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Provo, UT 84604
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Esteban Garcia
Harman Continuing Education Building (HCEB)
770 E University Pkwy
Provo, UT 84602

Dear Esteban,

Linked below is a detailed description of the *Meeting Owl 3* devices owned by the BYU Continuing Education Department. This fills a gap in our team's Confluence database of hardware specs.

The document includes detailed information regarding the audio-visual capabilities of the Owls. HCEB employees can reference this when deciding if the Owl is a good fit for their meeting. The document also reminds users of good practices for keeping the Owls safe and un-damaged. Help Desk employees can reference this document when troubleshooting issues with the Owls. Having the audio-visual specs can be helpful when determining if a resolution issue is due to network connectivity or device limitations.

I've formatted the document with 6 sections: an introduction, camera information, microphone information, audio output information, connection capabilities, and Help Desk contact info for requests. Let me know if any modifications should be made.

The document is currently hosted on my personal domain at the following link: baileehodge.com/wrtg316. I'll be happy to transfer it to our Confluence database once you give me the go-ahead.

Best,

Bailee Hodge