Meeting Owl Quick Start Guide

1. Do First

- Obtain a USB-A adapter for your laptop computer, if needed

- **Optional:** Download and install the Meeting Owl App from the Apple Store or Google Play Store onto your mobile device. This allows you to gain access to advanced features and capabilities.
Search for "Meeting Owl" in your App Store to find the app.

2. Owl set up

- Plug in the USB cable and power cord on the base of the Owl.

- Plug the USB cable into your laptop or desktop computer.

- Plug the Owl into an outlet. You will see the Owl's eye illuminate and pulse. After a few seconds you will hear a hoot. This indicates the Meeting Owl is ready to use.
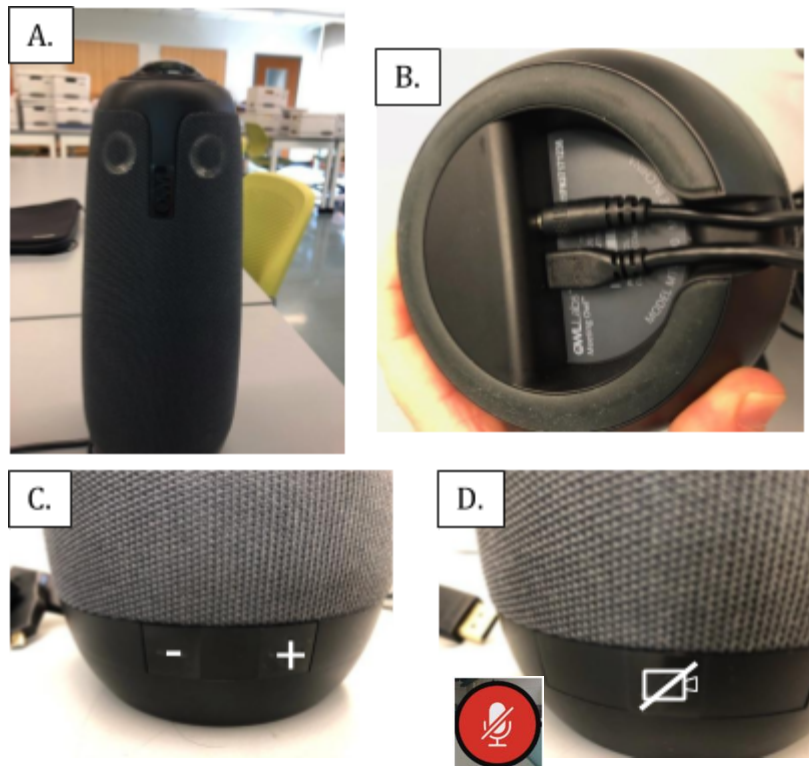
Figure 1. (A) Owl with eyes pulsing during start up. (B). USB and power connections on bottom of unit. (C) Speaker volume controls. (D). Microphone mute button. A red light will illuminate on the base of the unit when the microphone is muted, and you will see the red muted microphone icon on your video conferencing screen.

3. Meeting Owl App

The Meeting Owl App is not necessary if you are using the Owl with a laptop or desktop computer and you are allowing the Owl to Auto Focus. Auto Focus means the Owl will select the camera's field of view based on the speaker's location and sources of sound.

However, simultaneously running the Meeting Owl App on your mobile device allows you to interact with the Owl and lock the camera onto a particular area of the room.

