



LUMI

GUIDE

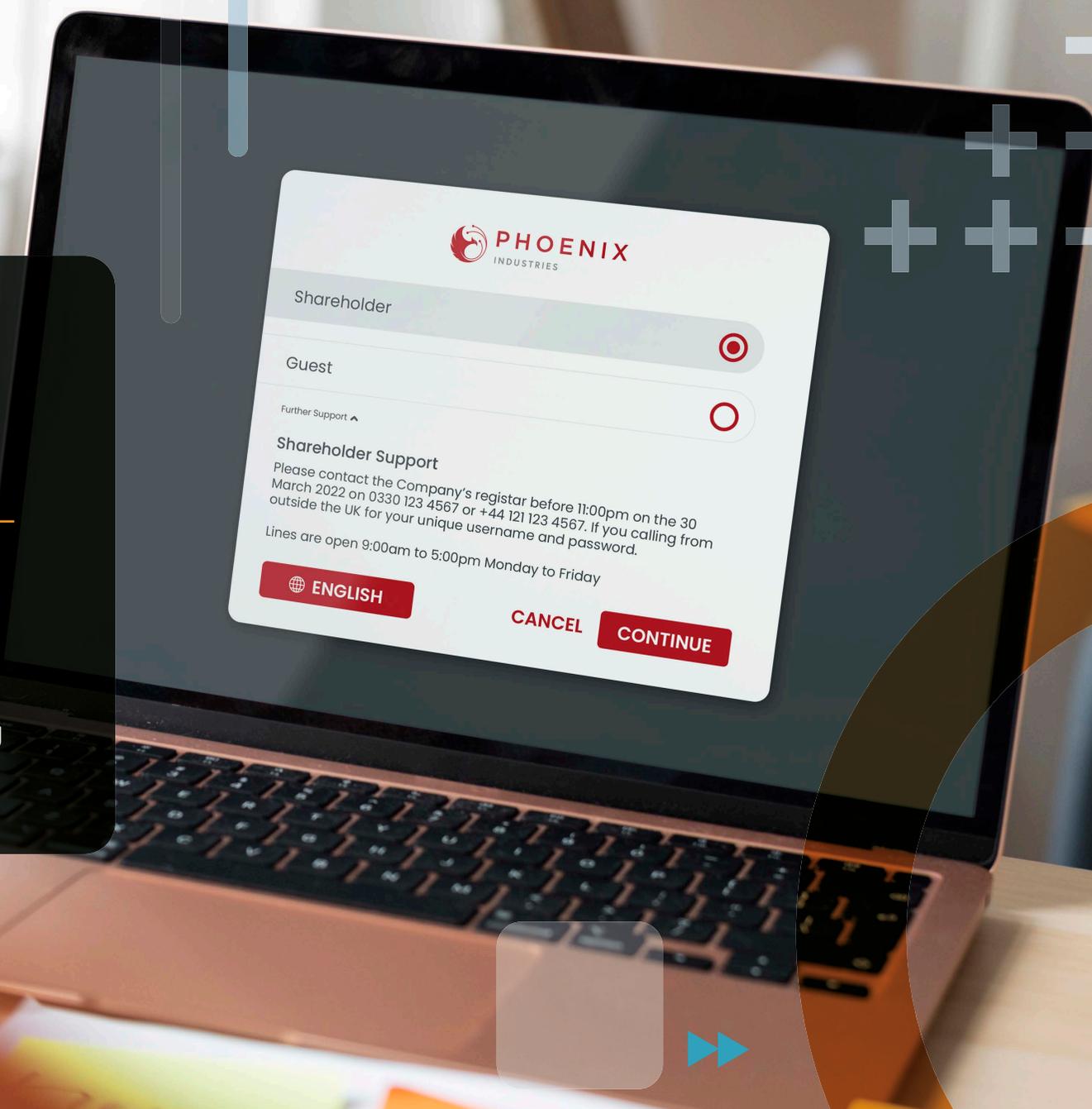
A guide to brand customization



Login experience

There are many visual options that can be customized on the Lumi online platform.

The login page is the first thing your participants will see when navigating to your meeting link.



