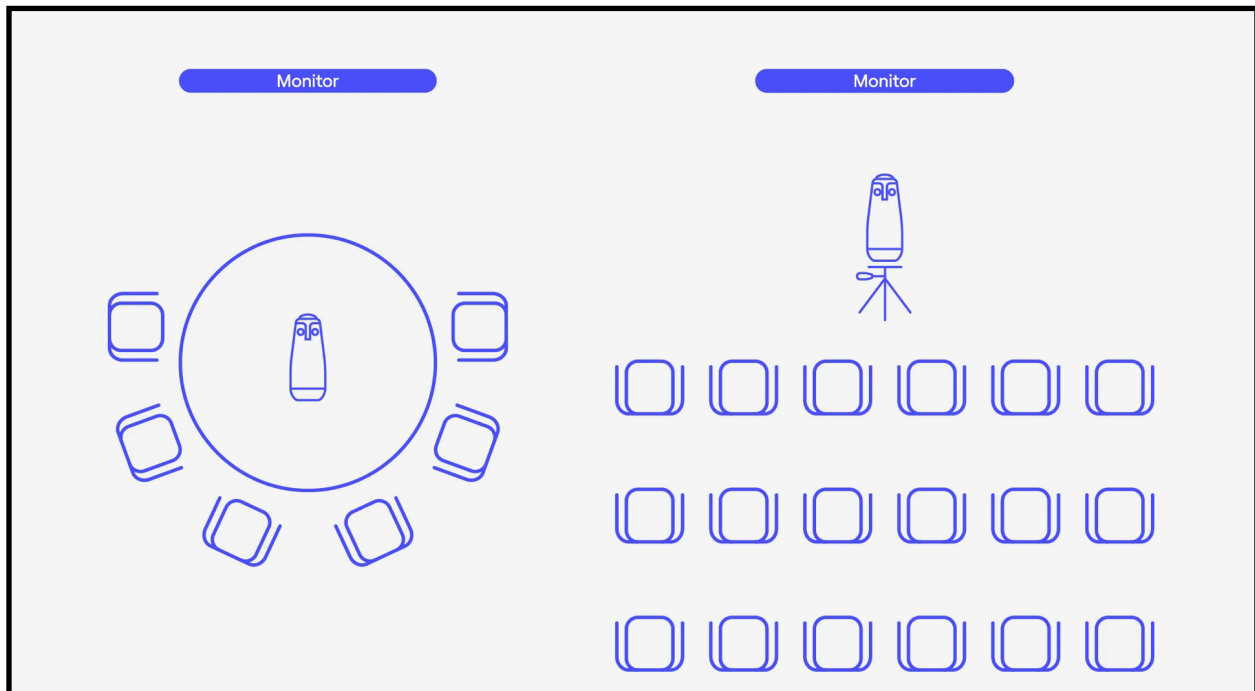


HYBRID ZOOM with the MEETING OWL at SOCIAL CAPITAL

1. Determine the best location for the Meeting Owl

The Meeting Owl 3 is best for all types and sizes of meeting spaces. [Pick the setup](#) that works for you:

- In a small meeting room for 4 to 10 people, place the Meeting Owl camera in the center of the table or on a table in the middle of a circle, at least 18 inches (0.5m) from the TV.
- In a medium to large conference room, place the Owl in the center of the table, at least 3ft (1m) from the in-room TV or monitor and within 18ft (5.5m) of in-room participants.

