



YULIO

USING YULIO

TABLE OF CONTENTS

SECTION 01	How do i access my Yulio account?	03
SECTION 02	How do i start using Yulio?	04
SECTION 03	How do i share a VR project with clients?	06
SECTION 04	Yulio's access controls	08
SECTION 05	Yulio's collaborate feature	12
SECTION 06	Navigation Hotspots	16
SECTION 07	Audio Hotspots	20



SECTION 01

HOW DO I ACCESS MY NEW YULIO ACCOUNT?

Once you have set up an account on Yulio, visit Yulio.com and click the **Sign In** button in the top right.

- **Enter the email address** you used when you signed up for your account
- **Check your email** - You will receive an email from support@yulio.com with the subject line "Sign in to Yulio". The email has a Secure Login button to complete the sign in process
- Click the **Sign in As** button to complete the authentication process
- **Set up a Password** - Yulio will use this password for your sign in if you choose to sign out or are signing in from a different device. However, Yulio will remember you if you have cookies enabled, which is particularly useful on mobile devices where passwords can be more cumbersome to enter

Since you will likely be using mobile devices to view VR experiences, the password memory will be useful and secure.

SECTION 02

HOW DO I START USING YULIO?

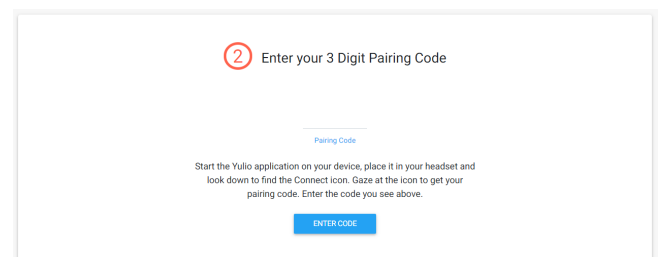
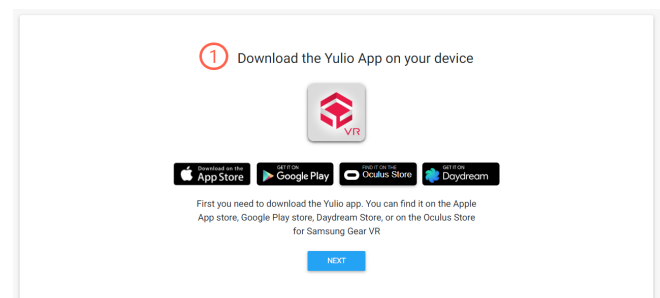
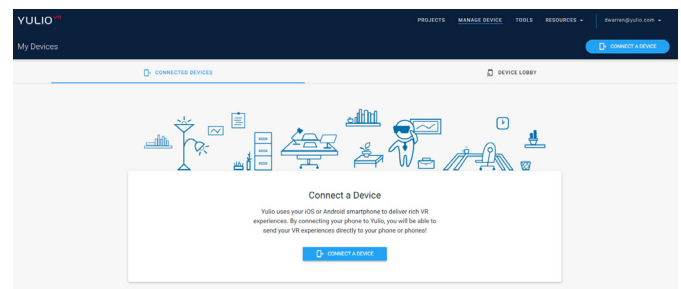
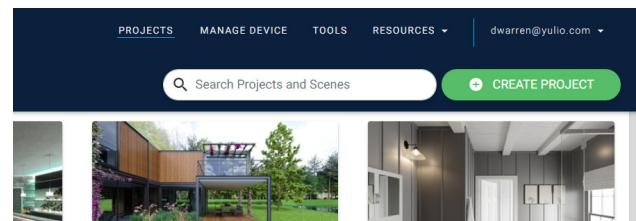
Once you have signed in to your account, the next steps to start using Yulio are:

- [Download the free Yulio Viewer App](#) from the App Store or Google Play Store.
- [Connect your phone](#) or device to your Yulio account.

