

How to Run a Hybrid Meeting Two Ways Via Zoom in the Training Room

With the Owl Camera

Please Note: Todd is working on a reservations system for Owl the same way you would reserve the Virginia Room itself. We only have one Owl, so we need to make sure we know who is using it.

Option 1: Using the Virginia Room Computer

Option 2: Using Your Own Laptop

OPTION 1: USING THE VIRGINIA ROOM COMPUTER

1. Here is the Owl on its nest. Aka a table in the middle of the room where it is still able to reach the training room computer/plug into the wall for power. **Please note that the setup with the training room laptop makes for a potential tripping hazard with the cords.** You can manage this by sliding the Owl's nest (table) closer to the training room computer until your meeting participants are mostly settled in their seats. This allows the cord to lie flatter on the floor instead of floating in the air. Then slide the nest closer again to the center of the room when your meeting begins (warn your bankers of the cords). The Owl is supposed to pick up sound from 18-20 feet in all directions. We are not able to get a USB extension cord at this time that allows the Owl to work without the tripping hazard mentioned.



2. To work the Owl camera, you will need to make sure that the power cord and the USB cord are both plugged in.

This first photo shows the two USB cords connecting, which allows the Owl to reach the computer in the Virginia Room. Make sure this is plugged into the Owl and the computer (2nd image is where to plug it into the training room computer). Make sure the power cord is plugged into the Owl, then plug it into the extension cord/outlet.





3. Make sure the Owl is on and you know its buttons. The first picture is of the Owl's power button. There are also two mute buttons (one on each side) and volume up/down buttons, pictured in the second and third photos. It usually automatically turns on when it is plugged into power, but if it sits for long enough after hooking it up there are occasions that you may need to press the power button.



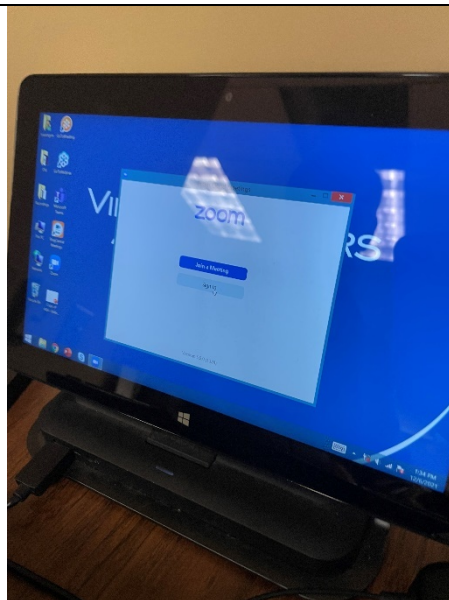
4. Unlock the Virginia Room computer – password is located inside the wooden cabinet the computer rests on.

5. Make sure the projector is powered on. Remote pictured – it's the top right red button.



6. In this room, the wireless keyboard and mouse stay powered on but you can make sure they are both on if something isn't working. It's a good troubleshooting step and they may need new batteries at some point!

