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# Introduction

The visual identity of American Auto-Matrix (AAM) is an integral part of its image. The image of the company is expressed not only in the name, logo and colors of its stationery and signage, but in all printed and online material concerning each of the products, as well as the communications between employees, customers, and Solution Integrators. This guide presents the key elements of the AAM corporate visual identity and the guidelines for their use.

In order to be as effective as possible, the visual identity must be consistent. This can only be achieved if the rules and specifications are observed. All communication materials must adhere to the standards set forth in this Corporate Style Guide. No deviation should be made from the standards in this manual without approval from the American Auto-Matrix Marketing Department.

If you have any questions with regard to any of the information presented in this guide, please contact AAM Marketing at 724-733-2000 or by email at marketing@aamatrix.com.

## Trademark

AAM visual identities and product names are registered as a trademark. They are protected and cannot be amended or defaced.



**Company Name and Representation** 

The registered, trademarked, and legal name of the company is: Jordan Acquisition Group, LLC D.B.A. American Auto-Matrix

As a registered trademark, the name can appear:

American Auto-Matrix<sup>®</sup> Auto-Matrix<sup>®</sup>

American Auto-Matrix has a main tag line:

Smart Building Solutions®

The company name (tag lines optional) appears this way on business cards, stationery, marketing literature, and all binding communications.

The company can be abbreviated as "AAM" but only after the name American Auto-Matrix (AAM) appears first.

The company main contact information is:

One Technology Lane Export, PA 15632 USA Tel: 724-733-2000 Fax: 724-327-6124 http://www.aamatrix.com

## American Auto-Matrix Master Logo



When an organization has multiple products, it is important to ensure that the branding and visual representation is consistent and strong. This means avoiding multiple conflicting messages and images, including logos. Without a Master Logo, the American Auto-Matrix brand would become diluted and inconsistent.

The position of the Master Logo should always be placed in the lower right hand corner of documents or as a second option in the top left corner. The logo appears on the front of all materials and is not to exceed 30% of the art. The master logo may or may not use the "Smart Building Solutions" Tag (SBS Tag) or Rocket "A", but must appear on all product documentation, labels, or electronic communication. The master logo also requires the use of the "Registered Trademark Symbol" for both the American Auto-Matrix logo and Smart Building Solution Tag. Examples of logo use are shown in this style guide.

#### AAM Master Logo:



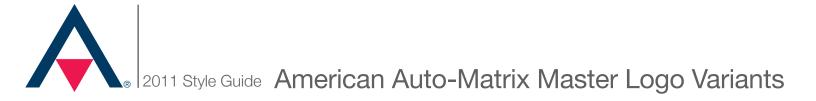
## Smart Building Solutions®

The tag "Smart Building Solutions" is a registered Trademark of American Auto-Matrix. The "Smart Building Solutions" tag may or may not be used with the American Auto-Matrix master logo. Use of the SBS tag is at the discretion of the project team and or designer. If the tag is used it must be accompanied by a ® symbol when it appears with the AAM Master logo in a document. The tag should be centered under the master logo and may or may not have a shadow behind it. Typically, the tag should be in red (PMS 199) or the CMYK or RGB equivalent shown on page 5. In the case of a colored background where the red version is not clearly visible, a white version may be used.





Note: If the tag "Smart Building Solutions" is to appear as written text it must be accompanied by a ® symbol in its first appearance. After the initial appearance it will appear with initial caps as "Smart Building Solutions" without the ® symbol.





AAM logo on a white background



AAM logo on a blue background



AAM logo on a black background

AAM logo on a gray background

AMERICAN

# Additional Trademarks Of AAM

#### Solution Integrator®

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The term Solution Integrator is a registered Trademark of American Auto-Matrix. While there is no logo for Solution Integrator, the term itself must be accompanied by a ® symbol in the first written appearance in a document. After the first appearance, the term may be abbreviated "SI" or written as Solution Integrator without the ® symbol.

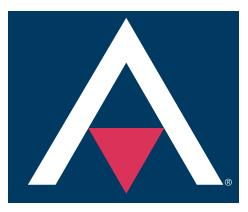


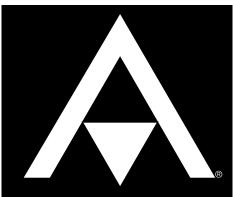
## American Auto-Matrix Rocket-A Logo 2011 Style Guide

The "Rocket-A" should be accompanied by a Registered Trademark Symbol. This symbol should be used in conjunction with the AAM master logo, and not as a stand alone identifier for AAM. Position of the "Rocket-A" should generally be placed in either the top right hand corner of documents or in the top left corner. The "Rocket-A" should never be used in place of the Master Logo.



## American Auto-Matrix Rocket-A logo Variants







American Auto-Matrix Logo and "Rocket A" Colors

> PMS 2965 C100, M38, Y0, K69 R0, G43, B71

PMS 199 C0, M100, Y65, K0 R227, G25, B82



## Additional American Auto-Matrix Logos

American Auto-Matrix uses a variety of logos to identify its products and company divisions. While each logo is unique, they each contain elements related to the Master AAM Logo. The following American Auto-Matrix Product Logos use the "Rocket-A". Sizes of these logos can vary.



