How to take 360 photos

Ricoh Theta S/SC camera
Before starting...some tips

How to take good pictures:

• **Remove the pan handle** from the tripod (otherwise it will appear in the pictures)

• If you are inside we recommend taking your pictures from the *centre of the room*

• Make sure the lighting is good, if indoors, **switch on the lights**

• When taking the pictures outside choose a sunny spot

• For high ceiling properties, **increase the height of the camera** (playing with the tripod)

• Leave the room to **NOT appear in the picture** (see paragraph below)

How to avoid to lose the connection with the Theta S camera:

• Put the camera in the middle of the room and walk away from the room **keeping your phone in the direction of the camera** - this will help you maintain the connection before taking the picture.

• After taking the picture **move quickly to the Theta S camera** - this will help you to not lose the connection between the two devices and will also speed the saving process.

These two simple steps will prevent the screen from "freezing". Re-open the App when this happens, this will speed up the reconnection to the camera.
Set-up

Turn ‘on’ the Ricoh camera. Click the ‘wireless/ wifi’ button

Only iOS users - Choose the ‘Theta’ option from the list of networks in Wi-Fi Settings

Only iOS users - Your wireless ‘password’ is found at the bottom of your Theta S camera. Enter only the number (not the XS). This will connect your phone to the Theta S camera wirelessly (in our example the code is 00001226)

You should see the wireless and camera icon ON. Please be sure to see the camera icon and not the video icon ON

Android users - You can skip these steps, the Vieweet 360 app will automatically connect with the Ricoh Theta S Wi-Fi
Take your 360 photos [1/2]

Download the Viewet 360 app from Apple App Store or Google Play

Open Viewet 360 app and enter your details to login

Click on ‘Create a new tour’

Enter the property address and click on ‘Next’

Click on ‘Hardware’ to select the compatible photography hardware

Select ‘Theta S 360’

*All photos can be taken offline, no internet connection is required

Viewet 360 app may close down and you will have to relaunch the app again to continue
Take your 360 photos [2/2]

Name your panorama and click on ‘360°’ button

This is a “live” feed between your mobile device and the Theta S camera. Press the “camera” icon to take a 360 photo

If you are happy with the photo click ‘Use’, otherwise press ‘Cancel’ to take the photo again

When all the rooms in the property have been taken, click on ‘Finish’

Please make sure to leave the room if you don’t want to appear in the photo

There are TWO OPTIONS to create the Virtual Tour, i.e. linking rooms together with hotspots (see next slides)
Create the links

Option 1
No internet connection in the property

A
Create the hotspots in the property
- Link the rooms together via the Vieweet 360 app
- Send the virtual tour to the cloud when you are back in the office

Option 2
Internet connection in the property

B
Create the hotspots at the office
- Send the pictures to the cloud when you are back in the office
- Link the rooms together via my.vieweet.com

- Send the pictures to the cloud
- Link the rooms together
  - in the property: via the Vieweet 360 app
  - at the office: via my.vieweet.com
Option 1.A - No internet connection in the property

*create the hotspots in the property*

Click on the image of your property

Double tap exactly on the screen where you want the hotspot to be (e.g. on the door)

All the panoramas for that property will appear, select the panorama you want to link the hotspot to

The hotspot symbol will appear

Click on “Photos” to add more hotspots

Select the panorama you want to create the new hotspot, and repeat the steps explained earlier

Repeat for each panorama to create your Virtual Tour.

To delete a Hotspot, simply double click on the hotspot and you will be prompted with a delete option.
Option 1.A - No internet connection in the property

*upload your panos in the office*

When all the hotspots have been created, click on ‘Back’

Click on ‘Back’ again

Click on ‘Send now’ to upload the panoramas in your Vieweet account

An internet connection is required. If you don’t have an internet connection click on ‘Save for later’. You will upload your panoramas later.
Option 1.B - No internet connection in the property

upload your panos at the office

When you are back in the office click on ‘Send now’ to upload the panoramas in your Vieweet account
Option 1.B - No internet connection in the property

create the hotspots from my.vieweet.com

Go to my.vieweet.com and login to your account
Click on ‘My last Tours’ and select the tour you want to create the hotspots/link for

Choose which panorama you want to create the hotspot/link for and click ‘Links’ button

Click on the image where you want the hotspot to be. Use the zoom button above the image to help you place the hotspot exactly where you want it

Choose: symbol, colour and destination

To delete a Hotspot, simply double click on the hotspot and you will be prompted with a delete option.
Option 2 - Internet connection in the property

upload your panos

Click on ‘Send now’ to upload the panoramas in your Vieweet account.

An internet connection is required. If you don't have an internet connection click on ‘Save for later’. You will upload your panoramas later.
Option 2 - Internet connection in the property

*create the hotspots from the app*

Select the panorama you want to make hotspots for

Double tap exactly on the screen where you want the hotspot to be (e.g. on the door)

All the panoramas for that property will appear, select the panorama you want to link the hotspot to

The hotspot symbol will appear

Click on “Photos” to add more hotspots

Select the panorama you want to create the new hotspot, and repeat the steps explained earlier

Repeat for each panorama to create your Virtual Tour.

To delete a Hotspot, simply double click on the hotspot and you will be prompted with a delete option.

Alternatively you can create the hotspots from my.vieweet.com
Option 2 - Internet connection in the property

create the hotspots from my.vieweet.com

Go to my.vieweet.com and login to your account

Click on ‘My last Tours’ and select the tour you want to create the hotspot/link for

Choose which panorama you want to create the hotspot/link for and click ‘Links’ button

Click on the image where you want the hotspot to be. Use the zoom button above the image to help you place the hotspot exactly where you want it

Choose:
- symbol
- colour
- destination

To delete a Hotspot, simply double click on the hotspot and you will be prompted with a delete option.
How to use the Theta S camera and the Vieweet app

Click here for video tutorial
How to clean the memory in the Vieweeet 360 app
Remember

Every time a new virtual tour is created the Viewee 360 app memory increases.

The Viewee 360 app mirrors your my.viewee.com account. When a virtual tour is deleted from the app, it is automatically cancelled from the Viewee Cloud (my.viewee.com) - this means that no one can access it any more.

To clean the memory up follow the steps below:

• Delete the Viewee 360 app from your smartphone/tablet
• Download it again and login to your Viewee account
• The memory will be automatically reduced, but all the virtual tours will be available online (my.viewee.com)
• To avoid increasing the use of the memory, do not re-open the old panoramas/virtual tours… they will be stored again on your smartphone/tablet

We recommend you to delete/download the Viewee 360 app every time it uses more than 1.5/2 GB in your smartphone/tablet.