



**Weill
Cornell
Medicine**

Horizon Workrooms

Installation Guide

Weill Cornell Medicine

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Introduction

Horizon Workrooms is the VR space for teams to connect, collaborate and develop ideas, together. Meet teammates across the table, even if you are across the world.

You can join a workroom via the web or via a Meta Quest 2 device.

The scope of this document is to provide clear guidelines to install, configure and join Workrooms.

Acronyms

Acronym	Definition
WCM	Weill Cornell Medicine
WCM-Q	Weill Cornell Medicine Qatar

Table 1 - Acronyms

Initial Configuration

Joining a Workspace

1. Click on the Workrooms invite that your organization provided you over email and select **Get Started**. This will redirect you to workrooms.com.
2. Enter the email address the invite was sent to, verify the email with a code, and set a password.

Join a Workrooms Meeting Room via the Web

Prerequisites:

A computer with the latest version of a modern browser (Chrome, Edge, Firefox, etc.).

Note: If using Safari, you will be prompted to login to a Facebook Account.

After joining a workspace, go to workrooms.com and log in to your meeting space. Click on your meeting and select **Join** to join the meeting via web.

To share audio, video, and your screen, you might be prompted to provide appropriate permissions to your web browser. This might also require a restart for the permissions to take effect.

Join a Workrooms Meeting Room via a Meta Quest 2 Device

Prerequisites:

A Meta Quest 2 device.

To bring your real-world desk into the virtual world, you will need at least 4 x 4 feet of desk space. If you do not have a desk, you will need some other flat surface.

Make sure this space is clear of any objects besides your keyboard and mouse.

To use the whiteboard, you will need at least 6.5 x 6.5 feet of open space, preferably behind your seat.

Installing Workrooms

1. From Home, navigate to the Oculus Store, search **Workrooms**, and install **Horizon Workrooms Beta**.
2. Upon launching the Workrooms app, you may be prompted to enable hand tracking. Follow the prompt **Go to Settings** and select **Enable Hand Tracking** by clicking on the toggle button to the right of the menu option.
3. Launch the hand tracking tutorial. Pinch your thumb and pointer finger together to select, pinch and drag to scroll, and pinch while looking at your hands to view the Oculus menu.

Create a Desk

When prompted to create a desk, press the trigger of your controller, and drag from the left corner of your desk to the right corner of your desk. Make sure this space is free of any obstacles.

Pairing Headset to Workspace Account

1. In the left portion of the screen, you will get a pop-up that prompts you to pair your headset.
 - a. If you do not see this, click on your name in the bottom-left corner, then navigate to **Settings** → **Pair Headset**.
2. Enter the pairing code on your headset to pair your headset to Workrooms.

Avatar Configuration

You will be provided with an avatar to use. If you would like to edit this avatar, click to edit the avatar when prompted.

- If you are prompted to select a base avatar, select one that is closest to your desired avatar and click **Next**.
- In the avatar creation menu, you can change categories such as **Body**, **Skin Tone**, or **Hair**.
- To edit a specific feature of your avatar, click on the category in the left-hand menu.
- There will be a list of presets for your selected feature on the right. Hold the trigger and drag the controller left and right to scroll through all the options and select the one that you would like your avatar to have.
- To view the full list of features on the left, hold the trigger and drag the controller up and down to scroll through the list.
- Once you have finished designing your avatar, select **Save Avatar and Continue**.

Workrooms Basics

Joining a Room

Once you have completed the installation and avatar setup, you should now see a screen labeled **Home** every time you launch the app. Make sure you see that screen now.


There are two categories in this menu: **Today** and **Rooms**.

- **Today** will show you the times of all scheduled meetings for the day, as well as their associated rooms.
- **Rooms** will show you the list of workrooms that you can access. Click your organization's room and wait to be teleported.


Using Hands and VR Controllers

Workrooms supports the use of both your Meta Quest 2 Controllers as well as hand tracking without controllers. It is often more convenient to use just your hands and select icons by pointing at them and pinching your index finger and thumb together. However, controllers are required when creating your desk and when using the whiteboard.

Adjusting your Microphone

The **Microphone**  icon in the taskbar can be clicked to mute and unmute your microphone.

Changing your Seat

The **Change Seats**  icon on the taskbar allows you to switch to another seat in the room.

Select **Change Seats** and then click the arrow in front of the seat you want to move to change seats.

Workrooms – Using the Whiteboard

Setup Whiteboard

The **Go to room whiteboard**  icon on the taskbar allows you to draw on a whiteboard behind you.