7. Select the Zoom desktop icon.

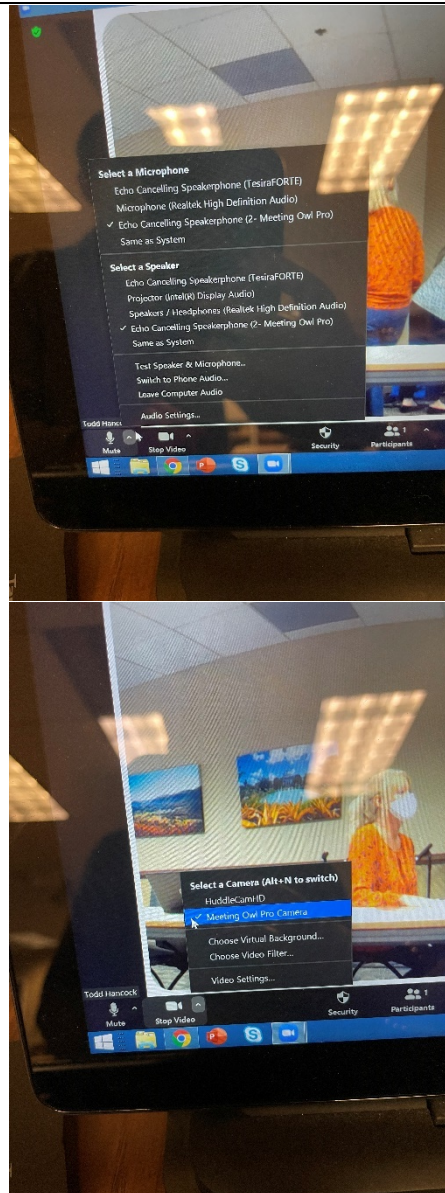


8. Login to your Zoom account.

9. Either click start meeting or Join meeting and enter meeting ID and password.

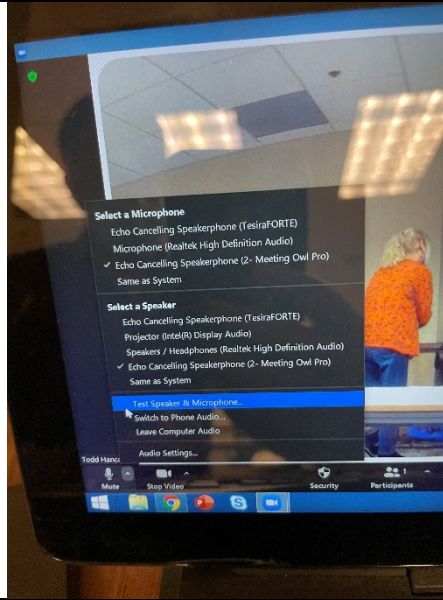
10. Select “Join with Computer Audio”.

11. Once you are in the meeting, you will want to make sure the Owl is connected/selected in three places:
- First picture. Click the arrow to the right of the audio (microphone) icon and make sure:
 - “Echo Cancelling Speakerphone (2-Meeting Owl Pro)” is checked under select a microphone.
 - “Echo Cancelling Speakerphone (2-Meeting Owl Pro)” is checked under select a speaker.
 - Click the arrow to the right of the video icon and make sure “Meeting Owl Pro Camera” is checked.



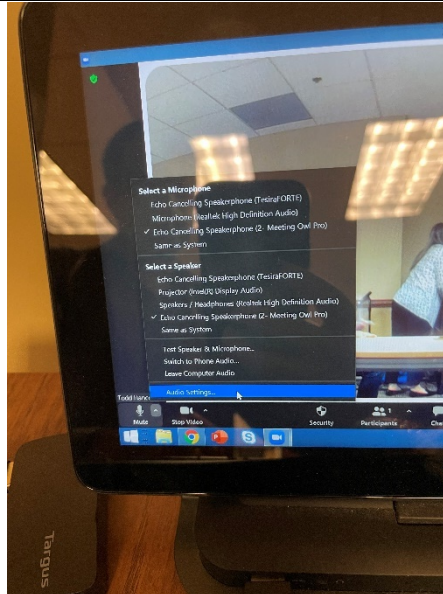
12. Do some testing. Click “test speaker & microphone” under the audio (microphone) icon dropdown and follow prompts.

You do not have to do this but it’s good practice to make sure everything is running smoothly.



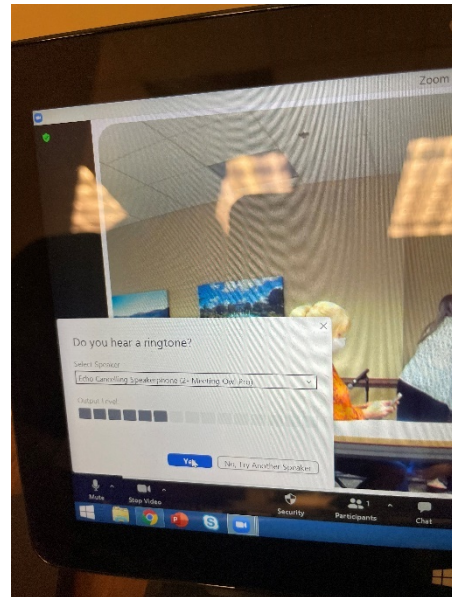
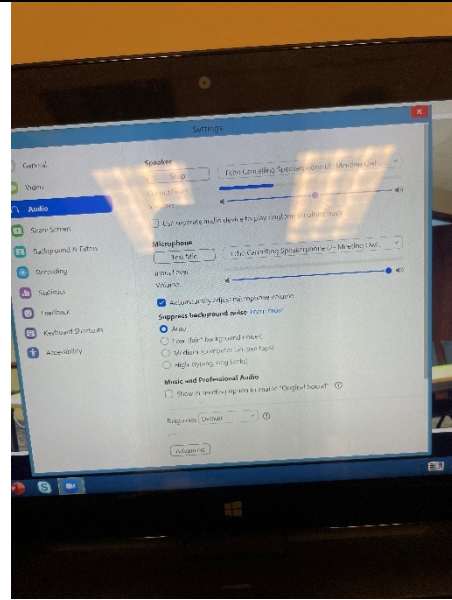
13. Trouble shooting audio:

- a. Click “audio settings” under the audio (microphone) icon dropdown.
- b. On the second picture, you can tell that the “microphone” level is already set to the highest it can be (input level volume is all the way blue/as far to the right in the blue it can go). This is what the Owl’s mic picks up, so that the Zoom participants can hear the people speaking in the Virginia Room. You can also see that the “output level volume” under speaker is about midway in the blue – that is the volume that you hear in the Virginia Room from what the Zoom participants are saying – so if people in-person are having trouble hearing the Zoom participants, you’d want to turn this up by sliding the blue further to the right. It is set to a place where we think



the volume should be currently.

- c. The third picture shows the little test you can do with the ringtone to see what the “output level volume” sounds like so you are ready for your meeting and don’t have to adjust this once people starting speaking from Zoom. But again, you should already be good to go here from what we have set.



14. Managing the view:

- a. There is an app you can download “Meeting Owl” and you can access the Owl and set up a panoramic view of the whole training room. Currently Todd is the only one with the app but it should be self-explanatory if you want to download the app and give it a go.
- b. Locking in this panoramic view enables you to see the whole room in one part of the “training room’s” Zoom square/screen, as well as whomever the Owl is showing (whomever is speaking in the training room). Otherwise, it will just show who is speaking.
- c. We’d recommend as a Zoom viewer that you “pin” the training room. You can also do “speaker view” to make the training room square/screen bigger on your Zoom screen as a virtual participant. As we practice this we will learn more and be able to instruct our Zoom attendees better.
- d. See top middle of this screen for an idea of what the training room “square/screen” looks like.



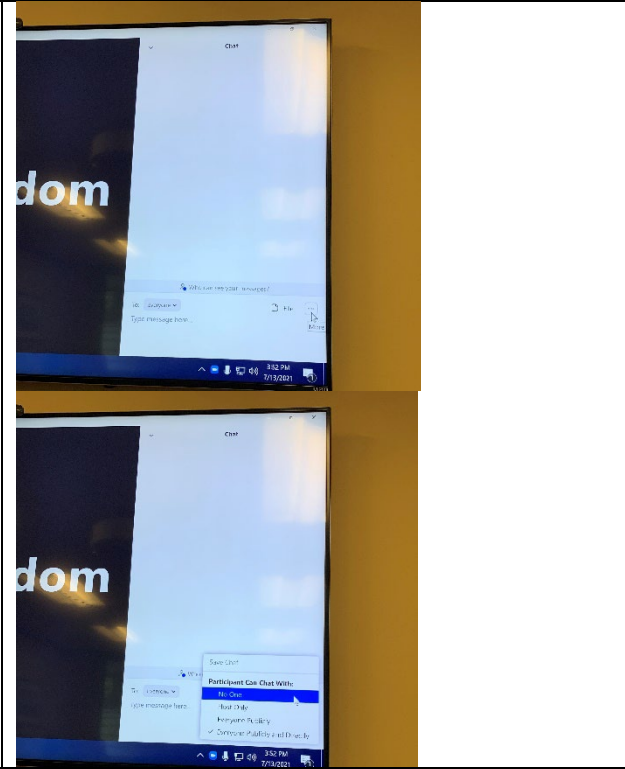
15. Be sure to unmute and turn on video (just like you would run a Zoom meeting on your laptop).

