

Version 3

Black Box Network Services Corporate Identity & Style Guide



724-746-5500 | blackbox.com

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Why Is Branding Important?

A brand is a promise. Many consistencies go into building brand recognition: logo, font, color, phrasing, layout positioning, processes, pricing, data organization, frequency of communication, service availability, and style. When a company maintains these brand elements, a customer gains a comfort level with what to expect. This trust and confidence result in smoother business transactions and increased sales.

"Global brands transcend their origins and create strong, enduring relationships with consumers across countries and cultures." — Wikipedia

The Objective of This Guide

Black Box Network Services is a global brand and it's incumbent upon all of us to protect and promote it. This guide is produced to provide a very concise, extremely high-level understanding of what defines the Black Box Network Services brand and help define accepted brand guidelines. It merely scratches the surface of the many details reviewed internally that go into making consistent Black Box marketing pieces.

Although a great deal of Black Box's marketing pieces are produced by the Marketing & Media Services Department, it's still helpful for other Team Members to be familiar with our branding. Reviewing this guide will help illustrate some of the elements we rely on to build brand recognition.

BLACK BOX®

General Rule

The "Double Diamond" part of the Black Box Network Services logo is designed to be a black box with white outlines. See below. Our base Adobe Illustrator[®] logo file (bboxnetservlogo.eps) contains both black and white versions and notes to the left of the images labeling the colors used in each. Other formats (gif, jpg, etc.) are available as well.



On a white background, the outlines "disappear".



On a color background, both the white outlines and black shapes will appear.

The Exception

The one exception to the general rule above is when the Double Diamond logo is used as our watermark background.



Sizing and Formats

The logo can be used at any readable size. Using the correct format for your specific logo application is necessary to achieve an acceptable result.

For press printing, tradeshow banners, silkscreening

eps—Because Adobe Illustrator eps files are vector- (or line-) based, they can be enlarged or reduced without losing resolution.

For Web site, Word or PowerPoint® docs

jpg, tif, or png—RGB Adobe Photoshop jpg or png files are pixel-based, therefore they will lose resolution when enlarged. However, these are recommended because of their small file size and PC compatibility.

For Web site, Word or PowerPoint docs with a color background

gif—A gif is also a pixel-based format, but it can be created with a transparent background without requiring the creation of a clipping path.

Margins

There should always be a margin around the entire logo that is as wide as the "N" in "NETWORK SERVICES" is high. A larger logo will demand a larger margin.

Gaps are to allow for the white outline of the double damond.





What NOT to Do to the Logo

Do not:

- Change the color.
- Skew (narrow or widen) the logo in any unproportional way.
- Alter the stacking of the words or the horizontal or vertical spacing between them..
- Change the spacing or position between the Double Diamond and the words.
- Attempt to redraw the logo or use different fonts.
- Outline the logo.
- Embed the logo in text in lieu of spelling out "Black Box Network Services."

DO:

- Use an official, approved logo file provided by corporate headquarters.
- Ask, if you have any questions at all. (For contact information, see page 24.)

Registration Marks

Both the Double Diamond and Black Box are registered trademarks, so the logo will always contain two ®s.



Color Palette

The following six colors make up the approved color palette. Use the appropriate specs below depending on the type of piece being created and the creation method used.



Green is to be used sparingly as an accent color.

<u>CMYK</u>

Blue = 100 / 49 / 26 / 0 Green = 51 / 2 / 92 / 0 Light Gray = 22 / 16 / 16 / 0 Dark Gray = 39 / 34 / 34 / 21 Black = 60 / 60 / 0 / 100 White = 0 / 0 / 0 / 0

HEX

Blue = #0066b2 Green = #9bc24c Light Gray = #e3e3e3 Dark Gray = #4f4f4f Black = #000000 White = #FFFFFF

<u>RGB</u> Blue = 0 / 102 / 178

Green = 155 / 194 / 76Light Gray = 227 / 227 / 227Dark Gray = 79 / 79 / 79Black = 0 / 0 / 0White = 255 / 255 / 255

<u>PMS</u>

Blue = 90% 3015 C Green = 80% 368 C Light Gray = 100% 429 C Dark Gray = 100% 431 C Black = 100% 426 C White = Paper

Color Palette for Product Faceplate Art

A different (lighter) blue is used when printing art on product faceplates because of printing on a textured black background. For more details about product faceplate art, see page 16.



