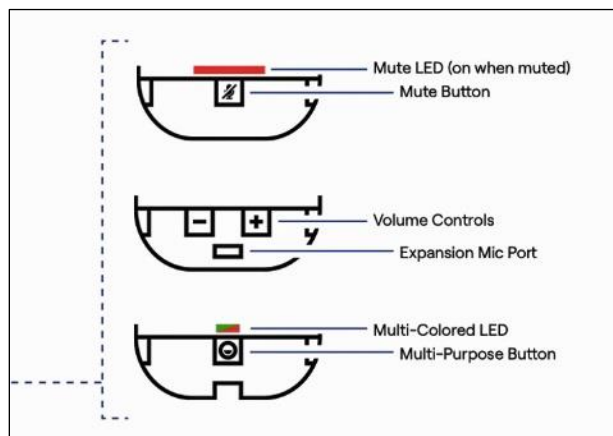
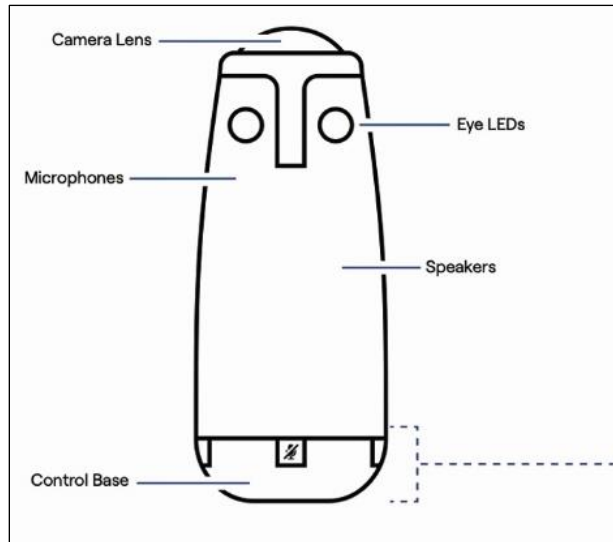


## Hybrid OWL Set-Up

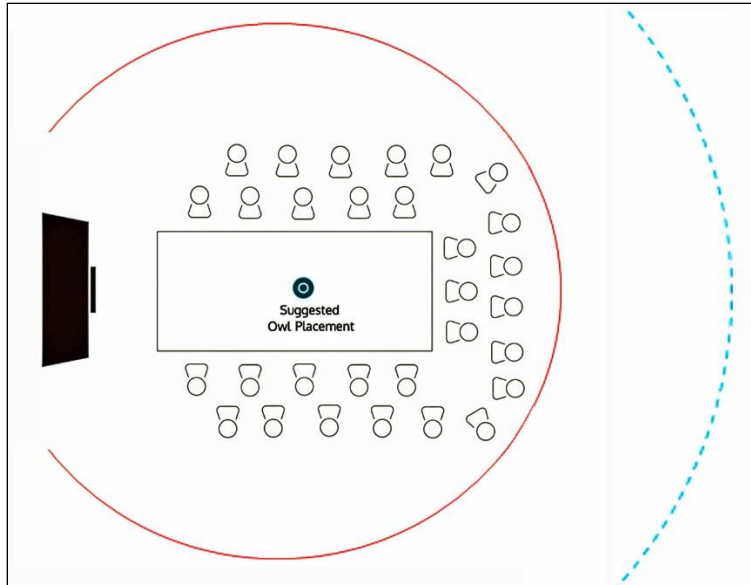
### Owl Hardware

The OWL Camera is suitable for a small conference room type setting. It uses Artificial Intelligence, leveraging sound and motion, to focus on three active meeting participants and show them on camera during a meeting. In its default mode, the device's camera will learn where people are sitting in the room and dynamically add or remove them from its video during a meeting.



### Classroom Procedures and Zoom Process

1. Secure an OLLI laptop (either the PC or MacBook) and OWL camera from OLLI office.
2. Setup room with OWL on table and a U-shaped seating arrangement gathered around it. The OWL should be centered in the middle of the group of in-person participants as shown below. The OWL visual range for clear focus is 10 ft (Red circle) while its audio range is 18 ft (Blue circle), as shown in the figure below:



- Use the right TV monitor and locate the laptop next to the right side of the podium. This facilitates the laptop cable connections to the podium as well as easy access to the power outlets on that side of the podium.

