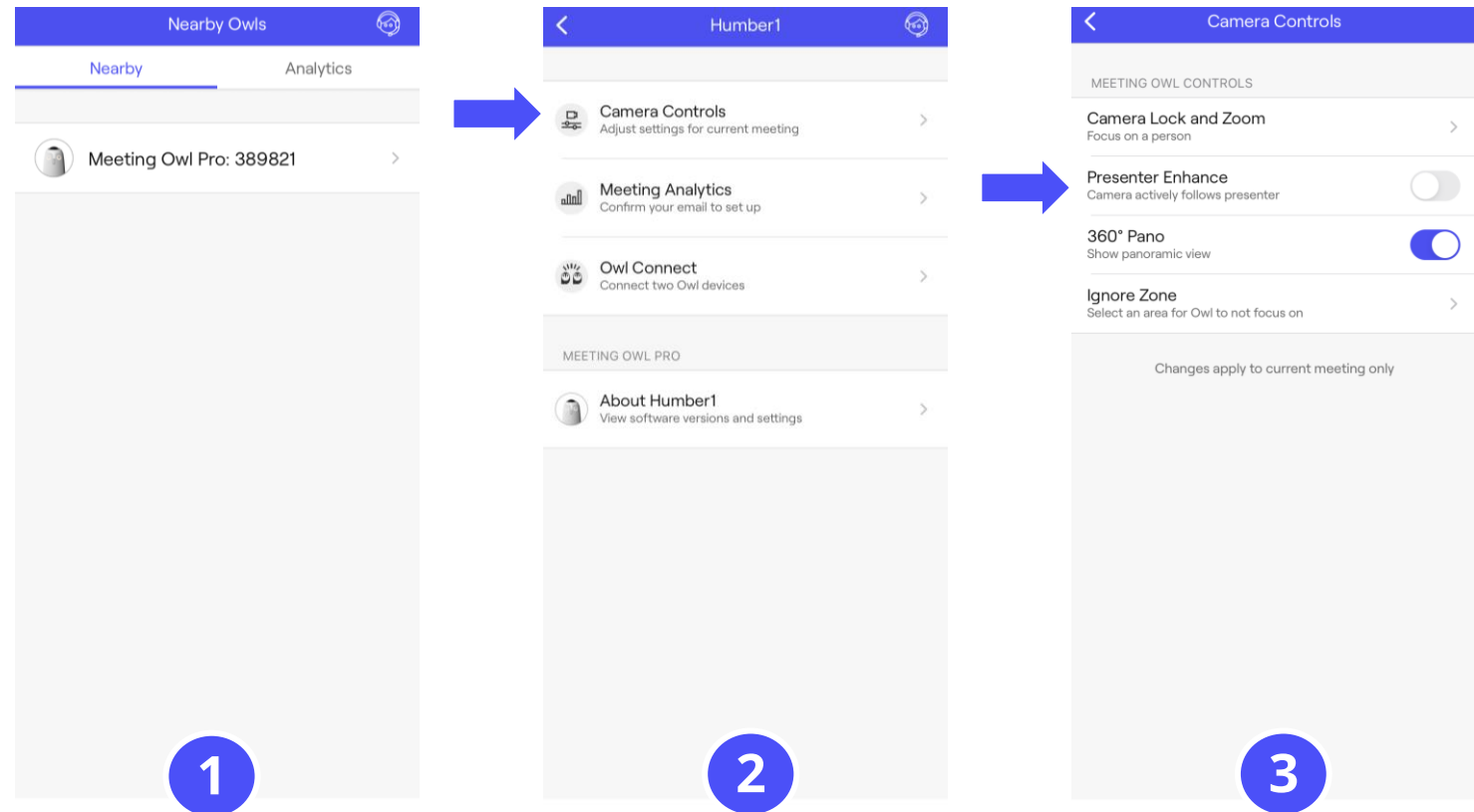
Presenter Enhance

Presenter Enhance is a Meeting Owl Pro feature that follows one speaker. Presenters can move around the room or take notes on the whiteboard while keeping the Meeting Owl Pro focused on them.

When a participant makes a comment or asks a question, the Owl will split the screen between the presenter and the active participant. When the participant is finished speaking the Owl will switch back to following only the presenter.