Login choices

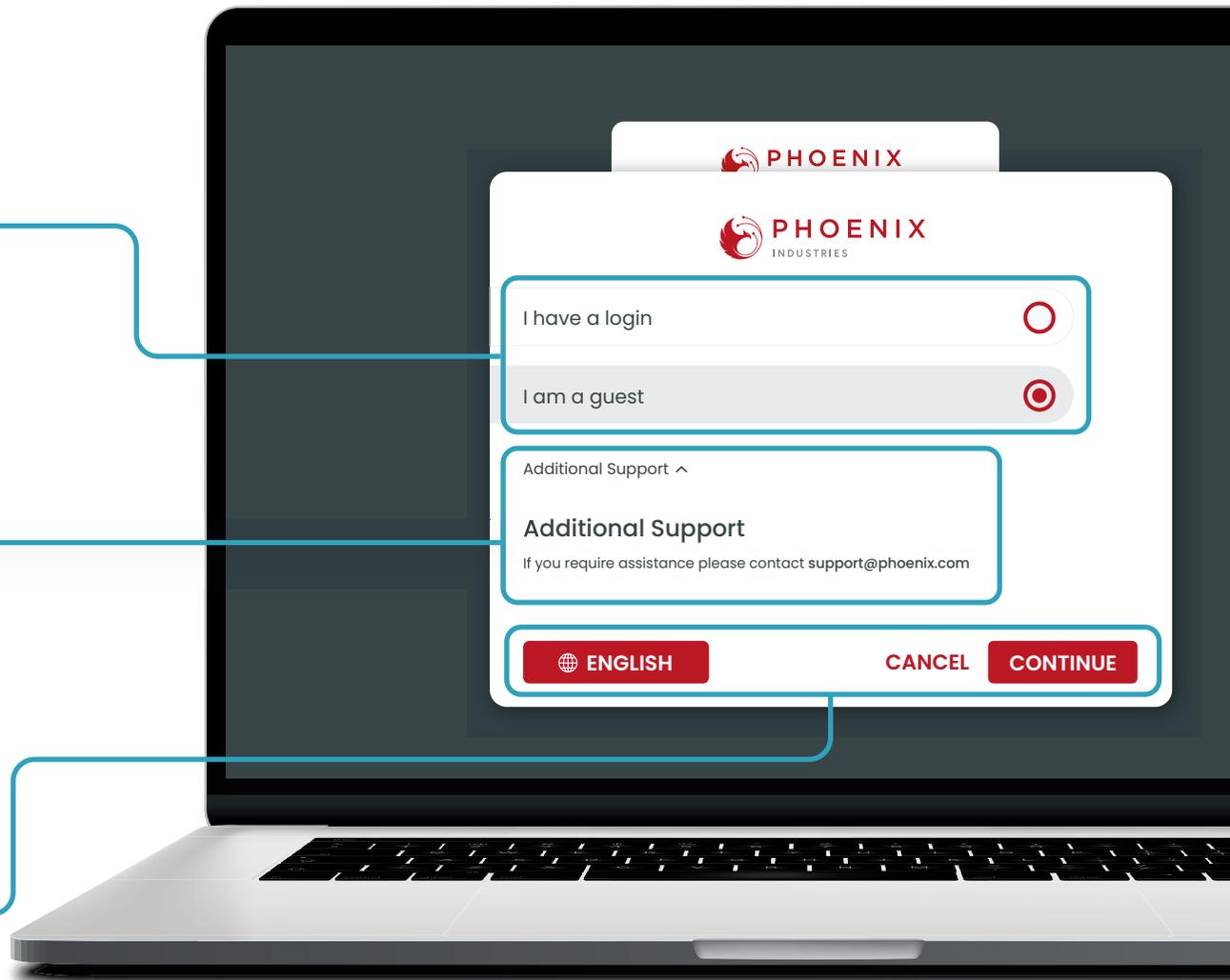
Authenticated and guest access can be turned on or off. You can modify the selection text to a maximum of 50 characters, which will help your attendees identify the specific option they need to click in order to join your meeting.

Support

The support button content can be changed to include specific instructions for participants to follow should they struggle to log in to the platform.

Colors

The chosen Main and Highlight colors will customize the login page buttons and text colors.