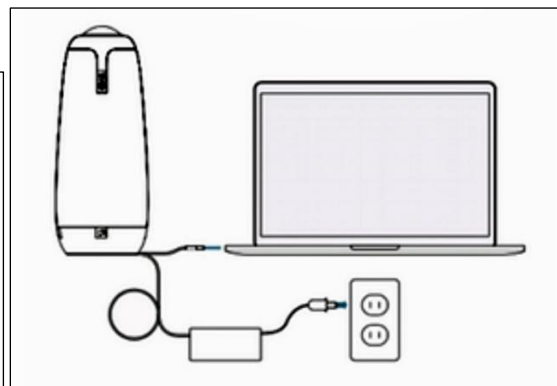
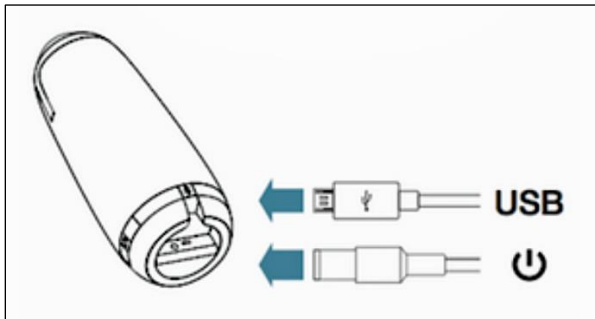


Laptop & OWL Camera



Setup with OWL Camera, Laptop & TV Monitor

### Hardware Setup



1. Connect OWL camera cables to laptop and power. Ensure that the OWL “Mute” button is not red, indicating it has been muted.  
After the OWL is connected, it will respond with a couple of “hoots”
2. Connect HDMI cable from podium to OLLI laptop.
3. Connect laptop power cord.
4. If you plan to use the Chromebook’s wireless mouse, insert the mouse’s USB transmitter (nominally located in Chromebook) into laptop port  
Be sure to return it to the Chromebook after your session.
5. Select “Guest laptop” on podium touch screen. The TV should now display the laptop screen.
6. Lower lights in room for better ambient conditions during Zoom session.

### Activation Sequence

1. Login to laptop using OLLI guest name and password shown on the label.
2. Use laptop browser to access **inside.sou.edu** for instructor login (or other access method).
3. Go through verification sequence per choice of SMS or a call to your cell phone with verification code.
4. Once on SOU website and logged in as yourself, drop down menu on right to “Zoom”. Open Zoom and your scheduled meeting should be displayed. If not, see Troubleshooting, below.
5. If you wish to use the Chat Room, you can click on this feature at bottom of Zoom screen. Orient it to the far right so it does not block pictures of participants. Either click and drag to right or minimize Zoom screen and then enlarge again, it should now be on the right.
  - a. Note: If you don’t use the Full Screen mode, the Chat Room is automatically placed on the right side. Then adjust its width as desired.
6. You can share images or videos through Zoom’s Screen Share. Be sure to bring them on a thumb drive!

Note: If the instructor is closer to the wall-mounted TV monitor than the students, they should look at the OWL rather than at the monitor.

### Meeting Over Procedure

**Important** – End Zoom meeting AND logout on laptop as instructor to avoid issue #1, below.

### Troubleshooting

1. Another Zoom Account shown on SOU Website: Previous instructor who used the OLLI laptop may not have logged out properly and this will show their Zoom meeting, not yours!

