

Meeting Owl

Features

- Tracks active speakers in the room with up to 3 participants to be displayed via split-screen at once.
- The Owl uses its directional microphone(s) in conjunction with face recognition to keep the presenter in shot
- Enabled by default. to disable this mode, press the [button on the rear of the Owl](#)
- **Camera**
 - 360° camera (1080p 30fps)
 - The best distance for the speaker is 4-12 feet from the Owl
 - Automatically tracks the presenter as they speak and move around the room
- **Microphone**
 - 18-foot radius audio pickup
 - Mics equalize speaking volume automatically
- **Speaker**
 - 360° speaker
- **Ignore Focus**
 - Block areas of the cameras surroundings to keep from capturing screens or doorways
 - Keeps focus on the presenter by giving the Owl less to look at
- **Owl Nesting**
 - Link 2 Owls together for more coverage



Please Note

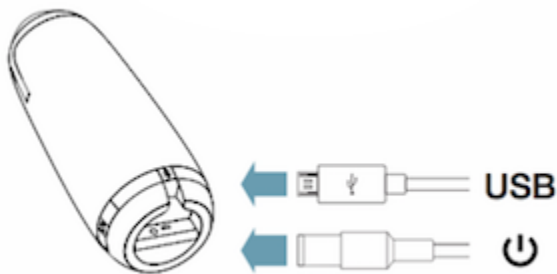
Use of the **Nesting** and/or **Ignore Focus** features require coordination with SOA Tech Desk.

Accessories

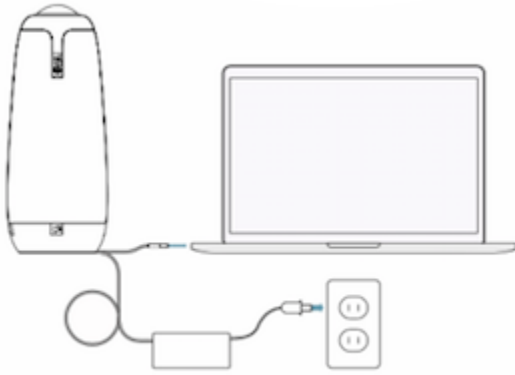
- 10Ft USB-C to Micro-USB cable
- 8Ft Power cable
- Tripod (optional/recommended)

Setting Up

1. Turn the Owl over plug in the two included cables.



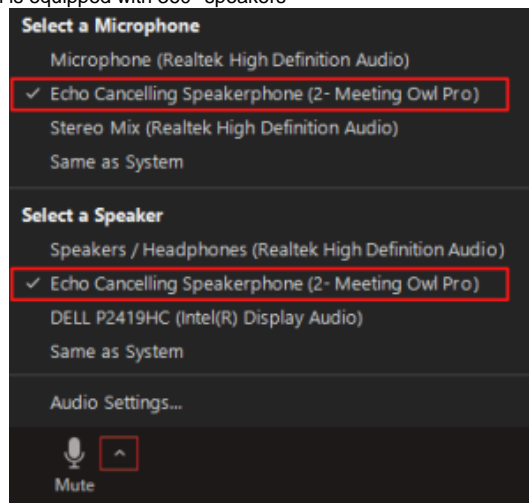
2. Connect the power cable to an outlet. Connect the USB to your host computer.



3. Position the Owl in the center of your presentation
 - a. For optimal quality, position the Owl within 4-12ft from the main speaker.
 - b. Tripods for the Owl are available at the Tech Desk which will make positioning the Owl more flexible.

Configuring Audio

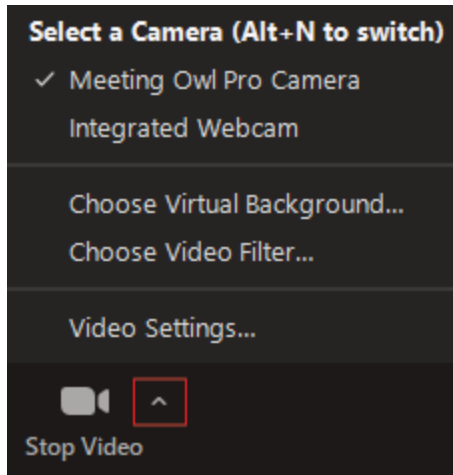
1. Start your meeting on the host computer
2. Press the ^ arrow next to "Audio"
3. Select "Meeting Owl" for both the Microphone & Speaker (within the red boxes in screenshot)
 - a. The Owl is equipped with 360° speakers



