

# Getting Started with the Meeting Owl (Owl)

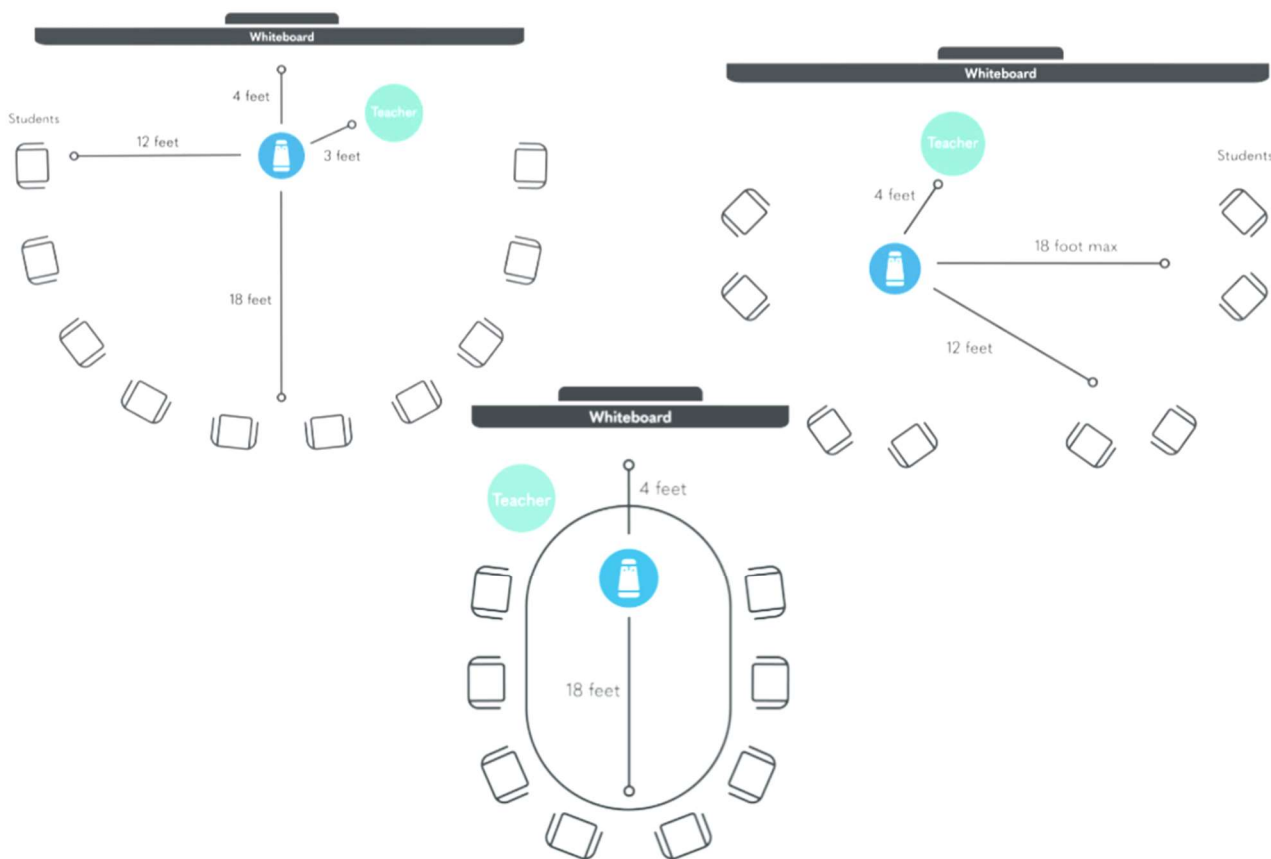
## About the Meeting Owl:

The Meeting Owl is designed for meetings with multiple attendees and boasts an intelligent, dynamic system that utilizes 8 microphones and a 360° camera in a single, plug and play device. Multiple Owls may also be connected to increase range for longer meetings. Follow the steps below to get started with your Owl.

### **You do not need to connect your Owl to Wi-Fi to run a meeting.**

Place your Owl on a flat surface where it will have centralized access to all attendees, such as a conference room table. Images below show suggested configurations.

- In a small room that fits two to four people, place the Owl in the center of the table, at least 12 inches from the video monitor.
- 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.
- It should be at least three feet from the video monitor but no more than eight feet from the farthest participant.