16. Run your Zoom meeting – all Zoom features are available (recording, breakout rooms, polls, chat, etc.) You can bring the wireless keyboard and mouse with you if you want to manage the chat from your seat during a meeting.


17. If you have a PowerPoint presentation, you need to bring that on a USB and save it on the training room computer to pull it up on that device. You'd then share screen with it from Zoom on that computer and click through it via a clicker from your seat.

18. If you want to disable the chat – open the chat in the meeting, click on the three dots, then select the chat option that you want. (Selecting the “No One” option will disable the chat for all participants, but you as the host will still have chat capabilities). Remember, anyone that is in the Virginia Room would be able to see the chat on the big screen if you leave it enabled.



	
<p>19. After your meeting, end your Zoom meeting for all, log out of your Zoom account, then turn off the projector.</p>	

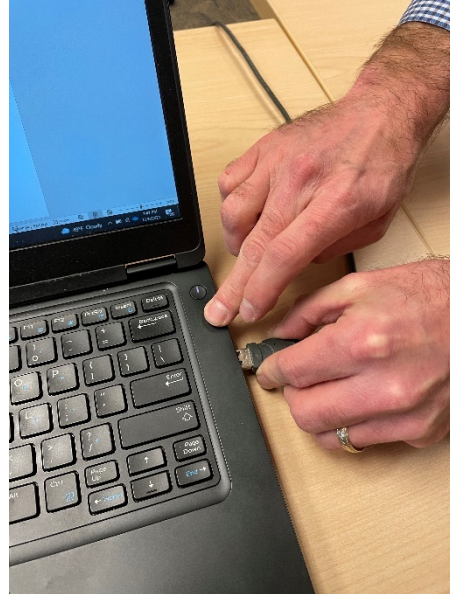
OPTION 2: USING YOUR OWN LAPTOP

<p>1. Here is the Owl on its nest. Aka a table in the middle of the room where it is still able to plug into the wall for power. Bringing your own laptop helps so much with the cords/creates less tripping hazards, so that is nice. This is because the USB only has to reach to your laptop and not the training room computer.</p> <p>Suggestion – if you are using your own laptop, you probably want to sit in a seat close to the brown computer cart/doors to the training room so the cords are close by.</p>	
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2. To work the Owl camera, you will need to make sure that the power cord and the USB cord are both plugged in.

The first photo shows the two USB cords connecting. Make sure this is plugged into the Owl and then into your computer. The second photo shows the USB going into your laptop.

Make sure the power cord is plugged into the Owl, then plug it into the extension cord/outlet.



3. Make sure the Owl is on and you know its buttons. The first picture is of the Owl's power button. There are also two mute buttons (one on each side) and volume up/down buttons, pictured in the second and third photos. It usually automatically turns on when it is plugged into power, but if it sits for long enough after hooking it up there are occasions that you may need to press the power button.



4. Make sure the projector is powered on. Remote pictured – it's the top right red button.



5. Next, you need to make sure your laptop is connected to the projector so that people in the room can see the Zoom participants too. Currently the training room laptop is plugged into the projector, so you need to swap those cords. This is what it looks like when the training room cord is plugged in.


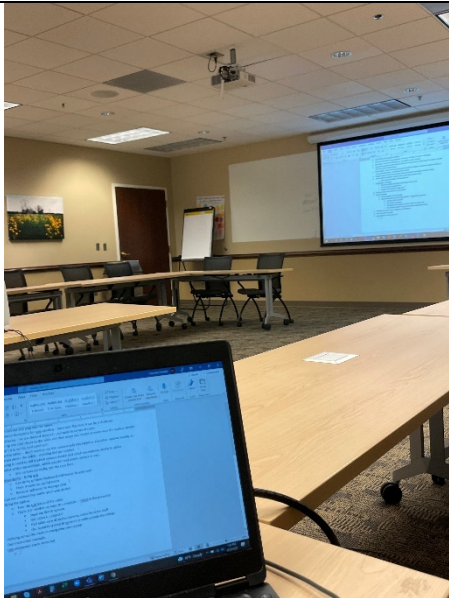
Unplug that striped cord Todd is holding in the first picture and remember where you had it plugged in (shown in picture two, empty).