01

HOW TO START USING YULIO

- Find the Manage Device tab on the top navigation bar. On the Manage Device page, click the Connect A Device button and open your Yulio Viewer App.
- Place the device in a headset and glance down to find the Connect icon. When you gaze at the icon, you will get a pairing code. Enter the pairing code you see displayed, in the box on your browser.
- You can pair multiple phones or devices and name them to keep track of which phone you will send VR projects to.
- Install the relevant plugin for your CAD tools.
- Now, you're ready to begin creating a VR project.
- Open your Revit, Rhino, 3DS Max or SketchUp tools to export 3D files. View your model in VR or download a sample project from our Showcase. Our Showcase is available under the Create menu and contains scenes for most authoring engines.
- To upload, on your top navigation bar, click **Projects**
- Click the **+ Create Project** button, upload your files to the drop zone or browse to select your files. The cubemaps are scenes that you will use to build your VR project.
- You can re-order and re-name scenes to tell your story. After the cubemap uploads, click to view in VR or browser/Fishtank mode.
- You can now share your VR project via unique URL or through Collaborate mode.



SECTION 03

HOW DO I SHARE A VR PROJECT WITH CLIENTS?

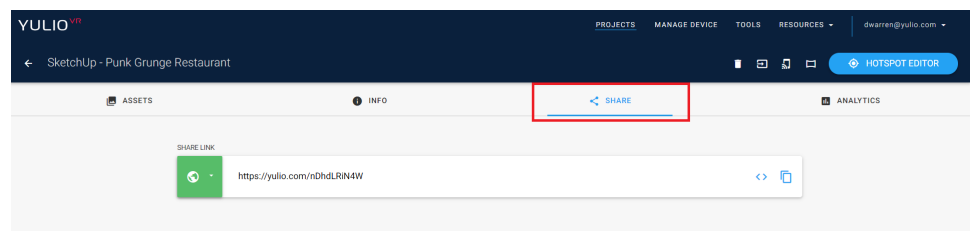
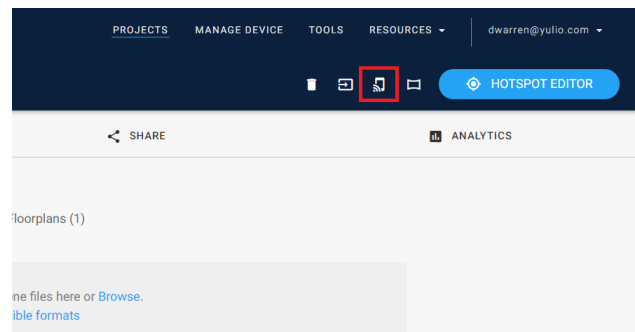
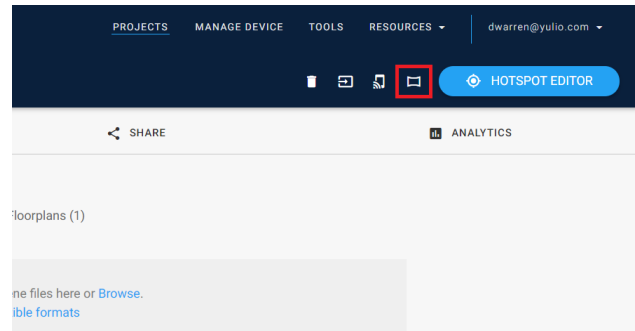
Once you have created a VR project, you can share it with clients by sending them a unique URL, or by having them join you in a Collaborate session. Collaborate is a 'presenter mode' that can be used to take clients through the VR project yourself.

For more on that, see the Collaborate user guide.

01

HOW DO I SHARE A VR PROJECT WITH MY CLIENTS?

- To share a VR project, under the Projects tab, click on the project you would like to share.
- To view the VR project in browser/fishtank (without VR goggles) click on any thumbnail or click the View in 360 button.
- To send the VR project to your phone, click on the Add to Device button. The VR project will be sent to all paired devices.
- To send a VR project link to clients, click on the Share tab. Here you will find your unique URL and embed code.



SECTION 04

USING YULIO'S USER ACCESS CONTROLS

If you're an admin user in a company account, you have the option to add, remove and assign permission levels to team members.

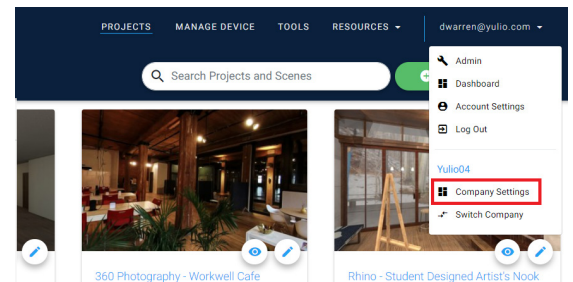
– IN THIS SECTION

- Using User Access Levels
- User Access Levels
- Removing a User

01

HOW DO I USE THE USER ACCESS CONTROLS?

