

Keyscan On-The-Road Training Summary

Course Location

On-the-road (OTR) Class Training is held at select locations throughout the year. Details on the specific training locations will be emailed to participants once they have signed up and training has been confirmed.

Course Duration

The Technical Class Training course is two days. The two days will allow for basic door access control training on standard Keyscan products and software. See course outline for further details.

Class Training Hours

Training commences sharply at 9:00 am and finishes at approximately 5:00 pm each day. All times are local. Participants should plan to arrive anytime after 8:45 am.

15 minute breaks will be held at approximately 10:30 am and 2:30 pm with a one hour lunch break starting at 12:00 pm.

Course Registration Fee

The registration fee to attend the two day OTR class training is \$420.00 USD for the first participant from each company. Additional participants from the same company may be added to the course at a reduced registration fee of \$250.00 USD per additional participant. As an added incentive, upon receiving payment in full and after completion of the two days of training, each company will receive a complimentary copy of the Keyscan Access Control Management Software (see Keyscan Software for further details).

All completed registration forms can be faxed or emailed to the Product Training Manager. If you have any questions regarding training please contact:

Emilio Aguat

Tel: 905-430-7226 Ext. 229

Toll Free: 1-888-539-7226 Ext. 229

Fax: 905-430-7275

E-mail: training@keyscan.ca





On-The-Road Training

Two-Day Technical Training

Course Payment

Keyscan requires payment in full for each participant before the participant will receive confirmation of class training. An invoice/receipt will be sent upon receiving full payment.

Payment by credit card only (VISA or MasterCard accepted). Keyscan does not accept payment by check/cheque.

Who Can Attend Class Training

Keyscan OTR training is technical in nature with hands on wiring of equipment, installation & programming of software. This technical training is available to industry professionals who need to learn the technical side of Keyscan Access Control Systems.

Training for your security staff and/or end-users is provided by your installing dealer. Please contact your dealer for further details.

Travel Policy

Course participants are responsible for their own travel arrangements and hotel accommodations, and should plan travel time to accommodate class hours.

Please remember NOT to make any travel plans until you receive a written confirmation via e-mail from the Product Training Manager.

Course Confirmation

Please fax or e-mail the completed On-The-Road (OTR) technical course training registration form to Keyscan for processing. Please allow 7 working days for processing. When Keyscan has reached a minimum of ten (10) participants for training, confirmation e-mails will be sent out. There is a maximum of twenty (20) participants for on-the-road training classes. If you receive a receipt only, this means that Keyscan is still waiting for the minimum number of participants to register. This receipt is NOT a confirmation to attend the training class.

Please wait for your confirmation e-mail before booking any travel.

If the minimum number of participants has not been obtained for the training class, the class may be cancelled.

Canceling a Course

To cancel registration for courses, contact the Product Training Manager and request a cancellation. All requests for cancellation must be received in writing.

Registrants must cancel their training enrollment at least ten (10) business days before the scheduled course start date to receive a full refund.

A replacement may be substituted for any registered participant. For substitution requests, contact the Product Training Manager at least 3 business days (72 hours) before the scheduled course start date.

Keyscan may cancel courses when necessary with notice. If a course is canceled, we make every effort to notify participants within a week or more prior to the scheduled start date. Any training fees charged and/or monies received will be refunded or credited to the participant for the next training course. 100% attendance is required for successful course completion. Partial credit for course work will not be awarded. If a participant fails to show up for class or fails to complete the entire class, the full training fee, if applicable, is still charged, and a certificate will not be provided.



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To Bring With You

You should bring a note pad and a pen for writing notes. You are required to bring the following tools:

- **Wire Cutters/Strippers***
- **Small slot screwdriver***
- **Voltmeter**

These tools will be used during the hands on portion of the training.

*** If you need air travel to reach an OTR training location please remember these tools must be in checked baggage as they will not be permitted for carry on/in an aircraft.**

PC Specifications

Please ensure your laptop meets the specification below for use during training. This will ensure your laptop can be used for software installation and configuration exercises during training.

1. You must have administrative rights (Administrator Password or equivalent) to your local machine.
2. The laptop must have an Ethernet network card (TCP/IP). The IP of the network card will be changed during class to a static IP address.
3. The laptop must be removed from any domains and configured for the Workgroup "CLASS".
4. The Laptop must meet these minimum computer requirements:

- Intel Core i5, 3.20GHz or Intel Core i7, 3.4GHz
- 8GB RAM
- 40GB Hard Drive
- Windows 7 Professional 64bit
- USB 2.0 Ports
- 8X DVD ROM
- Ethernet Port - 1Gb Network Card

These minimum laptop requirements are for training purposes only

If the laptop does not meet the above requirements, you will not be able use it during training. Check with your IT department or computer supplier for further details. Keyscan can provide limited network support for the connecting of laptops to the training network.

Faster processors and higher RAM provide better system performance. To confirm that your PC meets the recommended requirements, you can view the PC's system information by selecting Start > (All) Programs > Accessories > System Tools > System Information.

Cell Phones

During the class, all cell phones are not to be used. Cell phones can be used during breaks and lunch.

Course Completion

Certificates of participation upon successful training completion will be sent to you by mail. If you do not receive your certificate after 10 working days from class end date, contact the Product Training Manager.

Attending a Course

Course participants are asked to wear "casual business" attire to class. 100% attendance is required for successful course completion. Partial credit for course work will not be given.

You must be a registered participant in order to attend a class. Walk-ins are not permitted.

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Keyscan Software

Participating companies will receive a current version of the basic Keyscan Access Control Management software with registration serial numbers. The license that comes with this software can be registered only once. Participants will have two options for the software.

- **Option 1** – This software can be sold to an End User customer and fully registered to that customer. By selling this software, you can recoup training costs.
- **Option 2** – The software can be registered to the dealer. This allows the dealer to use the software for training of other technicians at their facility or for use in their office access control system.

Please Note – Optional Licensed or Add-On modules for the Keyscan software such as IP Camera integration, DSC Integration, Additional Client Licenses and more are not included in this software package. You can purchase additional licenses for functional operation of these options.

Questions

If you have any questions regarding training contact the Product Training Manager directly.

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A Member of the Kaba Group



901 Burns Street East
Whitby, Ontario, L1N 0E6, Canada
Toll Free: 1.888.KEYSCAN (Canada/US)
Tel: +1.905.430.7226 Fax: +1.905.430.7275
Web: www.keyscan.ca

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