Meeting title

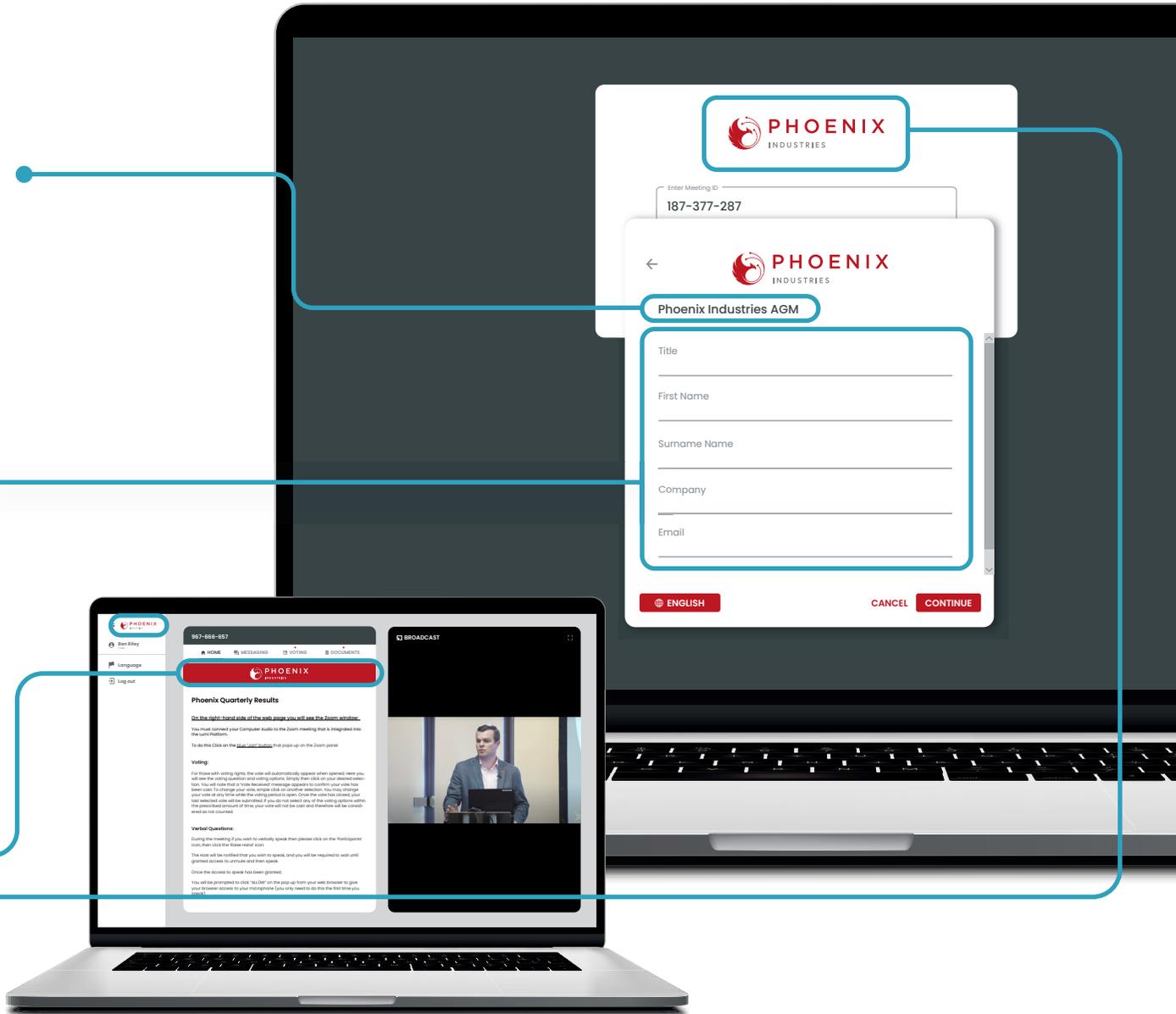
Choose to display the title of the meeting to ensure that all participants know which meeting they are about to join. This can also be hidden.

Guest access

Guests, if enabled, simply complete a form to access the platform. The content of the fields can be customized.