- Launch the Meeting Owl app on your mobile device. From the "Nearby Owls" tab, select the Owl you are using from the list of available devices.
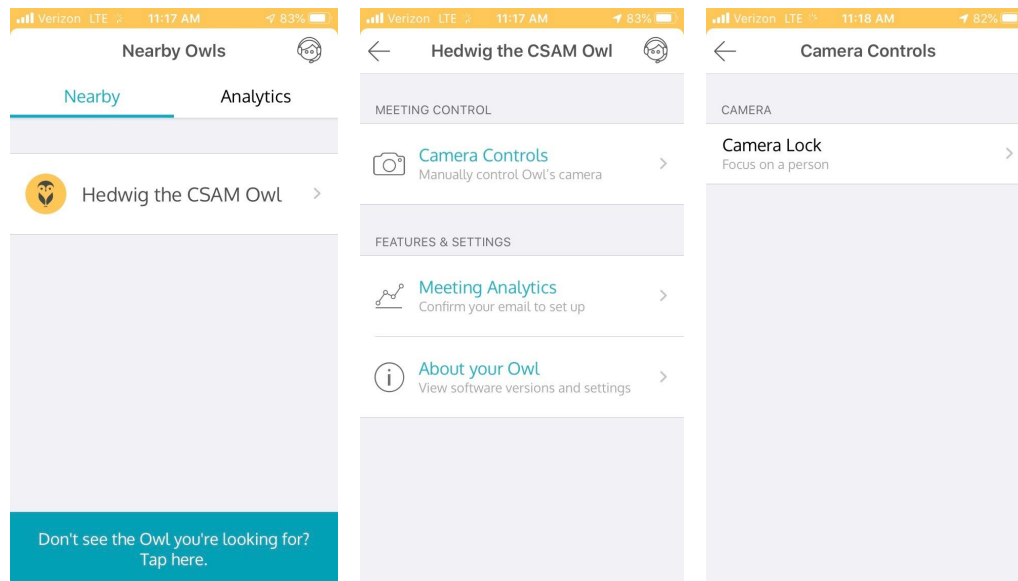

Figure 2 (Left) Landing page upon launching the Meeting Owl App from a mobile device. Select your Owl from the available devices list. (Middle) Meeting Control, Features and Settings tab. (Right) Camera Controls tab. Click on Camera Lock and Take Control to launch the Camera lock feature.

4. Camera Lock Feature

One of the most useful features will be the **Camera Lock,** allowing you to freeze the field of view on a specific point rather than allowing the system to determine where to focus.

- Select the Camera Controls button in the Controls and Features tab of the Meeting Owl app.
- Click on Camera Controls and then Camera Lock.
- Click on the Take Control button. On your mobile device you will see a blue rectangle. In your video conferencing software you will see a blue rectangle highlight a portion of the 360˚ view.
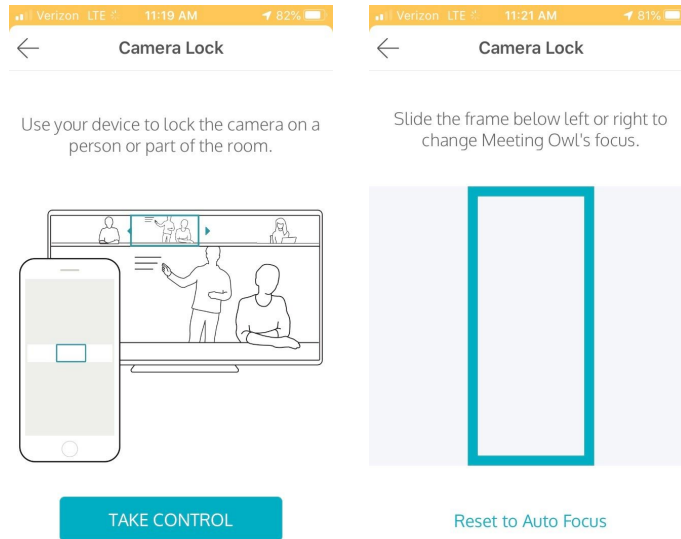
Figure 3 (Left) Camera Lock landing page in the Meeting Owl App. (Right) After hitting Take Control, you will see a blue rectangle in the Meeting Owl App. This is the field of view selector.