To access Presenter Enhance:

1. Select your Owl from the **Nearby Owls** list.
2. Select **Camera Controls**.
3. Move the slider to turn on **Presenter Enhance**.



Camera Lock and Zoom

The Meeting Owl Pro focuses on whoever is speaking and moving in the room automatically, but you can use the Meeting Owl app to **focus on a specific area** of your room. Meeting Owl Pro users can use the Camera Lock and Zoom feature to lock their camera, zoom in, and pan and tilt their camera vertically and horizontally.

The sequence of screenshots illustrates the steps to access the Camera Lock and Zoom feature:

- 1** The 'Nearby Owls' screen shows the 'Nearby' tab selected. A blue arrow points to the next screen.
- 2** The 'Humber1' settings screen shows the 'Camera Controls' option selected. A blue arrow points to the next screen.
- 3** The 'Camera Controls' screen shows the 'Camera Lock and Zoom' option selected. A blue arrow points to the next screen.
- 4** The 'Camera Lock and Zoom' screen shows a focus frame and a zoom slider. A red arrow points to the 'Reset to Auto Focus' button.

Two inset images show the focus frame on a video feed:

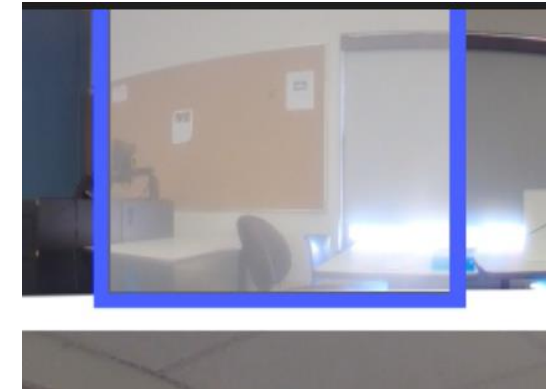
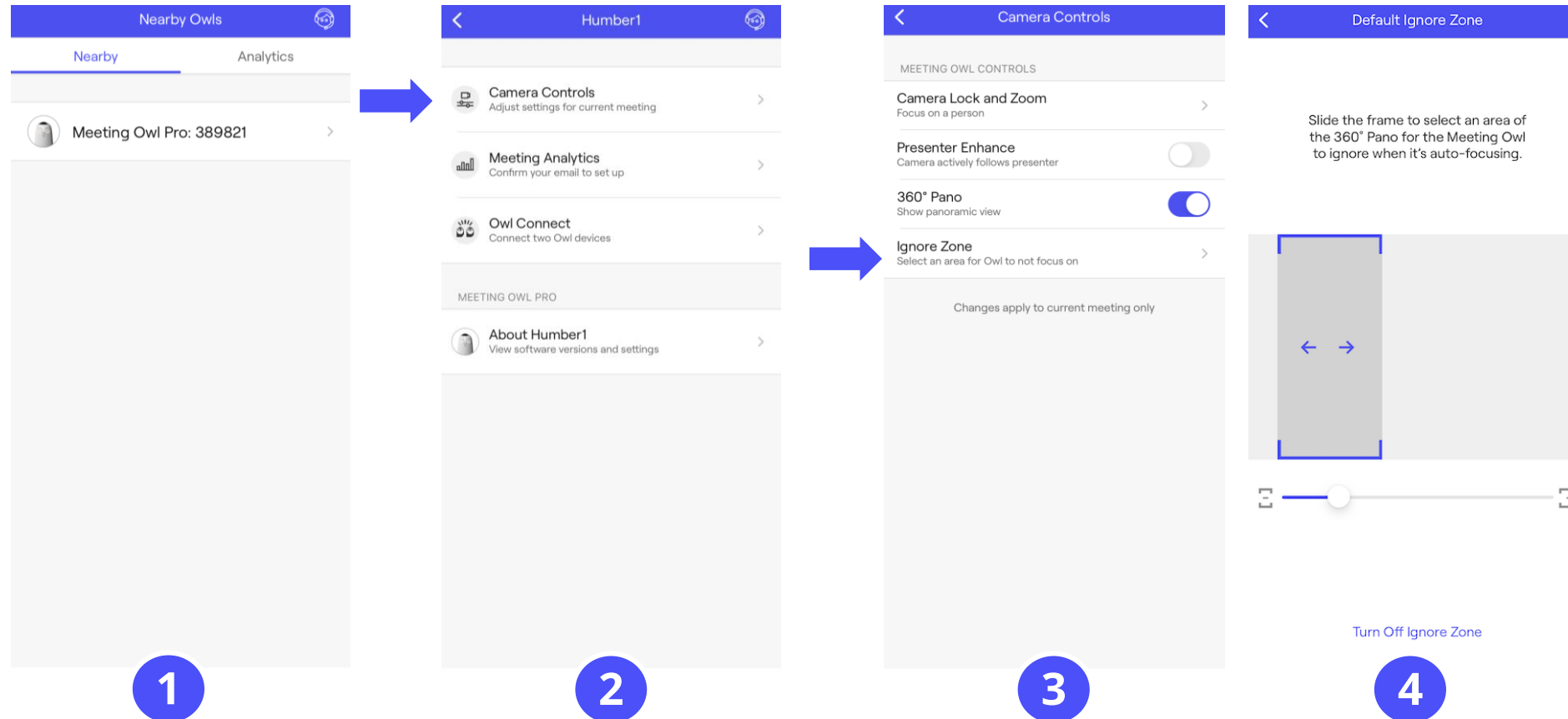
- The top inset shows a focus frame on a video feed.
- The bottom inset shows a focus frame on a video feed.

