

Get started with your Meeting Owl

Follow the steps below to get started with your new Meeting Owl:

- I. Set up your Owl
- II. Register in the app
- III. Start meeting!

■ Start your first meeting with the Meeting Owl

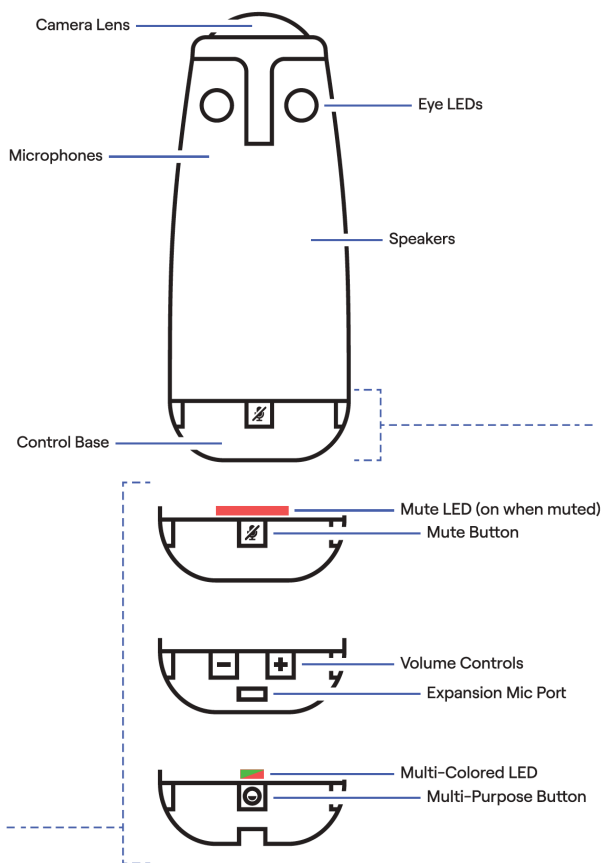
I. Set up your Meeting Owl

What's in the box?

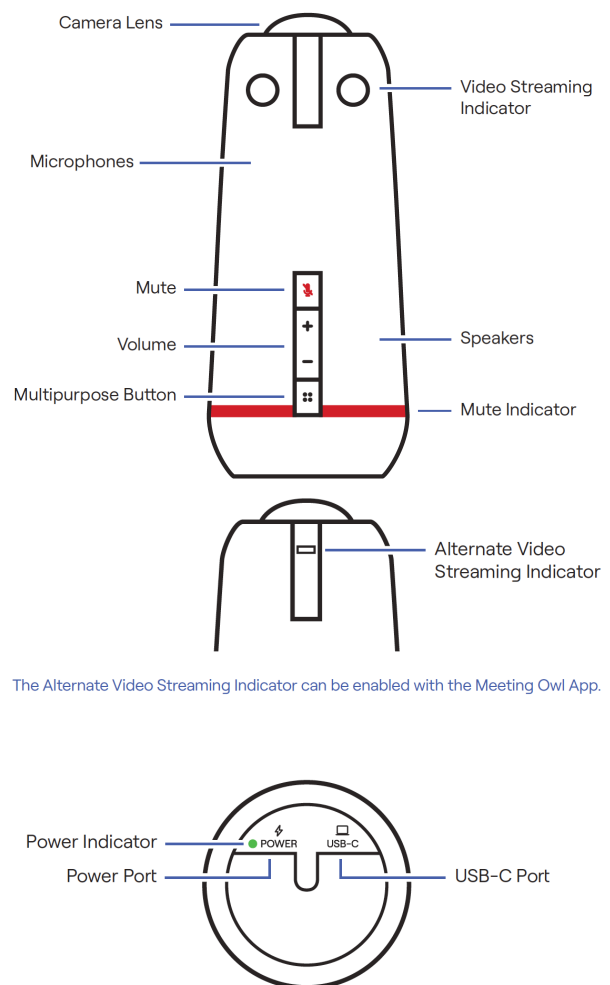
- Meeting Owl
- USB-C cable
 - **Meeting Owl 3:** 6 ft (2 m)
 - **Meeting Owl 4+:** 6.5 ft (2 m)
- Power Supply
 - **Meeting Owl 3:** 6.5 ft (2 m)
 - **Meeting Owl 4+:** 5 ft (1.5 m)
- AC line cord
 - **Meeting Owl 3:** 6 ft (2 m)
 - **Meeting Owl 4+:** 5 ft (1.5 m)
- Quick Start guide
- Owl pairing card
- Table card with Owl holder
- Safety and Warranty information

Meeting Owl Anatomy:

Meeting Owl 3

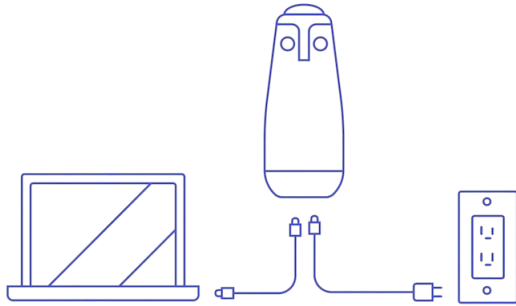


Meeting Owl 4+

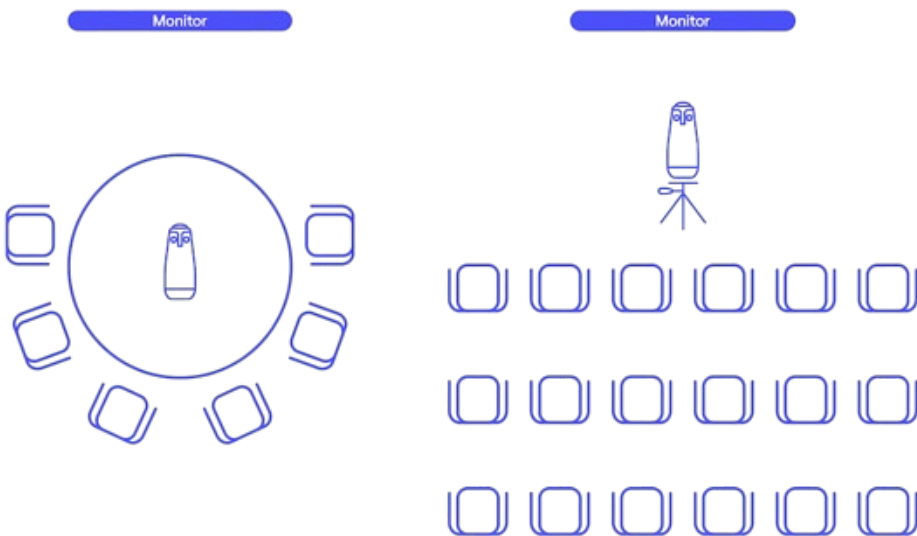


Set up and place your Owl:

1. Turn your Owl over and plug in the USB cable and power adapter.
 - a. Use the USB cable that came in the box with the Owl, or purchase an [approved USB connector](#).



2. Plug the USB cable into your computer, and plug the power adapter into an outlet. Wait until Owl's eyes stop pulsing, and you hear a hoot. This indicates that your Owl is fully powered on.
3. Place your Owl on the table in your conference room or classroom. Feel free to experiment with the placement of the Owl to best suit your meeting's needs.
 - a. **Small room:** Place the Owl in the center of the table, at least 18" (0.5m) from the TV.
 - b. **Large room:** Place the Owl in the center of the table, at least 3ft (1m) from the TV, but no more than 10ft (3m) from the farthest participant.

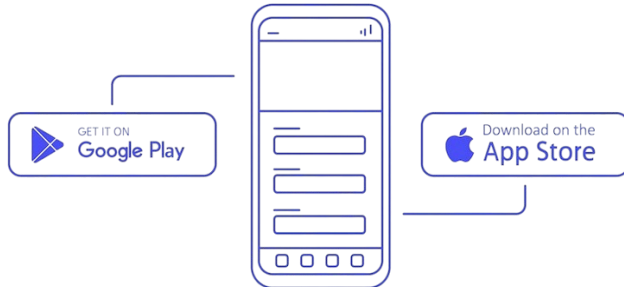


II. Register your Owl in the app

Register your Owl to unlock it for use and connect your Owl to Wi-Fi in order to receive automatic software updates. You will only need to do this once, when initially setting up your Meeting Owl.

Register your Owl:

4. [Download the Meeting Owl app.](#)



5. Open the app, select your Owl from the Nearby Owls list and follow the prompts to register your Owl and connect to Wi-Fi:
 - a. Select your Owl from the **Nearby** list. This may be labeled "Meeting Owl" followed by an 8-digit software serial number, or a name previously given to your Owl.
 - b. Select **Set Up Your Device**.
 - c. Select your **Location** from the list of countries.
 - d. Fill in your **Name** and **Company Name**, then select **Next**.
 - e. Enter your work **Email Address**, then select **Agree & Register** to complete registration.
 - f. Select **Continue**.
 - g. Enter a name for your Owl and select **Next**.
6. Now the features of the Meeting Owl App are unlocked for use!

Connect your Owl to Wi-Fi:

We *strongly* recommend connecting your Owl to Wi-Fi to automatically receive software updates and prevent missing out on newer features or improvements. If you do not want to connect to Wi-Fi and receive software updates, then your setup process is complete.

To connect to Wi-Fi and keep your Owl's software up to date, follow the steps below:

7. Select **Connect to Wi-Fi** to connect your Owl to Wi-Fi.
8. Select the Wi-Fi network you are trying to connect to from the network list.
 - a. Check our [supported Wi-Fi networks](#) for more information.

9. Enter your network's Wi-Fi password and select **Join**.

Optional:

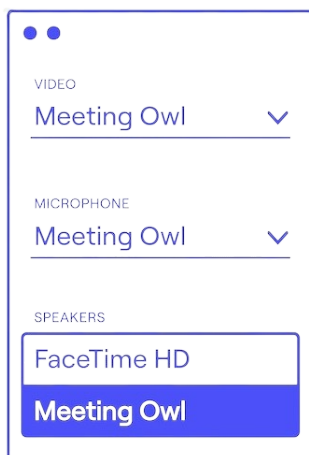
10. Go through the Guided Setup tour in the Meeting Owl App.
11. [Update your Owl](#) to the latest software version to ensure access to the newest features, patches, and improvements.

III. Get ready to start meeting!

The Owl learns where people are sitting in the room. If a new person sits at the table, or if you speak, then move to another location and speak again, it can take up to 5 seconds for the video to switch. Switching may take longer the further away you are sitting from the Owl. For testing purposes, we recommend testing with multiple people in the room with the Owl.

12. Open your preferred video conferencing platform and select the Meeting Owl as your audio and video devices: **Camera, Speaker, and Microphone**.

[How to start a meeting in your video conferencing platform →](#)



13. Now you are ready to start your meeting! Your Owl's LED(s) will illuminate when video is streaming.
 - a. [Connect or cast your computer to your TV](#) to display your meeting on a larger screen.
 - b. See our [tips for best experience](#) for more helpful information.