- i.
- b. Room audio may be more practical in some cases
 - i. In this case, you should leave the "Select a Speaker" option on default

Configuring Video

1. Press the ^ arrow next to "Video"
2. Select "Meeting Owl"



- a.
3. Turn off any virtual backgrounds or background blurring

On-screen Icons



Standalone Owl

Indicates your Owl is on and broadcasting. Paired with Physical illuminating lights on the Owl device itself.



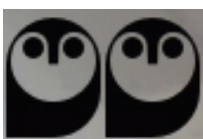
Enhanced Presenter

The Meeting Owl automatically tracks a presenter as they speak and move around the room and keep them displayed on the stage. For best performance, stand 4-10 feet from the Owl.



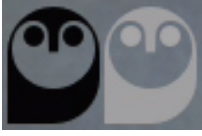
Mute

When shown; this indicates your audio is muted. Check the Owl for a red light and press the mute/unmute button on the side of the device.



Nesting Connection X2

When shown; this indicates you are connected to two Owls. When Nesting is enabled both Owls will illuminate their eyes.



Nesting Connection X1

When shown; this indicates you are only connected to one of the two Owls. When Nesting is enabled both Owls will illuminate their eyes.

Buttons

- Mute buttons on either side of the Owl (2)
 - You will also see the mute icon on the top corner of your video
- Volume +/- buttons on the front
 - Controls computer volume by 2-steps each press
 - Hold button to quickly raise and lower the volume
- Toggle Enhanced Presenter mode
 - You will see a group/circle icon when the multi-presenter mode is enabled
 - The icon will go away when disabled



Ignore Focus

Draws a box around an area for the owl to ignore.

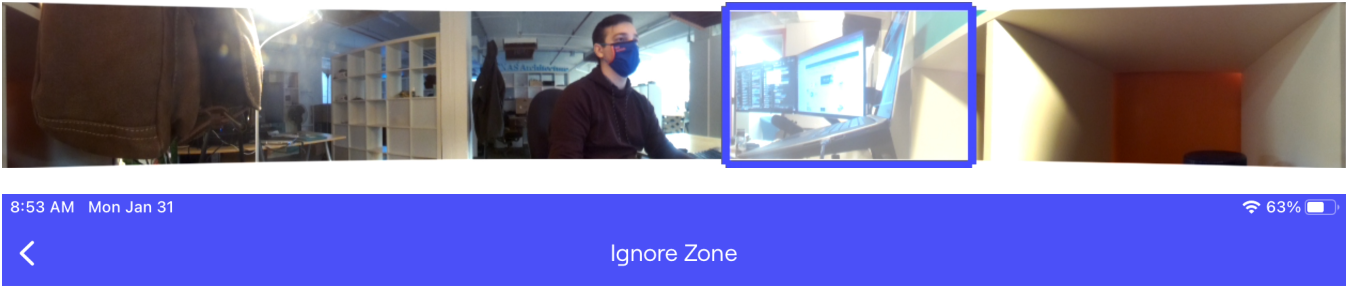


Note

This feature requires additional setup via the app.
For use please coordinate with SOA Tech Desk Staff or TA's

Example of Zones

Small Ignore Zone | Best for blocking screens and other distractions the Owl may focus on.

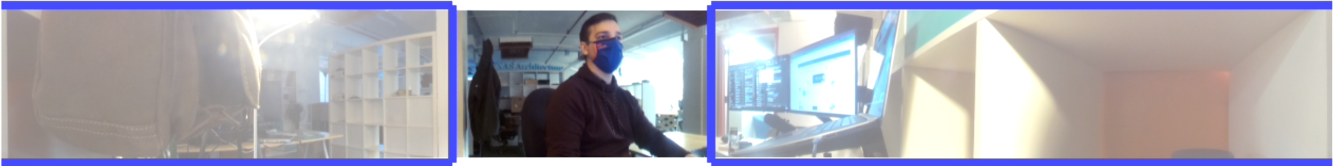


Slide the frame to select an area of the 360° Pano for the Meeting Owl to ignore when it's auto-focusing.