PMS—for Faceplate Art:White = 100% WhiteBlue = 100% Process Blue C



Frutiger for Print Media

Frutiger is the approved font family for print media. Black Box has chosen Frutiger 45 Light for its text to give the page a cleaner, more open appearance.

Approved Print Fonts Frutiger 45 Light—for text Frutiger 55 Roman—for subheads Frutiger 65 Bold—for headlines Italics of any of the above

Frutiger Light

ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 1234567890 !@#\$%^&*()

Arial for Electronic Media or Print Created on a PC

Although Frutiger is the best choice for print, Arial is used for electronic media (e-mails, Web site, Web ads, etc.).

Approved Electronic Fonts Arial Regular—for text Arial Bold—for subheads and headlines Italics of any of the above

Arial Regular

ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 1234567890 !@#\$%^&*()

Describing Black Box Network Services

It's also important to define and describe our company using approved terminology. Below are samples that can be used verbatim. Please be sure to use the set of descriptions for the correct segment of our company.

Describing Communications and Infrastructure Services

35-Word Description (34 to be exact):

Black Box is a leading communications system integrator dedicated to designing, sourcing, implementing, and maintaining today's complete communications solutions. Black Box services more than 175,000 clients in 150 countries. To learn more, visit www.blackbox.com.

50-Word Description (46 to be exact):

Black Box is a leading communications system integrator dedicated to designing, sourcing, implementing, and maintaining today's complete communications solutions. Black Box services more than 175,000 clients in 150 countries with 200 offices throughout the world. To learn more, visit the Black Box Web site at http://www.blackbox.com.

100-Word Description (94 to be exact):

Black Box is a leading communications system integrator dedicated to designing, building, and maintaining a full range of communications technologies for unified communications and collaboration, VoIP, traditional telephony, and more. Black Box also provides start-to-finish services for wired, wireless, and hybrid data networks. In addition, Black Box offers an extensive range of products via its award-winning catalog and Web site—all backed by its free, 24/7 pre- and post-sale Tech Support. Founded in 1976, Black Box Corporation services 175,000 clients in 150 countries with 200 offices around the world. To learn more, visit www.blackbox.com.

Describing Technology Products

35-Word Description:

Black Box is a leading technology product solutions provider dedicated to designing, building, and maintaining today's data and voice infrastructure systems. Black Box offers an extensive range of products via its catalog and at www.blackbox.com.

50-Word Description (48 to be exact):

Black Box is a leading technology product solutions provider dedicated to designing, building, and maintaining today's complicated data and voice infrastructure systems. Black Box services 175,000 clients in 150 countries. In addition, Black Box offers an extensive range of products via its award-winning catalog and Web site, www.blackbox.com.

100-Word Description:

Black Box is a leading technology product solutions provider that helps customers build, manage, optimize, and secure their networks. The company is a single source for cabling, enclosures, data comm, digital signage, infrastructure, KVM switching, networking, security, wireless, and more. Black Box is ISO 9001:2008 certified and has received numerous industry recognitions, including the following awards: *Info Security Products* Global Excellence, *CRN* Tech Innovator, *TMC* Product of the Year, *Network Products Guide* Product Innovation, *SC Magazine* Five Star rating, R&D 100, and a *Cabling Business Magazine* Award of Excellence. Black Box customers receive free, 24/7 pre- and post-sale tech support.

Writing Style

Black Box Network Services' writing style is to write in active voice. Additionally, we often write in the second person, addressing the customer as "you."

We use the serial comma.

Serial comma: • Works with Windows®, Mac® OS, and Linux® operating systems.

not: • Works with Windows[®], Mac[®] OS and Linux[®] operating systems.

Trademarks & Registered Trademarks

[™]s and ®s are to be noted the first time they appear in text. If they do not appear in text, add once to one of the following: bullets, specs, price block, or to the headline as the last resort.

Copyrights

The proper way to list a copyright is below. The country should be updated as needed or removed if the document is for electronic use only.

© Copyright 2011. Black Box Corporation. All rights reserved. Printed in U.S.A.

It is often followed by a trademark statement.

Black Box[®] and the Double Diamond logo are registered trademarks of BB Technologies, Inc. Any third-party trademarks appearing in this publication are acknowledged to be the property of their respective owners.

