



# OWL

Un-packing



SCAN & WATCH

Inside your Owl Pro packaging, you'll find:

1. Your Meeting Owl Pro
2. USB cable
3. USB extension cable
4. Power cable
5. Power supply
6. Quick Start Guide and other product brochures



Meeting Owl Pro



Package of Cables

USB Cable

USB Extension  
Cable

Power Cable

Power Supply



To get your Meeting Owl Pro ready for your first hybrid class:

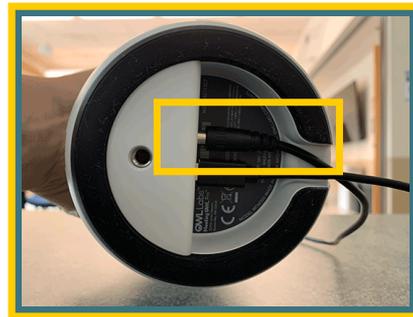
1. Plug the power cable into the power supply, then plug it into an outlet and into the round port on the bottom of the Owl.



Plug Power Cable into  
Power supply



Plug it into an  
outlet

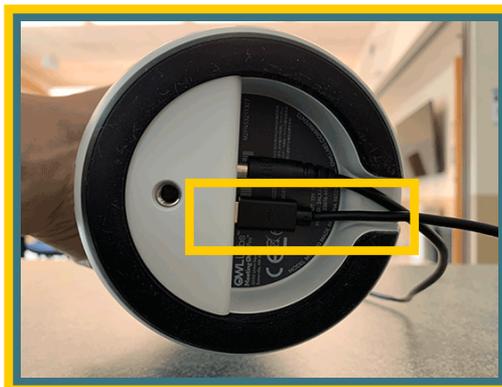


Insert the other end into the  
round port on the bottom of  
the Owl

2. Plug the USB cable into the computer where you'll be running your video conferencing software (inside the podium) and into the rectangular port on the bottom of the Owl. When the Owl's eyes stop pulsing and you hear a "hoot," your Owl is ready to use.



Plug USB cable into  
the computer inside  
the podium



Insert the other end of the USB  
into the rectangular port on the  
bottom of the Owl



Wait for the Owl's  
eyes to stop pulsing  
and you hear a  
"hoot"

3

## OWL

### Video Conferencing set-up (Collaborate)

1. Launch your preferred web-based video conferencing software, such as Collaborate, Microsoft teams or Zoom.

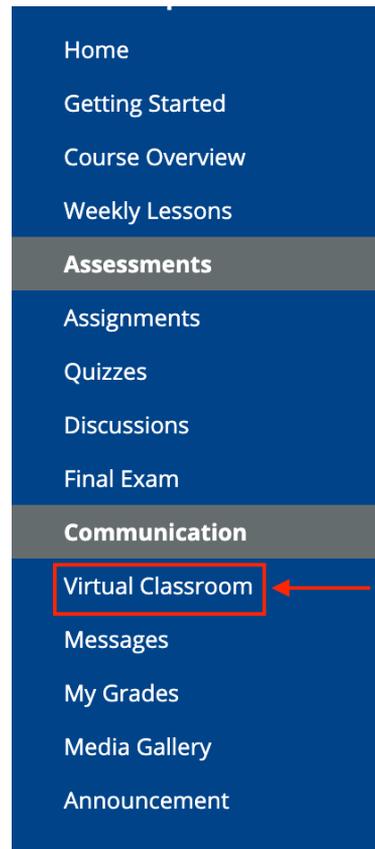
If your Hybrid class is on **Blackboard**:

- Go to your course [elearn.jibc.ca](http://elearn.jibc.ca).
- Click on *Virtual Classroom* or *Collaborate* link in your course menu.
- Select the session that you want to join by clicking on the title.
- Click on *Join session* to enter the room.

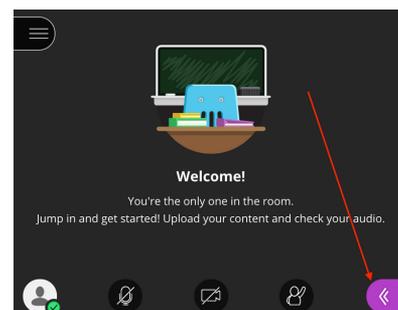
\* Session Name  
Practice

Event Details  
Join session

Anonymous dial in:  
+1-571-392-7651  
PIN: 823 755 2304  
Dial In  
 Guest access



- Find the Video/Audio settings in your collaborate session by clicking on the purple knob on the right hand side.



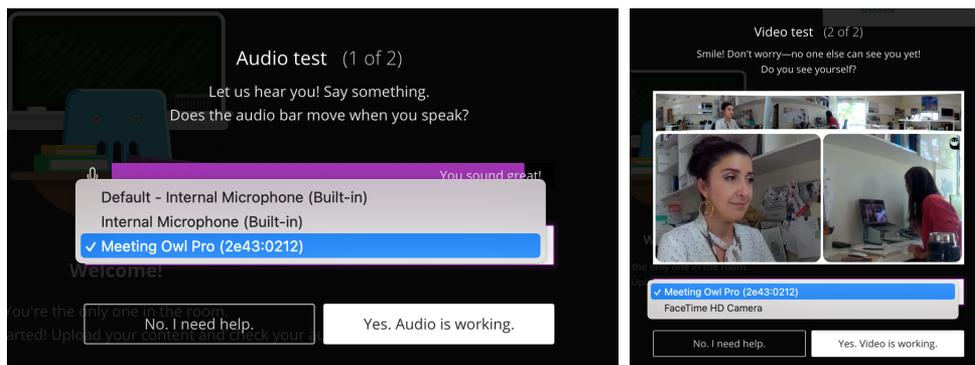
- Select My Settings (gear icon).



g) Select *Set up your camera and microphone* from the panel.



b) Select *Meeting Owl* as your camera and microphone.



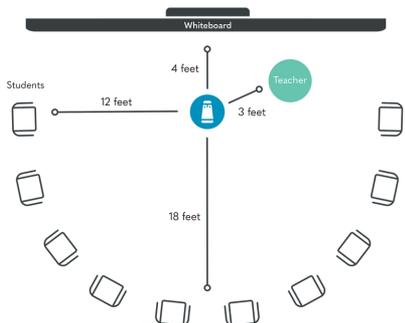
## Volume Controls

Meeting Owl Pro has manual volume controls along the bottom of the device. You can raise or lower the Owl's speaker volume or mute the Owl's microphone.

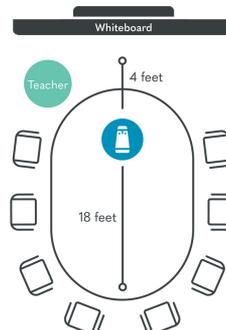
## CLASSROOM SETUP OPTIONS

All students should be seated within 18 feet (5.5 meters) of the Meeting Owl Pro to ensure they can be heard clearly when speaking by remote students. Here are some arrangement ideas:

Circular Desk Arrangement



U-Shaped Desk Arrangement



Cluster Desk Arrangement