Once selecting **Go to room whiteboard**, position your whiteboard by clicking on the whiteboard with a controller trigger and dragging the whiteboard to be positioned behind you, avoiding any obstacles or walls.

Use Whiteboard

To draw on the whiteboard, click the pen icon, hold your controller like a pen with the tip of the grip acting as the point of the pen, and write on the surface of the whiteboard. Using the whiteboard icons, you can draw, erase, undo, redo, and add sticky notes or images.


Setting up the Desk Whiteboard

To your bottom right, click the **Desk Whiteboard** icon  below the eye icon. This allows you to see the whiteboard that is at the front of the room at your desk.

You can add to the whiteboard using your controller as a pen, similar to the large-scale whiteboard.

Workrooms – Using your Computer while in VR

Install Oculus Remote Desktop

The **Computer** icon  on the taskbar allows you to connect your desktop so you can use your real-life computer in Workrooms.


- Click on the icon and follow the on-screen prompt to oculus.com/desktop
- Download **Oculus Remote Desktop** and log in with your Workrooms credentials.

Connecting Your Computer

Back in Workrooms, click on the **Computer** icon again. The name of your PC should show up if Oculus Remote Desktop is running. Select on your PC name and your computer should connect.


Tracking Keyboard/Desktop Passthrough

To see your keyboard in Workrooms, there are two options.

- To your bottom right, there is an eye icon . Select it to enable **Desk Passthrough**. This will allow you to see your desk space in infrared mode, so you can see your keyboard.
- If you have a supported keyboard, it can be tracked in VR. Go to **Settings** → **Tracked Keyboard** and select the keyboard type you have. Workrooms supports the following keyboard types:

- Apple Magic Keyboard
- Logitech K830
- MacBook Pro 13" (2016-2020)
- MacBook Pro 15"
- MacBook Pro 16"

Adjusting Screen Size

While you have synced your computer screen in Workrooms, hover over the screen with your controller or hand to see a set of icons at the bottom of the screen. You should see this taskbar: . Select the **Increase Screen Size** icon on the right of this taskbar to expand the screen size.

Taking Screenshots

In the taskbar shown above, select the **Screenshot** icon to take a screenshot of your computer screen.

Sharing Your Screen


In the taskbar shown above, select the **Share Screen** icon to share your computer screen with the other members of the meeting.

Viewing someone else's Screen

If someone else is sharing their screen **Sharing** will appear on the menu. Selecting **Sharing** will to switch your view to see their screen instead of yours.

Workrooms – Adjusting the Room

Adjusting Room Type

Select the **Room** icon . Under **Room** → **Customize Room**, you can change the type of meeting between Meeting, Conversation, and Presentation. Select the option that best suits your type of meeting.

Adjusting Room Style

Under **Room** → **Customize Room**, you can change the room style to Lakes, City, or Beach. Select the option that makes the meeting most comfortable.

Workrooms – Recording

Recording from VR Headset

Using VR Controllers

Click the **Oculus** button and select the second icon labeled **Record Video**. The video can be found by going to your Oculus home and selecting the **Files** icon at the bottom, then clicking on **Media** in the popup menu.

Using Hands

Pinch your thumb and forefinger, then drag diagonally towards the top right of the screen. This will automatically start the video recording.

If you want to transfer these videos to a PC device, connect your Meta Quest 2 to the computer via USB link. Click on the Quest 2 Device, then navigate to **Oculus** → **VideoShots** to see your recordings.

Workrooms – Changing Workspaces

Changing Workspaces in workplace.com

From your workspace at workplace.com, select the workspace you want to switch to from the bottom left of the window next to your account.

Changing Workspaces in a VR headset

To change a workspace in a VR headset, you will have to log out and start the pairing process again from the new workspace. To log out, select **Settings** → **Account** and then select **Log Out** and **Log Out** again.

Changing Workspaces in Oculus Remote Desktop

To change a workspace in Oculus Remote Desktop, open the app in your computer, select **Settings** from the top right, and then select **Log Out**. Then select **Continue With Workrooms**, select the workspace you want to switch to, select **Log into Oculus Remote Desktop** and on the window select **Open Oculus Remote Desktop**.

Revision History

This section covers all document revisions of the Installation Qualification document.

Document Version Number	Document Revision Date	Revisions Made By	Revision Summary (Reference section[s] changed)
1.0.0	08/16/2022	Alexandros Sigaras, Sandhya Sriram	Original release of guide.