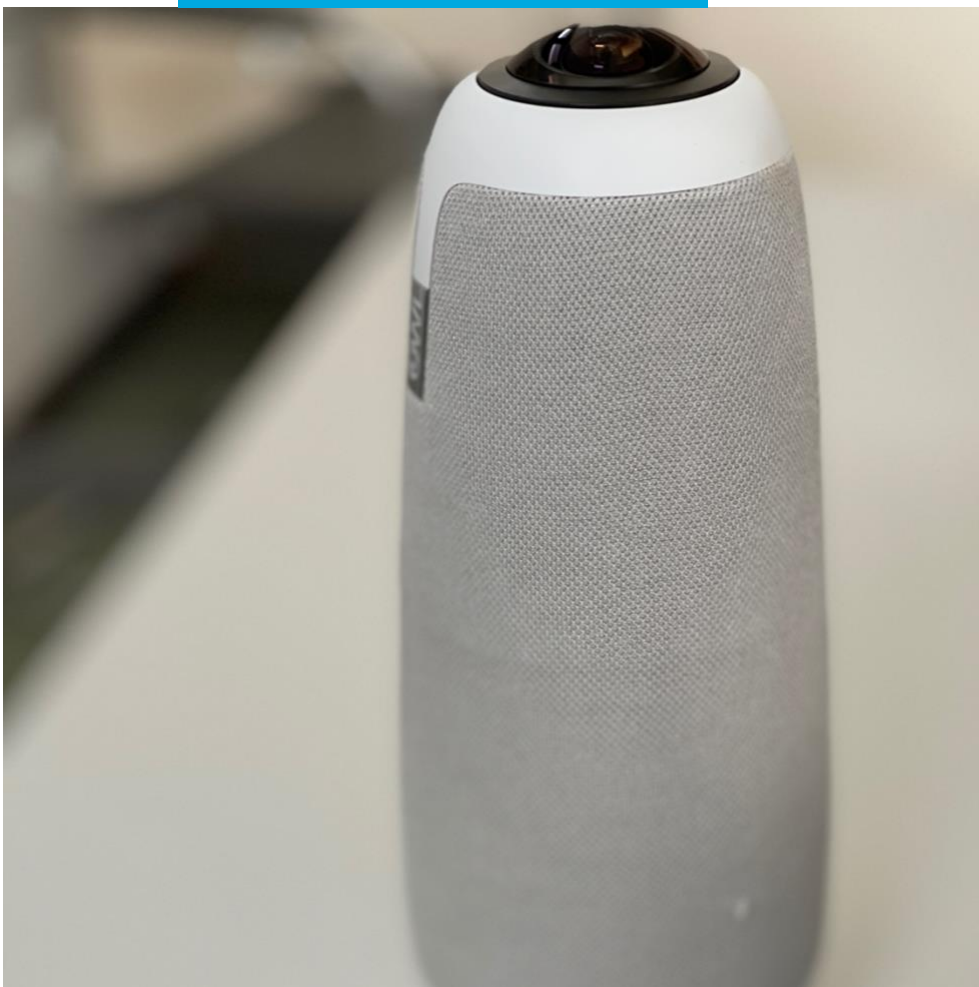


November 2021

## Meeting Owl instructions



**[e-learning team: digitale-lehre@uni-konstanz.de](mailto:digitale-lehre@uni-konstanz.de)**

## **1. What's in the box?**

The case contains a light grey conference hands-free device with a 360° camera (= the Meeting Owl), the power supply cord as well as a USB cord.



## **2. What can I use it for?**

The Meeting Owl is an excellent tool for hybrid scenarios and conferences in which part of the participants attend in person and part online via web conference. It can be used in small seminar rooms and lecture halls. The device contains a loudspeaker, microphone and camera. Instead of having to carry it around, it can be positioned, for example, in the middle of a seminar room or on the lectern used by speakers in a lecture hall.

## **3. What should I take into account?**

In order to ensure the best audio, the Meeting Owl should not be more than 8 metres away from speakers. Otherwise, the audio will be too quiet for online participants to understand easily. We thus recommend having all in-person participants speak loudly and clearly while positioning themselves as closely as possible to the Meeting Owl.

## **4. How do I connect the Meeting Owl to my laptop?**

Plug in the Meeting Owl. After about 1 min., the Owl will "blink" briefly and make an owl sound. Now you can connect the USB cord to your Windows laptop or Macbook. Doing so does NOT create a bluetooth connection. Open your web conference and select the Meeting Owl for both your audio (microphone and loudspeaker) and video.