- On your mobile device, slide your finger left-right across the blue rectangle to select and lock the camera's field of view to a specific area of the classroom.
- Click "Reset to Auto Focus" in the Meeting Owl App to return automatic camera control to the Owl.
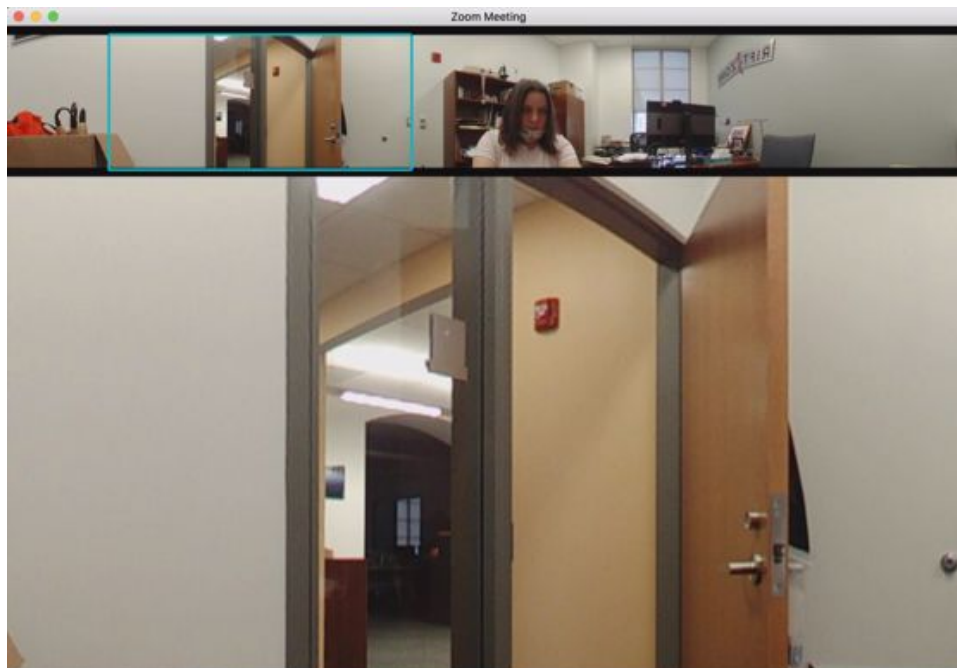

Figure 4. The light blue box in the 360° image shows the Owl's current field of view, automatically selected based on the source of sound. Slide the blue box inside the Meeting Owl App on your mobile device to lock the camera on the speaker or on the desired area of the classroom.

5. Owl placement in the classroom

Place the Owl in a location that will capture the projection screen, whiteboards, etc. without obstruction, and no more than 12 ft from the instructor. Practice with the Meeting Owl in your teaching space to ensure the video and audio functions work as needed.

6. Integration with Canvas and the Big Blue Button

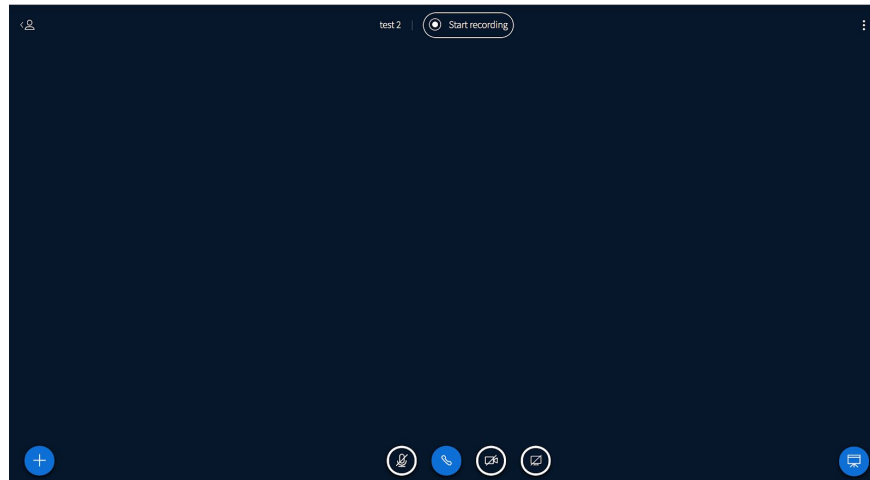- Create a conference in Canvas. Invite your guests and start the conference.

