

# OPERATING INSTRUCTION

*XUCIA*  
*N°03*

Practitioner System  
Meditation Lamp



## IMPRINT

light attendance gmbh

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No liability for printing mistakes.

Dear light-attendant,

We welcome you as user of a global matchless and proprietary technology. Congratulations on your decision becoming a Light Attendant. Welcome to the Lucia N°03 Family.

This manual should be a helpful companion, helping you in the beginning phase and answering open issues. Of course you can reach out to us anytime or contact your retailer, if any question occurs.

The Lucia N°03 system is developing constantly. That requires networking and exchanging information between Light Attendants. Therefore we established the Lucia N°03 Academy. Every Light Attendant is able to be part of this online based network and able to contact others, contribute suggestions, exchange experiences and therefore making an essential contribution for a continual improvement process.

There is a ring binder designed, so that alterations and additions can be made to the manual easily. Please use the comfortable search function in our current manual as pdf (download Lucia N°03 Academy).

We wish you well with the usage of Lucia N°03. Hopefully the experience travelling to a new world through the Hypnagogic Light Experience will be for you and your light travelers successful.

Your Lucia N°03Team

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### **APPLICATION NOTES**

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## ■ SCOPE OF DELIVERY LUCIA N°03

### Product description and scope of delivery

\* The serial number is found on the back side of the device's head near the antenna.

- |   |   |
|---|---|
| 1 castors (3 units total) plus replacement caps | 21 metal plug (flash head)  |
| 2 foot piece „large“                            | 22 USB adapter  |
| 3 foot piece „small“ detachable                 | 23 antenna  |
| 4 foot piece interlock system                   | 24 lamp head  |
| 5 power supply                                  | 25 LEDs, 8 pieces   |
| 6 ledge for power supply                        | 26 holding ring with protective glass                                   |
| 7 power supply cord with appliance coupler      | 27 halogen lamp   |
| 8 metal plug (power supply)                     | 28 Lucia N°03-Laptop with laptop bag                                    |
| 9 power supply adapter                          | 29 USB cable (no figure)  |
| 10 wing screw                                   | 30 wireless mouse (no figure)   |
| 11 stand  | 31 USB stick (flash drive) for mouse (no figure)                        |
| 12 transportation security latch                | 32 USB stick (flash drive) for bluetooth (no figure)                    |
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| 15 spiral cable near gas spring                 | 35 jaw spanner (5/8")   |
| 16 arm  | 36 operating instruction  |
| 17 unlocking ledge                              | 37 Lucia N°03 Controller & charging cable incl. USB stick (flash drive) |
| 18 lamp head bracket                            |   |
| 19 adjustment lever                             |   |
| 20 spiral cable with coupler                    |   |





## Purpose

The meditation lamp is used to immerse yourself in a meditation faster. Meditation is not a medical therapy but a mental attitude.



### Note

*The meditation lamp Lucia N°03 is not a verified medical advice. Therefor the meditation lamp Lucia N°03 is not to use for: diagnosis, treatment, relief or preventive for an illness; disorder or abnormal physical condition or either one of these symptoms by humans or animals; for recovery, changing or shifting the body structure or the functionality of body parts by humans or animals.*

## Manual

In order for your manual to be updated, you can download supplements from our homepage at **[www.light-attendance.eu](http://www.light-attendance.eu)**. Upon request you can also receive the supplements in printed form.

Please read the manual attentively as this will help you avoid handling mistakes that could lead to functional errors. Keep the manual in a safe place in order to have access to it at a later point.



### Attention!

*By passing the lamp Lucia N°03 on, it is absolute necessary to provide the actual manual.*

- Pay attention to the technical data before using Lucia N°03. This is especially important when it comes to the electrical connection/plug.
- Light attendance gmbh does not hold any liability if its product(s) is misused or clessly used, or if the user has failed to follow the safety regulations, or made forceful intrusions to the product.
- By improper use, abusive use, disregarding the safety regulations, use of force and also interventions, made by an unofficial light attendance gmbh authorized person, there will be no guaranties or assumable liability in anyway.
- Liquid should not touch the lamp head or the adapter – there is a risk of power shock!



## Safety Regulations

Please read the instructions carefully and follow the future updates. Please take notice of particularly instructions with the following sign:



*Note* and



*Attention!*

Due to the heat development of the lamp head, for security reasons, there must be a minimum distance between the device and the person or subject of two feet (2') when Lucia N°03 is in use there.



*Attention!*

*As soon as the light sources are switched on, you must always keep your eyes completely closed in order to prevent injuries to the eyes!*

In order to avoid misuse, children, unauthorized individuals, as well as physically or mentally challenged individuals should not use this device.

Be aware that children, pregnant women, individuals with a strobe intolerance, because of psychological conditions (i.e. psychosis, etc.) or other medical problems/conditions (i.e. seizure disorders, epilepsy, etc.), are excluded from treatment opportunities.

- ▷ Avoid any condensation, water droplets, water vapours, or any other fluids entering the lamp head. This may lead to damage of the electrical system.
- ▷ Lucia N°03 may not be used unpacked.
- ▷ Lucia N°03 is not to be opened or technically altered.
- ▷ If Lucia N°03 is damaged in any way, you must disconnect the device from the electrical outlet.
- ▷ Only parts from the original manufacturers may be used.
- ▷ Lucia N°03 is only to be used with the power supply that is delivered with the device.
- ▷ Lucia N°03 is not to be used if the cable is damaged in any way.
- ▷ Only use cables which are delivered by the manufacturer.
- ▷ One must assure appropriate cooling for the device. That means that Lucia N°03 should not be covered in general.
- ▷ Lucia N°03 is only for usage in living quarters (not in humid rooms or outside) and should only be used for appropriate applications.
- ▷ Only use light bulbs of the type USHIO Halogen MR16 EYC 12V / 75W FL36.

## ■ ASSEMBLY AND MAINTENANCE OF DEVICE

### Assembly of the Device



*Attention!*

*Do not apply force during assembly and disassembly of the device.  
All steel parts are precisely manufactured and therefore combine effortlessly  
with each other.*

### Technical Reference



*Attention!*

*During the loosening of the transportation security latch the arm can  
expand. Be sure that nobody is within reach of the swivel area.*



**WRONG!**



**CORRECT!**

To assemble the lamp foot, connect part **3** with part **2**. The lock interlocks automatically. To unlock the lock utilize the release lever **4** for the lamp foot.



Unturn the wing screw **10** until you feel resistance and fit the stand **11** to the appropriate foot piece hole. Before tightening the wing screw the stand should stand centric.



The gas spring **12** allows the arm to expand independently. In order to avoid injury, pay attention to the correct body position:

Loosen the arm **16** from the transportation security latch by pulling the black spring **12** upright.

Lay the power supply **5** on top of the ledge for power supply **6**. It will be kept in place by four magnets. Align the metal plug **8** as shown on the picture and utilize slight pressure to engage the power supply adapter **9**. Do not use force!

Correct position of the plug.

Now you are able to connect the power supply with the cable **7** to the power grid. The strobe lamps will flash. This indicates that the device is ready for use and can be controlled by the Lucia N°03-Laptop.

The lamp head **24**, as illustrated, is fitted and engaged into the flash head bracket **18**. The cable is left of the head. Attention: The metal coating of the lamp head is not scratch-proof. Please handle with care.



## Adjustability of Device Head

The swivel around the high axle is possible in several steps:



Tilting over the long axle is possible in several steps by adjusting the adjustment lever 19.



**Attention!**

*Double check if the unlocking mechanism is correctly fitted.*

*If the locking device is incorrectly secured the lamp head can injure the user.*

## Readjustment of the Arm

The range of movement of the arm is not sufficient any more: The range of movement of the arm is determined by the gas pressure in the cylinder, subject to the ambient temperature, and the friction of the plunger, subject to lubrication. Should the range not be sufficient any longer you can easily readjust it (the lowest position of the pivot arm is about 70cm – measured from the floor to the centre of the lamp head). Tighten the brass nut with a 5/8“ open-ended spanner (included in the shipment) **carefully anti-clockwise**. Do **this step-by-step in 1/10th turns**.



## Maintenance

### Defective Halogen Lamp

If the halogen bulb is defective, you can simply replace it — a spare bulb is included in the delivery package.



*Attention!*

*Use only this halogen bulb: „**USHIO Halogen MR16 EYC 12V / 75W FL36**“*

*If you use halogen bulbs without protective glass you **MUST** use an holding ring with protective glass!*

You can get these spare parts by our distributors. Other types of halogen lamps can cause undesirable features, like risk of burns.

- ▷ The device has to be disconnected from the electrical outlet by removing the plug from the electrical outlet.
- ▷ First unscrew the holding ring, then remove the bulb from the housing and remove the plug from the cable without force.

Once your spare halogen bulb is in use, you should immediately buy a new one. These bulbs are often not in stock and the delivery time can take some days.



### Defective LEDs

In case a LED-light falls out, please contact the manufacturer or your distributor.

### Cleaning



*Attention!*

*Self-ignited fire hazard. Never attempt to clean the device if the lamp is hot or if the device is plugged into the electrical outlet. Cleaning product must not enter the lamp head, plug contacts, or the halogen bulb.*

- ▷ Before cleaning the product, remove the electrical plug from the lamp and wait for at least ten minutes in order to allow device parts to fully cool down. After cleaning, please allow a minimum of thirty minutes before using the device again. This will allow any remaining flammable cleaning products to evaporate.
- ▷ Avoid cleaning the product with water, as this may damage the electronic system or can lead to electric shock hazard.
- ▷ It is advised to use a brake cleaner (auto parts and accessories). Spray the cleaner on a lint-free cleaning towel and wipe off the soiled lamp parts. Don't touch the LED's with the cleaner; this could damage the glue.
- ▷ Stains can occur over time on the lamp head due to the special surface coating. Gently remove it with rubbing alcohol.

- ▷ Plastic parts can be broken/destroyed by aggressive cleaning products. Use only a dry cloth for cleaning the plastic parts of the device. After cleaning the device, it is advised to treat the stainless steel parts of the lamp with INOX CARE. This stainless steel care spray should be sprayed in the joints and the storage parts from time to time. This will support its smooth functioning.
- ▷ No other maintenance products should be used.

## Disassembly of the Device

The disassembly of the device is done in the reverse order of the assembly. The following should be noted:

To loosen the plug connection the **ribbed part** of the metal plug needs to be pulled upward.



To disassemble point the lamp head in the shown position. Secure the head with one hand to avoid it from dropping. The other hand can then move the unlocking ledge **17** upward.



Move the lamp head in a clockwise direction. When the lamp head is moved in a clockwise direction it will glide out of the bracket. Attention: The lamp head has approximately the weight of 2,2 kilos.



**Attention!**

*The lamp head has a weight of 2,2 kilos, please hold it with care.*



## ■ LUCIA N°03-LAPTOP

It is assumed that the user has general knowledge of how to use a personal computer.

### Charge of the Lucia N°03-Laptop



#### Note

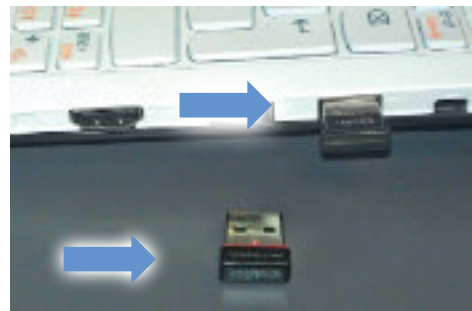
*Because of safety reasons the battery of the Lucia N°03-Laptop is discharged completely. For first use please use the laptop power supply and charge the battery completely.*

### Connect Lucia N°03 and Laptop

#### Setting up a Bluetooth Connection

The included laptop has already been synchronized on Lucia N°03 (= pairing). Check whether Lucia N°03 is properly assembled and electrically connected, and if the black USB flash drive is plugged in the Bluetooth connection on the Lucia N°03-Laptop. The stick is used to connect the mouse and must also be plugged in, otherwise only the use of the touchpad on the laptop is possible. Do not forget to turn on the mouse by sliding the switch from “off” to “on” on the underside. The bluetooth availability of the device can be checked by: Once Lucia N°03 is electrically connected a green lamp emitting diode can be seen inside of the head. The type of lighting will indicate the status of the Bluetooth connection:

- **Flashing:** Bluetooth is active and ready to connect.
- **Uninterrupted:** The connection is active and the Lucia N°03 is connected to the bluetooth device (laptop).
- **No light:** Please check the plug connection to the lamp head and the power supply plug.



#### Note

*If the Bluetooth stick is removed, then the connection to Lucia N°03 will be interrupted.*

#### Setting up a Connection with a USB Cable



#### Note

*In this case, the black Bluetooth USB flash drive must first be unplugged.*



Lucia N°03 can also be connected via a USB cable (USB-plug adapter [22](#) at the lamp head) to the laptop. No further steps are necessary, because the laptop will automatically detect Lucia N°03.

## Possible Error Sources

The connection between Lucia N°03 and laptop cannot be established. The status of the connection setup is displayed in the status bar (on the bottom of the homescreen) on the laptop. If the laptop is not able to connect, the information “No interface found...restarting search...” will appear.

**? Lucia N°03 is not connected to the power outlet.**

! Plug in the power cable to the power outlet.

**? Lucia N°03 is not paired with the laptop.**

! See “Options” > “Bluetooth-Pairing“.

**? Lucia N°03 is outside service reach ability.**

! Reduce the distance between the laptop and Lucia N°03.

**? Lucia N°03 is currently connected to a different source (i.e. PC, other laptop) and is not able to be located and or connected to; continued green light emerging from the light diode.**

! Lucia N°03 power plug needs to be disconnected from the power source. Wait for at least 10 seconds, until Lucia N°03 is no longer charged, and then reestablish the power connection.

**? Bluetooth module in the lamp head is not active (the green light diode is not lighting up).**

! Lucia N°03 power plug needs to be disconnected from the power source. Wait for at least 10 seconds, until Lucia N°03 is no longer charged, and then reestablish the power connection.

**? Antenna screw loosened, which causes problems with the signal.**

! Tighten the antenna screw using your hand.

