

Meeting Owl AV Guide

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Purpose

This guide explains the setup/configuration, best practices, and troubleshooting for the five Meeting Owl (3 Meeting Owl Pros, 2 Meeting Owl 3s) mobile conference cameras utilized in classrooms and conference rooms at the UCLC.

Quick Start Checklist

- Place the **Meeting Owl Pro (x3)** or **Meeting Owl 3 (x2)** in the center of the table **or on a tripod at the front of the room/near podiums** for best audio pickup.
 - Connect via **USB-C** or **USB-A adapter** to the podium PC or laptop.
 - Ensure the Owl is powered (plugged into AC).
 - Launch your conferencing app (Teams/Zoom).
 - Select **Meeting Owl** as the microphone, speaker, and camera device.
 - Confirm 360° video and audio pickup before starting the session.
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Controls Overview

- **Automatic Camera Framing**
 - Owl auto-focuses on the active speaker.
- **Camera Modes (via Owl App)** - *See Support & Assistance Section below*
 - **Auto-Focus (default)** → Tracks the active speaker dynamically.
 - **Manual/Still** → Fixes view on a chosen area.
 - **Grid mode** → Displays all participants in room in their own panel.
 - **Panorama mode** → Displays complete panoramic meeting view.
 - **Speaker mode** → Follows closely most active or most recent speaker.
- **Audio Pickup**
 - 360° microphones capture voices around the room.
- **Touch Panel / App Controls** (if using the Owl app)
 - Adjust volume, mute/unmute, or lock camera focus.
- **Laptop Settings**

- Verify audio output/input is set to **Meeting Owl**.
 - Adjust display sharing (Mirror/Extend) for presentations.
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Notes

- **Best Placement:**
 - Center of table, unobstructed view.
 - On tripods at the **front of rooms or near podiums** for larger spaces, ensuring clear audio pickup.
 - **Multiple Owls:**
 - For larger rooms, connect multiple Owls via USB hubs or conference PC. Or, pair two Owls for audio pickup extension.
 - Position evenly to cover all participants.
 - **Troubleshooting:**
 - If audio/video fails, unplug/re-plug USB cable.
 - Restart conferencing app and re-select Owl devices.
 - Check mute status on both Owl and conferencing app.
 - **Compatibility:** Works with Teams, Zoom, and most conferencing platforms.
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Shutdown Procedure

1. End the meeting in Teams/Zoom.
 2. Disconnect the Owl from the laptop/PC.
 3. Power down by unplugging from AC if not in use.
 4. Store safely in designated AV cabinet or case.
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Support & Assistance

For help, call **847-665-4008** or visit the **Reception Desk**.

For setup assistance, contact **the UCLC Technology Team** at **IT_Support@ucenter.org**.

