FINAL FANTASY XI
ONLINE
14-DAY FREE TRIAL
INSTRUCTION BOOKLET
PlayOnline
SQUARE ENIX

CAUTION: About Registration Codes
Your FINAL FANTASY XI 14-Day Free Trial comes with a registration code for PlayOnline and FINAL FANTASY XI. The registration code consists of a series of 20 alphanumeric characters that are separated by hyphens. Please enter the code carefully when requested. The code is essential to operate the game or register for expanded services. Unfortunately, if you lose your code, you will not be issued a replacement for any reason. Your registration code is very important, so make sure to keep it in a safe place.

PLEASE NOTE THAT USERS OF THE TRIAL VERSION OF FINAL FANTASY XI WILL BE REQUIRED TO AGREE TO AND ABIDE BY ALL OF SQUARE ENIX'S RELEVANT AGREEMENTS AND POLICIES. HOWEVER, TRIAL VERSION USERS WILL NOT BE BOUND BY ANY OF THE PROVISIONS CONCERNING PAYMENTS, AS THIS PRODUCT IS BEING PROVIDED TO YOU FOR FREE FOR A LIMITED TIME.

PLEASE NOTE THAT YOUR TRIAL VERSION ACCOUNT WILL BE TERMINATED AT THE END OF THE TRIAL PERIOD, AND YOU WILL BE REQUIRED TO PURCHASE AND INSTALL THE ADDITIONAL EXPANSION PACKS OF FINAL FANTASY XI TO PLAY THE GAME IN ITS ENTIRETY. AT THAT TIME, YOU WILL BE REQUIRED TO AGREE TO ALL OF SQUARE ENIX'S RELEVANT AGREEMENTS, INCLUDING THE PAYMENTS PROVISIONS. ALL CHARACTERS CREATED WITH THE FREE TRIAL WILL BE DELETED IF YOUR ACCOUNT IS NOT CONVERTED INTO A FULL GAME ACCOUNT WITHIN 90 DAYS FROM THE END OF THE FREE TRIAL PERIOD.

THANK YOU FOR YOUR UNDERSTANDING, AND HAVE FUN!!!

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FINAL FANTASY® XI
ONLINE

14-DAY FREE TRIAL

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BASIC CONTROLS

USING THE KEYBOARD

[Enter] (either key)	Confirm / Select closest target or talk to NPC / Open the action command menu
[Esc]	Cancel
[Space bar]	Open the input window for text entry
[⬆] [⬇] [⬅] [➡]	Move camera / Move cursor in menus
[8], [2], [4], [6] on the numeric keypad	Move character (forward, back, left, and right, respectively)
[7] on the numeric keypad	When pressed while character is moving, toggles "autorun"
[/] on the numeric keypad	Switch between "walk" and "run" while moving
[*] on the numeric keypad	When no target selected, heal / When target selected, lock on to target
[+] on the numeric keypad	Select active window, and allows setting of options for each window
[-] on the numeric keypad	Open main menu
[Tab] or [0] on the numeric keypad	Switch target
[Page Up] or [9] on the numeric keypad	Zoom in (this feature is only available when using the keyboard)
[Page Down] or [3] on the numeric keypad	Zoom out (this feature is only available when using the keyboard)
[Scroll Lock]	Hide all windows / Show all windows
[Pause Break]	Temporarily pauses the game and returns you to the PlayOnline Viewer
[Shift]	When pressed while character is in first-person view and moving, moves character side-to-side ("strafes")
[Home]	Return to default viewpoint (this feature is only available when using the keyboard)
[Prt Scr]	Take screenshot (when all windows are hidden)

USING A COMPACT KEYBOARD

You may select the compact keyboard layout using Config on the main menu.