Turn Off Ignore Zone

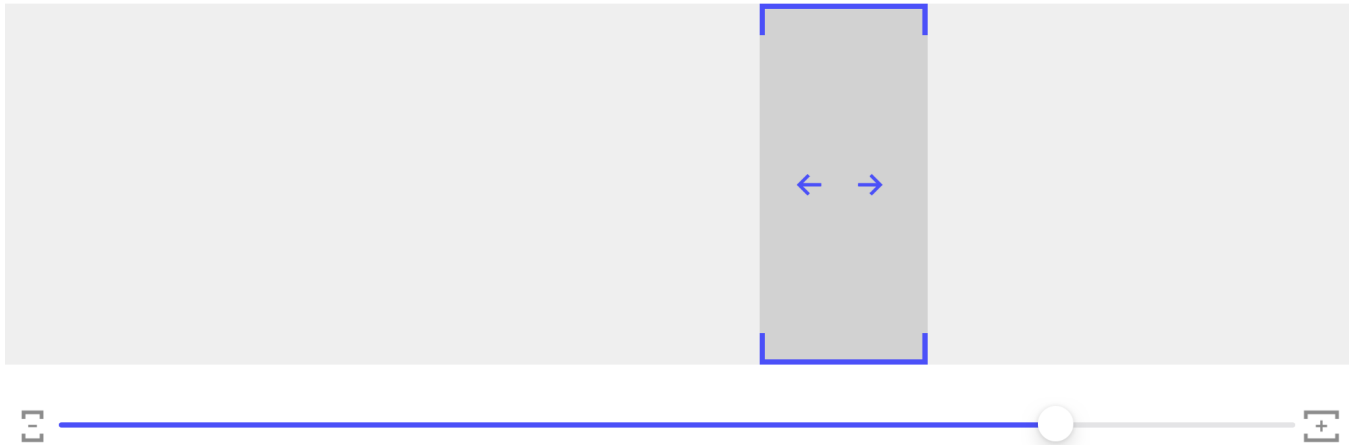
Large Ignore Zone | Best for blocking portions of the audience, screens or to outline a stage for the presenter.





Ignore Zone

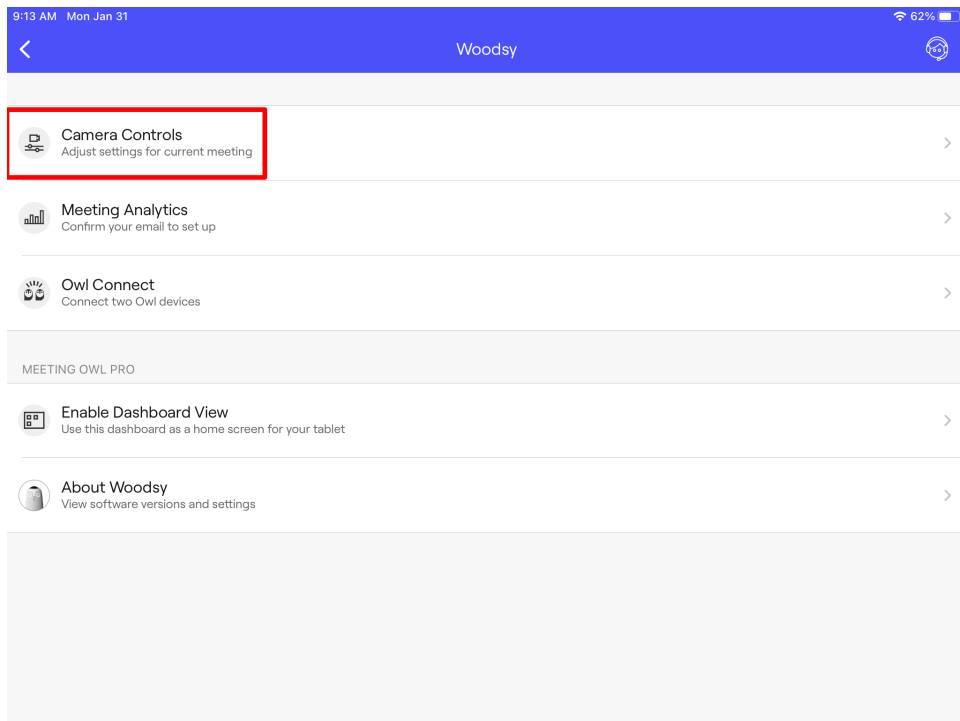
Slide the frame to select an area of the 360° Pano for the Meeting Owl to ignore when it's auto-focusing.



