# QUICK GUIDE: MEETING OWL PRO CAMERA

Prior to picking up your Meeting Owl Pro camera, IT will register your device and designate a Cerritos College five-digit tag number. This number will become your device's name, to help identify it.
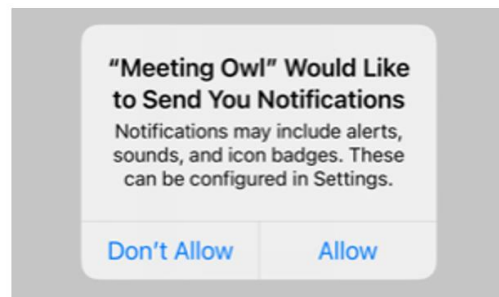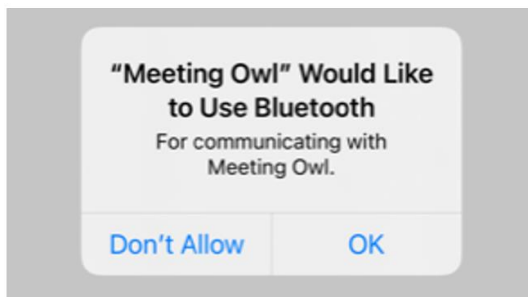
Getting Started

Start by carefully plugging in the USB cable first to the Meeting Owl Pro and then to your computer's USB port. Then, plug in the power cable first to the Owl and then to the wall outlet. Wait until the Owl's eyes stop pulsing and you hear a "hoot." Now your Meeting Owl Pro is ready to use.
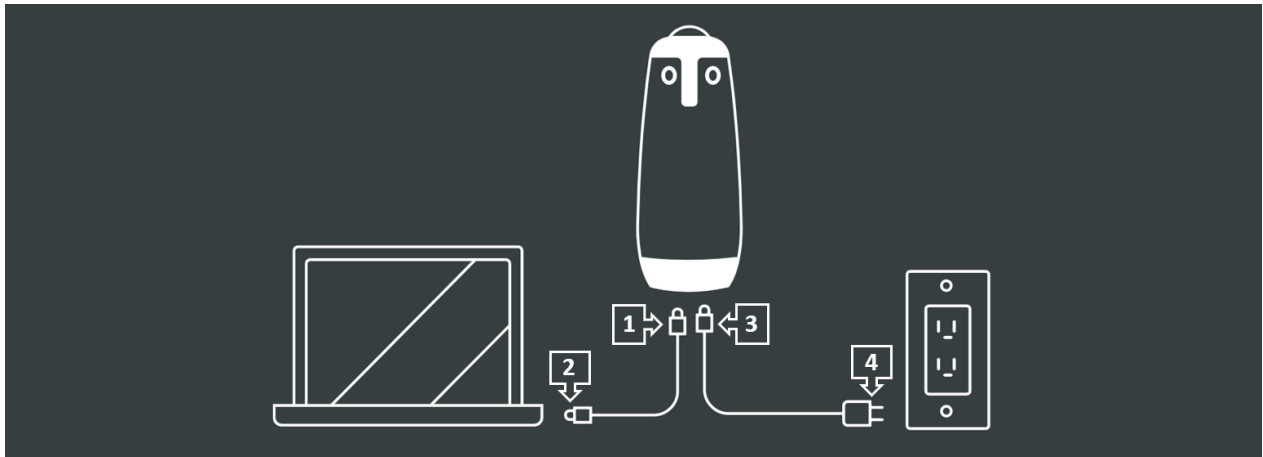
Next, download the Meeting Owl Pro app on your mobile device through the App Store or Google Play. (**Note:** The Meeting Owl App is not available on the desktop operating systems.)

MEETING OWL
FREE

Open the app. Allow the Meeting Owl Pro to use Bluetooth and Notifications to receive the latest updates.

"Meeting Owl" Would Like to Use Bluetooth
For communicating with Meeting Owl.

Don't Allow   OK

"Meeting Owl" Would Like to Send You Notifications
Notifications may include alerts, sounds, and icon badges. These can be configured in Settings.

Don't Allow   Allow

Connect the Meeting Owl Pro to WiFi to keep your device up-to-date.

1. Open the Owl App on your mobile device and select your device's name.
2. Under *Meeting Owl Pro*, click *About (Device Name).*
3. Under *Connectivity*, click *WiFi*.
4. Enter the Owl's password. This will be given to you by the IT Department.
5. Locate your network and input your password if required, then click *Join*. If successful, a pop-up box will appear saying, "Success. (Device Name) is now connected to the Internet."
6. Click *Continue*.