Logo

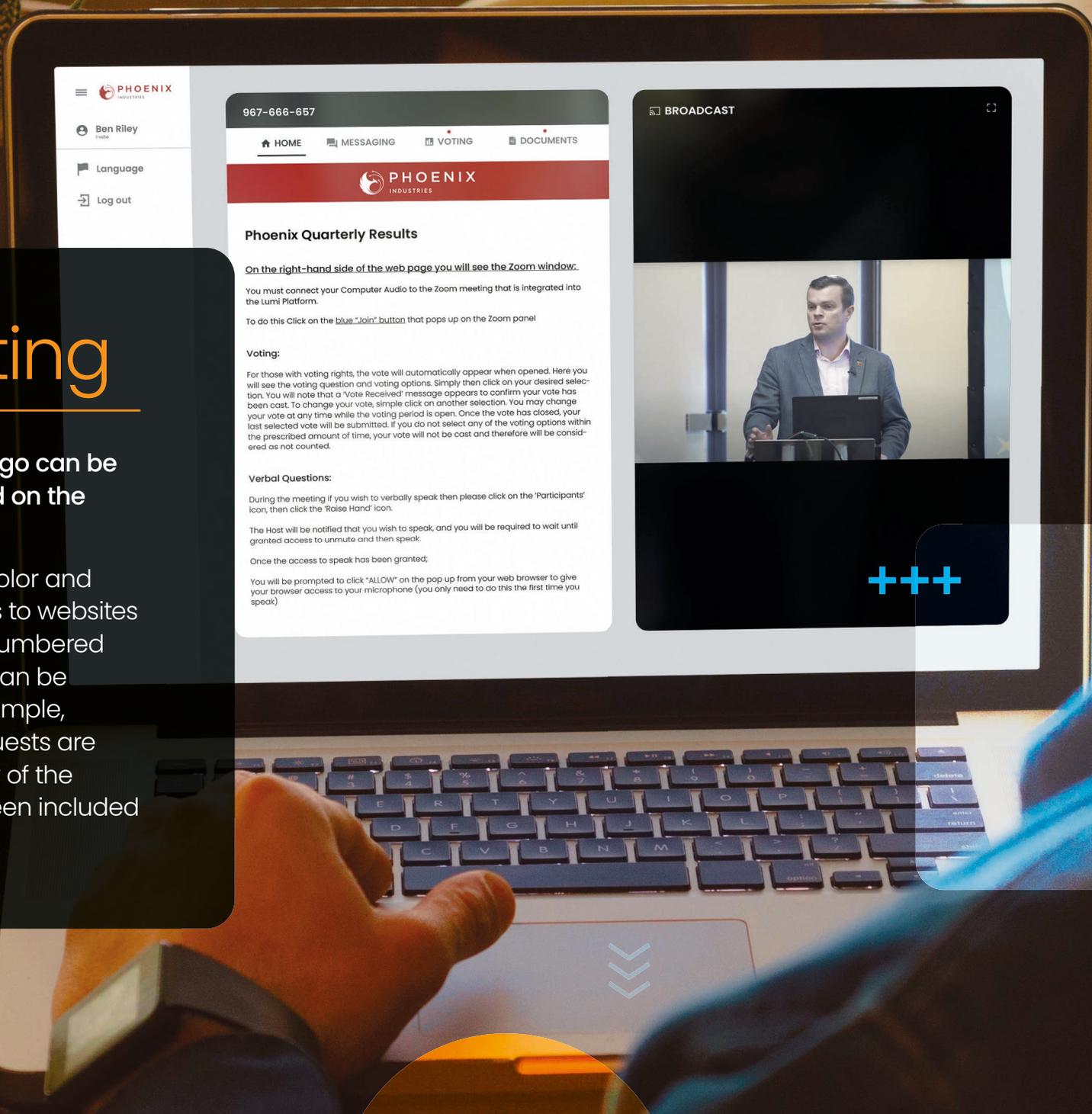
Besides having your logo on the login page of the platform, it can also be added to the home page.



Live meeting

The platform colors and logo can be changed and are reflected on the login page.

We can also change the color and format of the text, add links to websites and make bullet point or numbered lists. Specific paragraphs can be hidden from guests for example, the voting section, since guests are not allowed to vote. A copy of the recommended text has been included at the end of this guide.



