

# Virtual Site Walk Instructions

Your Virtual Visit Equipment Kit contains the following components that will be referenced throughout the Instructions:

- A. Virtual Visit Instructions
- B. iPad
- C. iPad Charger
- D. 360 Degree Camera
- E. 360 Degree Camera Charger
- F. Tripod Legs
- G. Tripod Extender
- H. Tripod Camera Mount
- I. Tape Measure

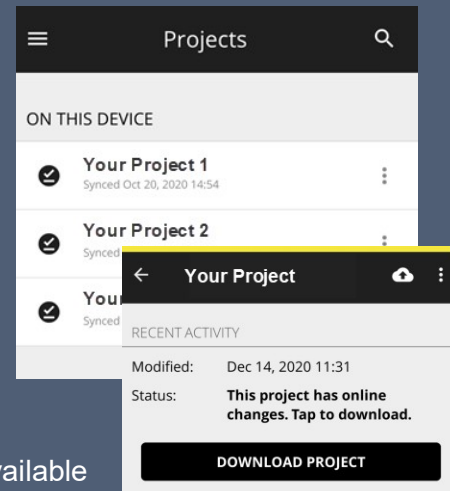


# Virtual Site Walk Instructions

**1. Create a Holobuilder account.** This will allow you to login to the Holobuilder Enterprise Dashboard and the Job Walk app. This setup should be completed during the kick-off call with your project team.

## 2. Setup the iPad (B) for the Virtual Visit:

- Make sure the iPad is charged, using the enclosed Charger ©
- Log in to the iPad using the password: 445547
- Connect to the building Wi-Fi on the iPad
- Find the JobWalk app icon on the iPad
- Open the JobWalk App and log in using your Holobuilder account from Step 1
- In the list In the cloud, you should see all the projects you have access to
- Tap the project name and select “DOWNLOAD PROJECT”
- Disconnect from the building Wi-Fi on the iPad. Your project is now available offline on the iPad, and you can work with it even if you have no Wi-Fi or cell service.



## 3. Connect to the 360 Degree Camera (D):

- Remove the camera from the protective sleeve and press the camera's power button to turn on
- Check the camera's battery level and charge with the enclosed Charger (E) if needed. The camera was charged before it was sent, but battery life is not very long. Be sure you charge the camera before your first walk and if possible between each walk.
- Make sure the camera's Wi-Fi button is on (blue light).
- Connect the iPad to the camera's Wi-Fi. The default Wi-Fi password is printed on the bottom on the device as highlighted below (example, not actual password).



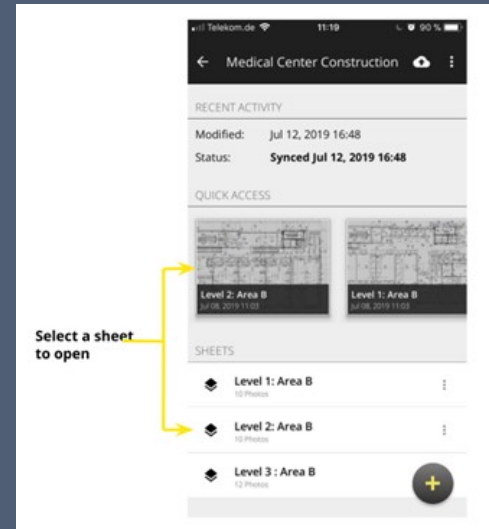
# Virtual Site Walk Instructions

## 4. Setup the 360 Degree Camera (D) on the Tripod (F, G & H):

- Fold out Tripod Legs (F) and screw to the bottom of the Tripod Extender (G).
- On the Tripod Extender (G), pull up on the top portion near the little lever. There are two sections that should slide up, making the tripod about 42" high. Pull those sections up as far as they will go and twist clockwise to lock each one in place (you will turn counterclockwise and push them both down to collapse the tripod when you're done).
- Screw the 360 Degree Camera (D) to the top of the Tripod Camera Mount (G) using the threaded hole on the bottom of the camera. The Tripod Camera Mount will not be used, unless your project team recommends to do so during troubleshooting.

## 5. Add 360 degree photo for your first location:

- On the iPad (B), complete Step 2 to open the JobWalk app and click into your project
- Open the first drawing sheet and go to the location marker of your choosing. Go to the location of the marker in the building. Bring the iPad (B), 360 Degree Camera (D) and Tripod (F&G).
- Set the 360 Degree Camera & Tripod (D, F, G) in as open of an area as you can in the space. Step back several feet (or even to a different corner of the room) so the camera can get a full sweep of the area without the view being blocked.
- On the iPad (B), a menu with a **"Capture"** button will appear on your device. Tap on Capture to take the 360° photo.



