

# User Guide

# Virtual LOI



# **Epilepsy Warning**

*Please read before using this computer program.*

*Some people are susceptible to epileptic seizures or loss of consciousness when exposed to certain flashing lights or light patterns on everyday life. Such people may have a seizure while watching certain monitor images or playing certain computer video games or programmes. This may happen even if the person has no medical history of epilepsy or has never had any epileptic seizures. If you or anyone in your family has ever had any symptoms related to epilepsy (seizures or loss of consciousness) when exposed to flashing lights, consult your doctor prior to using this software. If you experience any of the following symptoms: dizziness, blurred vision, eye or muscle twitches, loss of consciousness, disorientation, any involuntary movement or convulsion, while using a video based computer application, IMMEDIATELY discontinue use and consult your doctor.*

## **Precautions to take during use**

- Do not sit too close to the screen. Sit a good distance away from the monitor, as far away as the keyboard and mouse cables allow.
- Avoid using the software if you are tired or have not had much sleep.
- Make sure that the room in which you are using the software is well lit.
- Rest for at least 10 to 15 minutes in every hour you are using the software.

# Contents

Installation and Licensing

Introduction to the Virtual-LOI

Credits

Customer Support

Warranty



# Installation and Licensing

**A word on authorisation, licences and software piracy.**

## **Warning –**

**To reassure various Masonic authorities that this software will not fall into the wrong hands and in the interest of stopping un-authorised users from obtaining or using this software, we have put various security measures in place. These security measures include controlling the distribution of the software. If a user copies this software or passes it to another person they have broken their software licence agreement. If an unauthorised person contacts us to try to obtain a key code we will know that an illegal copy has been made.**

The software licence agreement only authorises you to use your Virtual-LOI software on ONE computer. If for instance you envisage using the software on a laptop while on holiday then you must install it on the laptop from the start, as your key code will not work on a different machine.

To obtain more than one key code means that the software is being run on more than one machine and therefore a further licence for the software should be purchased. It is **very strongly** advised that you install the Virtual-LOI software on the **ONE** machine you intend to use it on.

The installation and running of the Virtual-LOI can be completed in 4 steps:

- 1- Installing the QuickTime player (if you already have QuickTime on your computer you can skip this step)
- 2 - Installing the Virtual-LOI
- 3 - Licensing the Virtual-LOI
- 4 - Setting up your personal password

The following pages will take you through the process step by step, should you need any assistance in installing and licensing the software please contact us for support (see 'Customer Support')

## **1 - Installing the QuickTime Player**

Before installing your Virtual-LOI product you **MUST** have the Apple QuickTime player installed on your PC. If you do not already have QuickTime installed, you can download it free of charge from the Apple website ([www.apple.com](http://www.apple.com))

The following steps will guide you through the download process, should Apple change their website after this user guide has gone to print, we will include an updated instruction sheet to guide you through the procedure.

## DOWNLOADING QUICKTIME

- Open your web browser and log on to [www.apple.com](http://www.apple.com).
- On the Apple.com home page, click on the 'Downloads' tab across the top of the screen.
- From the list on the left of the screen, select the option No 2 'QuickTime'.
- Under 'Download the free player', make sure that the stand alone QuickTime player option is selected (NOT the one with 'iTunes').
- Untick the sign up buttons (unless you specifically want Apple.com to send you marketing material). There is no need to enter your email address.
- Click the 'Free download now' button.
- A 'file download' window will appear. Select 'Save' and click OK. The executable file will download to your PC.
- A 'Save as' window might also appear to ask where you want the file to be saved. Select the location for the file to be downloaded to and click 'Save' to confirm.

## INSTALLING QUICKTIME

- Go to the location on your computer where you saved the executable file and double click on the 'QuickTimeInstaller.exe' icon.
- Select the language and click OK.
- Follow the onscreen instructions to install the QuickTime player.
- QuickTime will now install.

## 2 - Installing the Virtual-LOI on your PC

**Note:** To unlock your software you will need the Lock code generated at the end of the installation process as follows.

1. *Insert one of the CDs into the CD-ROM drive.*
2. *Double-click on 'My Computer' on the desktop*
3. *Double-click on the CD-ROM icon*  
*“VLOICRAFT(D:)”*  
*(Where D: is your CD-ROM drive letter).*
4. *Double-click on the “VLOICRAFT .msi” file to begin the install program.*
5. *Follow the onscreen instructions*

Once your software has been installed you should find two new icons on your desktop, one “Virtual-LOI” icon and one “Licenser” icon.

1. *Select the “Licenser” icon from the desktop*
2. *Write down the ‘Lock Code’ displayed in the licenser window(Or copy it to a text file).*
3. *Email it to:- [registration@virtual-loi.co.uk](mailto:registration@virtual-loi.co.uk) using the subject "KEY CODE REQUEST" and include the following information:*

*Your Full name*

*Your Customer Id or Order number (If you have one)*

*The officer(s) you have purchased(WM, JD, Full Set, etc.)*

*The Lock code you obtained from the licenser window*

*(See 1 and 2 above)*

**Record your lock code here** \_\_\_\_\_

### 3 - Licensing the software

Once you have obtained your key-code, either by email (preferred method) or by telephone, you can license your software by doing the following:

1. Click on the “Licenser” icon on the desktop
2. Click on the “Enter Key code” button on the licenser
3. Enter your Key code into the box in the Licenser window then click ‘OK’.