The selection frame will appear on the 360° Pano Strip to help select the Owl's Focus area.

* If you want use Presenter Focus/Ignore Zone, make sure to click "Reset to Auto Focus" before.

Ignore Zone

Very occasionally, the Owl can pick up on a remote participant speaking on the in-room TV screen, a photograph, or a painting in the room and highlight them on the Owl's Main Stage unnecessarily. When the Ignore Zone is set, the Meeting Owl won't highlight that area of the room on the Main Stage, so you can stay focused on collaboration.



The selection frame will appear on the 360° Pano Strip to help select the Owl's Ignore Zone.

Password Protection

Administrators or IT managers can use the Passcode Lock feature to password-protect the Meeting Owl's in-app settings so only administrators can adjust them.

This feature is meant only for IT Administrators and is strongly advised for clients **not** to sure this feature.



Placement Options

Desk or Tabletop Placement

The easiest way to set up the Meeting Owl Pro is to place it on a level surface, such as a desk or a table, at the front of your meeting.

Cart Placement

Place the Meeting Owl Pro on a mobile cart, along with a TV or monitor where remote participants can be displayed. This can be a more convenient and affordable placement option, as many classrooms already have rolling carts to display content on TVs or monitors, that gives presenters more flexibility during discussions.

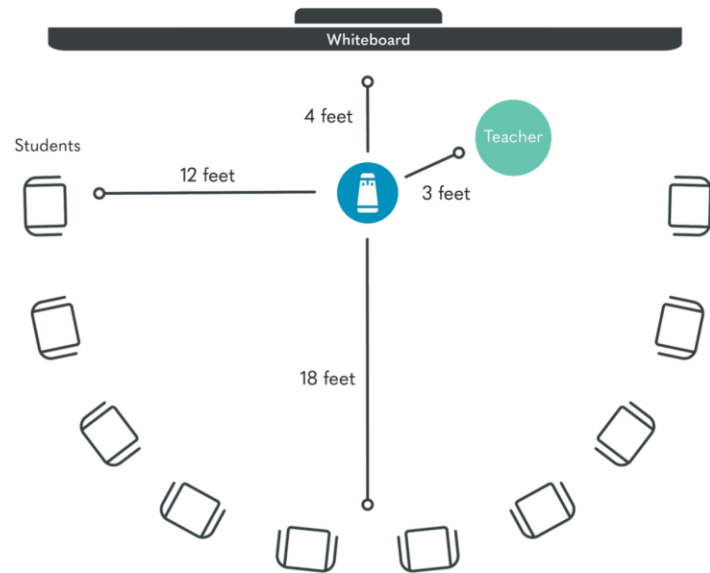
Tripod Mounting

Place the Meeting Owl Pro on a tripod, which gives you more flexibility to move your Owl into different spaces in the meeting area depending on your needs. The Meeting Owl Pro includes a universal tripod mount so you can easily screw the tripod plate onto the bottom of the Meeting Owl Pro and mount it on the tripod.