Logo

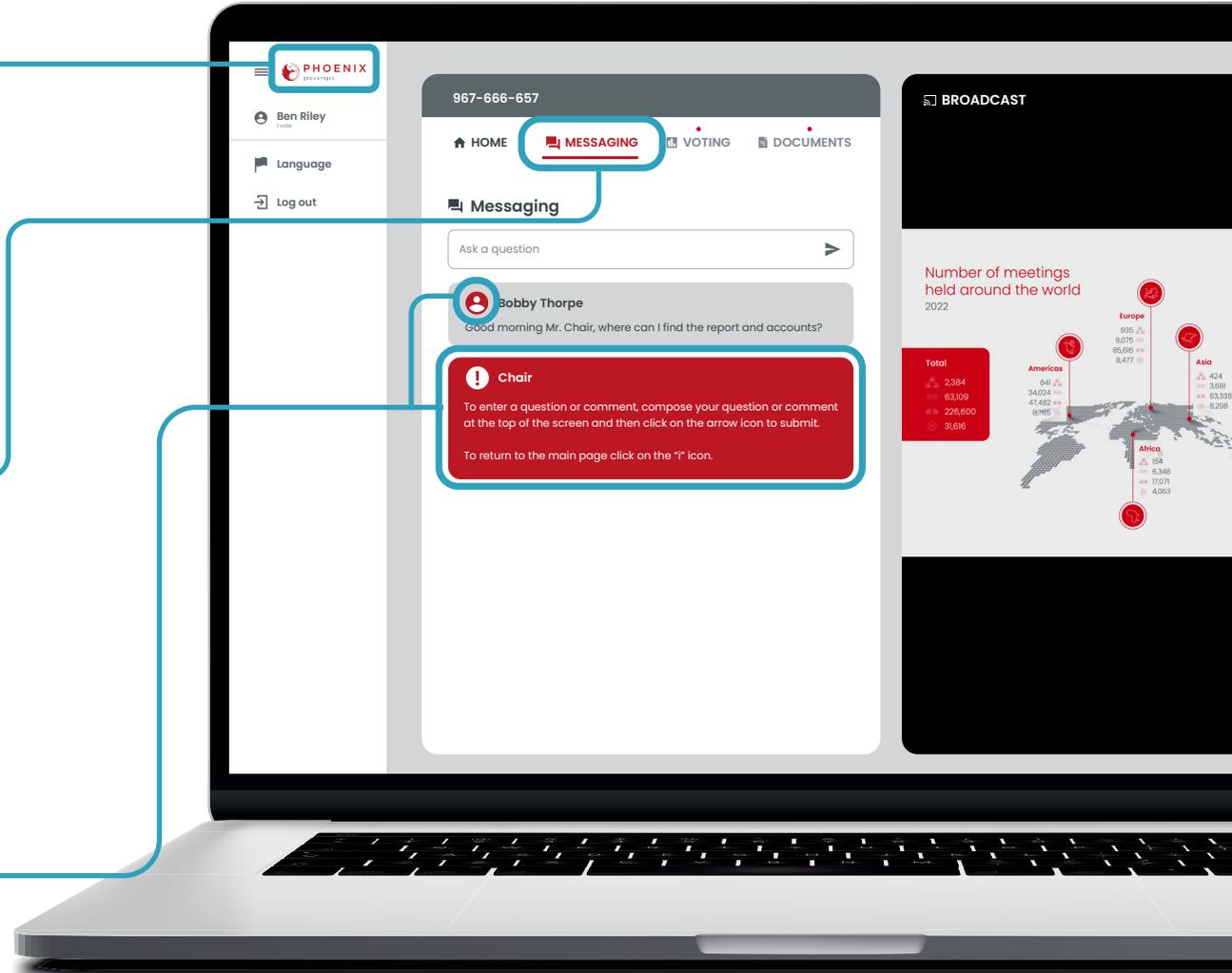
The same login page logo will appear on the Home Tab and the side bar unless alternatively configured. Simply send us your logo in PNG or JPG.

Color

The main color is one of two color choices on the platform. It changes the color of the navigation bar, icons and login page, in RGB or HEX format.

Highlight color

The highlight color changes the color of the vote selections, buttons and messages, in RGB or HEX format.



