

Using the Meeting Owl 3

Follow the steps below any time you'd like to use the Meeting Owl 3 in a meeting.



1 Plug the Meeting Owl's USB-C Cable into your computer. Make sure the Meeting Owl is plugged into power.



2 Start a meeting in your video conferencing platform (Zoom, Microsoft Teams, Google Meet, etc.).



3 Set your conferencing software's **video**, **microphone**, and **speaker settings** to "Meeting Owl."

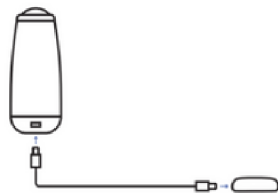


4 The Meeting Owl will automatically focus on active speakers in the room.

Using the Expansion Mic

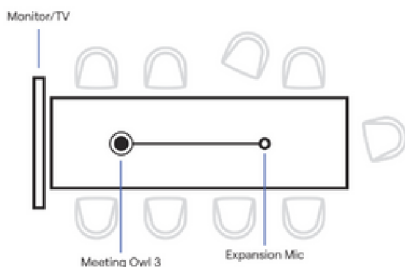
1. Remove the Expansion Part cover from the Meeting Owl 3. This can be found below the **Volume +/-** buttons at the base of the Meeting Owl 3.

2. Plug the micro USB cable into both the Expansion Mic and the Meeting Owl 3.

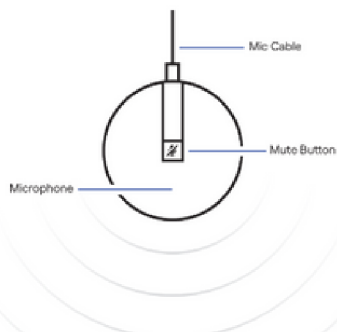


You will hear a short chime from the Meeting Owl 3's speaker, indicating a successful connection to the Expansion Mic.

3. Place the Expansion Mic at least 6 feet (1.5 meters) away from the Meeting Owl 3. The Meeting Owl 3 should be at least 18 inches (0.5m) from the monitor/TV.



4. Position the Expansion Mic so that its microphone is pointed in the direction of the room that needs to be covered, and the cable is facing the Meeting Owl 3. The Expansion Mic's microphone is located on the side opposite the cable.



5. You're all set! The Meeting Owl 3 will automatically begin using the Expansion Mic as an extension of its audio pickup.
6. During the meeting, press the **Mute** button on the top of the Expansion Mic to mute/unmute the Meeting Owl 3 and Expansion Mic's combined microphone system.