[y]	Confirm / Auto-target
[n]	Cancel
[z]	Switch between "walk" and "run" while moving
[f]	Select active window
[v]	Toggle first-person and third-person viewpoints
[r]	Autorun
[h]	When no target selected, heal / When target selected, lock on to target
[-]	Open the main menu
[,]	Zoom out
[.]	Zoom in
[w], [s], [a], [d]	Move character (forward, backward, left, right)
[i], [k], [j], [l]	Move camera (up, down, left, right) / Move cursor in menus

COMMAND SHORTCUTS FOR KEYBOARDS

[F1]-[F6]	Target party members in the order that they appear in the window in the bottom right area of the screen
[F7]	Target yourself
[F8]	Target the closest NPC ("Non-Player Character"; a character controlled by the computer)
[F9]	Target the closest PC ("Player Character"; a character controlled by another player)
[F10]	Target the first character in your party's member list
[F11], [F12]	When you are part of an alliance, target the first character in each allied party's member list
[Ctrl], [Alt]	Open a menu containing user-defined macros / Hold down [Ctrl] or [Alt] and press the corresponding macro number to execute the macro

• You can also enter other commands by opening the input window and entering them directly.

The following commands are shortcuts that are activated by pressing the letter along with the [Ctrl] key or [Alt] key:

[a]	Begin or break off an auto-attack
[c]	Check a target
[e]	Open the "Equipment" window from the main menu
[g]	Give up and call for help during a battle
[h]	Heal (when not in battle)
[i]	Open the "Item" window from the main menu
[j]	Display the list of job abilities that you have learned
[L]	Set the chat mode to "Linkshell"
[y]	Confirm / Auto-target
[z]	Toggle between walk and run
[-]	Open the main menu
[.]	Zoom in
]	Hide all windows / Show all windows
[m]	Open the "Magic" list from the main menu
[p]	Open the "Party" input window
[r]	Reply to the last PC who sent you a message
[s]	Open the "Say" input window
[t]	Open the "Tell" input window
[v]	Toggle first-person and third-person (this can also be toggled by pressing [5] on the numeric keypad)
[w]	Display a list of weapon skills that you have learned
[d]	Perform a ranged attack
[n]	Cancel
[f]	Select active window
**['] **	Zoom out
[	Take a screenshot when all windows are hidden

USING THE MOUSE

Types of Mouse Cursors:

Normal

When placed over a menu item or a PC (Player Character)

Left Mouse Button	**Single click**	Select menu item / Targets (PC, NPC or object)
	Hold button down	Hold down the left mouse button and move the mouse to make your character move in the specified direction.
Right Mouse Button	**Single click**	Cancel menu item selection / Cancel targeting PC, NPC or object
	Click while moving mouse	Click while you are moving your character with the mouse to toggle autorun. Click again to return to walking normally
Scroll Wheel	**Up/Down:**	Move the scroll bar up or down
	Click:	Open menu

- The order of priority for mouse controls is as follows: movement and camera operation are highest, followed by menu selection and then targeting.
- A mouse with a scroll wheel is recommended.

Please read the following before installation:

- If you choose to decline any of the agreements or similar documentation that appear in the registration process at any time (e.g. The PlayOnline Viewer and Tetra Master® Software License Agreement, or the FINAL FANTASY XI Software License Agreement), you will not be able to install the data necessary to play FINAL FANTASY XI.
- Only alphanumeric characters may be used for a destination folder's name.
- If you are using Windows Vista, the "User Account Control" window may appear – if this is the case, Square Enix has confirmed that there are no problems with the software so please verify the file name and click "Allow".
- It has been confirmed that in rare cases, after choosing the destination folder and clicking "Next", the program may take some time to display the next screen – just wait and it will appear.
- Verify that no other applications are running.
- If you have not installed DirectX 8.1, you may have to reboot your system after its installation.

To install FINAL FANTASY XI, you will first need to install the PlayOnline Viewer.

Insert the FINAL FANTASY XI disc.

The installation menu will open. If you do not have DirectX 8.1 installed, select "Install DirectX 8.1".

1. Once DirectX 8.1 is installed, select the option "Install the PlayOnline Viewer and Tetra Master".

2. Follow the steps that appear on screen. The PlayOnline Viewer and Tetra Master Software License Agreement will be displayed.
3. Once you have accepted the terms and pressed "Next", you will be asked in which destination folder the data should be installed. You may choose another destination than the default folder which is presented to you. Once you have made up your mind, click on "Next".

4. A confirmation screen will appear. Selecting "Next" will commence the installation of PlayOnline. The completed process will be confirmed, and selecting "Finish" will make the installation menu reappear.