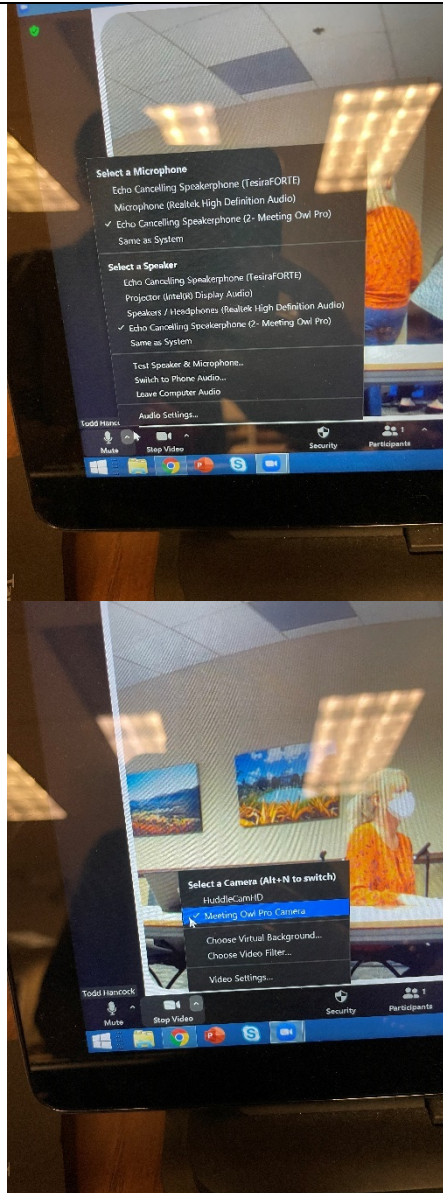


6. Find the long HDMI cord where it is hung by the wooden cabinet.



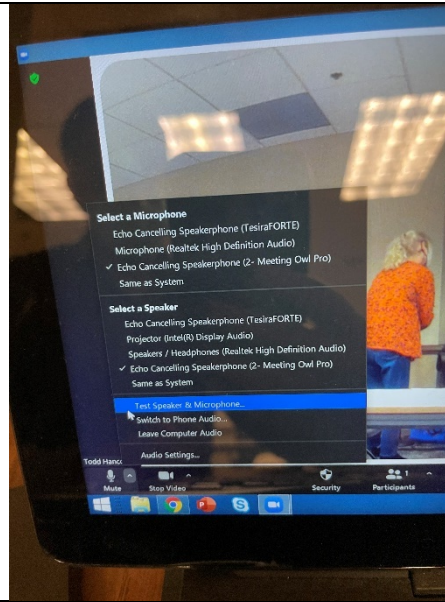
<p>7. Plug that HDMI cord in now.</p> <p>Run this cord with care to your laptop and plug the other end in there.</p>	
<p>8. Now anything on your computer will also be shown on the projector screen (mirrored). So participants in the training room can see anything on your computer.</p> <p>NOTE: You still need to share screen with anything for Zoom participants to be able to see it too. Like you would on any normal Zoom.</p>	
<p>9. You would then start the meeting in Zoom as you normally would...Select the Zoom desktop icon.</p>	
<p>10. Login to your Zoom account.</p>	
<p>11. Either click start meeting or Join meeting and enter meeting ID and password.</p>	
<p>12. Select "Join with Computer Audio".</p>	