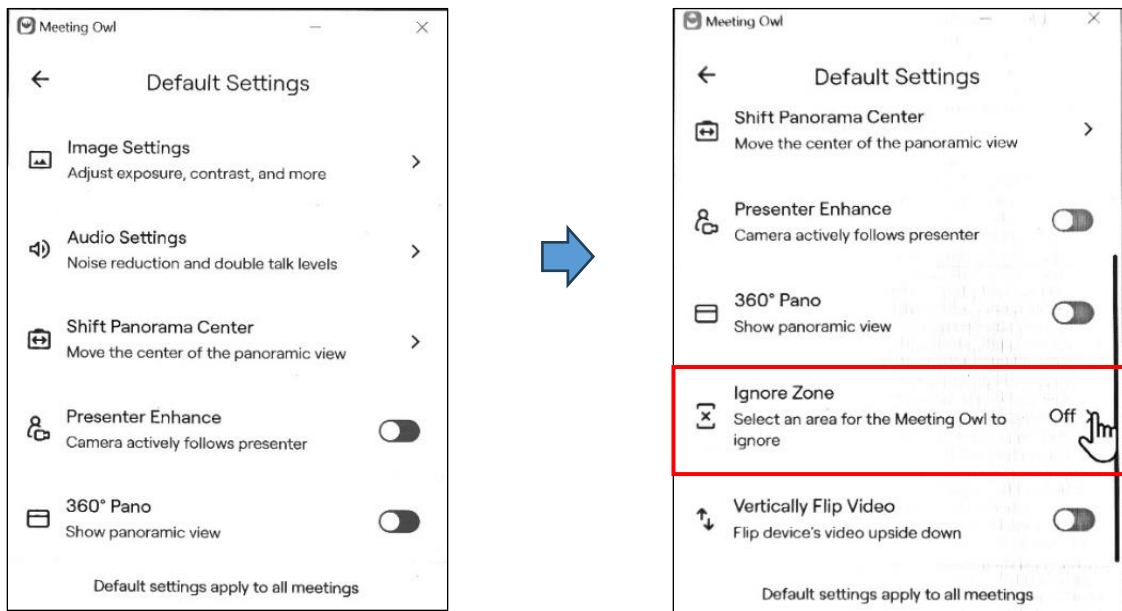
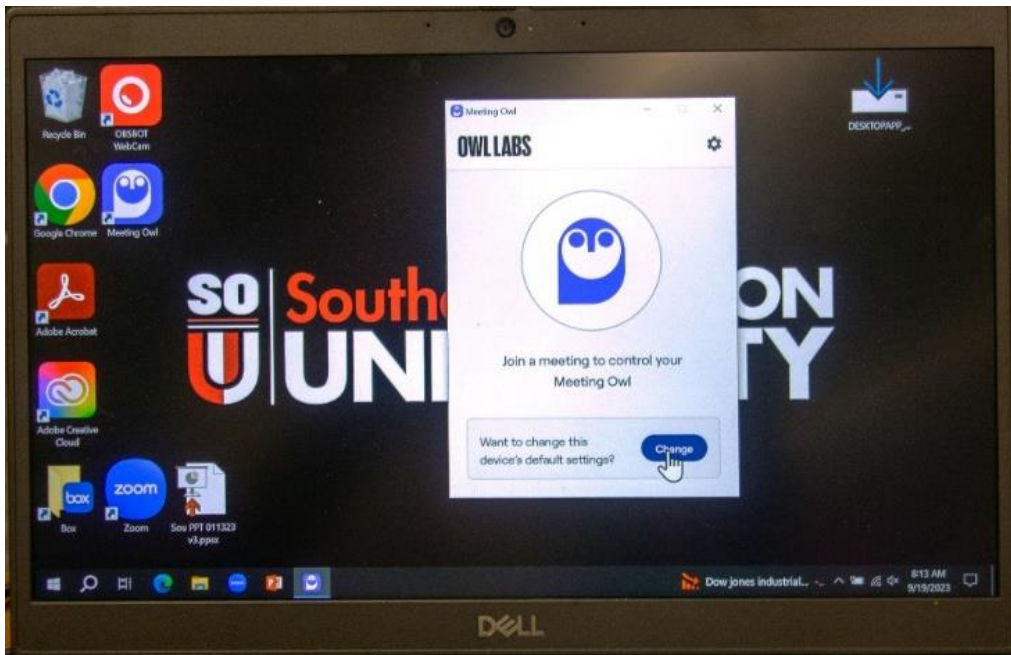
Go to upper right of SOU screen on Zoom and click on the icon/ name or picture of the instructor. Sign Out. Then repeat the process so you are logged in AND your Zoom meeting shows up. You can then launch your meeting.

- a. Note: Minimize Zoom as needed and then hit return icon on lower right of small Zoom window on screen to return.
2. TV Monitor does not show your Laptop Screen: Go to Settings on left of laptop screen (the little “cog” that indicates Settings) and click on this. Then click on “System”. Scroll down to “Displays” and click on “Duplicate screens” setting. Your laptop screen should now show on the

TV monitor. Note: Remember to look at the OWL, not the screen, if you are the instructor or a classroom participant.

3. OWL Camera 'tracks' nearest Wall-mounted Speaker: When someone online speaks, the OWL camera will track them as though they were in the classroom. The camera "sees" the nearest wall speaker where the voice is coming from and will open one of its three views to show the speaker. This can be distracting for other online participants

With the OWL software that is loaded onto the OLLI laptop, it is possible to 'mask' out the direction of that nearest wall-mounted speaker. Open the OWL software and select: **Change**. Next scroll down through the various settings and select the: **Ignore Zone**, and turn it on.



OWL Software Settings (Scroll down to find **Ignore Zone**)



The laptop screen (above) shows the panoramic view on top under which are the three individual views. It is activated when your cursor makes adjustments to the Ignore Zone. On the right is where you can adjust the Ignore Zone. The Ignore Zone is shown superimposed (blue rectangle) onto the panoramic view. The preferred location includes the nearest wall-mounted speaker as well as the adjacent TV. The width of the Ignore Zone is controlled at the bottom right where the cursor is currently shown. The location of the Ignore Zone is controlled by sliding the rectangle above the cursor and checking the panoramic view to find the right orientation.

The next time you use the OWL camera, it will have reset itself back to the default setting. You do not need to return it to its default setting after your session.