# ZOLL Medical Corporation Brand Guidelines

August 2020



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### Introduction

This document has been developed to provide you with guidelines on proper usage of our corporate logos, colors, and layouts. Following these guidelines will help ensure the consistency needed to project ZOLL as a well-established and credible global corporation.

We have had a long-term strategic goal as a company of "owning resuscitation," which we've accomplished, according to branding research conducted in 2012. ZOLL may have started out as a defibrillation company more than 30 years ago, but we are much more than that today. It is through products like LifeVest<sup>®</sup> and Thermogard XP<sup>®</sup>, in addition to truly unique offerings like the X Series<sup>®</sup>, R Series<sup>®</sup>, AutoPulse<sup>®</sup>, Real CPR Help<sup>®</sup>, See-Thru CPR<sup>®</sup>, and RescueNet<sup>®</sup> software solutions that ZOLL has realized the goal of becoming the world leader in resuscitation. We have the opportunity to continue to expand further into critical care and other related fields under the ownership of Asahi Kasei and have already grown our product line.

Our aim is to create a clear, consistent, and understandable brand identity in our customers' and stakeholders' minds. The materials you develop using this guide will help us achieve this objective. It gives you a starting place from which to create whatever communications pieces are necessary, whether a PowerPoint presentation, trade show booth graphics, promotional flyers, direct-mail pieces, or other print or electronic sales and marketing tools.

This document is updated as things change or get added (e.g., a <sup>™</sup> becomes an <sup>®</sup>, or a new product is introduced). It will be posted to www.zoll.com/officialtemplates, and available by request from Marketing Communications in Chelmsford, so be sure to check periodically to see if there have been any updates to the version you are using.

Any questions should be directed to Andrew Seletz, 978-421-9793, aseletz@zoll.com.

Thank you,

Integrated Marketing Communications Team

### Objectives

- · Consistently convey the uniqueness of ZOLL's products through a distinct and memorable corporate identity.
- Differentiate ZOLL from competition by applying a distinct look and feel that will help build awareness for ZOLL and its products.
- Ensure continuity of graphics and messaging across all product lines, markets, offices, franchises, and countries.

### Logo Guidelines

- The ZOLL logo in Pantone 3005 is the preferred usage in most instances.
- Never modify the ZOLL logo in any way.
- The ZOLL logo should always be printed in Pantone 3005 ZOLL Blue (100C, 46M, 2Y, 0K or R0 G116 B200).
   In cases where color is not available, printing

in all black is acceptable.

- When using the logo on black or dark color background, print all white.
- Avoid placement of logo over photography or light color backgrounds, or in headlines and sentences.
- No other color combinations than the above mentioned should ever be used.
- The <sup>®</sup> should be at the base of the last "L."

#### **Clear Space**

 A minimum space equal to one-half the height of the letter "Z" in the ZOLL logo should be maintained around the logo.

#### **Company Name Usage**

- ZOLL Medical Corporation
- Always capitalize "ZOLL" when speaking about the company. First reference should be "ZOLL Medical Corporation" and then just ZOLL afterwards.
- Paul M. Zoll, MD First reference as above, then "Dr. Zoll" thereafter. This is one exception to "ZOLL," since it is a person's name.
- The other exception is in the company's website address, which is all lower case, www.zoll.com and in email addresses, jsmith@zoll.com.

# ZOLL

ZOLL®







### Logo Guidelines – cont.

- **Do not** change the space between the letters
- **Do not** distort or alter the type in any way
- Do not outline the logo
- Do not use the logo on a textured or patterned background
- **Do not** enclose the logo within a shape
- **Do not** add styling to the logo, including a shadow, bevel, etc.
- Do not use the logo in copy or headlines











### Logo Guidelines for ZOLL Japan

- The Asahi Kasei logo in Pantone 2935 is the preferred usage in most instances.
- Never modify the Asahi Kasei logo in any way.
- The Asahi Kasei logo should always be printed in Pantone 2935 Asahi Kasei Blue (100C, 60M, 0Y, 0K or R0 G91 B172).
   In cases where color is not available, printing in all black is acceptable.
- When using the logo on black or dark color background, print all white.
- Backgrounds of various colors and patterns may be used with the Group Logo. It is essential, however, to maintain ready recognition and readability of the Group Logo by using the Group Color Asahi Kasei Blue (or an Approximation Color) or black for the Group Logo on white or pale color backgrounds, and white on dark or complex backgrounds.
- No other color combinations than the above mentioned should ever be used.