Styles

<u>Notes</u> - Notes are written in italics with "NOTE" in all caps. Example: *NOTE: Must be used in pairs.*

Capitalization

- ALL CAPS are avoided in most cases. "FREE", "NOTE:", and BB.com ad headers are the common exceptions to this rule.
- Headlines should be capped using sentence style, not title style.

Sentence -- > Make networking easier than ever! not title style -- > Make Networking Easier than Ever!

Other Elements

Bullets

- Use ${\mbox{ \bullet}}$ (option-8 on an Apple® computer) for bullets in text
- Use » (shift-option-\ on an Apple computer) for bullets that are more of a featured list or are on the blue background
- Use + (F and then Zapf Dingbats on an Apple computer) for bullets that list what's included in a product SKU.
- For bullets in PowerPoint®, please use the preset ones in our template.

Em-dashes

- Do not use a full space around an em-dash except when it is used in spec blocks after spec subheads. Do add kerning if it is touching letters that precede or follow it.

Best Bet Yet

Be sure to run spellcheck, but it's always best to have an editor at Black Box Corporate Headquarters edit your work. This can be done quickly and easily via e-mail. Please don't hesitate to ask.







Twenty seconds to configure, two days to ship. Thousands of options and combinations.

configure your cabinet

www.blackbox.com



Brochures



Text aligned



E-mails

Header Information

- Header depths remain consistent. The blue and gray bars that typically appear under the black banner are eliminated from e-mail templates because of "above-the-fold" depth concerns (meaning the reader shouldn't have to scroll extensively to get the main message).



- Fine print that includes a copyright statement, physical address, and a trademark statement, and an invitation to view our privacy policy.



Twitter 🔄

YouTube

pyrght 2010 Black Box Corporation, 1000 Park Drive, Lawrence, PA 15055-1018 All rights reserved. Black Box® and the Double nd logo are regatered trademarks, and ServSettch¹¹, Apjin¹¹, AlerWerks¹², and Ellis¹¹ are trademarks, of BB Technologies. In: An any fundamarks appearing in this *e-mail* are acknowledged to be the property of their response no anex. Vere our privace policy.

Linked in

FaceBook



Flyers

Header Information

- Header depths remain consistent.
- If additional space is needed, the blue watermark / photo area may be removed.

 Introduction (International International Internationent International International International International In		GigaBase*	
<text><text><text><text><text><text><text><text><text><text><text><text><text><text><text><text><text><text><text><text><text><text><text></text></text></text></text></text></text></text></text></text></text></text></text></text></text></text></text></text></text></text></text></text></text></text>	Black Box® GigaBase® CAT5e	350-MHz Solid Bulk Cable (UTP)	Fact Sheet for Black Box Customers
<text><text><text><text><text><text><text><text><text><text><text><text><text><text></text></text></text></text></text></text></text></text></text></text></text></text></text></text>	ETL-Verified cable for 350-	MHz runs.	Effective July 2010, Avage has announced a new program called PMSS that all Avage anterness such a Balac Boar Networks Services, may anti- in order to receive Avage software support for their heritage Notriel customers. This required PMSS program provides Back Boa with access to Avage for: • Level 3 Echnical Support • Patches • Corrective Content • Upgrades (subject to option being purchased) Xwaya technical Support elements are cucual in enabling Black Box to ensure your system software performs optimally
or e-mail customeranr@Blackbox.com. Thank you for being a Black Box customer. We appreciate your business.	select la 320 Miz. Micro Tracetts, CLAS sandarda, may to-disperse pull box. any-to-disperse pull box. or attenuation and high powersum crosstalls or attenuation and high powersum crosstalls or attenuation and high powersum crosstalls box of the select of the select of the select of the select or attenuation and high powersum crosstalls blackbox Biotecomes Particles and the select of the select of the select of the select the select of the select of the select of the select of the select blackbox b	Ggallaer 30 CATs, 50 ANH 5 Sold Buik C Label (UTI) is tested to 350 MH 50 your, you are in it 10.83X-1 to 1000ASX T relocation and other ther ADs sundarg giving you for the 1000ASX T relocation and other ther ADs sundarg giving you for the 1000ASX T relocation and other ther ADs sundarg giving you for the 1000ASX T relocation and other ther ADs sundarg giving you for the Ads and the Ads and the Ads and the Measuring Systems and the town and the ads in the box. Construction for Ads and the Adv Solution and Ads and the Adv PAII Measuring Systems and the your much data is in the box. Construction for Ads . Construction for Ads . Construction for Ads . The Adv	 How It Works: It's Easy. At the time your renew your maintenance service contract with Black Box, Black Box will automatically enroll any cauding on your agreement with Black Box, Your might see a price increase in your maintenance costs because of the incremental costs for Black Box to wright see a price increase in your maintenance costs because of the incremental costs for Black Box to comply with the Awaya POSS program requirements. Det E ACL This is in captional dway program, not is it urings to Black Box. All heritage Notel systems are required by Awaya to be routed in MSS Storealse manufacture support. Ordy heritage Notel systems enrolled in MSS will neceive software support from Awaya Global Services. This includes to be norolated in MSS Storealse manufacture support. Ordy heritage Notel systems enrolled in MSS will neceive software support from Awaya Global Services. This includes to software support from Awaya Global Services. This includes the software support from Awaya Global Services. This includes the software support from Awaya Global Services. This includes the software support from Awaya Global Services. This includes the software support from Awaya Global Services. This includes the software software software software particles. Software so