Figure 5. Landing page for the Big Blue Button conference. The 4 icons at the bottom center of the screen are microphone mute/unmute, join/leave audio, share webcam, and share screen.

- Click on Join Audio Icon (telephone, highlighted in blue above). As the meeting host, select join with microphone.
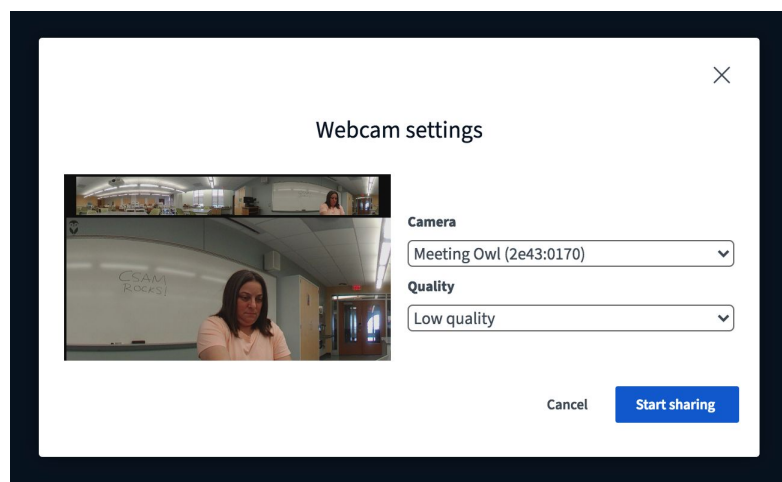- Click on the Share Webcam icon. Select the Meeting Owl as your camera.

Figure 6. Webcam setting screen in Canvas. Select the Meeting Owl as your camera.

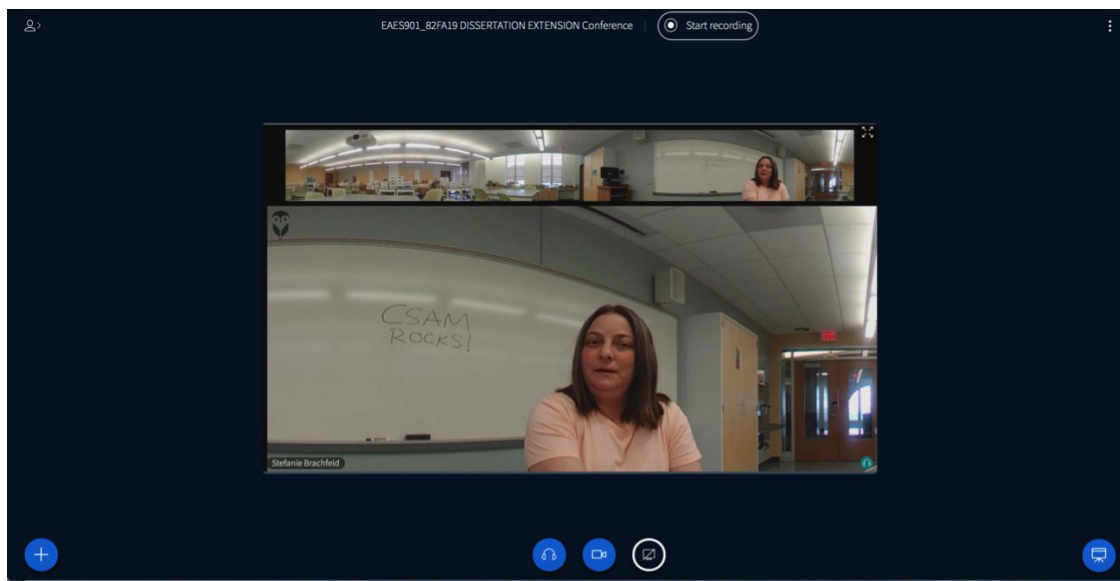● Click the blue "Start Sharing" button. You will see the screen below.