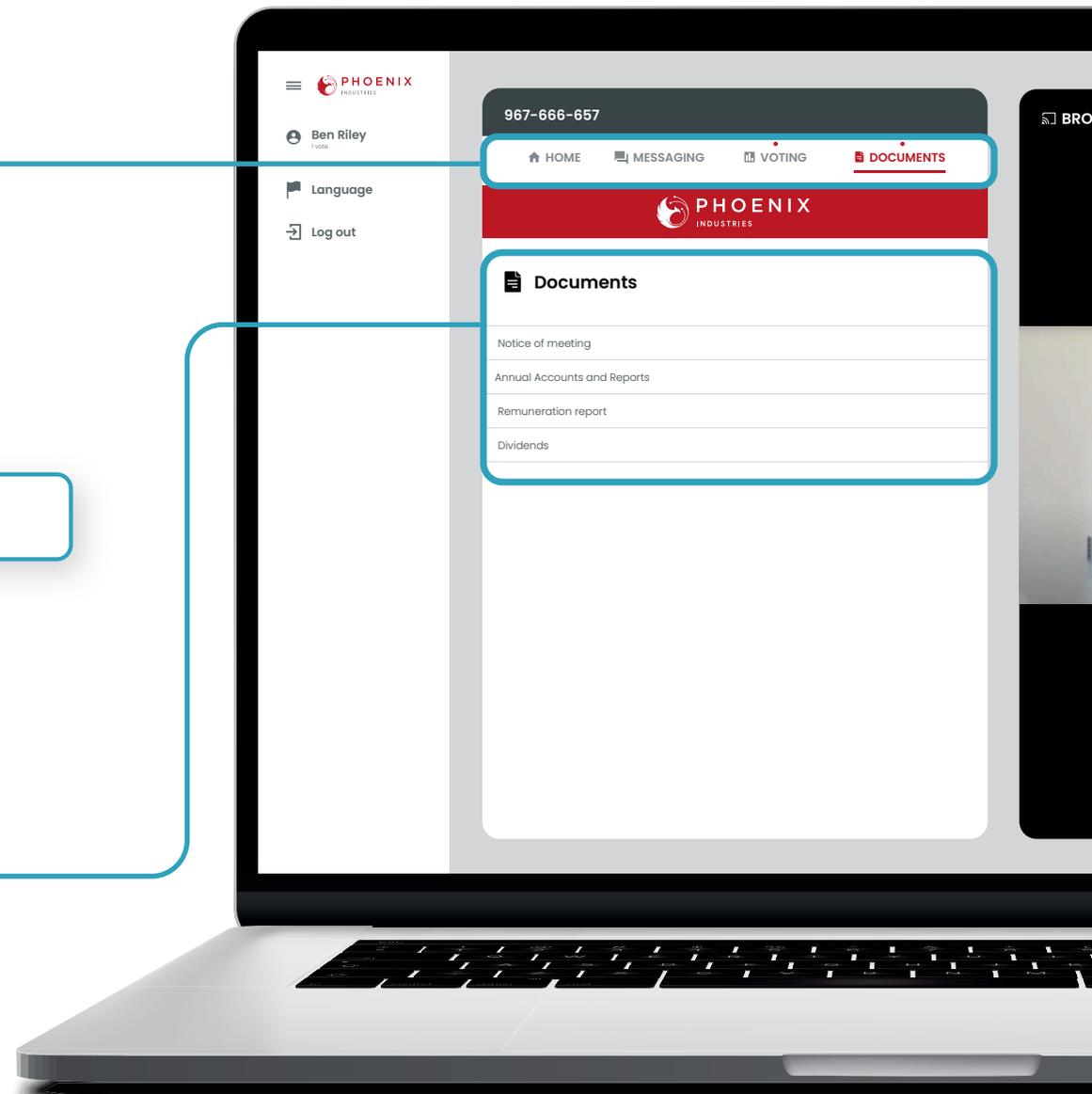
Feature tabs

The feature tabs can be icons only or with default or customizable text.



