

CMPT 371 Team 3 – S386 Checklist

Setup

- ✓ Are you booked in this room on the scheduler?
 - If not, has some other team booked instead?
- ✓ Are you on the Oculus Rift side of the room (close to the Smartboard)?
 - If not, is there another team using that side of the room? Use the other side's workstation instead.
- ✓ Unlock the cupboard (upper right) and unlatch the other door
- ✓ Take the Oculus (top shelf) and Touch controller box that matches your workstation (#2 for the Smartboard side, #1 otherwise). Latch and lock the cupboard.
- ✓ Move the table with the workstation so it matches the tape marks on the floor.
- ✓ Close all of the hallway blinds. (Sunlight will burn out the Oculus Rift lenses.)
- ✓ Remove the headset, Touch controllers and sensors from their boxes. Remove the USB connector caps and Velcro cord ties from the sensors and headset and **return them to their boxes.**
- ✓ Place the Oculus box's sensor (marked with "L" tape) on the table space marked "L" and align the marks on the tape so they match.
- ✓ Place the Touch box's sensor (marked with "R" tape) on the table space marked "R" and align the marks on the tape so they match.
- ✓ Plug in the two sensors and the headset's USB cables into the blue USB 3 ports on the workstation (do not use the port closest to the wall). Plug the headset's HDMI cable into the HDMI port.
- ✓ Return the Oculus and Touch boxes to their correct space in the cupboard, latch, and lock the cupboard.
- ✓ Make sure that your play area (taped floor area) is clear of chairs, tables, bags, or other obstacles. Make sure that there are no cords other than the Oculus headset cord in the play area. Make sure the Oculus headset cord is not tangled with the keyboard, mouse or sensor cords.
- ✓ Never place the Oculus on a table with its lenses facing upwards.

Teardown

- ✓ Are you still booked in this room on the scheduler?
 - If you were not, and the other team left, book yourself for the time after they left.
- ✓ Unlock the cupboard, remove the correct Oculus Rift and Touch boxes, and close the cupboard.
- ✓ Unplug the headset and sensors from the workstation. Place the USB connector caps on each of the USB connectors.
- ✓ Loop the sensor cables around the base of the sensors and secure with Velcro ties. Place the R sensor in the Touch box and the L sensor in the Oculus box.
- ✓ (Optional) Wipe down the Touch controllers and Xbox controller (if used) with alcohol wipes. **Do not wipe down the Oculus headset with alcohol.**
- ✓ Return the Touch controllers to their box.
- ✓ Confirm that the Touch controller box contains: two Touch controllers, one sensor with USB connector cap, and an instruction manual.
- ✓ Loop the headset cable as you found it, secure with Velcro ties. Place the headset in the Oculus box, with the looped cable at the bottom.
- ✓ Confirm that the Oculus box contains: one headset with USB connector cap, one sensor with USB connector cap, one Xbox controller (underneath the sensor in the box), one cleaning cloth, one instruction manual, and one remote controller (affixed to the lid).
- ✓ Return the Oculus and Touch boxes to the cupboard to the correct side (#1 on the left or #2 on the right). It's a tight fit, so slide them in carefully. Climb on the counter if you have to.
- ✓ Latch and lock the cupboard.
- ✓ Test **all** of the other cupboards to ensure that they are locked. If any are unlocked and no other teams are present, report to Merlin immediately.
- ✓ Make sure you are logged out of the workstation.
- ✓ Open the partition if it was drawn.
- ✓ Make sure you have your key. Turn off the lights, remove door wedge and close the door. Confirm that both doors are locked.