# Quickstart Seminars and Tutorials

UNIVERSITÄT LUZERN

TASK FORCE HYBRID TEACHING

# Setup and Use of the Meeting Owl

UNIVERSITÄT
LUZERN

**1.** **Renting and setting up the Meeting Owl**

   1. You can get the Meeting Owl from your faculty

   2. Place the Owl in the middle of the room and connect power and USB.

   3. Guide the cables safely on the floor to the console (video)

   4. Start the system, beamer, laptop and ZOOM

   5. Switch audio and video in ZOOM to Meeting Owl Pro

   6. Switch the gallery view on and the self view off (video)

   7. IMPORTANT: All other audio sources connected to ZOOM must be switched off, otherwise there will be an increasing acoustic echo

**2.** **During the course**

   1. You can operate PPT as usual

   2. The contributions of the ZOOM participants are played over the room loudspeakers, the picture is visible in the gallery view via beamer in the room

**3.** **After the lecture**

   1. Exit ZOOM and shut down the system

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