## AspectFT Logo Usage



AspectFT must be written as "AspectFT". When referring to any of the product variants in writing, it must be written as AspectFT-Matrix, AspectFT-Facility, AspectFT-Nexus or AspectFT-Enterprise. The only exception where AspectFT-XXXX is not used is in the case of Aspect Studio. The first appearance of AspectFT must be accompanied by a ®.

In the case of Multiple AspectFT products, those products should be referred to as Multiple AspectFT-XXX devices.

The position of the AspectFT Master Logo should generally be placed in the center header of data sheets or brochures with the American Auto-Matrix Logo in the upper left corner. As a second option, the AAM Master Logo can appear in the lower right of the document. The AAM Master Logo should be roughly one-quarter size of the AspectFT logo.

#### AspectFT Master Logo





Acceptable AspectFT Product Variant logo accompanied by a ®



AspectFT-Facility or AspectFT-Nexus







Aspect Studio



#### AspectFT Product Colors

PMS 362
C76, M0, Y100, K11
R32, G164, B44
PMS 145
C0, M47, Y100, K9
R210, G132, B0
PMS 549
C52, M6, Y0, K25
R102, G161, B196
PMS 199
C0, M100, Y65, K0
R227, G25, B82



# SmartOne Logo Usage

SmartOne is always to be written as "SmartOne" and have a "TM" after the first reference in a document. The product line is never to be referenced as Smart One or Smart Ones. In the case of multiple SmartOne products, those devices should be referred to as SmartOnes, Multiple SmartOne Controls or Multiple SmartOne Devices. In all cases the SmartOne Logo must be accompanied by a "TM"

If the SmartOne logo is used on a white background, the Blue version must be used.



If the SmartOne logo is used on a colored background, the white version can be used.





The SmartOne bug is an identifier that can be associated with or without the SmartOne logo. This identifier cannot be used as a substitute for the logo. When appearing by itself it must be accompanied with a "TM" after the art.

> PMS 362 C76, M0, Y100, K11 R32, G164, B44

> PMS 2965 C100, M38, Y0, K69 R0, G43, B71



### Typography

When using approved fonts all fonts should either be 100% Black or 75% Black.

Avant Garde Family Used in various AAM logos and labels

Gill Sans Family Can be used in literature and documentation Represents the primary font for SmartOne

Helvetica Neue Family Can be used in literature and documentation Represents the primary font for AspectFT

Glasgow Can be used in literature and documentation Represents the primary font for NB and SBC products

Calibri Can be used in correspondence, letters, mailers or email

Trebuchet Can be used in correspondence, letters, mailers or email ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 0123456789

Web Fonts

AAMatrix.com-Lucida Grande, Verdana

BACnet Control- Arial, Helvetica

Online Engineering Applications Guide- Arial, Verdana

## Data Sheets



American Auto-Matrix has data sheets for all products. These data sheets contain information such as:

- Company Name
- Product Name
- Overview
- Features
- Images
- System Architecture
- Logos
- Legal Information
- Part Number

The data sheets follow a similar layout (displayed on the following pages) as well as color coordination based on product technology:

- HVAC/PUP Blue
- Native BACnet -Yellow
- Critical Environments Orange
- AspectFT Blue, Green, Orange, Red
- SmartOne Blue and Green



### Data Sheet Breakdown and Colors

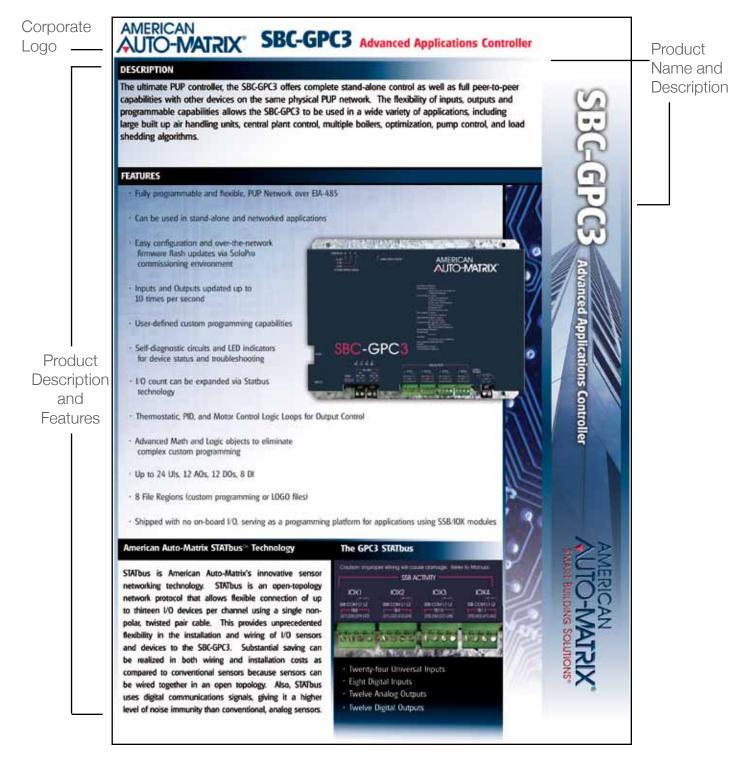
SBC	<ul> <li>DX1</li> <li>GC1</li> <li>GX1</li> <li>IFC-SSB-425</li> <li>IX1</li> <li>MC1</li> <li>SageMAX</li> <li>SBC-ASC(e)</li> <li>SBC-GPC1</li> <li>SBC-GPC2</li> <li>SBC-GPC3</li> <li>SBC-SD</li> <li>SBC-STAT</li> <li>SBC-VAV</li> <li>Integra IT-500</li> <li>Integra IT-600</li> <li>Integra Virtual Area Controller</li> <li>Integra Supervisor</li> </ul>	NB-GPC-FHC/FHC-SD SBC-GPC-FHC/FHC-SD AF-ACT AF-AFP AF-DPR-A AF-DPR-AP AF-FTR AF-FVR AF-FVR AF-HC2 AF-IPP AF-LC1 AF-LC2 AF-PPP AF-SPR AF-SPP AF-SPS	Auto-Flow Critical Environments
Native BACnet		AspectFT-Matrix AspectFT-Facility AspectFT-Nexus AspectFT-Enterprise Aspect Studio	AspectFT
	IOX2-1 IOX2-2 NB-SD NB-STAT NB-V3T NB-VAV MATRIX-BBO Router	SmartOne BBC-SD	Distribution Products