- If you're an admin user in a company account, you have the option to add, remove and assign permission levels to team members.
- To manage your team members, click your email at the top right and select Company Settings.
- Under Company, go to [Manage Users](#)
- On the [Manage Users](#) page, you'll see an overview of who has access to Yulio, and at what level.
- To add a new user, click the [Add User](#) button at the top right, and enter the user's email. You will need to select the level of access you want the team member to have [see descriptions below].
- The new user will receive an email from Yulio, inviting them to complete the account setup.



02

USER ACCESS LEVELS

There are 3 levels of user access: Associate, Author and Administrator.

ASSOCIATE

Ability to view VR projects, and use collaborate.

AUTHOR

Ability to create, edit, share, and delete VR projects.

ADMINISTRATOR

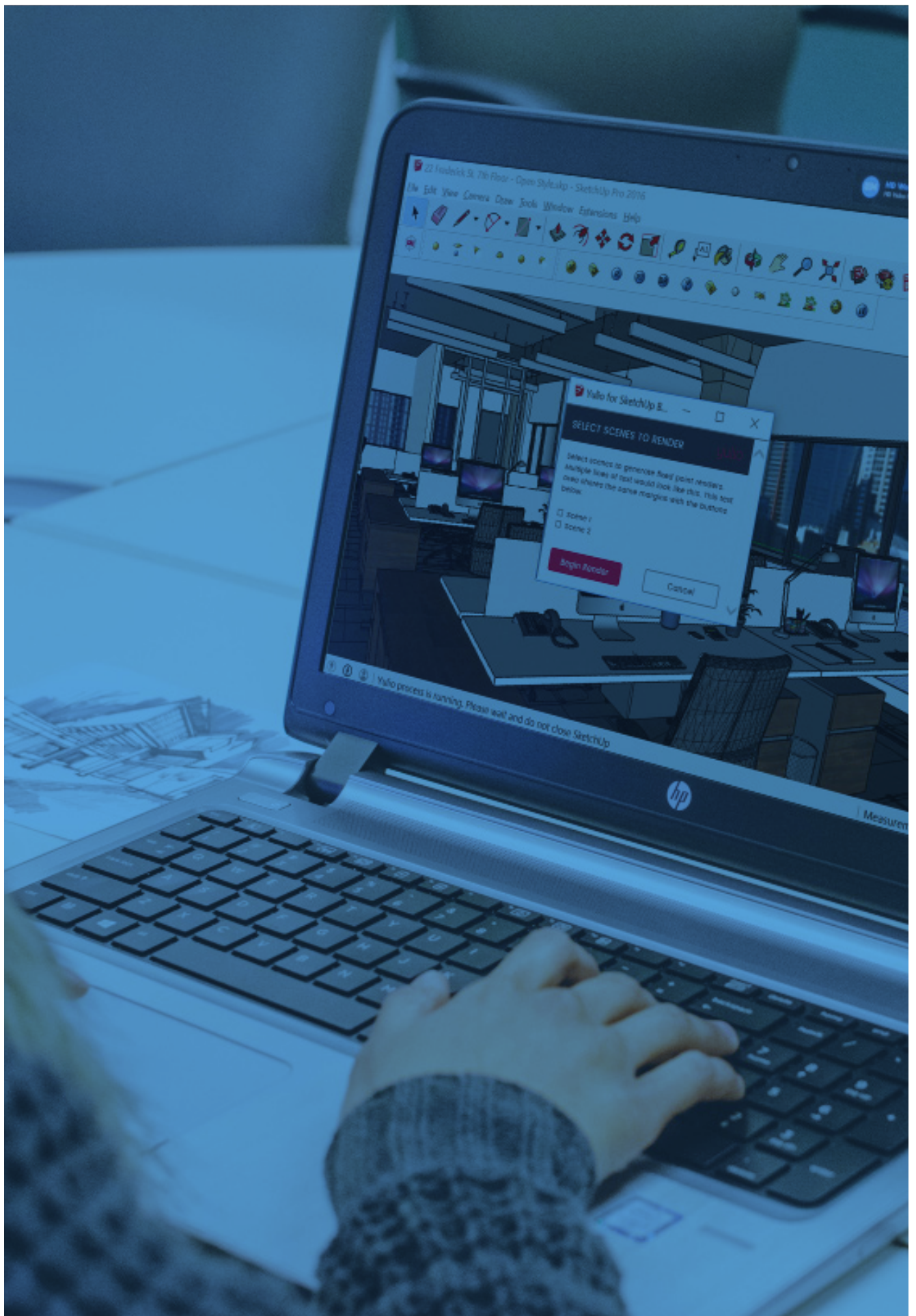
Everything an author can do plus the ability to invite and remove users from the team.