Recommend Set-up Options

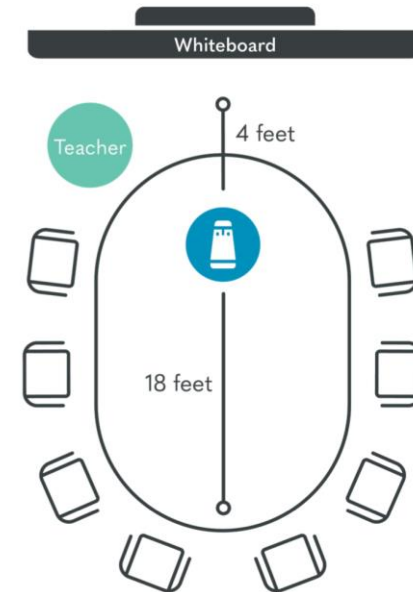
U-Shaped Desk Arrangement

The U-shaped or horseshoe desk arrangement is best for meetings where presenter will be using the whiteboard or presentation. Place the Meeting Owl Pro at the front of the horseshoe desk arrangement for an unobstructed view of the whiteboard or presentation.



Circular Desk Arrangement

The circular desk arrangement is best for discussion-based meetings where presenters don't need to write on the whiteboard or frequently refer to a presentation. Place the Meeting Owl Pro in the center of the circle or table so remote participants can be a part of the discussion.



Set-up Details

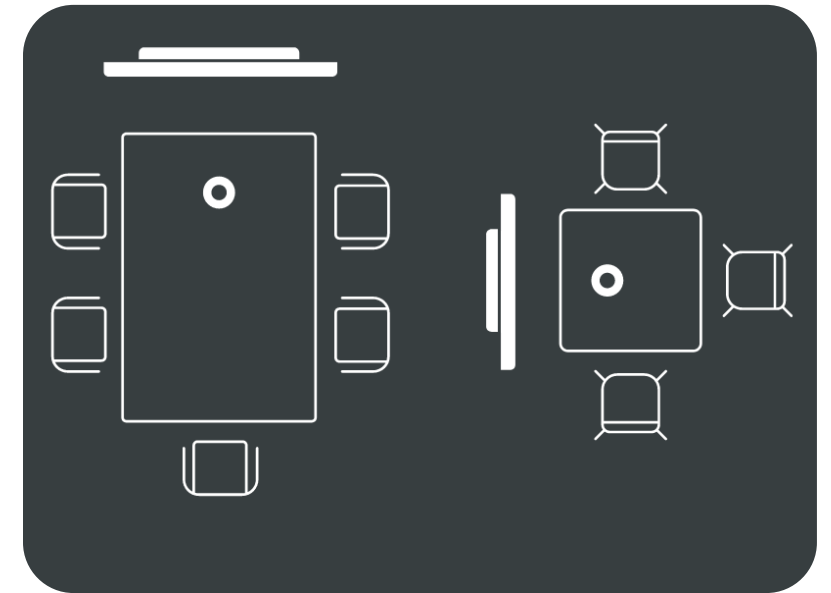
The Owl learns where people are sitting in the room. If a new person sits at the table, or if you speak, then move to another location and speak again, **it can take up to 5 seconds for the video to switch**. Switching may take longer the further away you are sitting from the Owl.

Participants are sitting within good range for best video and audio performance:

- Up to 8 ft. (2.5m) from the Owl for best video performance
- Up to 18 ft. (5.5m) for best audio pickup performance

In a **small huddle room** that fits two to four people, place the Owl in the center of the table, at least 12 inches from the TV.

If you're meeting in a **larger conference room** (up to 15 feet by 20 feet), place the Owl in the center of the table. The Meeting Owl should be at least 3ft (1m) from the TV, but no more than 8ft (2.5m) from the farthest participant to ensure that they can be displayed on the Owl's Main Stage.

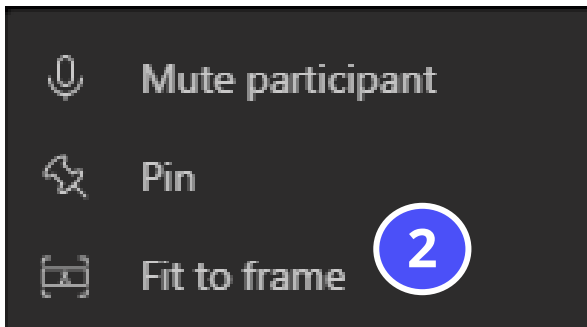


Best Practices

Microsoft Teams

Meeting Owl's video must be viewed in widescreen mode in order to see the full stage and 360° panoramic strip. By default, Microsoft crops the Owl's video when a certain number of participants is present. To change to widescreen mode, **ask remote participants to follow the steps below.**

1. **Right click** directly on the window with the cropped Meeting Owl video.
2. In the drop-down menu, select **"Fit to Frame"**.