Figure 7. What an attendee sees in a Canvas conference.

7. Integration with Zoom

● Create and launch a Zoom conference.
● Select Join Audio Conference by Computer.
● Within Zoom, click the arrow on the microphone icon. Select the meeting owl as your microphone and speaker.
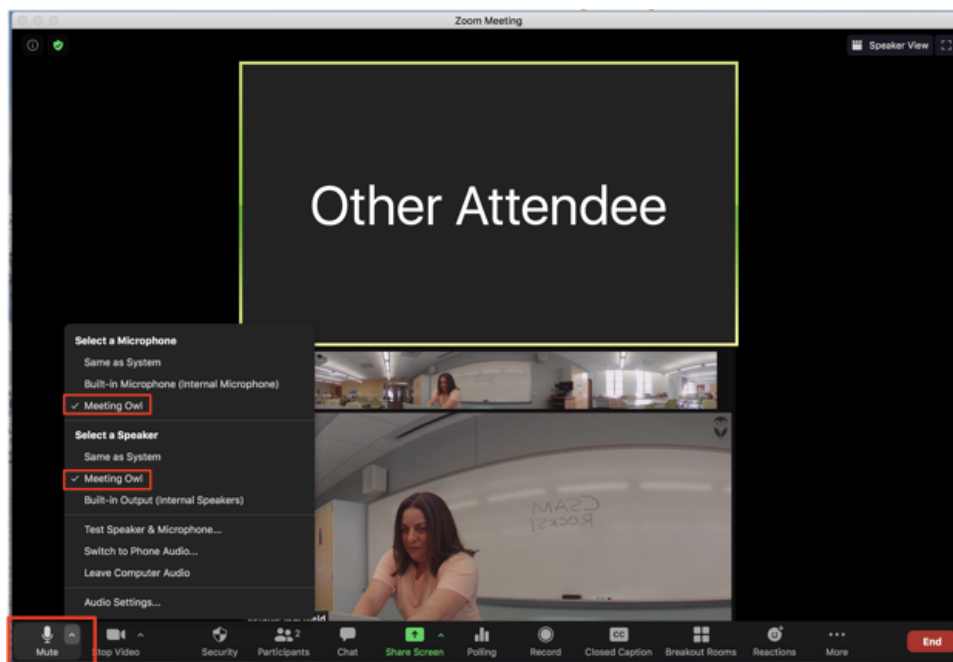

Figure 8. Selecting the Meeting Owl as your speaker and microphone within Zoom.

