

How to collaborate on the HUBER+SUHNER 2gether Collaboration Platform

This manual is expressly intended for persons who access the HUBER+SUHNER "2gether Collaboration Platform" from a non-HUBER+SUHNER network. For access you need a PC and a device on which you have installed the second logon factor, for example an iPhone or a Smartphone.

The HUBER+SUHNER "2gether Collaboration Platform" offers the following basic functions:

- Download and print HUBER+SUHNER documents made available on the "2gether Collaboration Platform" by Huber+Suhner internal employees.
- Editing (online and local) of HUBER+SUHNER documents, which were made available to you by Huber +Suhner internal employees on the "2gether Collaboration Platform", if you have been granted the corresponding rights for this.
- Upload your documents to the "2gether Collaboration Platform" if you have been granted the appropriate rights.
- The use of so-called "social features", such as reading announcements, discussing common topics, using a common calendar always taking into account that you have been granted the corresponding rights by the person responsible for internal Huber+Suhner employees.

Access to HUBER+SUHNER "2gether Collaboration Platform".

Login to the 2gether Collaboration Platform

Start your default browser on your computer. Enter the following address in the browser's address field

[2gether LAS Standard](#)

The following logon screen appears



Enter your e-mail address, which was initially given to Huber+Suhner for registration. Please contact your HUBER+SUHNER responsible person if you would like to register with another e-mail address.

At the first login, enter the password you received in the mail.

We recommend to change the password afterwards. You can do this at any time from the login screen. Simply click on "Change password" in the lower left corner and follow the instructions. You will be prompted for a new password.

You will then be taken to the start page



Please select "External Users" and you will be directed to the start page of HUBER+SUHNER Collaboration Platform.

1. Password Change

HUBER+SUHNER recommends that you change your password at regular intervals. From the login screen, select "Change password". Follow the instructions and use the new password the next time you log in. If you have forgotten your password, please use the "Password Reset" function.

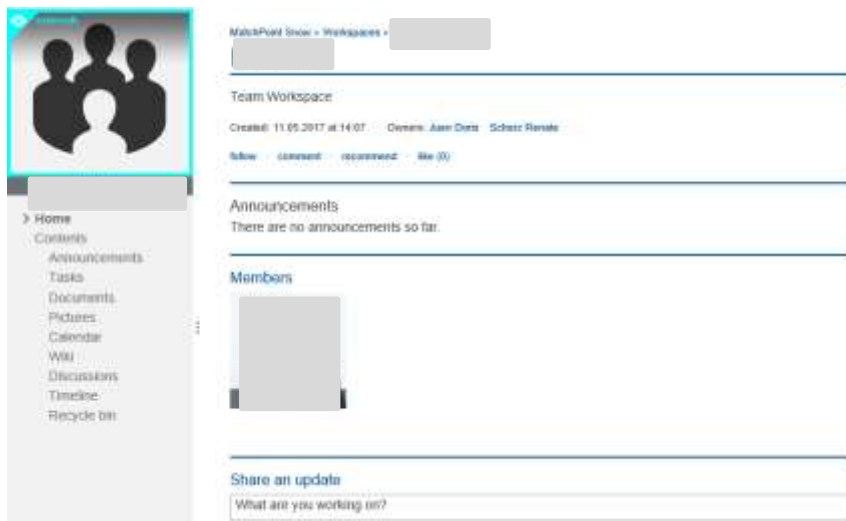
Interacting with the HUBER+SUHNER "2gether Collaboration Platform"

1. Interacting with the HUBER+SUHNER "2gether Collaboration Platform".

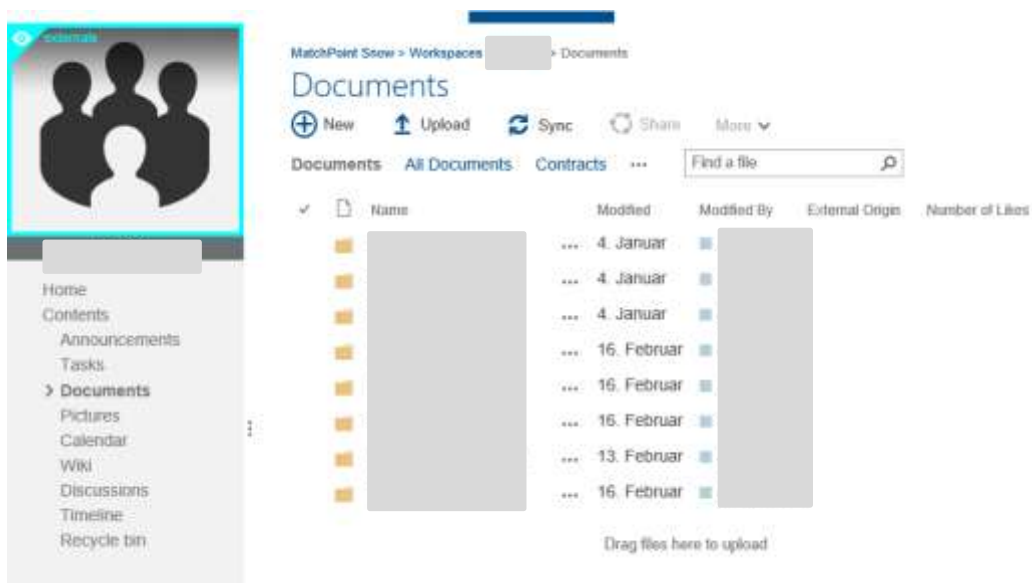
On the interface of "2gether Collaboration Platform" you should go to the area shown below. The area with turquoise edges is called workspace. In this section you will find the documents that HUBER +SUHNER will provide for the collaboration and you can upload your documents to exchange with HUBER+SUHNER.