#### **Clear Space**

 The Group Logo should always be surrounded by an open space, or "isolation zone," extending on all sides at least one-half the full height of the Logo.



### **ZOLL** Boilerplate

#### **Press Releases and Marketing Literature**

Please use the following language at the end of all press releases or as a company description for general purposes, including on the back page of marketing literature whenever possible.

#### **About ZOLL Medical Corporation**

ZOLL Medical Corporation, an Asahi Kasei Group company, develops and markets medical devices and software solutions that help advance emergency care and save lives, while increasing clinical and operational efficiencies. With products for defibrillation and monitoring, circulation and CPR feedback, data management, fluid resuscitation, therapeutic temperature management, and ventilation, ZOLL provides a comprehensive set of technologies that help clinicians, EMS and fire professionals, and lay rescuers treat victims needing resuscitation and acute critical care. For more information, visit www.zoll.com.

#### About Asahi Kasei

The Asahi Kasei Group is a diversified group of companies led by holding company Asahi Kasei Corp., with operations in the chemicals and fibers, homes and construction materials, electronics, and health care business sectors. Its health care operations include devices and systems for acute critical care, dialysis, therapeutic apheresis, transfusion, and manufacture of biotherapeutics, as well as pharmaceuticals, diagnostic reagents, and nutritional products. With more than 30,000 employees around the world, the Asahi Kasei Group serves customers in more than 100 countries. For more information, visit www.asahi-kasei.co.jp/asahi/en/.

### Photography

The use of photographic images within the ZOLL visual system is very important. This is where our customers can envision themselves using our products in different environment settings.

It's important that the photo helps visually communicate the "ZOLL story." We want the photography to represent a "true" natural setting while connecting with our audience.

When possible the focal point should be on our key audience/market, whether it's a paramedic, doctor or dentist, with the product in use by the customer or professional as opposed to primarily on the victim or product. It's important to capture the emotional aspect of the scene through proper lighting, environment and settings.

When applied to literature or online usage, silhouetted product photography is combined with the environment photos to tell the complete story. When applied in a tradeshow setting, the same remains true by using the environment photography in conjunction with the actual ZOLL products.







### Photography – cont.











#### ALWAYS assume that Images, Photos, Videos, Music, or other media obtained from the internet is protected by copyright

Never use an image, illustration, photograph, video, or audio without first doing research to determine its copyright status since online content (e.g., obtained from Google, YouTube, Facebook, Instagram, etc.) is often protected by copyright.

#### Use ZOLL Photos, Videos, and images whenever possible

• Whenever possible, use ZOLL photography and imagery that can be found on:

#### zollimagesdphoto.com

- Request original photography or videos by contacting our in-house services team at ZOLL.
- Contracted photography, audio (e.g., music, voice over), and videos should include unlimited use license
- Obtain a model release from any persons in ZOLL photography or videos. This isn't a copyright issue, but a privacy/publicity issue.

#### Use royalty free images, stock footage, and audio from stock photo agencies

Purchase images from stock photo agencies and follow the license terms. You're not outright buying an image from a stock agency, but are paying for certain uses of it. If the media is subject to a license, read the specific terms and conditions, and reach out to to ZOLL's intellectual property counsel if there are any questions.

#### **Restricted Uses**

- No Unlawful Use. You may not use content in a pornographic, defamatory or other unlawful manner, or in violation of any applicable regulations.
- No Commercial Use of Editorial Content. You may not use content marked "editorial" for any commercial, promotional, advertorial, endorsement, advertising or merchandising purpose.

#### Confirm who owns the copyright of the Photo, Audio, or Video

Always verify that ZOLL has received rights and permissions prior to using on ZOLL websites, social media, print, and other mediums. Ask owner, if they still have the rights to the photograph, audio, or video and can provide you with permission to use it.