You are now all set up and ready to go!

Get to Know your Meeting Owl Pro Controls

At the base of the Meeting Owl Pro, you have the following options:

Mute Button

The mute button is located on both sides of the Owl. You can use this button to mute the audio outside of your video-conferencing platform. When muted, a mute icon will display on your computer screen.

Volume Up/Down Buttons

The volume +/- buttons are located on the front of the Owl. You can turn the speaker volume up (+) and down (-).

Option Button

The option button is located at the back of the Owl, above the USB and power cables.

This button toggles the speaker spotlight animation. By default, the animation that is used to highlight the active speaker is a smart combination of slide animations and straight cuts. You can change this animation to be a straight cut view all the time by pressing and holding the option button located on the base of the Owl until you hear a tone, lasting approximately two seconds. When this animation is selected, the light above the button will illuminate in blue.

Lastly, you can use this button for advanced troubleshooting and bypass the mobile app.

Setting Up Your Owl in the Classroom

1. Start by placing your Owl in the center of the room at least three feet from the white board, but no more than eight feet from the farthest participant. The Owl can cover up to fifteen feet by twenty feet. We recommend testing different locations to figure out what works best for you and your class, with no obstructions.

2. Plug in the USB cable to the Owl and your laptop. Then, plug in the power cable to the Owl and to the wall outlet or designated power source. (***Note:*** You do not need to download or open any software on your laptop for the Owl.)

3. Launch *Zoom* using your preferred platform (desktop application, *Canvas TechConnect Zoom,* or web browser). If you scheduled your class meetings through *Canvas TechConnect Zoom,* you can start your meeting like normal.
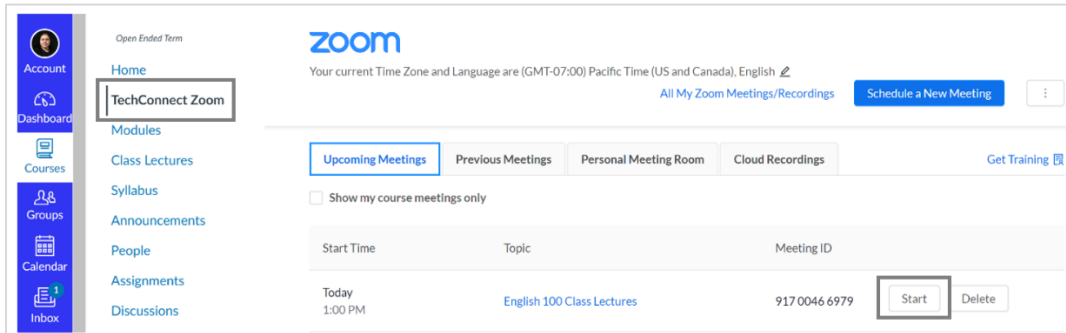
4. Change your (1) microphone and (2) audio speaker to *Echo Cancelling Speakerphone (Meeting Owl Pro)* and the (3) video camera to *Meeting Owl Pro Camera*. Next, remove any virtual background or video filters.
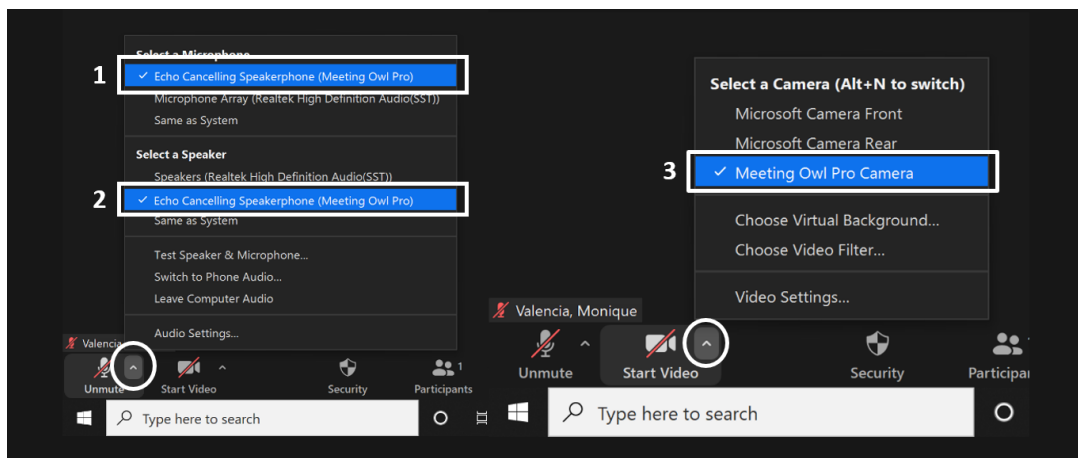
5. Now you are ready to start your meeting. Unmute yourself and turn on your camera.