Please click on the picture and you will get to the so-called start screen of the workspace.

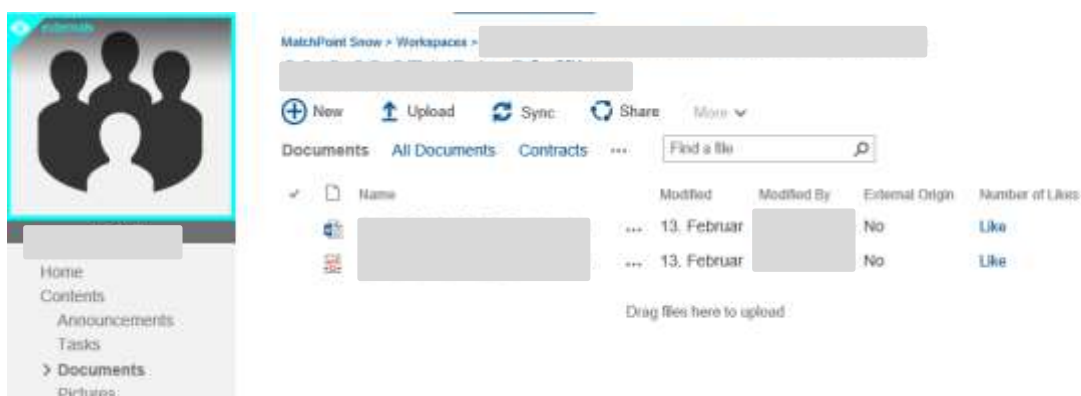


Below the picture on the left you will find the area Documents. Please click with the left mouse button on Documents. H+S Employee has already compiled all the documents relevant to you and you will find them in the appropriate folder.



It is a simple folder structure. You reach another subfolder by clicking with the left mouse button on the corresponding folder.

You open a document by simply clicking on it. You can print the document afterwards. Please note that you do not currently have permission to save documents in this workspace.



2. Logout from the HUBER+SUHNER "2gether Collaboration Platform".

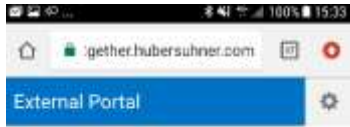
The HUBER+SUHNER logo can be found above the picture of the workspace. Please click on this logo to return to the HUBER+SUHNER "2gether Collaboration Platform" homepage. In the upper right pane you will find a "Logout Button", which will unregister you from the "Suhner" 2gether Collaboration Platform.

If you access the HUBER+SUHNER "2gether Collaboration Platform" from a PC located in a public room, such as a PC in a hotel or lounge etc., please clear your browser history (also known as "cache" in IT) after logging out. You will assist in this activity to ensure security in dealing with the use of the HUBER+SUHNER "2gether Collaboration Platform".

If you have any questions always contact your HUBER+SUHNER contact person.

Troubleshooting problems accessing 2gether of HUBER+SUHNER as External

1. Login failed error message
 - a. Clear cache of your browser and close your browser and then provide your login credentials once again.
 - b. If the problem persists please contact your HUBER+SUHNER contact to check the status of your login credentials. Please provide as many details as possible to ensure that HUBER+SUHNER understands your problem and can sort it for you.
2. You do not see a workspace accessing 2gether from a mobile phone
 - a. Please switch to PC view – first click on the three dots ... and then select switch to pc view



3. Error message: you need to have access to this workspace or similar error message
 - a. Either you selected the wrong workspace or you have not been granted access to the Workspace by the HUBER+SUHNER contact. Please go back to the overview and select the workspace that you're supposed to interact with HUBER+SUHNER
 - b. If the problem still persists please contact your HUBER+SUHNER contact.
4. Error message: Session has expired
 - a. Please close the browser session (if necessary clear the browser cache)
 - b. Start a new browser session and type in the URL once again
[2gether LAS Standard](#)
 - c. Please provide your login credentials once again