Caltech

Meeting Owl Pro for Hybrid Meetings
Instructions for Zoom meetings with in-person presentation

The Meeting Owl Pro is an all-in-one device that includes a 360-degree HD camera, microphone, and speaker. The camera tracks voices within 18 feet, creating dynamic video frames of in-room speakers while simultaneously showing a 360-degree panorama. The Meeting Owl Pro is designed to connect to computers using online conferencing platforms such as Zoom, Teams, WebEx, Google Hangouts, and Skype. This How To shows how to connect and use within Zoom.

See below for initial set up instructions. Note: IMSS recommends disconnecting the device from the internet using the iOS/Android Owl Meeting app.

For hybrid meetings with in-person presentations, AMT recommends using <u>two</u> computers in the meeting space.

- **A Presentation computer** for slide sharing in the Zoom meeting. This computer is NOT connected to the projector.
- **A Projection/Zoom Host computer** to project the Zoom meeting to the in-room participants. The display of this computer should be set to duplicate/mirror (PC/Mac).

Advantages of using two laptops include: The Participant Gallery images are larger and do not overlap the slides; sizing of shared visuals can be adjusted by the host computer. **With only one laptop**, the Participant Gallery images cover part of the full-screen visuals, see comparison:

<u>**In-room projection using two laptops**</u>

<u>**In-room projection using one laptop**</u>

Meeting setup if two computers are available

1. **Projector:** Lower screen and turn on projector or flatscreen display.

2. **Projection/ Zoom Host Computer:** Turn on computer. Connect one ethernet and one projector cable (HDMI or VGA). After connecting to the projector or flatscreen display, duplicate/mirror the laptop display onscreen.
   - **PC:** Right-click on the desktop, select 'Display Settings,' and under 'Multiple Displays,' select 'Duplicate these displays.'
   - **Mac:** Open Settings, then Displays, then click on the Arrangement tab. Check the 'Mirror Displays' box on the lower left.

3. **Meeting Owl Pro:** Unpack the unit and set it towards the middle of the table and at least 3-feet from the projection or flatscreen screen. Connect one end of the supplied USB cable to the Meeting Owl Pro, and the other to the Projection/Zoom Host computer. Turn on the Meeting Owl Pro by connecting the supplied power cable and transformer to the unit and outlet. Start the Zoom meeting from the Projection/Zoom Host computer, select the menu next to the Mute button (microphone icon), and select Meeting Owl Pro for the microphone and speaker. Select the menu next to the Video button (camera icon), and select Meeting Owl Pro as the camera.

4. **Presentation Computer:** Turn on the computer. Connect to WiFi and join the Zoom meeting. **Do not connect to audio**, as the Meeting Owl Pro will provide coverage for the entire room. Connecting to audio will create audio feedback and echoes.

5. **Presentation Computer:** Open your presentation and start the slideshow, then toggle back to Zoom, Command+Tab (Mac), Windows+Tab (PC). Click on the green Share Screen button in the Zoom controls, select the application of your presentation (such as PowerPoint), and click the blue Share button.

6. **Projection/Zoom Host Computer:** Make sure your Zoom meeting is in Fullscreen view. To adjust the size of the shared screen and Participant Gallery view, grab the handles between the two and drag to the right or left (see orange arrow in image to the right). This can be done dynamically during the meeting without interrupting the in-room presenter.
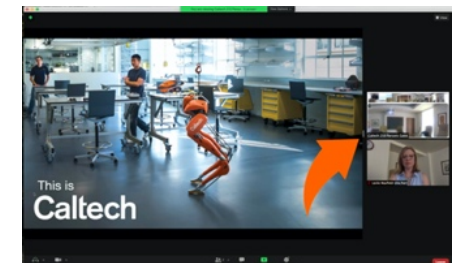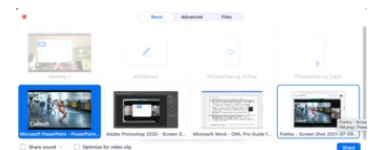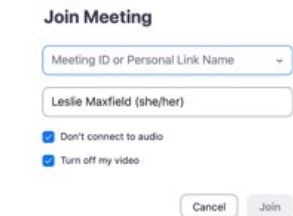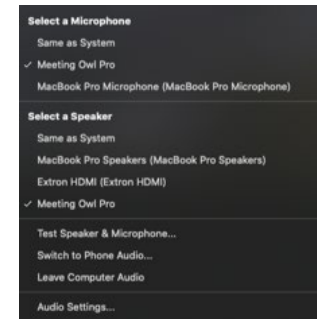
Two computers may not be available for an in-person meeting. Here are solutions to view online participants and shared in-person slides without covering presentation content with just one computer:

Meeting setup if only one computer is available

Steps 1, 2, and 3 are the same as above, noting that the Projector/Zoom Host Computer instructions are for the In-Room Computer.

In-Room Computer: This computer will host the meeting and in-room presentation screen sharing. Here are two ways to see the presentation materials and the Participant Gallery at the same time without covering presentation content:

- **If sharing a PowerPoint file, set up the slideshow to show in a window instead of as full screen.** In PPT, go to Slideshow > Set Up Slideshow > Choose 'Browsed by an individual (window).' Command + Tab (Mac), Windows + Tab (PC) to retrun to Zoom. Click Share Screen in Zoom and choose PPT, like step 5 above. Then resize and move the PPT window in presentation mode on your desktop to see the Participant Gallery. The online participants will see the same view as step 6 above.

