

Owl Camera Manual

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Siebel Center of Design and other Spaces

Setting up the Owl

In the Twilight Studio of the Siebel Center, the Owl is stored in the Production Office locker. The code is:

C 5 2 1 1 2 key icon

When it beeps and turns green, you can turn the knob to open the locker

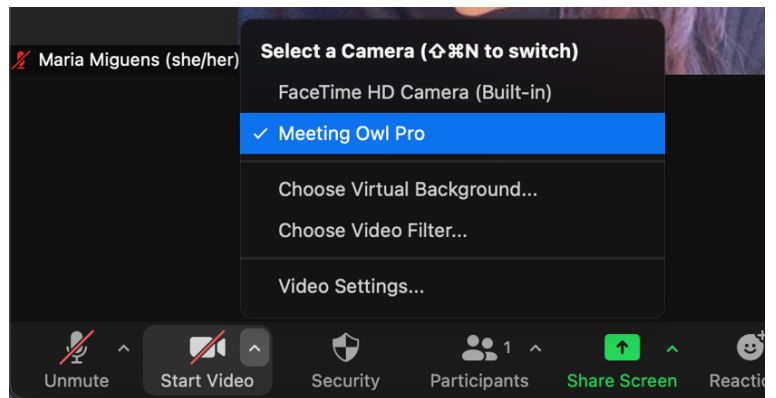
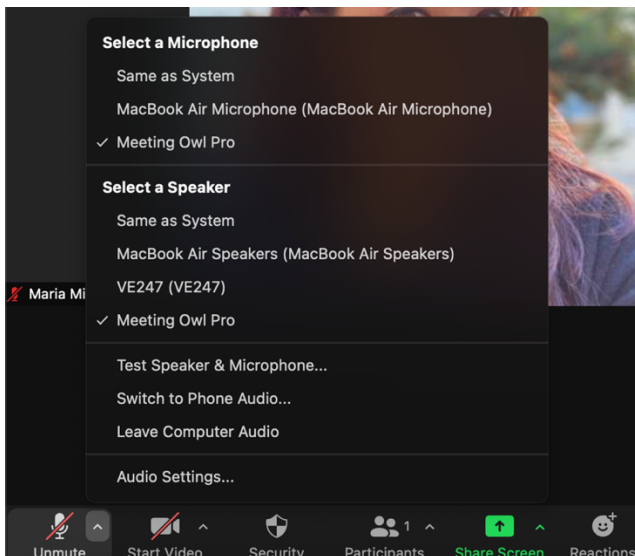
1. Plug the Owl into power.
2. Plug the Owl's USB-C Cable into your computer.

Note: The connection between the Owl and the Zoom computer is an USB-C cable- you will need the appropriate dongle for your computer.

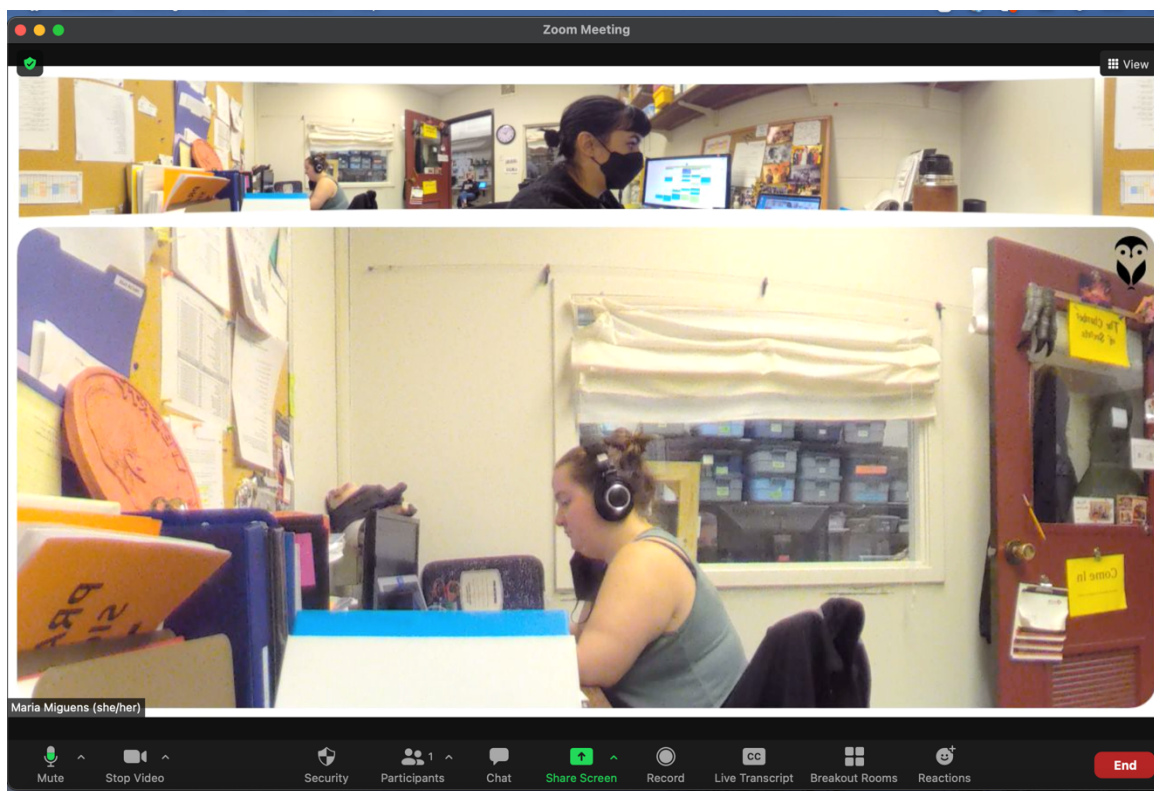
Note: The connection for both cables in the Owl is in the base of it.