Your Licenser window should now display  
“This installation of ‘VLOI Craft’ is licensed”

**WARNING – The key-code will only work on the PC that the software was first installed on. When you receive your key-code, write it down in the space provided so that you do not lose it. If you need to re-install the software you will need to enter the key-code again.**

**Record your Key Code here: \_\_\_\_\_**

### 4 - Setting up your personal password

1. Ensure that one of the Virtual-LOI CDs is in the CD drive
2. Click on the Virtual-LOI icon on the desktop
3. Watch the introduction. This is a good time to set the volume (Click anywhere to skip the intro)
4. Click on ‘Start’



5. Click on 'Change'
6. Ensure that the 'Enter old' box is empty
7. Enter a password of your choice into the 'Enter new' box
8. Enter the same password into 'Re-enter new'
9. Click on the 'Go' button. You are now presented with the main menu screen where you will select the officer you wish to practice.
10. Click on the officer you wish to practice from the highlighted shields (e.g. WM). After a short delay a red box will appear around the shield you selected.
11. Select the section of the ritual you wish to practice. After a short delay the main user screen will appear and the software is fully operational.

### **Running once the above has been completed**

1. Click on the Virtual-LOI icon on the desktop
2. Enter your personal password
3. Click 'Go'
4. Select the section you wish to practice

**Please Note:** Our test team assure us that it is a HUGE help to understand the functions of the user screen BEFORE using the software. We therefore STRONGLY recommend that users spend some time going through the 'Help' pages before using the software

# Introduction to the Virtual-LOI software

Each of the Virtual-LOI product range comprises a set of three CD's, each containing the data for one of the craft rituals.

The CDs contained in this package contains the Virtual-LOI software and the specific data for the office indicated on the CD and packaging. For the purposes of this description this will be referred to as 'Your Officer'.

The prompts supplied are those associated with your officer and the video is filmed specifically to show the movements and actions of your officer. Where there is movement around the lodge the video shows that movement. Where there is dialogue with another officer the view is usually face to face with the other officer, some times simply facing him (Known as 'first person view'), and sometimes filmed as if the camera is looking over your officers' shoulder (This is known as 'third person view'). Occasionally the camera will show a more general view where appropriate.

All of the Virtual Lodge of Instruction products have been built using the 'Virtual Learning Engine' (VLE) software. The VLE is a generic software platform on which many similar virtual learning tools can be built.

# Using the Virtual-LOI

## **Familiarise yourself with the user screen**

Familiarise yourself with the user screen for a while, referring back to the help pages where necessary.

## **Learn to navigate the video**

Next, learn to navigate forwards and backwards through the ritual by first playing the video using the blue 'play' button in the lower right area of the screen, then using the 'Next' and 'Previous' 'Speech' buttons in the lower right area of the screen. These buttons allow you to jump to your next or previous speech in the movie. Use the prompt 'phrase' button to check where you are in the dialogue.

## **Play the video**

When it is your officers' turn to speak, the video will stop and a flashing prompt will appear telling you to "Practice your words, ask for a prompt or press 'play' to continue playing the video".

## **Learn to request a prompt**

If you require a prompt at this point, you can get one by selecting one of the audio prompt buttons on the upper right side of the screen. Click 'play' button in either the sentence or phrase area and you will hear the appropriate prompt. You can then practice your words then press the video 'play' button to continue with the ritual.


You should now be able to find your way around the Virtual Lodge of Instruction without any problems.

**We wish you every success in learning your ritual and sincerely hope that this software enables you to truly make a**

# Credits

We would like to thank and acknowledge the contributions made by all those who helped in the development of this software.

These people contributed in many areas including:

- Software design and programming
  - 3D graphics
  - I.T. Technical support
  - 2D Animation work
  - 2D graphics and textures
  - Audio recording editing
  - Testing
  - Marketing and PR
- 

# Customer Support

Software support available to our customers

For support with installation and authorisation please contact:

Email: [registration@virtual-loi.co.uk](mailto:registration@virtual-loi.co.uk)



# Limited Warranty

The Seller reserves the right to make changes to this product at any time and without notice. The Seller warrants to the original purchaser the of this product that the physical medium on which the software program in this product is recorded will under normal use and conditions be free from material defects in material and workmanship for a period of ninety (90) days from the date of purchase. The entire liability of The Seller under the limited warranty set out above will be at its sole option either to repair or replace free of charge the product provided you return it in its original condition to the point of purchase with a copy of your receipt.

THIS WARRANTY DOES NOT AFFECT YOUR STATUTORY RIGHTS. SUBJECT TO THE LIMITED WARRANTY ABOVE, THIS PRODUCT IS PROVIDED "AS IS" AND WITHOUT WARRANTY OF ANY KIND. TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, THE SELLER FURTHER DISCLAIMS ALL WARRANTIES (INCLUDING, WITHOUT LIMITATION, THOSE IMPLIED BY LAW, STATUTE, CUSTOM OR OTHERWISE) RELATING TO MERCHANTABILITY, SATISFACTORY QUALITY, AND/OR FITNESS FOR A PARTICULAR PURPOSE IN RESPECT OF THE PRODUCT.



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