Now you are ready to install FINAL FANTASY XI.

1. In the installation menu, select "Install FINAL FANTASY XI".

2. The first installation screen will appear. Follow the on-screen instructions carefully. The FINAL FANTASY XI Software License Agreement will be displayed.

3. Once you have accepted the terms, you will be asked in which destination folder the data should be installed. You may choose another destination than the default folder which is presented to you. Once you have made up your mind, click on "Next".

4. A confirmation screen will appear. Selecting "Next" will commence the installation of FINAL FANTASY XI. The completed process will be confirmed, and selecting "Finish" will make the installation menu reappear.

Please note!

- Do ensure that all information provided by the registering party (that is to say whoever will be using FINAL FANTASY XI and the services provided therewith) is accurate. This will allow the user to benefit from all services and support provided by PlayOnline.

- Keep your registration code in a safe place at all times. Any lost registration code cannot be replaced.

- Minors can use PlayOnline and the services provided therewith with a parent's or guardian's consent. This means that it is the parent or guardian that must complete the registration process and agree to the PlayOnline Member Agreement.

Once the installation process is finished, you will be ready to register with PlayOnline. Select "Start PlayOnline Viewer" from the installation menu.

First, you will see an update screen for the PlayOnline Viewer. Select "Next" for this update to start. Once the update is completed, select "OK". You will then be asked to restart the PlayOnline Viewer.

1. Once PlayOnline has restarted, the first registration screen will appear. As a new user, you must select "Start PlayOnline Registration!"

2. Follow the on-screen instructions carefully. You will first need to confirm your age.

3. The following step is to accept or decline the PlayOnline Service Privacy Policy. If you decline the terms presented in this document, you will not be able to register with PlayOnline and benefit from services provided therewith.

4. Once you have accepted these terms, you will need to enter your free trial registration code. Enter your code bearing in mind that it is case-sensitive.
   Once you have done this, click on "Submit".

5. After choosing your country of residence, you will have to enter a PlayOnline password. Please note carefully your chosen password. On this screen, you will also be required to provide your personal contact information.

6. A confirmation screen will appear with all the information which you have provided. On this screen, you will also be able to save your passwords to avoid having to enter them every time you log in to PlayOnline or use PlayOnline Mail. It is highly recommended that you note these down and store them in a safe place. Additional information will be displayed on this screen, including your PlayOnline ID. Note it down carefully and store it in a safe place.

7. You will then need to confirm your PlayOnline ID and password one last time.

8. Once you have confirmed your PlayOnline ID and password, you will be prompted to change your PlayOnline Mail address or to complete a survey. If you want to fill in the survey, change your PlayOnline Mail address first. You can skip both these options if you select the survey and then "Exit" when it appears on screen.

Congratulations! You have completed your registration to PlayOnline and have been supplied with three FINAL FANTASY XI Content IDs. On the final screen, select "Log in to PlayOnline" to continue setting up your system in order to start playing FINAL FANTASY XI, or postpone this stage by clicking on "Exit".

Please note!

- All passwords which you create for yourself or which are assigned to you should be carefully noted down. Your member password is stored on your hard disc only, so if you ever lose it, the PlayOnline Information Centre will be unable to assist you in retrieving it. If you lose your member password, you will have to note down your PlayOnline ID and reinstall PlayOnline.

- Because PlayOnline is a networked service, certain contents may be updated upon your logging in. When you connect to PlayOnline, the system will automatically check if the version you are using is the most recent one. If a newer version is available, you will be asked to update your PlayOnline Viewer.

1. Open PlayOnline. From the login screen, choose your member name. Any new user will appear as “New User” on the member list unless you configured your Handle prior to this. You can change settings including your member name once you have selected it. This is explained in step 3.

2. You may have to enter your member password if you have chosen this configuration. An extra password is recommended if you want more security.

3. Changing your member name or adding an extra password can be done by clicking on the “Settings” tab. This screen also allows you to delete your PlayOnline ID from the Member List. If you do so, remember to note down your PlayOnline ID carefully beforehand in case you wish to use it again.

4. You will be asked to connect to PlayOnline.

Once you are logged in to PlayOnline, you can change any information concerning your Handle by clicking on the Handle list in the top left of the screen if you haven’t configured it during the registration process.