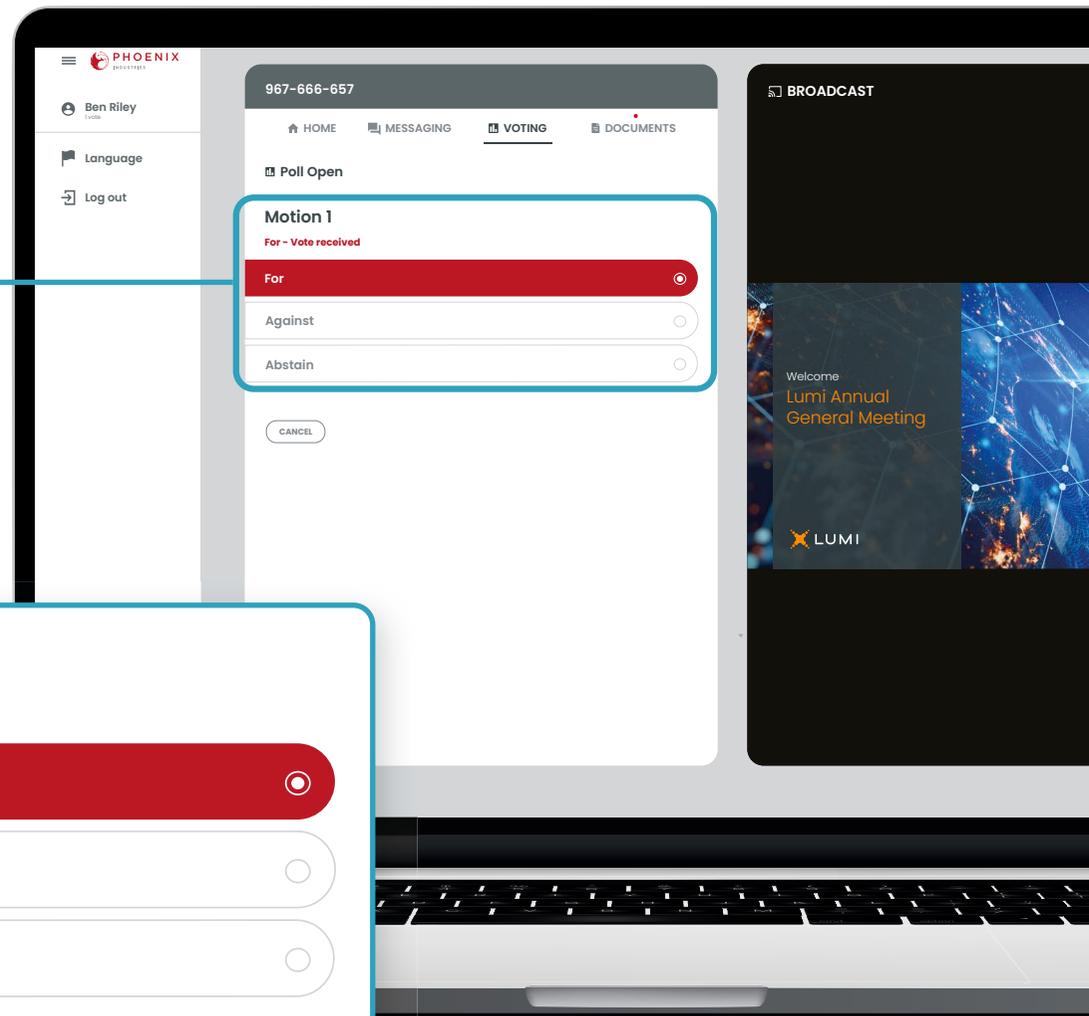
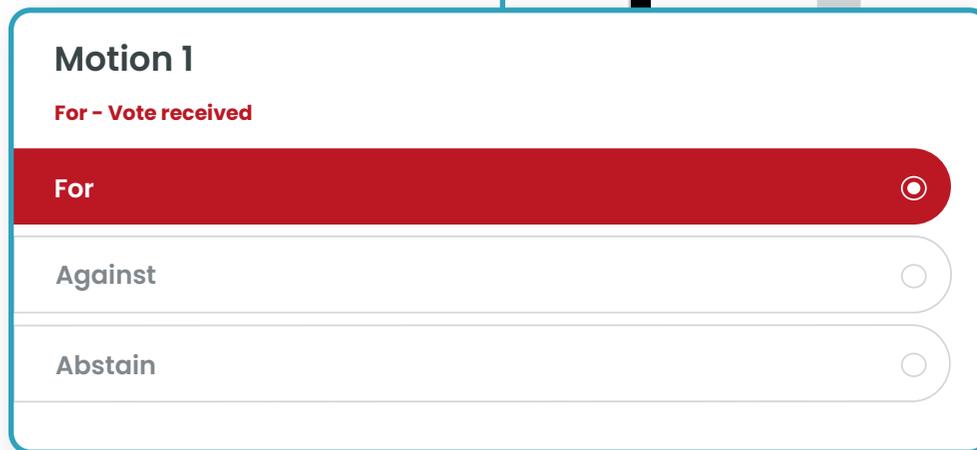
Documents

The platform can host up to 10 documents in PDF format, with a maximum size of 10MB each. You can specify the name of each hosted document.



