

LUCIS Software

Instructions for Installing Version 3.3

*Use this version for new installations or to upgrade from any previous version.
An administrator account must be used for all installations.*

Download the “Version 3.3 Installer” from the “Downloads” section of the LUCIS Software website at <http://luc.adventist.org/lucis/index.php> and save the LUCIS_3-3_setup.exe to your desktop or other suitable location. This installer always includes the latest release.

Standalone User

Exit LUCIS Software if it is active.
Run the installation file you just downloaded (double click the icon).
Click <Next> on the welcome screen.
Click <Next> on the Components Screen.
Verify the Destination Folder (use C:\LUCIS unless instructed otherwise) then Click <Install>.
If prompted to create the Destination Folder, Click <OK>.
Installation may take a few minutes.
Click <Finished> when done (a reboot will be required).

Network Server (perform once to upgrade your network server)

Have all users exit LUCIS Software.
Run the installation file you just downloaded (double click the icon).
Click <Next> on the welcome screen.
Change the type of Install to “Network Server” on the component screen..
Verify the Destination Folder (usually L:\) then Click <Install>.
If prompted to create the Destination Folder, Click <OK>.
Installation may take a few minutes.
Click <Finished> when done (a reboot is not required).

Network Workstation (must be performed on each network workstation)

Exit LUCIS Software if it is active.
Run the installation file you just downloaded (double click the icon).
Click <Next> on the welcome screen.
Change the type of Install to “Network Client” on the component screen..
Verify the Destination Folder (usually L:\ , location of LUCIS program files) then Click <Install>.
Installation may take a few minutes.
Click <Finished> when done (a reboot will be required).

Using LUCIS for the First Time

Install LUCIS License Key

The LUCIS Software is activated with a license key - without a key the software will not operate.

Trial keys may be obtained by requesting one by email from LUCIS@luc.adventist.org. Trial keys are good for 60 days - trial extensions may be available upon request.

Permanent keys are available from your conference office or by direct purchase from LUCIS Software.

Select and copy the entire name and key from the email message or text file you received

From the LUCIS Software* menu select <Register LUCIS Key>.

Right-click the name field in the window that appears, select <Paste> from the drop-down menu, then click <OK> -- a message should appear indicating the key is valid.

Starting the Application

From the LUCIS Software* menu select <LUCIS Software Manager>.

The program will prompt you for username and password - enter username **LUC** and password **DEMO** (usernames and passwords are not case sensitive) then click <Login>.

Getting Further Help

Once the application has started, Click "Help" from the menu and then select "Contents"

Once the "LUCIS Help" window appears, click the "Getting Started" link.

If you need assistance, please feel free to call us at (269) 473-8210 or send an email to lucis@lucsd.org.

* the LUCIS Software menu is at <Start> | <Programs> | <LUCIS Software>