




1. First decide how many Owls you need to use. For a smaller meeting, one owl sitting in the middle of the group is plenty. For a large meeting, perhaps over 10 people, you'll want to use both Owls.
2. The two Owl cameras and laptop are in the Reading Room, in the locked, far-right lower storage cabinet. A key kept at the reception desk is necessary to open the cabinet.
3. Remove the two black cases and the green laptop case. If using only one Owl, just get the Owlbert1 case out.

One Owl Setup

4. Set up the Owl laptop on a table close to the front of the room for the person starting OR joining the meeting on Zoom.
5. To open the black Owl case, press on the buttons on each latch to release the latch lever. Remove Owlbert1 from the case and set on a table in the middle of the meeting group. For the best sound and picture, It should be no further than eight feet from any participant.
6. Turn Owlbert1 over and plug the power jack in. Use the yellow extension cord located behind the classroom computer and plug the power cord in. Owlbert1 will HOOT when powered up.
7. Use the black USB-C cable and plug it into the bottom of Owlbert1 and into the USB-C port on the laptop. The cable must be plugged in securely on both ends. It is a little bit difficult on the Owl as it is a tight space. Even if you are using two Owls, only ONE Owl needs to be plugged into the laptop computer.
8. Start Zoom on the LAPTOP taskbar and either login to the library account and START the meeting OR JOIN a meeting in progress. Once in the meeting, confirm that Meeting Owl is selected on the Video tab.
 - a. Library Zoom Account Login:
 - i. www.zoom.us
 - ii. User: webmaster@rvgslibrary.org
 - iii. PW: 3405SouthPacific
9. Turn on the classroom projector and JOIN the Zoom meeting on the classroom computer. This will allow the in-library group to see who else is remotely in the meeting.
10. For Owl camera controls, open the Owl app on the laptop taskbar. The Owl screen in Zoom will show 3 people frames at most depending on the number of people talking or moving, along with the panorama full group view at the top.
11. For ALL computers in the room logged into Zoom, EXCEPT the Owl Laptop, the computer sound on the keyboard must be muted and the audio in Zoom must be muted throughout the meeting.

****Turn over for two Owl setup instructions****

Two Owl Setup – This requires the library iPhone located in the reception caddy second drawer.

12. Follow the instructions for the one Owl setup.
13. Find the second black case labeled Owlberta2, remove Owlberta2 and the power cord. DO NOT plug Owlberta2 into the computer.
14. Plug in Owlberta2 to power and arrange facing Owlbert1 about 4 – 8 feet apart depending on the size of the group. Their “eyes,” located on each side of the metal “nose” must be facing each other. (There are eyes on both sides of the Owl.)
15. Once powered up, Owlberta2 will HOOT.
16. Launch the Owl app **on the iPhone**. Both Owls should show on the screen in a list. Confirm the Owls are paired (chain links icon). 
 - a. If **not** paired, select the settings icon (sprocket) in the top right corner of the app.
 - b. From the list, select Pair Devices.
 - c. Select NEXT then Find Nearby Devices.
 - d. From the list, select Owlberta2 and select Pair Devices. The Owls will blink at each other during pairing and at the beginning of each meeting to find each other. Ensure there are no obstructions between the Owls.
 - e. A confirmation message will pop up to indicate that the Owls are paired. Select Done.

IMPORTANT OWL NOTES:

- Owl’s sound system will only be used by those taking part remotely; otherwise, Owl remains silent.
- The phone Owl app (only used when 2 Owls are in use) can block portions of the room from showing; this involves using Panorama, Ignore Zone, and the slide tool.
- Some training in meeting etiquette will be required of participants – people should be encouraged to
 - Not speak over each other
 - Not pause too long after their comment/question
 - Use the ‘raise hand’ tools in Zoom.
- Remote participants may want to use “Speaker” view rather than “Grid” view to cut down on the number of frames they see on the screen. The one Owl Zoom window will automatically have multiple frames depending on the number of people talking or moving about.