**? Should your wireless mouse get lost:**

! Quick emergency solution: Use a commercially available USB mouse connected by cable. As a permanent solution we recommend a “Logitech Wireless Mouse M185”.

**? Lucia N°03 bluetooth connection is disturbed by strong radio signals:**

! Use the USB-cable (part of the equipment). Operate Lucia N°03 with Bluetooth connection at a different place. If you are using the USB-cable remove the USB-Bluetooth-stick from your laptop and keep it safe. Working with Bluetooth: Be sure that the USB-Bluetooth-Stick is inserted at your laptop. There are two different sticks: one for operating Lucia N°03, the other for the wireless mouse.



## ■ MANUAL OF THE LUCIA N°03 SOFTWARE




### Main Menu



The halogen bulb in the middle of the lamp head ⑥ indicates whether Lucia N° 03 is connected to the laptop: If the halogen bulb is black, then Lucia N° 03 must first be connected (see “Lucia N°03-Laptop” > “Setting up a new Bluetooth Connection”). If the bulb is lit up – as shown above – then a connection already exists.

The LEDs form menus that you can select by clicking on:

- ① Pilot
- ② Session-Editor
- ③ Options
- ④ Psychonautic
- ⑤ Autopilot

There are three buttons on the bottom left: With , you turn off the laptop (“Shut down computer?” > Yes), the lock button  activates the password function, which means that a password must be entered in order to access the menus (see “Options” > “Set Passwords”). The button with a musical note  opens the music player, which allows you to play songs from the laptop (see “Music Player”). The inner four LEDs may be used for special configurations, for instance menu „Psychonautic“. Therefore or for other special configurations please use the relevant user manual.



#### Note

*You may use your own designs for a special configuration. For further informations please contact the manufactor or your distributor..*


## Autopilot



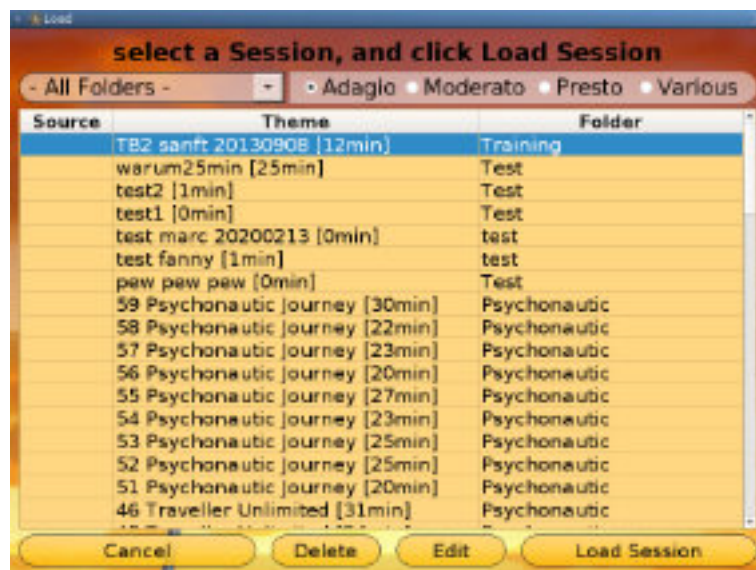
Here you can select and play Lucia N° 03 sessions that are stored in the system. You have the option to either sift through all of the folders (- All Folders -) or to limit it to one folder. Furthermore, the sessions are sorted by intensity (choose either **Adagio**, **Moderato**, **Presto** or **Various**). Highlight the desired session by clicking on it, then press the **Load Session** button to display it.



### Note

Alternatively, you can use the arrow keys on your laptop keyboard to move up and down within the list of sessions. The Select Session command can also be executed by using the keyboard: Press the Enter key .

If you click on the tab **Autopilot**, the following window appears:




## Play Sessions

operation buttons





remote control




Once you have selected a session with Select Session, the following controls will be shown:

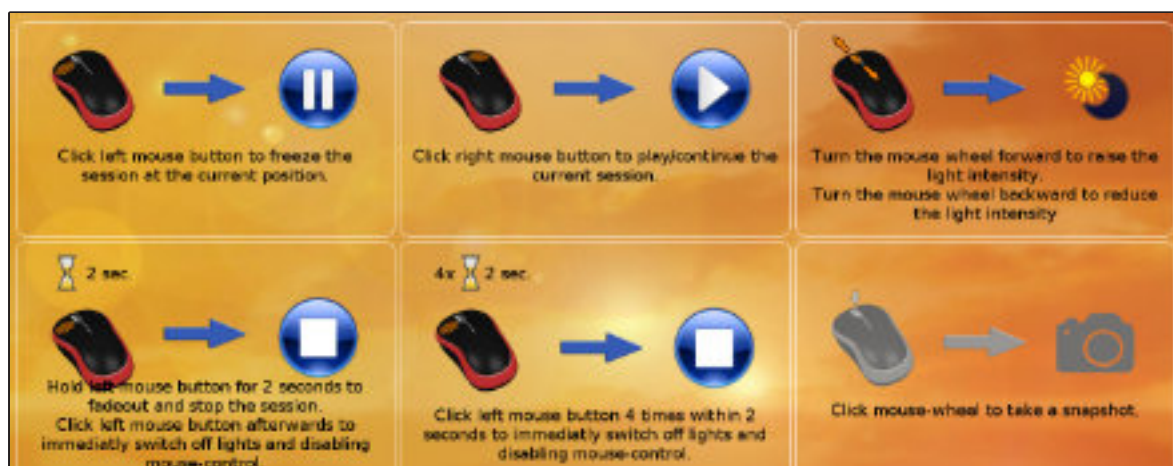
 The hourglass shown in the top right corner of the page shows how much time has passed during the session and how much still remains (in minutes and seconds).

You can use autopilot in two different ways:

**Operating screen:** Click the Play button  (= Play), Freeze , Snapshot , or move the brightness slider  (for a more detailed description of the function, see below).

**Remote:** In order to use the mouse as a remote control, press the button . You can terminate the remote control function at any time by pressing the Esc key on the top left of the Lucia N°03- Laptop keyboard.

The six pictures in autopilot show the mouse buttons with these following assigned functions:



1. Freeze (click left mouse button 1x)

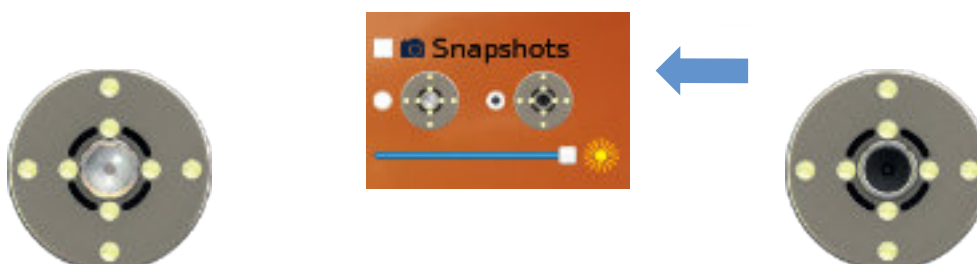
The session will not pause, but rather will be as if it is “frozen” at this point. This means that the program will play the current setting until Play will be pressed again. This feature allows clients to stay at a certain point of the session for a longer time if they request it.

2. Play (click right mouse button 1x)

The session will be played, respectively the freeze function will end.

3. Brightness (turn mouse wheel)

You can increase or decrease the brightness. Depending on which option you clicked on the top right will affect the modification of both the LEDs and halogen bulbs, or just the LEDs.




4. Fading (click left mouse button 2 seconds)

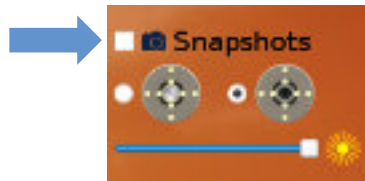
This function corresponds to the Stop button on the screen. The session will slowly fade out and if you then click once on the left, the remote control function of the mouse is switched off again.



5. Quit immediately (click quick left mouse button 4x)

This mouse function (“panic function”) has no equivalent as a button on the screen. Both the session and the remote control function will be terminated immediately.

6. Snapshot (click mouse wheel)


The snapshot feature is only needed if you want to create a separate session later on. In order to use this function, set a checkmark on Snapshots  at the top right.




If there is a point during a session you particularly like, take a snapshot: The laptop then produces an image of the parameters luminous rhythm, the brightness, etc., and stores it in the cache. From here, the snapshot can be edited in the menu **Session Editor** later on (see “Session Editor” > “Tabs”). If you make multiple snapshots, they will be displayed in the cache in chronological order. To exit the current session and select a different one, you should end the remote control function of the mouse, and accordingly click on the screen on **Stop** . The button  will then appear instead of the Stop button, with which the session loading window will be able to be accessed again.



*Note*

*If you completely want to exit out of the Autopilot menu, click the button on the bottom left of the screen **Exit** . The current session will be ended and the start screen will appear again.*

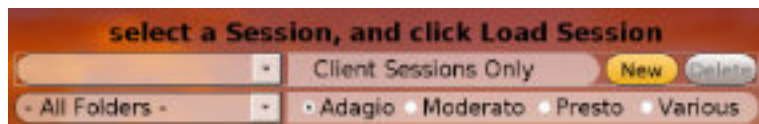
**? If the Lucia N°03-mouse does not work:**

- ! Make sure that the USB-mouse-stick is inserted at the laptop.
- ! The mouse only works with the original USB-mouse-stick.
- ! Make sure that the mouse is switched on (see at switch on the backside).
- ! Is the battery to be changed?
- ! Is the button for the mouse function activated on the screen? 
- ! If necessary deactivate with Esc-Key to bring back the cursor on the screen.



## Client Sessions

If in the menu Options > Client Functionality the clients function is activated (Activate Client Function), an additional function is activated and will expand the loading window by one line:



select a Session, and click Load Session

Chantalle Client Sessions Only New Delete

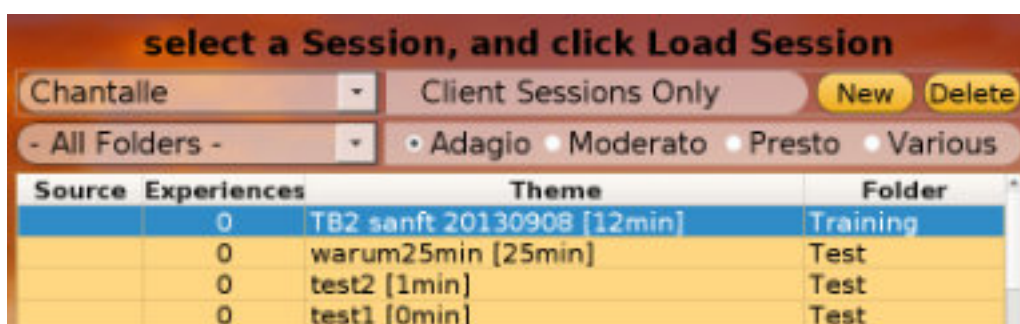
- All Folders - Adagio Moderato Presto Various

With this you can create an internal database, which stores the session data of your customers. To create a new customer profile, click on New, enter a name, and then click OK to confirm. The name will then appear in the upper left box, and there will also be a new column in the list of sessions titled “Experiences”. It will show how often a certain session was played for a client.



### Note

A session is counted as “experienced”, or as viewed, as soon as they started, rather than when it was completed.



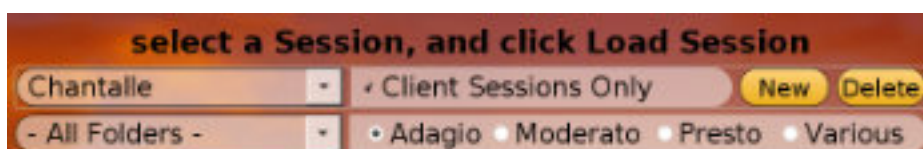
select a Session, and click Load Session

Chantalle Client Sessions Only New Delete

- All Folders - Adagio Moderato Presto Various

Source	Experiences	Theme	Folder
	0	TB2 sanft 20130908 [12min]	Training
	0	warum25min [25min]	Test
	0	test2 [1min]	Test
	0	test1 [0min]	Test

If you additionally set a check mark by **Client Sessions Only**, then only the sessions that the customer has already seen will be shown:



select a Session, and click Load Session

Chantalle Client Sessions Only New Delete

- All Folders - Adagio Moderato Presto Various

To delete a profile, select the name and then press the Delete button. If you have enabled the client function, then each session will have a person assigned to it. To switch off this function, go to Options > Client Functionality > Deactivate Client Function > OK.

## Pilot



In this menu you can create and save your own sessions. If you would like to share the session, or the building blocks of a session (= configuration) with other Light Attendants, you could upload these and make them available on the Lucia N°03-Academy (see “The Lucia N°03-Academy”).

Experience has shown that a constellation of two people is the most suitable for creating a session in the Pilot menu: While person A will operate the program, person B will experience the lights of Lucia N° 03, giving corresponding feedback at the same time (= work-sharing feedback process).