3. Start Zoom meeting on your computer.
4. In the bottom right corner of your zoom screen, click on the ^ next to your Mic and Video controls to select the 'Meeting Owl' as your Microphone and Camera.



5. If you selected the right settings it should look something like this:



6. Connect your computer to either the HDMI port on the tv or a projector.

Putting away the Owl

1. Disconnect chords from computer, television, the Owl, and power. Coil/wrap them to prevent confusion for next user.
2. Put everything back in the box. This should include:
 - The Owl
 - Owl power cable
 - Owl-computer cable
 - Laptop Charger
 - HDMI cable
3. Return the Owl box and laptop to the Production Management locker. The code is:
C 5 2 1 1 2 key icon

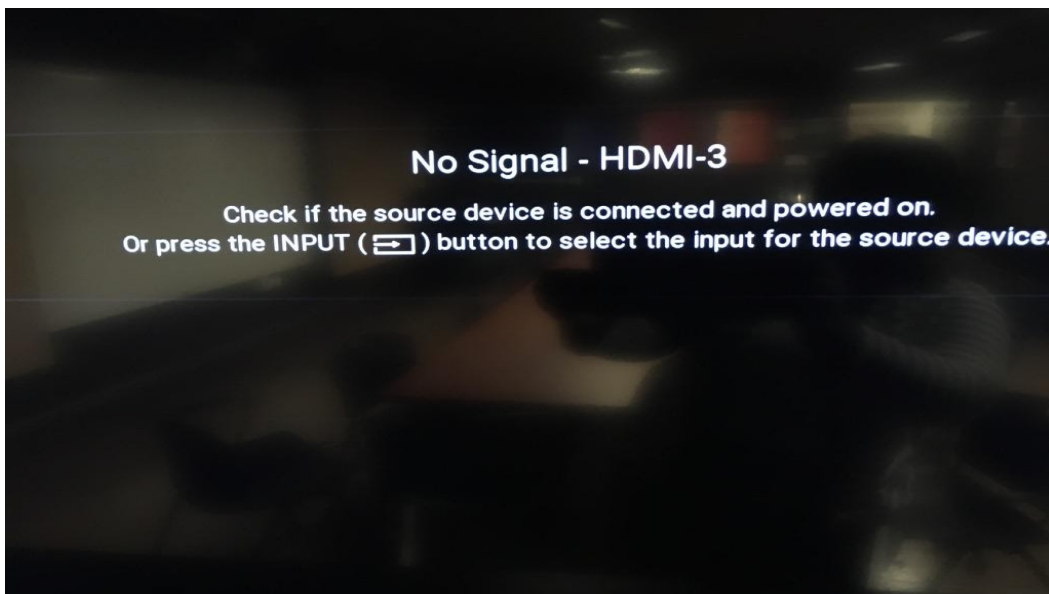
Ensemble B

7. Powering on the Internal Computer.

The first thing you'll need to do is turn on the computer/tv power. The power button is on the left side, on the bottom of the back. It is the top button. *(Green line pointing next to it in picture below)*



8. Once the TV is powered on you should see this message on the screen. If you do not see this message please check the input settings by pressing the input button *(bottom button on TV)* and switch the input to HDMI 3.



