

# **Temporary one-button alarm visual intercom device Rental Operation Manual**

## **I. Exhibition equipment rental address link**



WeChat open the picture, long press to identify the QR code in the picture to enter the exhibition equipment rental applet.

New International Expo Centre equipment order, pick up, return, invoice and other issues please consult:

Customer service telephone: 15000663737 (WeChat same number) /landline 021-5076-1829

Customer service working time during the exhibition 9:00-18:00, to carry out the period: 8:00-18:00

## II. Leasing options

After entering the app, select the exhibition you belong to, find the booth you need to rent equipment, select and click the confirmation button (support booth multi-selection) and then add to the shopping cart, submit the order in the shopping cart interface can be.



## III. Deposit/rental payments

After entering the submit order, make sure there is no error in the purchase quantity, click to confirm the order and choose the payment method.

**Before choosing the payment method, you need to fill in the contact person and contact phone number.**

### 1. WeChat Payment

After selecting WeChat Payment, you can jump to WeChat Payment interface for payment operation, and the Payment Success interface will pop up after successful payment.



## 2. Public-to-Public Transfer

Choose to pay the merchant directly. Follow the instructions on the interface to transfer the fee to our public account, after the transfer is successful, please upload the transfer voucher for our audit. After our approval, the order status will be changed to Paid.



The breakdown of rental costs is as follows:

### **Rental:**

The rental fee for each set of one-button alarm visual intercom device is RMB 300 whole; which includes the rental fee for the equipment and accessories, the networking debugging fee, the network traffic fee, the on-site equipment binding service, the on-site equipment issuance and recycling service, the on-site inspection service, and the monitoring and retrieval service, and other fees. (If the exhibition period exceeds 5 days, each additional 3 days will be counted as one slot);

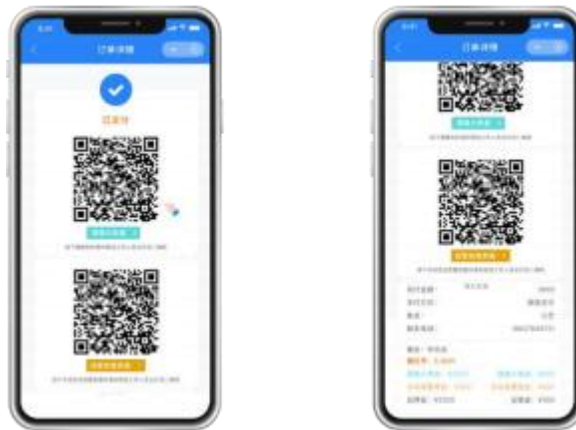
### **Deposit**

The rental fee for each set of one-button alarm visual intercom device is 300 RMB in

full; the deposit will be returned in the same way after the equipment is returned at the end of the exhibition period and the staff confirms that the equipment is in good condition.

#### **IV. Pick-up of equipment**

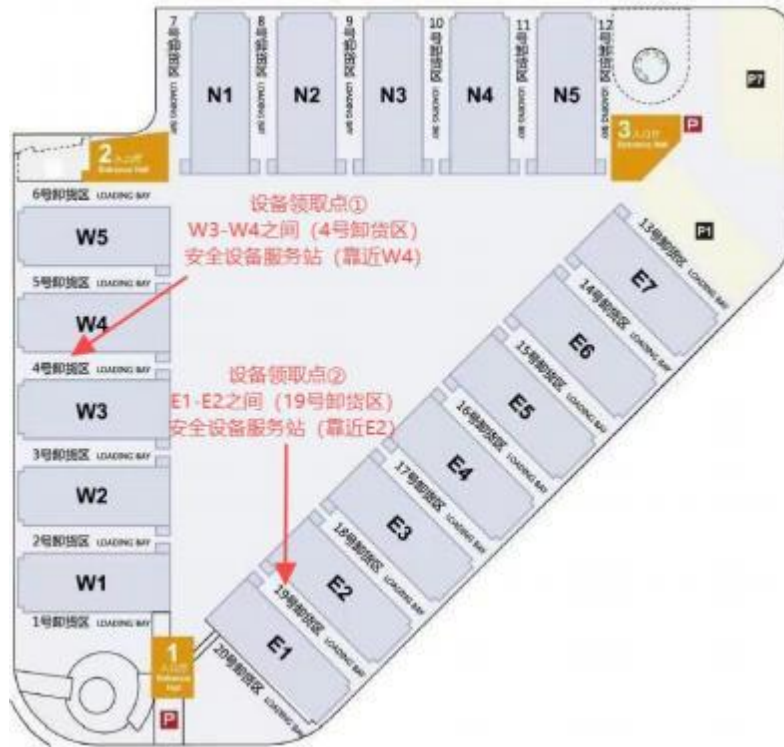
After successful payment, you can collect the monitoring equipment and the one-button alarm visual intercom device at the exhibition site with the QR code voucher in the paid order details; the order details are in My Orders in the Personal Centre. After the equipment is collected, it will be installed in place and connected to the power supply by the builder's workers according to the configuration plan.