### Note

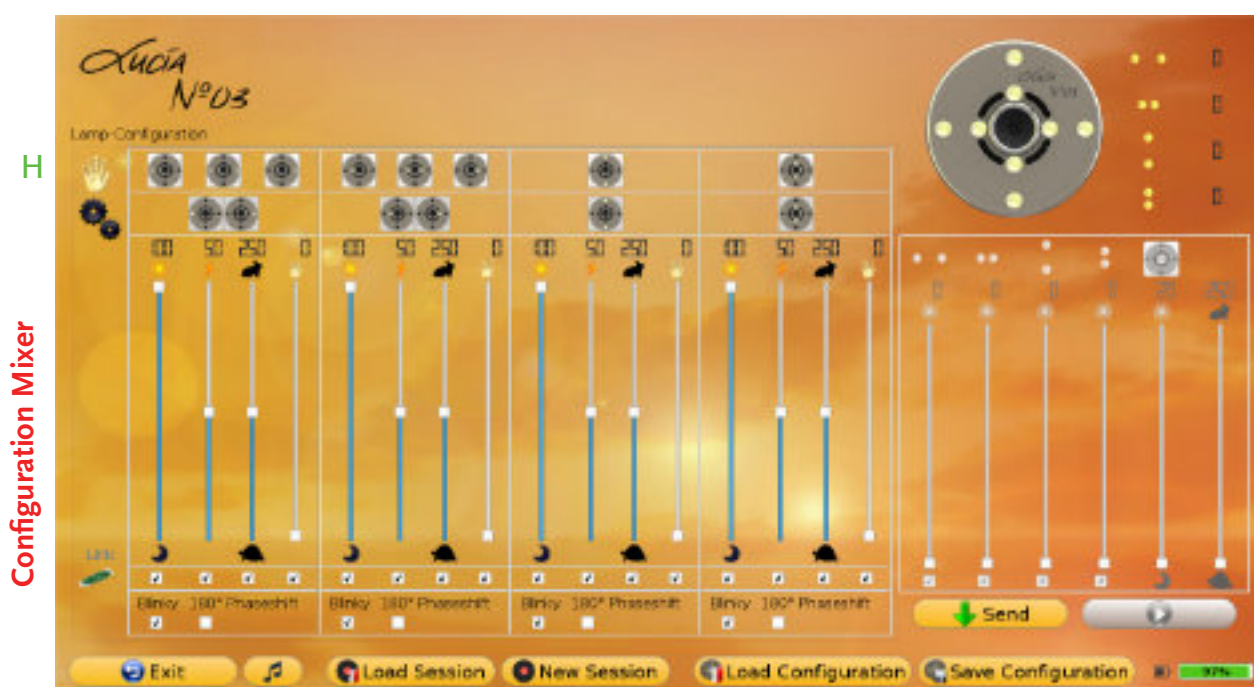
*If you own a model of Lucia from a previous generation, that is only autopilot capable, you can activate the pilot- and session-editor-function for an upgrade-fee (see “Options” > “Service” > “Enable Pilot Functions”).*



### Note

*The Lucia N°03 controller can only be activated in the Pilot menu.*

## The Configuration Mixer



Configurations are presets that you can determine and which form the basis of a session being created: Use the various controls on the configurations mixer – you can set the light-emitting properties of the eight LEDs and then save them.

The changes in the real-time mixer, for example, the settings of the halogen lamp, however, cannot be saved as a configuration. This mixer is less relevant when creating configurations than when recording sessions (see “Pilot” > “Sessions” > “New Session”).

As long as you only use the controls on the screen, Lucia N°03 will not illuminate, because the settings need to be sent to the lamp beforehand. The transfer of a configuration from the screen to Lucia is to be completed in two steps:

- ▷ First, you can send your configuration to Lucia N°03 with the **Send** button ➡.
- ▷ To play the configuration, press **Play** ⏮. If you press Play again, it will pause.

These transfer steps are always necessary if you change the configuration parameters of the configuration console.



The **Send** button will appear gray when the settings have been transmitted. If you make a change to the configuration, then the **Send** button will become active again and you can send the new settings.





#### Note

*In order to make the light of the LEDs visible, you must have the real-time mixer for the LED dimmers is at a higher value than zero. Otherwise, the LEDs will remain dark.*



#### A Select the Strobe (LEDs)

Here you can specify which LEDs are on and which are off by clicking on them. The eight LEDs can either be selected and used individually (horizontal LED group) or in pairs (vertical LED group).



#### B Control the Brightness

Here, the brightness of each LED is set. A display of the selected brightness is located above the controller (display in % of the maximum brightness).



#### C Ratio of Switch on and Switch off Time

This regulator sets the relationship between turning on and turning off the strobe lamps. A set value of 50 means that the flashing of the strobe will be turned on for 50% of the time; and 50% of the time the strobe will be turned off. The display is located above the regulator. (Display in percentage). Note: The regulator is only active when a check mark is set at the blinky function (see G).



#### D Number of Flashes

With this controller you determine how often the corresponding LEDs flash. A display is located above the controller. When combined with the cycle time L, the flash rate can be derived (= frequency): it is calculated by the number of flashes D, divided by the cycle time L. The number of flashes is set in the configurations mixer, and the cycle time in seconds in the real-time mixer. For more information, see L.

#### Example

The following settings are given:

Number of flashes D = 200

Cycle time L = 100 (frequency = 2)

This means that the stroboscopic lamp (LEDs) flashes 200 times in 100 seconds, i. e. twice per second.



#### E Brightness of the Crossfade

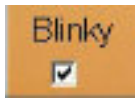
This function is only needed when you create a session in case you want to replace the momentary flashing with a steady light. Here you can adjust the brightness of this luminescence – the crossfade itself, however, will manually be activated in the real-time mixer. Each fader E is associated with two LEDs. A display of the selected brightness is located above the controller (display in % of the maximum brightness). For more information, see H.



#### F Linking Controllers

Here the user is able to link control regulators and adjust them together. Only regulators of the same type can be linked. For example you can link the

regulators for the manual fade brightness with each other.



### **G Blinky- and Phase Shift Function**

The LEDs will flash when Blinky is checked, otherwise they are constantly lit up. If Blinky is selected, then a 180°-phase shift checkmark can be set, which causes two lit up LED groups to flash diametrically opposed.

#### **Example**

The outer four LEDs are active (selected per click in **A**). They also light up with the same number of flashes **D**. If the phase shift function is marked (checked off) in a group (either the horizontal or vertical LED group), then the two horizontal and the two vertical LEDs will alternately light up. Only one checkmark should be set, not two.

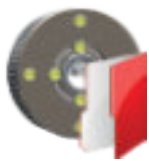


#### *Note*

*All controllers can be shifted by the mouse. Alternatively, you can also move the cursor to the corresponding slider bar and operate the controller by scrolling the mouse wheel.*

## **Configurations**

Load Configuration: load presets



If you have already saved configurations, you can find them under Load Configuration. Note that within a folder there are additional categories like Adagio, Moderato, Presto and Various, and that only the files of one category will be displayed. Select the desired configuration from the selection window by clicking on Load Configuration.

Save Configuration: save presets



If you want to keep the current settings for later use and editing, then click Save Configuration. It will only save what you have set in the configuration mixer – settings of the real-time mixing console are not saved here. A window will appear, in which the following fields should be filled in:

choose a category and type in a Configuration-Name

• Adagio • Moderato • Presto • Various

Theme:

Folder:

Cancel Save Configuration

Select at the top which category (Adagio, Moderato, Presto or Various) corresponds to the configuration. Type the desired name in the field Theme. It is best to choose a significant name that will give you enough information to easily find the configuration later. In the field Folder you can specify a folder

where the configuration should be stored.

If you want to create a new folder, click - Create New Folder - and type in a name in the new field New Folder. When all fields are filled in, confirm by clicking Save Configuration.

### Example

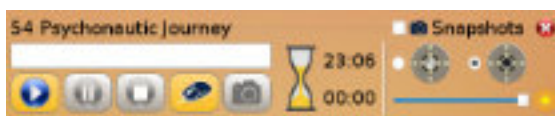
You have set the LED controllers to be very bright and fast blinking according to your wishes (100% brightness, 90% light component or on-time when blinking and a blink count of 480). Go to **Save Configuration** and click **Presto**. When choosing a name you could, for example, use associative ("psychedelic"), descriptive ("bright fast") or number-based ("100 90 480"; the numbers reflect the state of the sliders). Select or create an appropriate folder and click **Save Configuration**.



## Sessions


Select Session: load and play Session



Sessions can be played in the Pilot-Menu just like they can in the menu Autopilot. Select Load Session, click on the desired session and then select the button Load Session again. A small control window will then appear in the top corner:



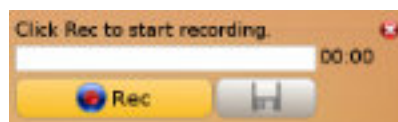
The buttons on the monitor and the remote control function of the mouse can be operated the same way as when using the autopilot. The only difference is the Stop button : When pressed it transforms into a Back button , that means, when you end the session with Stop, you can go back to the beginning of the session afterwards.



To exit the playback mode, close the control window by clicking the Close button  on the top right. Now all function of the Pilot menu are available again – not only the Play mode.

New Session: create your own Session



First, go to New Session. You will see a control window, which allows you to record sessions:



If you want to create a new session, click on the **Rec** button . It will change when pressed again into a **Pause** button  and vice versa, the pause symbol will turn into a recording symbol after clicking again. Using this button, you

can pause the recording session as many times as you wish and continue to run it again. The recording time is displayed right of the bar in minutes and seconds – the maximum recording time is two hours.

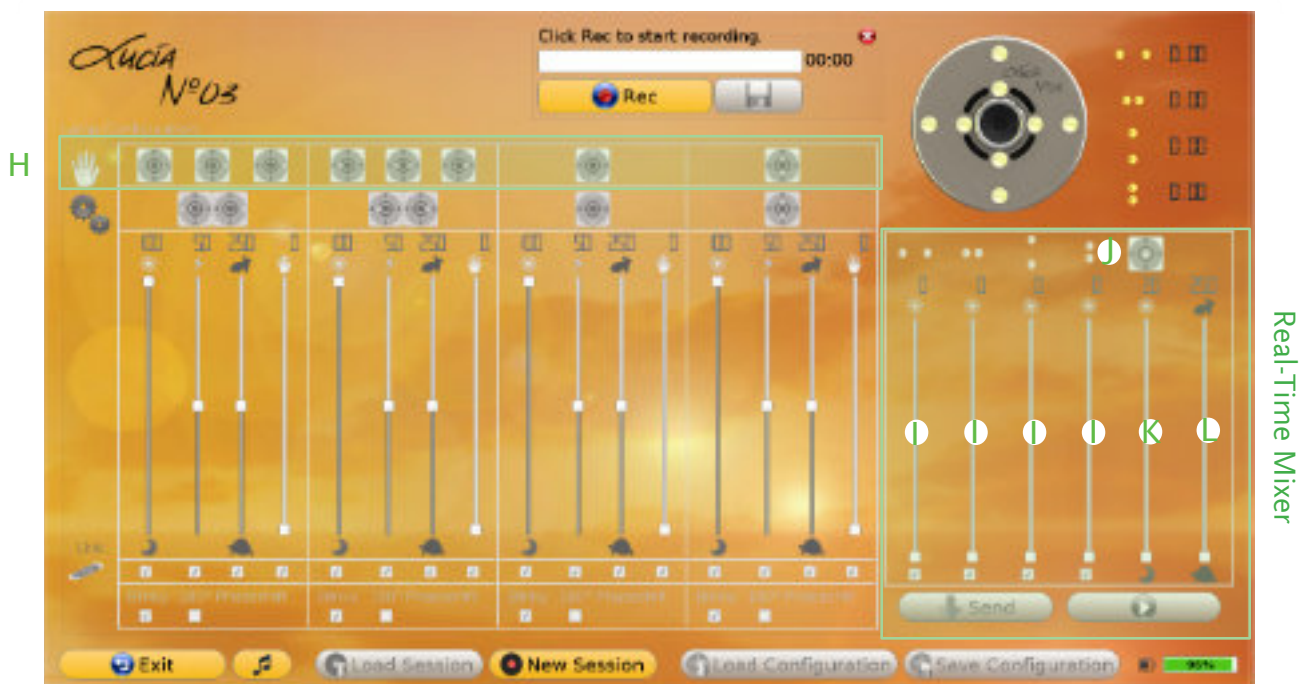
Once the session is being recorded, you can create a new configuration using the configuration mixer or load an existing session with **Load Configuration**. Always transfer modified configurations with **Send** and **Play** to Lucia N°03 (see also “Pilot” > “The Configuration Mixer”). Keep in mind that even if you pause the playback of the configuration, the recording of the unmodified session continues to run.



#### Note

*When a recording is paused, changes in the configuration mixer are not taken – this includes the loading of configurations. More precisely, you can change the settings, but they jump back to the state before the pause, when you continue to record. In addition to the settings on the configurations mixer, you can also make modifications to the real-time mixer, which are also listed here:*

## The Real-Time Mixer



### H Crossfade buttons

When you press an crossfade button, the white labeled LEDs are activated as long as the button is pressed. In this case, the current light is replaced with the selected crossfade brightness **E** in the form of continuous illumination. There are three buttons available for the horizontal LEDs. Here it is possible to crossfade with only one of the two LEDs. If the left is overridden, the right will darken and vice versa.

### I LED Dimmer

Here it is possible to change the brightness of the LED groups. A display of selected dimming is located above the controller (display in % of the maximum brightness). The LEDs will not light up if the values are set at zero – regardless which brightness values are set in the configuration mixer.

### J Activation of the Halogen Bulb

If this button is pressed, then the halogen bulb will turn on. Simultaneously the graphic of the lamp head will also show if the halogen bulb is turned on.

### K Halogen Brightness Regulator

This regulator helps to adjust the brightness of the halogen lamp between 20 and 100 %. A display of the adjusted brightness is located above the regulator. (Display in percentage of the maximum brightness).

### L Cycle Time

After using the configuration mixer to set the number of flashes  $d$ , you can adjust the length of the cycle in seconds. Thus, the speed of the flashing varies (an indication of the set cycle is located above the controller; displayed in seconds).

#### Example

The following settings are given:

Flashing number  $D = 10$

Cycle time  $L = 250$

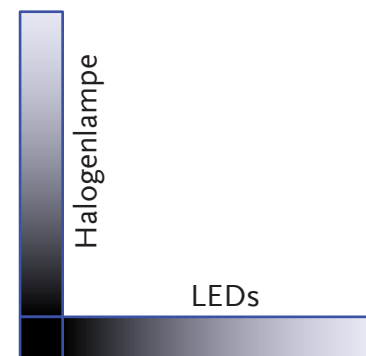
This means that the LEDs flash 10 times in 250 seconds.

If the time controller is set from 250 to 2.5, that means that the LEDs will flash 10 times in 2.5 seconds. You can calculate the frequency from these two values displayed next to the graphic of the lamp head: frequency =  $D / L$

In our example, it first results in a frequency of 0,04 Hertz (= flashes per second), then 4 Hertz.