What are Content IDs?

Content IDs allow you to create a character or to benefit from certain PlayOnline services. You can link a maximum of 8 Content IDs to one Handle with the full version of the game.

Please read the following with regard to starting a FINAL FANTASY XI 14-Day Free Trial.

- A FINAL FANTASY XI free trial period refers to the 14 day period that starts when a user registers for PlayOnline with a free trial registration code. Users playing FINAL FANTASY XI on a free trial period will not be billed during these 14 days.

- Three FINAL FANTASY XI Content IDs are provided with each free trial. Because the contracts for these Content IDs are automatically conducted when registering for PlayOnline, during the free trial period, players will be able to create three characters.
  Extra Content IDs cannot be obtained during a free trial period.

- During both regular play and free trial periods, PlayOnline's basic services (PlayOnline Friend List, PlayOnline Mail, PlayOnline Chat, etc.) are free.

Transferring to Regular Billing-Based Gameplay

- Content IDs used during a free trial period are only valid during that trial period. Once the period has ended, all Content IDs will be cancelled. By transferring your PlayOnline ID to regular billing-based gameplay, you can continue to use the characters associated with your Content IDs. This procedure can also be conducted before the free trial period has ended.

- You can transfer to regular billing-based gameplay from "Membership" under "Service & Support" on the main menu after logging in to PlayOnline. Before doing so, please remember to read up on information regarding necessary software packages and payment methods.

- You can transfer to regular billing-based gameplay either during the free trial period or up to 90 days after the period has ended. If the transfer is not made during this 90-day period, not only will you be unable to transfer to regular billing-based gameplay, but you will also be unable to log in to PlayOnline.

NOTES

- Only players who possess a PlayOnline ID from a FINAL FANTASY XI 14-Day Free Trial can transfer to regular billing-based gameplay.
- Content IDs used during a free trial period are only valid for 14 days after registering with PlayOnline. Because all Content IDs will be cancelled once the free trial period has ended, if you would like to continue to play using your characters, you will need to transfer to regular billing-based gameplay.
- You can transfer to regular billing-based gameplay either during the free trial period or up to 90 days after the period has ended. If the transfer is not made during this 90-day period, not only will you be unable to transfer to regular billing-based gameplay, but you will also be unable to log in to PlayOnline.
- Once you have transferred to regular billing-based gameplay, you cannot reverse the procedure or return to free trial gameplay.
- By transferring to regular billing-based gameplay, all Content IDs will temporarily be cancelled. In order to transfer your game data and continue playing, it will be necessary to reactivate these Content IDs within three months. If three months have passed since the Content IDs were cancelled, the game data will be deleted in the order they were cancelled.
- Content IDs that have been cancelled can be reactivated once all procedures for transferring to regular billing-based gameplay have been completed.
- The only data that can be transferred is data that is stored on the server such as character data (levels, items, etc.), Friend List data, handle names, and so on.
- If you are playing the Windows version of the game, it will be necessary for your PC's specifications to meet the requirements set by both PlayOnline and the game in question. Please verify this before performing transferral procedures. Also, please be aware that even if your PC meets the requirements, software may not function correctly due to certain hardware combinations, drivers, or compatibility issues.

LINKING YOUR CONTENT ID TO YOUR HANDLE

You will need to link your Content IDs to your Handle in order to play FINAL FANTASY XI. The process is straightforward, but you will first need to exit the FINAL FANTASY XI login screen. Once you are back in the PlayOnline Navigator, you will be able to proceed with the linking of Content IDs.

1. Select "Handle List" at the top left of your Navigator. The Handles which you have created will be listed. You can have more than one. Creating another Handle can be done from the Handle List screen – select “Create New Handle” and follow the instructions carefully.

2. Select the Handle to which you want to link your Content IDs. Once this is done, select “Link” in the menu which appears.

3. You will then see the list of Content IDs. These are represented as rectangular cards with “XI” in the top-right corner. Upon selecting one, you will be asked if you want to link your Content ID to the Handle you have chosen. Click “Yes” to do this.

