

Using The Hybrid Meeting Room Equipment

Powering the Screen On

- The screen is powered on by connecting the HDMI cable to your laptop.

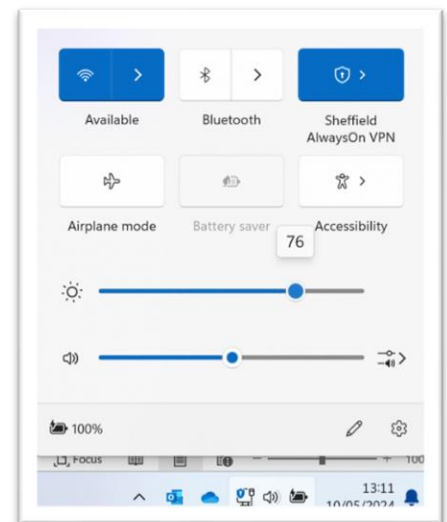


Presenting

- To use the screen to present at an in-person meeting connect your laptop via the HDMI cable. **Connecting the HDMI cable wakes the screen from standby.**

Volume Control

- Volume is controlled through your laptop, not on the screen.
- Left click the speaker icon in the bottom right corner of your laptop screen to adjust the volume.



Joining a Hybrid Teams Meeting

- See the instructions below for joining a hybrid meeting using the Meeting Owl

Powering the Screen Off

- Remove the HDMI cable and within a few seconds the screen will go into standby and then power down



Meeting Owl User Guide

The Meeting Owl functions as a webcam (camera, microphone, and speaker) for Teams Meetings. The webcam offers a 360-degree view of the room and will automatically focus on the speaker. The microphone has a range of 18 feet in any direction and the Meeting Owl will function as your computer's speaker, with volume and video settings controlled by your laptop.


1. Plug the USB cable into your laptop.

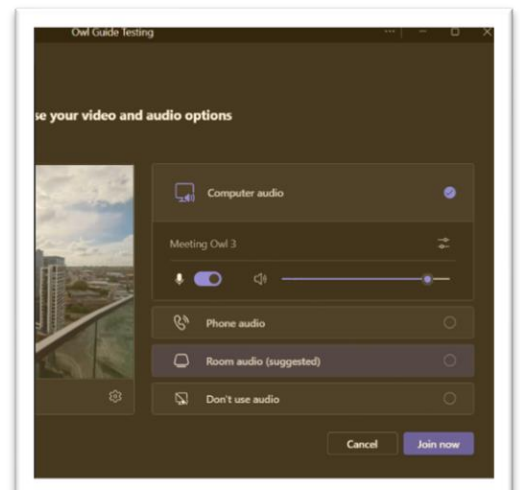


2. To display meetings on the screen, connect your laptop via the HDMI cable. Connecting the HDMI cable wakes the screen from standby.



3. Select Join to join the Teams meeting and you'll be presented with the screen Choose your video and audio options.

In Device Settings  Select Meeting Owl for Speaker, Microphone and Camera.



A video is available to show you how to start a meeting in Microsoft Teams on the link below. Alternatively, search Hybrid Meeting Room Guides on the Intranet.

[How to start a meeting in Microsoft Teams on Windows on your Owl \(owllabs.com\)](https://www.owllabs.com/teams)

Now you are ready to start your meeting! Your Owl's eyes will illuminate when video is streaming.

Meeting Owl Controls

There are 3 physical controls on the Meeting Owl.

1. Volume controls – Adjust the + (louder) or - (lower) along the bottom of the device.



2. Mute Button – Mute the Owl's microphone.



3. Presenter enhance – will focus the Meeting Owl on the primary speaker (default)

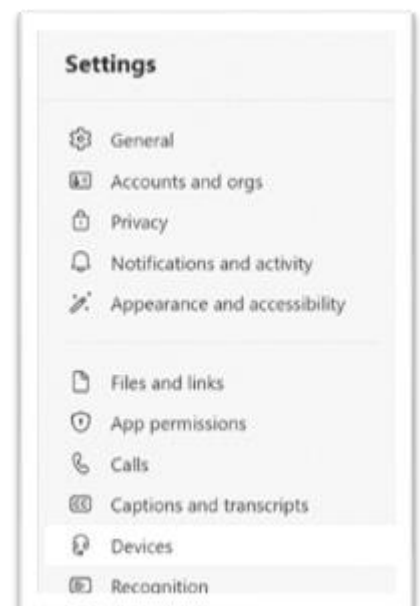


Hints and Tips

- The Owl learns where people are sitting in the room. If a new person sits at the table, or if you speak, then move to another location and speak again, it can take up to 5 seconds for the video to switch.
- If you have connected all cables and there are no lights on the Owl, please check the power supply is plugged in both the Owl and the power socket.
- Remove any Teams backgrounds or filters.
- The Owl requires your laptop to be connected to the network/internet via either Wi-Fi or an ethernet cable. Connectivity available will depend on the room.
- If remote attendees are unable to hear people in the meeting room, please ensure Noise Suppression is disabled on the laptop connected to the Owl and that video, microphone and speaker settings are using Meeting Owl.

Changing Video, Microphone and Speaker Settings

- Select the three dots in the top right-hand corner of your Teams screen.
- Select Devices
- Scroll to Audio Settings > Speaker select Meeting Owl and Microphone Select Meeting Owl
- Scroll down the page to Video Settings > Camera select Meeting Owl
- Wait until the Owl's eye stops pulsing, and you hear a hoot. This shows that your Owl is fully connected.



If you need help with the hybrid equipment or you'd like to report an issue, please contact IT Service Desk on 0114 2734476.