6 Total users 44 seats available					
TEAM MEMBERS	EMAIL	ROLE	STATUS	LAST ACTIVE	ACTIONS
Dani Prod v2	dani@piveltours.com	Admin	Active	Aug 14 2018	
Dave King	dave@piveltours.com	Author	Active	Jul 27 2018	
Demo Example	example@yulio.com	Associate	Invited	Never	Resend Invitation
Franklin Harwart	franklin@yulio.com	Author	Active	Aug 10 2017	
John Smith	john@yulio.com	Admin	Active	Dec 11 2017	
			Invited	Never	Resend Invitation

03

REMOVING A USER

- If you wish to remove a user from your team, any Admin user can do so by clicking the red trash can icon beside their name. The user's login will no longer be functional, and no longer count as one of your users within your Yulio plan.



SECTION 05

YULIO'S COLLABORATE FEATURE

Our Collaborate feature is a presenter's mode for your designs. Collaborate allows you to see what your client is looking at in a headset, or in their browser. You can moderate the experience by controlling which VR projects and scenes you are showing.

IN THIS SECTION

- When should you use Collaborate?
- How to start your Collaborate session
- If you get a "Viewer is in the Lobby" message

01

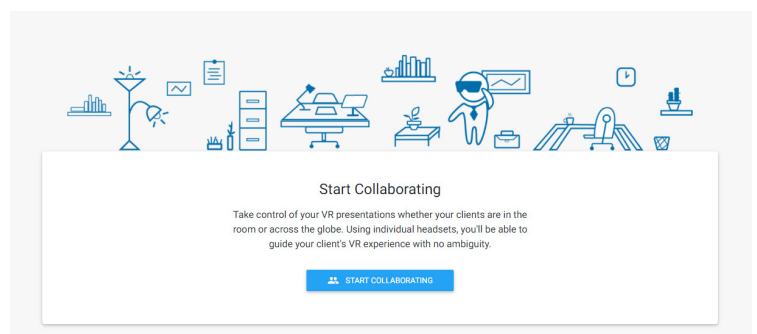
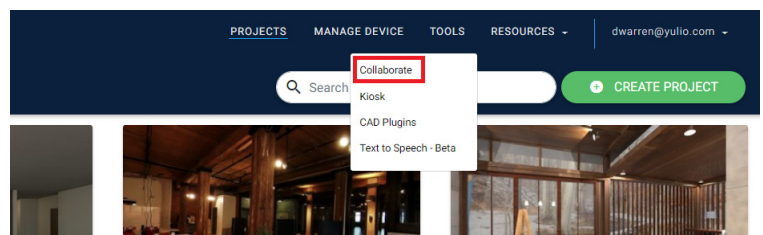
WHEN SHOULD YOU USE COLLABORATE?

- You can guide your clients through your VR project regardless of whether they are in the room with you or in a totally separate city, and be able to see what is catching their interest or causing questions.
- Collaborate will help you gain much greater context from your client's feedback, since you'll know exactly what drew their attention and what they were talking about when they made comments.
- Collaborate can also be used to share designs for internal collaboration and feedback.

02

HOW TO START YOUR COLLABORATE SESSION

- To start the session, make sure you're signed in on yulio.com. Click the Tools tab on the top navigation bar and then select **Collaborate**.
- Click Start Collaborating to begin the session. A URL and secure code will pop up to share with your guests.
- Close the session pop up by hitting Start Collaborating, and then select the VR project to Collaborate with.



You've started a Session

Sessions allow you to collaborate with multiple viewers.

