

Hyflex – Meeting Owl Pro User Guide

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A brief overview of the hybrid classroom technology used for Zoom

Meet the Meeting Owl Pro

The Meeting Owl Pro functions as a webcam (camera, microphone, and speaker) for Zoom. The webcam provides a 360-degree view of the entire room, and will automatically focus on any person who is speaking. The microphone has a range of 18 feet in any direction and the Meeting Owl Pro will also act as your computer's speaker, with volume controlled by your computer.

1. A GC technician will setup the Meeting Owl Pro upon request by submitting a [request Form](#).
2. Login to the classroom PC with your GC network credentials (for example, [JSmith](#)).
3. Launch the Zoom application if it is not already open.
 - Log in to Zoom with your CUNYfirst credentials (for example, [John.Smith99@login.cuny.edu](#)).
 - If Zoom is not installed, you can also directly to [Zoom website](#).
 - For step-by-step instructions on how to log in to Zoom using CUNYFirst credentials, [click here](#).
4. Begin your meeting – the camera, speaker and microphone should default to the Meeting Owl Pro. If not, select the Meeting Owl Pro using the drop down menu control (the ^ symbol) next to the audio and video icons on the bottom left corner of the Zoom screen.

Physical controls for the Meeting Owl Pro

There are three physical controls on the Meeting Owl Pro:

1. **Volume controls** – Adjust the + (louder) or - (lower) along the bottom of the device
2. **Mute Button** - Mute the Owl's microphone
3. **Presenter enhance** - will focus the Meeting Owl Pro on the primary speaker (default)



Volume controls Mute button Presenter enhance

To request usage of the Meeting Owl for your class or event, please fill out and submit the [HyFlex Request form](#) on our website.

Useful links – training videos

- [Meet the Meeting Owl](#)
- [Demo of the Meeting Owl Pro user experience](#)
- [Using the Meeting Owl Pro with Zoom](#)
- [Explanation of the “Presenter Enhance” feature](#)
- [Best practices for using the Meeting Owl Pro in a classroom](#)

Contact info: For questions or support, please e-mail ITservices@gc.cuny.edu