Footer Information

- Size and position of footer bars should remain consistent. The contact information is always listed as the phone number first followed by four spaces, a vertical bar, four more spaces, then the Web address or the contact's e-mail address or the address of a dedicated landing page, such as: http://www.blackbox.com/go/Intelli-Pass. For more information about dedicated landing pages, see page 20.

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- If trademark information must be listed, it should be 7-point type, BBNS Dark Gray, and centered beneath the black bar.

Product Data Sheets (PDSs)

Data sheets enable us to present additional information that does not fit in a printed document. They are linked to their relevant Web modules, providing a printable sales document for customers. Data sheets are family-based not SKU-based, so it's common that one data sheet is linked to many modules.



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Product Manuals

Product manuals can be full-color or black-and-white. Various sizes exist because of the varying sizes of our products and their packaging. Product manuals have several introductory pages that precede the product information.

- If applicable, one of three FCC statements will appear next.
- The Normas Oficiales Mexicanas Electrical Safety Statement (NOM Statement) will follow the FCC statement for any equipment that plugs into AC power.
- The trademark statement should be placed on page 4 or on the inside front cover if no FCC or NOM statements are included.
- The Table of Contents is next.

For complete details, see the Vendor Branded Purchase Agreement (ISO Document PURC-F-002).





- Ad and elements on back cover are standard and remain consistent.
- About Black Box, the copyright statement, and the file name and revision number appear at the bottom of the page.





- Formatting on the front cover is also to remain consistent.
- The tabbed header is used because these are multipage documents. The date and the SKU(s) appear in the upper right.
- The photo is to be an outlined image with no background.



Product Faceplates

Below is a best-case scenario for faceplate art. Because our products vary greatly in size, shape, and proportion, adjustments will be made. Every effort should be made however, to stay as close to these standards as possible.



Product Logos

Products that are expected to be top performers may also have an icon included to the left of the text.



Index Pages

The five major areas of our site—Services, Products, Resources, Support, and About—are listed in the black header. After selecting one of these, visitors land on an index page.



Product Search Results Pages

Below is an example of a page resulting from keying in a search term for products—kvm extenders in this case.





Product Details Pages

Clicking on one of the search results will take the visitor to a product details page.



Dedicated Landing Pages

Short, easy-to-remember URLs can be set up to redirect to a longer URL. In the example below:

http://www.blackbox.com/go/iCOMPEL has been set up to send a customer to

<u>http://www.blackbox.com/Store/Results.aspx/Digital-Signage-Multimedia/Digital-Media-Digital-Signage-Players/</u> iCompel/n-4294957319/p-0



Recurring Graphics Elements

GFL Bug

guarant

These are some of the most commonly occurring graphics elements that appear in Black Box marketing collateral.

Directionals (for print)



X-Sell text X-Sell text X-Sell text X-Sell text, pp. XXX-XXX.

X-Sell text, pp. XXX-XXX.



Web Directional

Contact one of our digital signage success managers at 724-873-6553.