When a data sheet is updated, it needs to be placed on the toolbox, website, and Online Engineering Applications Guide as well as printed and placed in the literature racks.

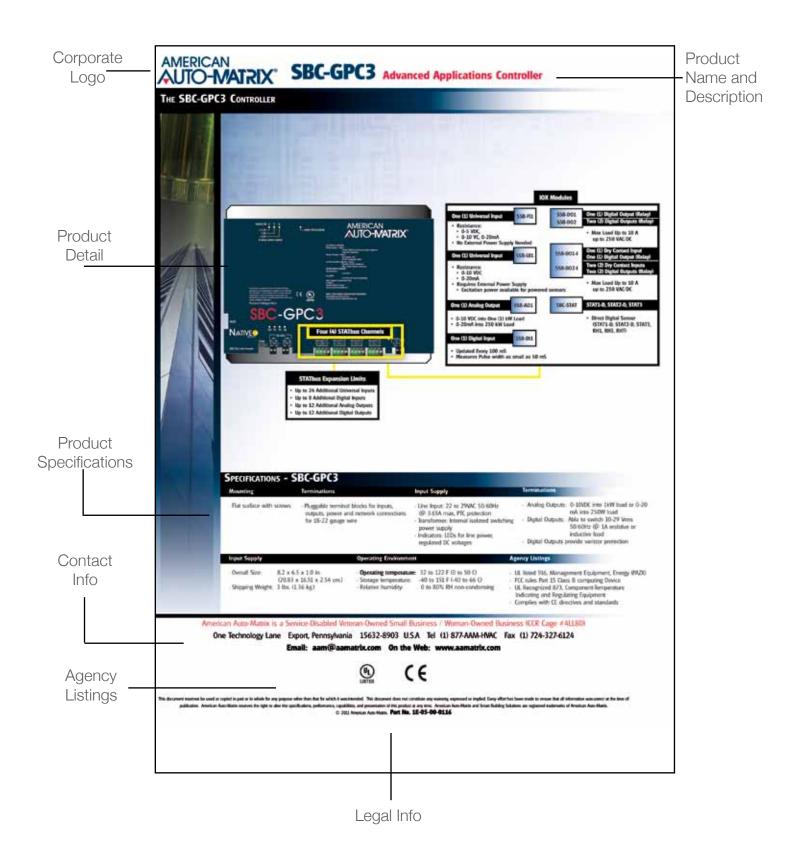
The data sheet should also be placed in the Production Ready folder. Any previous versions should be moved to an "old" folder within the data sheets folder on the Marketing Drive.