Within Zoom, click on the arrow next to the video camera icon. Select the Meeting Owl as your camera. Note that the host sees an inverted image. However, the image is normal for other attendees.
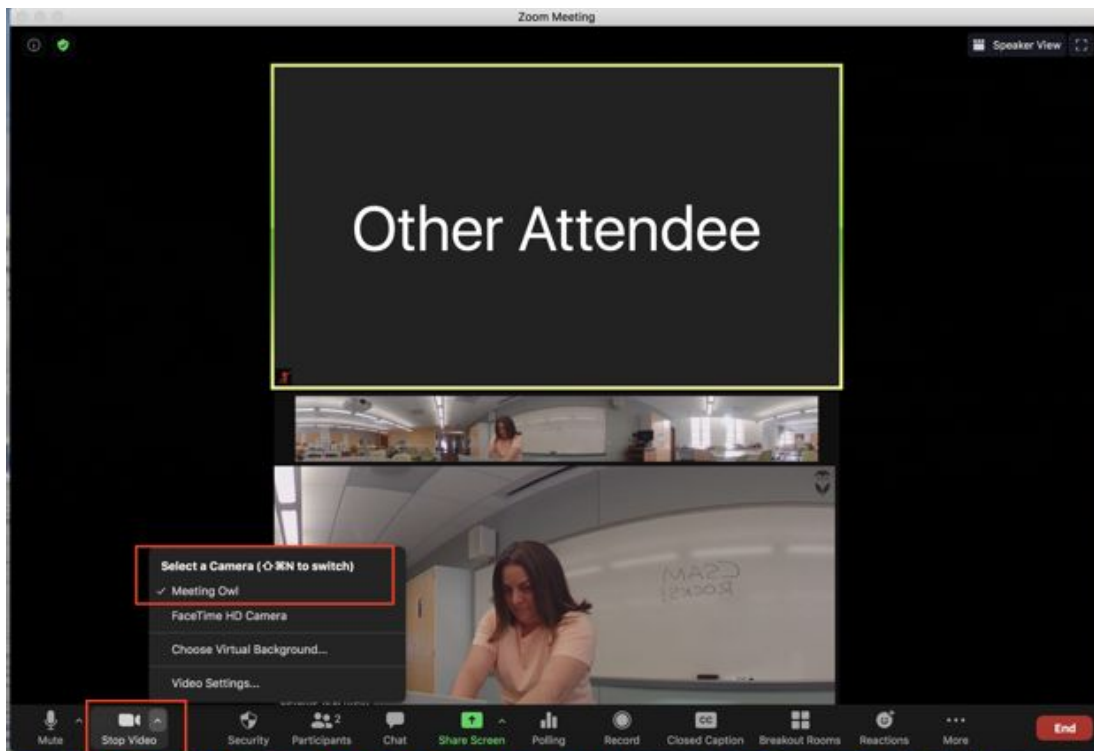

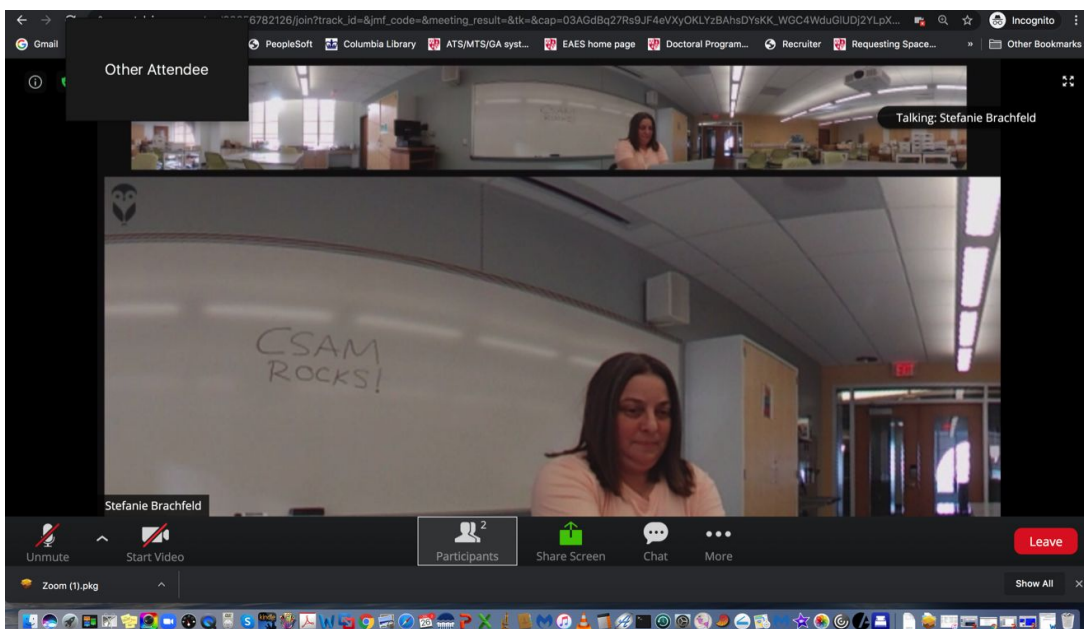*Figure 9. Selecting the Meeting Owl as your camera within Zoom. The host sees an inverted image.*

Figure 10. What the meeting attendees see in a Zoom Conference.