#### NOTE:

Click the link below to download the photo consent form : ZOLL Consent Form

### Typography

#### Headlines

- Futura Bold, Heavy, Book
- No limit to the point size

#### Subheads

- Futura Bold, Heavy, or Medium
- Same point size and leading as body text

#### **Body Text**

- Futura Light or Univers Light Condensed
- Suggested point size: 10.5 point
- Minimum leading: 12 point
- Maximum leading: 18 point

#### White Papers

• Adobe Garamond and Futura Mix

#### Web

- Futura (major heads and subheads)
- Open Sans (navigation block copy and body copy)

Fonts can be purchased at www.fonts.com or www.adobe.com

*Note: Do NOT use the condensed version of Futura.* 

Futura Light Futura Light Italic Futura Book Futura Book Italic Futura Bold Futura Bold Italic

Univers Light Condensed Univers Light Condensed Italic **Univers Bold Condensed** Univers Bold Condensed Italic

Adobe Garamond Regular Adobe Garamond Regular Italic Adobe Garamond Bold Adobe Garamond Bold Italic

### Colors

The primary color in all ZOLL printed material is Pantone 3005 (100C, 46M, Y2), and in ZOLL web/e-mail material is hex color #0074C8.

Secondary colors may also be used when appropriate. Some suggested uses are for graphic elements, charts and graphs.

The colors on this page may not print to accurately represent the colors listed. Please refer to the formula noted.

### ZOLL Blue Pantone 3005 C-100, M-46, Y-2,K-0

R-0 G-116 B-200

AED Green Pantone 382 C-30 M-1 Y-100 K-0 R-193 G-211 B-49

#### **Suggested Secondary Colors**

92C, 81M, 21K

3C, 54M, 100Y

50C, 99Y

50% Tint 100K

#### Web and E-mail Blast Hex Colors

#0074C8		
#FF9900		
#C1D331		
#00446A		
#504C86		
#707070		

#### **Mandatory Elements**

• Copyright

All marketing materials should include copyright and notice: ©2019 ZOLL Medical Corporation. All rights reserved. NAME of registered (or TM) product(s), and ZOL are trademarks or registered trademarks of ZOLL Medical Corporation in the United States and/or other countries. All trademarks are the property of their respective owners.

Legal type

Trademarks that appear in any marketing pieces should be listed as part of the legal copy after the copyright. Only include trademarked names that are referenced.

Note: It is no longer necessary to separate out trademarks and registered trademarks when the approved legal copy to the right is used.

Addresses

The corporate address always appears on all materials. When space allows, include direct sales subsidiary locations organized alphabetically. When space is limited, use just the Worldwide Headquarters address followed by the statement, "For the ZOLL location nearest you, visit www.zoll.com/ contacts."  References, if used, should be formatted as follows:

1. Kern K, et al. *Bailliere's Clinical Anaesthesiology*. 2000;14(3):591–609.

#### General ZOLL Copyright

©2019 ZOLL Medical Corporation. All rights reserved. AutoPulse, LifeBand, and ZOLL are trademarks or registered trademarks of ZOLL Medical Corporation in the United States and/or other countries. All trademarks are the property of their respective owners.

#### Thermogard XP Copyright

©2019 ZOLL Medical Corporation. All rights reserved. Thermogard XP and ZOLL are trademarks or registered trademarks of ZOLL Medical Corporation and/or ZOLL Circulation Inc. in the United States and/or other countries. All trademarks are the property of their respective owners.

#### References

- 1. Kern K, et al. Bailliere's Clinical Anaesthesiology. 2000;14(3):591–609.
- Halperin HR, et al. Journal of the American College of Cardiology. 2004; 44(11):2214–2220.

NOTE: Journal names can be abbreviated to save space

#### **Printing Specifications**

- Paper stock
  - Brochures up to 8 pages: 100 lb. Chorus Art cover (or comparable stock)
  - Brochures 12+ pages:
     100 lb. Chorus Art text and
     100 lb. Chorus Art cover
     (or comparable stock)
  - Tech Notes:
    80 lb. Chorus Art gloss text
    (or comparable stock)
- Bindery/folds
  - 6 pages: barrel fold
  - 8 pages: saddle-stitch
- Inks and varnish
  - 6/6: Four-color process plus PMS 3005 and spot gloss varnish (photos)
  - White Papers: Black with no varnish
  - ZOLL logo should print PMS 3005 and black when possible

### Marketing Materials – Brochures

The cover of brochures must contain these elements: ZOLL logo, product name or category, headline, and product oriented photography to support the ZOLL brand.

