**STEP 1: OCULUS QUEST KIT**

If you are using an Oculus Quest through the NCAT equipment rental program, ensure upon receiving that the following items are included in your case:

- Oculus Quest Headset
- Headset Charging Cord
- Charging Block
- Controllers
- Glasses Spacer

**HOW TO ADJUST VIEW**

- With your hands on both sides of the headset, slowly move your Oculus Quest up and down until the picture is clear
- If you wear glasses, insert the glasses spacer into your headset prior to using it
- If the image in your headset isn’t clear, adjust the image slider on the bottom left side of the headset from left to right until image is clear

**HOW TO WEAR YOUR HEADSET**

- Loosen the side straps and top strap
- Starting from the back, put headset on
- If wearing glasses, put headset on from the front first
- Tighten side tabs and top strap - make sure the straps aren’t too tight. The headset should fit comfortably and not apply too much pressure on your face and head.
**VIRTUAL SPACE ONBOARDING INSTRUCTIONS**

**USING WITH GLASSES**

Before you wear your Oculus Quest with glasses, check to make sure the width and height of your frames are the following sizes:
- Width: 142mm or less
- Height: 50mm or less

Insert the eyeglasses spacer into your Oculus Quest headset to provide a larger fit.

1. Using your fingers, carefully remove the lens rings and set them aside:
   - Place your headset face-down on a flat, clean surface. Hold the headset still with one hand, and pull upward from the outer edge of the lens ring until it comes loose. Repeat this step for the other lens ring.
2. Remove the facial interface foam.
3. Insert the eyeglass spacer and gently press the spacer in place.
   - When the eyeglass space is correctly set, it should not move or fall out of the headset easily.
4. Re-insert the facial interface foam.
5. Using your fingers, carefully press the lens rings back in place until they click.

**CHARGING YOUR HEADSET**

To keep your Oculus Quest in good working condition, you should only charge your Quest with the charger that was included in the box. If you run into any issues with charging your Oculus Quest, try the following steps:
- When charging, ensure your charging cable is connected to your headset properly. If you're not sure, unplug your charging cable from the headset and power brick, then plug it back in.
- Make sure the LED light on the side of your headset is lit while charging. If the LED light is not lit orange or green, your headset is not being properly charged.
- When your headset isn't charging and isn't in use, make sure that it is turned off or in sleep mode.
STEP 2: OCULUS QUEST DEVICE SETUP

Once you have received your Oculus Quest Kit, it’s time to set up the device! In this step you will download and install the Oculus App on your mobile device, which is required in order to connect and pair your headset with your wireless network.

*Instructions are for setup using an Apple device.*

1. Access the Apple App Store on your Apple Device
2. Once in App Store, click on the Search icon
3. Search "Oculus" in the search bar
4. Click Download & Install (once finished it will say OPEN)
5. Click the Oculus icon to open the application
6. Once open, click on the Settings icon

---

Check out the Oculus Quest Basics: Device Setup Video for more information and to guide you through the process of setting up your device.
STEP 2: OCULUS QUEST DEVICE SETUP (CONTINUED)

7. Click "Pair New Headset"

8. Select "Quest"

9. Click the START button

10. Click the CONTINUE button

11. Inside your goggles, a code will be displayed on the bottom right - enter that code on your phone to pair device

12. Select the WiFi connection you will be using
STEP 2: OCULUS QUEST DEVICE SETUP (CONTINUED)

13. If password-protected, enter username and password

14. Install the batteries into the hand controls and click NEXT

15. When paired successfully, you will see a Controllers Paired message

16. Select your preferred language and click NEXT

17. Skip the add a payment method by clicking ADD LATER

18. Confirm you are skipping the Store Setup by clicking ADD LATER again
STEP 2: OCULUS QUEST DEVICE SETUP (CONTINUED)

19. Next you will be walked through the safety precautions
20. Click CONTINUE once finished with the safety section
21. Read and click ACKNOWLEDGE
22. Click BROWSE OCULUS HOME - if update is available it will update automatically
23. Click OK to acknowledge headset is being updated
24. Once finished, your headset is ready to use!
STEP 3: ALTSPACEVR APP INSTALL

Now that you have your headset paired and hooked up to WiFi, you'll need to download AltspaceVR to your Oculus account. Follow these simple steps on your mobile device to set up AltspaceVR on your headset. Once installed, the AltspaceVR icon will appear in the headset. If you are unable to find it, use the search function.

Instructions are for device setup using an Apple device.

1. Open the Oculus App on your mobile device
2. Click on the Search icon
3. Search for AltspaceVR in the search bar
4. Click on the blue "Download" button (illustration shows Start as the App was already installed on this device)
STEP 4: ACCESS THE ALTSPECEVR APP VIA HEADSET

You’re getting close! The next step is to open the AltspaceVR app with the Oculus headset and controls. Follow these steps to guide you through accessing AltspaceVR and get one step closer to accessing your event. You can also check out this quick 1-minute video tutorial for instructions on accessing AltspaceVR via headset.

1. Start by going in the upper right-hand corner and click SEARCH
2. Type “ALT” and hit GO
3. Once it finds the AltspaceVR app, click the icon and press OPEN
4. AltspaceVR will now load and open - this may take awhile
5. To EXIT AltspaceVR, click EXIT on the left hand side. A pop-up will appear, click the red EXIT button.
STEP 5: CREATE ALTSPACEVR USER ACCOUNT

Last but not least, you will create your AltspaceVR user account and explore the beginner tutorials! Make sure to take note of your Username, as you may need to provide NCAT with that information for attending certain events.

1. Search for AltspaceVR and click OPEN
2. Terms of Service Popup will appear, read and click ACCEPT
3. Diagnostic data message will appear, read and click Allow or Deny.
4. Click SIGN IN on the left side of the screen
5. Click SIGN IN WITH ALTSPACEVR
6. Click on NEW ACCOUNT
7. Follow the steps to create your AltspaceVR user account

[ Use actual name for Username, so others in the virtual space know who you are ]
STEP 6: ATTEND AN EVENT IN ALTSPACEVR

Now that you have your Oculus headset and accounts set up, you are ready to attend your event or visit a virtual space! Follow these steps to access your virtual event space.

1. In AltSpaceVR, click MAIN MENU on the left
2. Click on the EVENTS tab on the bottom
3. Click on MY EVENTS at the top
4. Enter the event you have been added or invited to
1. Left Thumbstick - Move/Scroll
2. X - Action
3. Y - Teleport
4. Menu - Open AltspaceVR Menu
5. Left Grip - Grab Object with Left Hand
6. Left Trigger - Fire/Run
7. Click Left Thumbstick - Reset HMD & Altitude
8. Right Thumbstick - Turn/Scroll
9. A - Action
10. B - Teleport
11. Oculus - Open Oculus Home
12. Right Grip - Grab Object with Right Hand
13. Right Trigger - Fire