

Using the Meeting Owl Pro



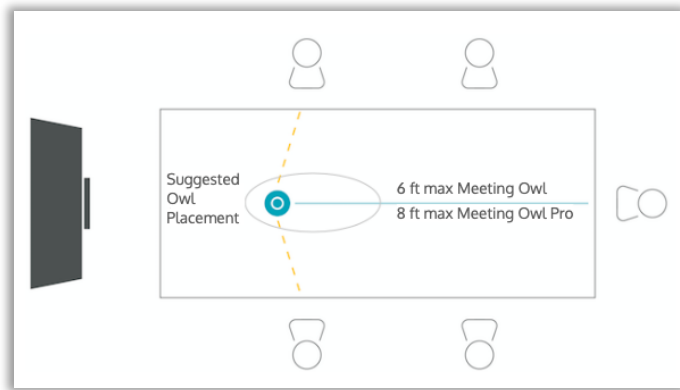
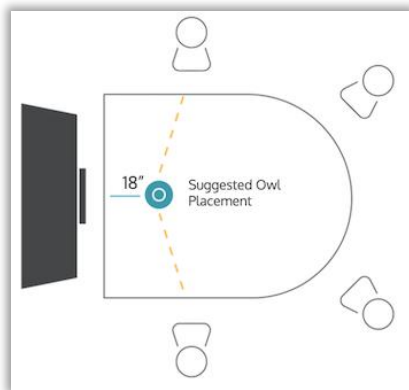
Introduction

HMS IT is piloting the Meeting Owl Pro as a potential solution for adding web conferencing capability to compatible rooms. The Meeting Owl connects to your laptop computer much like a using a USB webcam or speakerphone. Simply plug the Owl into your computer using a single USB cable.

Positioning

For best results, please see the following recommendations for positioning the Owl in your space.

- In a small room that fits 2-4 people, place the Owl in the center of the table, at least 18" (0.5m) from the display.
- In a large room, place the Owl in the center of the table, at least 3ft (1m) from the display, but no more than 8ft (2.5m) from the farthest participant.



Requirements

You will need...

- A **Windows or macOS laptop** with a USB-A port
Note: If your computer only has USB-C ports, you will need the appropriate adapter.
- **Video conferencing software** of your choice (Zoom, Skype, Google Hangouts etc.)

How to Connect

1. Connect your computer to your room's video system the way you normally would.
2. If this is a room with a Cisco touch screen, **do NOT join** the video call using the Cisco system. You will only use the Cisco system to display your computer on the screen in the room.
3. Plug in the **USB cable** included with the Owl to your computer.
Wait until Owl's eye stop pulsing, and you hear a hoot. Now your Meeting Owl is ready to use.
4. In your preferred video calling software, place the call or start your meeting.
5. In the **camera & microphone settings** of the software, choose **Meeting Owl Pro**

Need Help?

Call: 617-432-2000

Email: itservicedesk@hms.harvard.edu

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Owl Sleep Screen – When you connect the Owl to your laptop, you may first see a branded screen with a loading circle. This loading screen is a sort of sleep mode. Approach the Owl camera and wave your arms and speak into the microphones to wake the Owl from sleep mode.

Controls

You can find the following buttons on the base of the Owl.



Mute Button

(Located on the lower sides of the Meeting Owl)
This will mute Owl's audio. When the Owl is muted you will see red lights illuminated on the base of the Owl.



+ / - Volume Up/Down Buttons

(Located on the lower side of the Meeting Owl)
These buttons will control the volume of Meeting Owl's speaker. You will hear a tone when these buttons are pressed.

Feedback and Support

If you require immediate technology assistance call **617-432-2000**
We welcome your feedback on how the Owl worked (or did not)!
Please take a moment to fill out our 4-question survey:
<https://bit.ly/HMSowlPoll>



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