#### Combined Dimming

With the help of combined dimming, it is possible to dim the halogen bulb and the LEDs at the same time: Move the mouse cursor on the graphic of the lamp head, then click and hold the left mouse button. If the mouse cursor shifts in one direction while pressing down the button, the brightness will change: If the mouse is shifted to the right, the LEDs will become brighter, if moved upwards, the halogen bulb will become brighter.



#### Example

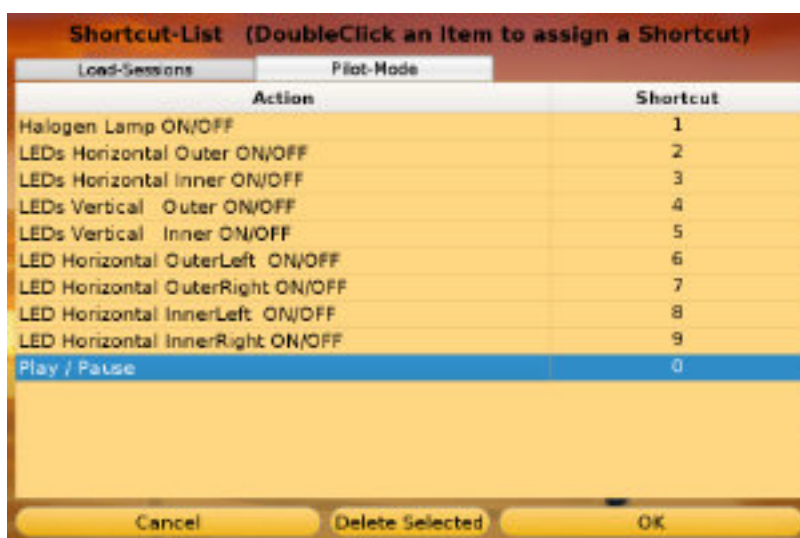
If you diagonally move the cursor to the upper right, then the brightness of both – the LEDs and the halogen bulb – will increase.

If your recording is complete, save the session by clicking on the floppy disk symbol . Similar to saving configurations, a window will appear that will prompt you to assign a name and an appropriate location for the session (folder and category, for example Adagio). To exit the Pilot menu, click **Exit**  and the home screen with the main menu will reappear.

## Shortcuts – Pilot Mode

When creating configurations or sessions, you can use **Shortcuts**.

In the Options> Set Shortcuts menu, you can assign a key to the respective commands. As shown below, e. g. by default, press the key 1 on the keyboard (Depends on which keypad, either numeric key 1 or functional key F1) to turn on the halogen lamp and turn it off when pressed again. The LEDs, on the other hand, are only faded in while the key is held down. This means that the **Shortcut 1** has the same function as the button **J** (activation of the halogen lamp). The **Shortcuts 2-9** are equivalent to the fade buttons **H**. The **0** key performs the same function as the Play button on the real-time mixer.



Action	Shortcut
Halogen Lamp ON/OFF	1
LEDs Horizontal Outer ON/OFF	2
LEDs Horizontal Inner ON/OFF	3
LEDs Vertical Outer ON/OFF	4
LEDs Vertical Inner ON/OFF	5
LED Horizontal OuterLeft ON/OFF	6
LED Horizontal OuterRight ON/OFF	7
LED Horizontal InnerLeft ON/OFF	8
LED Horizontal InnerRight ON/OFF	9
Play / Pause	0

### Change shortcuts

If you want to change e. g. Line Shortcut 1 click the cell 1 in the right column and press a desired key on the keyboard.

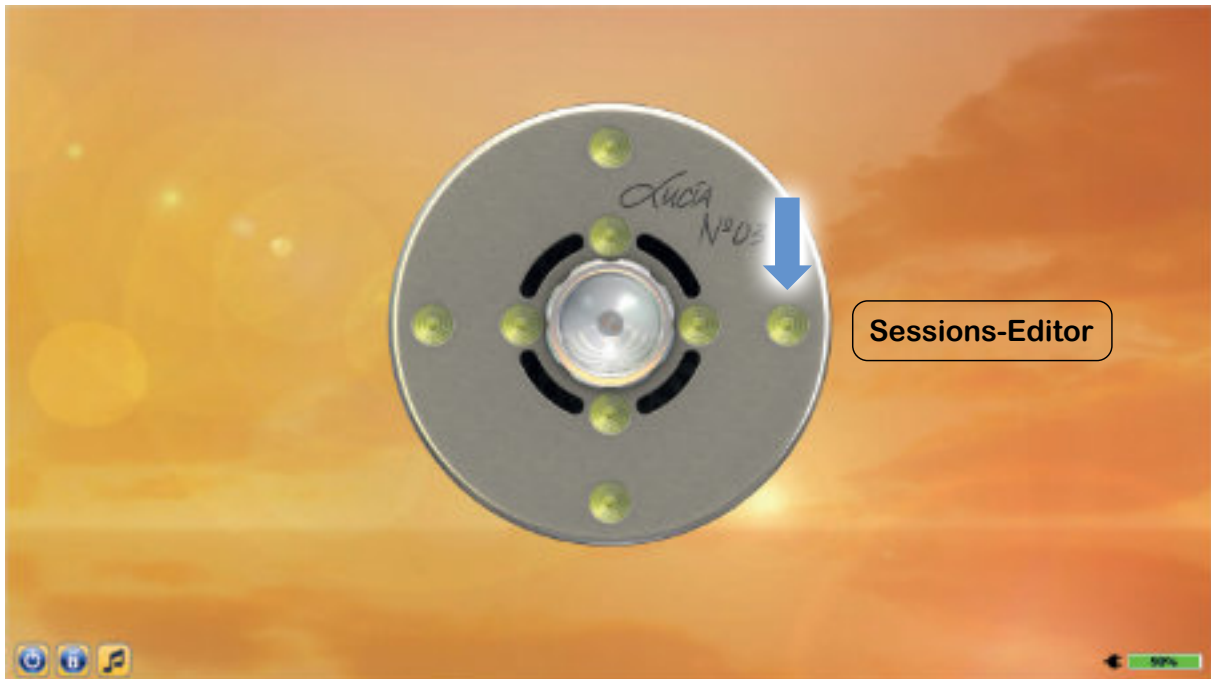


#### Note

On side 38 you can find an index Set-Shortcut Session, to allow the functional keys to assign their own session – “Load Session”.



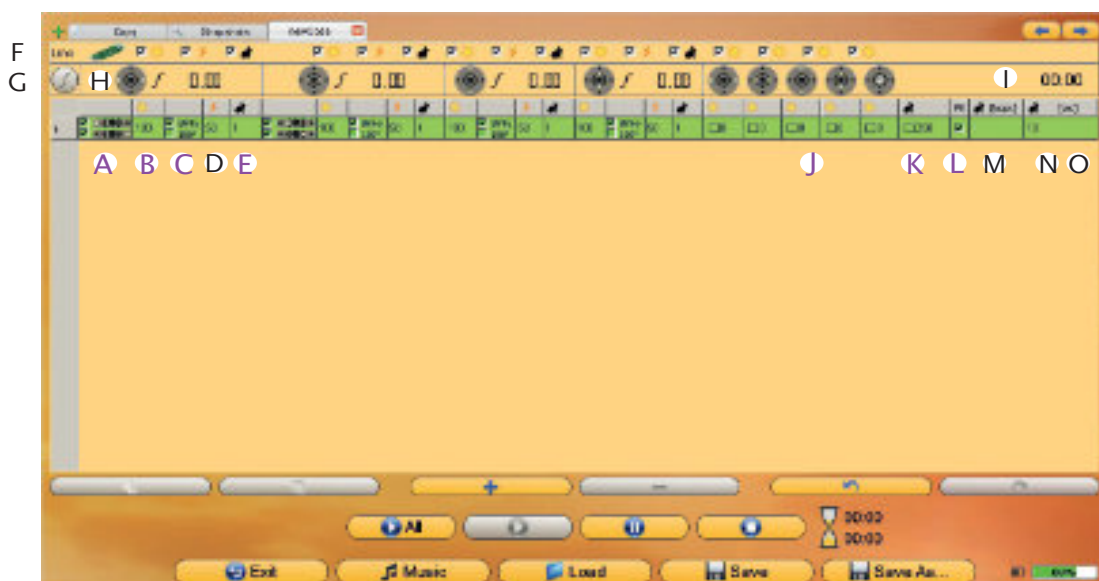
## The Sessions-Editor



You can create complete sessions in the menu **Session-Editor**. Unlike in the **Pilot** menu, the sessions are not recorded live, but programmed and ‘composed’, in a manner of speaking.

Accordingly, the work space looks a bit like a musical score, which is arranged in rows. All functions, that are operated in the **Pilot** menu via the two consoles, are also available in the **Session Editor** (except for the crossfade). However, they are shown as compressed, which means that each parameter is not operated by using controllers, instead the values are entered directly in the form of numbers.

To create a new session, click on the green plus sign **+** at the top left. Next to the visible Tabs **Copy** and **SnapShots** (see “The Sessions Editor” > ”Tabs”) a new tab will appear with the temporary name “newCode”. To create a new line, click the blue plus sign **+** at the bottom of the window:



If you insert another row, the settings of the previous line will be copied, meaning that an identical row will be inserted. This makes sense, because for the majority of cases you only want to change one parameter.



*Note*

*The green highlighting of the parameter is just for clarity, and indicates where the particular line is different from the previous one. The first row of the score is always green.*

## Functions

You can change each value by double-clicking the number, whereupon arrows appear. You can modify the number by operating the arrows or by double-clicking on the number (it is highlighted in blue) and typing in a new value. It should be noted that the lowest possible value for **D** is 10, and that **L** always has a decimal (for example, enter “4.0” instead of “4”).




*Note*

*The fields **B–E** exist in quadruplicate, since each of the four LED groups' parameters can be set specifically.*

The following detailed descriptions refer to functions that are only available in the Session-Editor. Otherwise, see “Pilot” for more detailed explanations:

- A** Select the Strobe (LEDs)
- B** Control the Brightness
- C** Blinky- and Phase Shift Function
- D** Ration of Switch on and Switch off Time
- E** Number of Flashes
- F** Linking Controllers
- G** Manual Frequency Setting

Instead of determining the frequency via the two parameters **number of flashes E**, and **cycle time L**, the desired frequency can directly be entered here. Mark the score line by clicking on the number left of the line, then press the **Frequency** button  and enter the desired frequency (= number of flashes per second). This will now be applied to all LEDs.

### Example

You select the frequency **10**. The Lucia-Program will accordingly modify the fields showing the number of flashes **E** of all LEDs:

Starting from the shortest possible cycle time **L** 2.5 seconds, the program will calculate the required number of flashes. Based on the formula:

Cycle time **L** x frequency **G** = Number of flashes **E**

you obtain the following calculation:

$$2,5 \times 10 = 25$$

This means that the number of flashes is automatically set to **25**.



## H Frequency Display

### I Time of Beginning of the Row

If you select a row (click on the gray row number), it will show when the line begins playing. The first row will always start at “00:00”.

### J LED Dimmer

In addition to dimming, you can also place a checkmark to enable the **Smooth function**. This means that the program will not abruptly jump to the entered value, but the brightness will continuously increase or decrease (depending on whether the value in the previous row was higher or lower). With this feature you can make the transitions smoother.

### K Halogen Dimmer

### L Cycle Time

### M Forced Shift (= FS)

Here you can adjust when the program switches to the next row. It is based on either the **number of cycles N**, or to the **fixed line duration O**. Place a checkmark by **forced Shift M**, and the parameter **O** will remain active. If you do not place a checkmark, then **N** will remain active.

### N Number of Cycles (= Loops)

When this setting is active (no checkmark by **forced shift M**), the Session Editor will change after the specified repetitions to the next line, or it will switch off if no more lines follow.

### O Fixed Line Duration

If you enable this setting (checkmark by **forced shift M**), then the line breaks will be held after the given line period. In this case it is possible that a cycle is not yet played in its entirety or that a cycle will be played several times.

#### Example

The following values are given:

Number of cycles **N** = 7

(cycle time **L** = 5 seconds)

Fixed line duration **O** = 10 Sekunden

If **forced shift** is inactive (no checkmark), the line break will occur after 35 seconds (7x5). However, if the **forced shift** function is active (checkmark), then the program will switch to the next line after 10 seconds.

## More Functions



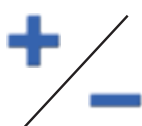
### Copy

With this button you can copy the selected row. The copied information is stored in a buffer memory, which is accessible: The tab **Copy** displays all copied score lines (see “The Session Editor”> “Tabs”).



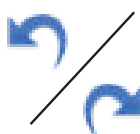
### Insert

This button inserts copied lines. In principle, the line will be incorporated at the end of the score, unless you specify the insertion location by selecting an existing line: The inserted row will appear below the selected line.







### Add/remove Rows


To add a new row, click the plus symbol (= **adding** button). As it is with the insertion of a row, it will appear at the very end unless you select an existing line. To delete rows, select them and click the minus symbol (= **delete** button).





### Undo/Redo

With these arrow buttons you can undo a step, or take a step forward in the sequence.

The button **Play All**  will play the entire score, and the button **Play**  will only play the selected line. The buttons **Pause**  and **Stop**  as well as the hourglass have the functions already described in “Autopilot”.

With **Load**  you can retrieve scores that you created and already stored in the **Session Editor** – you can also continue editing these. However, sessions that you created in the **Pilot** menu are not available or able to be worked on in the Session Editor.



If you would like to save the existing score as a new file, go to  **Save As ...** In this case, you assign a new name for the file and you can select the appropriate folder and category. However, if you have edited an existing score and would like to overwrite it, then save it with the button  **Save**. The old version will no longer be available, but the name and location will remain.






### Note

*When you save a score in the **Session-Editor**, two files are made: One will be a normal session, which you will be able to play later in the **Pilot** or **Autopilot**, and the other one will be a source code file that can only be opened and worked on in the **Session-Editor**. If you create a new folder when saving, two folders with the same name will be created – one for the sessions and one for the scores.*

## Tabs


You can find the tabs at the top of the Session Editor.  **Copy** and  **Snapshots** are two tabs that are always present – they act as a clipboard.

