

Hybrid Discussions Using the Owl Pro

Equipment Needed for Hybrid Discussions Using the Owl Pro

- Laptop
- Owl Pro (IT Cabinet)
- Optional: USB Extension Cord (stored in box with Owl Pro)
- HDMI Extension Cord (kept on podium in Large Meeting Rooms & Kossmann; under the Mondopad in the Gathering Room)
- Optional: DVD Player (kept in Laptop 1 bag)

Equipment Setup

1. Power on the laptop.
2. Turn on the AV system
 - a. If you are in the Large Meeting Room, power on the room system with the small panel on the wall.
 - b. If you are in Kossmann or the Gathering Room, turn on the MondoPad using the power button on the right of the screen.
3. Remove all equipment from the Owl Pro box. In the main box, behind the Owl, is a blue box containing all of the cords needed.



4. Set the Owl Pro on a table in the center of the discussion group. For a small group, this can be in the middle of the table. For a large group, set up a card table in the middle of the room.
5. The power cord comes in two pieces. Plug the cord with the power plug into the black box (see photo above) to connect.
6. Plug one end of the power cord into a power outlet. There are extension cords available in the Gathering Room and the closet of the Large Meeting Room, if needed.

7. Place the Owl on its side. Underneath, you will see two ports, plus a hole to screw the owl onto a tripod.
8. Plug the small end of the power cord into the round port. The Owl's eyes will glow when power is connected and it will make a hooting noise to let you know it is good to go.
9. Take the remaining cord from the small box and plug the smaller end into the rectangular port in the Owl. Plug the USB end into the laptop on the left side of the computer. A USB extension cord is in the Owl Pro box, if needed.
10. Use the HDMI cord to connect laptop to AV system.
 - a. In the Large Meeting Room or Meeting Room A, connect using the port below the projector screen (West Wall). On the AV system screen to the right of the projector screen, click "Give Presentation." Then, select "Rm A West Wall," followed by "Projector." The screen will lower and the projector will turn on.
 - b. In Meeting Room B, Kossmann, or the Gathering Room, connect using the port below the Mondopad. Use the buttons on the right side of the Mondopad to change the input to HDMI.
11. Proceed to Zoom Setup.

Zoom Setup Using the Programming Zoom Account

1. Go to <http://zoom.us> and log in using the Programming email and usual password.
2. Click "Meetings" on the left sidebar.
3. Hover your mouse over the correct meeting and then click "Start" from the list of buttons that appear.
4. If the Owl Pro does not automatically connect, click the up arrow next to the Video button on the Zoom toolbar, then select "Meeting Owl Pro."



5. If the Owl connected correctly, you should see a split screen appear with a camera view on the bottom and a fisheye view on the top. If you see a loading screen, talk clearly to the owl at a close distance and it should recognize the sound and connect.
6. Allow participants in from the waiting room as necessary, then begin your meeting!

Zoom Setup Using a Virtual Meeting Room

1. Go to <http://elmlib.org/virtual> to automatically start Zoom.

2. You will start in a waiting room. When greeted by a staff member, tell them which meeting/program you are there to facilitate and you will be placed in the correct breakout room.
3. If the Owl Pro does not automatically connect, click the up arrow next to the Video button on the Zoom toolbar, then select "Meeting Owl Pro."



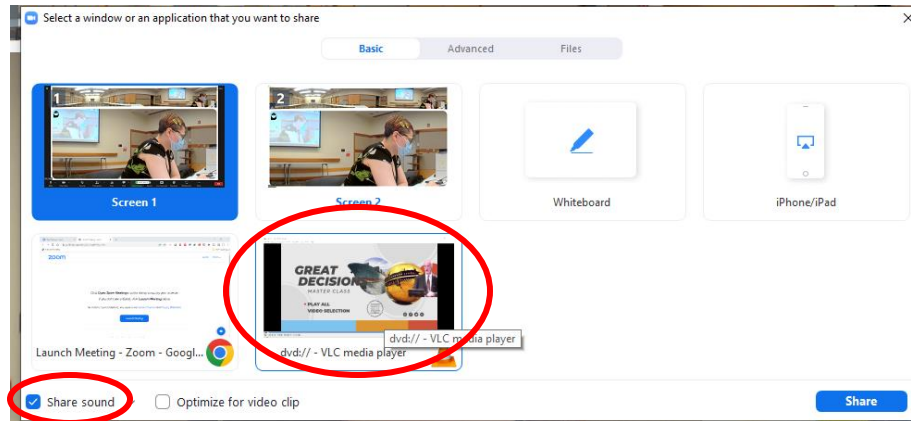
4. If the Owl connected correctly, you should see a split screen appear with a camera view on the bottom and a fisheye view on the top. If you see a loading screen, talk clearly to the owl at a close distance and it should recognize the sound and connect.
5. Other participants will be added by desk staff as they arrive. When everyone is online, you can start your meeting!

Using a DVD player in a Hybrid Discussion

You must use Laptop 1 when playing a DVD over Zoom.

1. Once the Owl Pro is connected and your Zoom meeting is started, you may need to show a video. In order for everyone online and in the room to view the video, you need to play it through the laptop instead of the Blu-Ray Player.
2. Remove the DVD Player from the Laptop 1 bag and plug it into one of the USB ports on the laptop.
3. Insert your DVD into the DVD player. It should open on your screen automatically. If it opens in full screen, click the escape key to exit.
4. If not already on a 2-screen view, press the Windows logo and P keys on the Laptop keyboard. In the sidebar that appears, select "Extend" to get a 2-screen view.
5. If the DVD window does not automatically appear on your second screen (projector screen or MondoPad), drag the DVD window all the way to the right of your screen until it appears on the second screen (projector screen or MondoPad). When it is fully on the second screen, click "View" from the toolbar at the top of the screen and select "Full Screen."
6. Back on the laptop screen, return to Zoom and click the green "Share Screen" button on the toolbar. In the popup window, select the DVD Screen. Make sure to click the "Share Sound"

button on the bottom of that screen.



7. On the projector screen/MondoPad, you should now see a green square around the video screen. This means that your online viewers are now seeing whatever is inside that square.
8. Play your DVD as usual. When finished, click the “Stop Share” button in Zoom to return to Gallery View.
9. After the video is finished, stop the DVD and close out of the DVD Player on the computer.
10. Press the Windows and P keys again and select “Duplicate” to put Zoom on the screen for in-person attendees to see.