To join your Session, instruct users to:

1. Go to <https://live.yulio.com> on their mobile or desktop browser
2. Enter the Group Code:

Z5L4

or you can [SEND AN INVITE BY EMAIL](#)

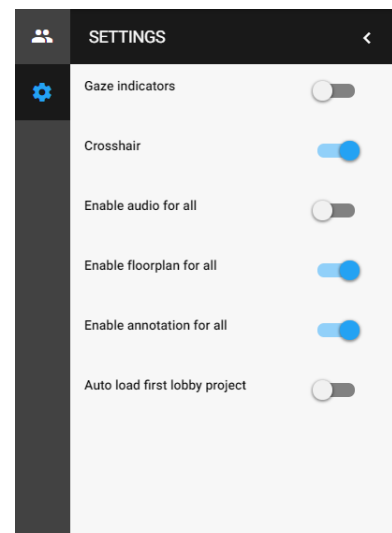
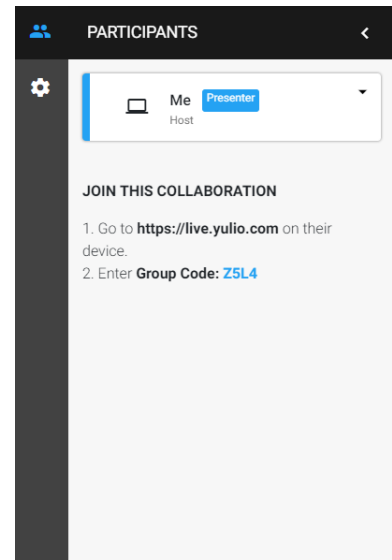
START COLLABORATING

02

HOW TO START YOUR COLLABORATE SESSION

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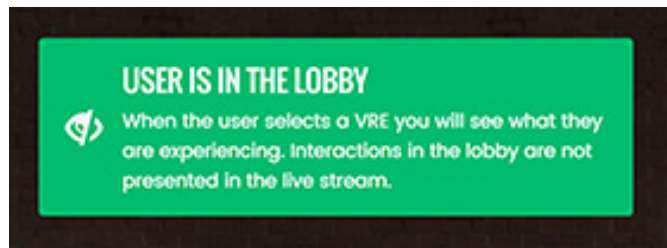
- Your feed is now live. Guests can join the Collaborate session by visiting live.yulio.com and typing in the unique four digit code displayed at the lower left of the screen.
- Under the gear icon, you'll see a few settings you can enable for participants:
 - Gaze indicators show where the participants are looking. A users name (they enter) will appear under each gaze indicator.
 - Crosshair is an icon which indicates where you, the presenter are looking.
 - Enabling audio means that each time someone in the session triggers an audio hotspot, the audio will play for them. This is useful if they are unable to hear the audio triggered by the presenter, but may be distracting if there is a large group, so you can easily turn it off and on.
- You can switch projects for your guests, and suggest they follow your gaze as you guide them through the project. Note, that you cannot control their headset view in this mode.



03

IF YOU GET A “VIEWER IS IN THE LOBBY” MESSAGE

- **Don't worry!** The live feed only starts once the host selects a Virtual Reality project to view.



SECTION 06

NAVIGATION HOTSPOTS

Hotspots are a method of showing multiple scenes and expanding space in your VR project, allowing you to link different scenes within the same VR project. In the scene, they appear as circular 'spot' which viewers can move between by gazing at the hotspot.

IN THIS SECTION

- When should you use navigation hotspots?
- How to create navigation hotspots
- Customize your navigation hotspots
- Hotspot labels
- Hotspot depth

01

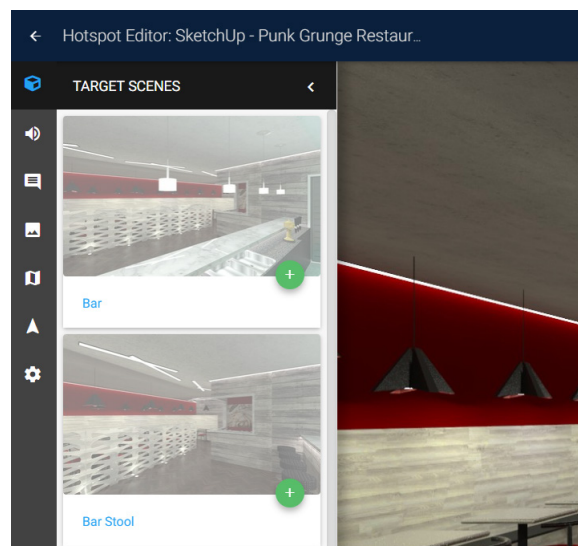
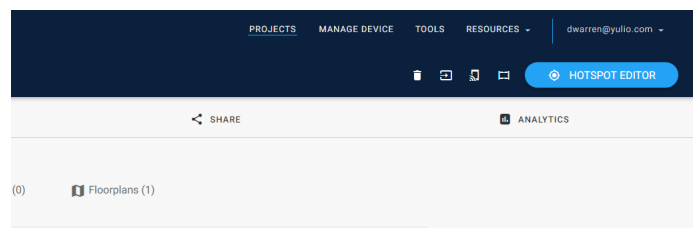
WHEN SHOULD YOU USE NAVIGATION HOTSPOTS?