Under  **Copy** you will find the row that you copied – this tab is primarily there to offer clarity. The Tab  **Snapshots** shows the settings that you recorded during a session per snapshot (in the **Pilot- or Autopilot** menu). They act as a source for lines that you can copy and paste (they will appear in the **Copy** tab). While it is possible to change features such as brightness in the Copy and Snapshots parameter tabs, it is not possible to save them. They can only be saved once they have been incorporated into the score.

To open your own score, click the green plus symbol  on the top left of the screen. The two blue arrows on the right are used to navigate between the tabs, but the tabs can also directly be selected with a mouse click.



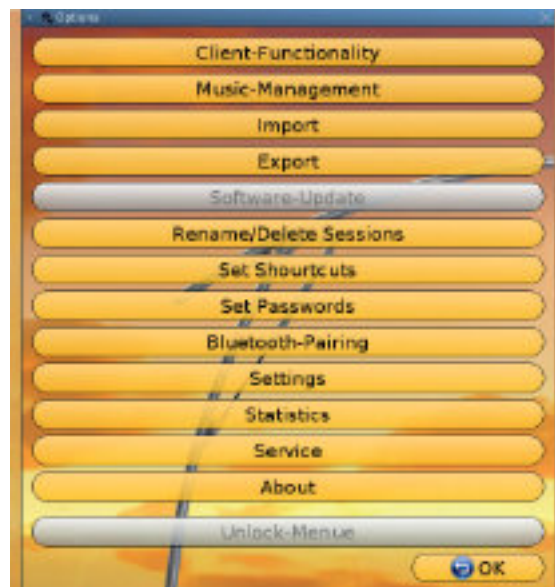
### Note

*The tabs Copy and Snapshots are regenerated each time you open the Session-Editor, whereas user created tabs will remain unchanged. Once you close an unsaved score with  it will definitely be deleted. Leave the tab open while you close the Session Editor in order for them to be available the next time you open the program.*

## Options



You will find a variety of functions in the **Options** menu. Here you can import music, export sessions to upload them, and also define passwords for access to the four menus.



### Client-Functionality (de- / activate)

If you enable the client function, the Lucia program will keep track of your clients' session viewing habits, i. e. which client has viewed which session how many times (see "Autopilot" > "Client Sessions").

## Music Management

Here you can manage your music (see “Music Player”).

### Import



*Note*

**Import** and **Export** can only be selected when a USB stick is plugged in. If you would like to import sessions from other Light Attendants via USB stick, you can do it here (see also “Lucia N°03-Academy” > “Download Sessions”). In addition to that Playlists and MP3 files on the stick are also transferred to the laptop.



*Note*

In the special case that your laptop stops working and you import the data onto a new laptop, the statistics and the client data are imported as well.

### Export

Here you can generate the Lucia folder structure on a USB stick (see “Lucia N°03-Academy” > “Prepare USB Stick”) and export sessions that you have created yourself and make it available to others (see “Lucia N°03-Academy” > “Upload Sessions”). Furthermore MP3 files, playlists and the statistics (see “Options” > “Statistics”) are transferred to the stick as well. When exporting music data please make sure that the folder “music” on the USB stick is empty or else an error message might occur.

## Software Update

If you have downloaded a new software, transferred it to the Lucia N°03-USB stick, and plugged it into the laptop, here you can search manually for updates. Normally however, the Lucia N°03-Laptop will recognize whether a software update is available or not as soon as you insert the USB stick (see “Lucia N°03-Academy” > “Software Update”).

## Rename / Delete Sessions

Here you can rename sessions, move them to another folder (both via **Edit**), or delete them. You can also perform these functions in the session loading screen of the Autopilot or the Pilot. There are two types of sessions to be distinguished:

### Locked Sessions

- ▷ are labeled with “9999” at “Source”.
- ▷ can be moved to another folder.
- ▷ cannot be assigned to any other category (Adagio, Moderato, Presto, Various).
- ▷ cannot be renamed.

## Unlocked Sessions

- ▷ has no label at “Source”.
- ▷ can be moved to another folder.
- ▷ can be assigned to a different category.
- ▷ can be renamed.

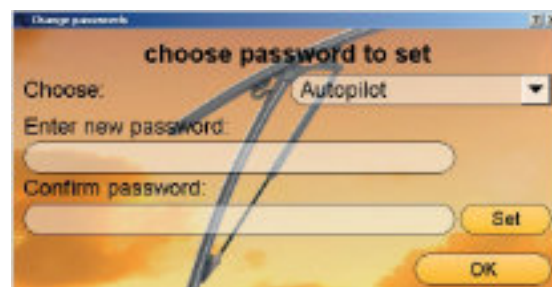
## Set Shortcuts – Sessions

„**Load-Sessions**“: Here you can define the functionskeys F1-F10 as shortcuts for quick loading a session in the autopilot-menu. Doubleclick the line you want to change and select the desired session.




## Set Passwords

Here you can specify that a password must be entered when you click on one of the four menus (**Pilot**, **Autopilot**, **Session-Editor**, **Options**).



Select the menu that should be provided with a password. Type in the same password in both fields and press **Set**. A window will appear that reads “New Password Successfully Set.”, confirm with **OK**, then press **OK** again to return to the **Options** menu.



You have now set the password, but it has not yet been activated. To do this, click on the bottom left of the main menu on the lock icon . You have now specified that you always require the password in order to access the four menus.



*Note*

*The menu Options represents a distinctive feature: If the lock is enabled, you can still get into the menu, but most functions are not able to be used until you enter the password. Click Unlock Menu and enter the corresponding password.*

If you have forgotten a password, or would like to remove it, return to **Set Passwords**, select the desired menu, but leave both fields blank. Now, if you press **Set**, a window will appear that reads “Password Successfully Removed.”. Confirm with **OK**.



*Note*

*If you forgot the password for the Options menu, go to Options > Service > Reset All Passwords and enter the key (a combination of numbers that can be obtained from our support team). Now all passwords are removed.*

## Bluetooth pairing

Lucia N°03 can only be used with a specially prepared laptop that is configured to the Lucia-technology. The laptop that is included in the delivery was already configured to your Lucia N°03 in the factory setting. However, if you connect a different Lucia N° 03 with the laptop or use a new Bluetooth USB stick, it is necessary that you perform a pairing. Firstly click Search. Now all the Lucia lamps that are within reach of the bluetooth signal as well as the lamps that have already been paired are listed.



Choose the device that is to be paired and click **Pair Selected**. When the process is finished, hit **Close**. The pairing between Lucia N°03 and your laptop will be successfully completed and normally a connection will automatically be established (otherwise, see “The Lucia N°03-Laptop” > “Building a Bluetooth Connection”). In case your Lucia N° 03 has been paired incorrectly, it is necessary to undertake an unpairing. Follow the same steps as described before, but instead of clicking **Pair Selected**, click **Unpair Selected**.

## **Settings**

See also Import / Export of music files.

## **Statistics**

Here you can see the statistics of the played sessions: If you select a year, the number of initiated sessions will appear, as well as the total duration of sessions in hours.

## **Service**

### **Reset all Passwords**

If you have forgotten your password for the Options menu, you can reset all passwords here, by entering the key (see “Options” > “Set Passwords”). This key (a combination of numbers) can be obtained from our support team. Request at [office@light-attendance.eu](mailto:office@light-attendance.eu) the description code with this number combination. Don't turn your Lucia N°03 Practitioner System off; therefor it would generate a new number combination.

### **System Service**

This menu point is only relevant to technicians who service the laptop.

### **Enable Pilot Function**

This menu point allows you to expand the spectrum of functions of older Lucia models that are only capable of Autopilot. If you would like to use all of the function of the Pilot and the Sessions Editor, then please ask our support team for a key.

### **Factory Reset**

To delete all sessions, configurations, statistics etc., i. e. to reset the laptop to the factory settings, please enter the key (to be requested from our support team).

### **About**

Here you can find which software version you are using.

### **Unlock-Menue**

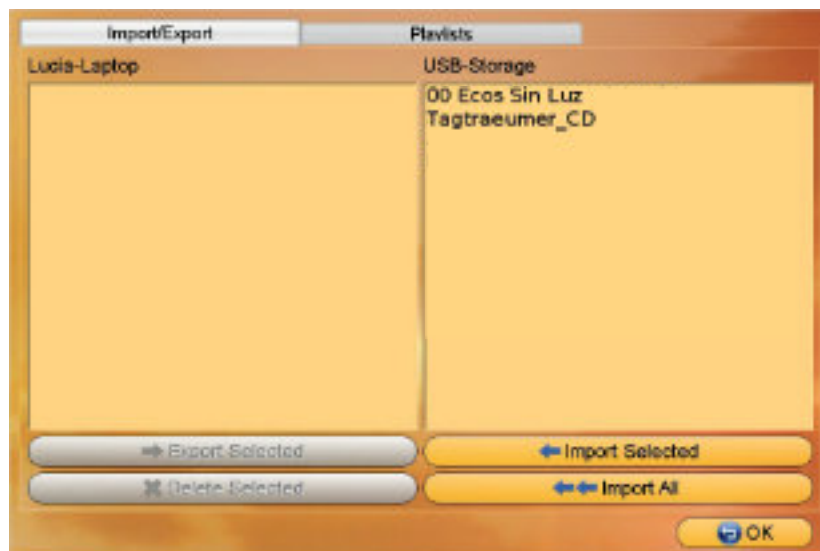
Here you enter the password for the Options menu – if you have set one (see “Options”>”Set Passwords”).

## Music Player

The music player 🎵 is always at the bottom of the screen so you can access it at any time (unless a load or saving window is open or you are currently in the Options menu). You can directly play the music through the speakers of the laptop or plug in headphones. Since there is no music on the Lucia N°03-Laptop, you can transfer your personal music to the laptop. Music files must be in a MP3 format (file extension “.mp3”):

### Upload music

Insert the prepared Lucia N°03-USB stick (see “Lucia N°03-Academy” > “prepare USB stick”) into your personal computer where the music is stored. Copy the desired music into the folder Lucia > user > music. Whether you copy individual song files or entire folders makes no difference – the Lucia N°03-Laptop will recognize the files as individual songs and will adopt the names of the files. Plug the USB stick (instead of the mouse USB stick) into the Lucia N°03-Laptop, go to the Options menu, and select Music Management. This will open a window and in the field “USB-storage” on the right the songs, that were found on the stick, are shown:



Either click on **Import All** and all songs will be transferred to the laptop, or select individual songs and click **Import Selected**. If there are songs on the USB stick that are already on the laptop, they will be highlighted in green and won't be imported twice. The transferred files will now appear in the window “Lucia N°03-Laptop”.



#### Note

If you want to select multiple files in a row, click the first song you would like, hold down the mouse button, and then select the other songs. To select multiple individual files, hold down the “Alt” key on your keyboard and select the songs by clicking on them. In addition, you have the option of using the button **Export Selected** to transfer selected music from the laptop to the USB stick, and you can delete songs from the laptop with the button **Delete Selected**.

## Create a Playlist

Go from the Import/Export tab to the tab Playlists. All songs that are found on the laptop will appear in the window on the left. To create a new playlist click the **New Playlist** button **+**.

A new playlist titled “New Playlist” will be created. If you double click it, the name is highlighted in blue and you can type in a new name.




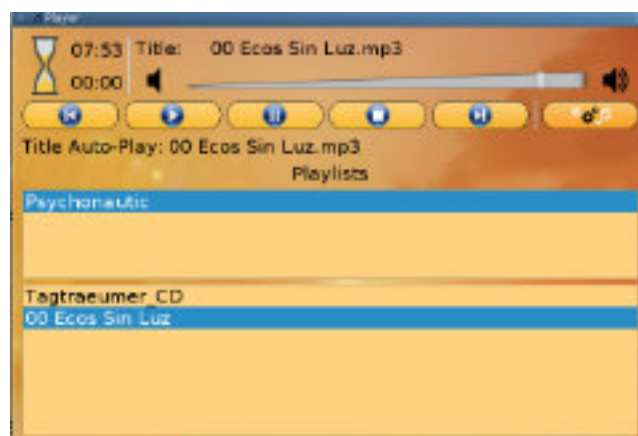
You now have a new, but empty playlist. To add songs, click the name of the playlist so that it is highlighted. Then select the song or songs you would like and click the button **→ Add to Playlist**. The selected music will also now appear in the field “Titles” where all songs of a playlist are displayed. The order in which the songs appear in “Titles”, is also the order in which songs will be played. There is no way to reposition the individual song titles.



You can only delete tracks from the list and insert them again. To delete playlists or individual songs from playlists, select the item to be removed by highlighting it with clicking and then press **✖ Delete Playlist** respectively **✖ Remove from Playlist**. When your playlist is finished, click on **💾 Save** and **👌 OK**, in order to return to the **Options** menu.







## Play Music


Click on the music player button  on the bottom left. The following window will open:



Highlight a playlist in order to view the accompanying songs. You can use the volume control by clicking on the slider and either move your mouse to the left or right.


Use the buttons to give the player the following commands:

-  The player will jump to the previous song. You can also select songs by double clicking.
-  The player will play the song. When pressed again, the song will start from the beginning.
-  The song will pause. Press again to resume.
-  The song will end.
-  The player will skip to the next song.
-  The song starts synchronously with the start of the session.

To hide the player, click onto the background outside of the music player window. The music will continue running. If you press the music player button  again the window will reappear.



### Note

You can start the music simultaneously with a session by selecting the  “Auto-Play” function beforehand. If you pause the session, the song continues. The start of a new session, however, starts the selected song again synchronously.