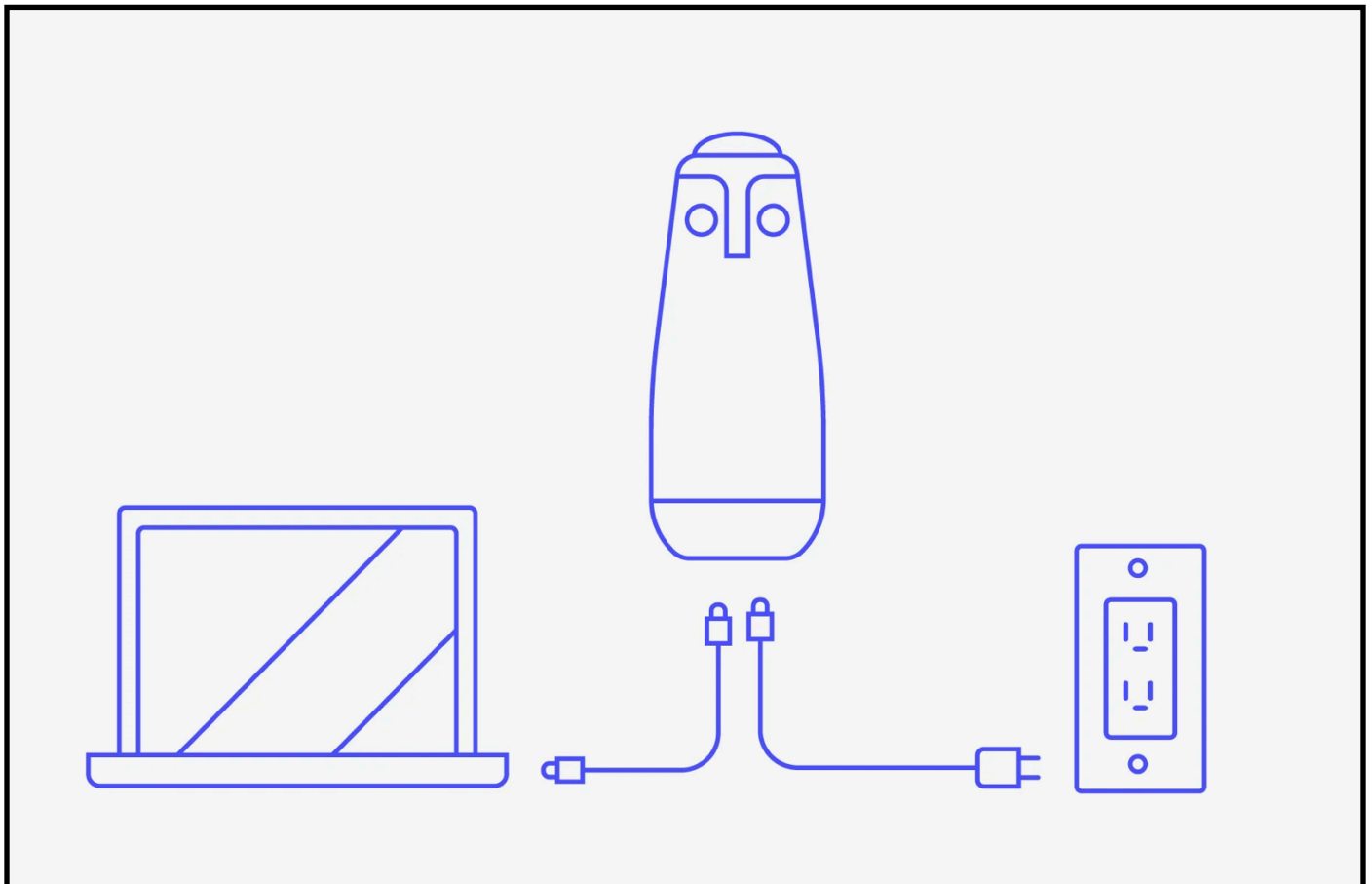


2. Turn the Owl over to plug in the USB-C cable + power adapter

Your Meeting Owl 3 comes with a power adapter and a 6.5ft (2m) USB-C to USB-C cable. Turn the Owl over, plug the USB cable, then plug the same cable into an in-room computer or laptop. Lastly, plug the power adapter into the Owl and an outlet. :-)

This indicates that your Meeting Owl camera is fully powered on.

NOTE: If your computer does not have a USB-C port, we have a USB-C to USB-A adapter at Social Capital.

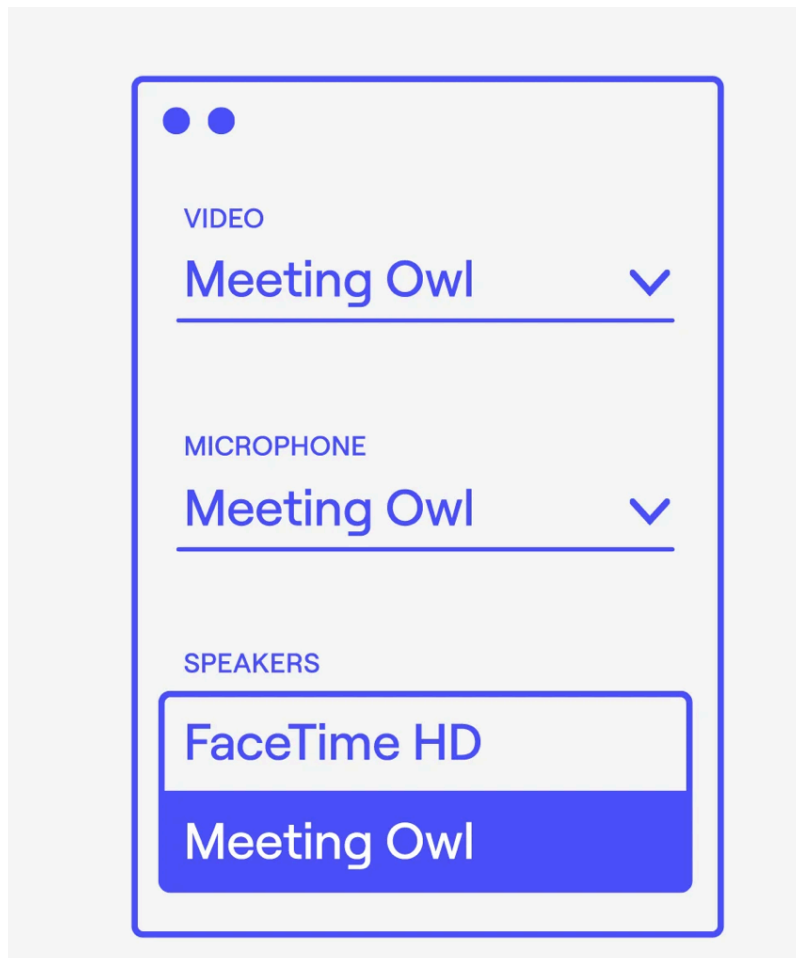


3. IMPORTANT FOR HYBRID ZOOM AT SOCIAL CAPITAL

If you will be mirroring the contents of your laptop screen onto the big screen so people in the room can see remote participants **you must set up to mirror your laptop BEFORE you start your ZOOM meeting.**

