

How To: Using the Meeting OWL

Power on the OWL

- Plug the power cable into an available power outlet near your workstation.
- The eyes of the OWL will flash. This indicates that the OWL is receiving power and is starting up.
- The OWL will go through a brief self-check process.
- After a few moments, the OWL will emit a soft chime and light up in a steady white color. This indicates that the OWL is ready to be connected to your device

Connect the OWL to Your Device via USB

- Locate the USB cable that came with the OWL.
- Plug one end of the USB cable into the OWL and the other end into your device (laptop, desktop, etc.). The connections on the OWL are located on the bottom.
- Most devices will automatically recognize the OWL as a camera, microphone, and speaker.

Set Up the OWL in Your Video Conferencing Software

- Open your preferred video conferencing software (e.g., Zoom, Microsoft Teams, Google Meet).
- Go to the settings section and select the OWL as the default device for the camera, microphone, and speaker.
 - Camera: Choose "Meeting Owl" as the camera.
 - Microphone: Choose "Meeting Owl" as the microphone.
 - Speaker: Choose "Meeting Owl" as the speaker.

Position the OWL

- Place the OWL in the center of the room for optimal 360-degree video and audio capture.
- Make sure it's on a flat, stable surface.

Test the Connection

- Start a video call and verify that the OWL is working correctly. Ensure that participants can see and hear you through the OWL.

Troubleshooting (if necessary)

- If the OWL is not recognized, try:
 - Unplugging and replugging the USB cable.
 - Restarting your device.
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