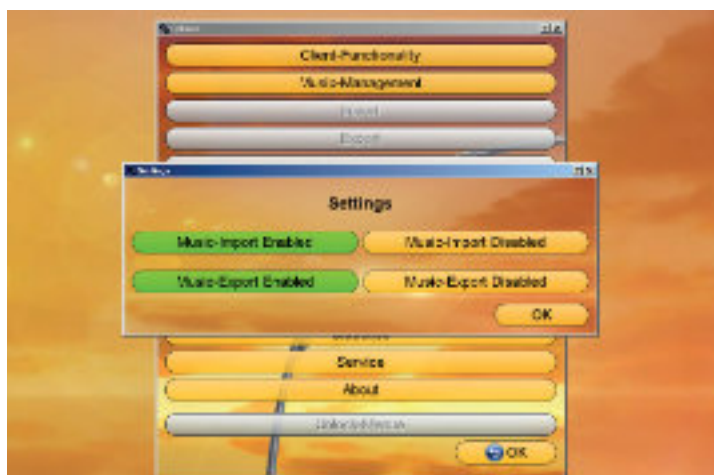


### Note

Please don't use headphones operated by bluetooth because this is already used to operate the lamp.

## Import / Export of music files

Basically, the music files are imported or exported with the other Lucia N°03 data (Sessions, Configurations ...). If you have large music files stored on your Lucia N°03 laptop, the import/export process on the Lucia N°03 USB stick can take much longer and take up space on the USB stick.



### Note

You can select in the menu "Options/Settings" if you want to import/export with or without music files. The selected setting will be highlighted in green after clicking.



## ■ LUCIA N°03-ACADEMY

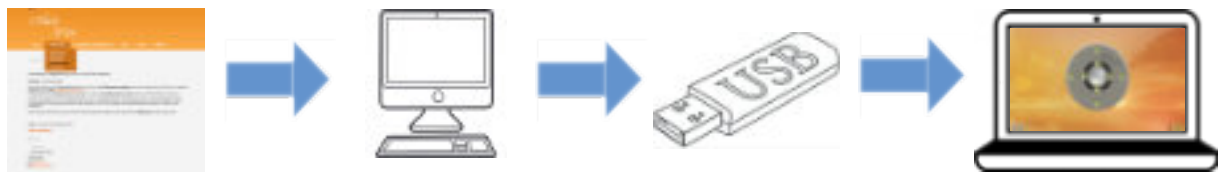
The Lucia N°03-Academy is an online platform connecting all Light Attendants across the world for an open exchange of ideas and experience as well as for the further development of the Lucia N°03 technology and the hypnagogic light experiences. As a Light Attendant you may register at [www.light-attendance.eu](http://www.light-attendance.eu) / menu „Customer area“.

### Functions of the Lucia N°03-Academy

You can use the Lucia N°03-Academy for:

- ▷ Communicate with other Light Attendants in the online chat
- ▷ Post experiences and results from your work
- ▷ Read experiences and results from other Light Attendants
- ▷ Download sessions, configurations, music and sourcecodes from other Light Attendants
- ▷ Upload sessions, configurations, music and sourcecodes for other Light Attendants

Every time you want to download a file from the Lucia N°03-Academy, you must follow these steps (or in the reverse order, if you want to upload data):

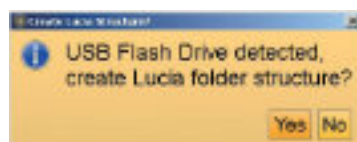


Once you have downloaded a session or an update to your computer from the homepage, transfer the file to the Lucia N°03-USB stick and then transfer it to your Lucia N°03-Laptop.

Before the first transfer you must prepare your USB flash drive:

### Prepare the USB Stick

In order for the Lucia N°03-Laptop to interact with the USB stick and to know from which folder it is to pick files, it needs a special folder structure. If you plug in the Lucia N°03-USB stick for the first time, you will be asked whether this structure should be generated:



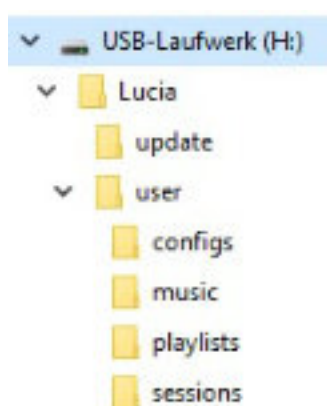
In case you would like to use another USB-Stick, please make sure that it is formatted for MS.dos FAT 32.

Click on **Yes**. The laptop has now created a “Lucia” folder on the stick, which will include an “Update” and a “User” folder. The “Update” folder is relevant for the transfer of updates, and the “User” folder is needed for the transfer of sessions or music. Your Lucia N°03-USB stick is now ready for data transfers.



*Note*

*Do not change the names of the folders so that your Lucia N°03 laptop can recognize the data. The update always has following name (each version): “lucia\_update.enc”. As soon the update is carried out, the data file “lucia\_update.enc” in the file “update” is deleted.*



## Software Updates

Since we constantly develop our software and strive to make it as user-friendly as possible, there are frequent updates. If you would like to install a more recent software version on your laptop, follow these steps:



*Note*

*To view which software version you are currently using, go to **Options > About**.*

### Downloading Software Updates

- ▷ Open the website **www.light-attendance.eu** with the browser on your internet enabled computer.
- ▷ Click on the menu **customer area/Lucia N°03 Academy** in the Academy and log in.
- ▷ Now click on the relevant update (lucia\_update.enc).
- ▷ Now transfer the update from your computer to the previously prepared Lucia N°03-USB flash drive by copying the file in the folder – Lucia > Updates.

### Transfer Software Updates to the Lucia N°03-Laptop

Plug the Lucia N°03-USB stick into an available USB port on your Lucia N°03-Laptop (if necessary remove the mouse USB stick). If the laptop is to detect a valid update on the stick, a window will appear with the question “Update Software?”. Click **Yes**. If you clicked **No** by

accident, you can either insert the stick again, or you can go to **Options** and select **Software Updates**. If the update has been transferred, your Lucia N°03-Laptop may restart (“Reboot Computer Now”, click **OK**).



*Note*

*If the Options menu is provided with a password, the laptop will not detect the update automatically and you must manually search for it (Options > Software Update).*

## Firmware-Update

A specialized control computer is located in the lamp head. This computer utilizes software (= firmware), which has to be compatible with the pc software. If this is not the case, this is automatically recognized and the firmware update is initialized. The firmware update window appears. Click on the update firmware button to initiate the update.



*Attention!*

*Make sure that the electrical supply is not interrupted during the firmware update. An electric power outage can lead to serious errors.*

## Downloading Files (to your Lucia N°03-USB stick)

### Download sessions, configurations, music and source codes

Downloading files works almost the same way as downloading updates. Follow the same steps as described in the “Software Updates Download” section. The only differences are:

Now transfer it to the prepared Lucia N°03-USB stick by copying the file from your computer to the appropriate folder **Lucia > user > sessions or configs or music or sourcecodes**.

### Transfer sessions, configurations and source codes to the Lucia N°03-Laptop

Plug the Lucia N°03-USB stick into an available USB port on your Lucia N°03-Laptop (or into the USB port of your mouse). Then go to **Options**, click on **Import**, then answer the following question “Import Data?” with **Yes**.



*Note*

*If your Lucia N°03-USB stick does not contain any data, or if it is removed from the laptop during the transfer, an error message will appear (“Import Error”).*

## Uploading Files (to your Lucia N°03 Laptop)

To upload a session, configuration, music or source code file, you have to transfer all of the laptop data to the Lucia N°03-USB stick first (=Backup):

- ▷ Insert the prepared Lucia N°03-USB stick (see “Lucia N°03-Academy” > “Prepare USB Stick”) into an available USB port on your Lucia N°03-Laptop (instead of the USB stick for the mouse).

- ▷ Click on the Options menu using the touchpad then click Export. All data from the laptop will be transferred to the Lucia N°03-USB stick.

## Backup



### *Attention!*

*During a backup, a copy of the data from your laptop will be made and transferred to the Lucia N°03-USB stick. All data that was previously on the stick will be deleted!*



### *Note*

*If the Lucia N°03-USB stick is removed during data transfer, an error message will appear. Plug the stick back in and try again. If the error message “Export Error. Can’t Delete Directory xy” appear, then insert the stick into your personal computer and delete the said folder(s) before you create a backup again.*

- ▷ Transfer the desired session with the stick on an internet-enable computer. The files are located on the stick in Lucia > user > sessions or configs or sourcecodes.
- ▷ Log into the Lucia N°03-Academy with your username and password.
- ▷ Write your contribution in the forum.
- ▷ Recommendation: If a file cannot be uploaded then pack it in a „.rar“ or „.zip“ file.

If you are to lose your Lucia N°03-USB stick, we recommend using a USB stick with at least 4 GB memory. Like the previous stick, it needs to be modified prior to first use (see “Lucia N°03-Academy” > “Prepare USB Stick”).

**Please note, that different USB-Stick always needs to be MS.dos FAT 32 format.**

## ■ LIGHT STREAMING

You can connect your Lucia N°03-Practitioner System with max. 256 Lucia N°03-Home Portals, to have a synchronous session supported by Lucia N°03-Practitioner System. Light streaming is likely used in workshops or in group experience. Your participants will experience the same session simultaneously. This will open a new joint experiential dimension. You are able to start a random session or compose your individual session here and now with the Lucia N°03 controller.

### Connect a Lucia N°03-Practitioner System with one or more Lucia N°03-Home Portal(s)

#### Technical requirement

##### Software

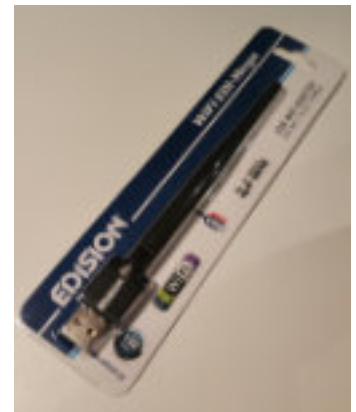
For the Light-Streaming-Function on your Lucia N°03-Practitioner System a laptop with Linux operation system is needed. All Lucia N°03-Practitioner Systems are Linux equipped from the serial number 0200 and up. If you do not have a Linux operation system based laptop, the system can be purchased by the manufacturer or dealership.

##### Router

Use only this router:

EDISION WiFi EDI-Mega (USB WIFI Adapter).

Only this type is compatible with the Lucia N°03-Home Portals-Software, because the driver is pre-installed. Please note that alternative drivers do not work and it is not possible to install a driver on the Lucia N°03-Home Portals on your own.



#### Step 1:

#### Preparation of the Lucia N°03-Practitioner System

Connect the router to the laptop (USB port).

You need 3-4 USB-openings on the Lucia N°03 Laptop:

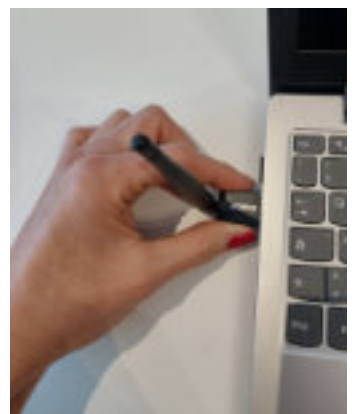
1 x Router

1 x PC Mouse

1 x USB-Bluetooth (= Connection Lucia N°03-Practitioner System with laptop).

1 x Lucia N°03 Controller (occasionally)

If your laptop only supplies 2 USB-ports, use a USB-HUB (USB-multiport not included in the delivery). Connect the router with the laptop. Please always hold the router on the lower part (USB connection) when connecting and disconnecting to avoid damaging the antenna.



As soon as the router is connected properly, your laptop will show you the connection through this sign 🌐 down left on your screen.



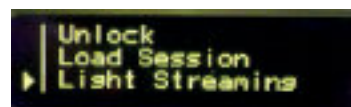
**Note**

If the wireless network symbol 🌐 does not show, please check, if you are using a Linux based Lucia N°03 laptop. Older windows based laptops do not provide this function.

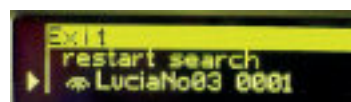
**Step 2:**

**Preparation for Lucia N°03-Home Portals**

Your Lucia N°03-Practitioner System is ready now. Turn on every Lucia N°03 Home Portal lamp, then click to Light Streaming on the Lucia N°03 Home Portal menu.



The search for networks will start. Several networks will be shown, in case you have several networks in your surrounding area. Choose in the menu which Lucia N°03-Practitioner System lamp should be connected, e.g. "Lucia N° 03 0001", and connect with a click.



As soon as you choose which Lucia N°03 Practitioner System you are using on your Home Portal, the display will show you following information:

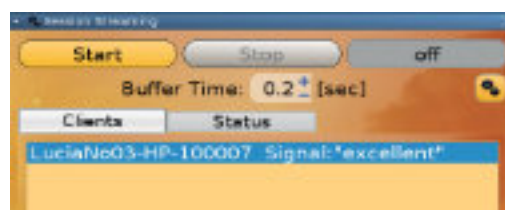


**Step 3:**

**Start the Light Streaming**

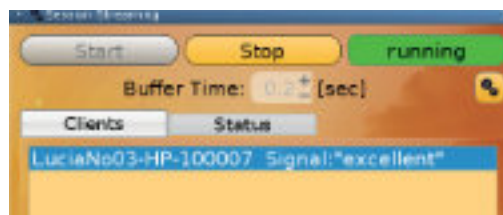
Click the sign 🌐, to open the menu **Light Streaming**.

Connect the Lucia N°03-Practitioner System with the chosen Lucia N°03-Home Portals, by clicking the Lucia N°03-Home Portal e.g. in the picture the row „LuciaN°03-HP-100007“, then click the button „Start“ (button top left, orange).





If the lamp is connected correctly you will see in the menu Light Streaming the status signal “running” (Button top right, green). When you leave the menu Light Streaming, you will see in the main menu down left, if Light Streaming is activated. The sign 🌐 is marked green.



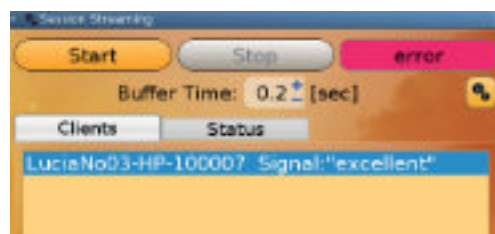
Start as usual your session with your Lucia N°03-Practitioner System. After one second all the other Lucia N°03-Home Portals will start completely synchronous with the chosen session.