The inside of each brochure should be determined by the content and the specific product. Product photos, captions and call-outs are all acceptable.





#### THE AUTOPULSE ADVANTAGE

#### ver EMS providers need to go

cially designed board. It delivers stability and man bility of the AutoPulse to limit inte ns in CPR while

#### IT'S ALL ABOUT OUTCOMES

Numerous studies comparing the AutoPulse to manual CPR clearly demonstrate its many benefits for patients. And by every important measure of resuscitation success, the AutoPulse outperforms piston-driven mechanical CPR devices.

#### Highest reported survival for all rhythms

Ingress reported sorrow to dam trypnins Among the large prospetitic direct fittish that have been published using an automated CPR device, the AutoPublished using an automated CPR device, the Circlation Improving Researchiton Carely Hid, the overall survivel-focklishingre rate was 10.2%—among the highest en-deviced in an over-the-papil academic areal (CHCA) Hid.2 The FARAMEDIC trial, which used a piston-driven mechanical me CPR device, had a 30-day survival rate of just 6.6%.3

Enhanced circulation Multiple comparative studies have demonstrated improved vital signs because the AutoPulse drives superior blood flow, virus signs because line nutroriuse arrives superior Diood liov resulting in coronary perfusion pressure levels 33% higher than those of sternal compressions, positively impacting ROSC and survival.



Unmatched impact on ROSC While piston-driven sternal CPR devices have shown no benefit in improving ROSC

rates when compared to manual CPR,<sup>4</sup> the AutoPulse has increased ROSC rates in numerous studies <sup>510</sup>

Survival from OHCA

At 10.2%, survival in the CIRC trial was amon highest ever achieved in an OHCA trial.<sup>2</sup> Sur in the PARAMEDIC trial was just 6.6%.<sup>3</sup>

16

• Headline in Futura Bold set flush

left above photo on same baseline

**Front Cover Layout Guidelines** 

• 5.5 in. photo, 2 in. down from the

### as the ZOLL logo top of page • ZOLL logo in upper right • Product name in upper left .6 in. 2 in. 6.3 in. 1 in. .5 in. Product Name ZOLL Logo AutoPulse<sup>®</sup> Futura Bold (2 lines or 1 line at bigger font size to lock up with logo) .5 in. Photography starts with .5 in 5.95 in. feathered image THE SYSTEM FOR **HIGH-QUALITY CPR**

### Marketing Materials – Brochures – cont.

#### **Back Cover Layout**



Company name PANTONE 3005 C 13 pt. Futura Medium 360 pt. tracking

### Marketing Materials – Specification Sheets

Specification sheets should follow this template.





#### High-Quality, Uninterrupted CPR **AED Pro Specifications**

Real-Time CPR Fee

Artifact Filtering Displays Underlying Rhythm

Mahanahanah

ADVANCING RESUSCITATION. TODAY.\*

load rd, MA 01824 Chelmsford, N 978-421-9655 800-348-9011

For subsidiary addresses and fax numbers, as well as other global locations, please go to www.zoll.com/contacts.

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ECG Monitoring Patient Connection: 3-lead ECG cable. caule. Input Selection: Fully defibrillator protected. ECG Size: Automatic Gain Control

#### (AGC) gain. Heart Rate: 30-300 bpm ±5%. Display Screen Type: High-resolution LCD unspray. Screen Size: 3.02 inches W x 2.27 inches H

one-piece el stat-padz tw provide Real depth of CPF inches H. Sweep Speed: 25 mm/sec. Viewing Time: 3 seconds. Displayed Information: Heart rate, ECG waveform, text prompts, DPR bar graph, battery gauge, elapsed time, number of shocks delivered. Manual: Energy selection user configurable, 120, 150, 200 joules (adult; 50, 70, 85 joules (pediatric).