## 5. How does the Meeting Owl work?

The webconference shows a 180° view of the room in which the Meeting Owl sits. Below this view is a video of the current speaker. The Meeting Owl has both a loudspeaker and a microphone. It broadcasts audio from online participants into the on-campus room and acts as a microphone for on-campus participants to speak to their online colleagues.

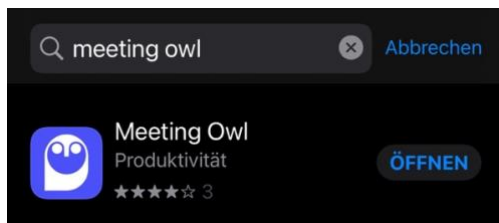
The Meeting Owl has a tracking function to follow the person who is speaking. In addition, it can show up to three speakers at once on a split screen. This depends on the volume and length at which these persons speak (approx. 1-3 minutes for "new" speakers. The Meeting Owl learns who is speaking and where they are seated, and then it automatically switches the video accordingly). Try it out, so you can get a feel for how it works.

## 6. Do I need a mobile app for the Meeting Owl?

No. But if you want, you can unlock additional functions using the corresponding Meeting Owl app, e.g. the panorama function, activating/deactivating the tracking function or manually steering the video. If you like, you could have someone sitting in the room use a smartphone or tablet PC for manual control, e.g. to zoom in on the speaker.

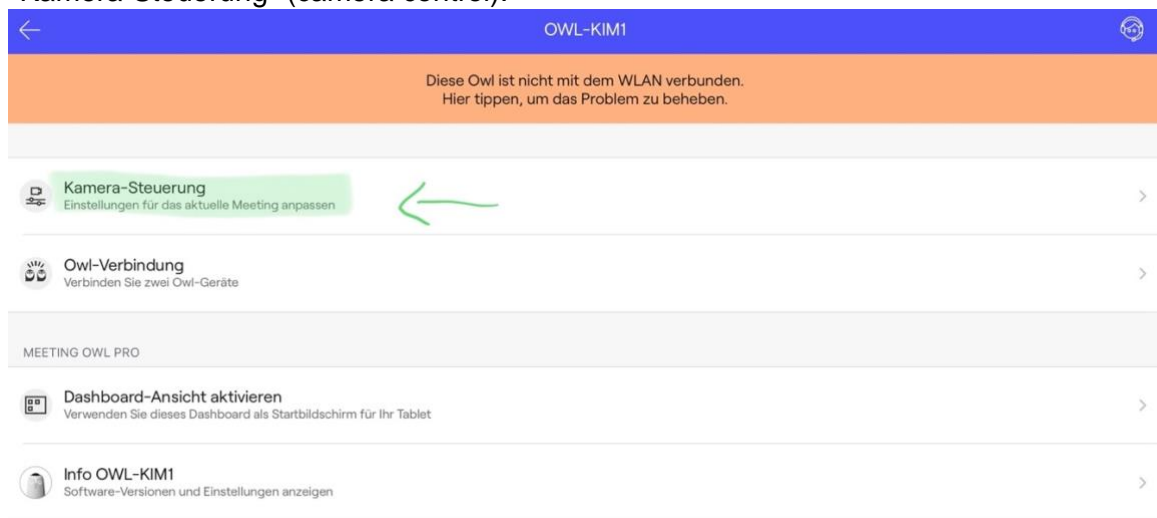
## 7. How do I use the Meeting Owl app?

1. Use your respective app store to download the "Meeting Owl" app to your smartphone or tablet PC.



2. Turn on your device's bluetooth, start the app and search for your respective Meeting Owl. You will see a list of available bluetooth devices. Click on your Meeting Owl.

3. A menu will now open. Ignore the orange warning message and click directly on "Kamera-Steuerung" (camera control):



4. Now you can activate or deactivate the desired functions and control the camera manually:



## 8. Can I connect more than one Meeting Owl?

To provide better coverage of larger rooms or lecture halls with poor acoustics, you can connect two Meeting Owls. Please follow the instructions on the [Meeting Owl support page](#).

## 9. Does the Meeting Owl have limitations?

At the moment (end of 2021), the Meeting Owls cannot be used with the desktop apps for Cisco WebEx (for Windows or macOS) – it causes massive disruptions to the audio. For this reason, please use the web browser instead. There are no limitations for using the Meeting Owl on BBB and Zoom.