4. A star will appear next to the Content ID with the Handle name to which it is linked.

5. Repeat the process until you have linked all the IDs you need. Remember to link ALL your IDs in order to start playing FINAL FANTASY XI. Now, go back to the FINAL FANTASY XI login screen and click “Play” to proceed to the next step: the creation of the character or characters you will use to explore Vana’diel and embark on adventures with other users. Bear in mind that FINAL FANTASY XI will have to update first before you can do this.

By transferring your PlayOnline ID, you can start regular billing-based gameplay with the characters you used during the free trial! If you would like to transfer to regular billing-based gameplay, verify the following and continue with the procedure within 90 days after the free trial has ended.

The following steps have to be performed via the "Transferring to regular billing-based gameplay" page in the PlayOnline Viewer. This page can be found by navigating to the pages below from the PlayOnline main page:

PlayOnline Navigator ➡ Service & Support ➡ Membership

Step 1: PlayOnline/FINAL FANTASY XI Registration Code Entry

- To transfer to regular billing-based gameplay, you will need to enter a registration code included in a FINAL FANTASY XI software package. If you do not have a software package, please purchase one. You can view information on the packages currently on sale by following the below link.
  *It is possible to transfer to regular billing-based gameplay with the software installed during the free trial period, but please be aware that no expansion pack data is included.

http://www.playonline.com/ff11eu/intro/shop.html

Step 2: Payment Method Registration

- Register a new payment method to pay for Content ID monthly service fees.
- The following payment methods are accepted:

Payment Methods

Credit Card: VISA or MasterCard
Debit Card: Maestro/Switch/Solo or Carte Bleue
ELV (Elektronisches Lastschriftverfahren)

Content ID Monthly Fees

FINAL FANTASY XI

- Service Fees £8.99, 12.95€
- Additional Content ID £0.70, 1.00€

* Billing for Content IDs that incur fees will begin from the month following purchase. However, because FINAL FANTASY XI comes with a free trial period, Content IDs will not incur fees for 30 days following the date of transfer. If Content IDs are kept after the free trial period, fees for the first month (i.e. from the first day that fees are incurred to the last day of that month) will be calculated on a per day basis, and will be added to the following month's bill.

By performing the above steps, your transfer from free trial gameplay will be complete. Be sure to have your payment method, registration code, and the package required for gameplay ready before beginning the procedure.

Reactivating a Content ID

To reactivate a Content ID, just follow the steps below:
PlayOnline Navigator ➡ Service & Support ➡ Membership ➡ Reactivate Content ID

PlayOnline Information Centre
If you encounter a problem that you cannot resolve even after consulting the “Q&A” or “Service & Support” pages on PlayOnline, please contact the PlayOnline Information Centre directly. The PlayOnline Information Centre will not accept requests regarding game tips or data. Please be aware that the PlayOnline Information Centre may not be able to answer certain questions.

Contact Information
Please call by phone or use the PlayOnline Mail form to contact the PlayOnline Information Centre. For the latest contact information, be sure to check https://secure.playonline.com/supporteu/index.html

Contact by Phone
Note: Long-distance fees may apply. The PlayOnline Information Centre phone number is +44 (0)870 600 0182. Phone support contact information is available in the PlayOnline Viewer’s Service & Support section and on the PlayOnline.com website at http://www.playonline.com.

Please have the following information ready when you contact the PlayOnline Information Centre:

1. Error message, type of error, or error number displayed on the screen
2. Type of modem, and connection method
3. PlayOnline ID and registration codes (if you have completed registration)
4. Your specific connection settings
5. Your payment details

Contact by E-mail
You can contact the PlayOnline Information Centre using the mail form on PlayOnline. The mail form can be found in the following location. Fill in all the necessary information and send it in.

1. Select “Support” from the top menu of “Service & Support”. Then, select “E-mail Support”.
2. Select a subject from the following categories: “Contract”, “Technical Matters”, “Other Inquiries”, or “Opinions & Requests”.
3. Open the mail form, fill in the information as necessary, and send it.

Other Contact Methods (Including Web Chat)
Please feel free to follow the instructions for contacting us as listed on the PlayOnline.com website at: http://www.playonline.com

Give yourself a head start with our video-packed New Player Guide web site:

http://newplayer.ff11europe.com

www.playonline.com

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