You can always change the session on the Lucia N°03-Practitioner System (Freeze-Function, Dim, Real Time) or even stop the session. All Lucia N°03-Home Portals will follow this order. It is also possible to stop any Lucia N°03-Home Portal independently if needed.



#### Attention!

If the menu **Light Streaming** shows the function “error” (Button top right, red), then please check if the router works or has electric power. Check if every Lucia N°03-Home Portal is ready for receiving wireless internet access. If the Lucia N°03-Home Portal menu **Light Streaming** is showing other local area networks, then this means basically that your WIFI tool on the Lucia N°03-Home Portal is working. If your Lucia N°03-Home Portal does not show any WIFI activity, then please check with any other WIFI device (e.g. Laptop, mobile phone or tablet), if any WIFI network is found. If any other device shows a WIFI network but your Lucia N°03-Home Portal does not then supposedly the WIFI tool on your Lucia N°03-Home Portal is impaired or defect. Turn off the Lucia N°03-Home Portal, disconnect the power grid for 20 seconds and then try a new connection. If the error still exists contact your distributor.



## Lucia N°03-Home Portals which are added later

You can add more Lucia N°03-Home Portals at any time, by connecting a Lucia N°03-Home Portal in the menu Light Streaming. Be prepared that the connection happens rapidly. Don't be surprised that the light source begin with a bright light immediately, after connecting. Therefor take your ideal position and make sure that the mouse is handy before you start the Light Streaming. Later added Lucia N°03-Home Portals will be synchronized without any loss of time. This means, that all Lucia N°03-Home Portals will run synchronized within a short time.



#### Note

If a Light Streaming session is cut off (intended or accidentally), the other Lucia N°03-Home Portal will keep on running.

## Light Streaming with Lucia N°03 Controller

If you would like to use the Lucia N°03 controller for the light streaming, please note before using:

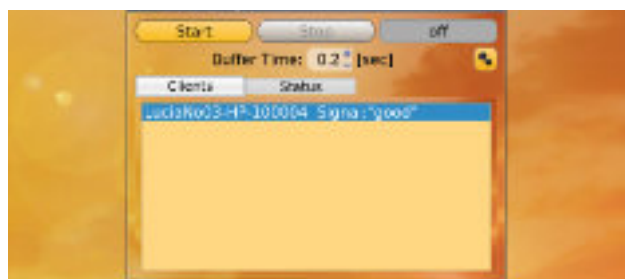


### Note

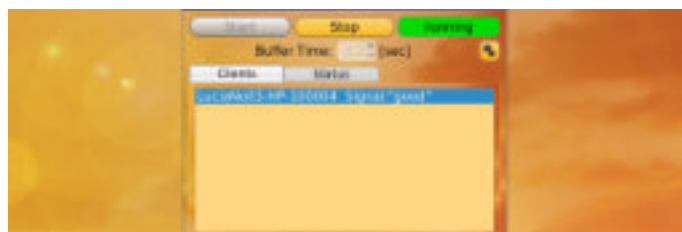
*The Lucia N°03 Controller starts in general with the less brightness level of the halogen light source and the LEDs are in flickering mode. This could cause a sudden and maybe an unpleasant start for the light traveler using the Lucia N°03 Home Portal.*

You can have a smooth effect like following:

- ▷ Connect the Lucia N°03 controller in the menu “pilot” with the Lucia N°03 Practitioner system.
- ▷ Do not start the Lucia N°03 controller yet.
- ▷ Connect then the Lucia N°03 Practitioner System with the Lucia N°03 Home Portal.
- ▷ But do not press “start” on your Lucia N°03 Laptop – the right box is still on “off”.



- ▷ Start the Lucia N°03 controller - only the Lucia N°03 Practitioner System will be activated, the Lucia N°03 Home Portal stays inactive.
- ▷ Then adjust the Lucia N°03 Controller as you please or how it seems pleasant for the light traveler: for example, turn off the LEDs and also the halogen light source or dim it to a lower level.
- ▷ You have now reached your requested “start position” on your Lucia N°03 Practitioner System via Lucia N°03 Controller, and are ready to connect with Lucia N°03 Home Portal.
- ▷ Press “Start” on your laptop, in order that the box “running” lights up green. From now on the Lucia N°03 Practitioner System and the connected Lucia N°03 Home Portal light are synchronic.



Now operate the Lucia N°03 Controller by your intuition and all the other light travelers enjoy the same light impulse synchronously.



### Attention!

*Be aware, that only trained light attendants accompany the light travelers to react properly in case of any incident.*

## ■ LUCIA N°03 CONTROLLER

The Lucia N°03 Controller allows you to navigate sessions in the pilot-menu. It is compatible with:

- ▷ Lucia N°03 Practitioner System - Software from 3.26 L
- ▷ Lucia N°03 Home Portal - Software from 1.11



### Preparation

- ▷ Make sure that your Lucia N°03 Controller is fully charged. A charging cable is included.
- ▷ Connect the USB-Bluetooth Stick from your Lucia N°03 Controller with your Lucia N°03 Laptop. The USB-Bluetooth Stick and the Lucia N°03 Controller are marked the same; for example: C0233



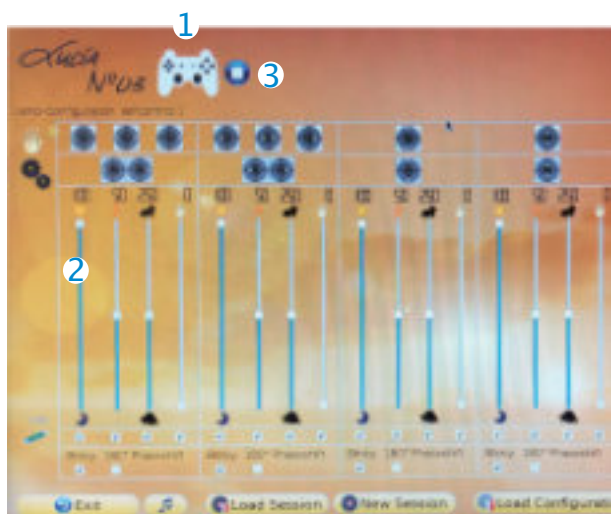
- ▷ Depending on how many USB-Ports you have, we recommend using a USB-Hub.
- ▷ Open the menu "pilot".



#### Note

*In other menus the function Lucia N°03 Controller is not available.*

Above left on your laptop you will see a picture of the Lucia N°03 Controller:



- 1 Picture of the Controller
- 2 Configuration visual display
- 3 Status display (stop, play, pause)



*Note*

*Store your USB-Stick in a safe place. If you lose it, you are not able to use your Lucia N°03 Controller.*



*Note*

*If you have your Lucia N°03 Practitioner System already a certain time and would like to upgrade it now with the Lucia N°03 Controller, please keep in mind, to upload the 4 configurations (=configs) to you Lucia N°03 Laptop.*

The 4 configuration files are available on the Lucia N°03 Academy in the "Download" area under "Controller Retrofit". Read the information first you will find there.

There are 4 controller configuration files named as follows (1-4), e.g.:

default folder\_selfcontrol 1\_easy.lacf

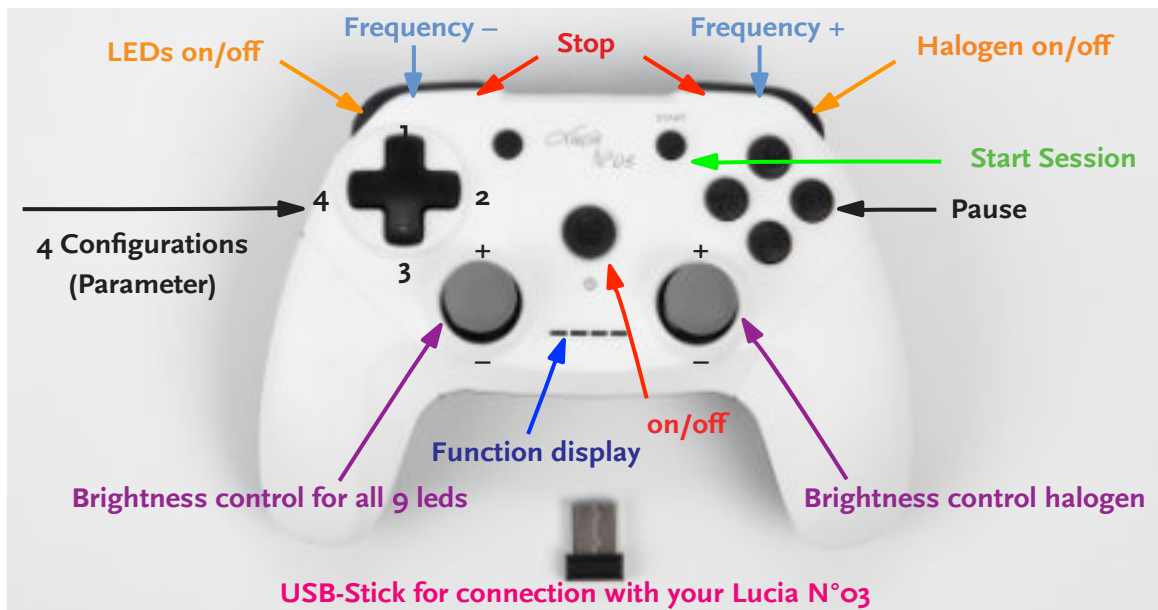
## Control elements

On screen of your Lucia N°03 Laptop the control parameter will show you the current configurations.




### Note

Your Lucia N°03 meditation lamp starts immediately after pushing the button "START". Arrange the position of the Lucia N°03 meditation lamp, so that others and yourself are not dazzled by the light.

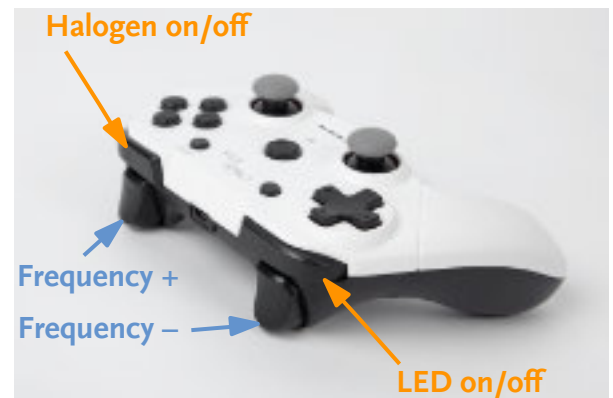


### Attention!

When you are ready for your session: As soon as the light is turned on please keep your eyes completely closed during the session, to avoid eye injuries.

- **On / Off initial operation**   
If the blue light beam does not appear on the Lucia N°03 Controller, please charge your Lucia N°03 Controller (charging cable is included in the delivery).
- **START**  
The light source starts immediately and is very bright.
- **Brightness control for all 9 light sources**  
With this regulator you can handle the LEDs and the halogen lamp at the same time:  
Push the regulator up: more brightness  
Push the regulator down: less brightness
- **Brightness control only for the halogen lamp source**  
Push the regulator up: more brightness  
Push the regulator down: less brightness
- **Pause**  
Turn on/ off all light sources (Button B)

- **LEDs on / off**  
(Button LB)
- **Halogen on / off**  
(Button RB)
- **Frequency –**  
To minimize frequency (Button LT)
- **Frequency +**  
To increase frequency (Button RT)
- **Stop**  
To turn off immediately: Press both buttons at the same time (Button LT & RT)



## Time out

The Lucia N°03 Controller has an automatic energy saving function factory-made that is activated three minutes after the last command was entered. To continue the session without interruption, please press the **On / Off** button. (Not the START button.) If there is no command input for thirty minutes, your Lucia N°03 switches off. However, no time out is activated in streaming mode.








## Function display



Information	Light bar	Mode	Charging cable	Lucia N°03 USB-Stick
Controller is ready for operation	1 blue light	constant glowing	Charging cable not on controller	USB-Stick of the controller is plugged into lamp/laptop
Controller is in sleep mode	no light shines	----	If the controller is not used, it switches off after a few minutes.	Controller is connected to lamp/laptop via USB-Stick
Loading process	4 blue lights	slow flashing	Charging cable is connected with controller and a charging station	no connection to lamp/laptop via USB-Stick
Loading process	4 blue lights	fast flashing	Charging cable is connected to controller and a charging station, Charging cable can be removed	no connection to lamp/laptop via USB-Stick
Loading process	1 blue light	slow flashing	Charging cable is connected with controller and a charging station	USB-Stick of the controller is plugged into lamp/laptop
Loading process finished	1 blue light	constant glowing	Charging cable is connected to controller and a charging station, Charging cable can be removed	USB-Stick of the controller is plugged into lamp/laptop
Note that there is no connection to lamp /laptop exists	4 blue lights	fast flashing	Charging cable not on controller	USB-Stick of the controller is missing on lamp/laptop, Action: Plug USB stick to lamp/laptop.

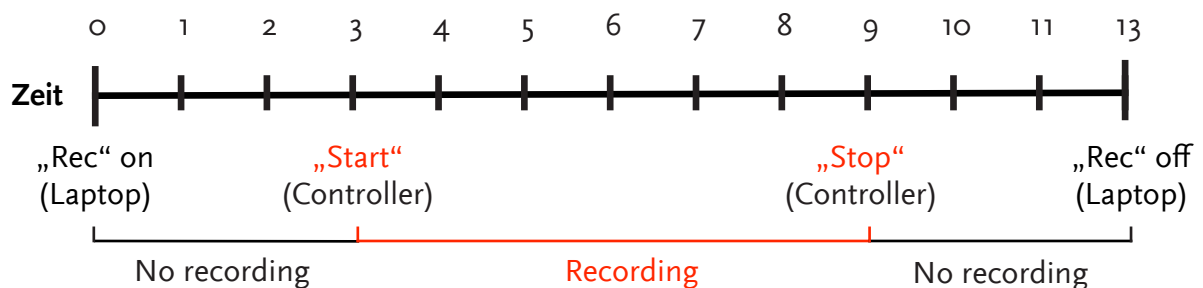
## Record a session

Prepare your surrounding for your comfort e. g. choose your favorite music, take a blanket to your chair, turn of distracting noise, etc.