## SBC Data Sheets

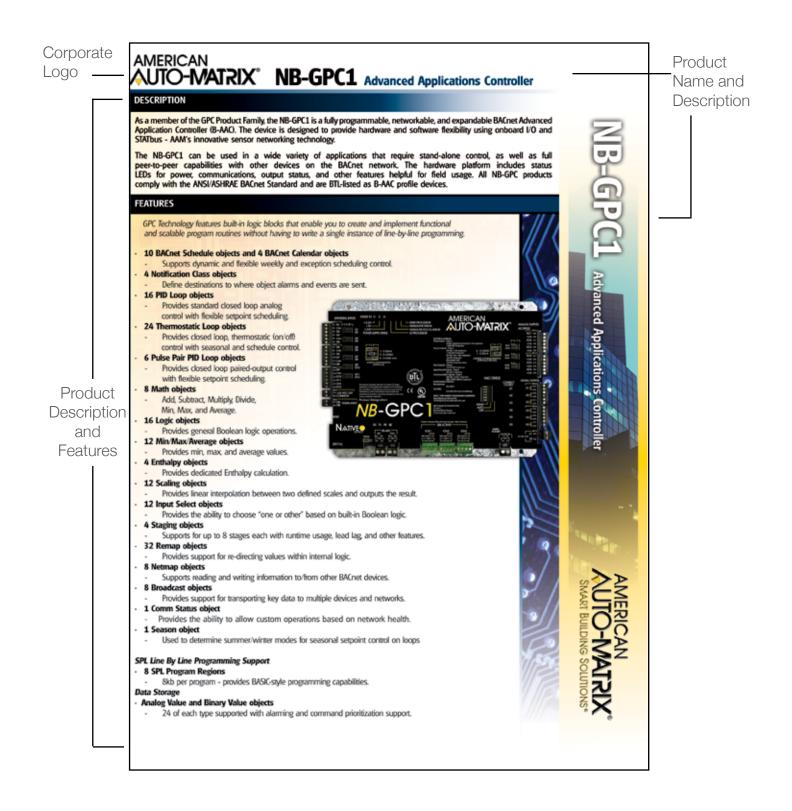




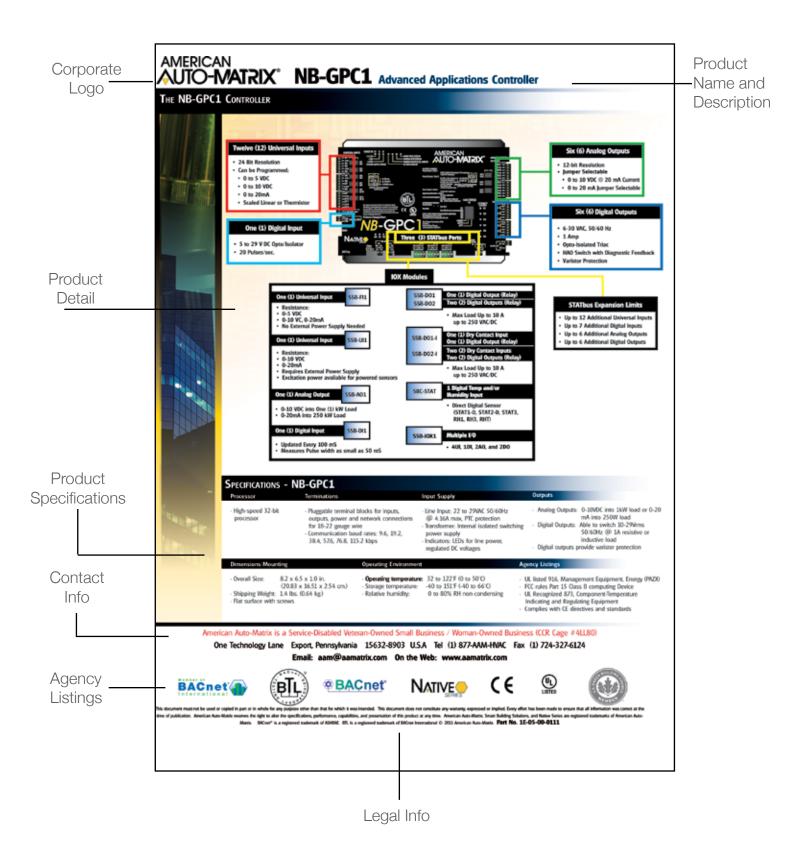


### Native BACnet Data Sheets



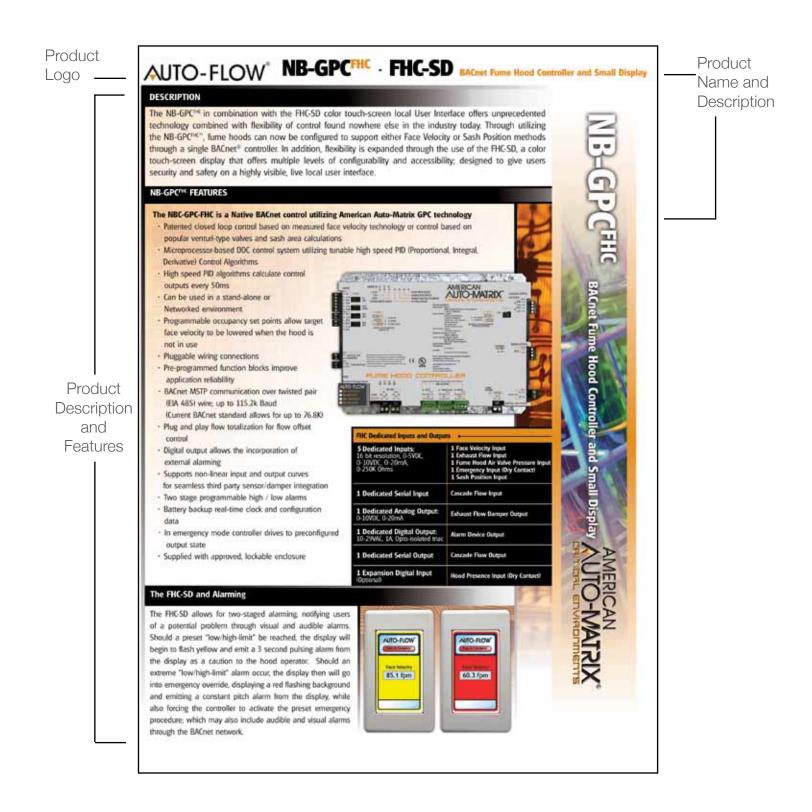




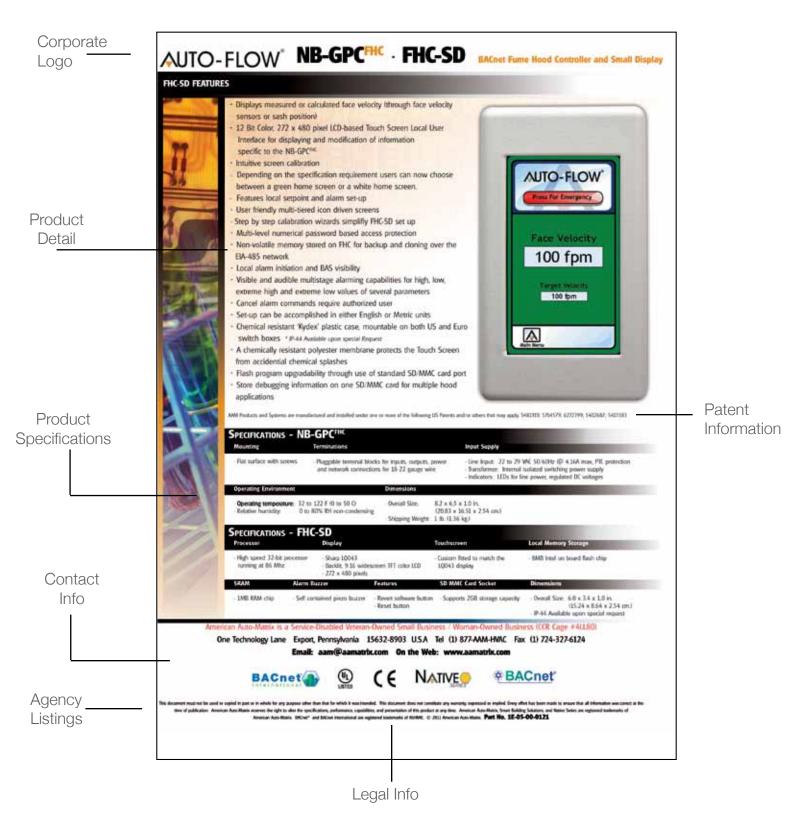


## Auto-Flow Data Sheets









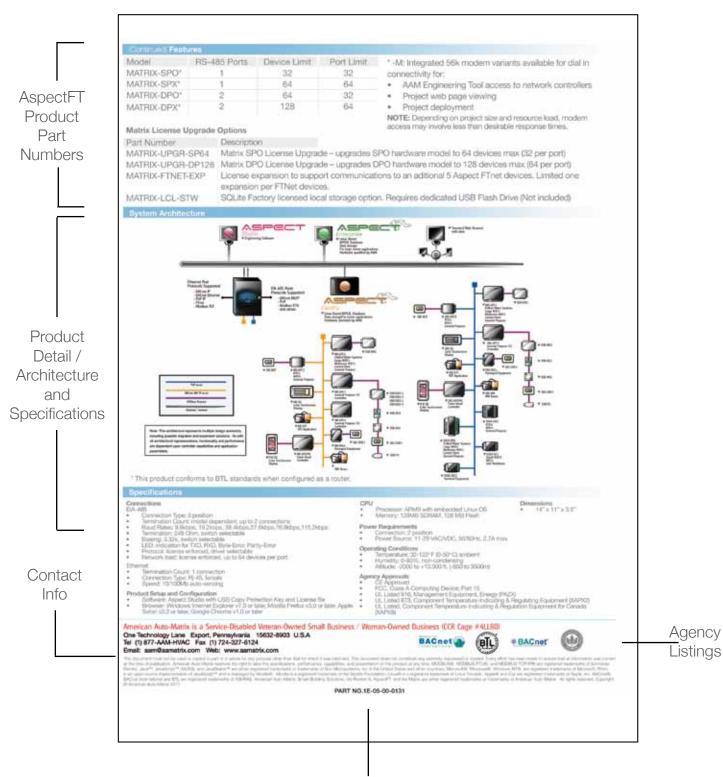
### AspectFT-XXXX Data Sheets





\* AspectFT Data Sheets require that Product Color be used for Each Variant of Data Sheet





Legal Info