EGG to detrimine if offerfillation is required. Slocatale Phythens: Versicular Bellinitions with angelinations-2010 W and varido complex ventricular techycardia with integrater than 150 ben photodistic. Detrifullation: Plans Impediato Detrifullation: Plans Impediato Detrifullation: Plans Impediato Measurement: Plans; 1630 chem. Prompto: Audila visio georges and beat messages audio usor of operation. Test prompto: audio son operation. Test p Event Documentation Type: Internal non-volatile memory. Memory Capacity: With audio recording enabled, 20 minutes of ECG, operator and device actions; ECG, operator and device actions; without audio recording, 1.45 hours each for 4 patient records or up to 5.8 hours for a single record of ECG and event data. Expanded external data storage and transfer available with USB memory stick (not included). Administration ourse (ZAS), user can configure voice prompts on/off. Controls: ON/OFF, Shock, Softkeys.

(not included). Event Review & Reporting: RescueNet® Code Review softwa version 3.30 or higher. Communications: IrDA infrared wireless for communication with computer or external ory stick transfer.

2011. Administration Software (ZAS): Allows user to manually adjust the configuration of the AFD Pro to desired medical Defibrillator Waveform: ZOLL Rectilinear Biphasic™ waveform. Energy: 50, 70, 85 joules (pediatric); 120, 150, 200 joules (adult) preconfigured. iduit) precontigured. *harge Time:* Loss than 10 seconds ith a new fully charged battery. epleted batteries will result in a malyze a patient during the CPP period by depression a softkey onger defibrillator charge time

#### CE...

So not applied to depend and on colos. Sourcidant la applied to depend and constant. Advancing Presentington lands, HD Pag. (788,5ppk CPI Saragada, E. Garris, M. Saragada, M. Saras, Marcida, Presentington, Resiline (Paglingka, Garris, M. C. Saragada, S. C. La valimenta se regulared to advance of 2014, Marcida Conservation in the United States and or other constant. All core trademarks and states theorem and the constant of 2013, Marcida Conservation in the United States and or other constant. All core trademarks and states theorem and the constant of 2013, Marcida Conservation in the United States and or other constant. All core trademarks are the people of their respective overses.

User also has the abil configure the AED Pro with CPR", which, wh will prompt the rescuer to form CPR prior to analyzing

Energy Display: Monitor display indicates selected energy in manual mode only. AED Function: Auto analyze and charge x3 with programmable au energy level selection, screen

Electrocles: One-piece CPR-0-padz" Electrocles: One-piece CPR-0-padz" CPR stat-padz", stat-padz" II. and Pediatric padi-padz" II. CPR-0 padz one-piece electrocle and CPR

ECG to de

ectrode and CPR o-piece electrodes CPR Help for rate and

oftware onfigure voice

Configurability

D Pro to desireti meana-otocol or direction. *valyze OPTIONS:* User can infigure the ability to

tion: User

bei childreit in the patient. Voice Prompts: User can adj wording (limited options) an turn on/off particular voice pr Note: Text prompts are alw. rlisolaved. Shock Energy: Adjust shock energy level for semi-auto mode, for both adult and pediatric modes.

General Size 3 in (7 Scm) x 92 in (23 Scm) x 94 in (23 9 on) deep. Weightr - 6 S bia (2 9 lg) with disposable battlery and electrodes. Design Standards: Meets or exceeds AMM DF-60, EN 66601-1, P K 66601-2, P K 6601-2, P K 6601

#### Environmental Operating Temperature: 0° C to 50° C.

Leptonize presponsation of C - Storage and Shipping Temperature. 30° C to 70° C - Anmidy 10% to 55% relative handlepping - Relacipate Test. Mil. Std. 816%, Minima Machaetter, Mil. Std. 816%, Minima Shock-IEC 689 - 27, 1005. Dory Test. 15 may ent C 684 - 32. Material/Water Repress. IEC 66750, IPS - Electromagnetic Compatibility MCM C 055% II (1018 - B Rand MCM C 055% II (1018 - B R and Conducted Emissions. Electromagnetic Immunity: AAMI DF-80; IEC 60601. Electrostatic Discharge: IEC 61000-4-2. Conducted Successfikility: IEC ceptibility: IEC Conducted 61000-4-6. m-molded carry otection: external Opti case IrDA

ZOLL

### Marketing Materials – Specification Sheets – cont.



### Marketing Materials - Specification Sheets - cont.

Side 2 Layout



6 pt. Univers Condensed Light

8 pt. leading

### Marketing Materials – Tech Notes & Guides

#### **Examples of Tech Notes & Guides**



### Marketing Materials – Advertising

Advertising for ZOLL and the various product brands should conform closely to the following examples. They show placement options for the headline, ZOLL logo, and legal copy. The designer should choose the appropriate layout based on content, headline and artwork. Note: all headlines should have initial caps where appropriate. No period is necessary.