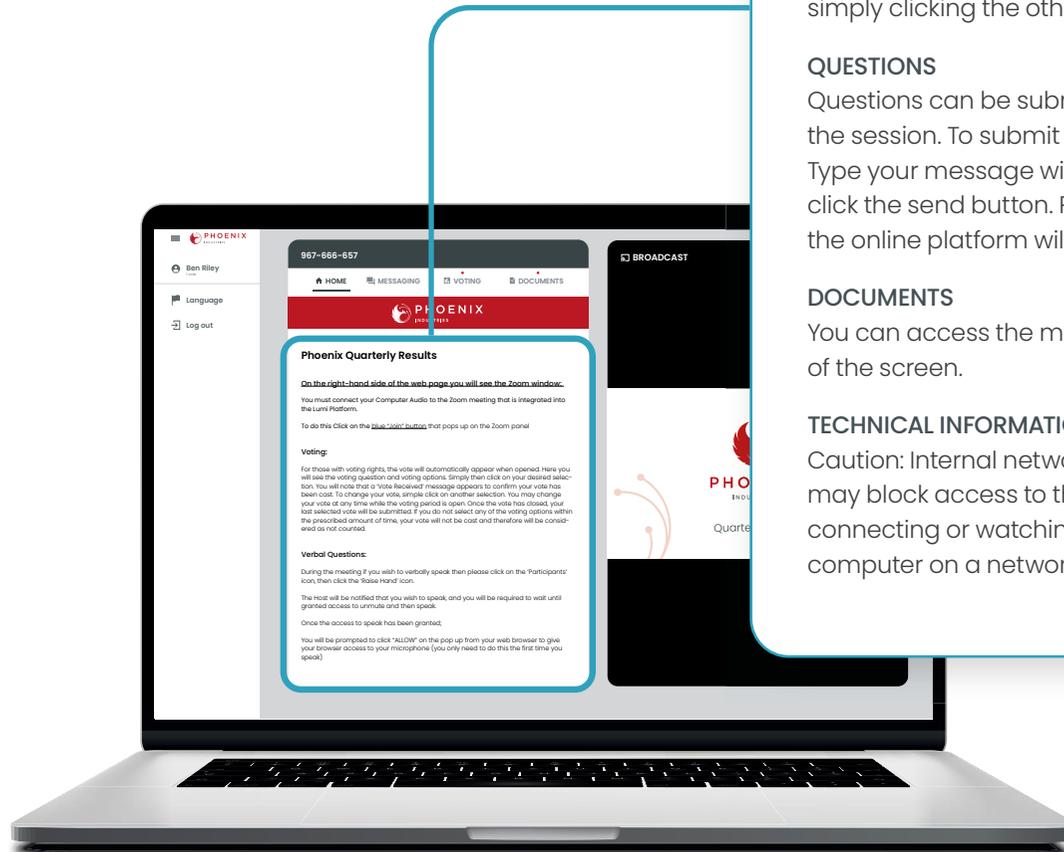
Voting option colors

The highlight color changes the color of the vote selections, buttons, messages and acts as a second color on the login page, in RGB or HEX format.



Homepage

Here's a copy of the recommended text on the 'Home Tab' which can also be customized if required.



Example Text:

PARTICIPATING IN THE MEETING

To listen to the Meeting, select the broadcast tab which appears on the right side of the screen on a computer or at the bottom on a mobile device. Press play to participate in the Meeting. You must have audio enabled on your device and the stream unmuted.

VOTING

Once voting has opened, the voting tab will appear on the navigation bar at the top of your screen. The resolutions and voting choices will then be displayed. After you vote, a message confirming "vote received" will appear. Your vote can be changed by simply clicking the other option. If you wish to cancel your vote, please press "Cancel".

QUESTIONS

Questions can be submitted at any time during the Meeting until the Chair closes the session. To submit a question, select the messaging tab at the top of your screen. Type your message within the text box at the top of the messaging screen and then click the send button. Please note that questions submitted during the Meeting via the online platform will be moderated before being sent to the Chair.

DOCUMENTS

You can access the meeting documents by clicking on the document tab at the top of the screen.

TECHNICAL INFORMATION

Caution: Internal network security protocols including firewalls and VPN connections may block access to the Lumi platform. If you are experiencing any difficulty connecting or watching the meeting, ensure your VPN setting is disabled or use a computer on a network not restricted to security settings of your organization.

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