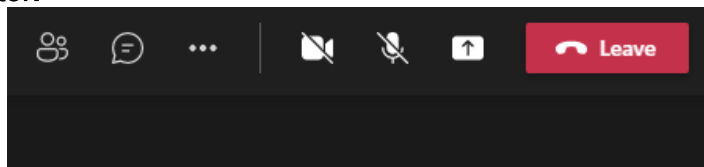


MEETING OWL PRO (360 DEGREE CAMERA, MICROPHONE AND SPEAKER) INSTRUCTIONS CHIHUAHUA CONFERENCE ROOM

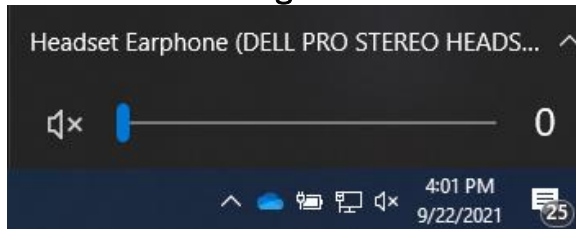
1. There should be one “control” computer in the conference room, placed to the right of the primary owl (the one with the USB connection).
2. Insert USB cord from OWL device into control computer. It works all major web-based video conferencing platforms, and in-room systems that connect via USB.
3. Launch your video conference platform. Select the Owl Pro as your camera, speaker, and microphone.
4. Audio and video computer settings to eliminate audio feedback, and for optimal performance:

Computers	Audio-in Teams/Zoom, etc. (microphone, top of screen)	Audio (bottom right of screen)	Video
Control computer (meeting leader)	On	On	On
All others in room	Off	Off	Off (unless Owl is not following you appropriately. Then, turn on when speaking.)
All others not in room	On when speaking	On	On

- a. Microsoft Teams example at top of screen: MUTE if in room and not the control computer:



- b. AND mute the audio setting at bottom of screen:



5. **Lighting:** For optimal camera range, turn on only the center lights—there are controls at the left and right doors.

Left door positions:



Right door positions:



6. **TVs:** Each TV has a separate HDMI cable. However, there is a splitter to allow you to project from one laptop to both TVs. In order for both TVs to project separate images, the splitter would need to be temporarily removed and a second laptop used for input. Each TV has their own remote.
7. Range for each unit has approximately a 10' radius for video. Audio is further and works sufficiently in the room.
8. The top view shows a panoramic view of the room. Below that will track the speaking participant(s).



NOTE: Do not move position of the Owl devices. They are paired to each other and may not work properly if moved.

Questions? Contact Local IT Support
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