

### **Tips to optimise the experience when an Owl device is in use:**

It may be useful for the meeting organiser to ensure that the following guidance is referred to by remote users during the meeting (for example by copy/pasting into the Teams Chat)

- Remote users are recommended to mute their microphones whilst not speaking - this will minimise background feedback for all remote users whilst on the call
- To ensure that remote users have a sufficiently "large" view of the physical meeting (rather than a smaller display), the Spotlight option can be used against the Teams video panel that contains the meeting room broadcast (i.e. the panel which displays the video from the Owl)
- This can be done on the computer that is connected to the Owl by selecting the "Spotlight Me" option, available by right clicking the video panel in question or the three dots next to the name
- Remote users may also be able to Spotlight the Owl video window in the same way
- Alternatively, remote users can select the options "Pin for me" and "Fit to Frame" (not "Fill Frame") against the Teams panel that contains the Owl broadcast
- Should the view of the room participants freeze this might be resolvable by the face-to-face participants unplugging and re-plugging the USB connection to the Owl