## **Brochures and Sales Kits**



American Auto-Matrix brochures offer information on the company, products, and technologies. Currently, AAM has the following active brochures:

- Corporate
- System Architecture
- Critical Environments
- GPC & STATbus
- STATs
- AspectFT
- SmartOne

AAM Controls brochures and Corporate Brochures follow an 8.5 X 11 finished size and contain the following:

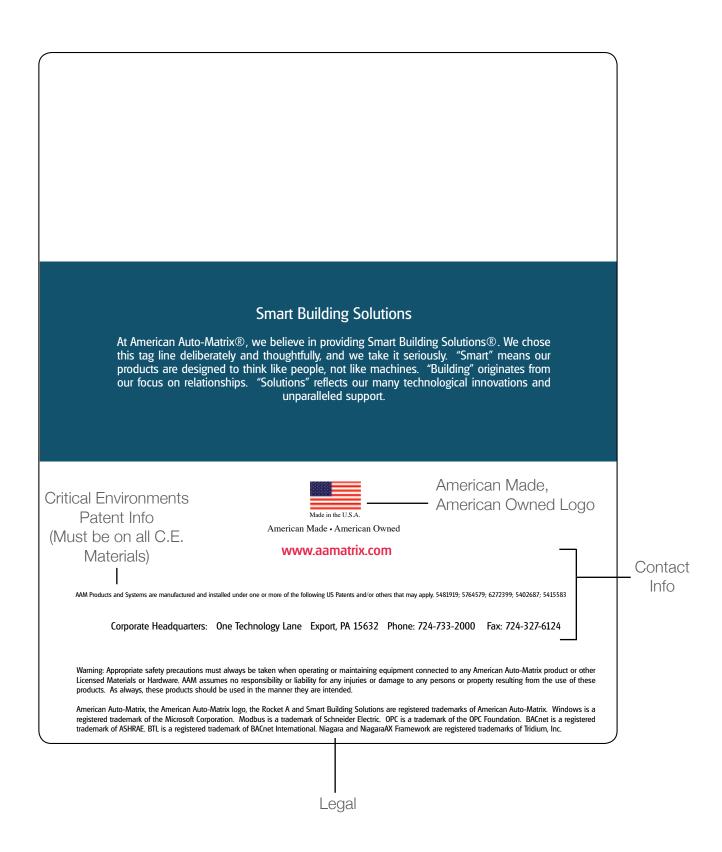
- Company Name
- Brochure Title
- AAM Technologies
- Company Values
- Tag Line
- General Brochure Info
- Affiliate Logos
- Contact Info
- Legal Info