[Turn Off Ignore Zone](#)

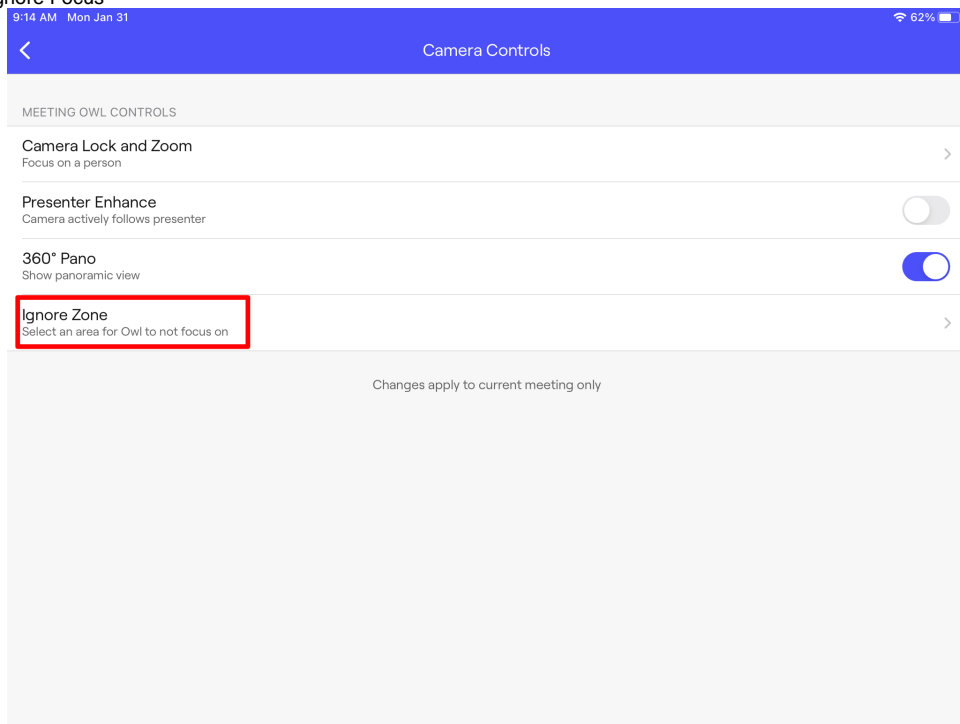
Instructions for setting up Ignore Focus Zones

1. Use the Owl Labs app on smart device to connect to the owl
 - a. Phone & Tablets can be found at SOA Tech Desk and may ONLY be used by SOA Tech Desk Staff or TA's
2. Press 'Camera Controls'