- Hotspots can provide multiple views or angles, navigating from room to room, or from a window or door into the outside landscape.
- Hotspots can be used to change finishes or colour schemes on the scene.
- Show different perspectives, potentially from the view of someone standing vs sitting in a restaurant or office scene.

02

HOW TO CREATE HOTSPOTS

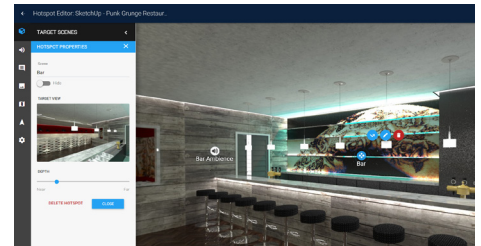
- Click on the project you want to edit on the Projects page. From there click the **Hotspot Editor** button. To use Hotspots you will need to have at least two cubemaps in your VR project (so you can link between them).
- Clicking the button will take you into the Hotspot Editor tool that will allow you to add and edit hotspots.
- Once you're in the Hotspot Editor, drag your target scene from the left navigation into the 3D viewer on the right and place it where you would like the hotspot to appear for your viewer.
- You can also click the green + icon from the left navigation and a hotspot will be created in the 3D viewer.
- Once the hotspot has been created in your scene, you can modify its location by clicking and dragging on the hotspot itself.



03

CUSTOMIZE YOUR HOTSPOTS

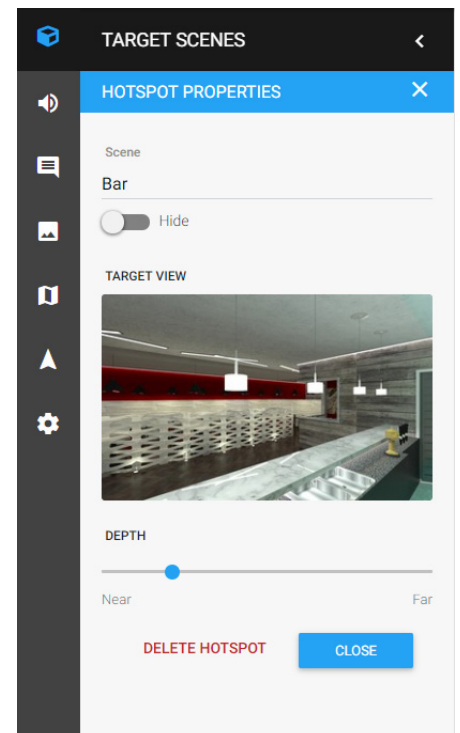
- There are some hotspot settings that appear in the left navigation you can use to change the look of hotspots in your scene.



04

HOTSPOT LABEL

- Customize the name of your hotspot. By default, the label will appear as the name of your cubemap. You can customize this to something more meaningful for your design and scene. You can also choose to hide the label all together.
- This will appear in VR and preview modes and provide designers the ability to further build the narrative for their experience. Labels can have a maximum length of 140 characters.



04

HOTSPOT DEPTH

- Change the depth of a hotspot so that you can provide additional spatial context in VR. Changing the depth will make the spot appear further away when viewed in VR.



SECTION 07

USING AUDIO HOTSPOTS

Audio Hotspots are a method of adding sound to a scene. Audio files can be up to two minutes in length, and are activated by gazing at them in VR.

They turn off when a user looks away to avoid interrupting the design experience. We're currently supporting multiple audio formats, including mp3, .wav, m4a, ogg, wma and acc file types.

Just upload your audio files to Yulio and add them to your scene in the hotspot editor.

