

## SETUP CHECKLIST

- Plug POWER cable into device + outlet
- Plug USB cable into device + laptop
- If you have expansion mic, connect to main device
- Wait 10 seconds for device to turn on
- Open meeting link (Teams/Meet/Zoom)
- Set Camera → Owl/Kandao\*
- Set Microphone → Owl/Kandao
- Set Speaker → Owl/Kandao

## ⚠ ECHO PREVENTION

### THE GOLDEN RULE

**The Owl/Kandao is the only device that captures and plays audio. All other laptops in the room must remain silent, except the one connected to the device.**

- Other laptops in room: Mic MUTED + Volume = 0
- Ask remote: "Do you hear any echo?"

\*or any other meeting recording device that you might use

## HOW RECORDING WORKS

The notetaker bot automatically joins via the meeting link and records the meeting.

→ Depending on your settings, the notetaker bot will either join automatically or will need to be admitted to the meeting.

## LARGE ROOM? EXTRA EQUIPMENT

### Extension Microphones:

OWL: ✓ Expansion Mic plugs into bottom of Owl  
KANDAO: ⚠ Check if your model supports it

### External Speakers:

OWL: ✗ Not supported (interferes with camera)  
KANDAO: ⚠ Check model, cable only, 1m+ away

## CONNECTION DIAGRAM



## WITH OWL

⚠ Owl cannot record by itself - must use meeting link

### SETUP CHECKLIST:

- Plug POWER + USB cables to Owl + laptop
- Open Teams/Meet/Zoom
- Start a new meeting (no one joins)
- Set Camera, Mic, Speaker → "Meeting Owl"
- Notetaker bot joins and records

✓ No echo concerns - no one is joining remotely

## 🤔 WHICH SHOULD I USE?

### If you have...

- Owl
- Kandao + laptop
- Kandao only (no laptop)
- Want auto-processing?

### Then use...

- Meeting link (only option)
- Option A (meeting link)
- **Option B (SD card)**
- Use meeting link

## WITH KANDAO

✓ Two options available - choose one

### OPTION A: Via Meeting Link

- Same setup as Owl (see left)
- Notetaker bot joins and records

Requires: Laptop + Meeting link

### OPTION B: Record to SD Card

**No laptop needed!**

- Plug POWER cable only (no USB needed)
- Wait for Kandao to turn on
- Press REC on remote control
- Light blinks = recording
- Press REC again to stop

Requires: Kandao + Remote + SD card

### 📥 GET RECORDING FROM SD CARD:

1. Remove SD card from Kandao
2. Insert into laptop (may need adapter)
3. Copy video file to laptop/cloud
4. Return SD card to Kandao