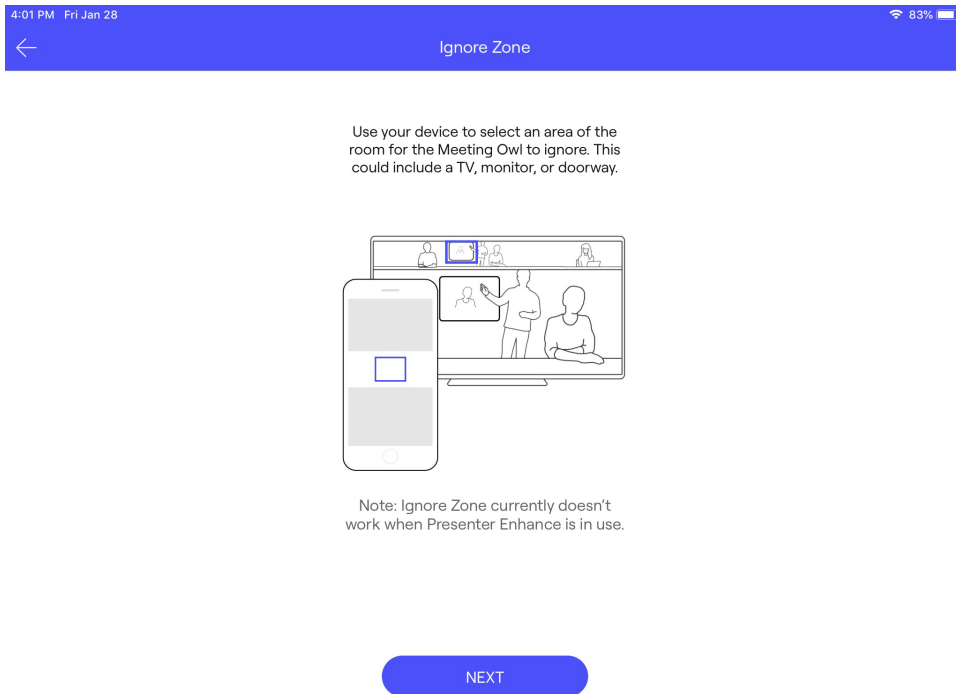
a.

3. Press 'Ignore Focus'

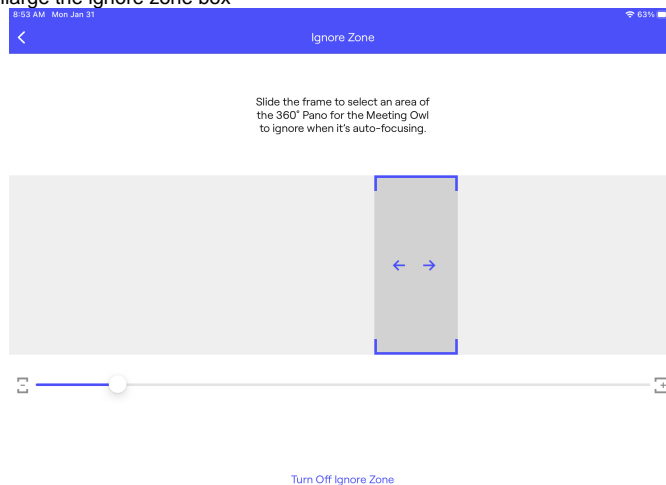


a.

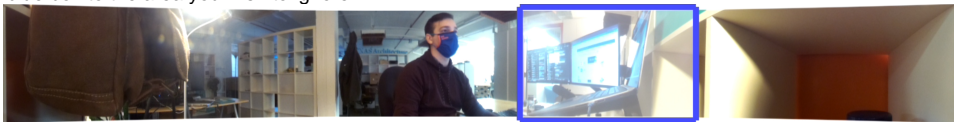
4. Press 'Next' to proceed with setup



- a.
5. Use the slider to reduce/enlarge the ignore zone box



- a. Small Ignore Zone
6. Slide the blue box to the area you wish to ignore



- a.
7. Press back arrow to save

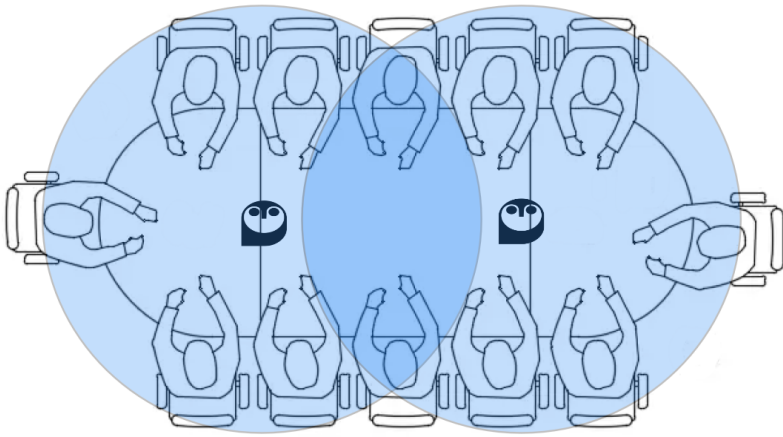
Nesting

Nesting multiple Owls connects their mics & cameras to be used together to expand coverage throughout a room. We recommend Nesting when additional coverage is required.