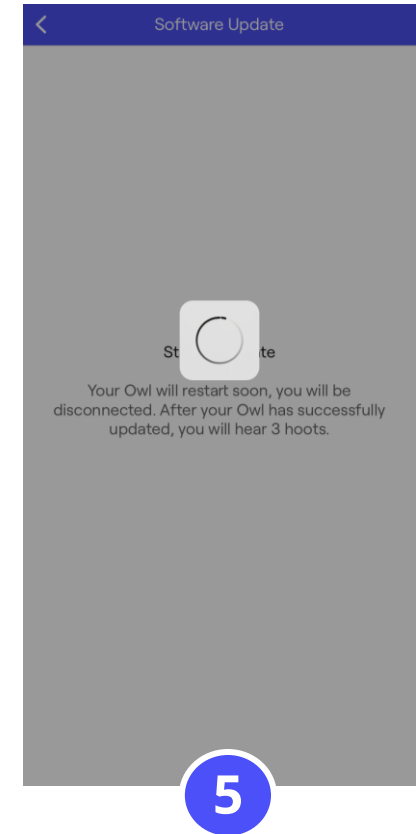
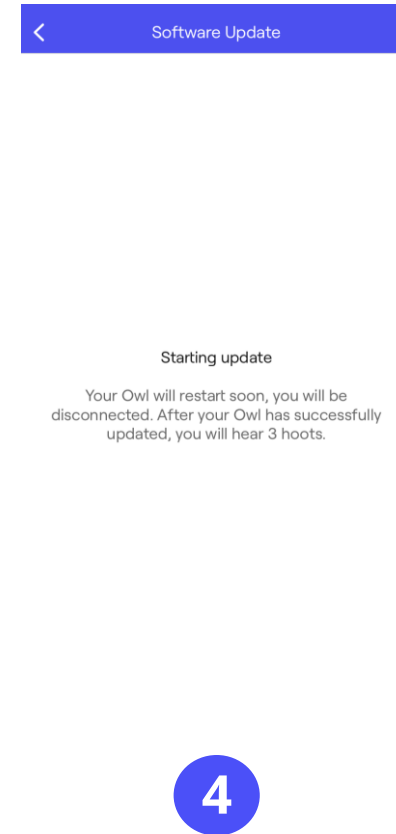
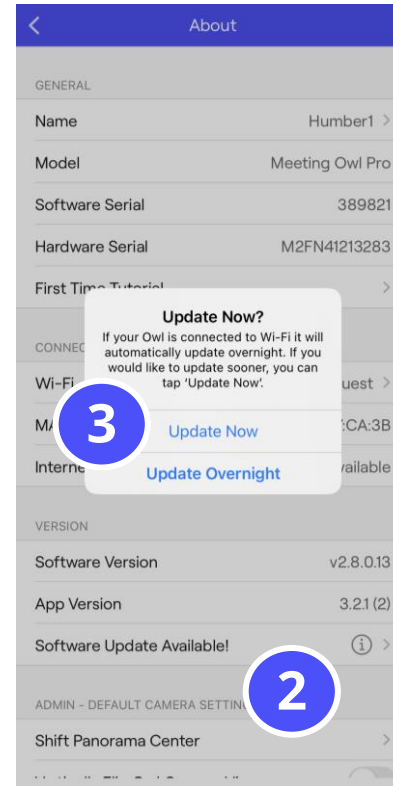
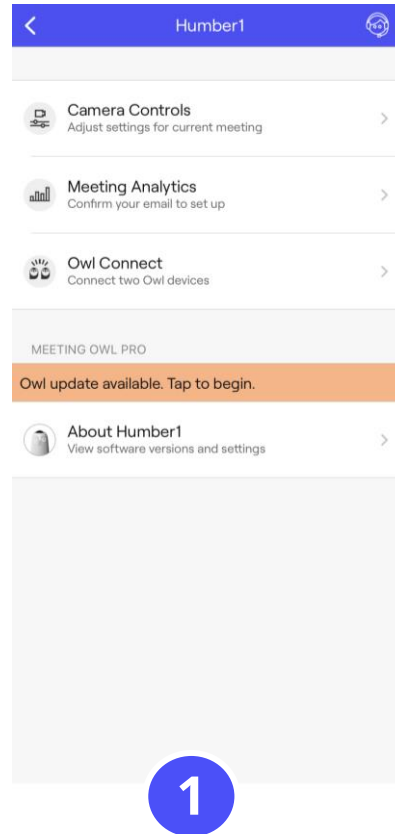