AAM AspectFT Brochures and SmartOne Brochures offer the same information but are presented in a different form. The AspectFT brochure has a finished size of 7.75 X 10 and the SmartOne Brochure has a finished size of 9 X 6.



2011 Style Guide Corporate, System Architecture, Critical Environments, GPC & STATbus Brochures

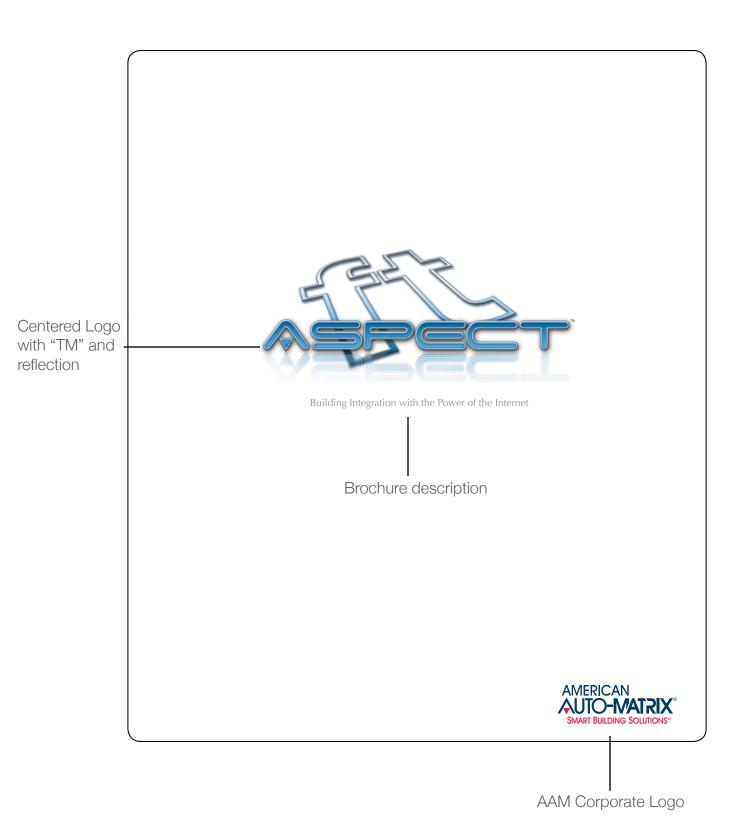




\* Outside edges of these brochures are to be rounded.

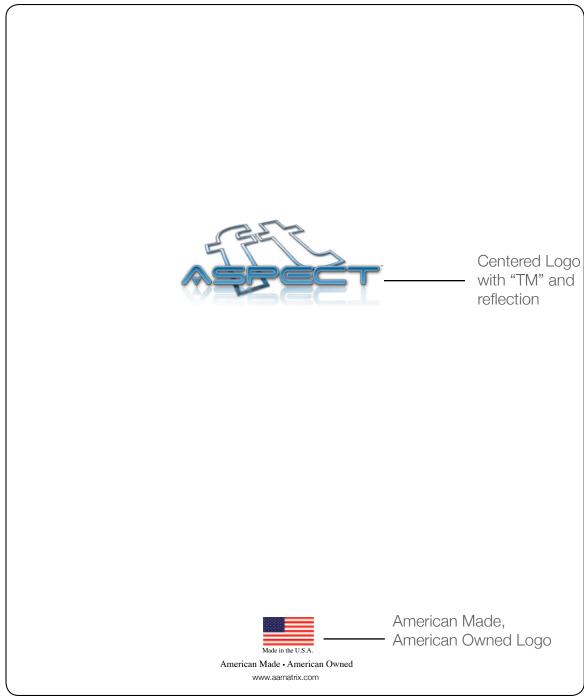


## AspectFT Brochure



### AspectFT Brochure





\* Outside edges of these brochures are to be rounded.

\* Contact and legal info is on the inside of the brochure.



## SmartOne Brochure

Brand Logo with TM and bug icon



Product tag line

### SmartOne Brochure





\* Legal info is on the inside of the brochure.