Note

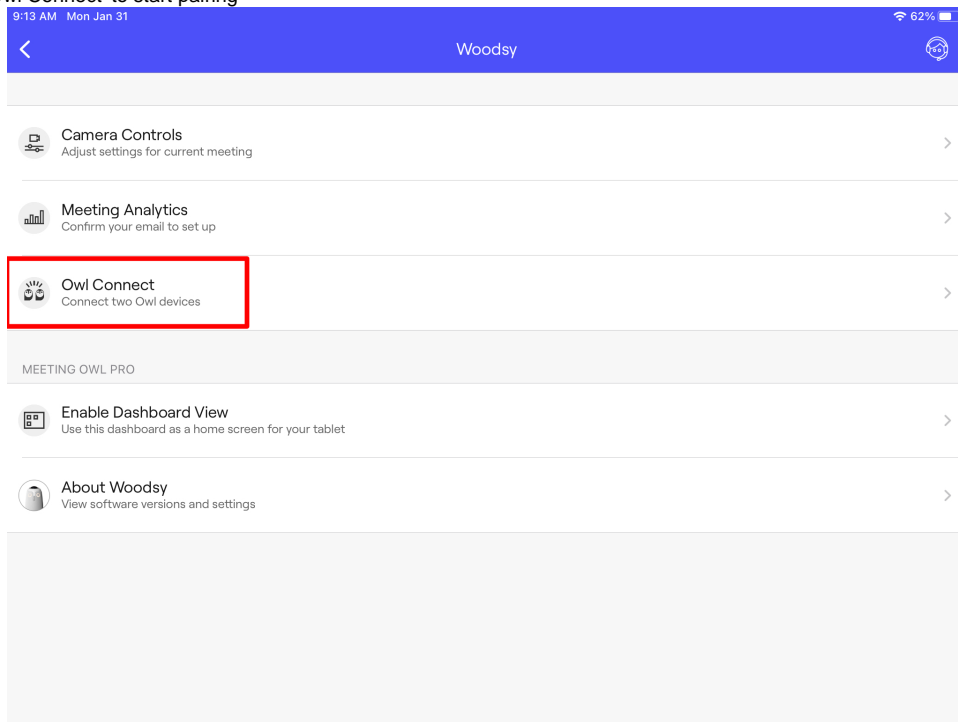
This feature requires additional setup via the app.
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Example of Nesting feature to obtain a wider coverage with two Owls.