**\*\*Experiment with the placement of the Owl to best suit your meeting's needs. Alternative accessories are also available, including ceiling mounts and tripods.**

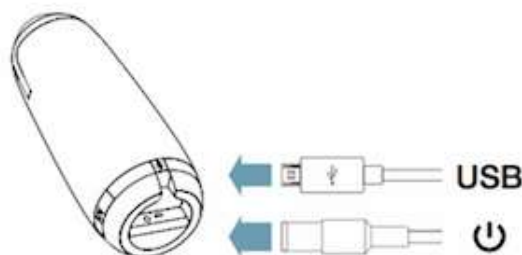
Compiled and modified for our environment from these sources:

[https://support.owllabs.com/s/knowledge/Get-started-with-your-Owl?language=en\\_US](https://support.owllabs.com/s/knowledge/Get-started-with-your-Owl?language=en_US)

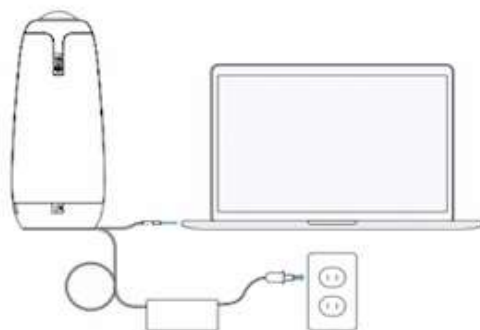
<https://www.education.uw.edu/technologycenter/wp-content/uploads/2020/03/OWL-Guide-2019.pdf>

## Setup:

1. Turn the Owl over and **plug in the USB cable and power adapter**.



2. Connect the Meeting Owl to your computer or laptop via USB and plug the Owl into a power outlet. Wait until the Owl's eyes stop pulsing, and you hear a hoot. This indicates that your Owl is fully powered on.



***NOTE:*** If you are not installing the mobile app, please skip steps #3 and 4 below, and proceed to #5. **Your Owl does NOT need to be connected to Wi-Fi to run a meeting.**

3. **OPTIONAL:** Download the Meeting Owl mobile app from the Apple or Google Play App Store. After installation, proceed to #4.
  - The app allows scroll and pan adjustments to the video settings during your meeting.

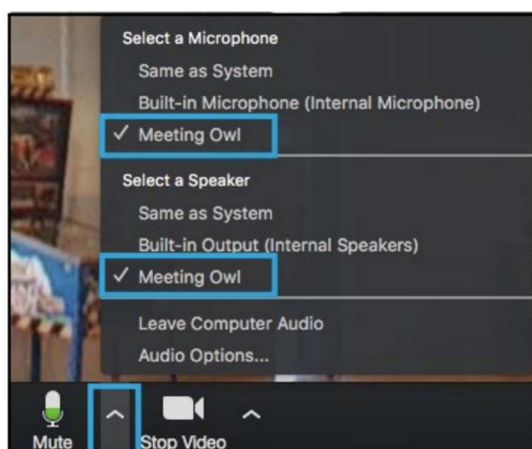


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4. **OPTIONAL:** Enable Bluetooth on your computer or mobile device to allow the mobile app to connect to the Owl.
  - Select the Meeting Owl from the list to show display and sound options.
  - **Your Owl does NOT need to be connected to Wi-Fi to run a meeting.**
5. Open your video conferencing software (**Zoom** is most popular) then choose the Meeting Owl for audio and video.
  - Your computer's monitor should display the Owl's video, if you connected it as instructed in step 2.
6. To see the Owl's video output on your in-room monitor or other display, you need to connect the video feed from your computer via a video cable.
7. Start your meeting. Once the setup is complete, you are ready to start your meeting.
8. After you start your meeting, be sure to check your microphone, speaker, and video settings to be sure you have selected the Meeting Owl as required for your meeting. Use the image below for more details.

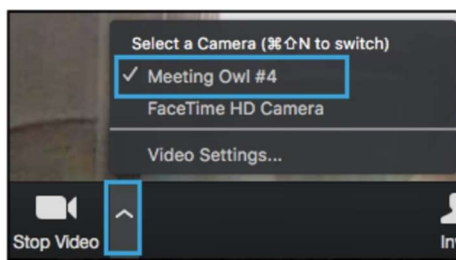


## Select the Microphone / Speaker

Open the Audio menu on the bottom of the screen, under "Select a Microphone" and "Select a Speaker" select "Meeting Owl" for both categories.

## Select the Camera

Open the Video menu on the bottom of the screen, under "Select a Camera" select "Meeting Owl"



**NOTE:** If you do not see the Meeting Owl in your audio or video devices, please leave everything connected and restart your computer. This should allow the device to be found.

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## Meeting Tips:

Once you've gone through the setup tips above, you can start your first meeting with the Owl! To use your Owl in a meeting, just [join a meeting in your video conferencing platform](#) and select Meeting Owl as your audio and video device.

Please follow the suggestions below to ensure your Owl is working at peak performance throughout your meeting:

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

[Download](#) the Meeting Owl App on your mobile device, tablet, or computer and explore the [features](#) available to your Owl.

Rotate the Owl so that the monitor in your room is split on either side of the 360° panoramic view.



**If you have questions**, please visit the Owl Labs Setup and Troubleshooting page, here: [https://support.owllabs.com/s/knowledge/Get-started-with-your-Owl?language=en\\_US](https://support.owllabs.com/s/knowledge/Get-started-with-your-Owl?language=en_US)

And, you can always contact CLAS IT by emailing [clasit@villanova.edu](mailto:clasit@villanova.edu) or visiting our webpage, here: [https://www1.villanova.edu/villanova/artsci/faculty\\_staff/clasit.html](https://www1.villanova.edu/villanova/artsci/faculty_staff/clasit.html)

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