



OWL LABS Pro 360 Degree 1080P HD Smart Video Conference Camera Instructions

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**Pro 360 Degree 1080P HD Smart Video
Conference Camera
Instructions**

If you would like to test out this equipment prior to your meeting date, please email Danielle Cook at dcook@hopkintonma.gov or contact the Library at 508-497-9777. As a friendly reminder: Library staff are not available for technology help on the day of your meeting. For assistance, please refer to this set of instructions which includes troubleshooting information.

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Setting up your meeting with the Meeting Owl Pro:

Set up your meeting through your preferred meeting software.
In the Meeting Owl Pro case, you will find:

- The Meeting Owl Pro
- 1 power adapter/cable (cable may need to be attached to the adapter portion)
- 1 6.5 foot USB-C to USB cable

Through the notch in the underside of the Meeting Owl device:

- Connect the power adapter to the device, and plug the adapter cable into a wall outlet.
When power is received, you will see a green light on the underside of the device, the Meeting Owl Pro's eyes will glow, and it will give a friendly "hoot!"
- Connect the USB-C cable end to the device and then connect the USB end to your laptop.

Stand the Meeting Owl Pro up in front of your laptop. If wanting to use the Meeting Owl Pro's 360-degree camera, you will want to try and set it up in the middle of the meeting area, within three to eight feet of all meeting participants. The Meeting Owl will show the 360-degree view on the top of the meeting screen, and on the lower half of the meeting screen, it will shift its "gaze" to include close-ups of all participants. Start your meeting.

If using Zoom:

- In the pop-up dialog box, first test your speaker and microphone to ensure the Meeting Owl is picking up your audio/speaker is functioning. Then "Connect to Audio" with the blue button.
- By default, your meeting camera may be your laptop's own webcam. To connect to the Meeting Owl Pro 360-degree camera, select the "up arrow" next to the camera icon on the lower part of your meeting screen. Then select the "Meeting Owl Camera" option. You will see the Meeting Owl Pro's eyes glow when the camera is turned on.

On the Meeting Owl Pro itself, there are a few control buttons at the base:

- Volume up/down
- Mute (when actively muted, red lights on the sides of the Meeting Owl Pro will be illuminated)
- Option (directly above the USB and power cables)
 - By default, the Meeting Owl Pro "speaker spotlight animation" will show a combination of slide animations and straight cuts. This button allows you to change to a straight cut view all the time.
 - To enable this option, press and hold the Option button until you hear a two-second tone and the light above the button illuminates in blue.

Troubleshooting:

Feedback/loud screeching

If there is another laptop or device in the same room as the Meeting Owl, and it is connected to the same meeting, make sure that device is muted.

Can't hear outside participants well

You may adjust the Meeting Owl Pro's speaker volume using the (+) volume button on the device. Otherwise, please ask the outside participants to check their own connection and audio settings.

Outside participants can't hear meeting participants


- In your meeting platform settings, ensure the Meeting Owl Pro is selected for your audio/speaker. Also check to

see if you are muted and unmute if needed.

- Otherwise, check whether the Meeting Owl Pro itself is muted (red lights will be illuminated). If so, push the mute button to disable this setting.
- You may also want to consider moving closer to the Meeting Owl Pro device if the meeting audio is too faint for outside participants to hear.

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Documents / Resources

 <p>Meeting Owl Pro Instructions</p> <p>1. Unpack the Meeting Owl Pro and remove the protective foam. The Meeting Owl Pro is a 360-degree camera that can be used for video conferencing. It is designed to be used with a computer or a mobile device. The camera is equipped with a 1080P HD camera and a 360-degree microphone. It is also equipped with a 360-degree display and a 360-degree touch screen. The camera is designed to be used for video conferencing and is compatible with most video conferencing software. The camera is also compatible with most mobile devices. The camera is designed to be used for video conferencing and is compatible with most video conferencing software. The camera is also compatible with most mobile devices.</p>	<p>OWL LABS Pro 360 Degree 1080P HD Smart Video Conference Camera [pdf] Instructions Pro 360 Degree 1080P HD Smart Video Conference Camera, Pro, 360 Degree 1080P HD Smart Video Conference Camera, Meeting Owl Pro</p>
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