Meeting Owl Support

The Meeting Owl App contains a direct link to the Owl Labs Support Center, where you can either send an email or initiate an online chat. Click the icon of the person wearing a head-set on the top right of the screen to access the Help Desk.
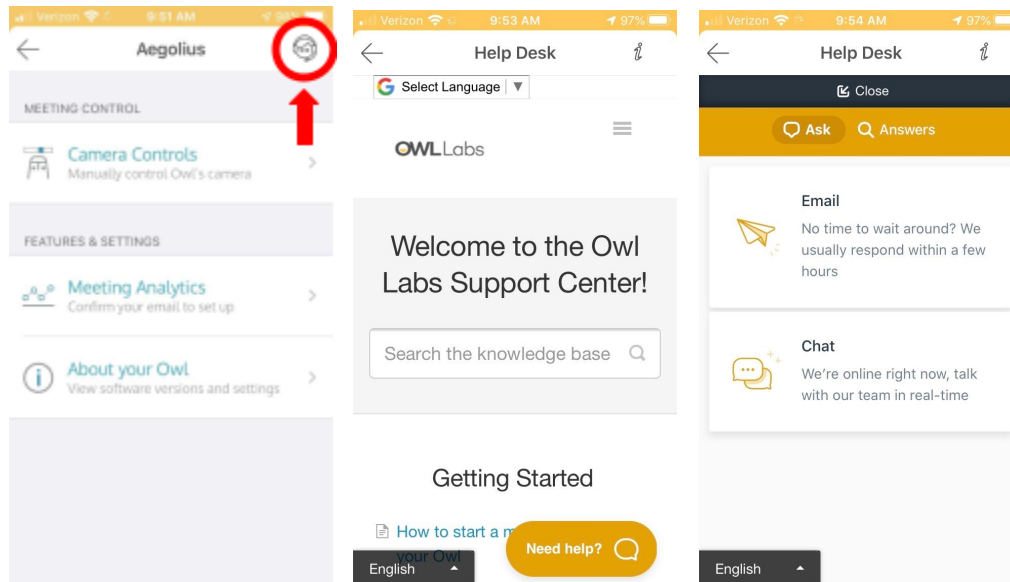

Figure 11. Accessing the Owl Labs Help Desk via the app.

Additional Resources

Basic Meeting Owl set-up

- https://www.youtube.com/watch?v=6WT_6r6bGq8
- https://owl-labs.helpscoutdocs.com/article/159-how-to-start-a-meeting-in-zoom-on-your-owl
- https://www.owllabs.com/blog/meeting-owl-pro-setup

Support documents / Trouble-shooting / Network connections

- https://www.owllabs.com/education-enablement-guide
- https://owl-labs.helpscoutdocs.com/
- https://support.owllabs.com/hc/en-us/sections/115001393868-Troubleshooting
- https://support.owllabs.com/hc/en-us/articles/115011136287-How-do-I-connect-my-Meeting-Owl-to-Wi-Fi-

Using the Meeting Owl with Google Meet

https://owl-labs.helpscoutdocs.com/article/158-how-to-start-a-meeting-in-google-meet-on-your-owl

Canvas tutorials for faculty

https://www.montclair.edu/information-technology/canvas-faculty/

Zoom tutorials

https://www.montclair.edu/information-technology/video-conferencing-at-msu/

Integrating Zoom with Canvas

https://montclair.instructure.com/courses/3/pages/holding-virtual-sessions-using-zoom

Office of Faculty Advancement Teaching Support

https://www.montclair.edu/faculty-advancement/teaching-support/