



Mission Statement

To provide education, services, and support to members to promote the highest level of professionalism and to advocate for issues relating to homeownership and property rights.

Vision Statement

- ◆ Members are provided education, technology, resources, and tools to be productive, profitable and maintain the utmost integrity
- ◆ We are a voice for protecting property rights and homeownership for all.
- ◆ We build relationships with our community through charitable outreach.
- ◆ Our members are recognized as advocates and trusted advisors.

Marathon & Lower Keys Association of REALTORS®

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**Marathon and Lower Keys
Association of REALTORS®**

**Matterport
Virtual Tour System**



Brought to you by:



**Mortgage Lending Solutions
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AND



MLKAR
MARATHON & LOWER KEYS
ASSOCIATION OF REALTORS®

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MLKAR MATTERPORT VIRTUAL TOUR SYSTEM

Matterport System Usage:

1. Handle with care, \$5k+ Value
2. Ensure all components are present and undamaged.
3. Don't leave unattended in car or anywhere (heat / theft).
4. Lock Tripod Quick Release.
5. Protective Case, Don't Drop.
6. Charge Fully after each use.
7. Report Problems Immediately.
8. Watch How to Videos or Read Instructional Articles before use at the link below:

<https://support.matterport.com/hc/en-us/>

Matterport Support 408-805-3347

Login / Passwords:

IPAD: mlkar

Matterport to Edit / Finish Tour:

www.mymatterport.com

User ID: CEO@MLKAR.com

PW: Mlkar1234

1. Watch Tutorial "3D Scanning"
2. Setup, level and tighten tripod.
3. Place Camera on top of Tripod and tighten the quick release where it will not come off.
4. Turn on Camera
5. Turn on IPAD, Password: mlkar
6. Go to Settings: WIFI Matterport
7. After WIFI Is connected to Matterport, Click on Capture
8. Type a Name for your New Model using this format "First Letter of your first name, Last Name, then property address" i.e. (WCarter 5800 Overseas Hwy) and Save.
9. Have Camera set in a good starting position for the tour i.e. right by Front Door. Go to another room and click Scan. Stay out of view until it completes and says ok to move camera.
10. Carefully move camera and tripod holding camera handle and tripod 5—8 ft in direct line of sight from the last scan and repeat.
11. Repeat the previous process until you have visited every area of the house.
12. If this is a multilevel home once you have completed first floor go slowly up the stairs scanning a few times. Once you reach the top of the stairs then click the floor tab to create floor 2 before you start to scan at the top of the stairs.
13. If you want to create a tour of the outside instead of 3D Scan use 3D View in the same way as scan.
14. After or during scanning Mark Features (Windows and Mirrors).
15. After all scans are complete go to settings and connect to wifi internet.
16. Once connected to Internet and done with all editing and marking windows, mirrors and floors and your model is complete then Upload Model. This will take a while depending on your internet speed and the number of scans.

17. If you decide to add more scans, views or floors use the same model, do not create an extra model as once you have uploaded a model it counts against our limited number and we are charged and must charge you \$50 per model uploaded, even if deleted.

18. At this point you are done with the Camera and IPAD and should immediately return or let the next user know it is available after fully charged.

19. About an hour or two after you have uploaded you can visit www.mymatterport.com: login User ID: CEO@MLKAR.com Password: Mlkar1234

20. After Logged in Edit the public details for your model only do not edit any others, then scroll down under Workshop and click Launch.

21. You should go back to tutorials and watch the short Workshop Video. Either way you can choose your start location here usually outside with the 360 View or at the front door with a 360 Scan. Add tour buttons, a high-light reel, labels (Room Names), Mat-tertag Posts and Snapshots.

22. After you have customized / created your tour with starting point then click Publish to make this a public tour for all to view.

23. After you have completed that near the bottom on the right across from Workshop is the Sharing link click to unlock ad it will give you branded and unbranded links to use on the Web, Facebook, MLS, etc.

24. You are done. Good job hope it helps you sell this house and get another listing.