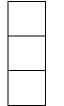# CHECKLIST

Fair event

VERMO*cloud*

Please note the following hints and recommendations for a successful usage of VERMO *cloud*

!

Version 2018.11

Quick check questionnaire

Success factor 1: **The proper equipment**

☐ Suitable devices

☐ Storage space

☐ Tips on purchasing a new device

Success factor 2: **The correct preparation**

☐ App installation and media library filling

☐ E-mail account setup

☐ User training

☐ System update prevention

Success factor 3: **The internet connection**

☐ Sufficient speed and data volume

☐ Detection of necessary data volume

Success factor 1: **The proper equipment**

Suitable devices

Basically, all Apple devices running on iOS 11 or higher may be used.
(https://support.apple.com/en-us/HT209051)
As well as all Windows 10 devices (except Windows Smartphones).

Storage space

Minimum requirement is a device with 16 GB of storage space, whereof at least 5 GB must be free. However, devices with 32 GB of storage space (and more) are recommended.

Tips for the acquisition of new devices

APPLE

Considering the fact that Apple guarantees the updates of the operating system for at least 3 years from the date of publication of the respective model, you should consider purchasing the latest device generation. That way you will have the maximal usage period.

WINDOWS 10

Please ensure that the camera of the device supports autofocus in order to guarantee the correct functionality of the business card scanner.
Furthermore, you should assure that the access to the Microsoft-Store is possible.

We recommend the usage of devices with mobile data connection (Apple calls that „Cellular Option"). Devices without this option can connect to the Internet only via WLAN. In case that you are not able to use WLAN at the exhibition stand but also want to use VERMO *cloud* with all its functions, you will need a device with a mobile data connection.

Success factor 2: **The right preparation**

App installation and media library filling

- Install the app and download the data for the media library before the exhibition
- Depending on the amount of data and Internet speed, the initial filling may take between five minutes and one hour
- Afterwards the contents of the media library are available offline as well
- Avoid switching the user on the device. This leads to data loss and therefore requires re-download

  Tipp: *It has been proven that the first installation of the VERMO cloud App is more effective, when performed by the department responsible for the exhibition organization. The same applies to the filling of the media library.*

Additional functions

In order to use additional input functions (handwriting and speech recognition) it may be necessary to activate corresponding functions / install the apps in advance.

APPLE
- Speech recognition is part of the operating system.
  Here's an instruction on how to activate it: https://support.apple.com/en-us/HT208343
- Handwriting recognition via additional app, e.g. „PenReader"
  (https://itunes.apple.com/us/app/penreader-handwriting-recognition/id1029053556?mt=8)

WINDOWS 10
Handwriting- and speech recognition are parts of the operating system.
- How to activate and use handwriting recognition can be found here:
  https://www.howtogeek.com/297443/how-to-use-handwriting-input-on-windows-10/
- Instructions on how to configure speech recognition can be found here:
  https://support.microsoft.com/en-us/help/4042244/windows-10-use-dictation

Employee Training

- Inform your employees punctually about the use of the VERMO *cloud* app
- Ensure timely allocation of login data to all users
- Give your employees the opportunity to get to know the app before the exhibition starts. For this purpose we are offering user trainings.

Automatic system update prevention

Be sure to prevent an (unexpected) system update during the exhibition, as it severely hinders the use of the device / of the VERMO *cloud* app.

Instructions can be found here:
APPLE
https://www.howtogeek.com/358325/how-to-enable-or-disable-automatic-updates-on-your-iphone-or-ipad/
WINDOWS 10
https://www.howtogeek.com/224471/how-to-prevent-windows-10-from-automatically-downloading-updates/

E-Mail account setup

An email account on the iPad is required in order to be able to send document links via E-Mail.

Instructions can be found here: https://support.apple.com/en-us/HT201320.
If necessary, ask your IT administrator.

Success factor 3: **The internet connection**

Sufficient speed and data volume

In order to guarantee a smooth running of VERMO *cloud* with all its core functions, it is recommended to ensure internet access at the booth with sufficient bandwidth and enough data volume.

This can be done in different ways:

1. WLAN at your booth on the exhibition
   - Provided by the exhibition organizer
   - Minimum bandwidth of 10 Mbit to ensure efficient working
   - Check data volume limitations and order appropriate volume if necessary
2. WLAN at your booth via 3G-router/hotspot (central mobile data connection)
   - Provided by the exhibitor
   - Check data volume limitations to avoid speed throttling
3. Direct internet connection for each device via 3G/LTE mobile data connection
   - Check data volume limitations to avoid speed throttling

Hint: The initial download of the media library should be performed while a Wi-Fi connection is provided to prevent high speed date volume loss which could lead to speed throttling while normally using VERMO *cloud* afterwards.

Detection of necessary data volume

As a default value for one user per day you can assume data volume of 0.5 GB.

For example, at a 3-day exhibition where 5 employees use VERMO *cloud*, you should have a data volume of 3 x 5 x 0.5 = 7.5 GB available.

Any questions?

Please do not hesitate to contact our support team if you have any further questions in relation to VERMO *cloud*:

Meike Minges
Inside Sales

Thomas Bätz
Sales Manager

TELEPHONE

+49 7131 13355-00

E-MAIL

support@vermo.cloud

WEBSITE

vermo.cloud/hilfe

ADRESS

SIC! Software GmbH
Im Zukunftspark 10
74076 Heilbronn
GERMANY