### Sales Kits

American Auto-Matrix offers 4 sales kits:

- AAM Corporate BACnet Sales Kit
- AAM Corporate PUP Sales Kit
- AspectFT sales kit
- SmartOne Sales kit

These sales kits include:

- Clear Plastic Pocket Folder
- Relevant Brochure(s)
- Relevant Product Data Sheets (\*where applicable)
- Advertisements or Awards
- Front and Back respective sales kit cover

AAM BACnet Sales Kit:

- Corporate Brochure
- System Architecture Brochure
- GPC & STATbus Tech Brochure
- System Architecture Brochure
- Critical Environments Brochure
- AspectFT Brochure
- NB-GPC1 Data Sheet\*
- NB-GPC2 Data Sheet\*
- NB-GPC3 Data Sheet\*
- NB-GPC4 Data Sheet\*
- NB-ASC(e) Data Sheet\*
- NB-VAV Data Sheet\*
- NB-V3T Data Sheet\*
- NB-Pro Data Sheet\*
- NB-SD Data Sheet\*
- NB-GPCFHC and FHC-SD Data Sheet\*
- Relevant Case Studies

#### AspectFT Sales Kit:

- AspectFT Brochure
- Aspect Studio Data Sheet
- AspectFT-Enterprise Data Sheet
- AspectFT-Facility Data Sheet
- AspectFT-Nexus Data Sheet
- AspectFT-Matrix Data Sheet

AAM PUP Sales Kit:

- Corporate Brochure
- System Architecture Brochure
- GPC & STATbus Tech Brochure
- System Architecture Brochure
- Critical Environments Brochure
- AspectFT Brochure
- SBC-GPC1 Data Sheet\*
- SBC-GPC2 Data Sheet\*
- SBC-GPC3 Data Sheet\*
- SBC-ASC(e) Data Sheet\*
- SBC-VAV Data Sheet\*
- SBC-V3T Data Sheet\*
- SoloPro Data Sheet\*
- SBC-SD Data Sheets\*
- SBC-GPCFHC and FHC-SD Data Sheet\*
- Relevant Case Studies

SmartOne Sales Kit:

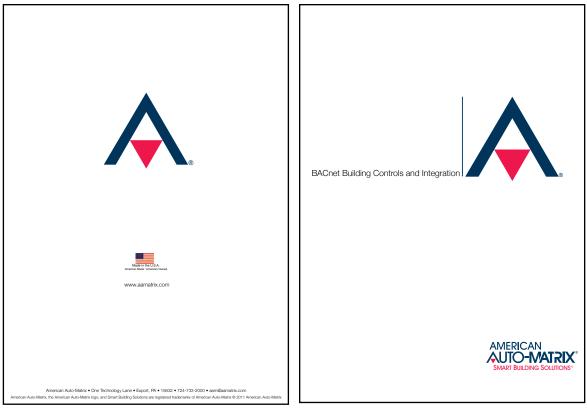
- SmartOne Brochure
- SMT-ASCFC Data Sheet
- SMT-ASCHP Data Sheet
- SMT-ASCRT Data Sheet
- SMT-ASCVR Data Sheet
- SMT-ASCVT Data Sheet
- Configuration Wizard Data Sheet
- BBC-SD Data Sheet
- Matrix-BBO Data Sheet
- SMT-Link Data Sheet
- SBC-STAT Data Sheet



2011 Style Guide

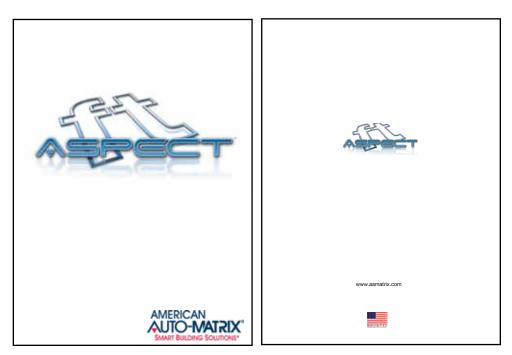


American Auto-Matrix Sales Kit Covers Please refer to contents of this sales kit on page 28



American Auto-Matrix BACnet Sales Kit Covers Please refer to contents of this sales kit on page 28





AspectFT Sales Kit Covers Please refer to contents of this sales kit on page 28



SmartOne Sales Kit Covers Please refer to contents of this sales kit on page 28

### Binders



American Auto-Matrix offers binders that contain extensive information on AAM products, services, and technologies. American Auto-Matrix currently offers the following binders:

- Product Catalog
- Engineering Applications Guide
- Lab & Fume Hood Control
- GPC & STATbus Technology
- Building Relationships
- BACnet
- Access Control

The binders have a clear cover, side panel, and back cover for insertion of printed graphics. Color schemes coordinate with binder content and/or product technology (congruent to the color schemes of the data sheets and brochures). All binder covers (front and back) follow the same layout design (next page). Binder contents vary. All contents are separated in sections by labeled tabs.





\* Binder Cover is 10 X 11

Binder side insert can be 1.5", 2" or 3"



At American Auto-Matrix, we believe in providing "Smart Building Solutions®". We chose this tagline deliberately and thoughtfully, and we take it seriously. "Smart" means our products are designed to think like people, not like machines. "Building" originates from our focus on relationships. "Solutions" reflects our many technological innovations as well as unparalleled support and service to our Solution Integrators.
www.aamatrix.com Corporate Headquarters: One Technology Lane • Export, PA 15632 • Phone: 724-733-2000 • Fax: 724-327-6124
American Auto-Matix <sup>6</sup> , the American Auto-Matrix logo, and Smart Building Solutions <sup>+</sup> are registered trademarks of American Auto-Matrix <sup>+</sup> . U.S.A. All rights reserved. KeyMater and Controlioft are registered trademarks of Controlioft, Inc.