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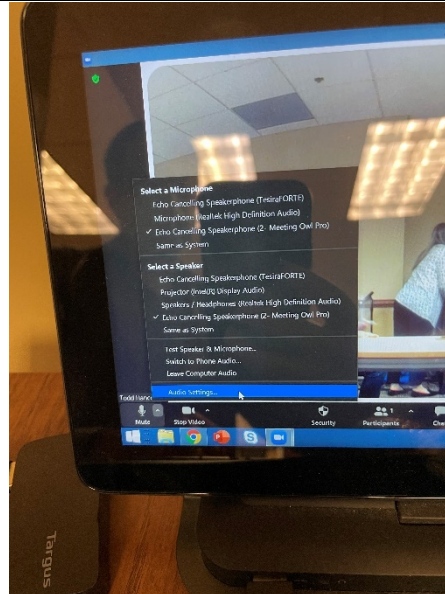
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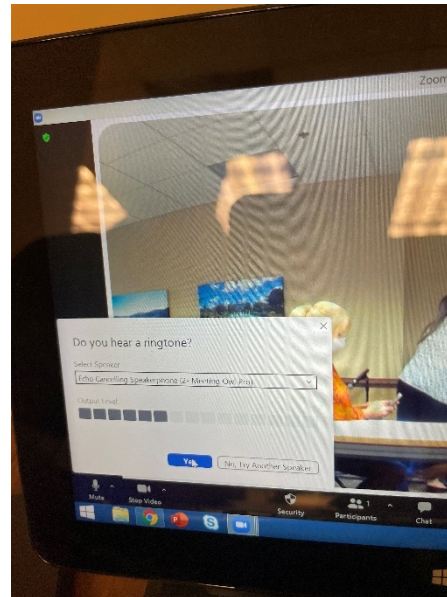
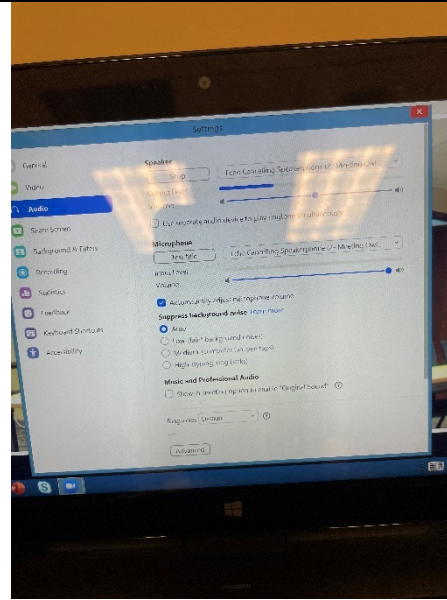
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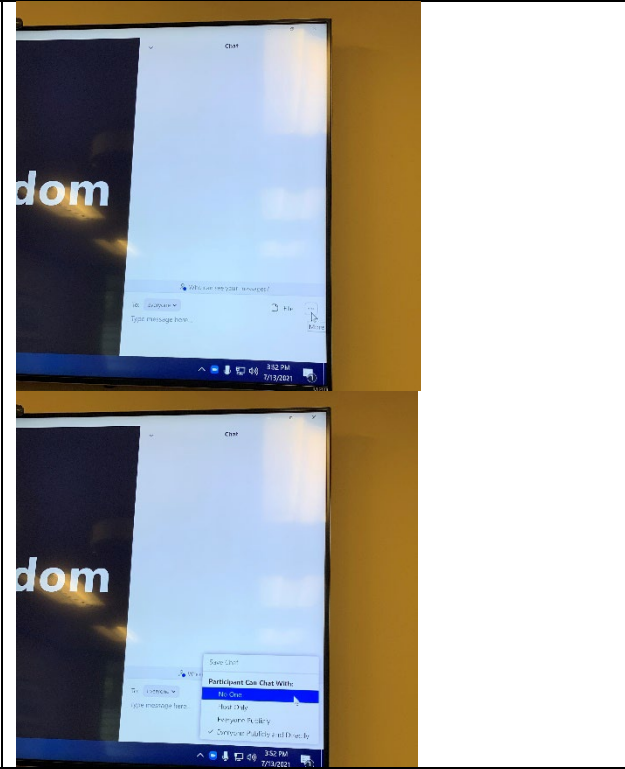
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<p>16. Be sure to unmute and turn on video (just like you would run a Zoom meeting on your laptop).</p>	
<p>17. Run your Zoom meeting as you normally would from your laptop.</p>	

18. If you have a speaker who is also in-person and also needs to share from their own computer, have them join the Zoom meeting from their laptop in the training room and mute themselves (the Owl will pick up their sound when they're speaking/giving their presentation). Then give them sharing capabilities and everyone will be able to see what they share screen with. You don't have to change anything about your computer's setup to make way for them to do this.

19. If you want to disable the chat – open the chat in the meeting, click on the three dots, then select the chat option that you want. (Selecting the “No One” option will disable the chat for all participants, but you as the host will still have chat capabilities). Remember, anyone that is in the Virginia Room would be able to see the chat on the big screen if you leave it enabled.



	
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