## 6. Complete optional steps for markups or 2D photos on the iPad (B), if desired/requested

- See the "Add Markup to an Existing 360 Photo" section following these instructions
- See the "Add 2D Photos" section following these instructions

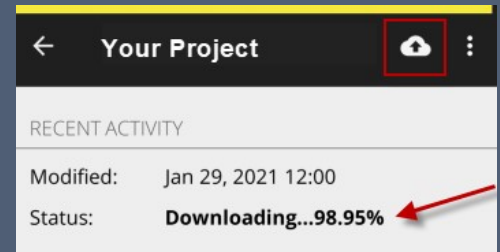
## 7. Repeat Steps 5-6 for each location marker until all the photos are captured.

- Be sure to get at least one picture in each space, including the elevators, public restrooms and laundry rooms as well as the corridors and common areas that are marked. It is always better to have more pictures than you think we need than to be missing a critical view!
- If you lose connection while photographing (this can happen depending on how strong your Wi-Fi is), close the JobWalk app on the iPad and reopen it.

# Virtual Site Walk Instructions

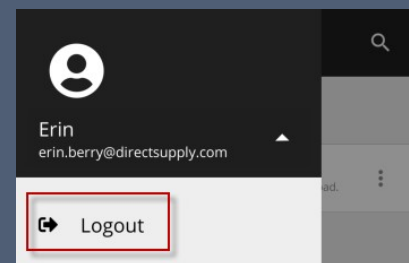
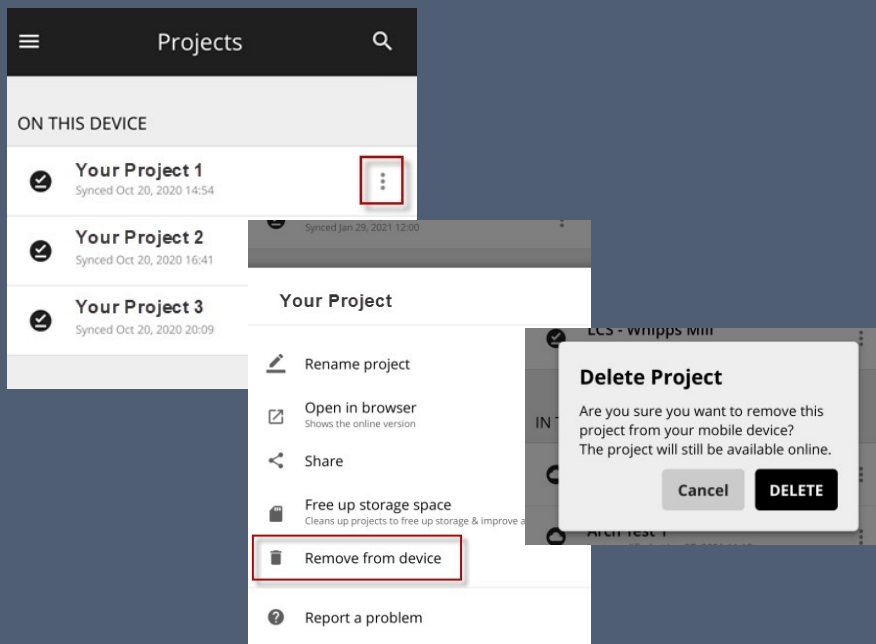
## 8. Download the project's photos to the cloud from the iPad (B):

- On the iPad, disconnect from the 360 camera's Wi-Fi, and connect to the building's Wi-Fi
- In the iPad Job Walk app, click the cloud icon with the arrow and it will automatically download the project. It may take several minutes depending on how many photos you have taken.