The Meeting Owl video should now be displayed fully on your remote attendees' screens.

Firmware Updates

Firmware updates should be completed regularly to ensure your Meeting Owl Pro is always up to date. The Meeting Owl application will indicate when an update is available. Follow the below sets to easily update the Meeting Owl Pro.

1. Select **“About My Owl”** if you see that an update is available.
2. Select **“Software Update Available”**
3. Select **“Update Now”**
4. The update will begin and take between 10-15 minutes.
5. Once you see the loading pop-up the update is nearly completed.



* If the Owl prompts that it requires an internet connection refer to Step 6-17 under Registration.

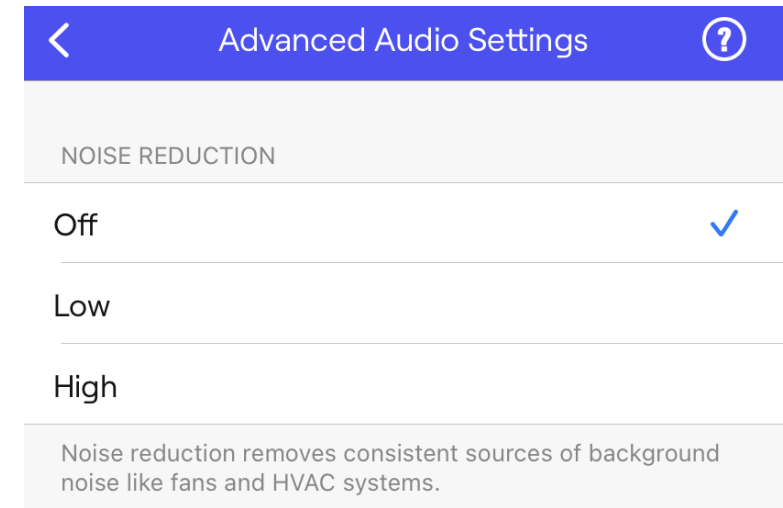
Troubleshooting

In-Room Noise Reduction

Many spaces have powerful ventilation, heating, and cooling systems that can produce a lot of ambient noise for the Meeting Owl Pro to process during meetings, so we have a feature to turn on stronger Noise Suppression within the Meeting Owl app.

To turn on Noise Suppression:

1. Select your Owl from the **Nearby Owls** list.
2. Select **About your Owl**.
3. Scroll to the bottom of the screen, select **“Advanced Audio Settings”**
4. Select from the list under Noise Reduction **“Low”**
5. If the issues persists, completed above steps and select **“High”**



* Microsoft Teams automatically does in-room noise reduction, use this feature only if adjusting Microsoft Teams first does not work. Using both in-room noise reduction features at once can cause further issues.

Reduce Echo

If remote participants can hear their own voice come back to them with a delay after they speak, or they can hear another person who is not in the room with the Owl's voice repeat with a delay after they speak.

To Turn on Double Talk:

1. Select your Owl from the **Nearby Owls** list.
2. Select **About your Owl**.
3. Scroll to the bottom of the screen, select "**Advanced Audio Settings**"
4. Select from the list under Double Talk "**Minimal**"
5. If the issues persists, completed above steps and select "**Off**"

DOUBLE TALK

Off

Minimal

Default ✓

Moderate

Aggressive

Double talk allows remote participants to hear local participants when both are speaking at the same time. Increasing the value may increase echo in different room setups.

Resources

Owl Labs: Online Resources

[How to Set Up the Meeting Owl Pro - A Comprehensive Guide](#)

[Owl Labs for Education - Download Guide](#)

[Meeting Owl Pro - FAQ](#)

