

## VR KIT USE WITH LAPTOP WRITTEN INSTRUCTIONS

### Immersive Kit and Headset with the Laptop Video →

This 6-minute video provides step-by-step information about how to use and familiarize presenters with the kit when presenting to a group using the laptop.

**The day before your presentation:** Charge the laptop and the headsets. To open the kit, release all the latches on the box. Plug the box's IEC cable into an outlet and the other end into the box's IEC power inlet (on the side of the case). Turn on the switch, it will light up red. You will hear the fan for the router. There are 10 to 15 short USB cords inside the kit. To charge each headset, plug the cord into the charging port on the bottom of the headset.

Plug in the laptop as you would any other laptop to charge. Here's the instructions regarding the headsets:

- To turn on the headset – button is on the bottom right. A blue light will appear. You may have to hold it a few seconds.
- Volume control is on the bottom, left side.
- The “Enter” button is a pill shaped button on the right side of the headset.
- Below that is a smaller round button. That is used to center the headsets and will move you back to the previous screen. The top button doesn't do anything.

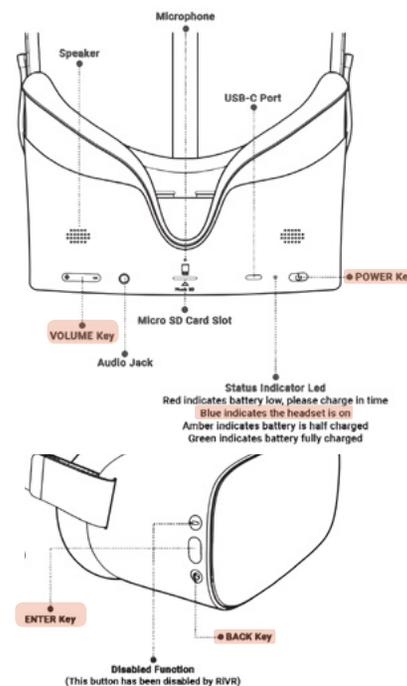
### Please be seated when you wear a headset.

To check if the headset is fully charged, turn on the headset. You may have to hold the button for a few seconds. Be seated and wearing the headset look straight ahead. You should see a feature wall. It has pictures of games. If you don't see that, look straight ahead and press the lower side button, the one below the pill shaped button. This will center your headset so you will now see the feature wall. Look down, and you will see a menu bar. At the far right you will see the percentage the headset is charged. After you checked that all the headsets are fully charged, turn them off (blue light will not be visible). You can put them back in the box, unplug the box and store the cord in the box. Pack the laptop and place it in the box when it's fully charged. You are now ready for the presentation.

**Day of the presentation:** Place the box on its side with the wheels on the ground. On the bottom of the box you will see a lever. Slide that to release the handle. Pull up the handle and now you can wheel the kit.

When you arrive at the presentation site you will need to plug in the box and turn it on. Lift the antenna's that are in the front of the box. You should hear the fan for the router.

Turn on the laptop. Click on the RiVR app. Once the app is open you will see the 360 house fire videos.



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The next step will be to pass out the headsets. Before you pass out the headset, put one headset on to check that the wifi is working. After you see the feature wall, look down and select app, the blue circle light will hover over and you press the enter (pill shaped) button. Next, look up and click on the RiVR app, the blue circle light will hover over the app and press the enter button. You should be in the virtual classroom. If the WIFI is working you will see a green wifi signal in the right corner. If it's red, that means it's not working. Turn off the box, wait a few seconds and turn it on again. Don't panic, it may take a couple times but it's always worked. After you see the WIFI signal is green, pass out the headsets.

### Distribute the headsets and give instructions:

**Please make sure everyone is seated.** Some people get a little dizzy using virtual reality. You can tell them if they feel a little funny or dizzy to just touch the desk or table and it will let their brain know they are just sitting in a chair and everything is fine.

- Show them the power button – on the bottom right
- Volume button – bottom left
- Center button – small button on the right side
- Enter button – pill shaped button on the right side

If people wear glasses they can keep their glasses on.

Have everyone turn on the headset – make sure the blue light is on. Put the headset on and have them center the headset by looking straight ahead and pressing the bottom button. They will see the feature wall. Encourage people to look around and behind them. There are some fun graphics to see.

When everyone can see the feature wall have them look down on the menu bar and using the enter (pill shaped) button, look at app and press the pill shaped button. A blue circle will hover over where they are looking. When they get to the next screen in the top right corner they will see the RiVR app. Look at the app and press enter. Everyone should now be in the virtual classroom. On the laptop you will now be able to see how many headsets are connected. If anyone is having trouble please help them individually. Once everyone is in the classroom you can explain they can see the avatars sitting in the front row. If they turn their head, the avatar will also move.

When everyone is ready, press play on the laptop and the video will start. Encourage them to look up, down and behind them. People forget it's 360.

When the video is over, collect the headsets and clean them. It's very important to only **use a soft eyeglass cloth on the lenses.** Use alcohol or disinfectant wipes on the rest of the headsets. Turn the headsets off and store in the box. Shut down the laptop and store it in the kit. Lay down the antennas, put the cord in the box and secure all latches. Place the kit on the side, wheels down and release the latch and pull up the lever.