IN THIS SECTION

- When should you use audio hotspots?
- How to create audio hotspots
- Customize your audio hotspots
- Methods of generating audio files

01

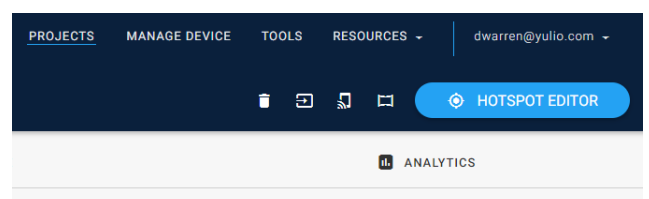
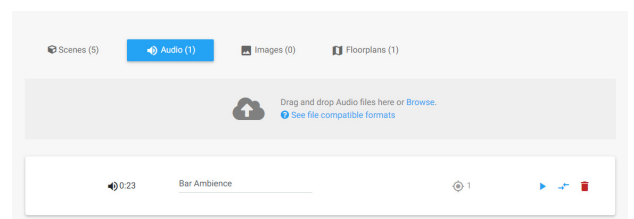
WHEN SHOULD YOU USE AUDIO HOTSPOTS?

- Audio can provide ambient realism to a scene, like water sounds to a garden feature or office sounds to a commercial space and improve the level of immersion.
- Audio can provide contextual product information for the materials or objects showcased in a scene.
- Use audio to tell your design story, and ensure it remains with the design if the scene is presented without you being present.
- Use audio to address questions or concerns during iterative presentations, or pre-empt places you think will cause questions or confusion.

02

HOW TO CREATE HOTSPOTS IN YULIO

- Select the VR project you would like to edit and then click on the Audio tab. Upload audio files to the drop box or browse to select your files.
- Once uploaded, audio files can be managed in the [Audio](#) tab.
- Next, click the [Hotspot Editor](#) button.

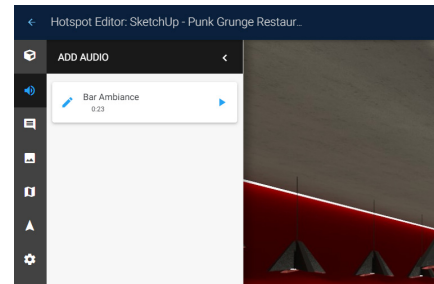


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HOW TO CREATE HOTSPOTS IN YULIO

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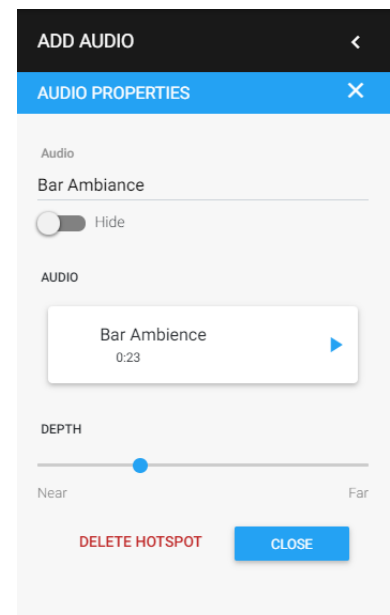
- In the hotspot editor, select the audio tab on the left navigation menu. Audio files uploaded to the VR project will appear there. (Audio files are associated with individual VR projects).
- Drag the desired audio file from the left pane into the 3D viewer. Place it where you would like the hotspot to appear for your viewer. You can also click + from the left pane and an audio hotspot will be created in the 3D viewer.



03

CUSTOMIZE YOUR HOTSPOTS

- Once the hotspot has been created in your scene, you can modify its location by clicking and dragging the hotspot itself.
- There is also a depth slider in the Audio Properties which allows you to place the hotspot closer or further away in 3D space.
- Customize the name of your audio hotspot. By default, the label will appear as the name of your audio file. You can customize this to something more meaningful for your clip and scene.



04

METHODS OF GENERATING AUDIO FILES

- For quick conversation style comments between you and your client, use a native recorder app available in windows or on most smartphones. Speak slowly and eliminate ambient noise, and the file will carry your ideas clearly.
- If you're too shy to record yourself, or want a more detached sound, there are plenty of good Text To Speech (TTS) options, like NaturalSpeech.com. The results can be a bit robotic, but they get the job done.
- For a higher end recording, worthwhile on product info you use all the time, or on a major presentation or portfolio asset, professional voice artists can be hired through agencies – a quick Google search will bring up dozens of options.