To support our various products and solutions, a ZOLL blue "border" was designed to create a branding foundation and consistency for our advertising campaigns. Over the past year it's easy to see how the application of this ad design unifies our products, messaging and brand awareness. This is important since "exposure" over a long duration is the key to awareness and messaging through advertising. The tagline Advancing Resuscitation. Today.<sup>®</sup> is used in the bottom blue border with all products except Thermogard XP (since not approved by the FDA for use in resuscitation from SCA), when the size of the ad permits.

#### YOUR HANDS

At the Heart of Better Outcomes

> CARING POWERFUL LIFESAVING You give it your all for your cardiac arrest patients: care, compassion, clinical expertise, and vital therapies.

Your hands are at the care of your care. They provide the lifesaving therapy your patients rely on to see the next day. So you need to make sure your compressions are consistently on target for rate, depth, time on chest, and recoil.

With ZOLL's Real CPR Help<sup>®</sup>, you can deliver high-quality CPR to each and every cardiac arrest patient to impact the chance of survival. In fact, you can double it. A large study from Arizona proves it.<sup>1</sup>

#### Improving outcomes is in your hands For more information, please visit www.zoll.com/han

<sup>1</sup>Bobrow BJ, et al. Ann Emerg Med. 2013 Jul (52)13:47–56 e1. (1) 2015 2011 Model Concerning Deductor MA USA Bod (200



#### Does he need a trauma center or the local hospital?



Twenty-year-old male in a motor vehicle accident. Airbag has deployed. Car has significant front-end damage.

Is he bleeding internally? Hemorrhage is the leading cause of death after injury.<sup>1</sup>

The new trauma parameters on the ZOLL X Series® help you accurately and quickly assess your patients so you can feel confident in your treatment decisions.

Insight for informed decisions. www.zoll.com/trauma



ZOLL

 <sup>1</sup>Acosta JA, et al. Journal of the American College of Surgeons. 1998;186(5):528-533.

 ©2015 ZOLL Medical Corporation, Chelmsford, MA, USA. X Series and ZOLL are trademarks or registered trademarks of ZOLL Medical Corporation in the United States and/or other countries.

 MCN EP 1508 0110

Web address for contacts should be all on one line and list as www.zoll.com/contacts.







#### Don't guess when performing pediatric CPR

Since fivee out of four pedantic amesh involve a non-shockable flythm, CPR is essential to save a life. But studies show that only BR of compressions in children are deep enough.<sup>1</sup> If a staggering OZX of compression are too shallow—less finan credent die neumonedie digen-guessing is not a goard flort when it comes to to CPR. The ZOLIR Series<sup>®</sup> deliatilitato with OreStep<sup>®</sup> Pediatic CPR Electrodes eliminates fle guessionA.

When you can accurately determine CPR compression depth and rate, measure CPR idle time, and accurately gauge CPR periods to deliver optimal ventilation, you have the guidance you need to provide high-quality CPR.

Read more about pediatric resuscitation and the importance of high-quality CPR in the education booklef Pediatric Resuscitation at www.zoll.com/pediatric. Mikel Cl. et al. functions. 2003/83/200-56 REMERE WARD REMERE AND REMERE THE Second TRUE on Network of the Second True on Second True

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### **PowerPoint Templates**

The PowerPoint templates below are located on www.zoll.com/officialtemplates. We have files for EMS, Hospital, Public Safety, IVTM, Military, and Corporate. The "Corporate" template is best for general use or if a market segment is not appropriate.

#### **Corporate Title Slide**



#### **Market Title Slide**

Each market has its own template with applicable photography.