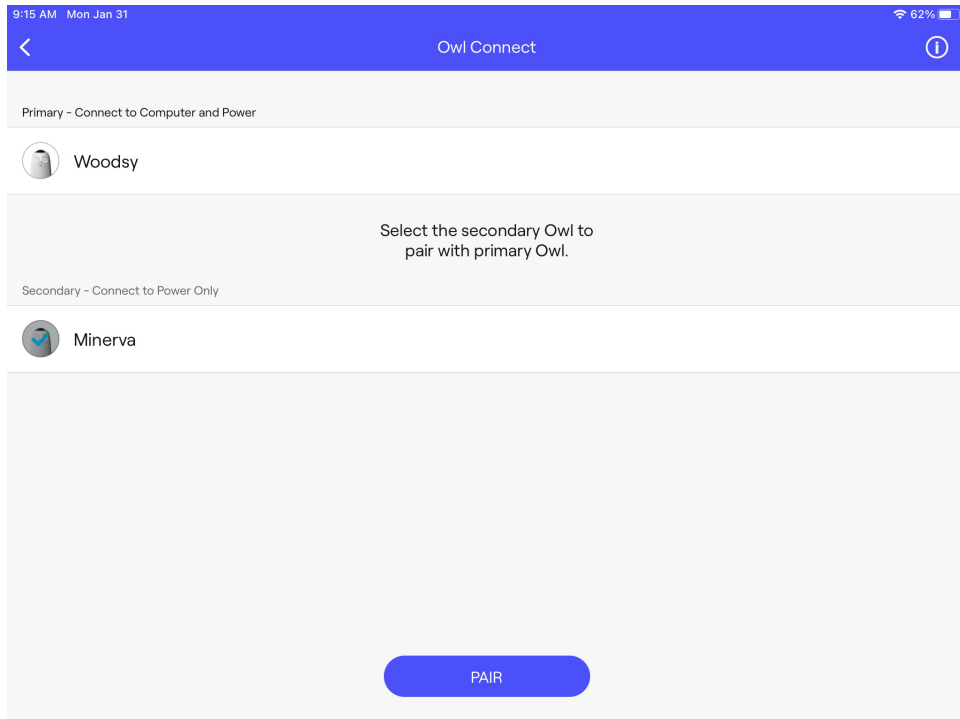


Instructions to setup Nesting

1. Power on both Owls through AC outlet and allow 2 minutes to boot
 - a. Instructions via [Setup](#)
2. Connect one Owl to your computer running Zoom/Teams
3. Leave the other Owl disconnected from USB but still powered on
4. Use the Owl Labs app on smart device to connect to the main Owl
 - a. Phone & Tablets can be found at SOA Tech Desk and may ONLY be used by SOA Tech Desk Staff or TA's
5. Press 'Owl Connect' to start pairing



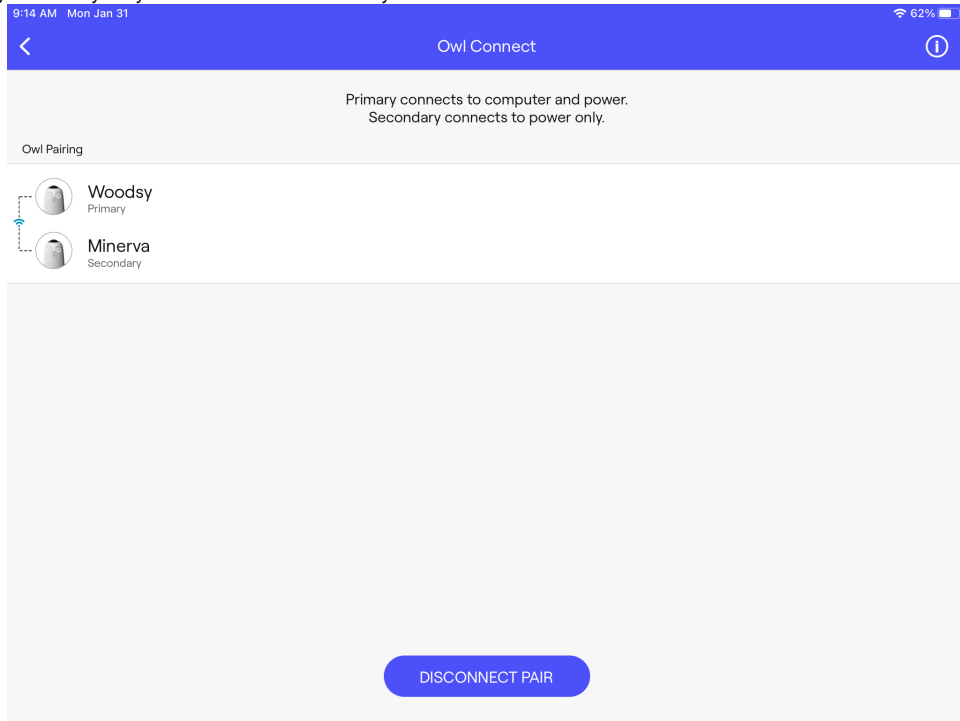
- a.
6. Select an Owl to add to the Nest



a.

7. Press 'Pair'

8. This page will verify for you which Owls are currently in the Nest



a.

Troubleshooting

Network issues

Owls only use the network to perform updates and use the Nesting feature

Network SSID: **utexas-iot**

Network Pass: **Located in Stache, for SOA Technologies Desk Staff & TA's use only**

1. Use one of the dedicated devices (phone/tablet) to connect via bluetooth to the Owl and open the app

2. Press 'About' option
3. Press 'Wi-Fi' option under connectivity
4. enter the SSID and password for the specific Owl
 - a. information located in Stache