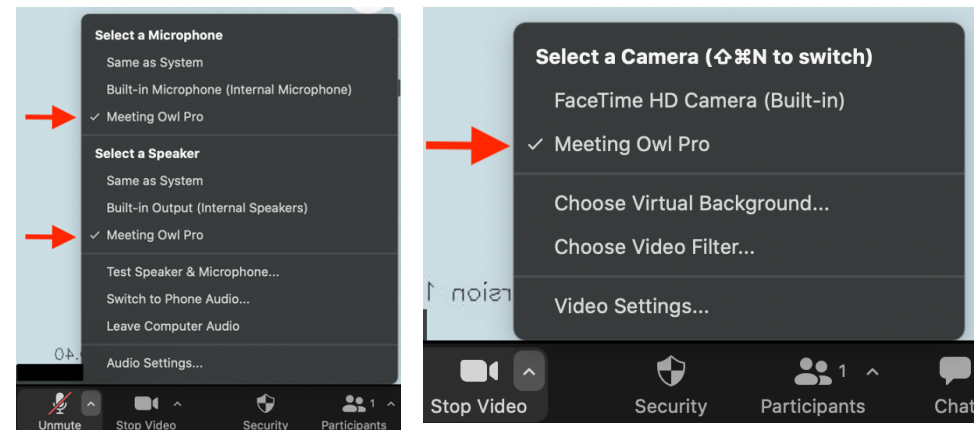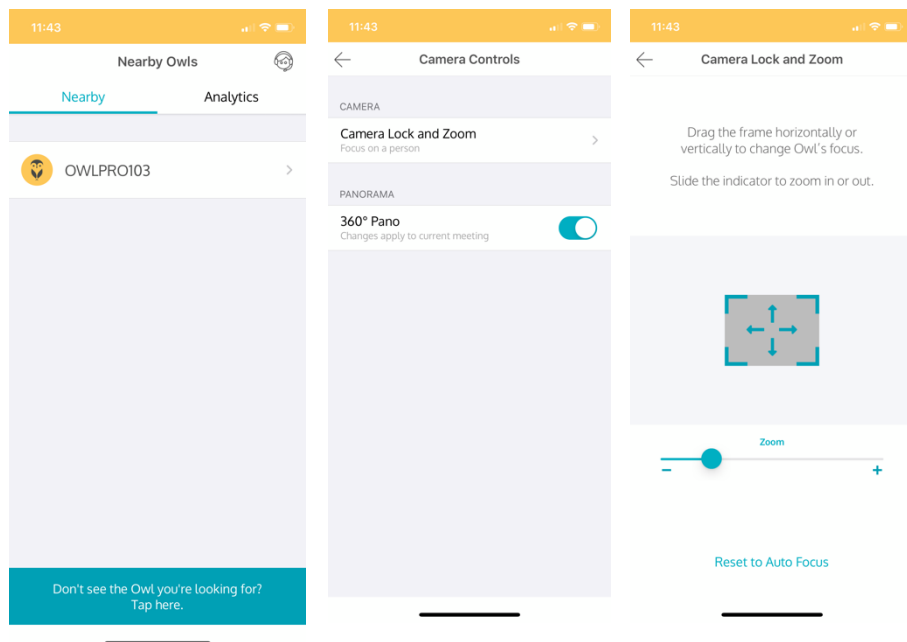## Using the Meeting Owl Device

1. Connect the HDMI or VGA cable to your device. Select the Source used on the AV touch panel, if the system does not auto start.
2. Connect the Owl USB cable to your device.
3. Launch your Zoom meeting.
4. Select the Meeting Owl microphone and speaker option.
5. Select the Meeting Owl camera. When you select **Start Video** in Zoom, the Meeting Owl will initiate and load.

Manually controlling the Meeting Owl Camera with the smartphone app

1. To manually control the Meeting Owl camera, you need to use the Meeting Owl app available for iOS and Android.
2. Launch the app to locate the Meeting Owl. Press on the name of the Owl to begin control.
3. Press on the **Camera Controls** option and enter the Owl Passcode.
4. **Keene & UNH passcodes are the reverse of the Meeting Owl ID #. Owl passcodes at Plymouth State is the Meeting Owl ID #.**
5. If desired, disable the 360° Panoramic window by toggling the switch off.
6. **Camera Lock and Zoom** will allow for manual control of the device. Move the camera by dragging the directional icon box or zoom in and out with the plus and minus buttons.
7. To end manual control, press on the **Reset to Auto Focus** link at the bottom of the Camera Lock and Zoom screen.