9. Once the TV is on you will then turn on the main power. To access the computer power, you will need to first open the white Cabinet and look for the master power button located at the top right of the system. (*circled*)



10. Next you will need to select the correct input settings. Make sure the panel is on and highlighted for HDMI 3.

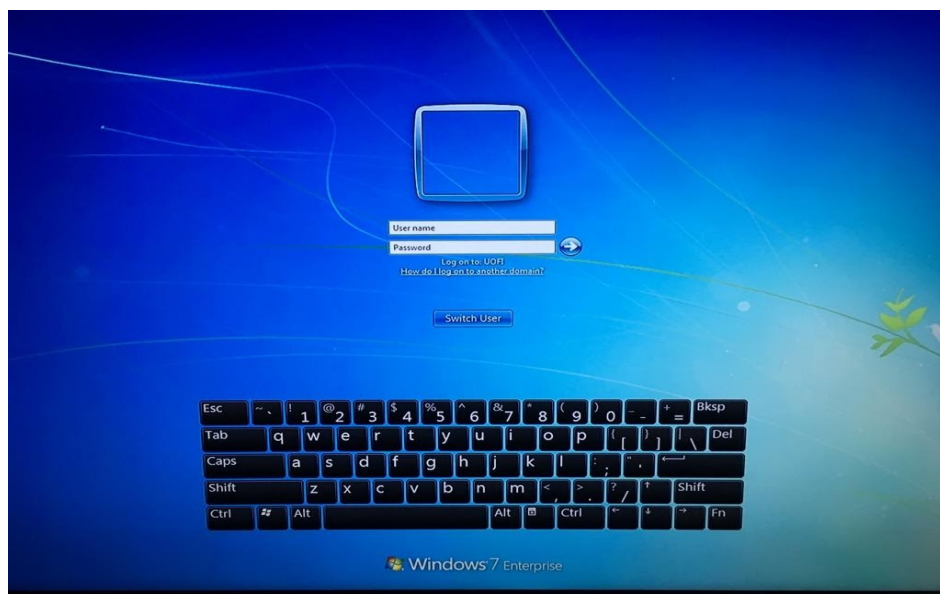
Note: This is a touch screen- please try not to press on the machine too hard.



11. Plug the Owl into power.
 12. Plug the Owl's USB-C Cable into the computer in Ensemble B. If the cable is not long enough, please use the extension included in the box.
- Note: The connection for both cables in the Owl is in the base of it. Please see the following image:

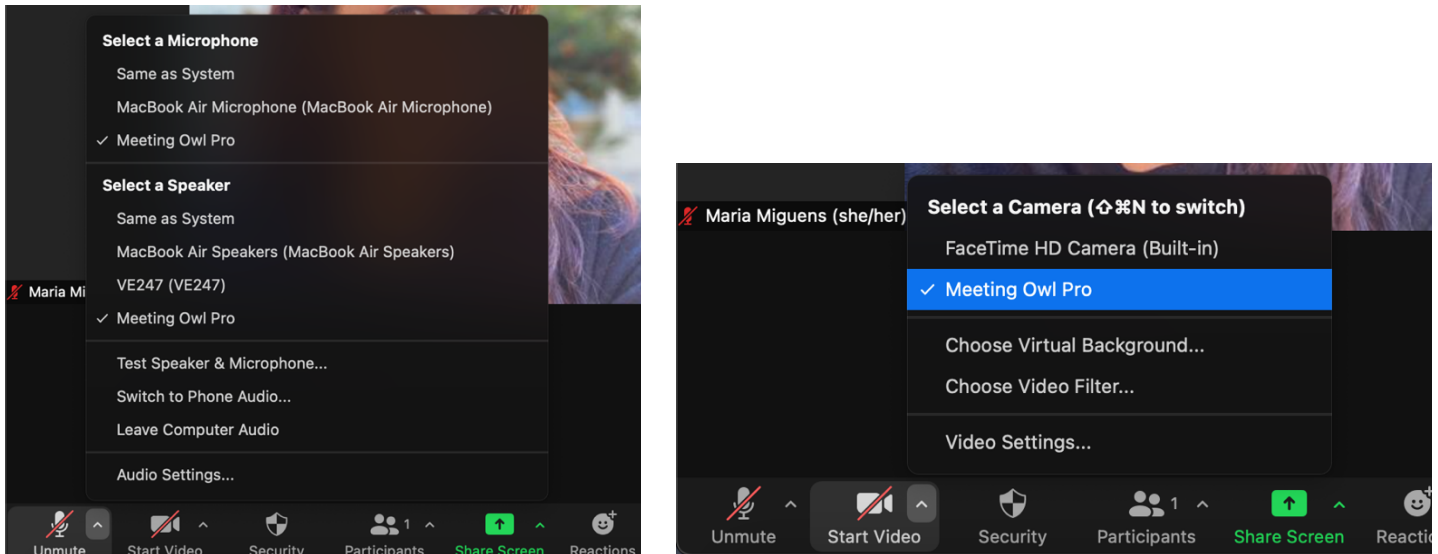


13. Logging into the Computer: Once you press CTRL + ALT + DELETE you will see this screen. To log in you type in your NET ID and PASSWORD.

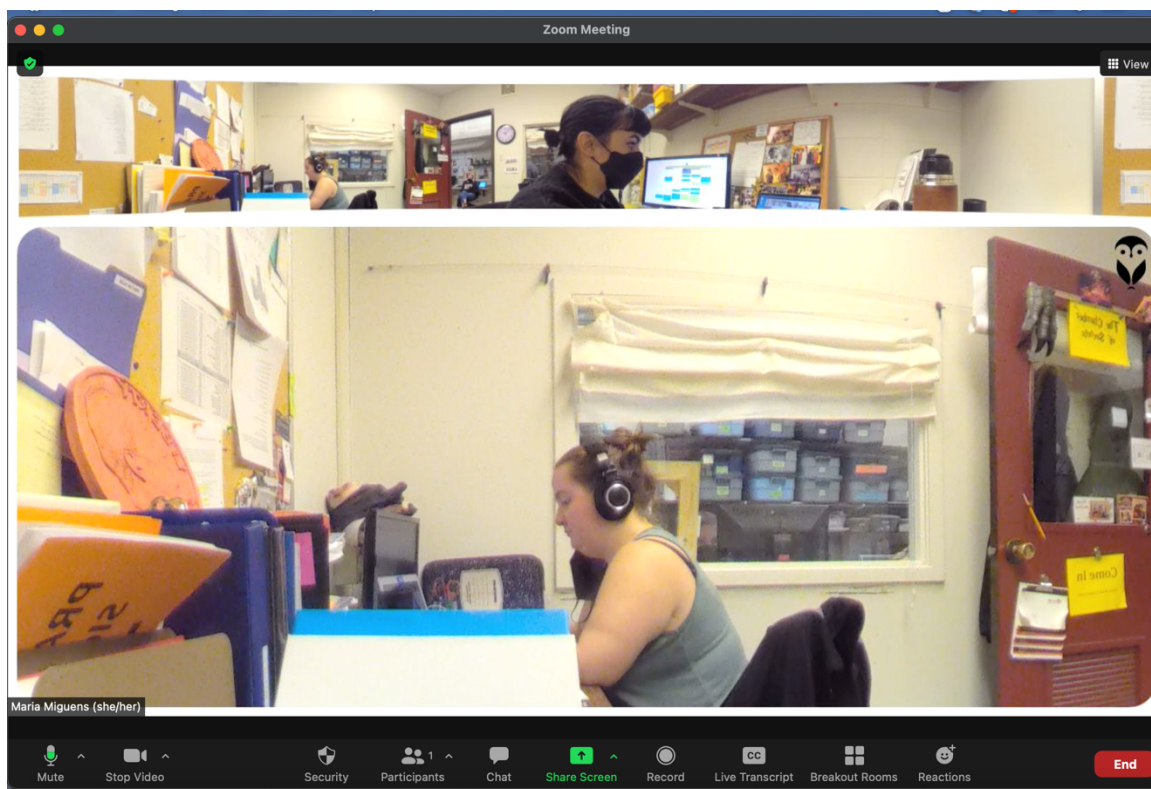


14. Once you've logged in, the Zoom program should be on the top left. If you do not see it, access the windows menu bottom left and search for Zoom. Once Zoom launches you will see this pop up on the screen.
15. Launch your meeting

16. In the bottom right corner of your zoom screen, click on the ^ next to your Mic and Video controls to select the 'Meeting Owl' as your Microphone and Camera.



17. If you selected the right settings it should look something like this:



You are now ready to begin your meeting.

If you run into any issues, please contact Alec LaBau or any of the Stage Management Grad Assistants.

Thank you.