The collection points are as follows:

**Pick-up point ①: W3-W4 unloading aisle No. 4 between W3 and W4, W4 Hall, Gate 4, Safety Equipment Service Station**

**Pick-up point ②: Safety Equipment Service Station, Hall E2, Gate 1, Unloading Aisle 19, between E1 and E2.**



## V. One-key alarm visual intercom device instructions and installation programme



- a. 1-200 square metres of special booths need to be equipped with one set of one-key alarm visual intercom device.
- b. 201-400 square metres of special booths must be equipped with two sets of one-key alarm visual intercom devices.
- c. By analogy, for every increase of 200 sqm in the area of the specially-decorated booth (if less than 200 sqm, the area shall be calculated as 200 sqm), an additional set of one-key alarm visual intercom device shall be configured.

Example: Special Booth A: 198 square metres: one alarm unit

Special Booth B: 220 sqm: two alarms

Special Booth C: 440 square metres: three alarms

Special Booth D: 650 sqm: four alarms

- d. For every 4 standard booths, one set of one-button alarm visual intercom device is required.

After the equipment is collected, it will be installed by the contractor's workers during the construction period according to the configuration plan.

**Example of a field installation drawing:**



## **VI. Return of equipment and refund of deposits**

When you need to return the equipment after the exhibition, please present your order details to the staff at the equipment return counter and return the rental surveillance equipment to the collection location, and then make a deposit refund after the on-site

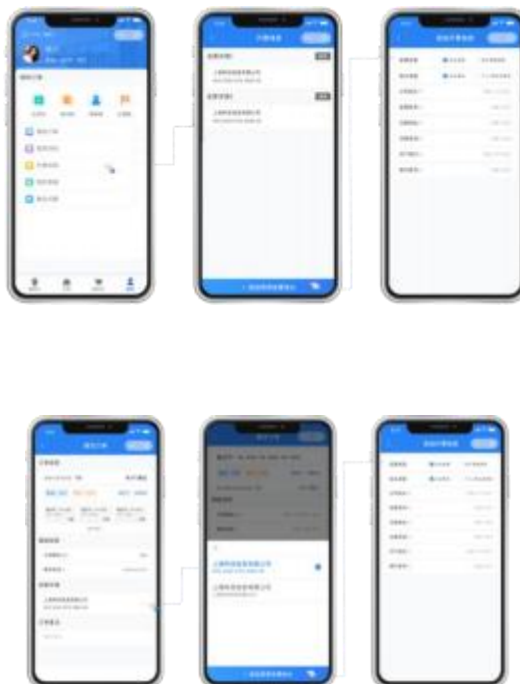
staff confirms the return of the equipment. Deposit refund status can be checked in My Orders - Refunded.



## VII. Invoicing

You can fill in the invoicing information in the applet - My - Invoicing Information. When submitting an order, if you need to invoice, just select the filled invoicing information. Finance will review the invoicing information within seven working days after the exhibition and send the electronic invoice to the email address filled in the invoicing information.

In addition, when you return the equipment on site, you can also fill in the invoicing information by scanning the code on site.



## VIII. Rectification of equipment installation problems

The equipment must be installed as follows:

1. Ensure that all monitors are connected to the power supply.
2. Ensure that all monitoring and one key alarm visual intercom devices have been installed
3. Ensure that the angle of monitoring and shooting without dead angle full coverage
4. The installation height of the key alarm visual intercom device is between 1m and 1.5m.
5. Other issues affecting the security of the booth.

During the exhibition period, the staff will carry out a tour of the exhibition hall and check the results of the booth installation in accordance with the above requirements. If problems are found, the problems found will be submitted to the equipment hirer through the applet. Problems will be notified to the monitor renter in the form of SMS notification. The equipment leaser needs to notify the on-site construction personnel in time to rectify the problem according to the requirements. The rectification problem will be displayed in the leasing applet - My - Booth Problems, click on View Details to view the booth specific problems and site photos. After the rectification is completed, please feedback the rectified site photos and the rectification situation through the leasing applet - My - Booth Problems - View Details - Feedback, the staff will verify the situation, and if the problem is still not solved, the equipment lessor will be notified again until the problem is solved.