Camera Functions

Using your Meeting Owl App on your mobile device, you can control the Owl camera. Below are the steps to access the camera settings:

1. Open the mobile app
2. Choose the device
3. Click on *Camera Controls*
4. Enter password (This will be provided by the IT Department)

Meeting Owl Controls

- **Camera Lock and Zoom:** Allows you to manually control the camera view. You can zoom in and out on a particular location or person. When done, remember to *Reset Auto Focus*.
- **Presenter Enhance:** Turn on toggle to allow the Owl's camera to actively follow the presenter.
- **360° Pano:** This feature is automatically turn on. To turn off the 360° Pano view, select the toggle.
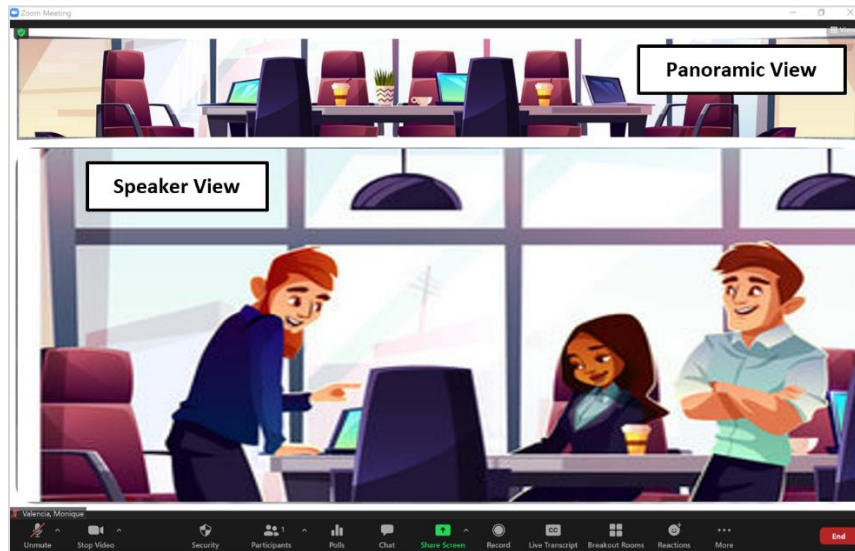
(***Fun Fact:*** The Owl's eyes will glow when the camera is on.)

Owl's Audio Settings

Adjust your audio settings if your having issues with extra noise and echoes. Below are the steps to access the audio settings:

1. Open the mobile app
2. Choose the device
3. Click on *About (Device Name)*
4. Scroll down and click *Audio Settings*
5. Enter password (This will be provided by the IT Department)

Audio Options:

- *Enable Noise Suppression* to cancel any extra noises in the room.
- *Enable Double Talk Detection* to eliminate any break in sound when two or more people are speaking.
- *Reduce Residual Echo* to prevent students who connected virtually from hearing echoes. We recommend increasing the number by one to two values, then testing for best quality control.

Frequently Asked Questions

Who can I call for help?

For questions, please feel free to contact the IT department at helpdesk@cerritos.edu, or the CTX at mvalencia@cerritos.edu. In addition, you can visit the [Owl Labs Support Center](#).

I hear loud screeching and audio feedback. What do I do?

Ask your students who are present in the room if someone has joined the meeting using a device like a laptop. If there are more than one device in the room, it will create unwanted noises. Ask the student to exit the *Zoom* meeting or to mute themselves.

Why can't I hear my students?

First, check to see if your students are muted on *Zoom*. You can see a list of participants on the bottom navigation under *Participants*. If your students are not muted, check your audio settings. The speaker output should be listed as *Echo Cancelling Speakerphone (Meeting Owl Pro).*

Why do my students sound very quiet?

Check the Owl's speaker volume by adjusting the volume (+) on either side of the Owl. If you continue to have trouble hearing your students, ask them to check their connection and audio settings.

Why do some of my students sound like they are underwater when connected virtually?

Ask your student to use a headset or headphones. This will help to improve the sound quality for both the students and the instructor.

Why can't my students hear me?

Check to see if you are muted on *Zoom*. If you are not muted on *Zoom*, then check the Owl. If you see red lights on the sides of the Owl, then you are muted. To unmute yourself, select the mute button on either side. Once the red lights disappear, you are no longer muted.