\* Binder Back Cover is 10 X 11



Letterhead



## **Business Cards**





Business Cards contain:

- AAM Master Logo with SBS tag
- Name and title
- Address, Email , phone, fax
- Service-Disabled Veteran Woman-
- Owned Small Business tag

# **Email Signature**

The Email Signature should contain Name - Verdana 11pt Title // American Auto-Matrix - Verdana 10 pt address - - Verdana 10 pt website and email - Verdana 10 pt main phone, direct phone - Verdana 10 pt mobile phone (not mandatory) - Verdana 10 pt

Joe Smith

Director, Operations // American Auto-Matrix One Technology Lane // Export, PA 15632 www.aamatrix.com • jsmith@aamatrix.com Main: 724-733-2000 • Direct: 724-733-0298



# Network Broadcasts

Email Broadcasts should consist of timely material related to the audience that it is intended for. Broadcasts are made from an AAM approved Constant Contact template. The email list is then generated from the Toolbox and sent to the proper addresses.

There are several types of Email Broadcasts:

- Network Broadcast
- Product Update/Firmware Release
- Tech Tip

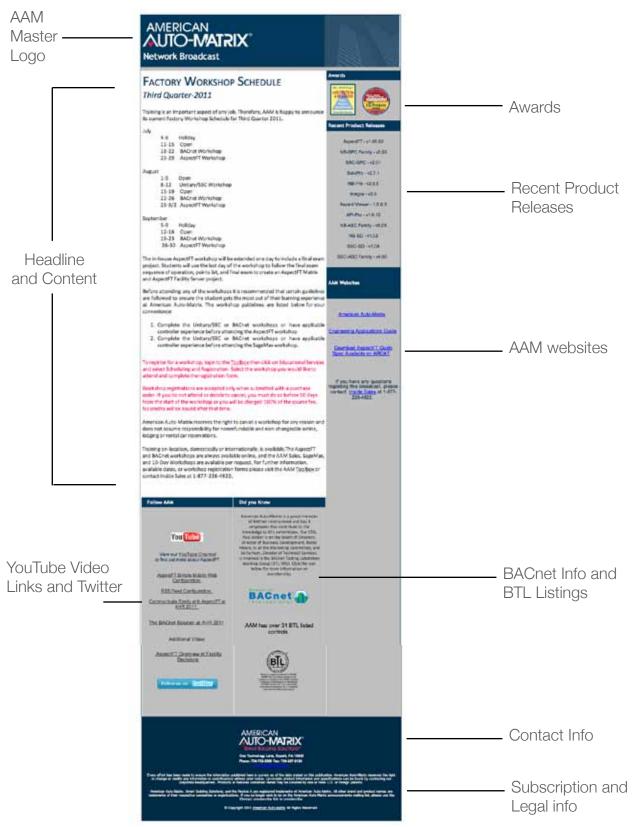
All Email Broadcasts should contain:

- AAM Master Logo
- Type of Broadcast
- Broadcast Title
- AAM Awards
- Recent Product Releases
- YouTube Video Links
- Twitter Link
- AAM Websites
- BTL and BACnet Information
- Contact Info
- Subscription and Legal Info
- Any other relevant info

Monthly Email campaigns are also handled through Constant Contact. While they maintain a similar look and feel to the Network Broadcasts they do not contain:

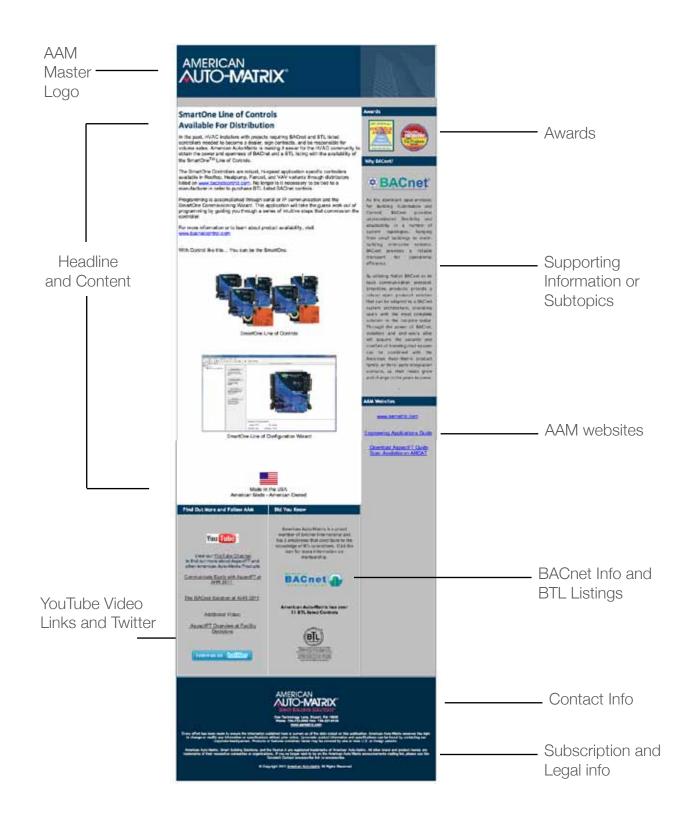
- Recent Product Releases
- AspectFT Simple Mobile Web and RSS Did You Know Videos
- Any AAM employee names or contact information unless approved by the head of Marketing.







# Monthly Email Campaigns



## **Promotional Items**



Any promotional items bearing the AAM logo or associated with AAM require approval from American Auto-Matrix Marketing prior to production.

Promotional items include, but are not limited to, pens, shirts, mousepads, USB drives, beach towels, golf balls, note pads, and bags.



Notes

# Notes