- **Share only a portion of your screen.** Open the file you want to share, but don't view as full screen. Click Share Screen in Zoom and select the Advanced tab. Choose Portion of Screen, click on the blue Share button, and a green outlined box will appear. It can be adjusted to select the shared region. Viewers will only see what is included within the green box.
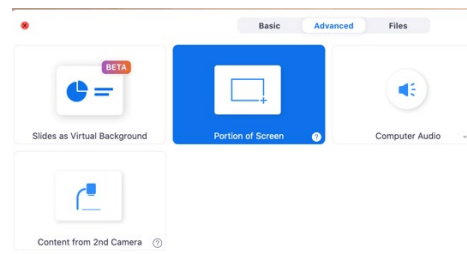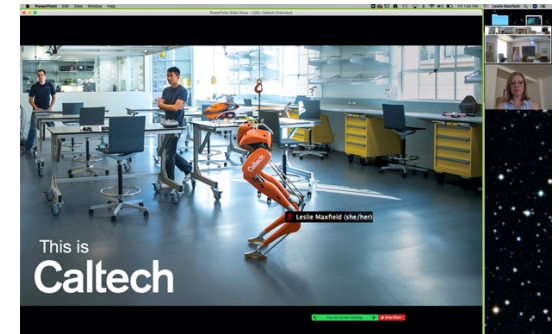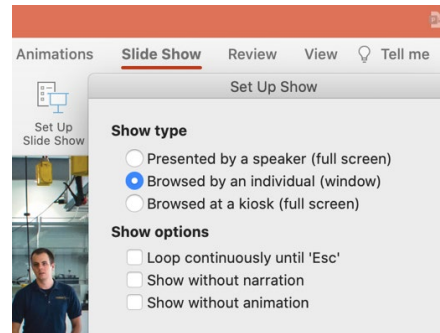
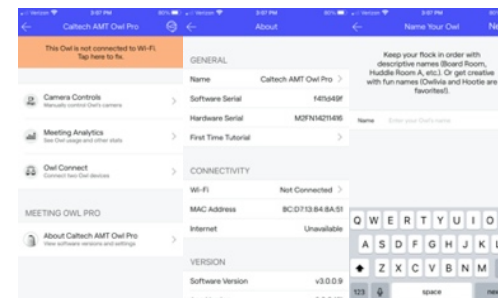

Host screen with green border	**Participant view in Side-by-Side Mode**
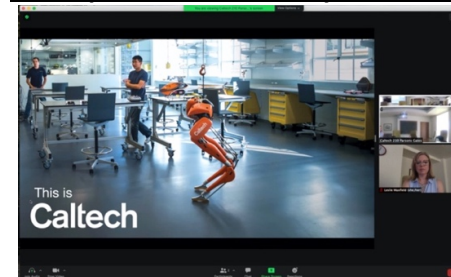
How to set up and register a new Meeting Owl Pro

Watch a quick start video from Owl Labs > https://www.youtube.com/watch?v=1Q8suFYNaTI

1. ***(Required)* Install the Meeting Owl app (iOS/Android) >** https://owl-labs.helpscoutdocs.com/article/153-how-do-i-download-the-meeting-owl-app

2. **Plug in the Meeting Owl Pro with the provided power cord.**

3. **Turn on Bluetooth on the iOS/Android device and use the app to register the Meeting Owl Pro:**
   a. Ask the App to find Nearby Owls and select.
   b. Under 'Meeting Owl Pro,' give the Owl an identifying name.
   c. **Skip the 'Connect Owl to Wi-Fi' step -** IMSS's recommendation.
   d. Set the Owl's Passcode, under 'Admin.'
   e. Regularly update firmware under 'Check for Updates.' https://owl-labs.helpscoutdocs.com/article/266-how-to-use-mobile-refresh-to-update-your-owls-software-without-putting-it-on-wi-fi
   f. Use the App to manually control the camera manually and turn off the 360-degree panorama: https://bit.ly/3yRTsc3

4. **Owl Labs collects the following analytics of each Meeting Owl Pro:**
   a. Number of meetings
   b. Detected participants
   c. Total meeting minutes

   These can be reviewed under Meeting Analytics when connected to the network.

5. **To view analytics, register the Meeting Owl Pro on the Caltech network with IMSS via one of two ways:**
   a. If it will be located in a building with 'Caltech Secure' Wi-Fi network, you can register the device here: http://www.imss.caltech.edu/services/wired-wireless-remote-access/connecting-wireless/caltech-secure--wireless/register-my-device
   b. Submit a ticket to the IMSS Help Desk: email help@caltech.edu and provide the MAC Address (on its underside) and specify the building where it will be used.

6. <mark>**Due to data security concerns, IMSS recommends disconnecting the Meeting Owl Pro from the network.**</mark>
   The Meeting Owl Pro does not require internet to support the meeting. There are two ways to disconnect from the internet:
   a. Try to join another network and enter an incorrect password.
   b. Reset the Meeting Owl Pro to factory reset under Admin in the app. It will not unregister the device from the Caltech network, but you will need to re-enter the Meeting Owl Pro's name with the app.

For questions or assistance, contact Caltech Academic Media Technologies at amt@caltech.edu,

or review the Getting Started and Troubleshooting resources provided by Owl Labs. > https://owl-labs.helpscoutdocs.com