Warranty Bug

♦ Double Diamond[™] WARRANTY

Black Box Explains

Blurb Header

Warranty Bullet

Includes Note

WARRANTY — 2 Years

Blurb

Black Box Explains

Black Box Explains Header.

Blurb text Blurb text Blurb text Blurb

text Blurb text Blurb text Blurb text Blurb

text Blurb text Blurb text Blurb text

♦ Includes (2) extender units, switch-selectable

for use as either a remote or local unit.

Black Box Explains Text Black Box

Products

Green Ball Splash





TAA

Buttons can be green or blue. The overall button width will change to accommodate the text length, but the right- and left-hand margins will always be 62 pixels wide.

Made in the USA Bug MADE IN THE USA



Made in the USA-TAA Compliant Bug



Case Study

A Top-Secret Application

General Atomics Aeronautical Systems, Inc. is a leading manufacturer of unmanned aircraft systems and tactical reconnaissance radar, including the Predator® series aircraft and the Lvnx® SAR/GMTI radar sensor systems.

The company builds highly mobile and portable solid-state ground control stations The extenders enable remote access that are used around the world. These stations enable direct, real-time control of the Predator unmanned aerial vehicle.

A Sensitive Problem

General Atomics Aeronautical contacted EMI/RFI environments. Also, unlike most Black Box about a solution it needed for these ground control stations. After several discussions with the Black Box Technical Support Team, we provided the company with ServSwitch Brand Fiber KVM Extenders (see above).

Perfect for Field Use

and transmit KVM and audio signals up to 6.2 miles (10 km) over two-strand fiber optic cable. Because they use fiber optic cable, they are perfect for high KVM extenders, which use analog signals, ServSwitch Brand Fiber KVM Extenders use digital signals to maintain top image quality, which is critical in this application.



Fiber extenders ensure crystal-clear image transmission for applications where image quality is critical.

Buver's Guide

Buyer's Guide | Premier Shelves

Wid	th	Depth	Finish	Single-sided/ Double-sided	Solid/ Vented	List Price	Code
19.0)"	17.4"	Mill	Single-sided	Solid	\$75.95	RMT135
19.1	"	10.8"	Mill	Double-sided	Solid	\$120.95	RMT136
19.0)"	17.4"	Mill	Single-sided	Vented	\$99.95	RMT137
19.1		10.8"	Mill	Double-sided	Vented	\$163.95	RMT138



Testimonial

I was getting ready to go out into the field and ran out of RG-58 BNC connectors. I called you and the product was here the next day. Thanks!"

T.W., Division Automation

BLACK BOX

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Diagrams

Diagrams are built in Adobe Illustrator using what we call the D8 style.

Featured Products

- Rear view photos of the featured product are used within the diagram. This ensures an exact representation of the product. Connectors are included on the ends of the cables and cables align directly with the ports they connect to on the featured product(s).



Peripherals

- Peripheral, or non-featured connections, are drawn in grayscale and at a 3/4-view angle. Some of the most common ones are shown below.



lcons



Concept Photos

Non-product photos are to be black and white.

When using images of people, look for images that appear to be unposed. As a general rule, images where the person is smiling and looking directly at the camera are to be avoided. Additionally, whenever possible, avoid images that have become cliché: handshakes, people talking on cell phones, etc.

Use royalty-free, not rights-managed images.







Product Photos

Product photos are to be full-color. Products facing left are preferred to balance the headline. Having the image drop below the bottom of the blue glow adds dimension to the page.





For the Most Recent Versions of Electronic, Print, and Custom Literature (including this document), Visit:

http://www.blackbox.com/go/collateral

For Project Initiation and Planning, Contact:

Brian Kutchma Brian.Kutchma@BlackBox.com | 724-873-6719

For Brand-Compliance or Style Guide Questions, Contact:

Deborah Baran Deborah.Baran@BlackBox.com | 724-873-7044

For Editing and Dedicated Landing Page URLs, Contact:

<u>Julie Daubner</u> Julie.Daubner@BlackBox.com | 724-873-7086

For Images, Contact:

<u>Melissa Bradley — for usage inside the U.S.</u> Melissa.Bradley@BlackBox.com | 724-873-7013

<u>Shari Scott — for usage outside the U.S.</u> Shari.Scott@BlackBox.com | 724-873-7046

For Manuals, Contact:

Jean Massaro Jean.Massaro@BlackBox.com | 724-873-7085

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