### Stationery

#### **Business Cards**



#### **Specialty Areas (if relevant)**

- Resuscitation Products (covers defibrillators, AEDs, AutoPulse®, Power Infuser®)
- *Temperature Management* (covers temperature management products)
- LifeVest<sup>®</sup>
- Data Management Products (covers RescueNet® and CodeNet® products)

New online ordering for business cards. Please see your corporate admins for more information and ordering.



#### **ZOLL Letterhead and Envelope**

### **Electronic Templates**

Electronic templates are available for letterhead, fax, and memo. Please download the files from www.zoll.com/shareit under ZOLL Corporate/General Marketing. If you do not have access to Shareit, please contact Chelmsford Marketing Communications at ZOLL.

# **ZOLL**. 269 Mill Road Chelmsford, Massachusetts 01824-4105 978·421·9655 (main) 978·421·0025 (fax) www.zoll.com 11 pt. Arial Regular Text Here 13 pt. leading

#### **ZOLL Chelmsford E-Letterhead Template**

### E-Memo Template

#### How to Use This Memo Template

Select text you would like to replace, and type your memo. Use styles such as Heading 1-3 and Body Text in the Style control on the Formatting toolbar. To save changes to this template for future use, choose Save As from the File menu. In the Save As Type box, choose Document Template. Next time you want to use it, choose New from the File menu, and then double-click your template.



#### **ZOLL Chelmsford Fax Template**



### E-mail Signature

To be consistent with ZOLL's corporate identity, it is preferred to sign all e-mails in a consistent manner as shown here.

An individual's name, title and contact information can be added.

The e-mail signature file and instructions can be provided upon request from Chelmsford Marketing Communications.

## Instructions for adding e-mail signatures to your phone

Upon request, you will receive a separate e-mail entitled "Signature e-mail." Open this in your computer and edit it, and then forward it to yourself (remembering to remove the e-mail signature that Outlook might add). Open this forwarded e-mail on your phone and follow the instructions below. Then type in your specific information in place of the placeholder copy.

#### iPhone

In the signature e-mail:

1. Hold down on screen until magnifying glass appears

2. If not entire signature is selected, drag selector bars to the beginning and end of the signature

3. Choose copy

Go to the Home screen:

- 1. Go to Setting
- 2. Mail, Contacts, Calendars
- 3. Signature
- 4. Hold down until magnifying glass appears
- 5. Choose Paste

#### Name Title Department or area of expertise 000.000.0000 phone 000.000.0000 cell 000.000.0000 fax name@zoll.com www.zoll.com



#### An Asahi Kasei Group Company

This email message is for the sole use of the intended recipient(s) and may contain confidential and privileged information. Any unauthorized use or disclosure is prohibited. If you are not the intended recipient, please contact the sender by reply email and destroy all copies of the original message.

#### Android

In the signature e-mail:

- 1. Press on text until selectors appear
- 2. Drag selectors to select the entire signature
- 3. Press once to copy to your clipboard

Go to the Home screen:

- 1. Go to Messaging
- 2. Choose ZOLL account
- 3. Choose Options
- 4. Choose E-mail Settings
- 5. Choose Compose Options
- 6. Choose e-mail signature
- 7. Press on screen
- 8. Choose Paste

You can also find these instructions on www.zoll.com/shareit.

### Frequently Asked Questions

#### Is there just one website for the entire company?

While we are encouraging the use of www.zoll.com by all companies as a point of entry to ZOLL, visitors will still be redirected to sites set up for specific products such as RescueNet<sup>®</sup> products and the LifeVest<sup>®</sup>, as well as individual countries. These sites, however, have taken on more of the look and feel of the primary www.zoll.com site.

#### Does everyone worldwide now have a ZOLL e-mail address?

Yes. We recently completed the migration of every ZOLL employee to a jsmith@zoll.com e-mail address format, which further reinforces our ONE ZOLL branding.

#### What is the advantage of ONE ZOLL?

As the company continues to grow and there is more overlap in the markets and customers we sell to (e.g., Defibrillators, AutoPulse<sup>®</sup>, LifeVest<sup>®</sup>, and Temperature Management all touch hospitals), it makes sense to have a unified name and image. Multiple sales groups, for example, will be able to better leverage ZOLL's size and reputation if they present themselves as one unified company. Using just "ZOLL" solidifies the company's position, not only in terms of being a major player in the broader medical device and software industries, but within the customer segments we market and sell to.