As a standard feature the Lucia N°03 sessions start the recording in configuration 1. If you want to start the session with another configuration (2, 3 or 4), press right after starting with the “Start” button the wanted configuration button.

- ▷ Prepare your Lucia N°03 Controller ready to operate, by pressing “ON”, but do not press the “START” button  yet.
- ▷ Click on your laptop “New Session” (Button on the bottom of the screen).
- ▷ A window will open: “Click **Rec**  to start recording”.
- ▷ Press „**Rec**“  on the screen.
- ▷ Press “Start” on the Lucia N°03 Controller, as soon as you want to start. All nine light sources start with minimal brightness or minimal frequency in the configuration 1.
- ▷ And then create a session with various light effects as you wish.
- ▷ Then turn off the Lucia N°03 Controller (press both “Off” buttons at the same time).
- ▷ To finish the recording : press “**Rec**” .
- ▷ To Save the session  press the button.
- ▷ A new window opens: How do you want to save the session? choose category, topic, folder.

The time display starts as soon as you start the button “Rec” , and ends with the button “Rec” . But the session will only be saved between “Start” and “Stop”. The time before and after will not be saved.



## ■ WARNING AND ERROR MESSAGES



### *Attention!*

*As soon as the light sources are switched on, you must always keep your eyes completely closed in order to prevent injuries to the eyes!*

#### ▷ Overheating warning number 1:

Should the lamp head overheat, a heat warning symbol will appear on the right. There is no need to turn off the lamp, because the air cooling power will automatically be adjusted to the increased heat. When the temperature decreases again the symbol disappears.



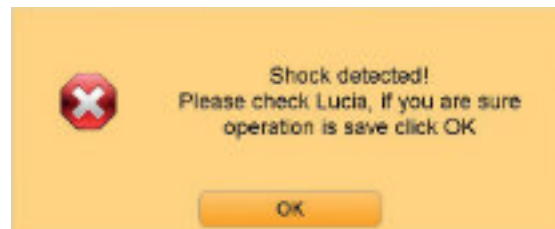
#### ▷ Overheating warning number 2:

If the lamp head is too hot, another heat warning symbol will appear and Lucia N° 03 will turn off automatically. After the temperature has dropped (after a few minutes), the warning symbol will turn from red to yellow and the user control will become active again.



#### ▷ Lucia N°03 – topple detection

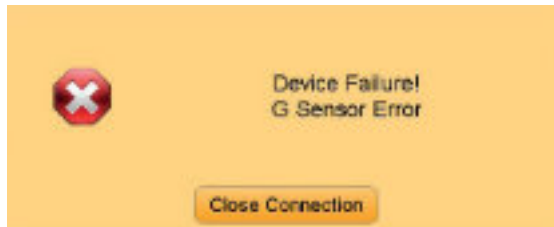
The topple detection works using a three axis accelerator sensor. When a certain acceleration is exceeded (i.e. due to severe shaking of the lamp head) the system experiences an emergency stop. An error message will indicate that the topple detection was triggered. The software will alert the user to the safe operation of Lucia N°03, and the user is asked to check the lamp.



Put your Lucia N°03 in a secure position and confirm the message with **OK**.

## ▷ Device Failure

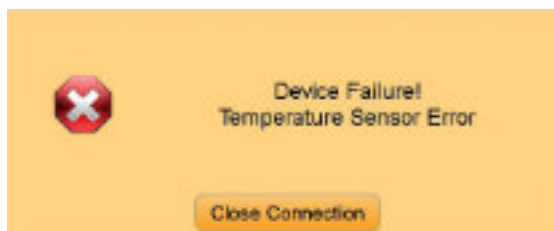
If a part of the hardware is not working properly, then a warning window will appear that reads “Device Failure”. There are four different types:



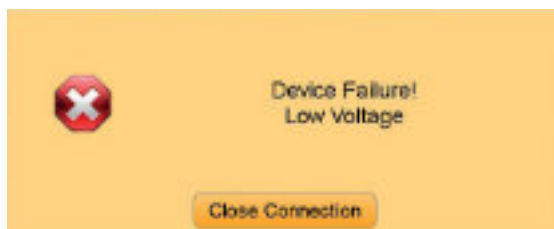
The topple detection sensor has a malfunction.



The temperature is too high (overheating warning number 3).



The temperature sensor is not working properly.



The voltage is too low.

Click on **Close Connection** to disconnect. Unplug the power source, wait a moment (about 10 seconds) until Lucia N° 03 is completely powered off, then reconnect to the mains.

If the error message “Temperature High” appears, then it is also necessary to allow Lucia to cool down for a few minutes. If the message “Low Voltage” appears, then check the power supply. In this case, check that all power plugs are inserted correctly and whether the green luminous diodes in the lamp head and on the power supply are lit up.

If an error occurs anew, remove Lucia N° 03 from the power supply and contact your dealer or manufacturer. Further information can be found on our website:

**[www.light-attendance.eu](http://www.light-attendance.eu)**.

## ■ CONTACT ADDRESS

When you continue to run into problems, after exhausting the suggestions in your manual, and believe that your Lucia N°03 may have a hardware defect, contact your dealer or the manufacturer.

Contact information is listed at **[www.light-attendance.eu](http://www.light-attendance.eu)**.

## ■ HOW TO PREPARE FOR COMPLICATIONS

Since its introduction in 2009, Lucia N°03 has proven to be a highly effective tool in regards to directly influencing brain activity and awareness. Her impact could be corroborated independently through university studies. The combination between constant and pulsing light as well as the confrontation of the brain with particular frequency sequences lead to changed states of consciousness.

To experience such situations and the reaction of the clients are always individual phenomena, and are therefore unpredictable. Problematic cases are seldom worldwide and are an exemption. **Still, it is your responsibility as a light attendant to be prepared for potential complications.**

In very rare cases, flickering light, as it is used during a Lucia N°03 session, can trigger an epileptic or epileptic-like attack. Also, extremely deep states of trance (for example shamanistic rites with occult acts) can lead to uncontrollable body movements such as jerking, which look and work similar to an epileptic attack. In such situations your client might hurt himself, for example, by falling off a couch.

Therefore:

- ▷ Know who to call in case of an emergency: Where is the nearest telephone? What is the emergency number? Which physician should be called?
- ▷ Upfront, provide safe seating- or reclining position for your client!
- ▷ We recommend to use the mouse in the remote control mode.
- ▷ **Never leave your client unattended!**

In case you observe a malaise or uncontrolled movements by your client (jerking, spastic movements):

- ▷ Immediately turn off Lucia N°03.
- ▷ You must ensure that the client does not get hurt (if necessary, support your client).
- ▷ Talk to you client in a soothing manner and try to bring him back into reality.
- ▷ Such attacks almost always subside after a short time. If not, please find help.

If an attack as described occurs, calmly talk to you client and discuss the situation. Recommend consulting a physician (General practitioner or Neurologist) or a hospital visit. It ultimately depends on your client's discretion if he/she wants to seek medical help.



**Attention!**

*It is mandatory to report such complications to the light attendance gmbh.*

The necessary form can be found in the manual or as an open word file to download from the Lucia N°03 Academy, which you will need to fill out and send to us. With this you are contributing to the development of Lucia N°03 and the concept of the sessions, and to enhance the safety of the application.

We warmly recommend, completing a First-Aid course.



## ■ TECHNICAL DATA

System Lucia N°03

### Dimensions

Height:	135 cm
Breadth:	65 cm
Length:	120 cm
Under clearance:	6,5 cm
Extension length:	75 cm
Weight:	10,7 kg

### Lamp Head

Rotation sector of the lamp head around the vertical axis:	180° in 45° feet
Rotation sector of the lamp head around the horizontal axis:	90° in 22,5° feet

### Material

Under frame:	stainless steel
Lamp head:	stainless steel and anodized (hard coated) aluminium
Protection type:	IP20
Operating temperature range:	between 10°C and 95°C; between 50° and 95° Fahrenheit
Storage temperature range:	between -20°C and 85°C; between -4° and 185° Fahrenheit
Electronic control:	Bluetooth type 1/USB

### Power Supply

Input power range:	100-240 VAC (47-63 Hz)
Current consumption:	1,58 A Aktive Power-Faktor-Korrektur
EMV:	CISPR22 level B, FCC Class B
EMS:	EN61000-4-2, -3, -4, -5, -6, -11, Medizintechnikzulassung
Safety:	EN60601-1, IEC60601-1

### Performance Data

Halogen:	1 x 75 W
LED:	8 x 10 W

Halogen Lamp: *USHIO Halogen MR16 EYC 12V / 75W FL36°*

We suggest using only the current version of the software and manual for the Lucia N°03.

You will find this download in the your Lucia N°03 Academy under **[www.light-attendance.eu](http://www.light-attendance.eu)**

## ■ APPLICATION NOTES

Light Attendant

Name .....

Address .....

Date.....

E-Mail.....

Lucia N°03 -Serialnumber .....

It was brought to my attention that the application of the hypnagogic light experience, utilizing the Lucia N°03 device, should only be used as directed within the workshops/ training. I understand that the liability of using the device is solely mine. Children and pregnant women, as well as individuals with intolerance to strobe light, are to be excluded from the hypnagogic light experience. This is due to that lack of research data with this demographic. Individuals with psychological conditions (psychosis, etc.) or medical conditions, i.e. tendencies to seizure disorders (epilepsy), should discuss the application of hypnagogic light experiences with their primary care physician before entering into a hypnagogic light experience.

When the light sources are switched on, it must be ensured that the eyes of the light travellers are always kept completely closed in order to prevent injuries to the eye! Clients should never be urged or persuaded to enter into an application, nor to continue an application, against their will.

The Light Attendant has to stay with his client during the whole session so that he can be at his service without delay if needed. In case of an unwanted incident in connection with the use of Lucia N°03 the Light Attendant is obliged to inform the manufacturer – light attendance gmbh, Claudiaplatz 1, 6020 Innsbruck, Austria, office@light-attendance.eu – by using the form as attached (or download [www.light-attendance.info](http://www.light-attendance.info), Lucia N°03 Academy). In case of selling the device the Light Attendant cares that a) the new owners are trained in a professional way and b) the manufacturer will be informed about the names and full addresses of the new owners.

Note: The meditation lamp Lucia N°03 is not a medical device. Therefore, the meditation lamp Lucia N°03 is not intended for the following purposes: Diagnosing, treating, mitigating or preventing a disease, disorder or abnormal physical state, or any of their symptoms, in human beings or animals, restoring, modifying or correcting the body structure of human beings or animals or the functioning of any part of the bodies of human beings or animals.

.....  
Print name and signature:  
(Light Attendant)

.....  
Print name and signature:  
(certified trainer)

## ■ APPLICATION NOTES

Light Attendant

Name .....

Address .....

Date.....

E-Mail .....

Lucia N°03 -Serialnumber .....

It was brought to my attention that the application of the hypnagogic light experience, utilizing the Lucia N°03 device, should only be used as directed within the workshops/ training. I understand that the liability of using the device is solely mine. Children and pregnant women, as well as individuals with intolerance to strobe light, are to be excluded from the hypnagogic light experience. This is due to that lack of research data with this demographic. Individuals with psychological conditions (psychosis, etc.) or medical conditions, i.e. tendencies to seizure disorders (epilepsy), should discuss the application of hypnagogic light experiences with their primary care physician before entering into a hypnagogic light experience.

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.....  
Print name and signature:  
(Light Attendant)

.....  
Print name and signature:  
(certified trainer)

## ■ REPORT OF AN UNWANTED INCIDENT

This form can also be found as a word.doc in the Lucia N°03 Academy under [www.light-attendance.eu](http://www.light-attendance.eu)

### in connection with the use of Lucia N°03

Light Attendant (name).....  
Lucia N°03 -Serialnumber.....  
Date / place of the incident.....  
Name of the session .....

When did the incident occur: ☐ at the beginning of a session  
☐ in the middle  
☐ at the end  
☐ after the session?

How many sessions has the client experienced before? .....  
Has the client had a problem with a session before ☐ Yes ☐ No  
If yes, what kind of problem?

.....  
.....  
.....

Which of the following factors were present?

☐ Prior illness.....  
☐ Foreing substances.....  
☐ Lack of sleep.....  
☐ Stress.....  
☐ Other.....

Information regarding concerned individual:

Note: As a Light Attendant, please carefully retain the signed reconnaissance form, indicating that you have informed the individual of any risks prior to the session.

Initials (frist and last name).....

.....

Date of birth.....

Gender .....

Description of the incident:

.....  
.....  
.....  
.....

.....

Did the individual urinate?	<input type="radio"/> Yes	<input type="radio"/> No
Did the individual bite his/her tongue?	<input type="radio"/> Yes	<input type="radio"/> No
Did the individual foam at the mouth?	<input type="radio"/> Yes	<input type="radio"/> No
Has the person suffered any other injuries?	<input type="radio"/> Yes	<input type="radio"/> No

If yes, explain?

.....

.....

### **Previous signs:**

Did the person mention something special, unusual at the beginning of the light experience?  
If yes, what?

.....

.....

### **Actions**

Emergency Call?	<input type="radio"/> Yes	<input type="radio"/> No
Doctor's visit?	<input type="radio"/> Yes	<input type="radio"/> No

Other:

.....

.....

### **Outcome of the incident**

If possible, please ask the affected person after one week for:

Enduring/ lasting problems?	<input type="radio"/> none	<input type="radio"/> yes	<input type="radio"/> unknown
-----------------------------	----------------------------	---------------------------	-------------------------------

If yes, which ones?

.....

Did the person notice something that has changed in the meantime?  
This can be quite common or inconspicuous, e.g. concerning sleep, changed behaviors or the like.

.....

.....

## GLOSSAR

Handy hint: use the practical search function in the pdf.file.

You find this file and other forms online on our homepage [www.light-attendance.eu](http://www.light-attendance.eu) / Lucia N°o3 Academy.

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