## 9. Log out and power down equipment

- In the iPad (B) Job Walk app, right click on the 3 dots next to the project and select to "Remove from Device." When prompted, select "DELETE."
- Log out of the Job Walk app on the iPad (B)
- Power off the iPad (B)
- Power off the 360 Degree Camera (D) and place in the protective sleeve



# Virtual Site Walk Instructions

**10. Repackage the equipment in the case using the image below as a guide. Place the kit in the original shipping box, attach the prepaid shipping label and return via FedEx.**

- A. Virtual Visit Instructions
- B. iPad
- C. iPad Charger
- D. 360 Degree Camera, protective sleeve + Theta V booklet
- E. 360 Degree Camera Charger
- F. Tripod Legs
- G. Tripod Extender
- H. Tripod Camera Mount
- I. Tape Measure

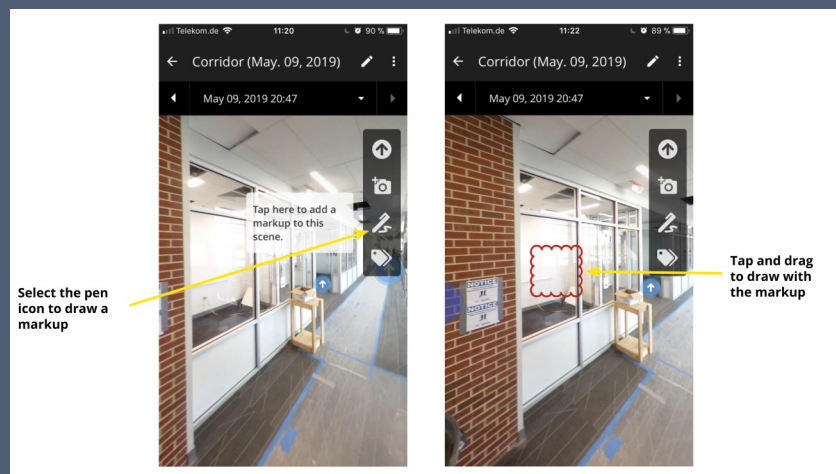
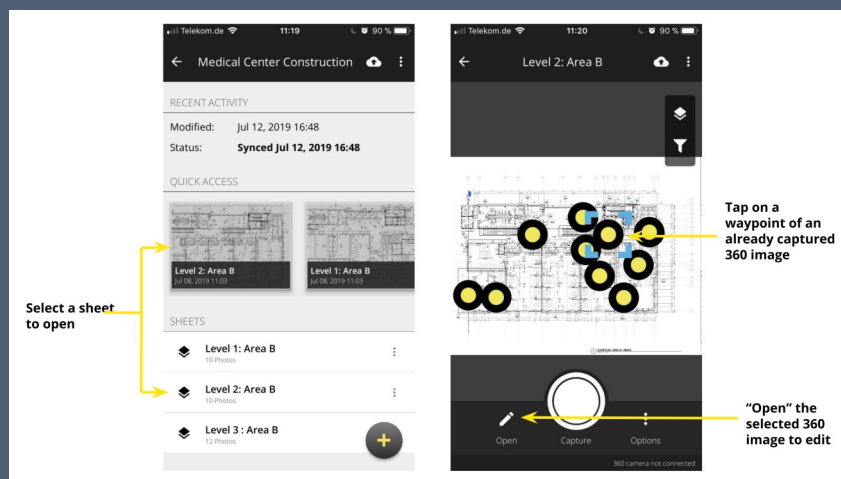


# Virtual Site Walk Instructions

## Additional Instructions

### Add Mark-Ups to an Existing 360 Photo:

1. Open a sheet and select a waypoint of a location with a 360° photo to open it . On devices with a small screen - e.g. iPhones - you have to click 'Open' in the lower left corner. On devices with larger screens - e.g. tablets - you will have to click on the three dots that open up after tapping on a way point to open the context menu and then tap on 'Open.'
2. In the opened 360 image, rotate the view to the location you want to mark.
3. Tap on the small pen icon in the right-hand sidebar as pictured below (left).
4. A dialog will open where you have to add the markup title and a description. Tip: Use dictation to save time



# Virtual Site Walk Instructions

## Additional Instructions

### Add a 2D Images in the JobWalk App:

1. Open a sheet within a project.
2. Tap on the location marker of the 360° scene where you want to add the 2D images.- On iOS: Tap on a waypoint. Tap the three dots beside the Capture button, then tap Open. - On Android: Tap on a waypoint, then tap on the Open button at the bottom of the screen.
3. Angle the scene to where you would like the image icon to be placed.
4. Select the camera option on the right side of the screen.
5. You can select between your galleries or the device's camera so you can take/choose a picture of what you would like to add to the photo sphere. If you have taken a photo with the camera, click on Use Photo to confirm the picture, or on Retake to change it.
6. Once you are happy with the photo, it will be added to the photo sphere. You will see the images action icon as an interactive placeholder.