This is why, for example, that the templates for business cards, letterhead, and e-mail signatures use only the ZOLL logo with the circle R (<sup>®</sup>), without the "Advancing Resuscitiaton. Today." tagline.

#### How should I refer to other ZOLL offices if not by a subsidiary name?

The easiest way to make the distinction is to refer to the product line that is marketed or manufactured out of a particular office: the LifeVest<sup>®</sup> operation, our Data office, etc. You could also use a location: ZOLL Chelmsford, ZOLL Broomfield, ZOLL Colorado, etc., just as we do already for our international offices—ZOLL Germany, ZOLL France, etc. These examples apply to use in conversation or in correspondence, but are not meant to suggest formal names. At the end of the day, we are all simply just "ZOLL."

#### Are there any instances where these subsidiary names will still be used?

In some cases we have not yet legally changed entity names, so the subsidiary names may continue to appear on legal documents such as purchase orders and contracts. Where we can use just ZOLL we should. If we have to use other names for legal reasons, that is okay, but we should

not confuse that name with how we want the marketplace to think of us. To our customers, we want to be just ZOLL.

## How should we distinguish between individuals who may have the same title as colleagues in other offices?

Generally, we should not worry ourselves if titles overlap. Usually the person we are speaking to or corresponding with will understand who we are and our role in the company. While there might be some confusion in the marketplace, it is better to live with the confusion than to have customers, and our own people, identify with a specific division rather than with just ZOLL.

Where a distinction is needed, here are the descriptive terms that can follow the title:

- Core Products (covers defibrillators, AEDs, AutoPulse®, Power Infuser®)
- Temperature Management (covers temperature management products)
- LifeVest (covers LifeVest®)
- Data Management Products (covers RescueNet<sup>®</sup> and CodeNet<sup>®</sup> products)

For example, Elijah White, based in Chelmsford, could be Vice President of Marketing, Core Products, and Jason Whiting based in Pittsburgh would be Vice President of Marketing, LifeVest. The salesperson calling on hospitals for AutoPulse<sup>®</sup> and R Series<sup>®</sup> could be Hospital Territory Manager, Core Products; the comparable salesperson for the LifeVest<sup>®</sup> could be Territory Manager, LifeVest. An EMS rep selling X Series<sup>®</sup> and AED Pro<sup>®</sup> would be EMS Territory Manager, Core Products, whereas his/her counterpart selling Data would be EMS Territory Manager, Data Products. Or, better yet, they could all just be from ZOLL!

Bottom line, try to just be from ZOLL. But if a specific description is needed, consider using a product or a location, or a customer type.

#### Do I have to use the ZOLL e-mail signature template?

Yes, you should use the ZOLL template to ensure brand consistency, including the correct logo and required spelling of ZOLL in all capital letters. It also includes important legal information at the bottom, *This email message from ZOLL Medical Corporation is for the sole use of the intended recipient(s) and may contain confidential and privileged information. Any unauthorized use or disclosure is prohibited. If you are not the intended recipient, please contact the sender by reply email and destroy all copies of the original message.* This lets the recipient of the e-mail know it

is being delivered from a "corporation," which is an important legal protection for the sender. This is applicable to all of the ZOLL offices. Also, the signature was designed to include only the most important contact information and to help save paper when someone opts to print out an e-mail.

#### How is Asahi Kasei being worked into the ONE ZOLL branding?

Because AK values the strength of the ZOLL brand, they have not made inclusion of their logo a requirement. We reference our relationship to AK in press releases, both in describing ZOLL as an Asahi Kasei Group company and then explaining what the AK Group is. We do the same on our www.zoll.com website in the "About Us" section. There is an AK Group company logo that has "Asahi Kasei ZOLL Medical" under it, but this is not being used by ZOLL. The relatively new ZOLL Japan organization is using "Asahi Kasei ZOLL Medical" as their name and both company logos at times, but we are working with them to streamline this branding, with the emphasis likely to remain on Asahi Kasei as the locally recognized brand.

#### Who should I contact if I have any questions?

Please contact Andrew Seletz in Chelmsford, 978-421-9793, aseletz@zoll.com, for any clarification you might need. Thank you.