- First unlock and remove wooden cover from projector. (Text 805-708-8163 for unlock code if you don't know it). Turn on projector and remove dust cover. (See **PROJECTOR** instruction sheet)
- To see the contents of your desktop on the screen refer to *The Wireless Projector and Screen* document, specifically the page titled *Projecting the Contents of Your Entire Desktop*.

4. Start or join your ZOOM meeting and be sure to choose the Meeting Owl for audio and video



7. Integration with Zoom

- Create and launch a Zoom conference.
- Select Join Audio Conference by Computer.
- Within Zoom, click the arrow on the microphone icon. Select the meeting owl as your microphone and speaker.

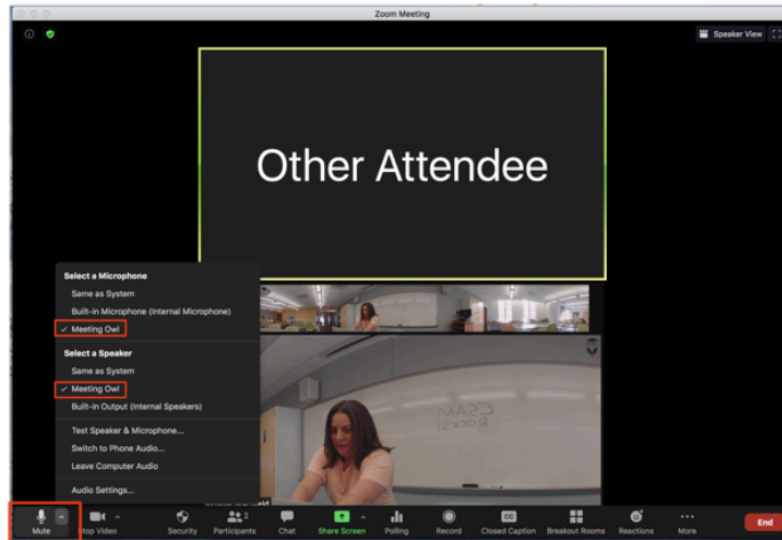


Figure 8. Selecting the Meeting Owl as your speaker and microphone within Zoom.

Within Zoom, click on the arrow next to the video camera icon. Select the Meeting Owl as your camera. Note that the host sees an inverted image. However, the image is normal for other attendees.

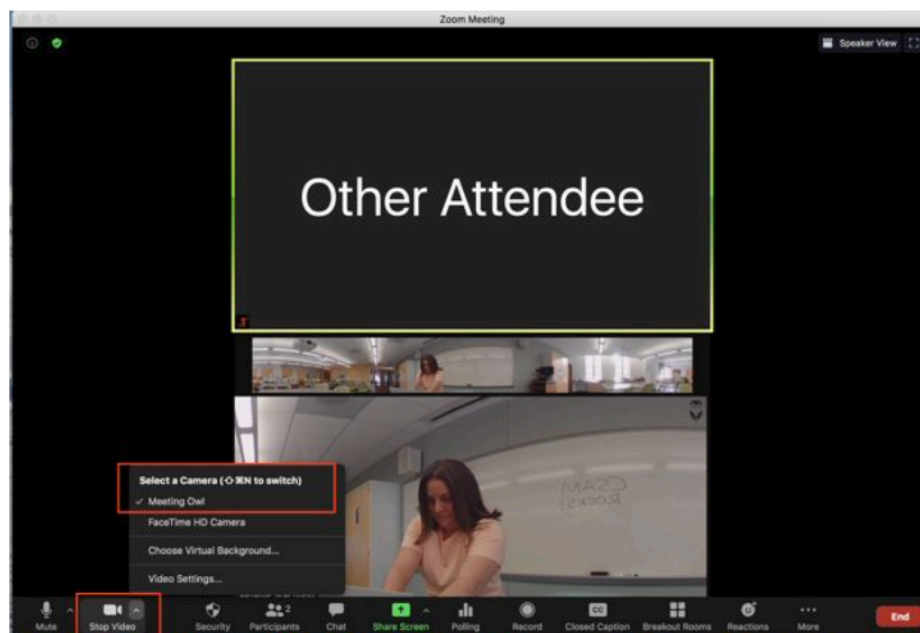


Figure 9. Selecting the Meeting Owl as your camera within Zoom. The host sees an inverted image.