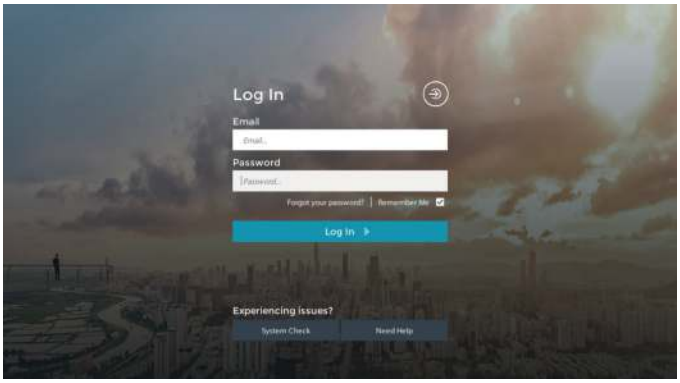
Step-by-Step Guide

Login in to ConneXion

https://connexion.hyperfair.com/login-home.php

1 Enter your username and password



2 Enter the Environment



Complete your Profile

1 Click on the **'Control Panel'**

2 Click on **'Profile'**

3 Complete and save the form

! *When uploading your Profile Picture and Company Logo these should be in a square format to ensure there is no distortion (suggested size is 128 x 128px).*

Avatar Customisation

1 Click on the **'Control Panel'**

2 Click on **'Dressing Room'**

3 Use the icons to customise your avatar



3 Save your avatar

Moving around the environment

Using your keyboard

Use the cursor control keys ◄ ▲ ► ▼. Use the Shift button ⇧ at the same time to move faster.

Using your mouse

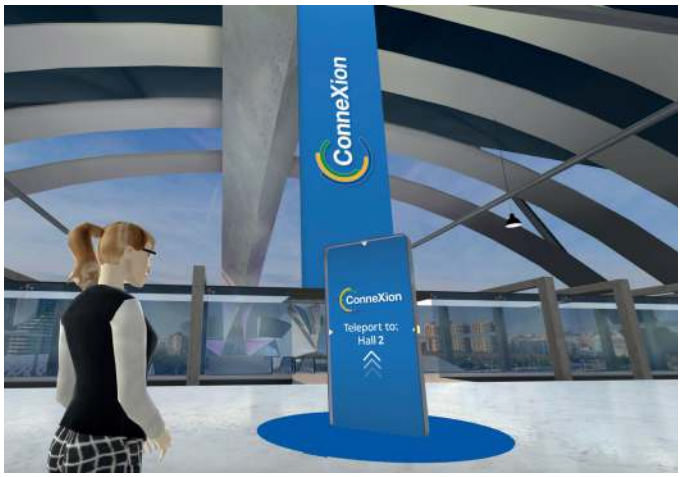
Click to where you want to move to.

Using the Map

Click Map icon then click on the location (hall / booth / teleport point) you want to jump to.

Using the Teleports

Click on the teleport gates in and around the environment to take you to other locations.



Step-by-Step Guide continued

Viewing / Interacting with booth content

Posters

Some posters include web links – hover your mouse over them and click to visit the URL shown

Products

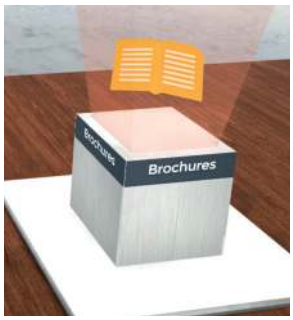
Click on the Product totems to view products available on the booth you're on.



Click the thumbnail image of the product that you want to view in more detail.

Brochures

Click on the Brochure totems to view brochures available on the booth you're on.



Click the eye icon of the brochure that you want to view in more detail.

You can also download brochures from this list by clicking the download icon or you can click the bag icon to download them later (while the event is live).

Videos

Click on the Video totems to view videos available on the booth you're on.



Click the play icon of the video that you want to watch (if there is only one video this will play automatically.

Bulletin Boards

Click on the Bulletin boards to view messages/announcements from the booth holder.



Info & Contact avatars

Click in the avatar to read more information about/from* the company and how to get in touch with them.

** The level of information will vary from exhibitor to exhibitor.*

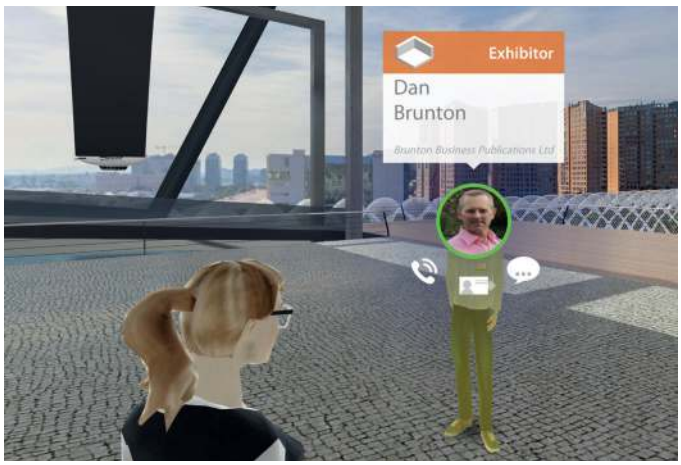


Interacting with another avatar

When walking around the environment you can hover your mouse over another avatar to see who they are.



If you click on them you will be shown different ways in which you can interact with them.



Call Exchange Business Cards Live Chat

Within the Live Chat function you also have the option (via the ⋮ menu) to: Add another user to the chat and download the chat transcript).

You can also search for another person within the environment using the chat icon on the main screen and then the search icon .