



# Faculty loan OWL Pro - User Guide

1. **Plug in the OWL to the mains electricity and to your laptop/desktop computer:** using the USB cable from the OWL Pro camera, plug into a USB port on the laptop. After plugging in to the electricity, switch on the OWL using the on/off button on the front of the device, when it is ready for use it will make a hooting noise (just like a real Owl) and there will be two lights at the top of the device. The volume of the audio output from the OWL can be adjusted using the plus and minus buttons on the side of the device. The microphone can be muted using the button on the front of the OWL and will display a red light when activated.



## 2. Video and Audio settings for OWL using Zoom and Teams:

Connect laptop to the WiFi and start the video conferencing application (e.g. Zoom or Teams)

1. **Zoom video** – from the 'zoom.us' menu at the top of the screen select 'Preferences' then select 'Video' in the left hand menu. From the 'Camera' drop down list select 'Meeting Owl Pro'.
2. **Zoom audio** – select 'Audio' from the Zoom preferences left hand menu. From the 'Speaker' and 'Microphone' drop down lists select 'Meeting Owl Pro'.
3. **Teams video and audio** – join a Teams meeting then select 'Device settings': from the cog wheel  (near the centre of the Teams screen) or from three horizontal buttons  once you have joined a meeting. Select 'Owl Pro' from the drop down lists for 'Audio devices', 'Speaker', 'Microphone' and 'Camera'.