

# 2022 dormakaba learning ebook





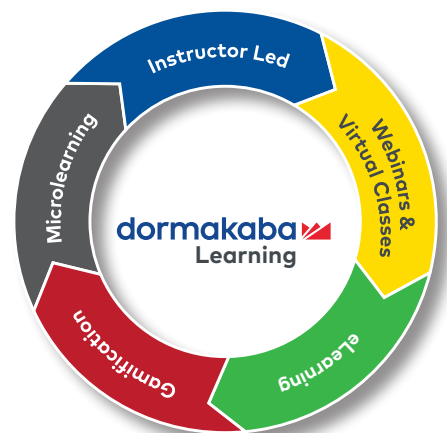
## Maximize your knowledge and empower your success.

At dormakaba, we believe that learning is a journey of growth. To be the best at what you do, you need to commit time and effort in developing new skills and enhancing your knowledge. The dormakaba Learning Institute is designed to provide an exceptional level of education that spans both the dormakaba product portfolio and key industry topics.






Our extensive and comprehensive training can be accessed in a variety of ways to make it easy to learn for both beginners and expert users.

Our curriculum allows you to gain critical industry and product knowledge and provides the learning methods required to increase both comprehension and expertise. Through our blended learning approach we offer on-demand courses via elearning, microlearning and gamification and also live in-person and virtual classroom training. This helps you learn what you need, when you need it.

Our experienced Learning Leaders offer decades of experience in access control, building & door openings, and security. Find your path to growth today by participating in dormakaba learning.



# Blended training options for here, there – and just about anywhere.

ON-DEMAND COURSES	<div>Microlearning</div> 	<p>Our microlearning topics offer short, focused course with multiple lesson. Microlearning is designed for people on the go. Take these courses when and where you want - on your phone, your tablet or on a PC.</p> <p><a href="#">Course List</a> <a href="#">Topics</a></p>
	<div>eLearning</div> 	<p>eLearning courses can be accessed anytime and include AED Daily Courses with continuing education credits and eLearning through the dormakaba LMS portal.</p> <p><a href="#">Course List</a> <a href="#">AEC Courses</a></p>
	<div>Gamification</div> 	<p>Gamification is designed to deliver information in a fun and competitive way so that you can learn in just minutes. Play a quick game today on your phone, tablet or PC and you will be surprised at how much you learn.</p> <p><a href="#">Play Now</a></p>
SCHEDULED COURSES	<div>Instructor Led</div> 	<p>In-person training that combines classroom with hands-on exercises. dormakaba's instructor led courses range from 2 hours to multi-day, providing and intensive experience for peer to peer and hands-on learning. email <a href="mailto:training@AMER.dormakaba.com">training@AMER.dormakaba.com</a> to request courses locally</p> <p><b>Note:</b> a minimum number of 8 students is required.</p> <p><a href="#">Course List</a> <a href="#">Schedule</a></p>
	<div>Webinars/ Virtual Classes</div> 	<p>Scheduled on-line live sessions designed to simulate our in-person classroom events in a concise virtual session. Participants may interact with Learning Leaders via chat or voice depending on number of participants.</p> <p><a href="#">Course List</a> <a href="#">Schedule</a></p>

## Customized training is also available.

dormakaba offers all our course work in both scheduled and custom class settings. Review the schedule in this ebook to see what is currently available or contact us at [training@AMER.dormakaba.com](mailto:training@AMER.dormakaba.com) to set-up training at your location, tailored to your specific needs.

# On-demand courses

## Microlearning

Course #	Description	Hours	Certification	Page
DE-MLN-1165	dormakaba Salesforce Accounts	.3	N	<a href="#">16</a>
DE-MLN-1166	dormakaba Salesforce Contacts	.3	N	<a href="#">16</a>
DE-MLN-1167	dormakaba Salesforce Opportunities and Forecasts	.3	N	<a href="#">17</a>
DE-MLN-1182	dormakaba Salesforce Keying Systems Specialist	.5	N	<a href="#">17</a>
DE-MLN-1183	dormakaba Salesforce Quoting	.5	N	<a href="#">18</a>
DE-MLN-1199	dormakaba LinkedIn Rock Your Profile <a href="#">register</a>	.5	N	<a href="#">18</a>
DE-MLN-1201	dormakaba Rock Your Trade Show Experience <a href="#">register</a>	.5	N	<a href="#">19</a>
DE-MLN-1222	dormakaba Salesforce Project Leads	.75	N	<a href="#">19</a>
DP-MLN-1154	BEST Continuous Geared Hinges Introduction <a href="#">register</a>	.3	N	<a href="#">20</a>
DP-MLN-1213	BEST Switch Tech Setup in Lockt Secure Access <a href="#">register</a> <b>Employees only: <a href="#">register</a></b>	.5	N	<a href="#">20</a>
DM-MLN-1219	dormakaba Mobile Access: Door Hardware and Electronic Access and Data <a href="#">register</a>	.75	N	<a href="#">21</a>
DM-MLN-1218	dormakaba Mobile Credentials in Multi Housing <a href="#">register</a>	.75	N	<a href="#">21</a>

# On-demand courses

## eLearning

### Vertical Markets

Course #	Description	Hours	Certification	Page
DI-ELN-1144	Defining Solutions in an Educational Environment	.5	N	<a href="#">22</a>

### Access Hardware Solutions

Course #	Description	Hours	Certification	Page
DP-ELN-1091	BEST Surface Door Closer Introduction	1	N	<a href="#">22</a>
DP-ELN-1121	BEST 2110VI Exit Device Introduction	.5	N	<a href="#">23</a>
DP-ELN-1157	dormakaba Solutions for Healthy Buildings	.5	N	<a href="#">23</a>
DP-ELN-1158	dormakaba Touch Free Swing Door Solutions	.5	N	<a href="#">24</a>
DE-ELN-1169	dormakaba Introduction to the Government Market	.75	N	<a href="#">24</a>
DP-ELN-1206	dormakaba LA GARD 700 Series Introduction	.5	N	<a href="#">25</a>
DI-ELN-1223	dormakaba Discovery Center Tour Training	1	N	<a href="#">25</a>

### Access Control Solutions

Course #	Description	Hours	Certification	Page
DP-ELN-1050	BEST SwitchTech Introduction	.5	N	<a href="#">26</a>
DP-ELN-1051	BEST SwitchTech Use Cases	.25	N	<a href="#">27</a>
DP-ELN-1052	BEST SwitchTech Procurement	.5	N	<a href="#">27</a>
DP-ELN-1053	BEST SwitchTech Technical Training	.5	N	<a href="#">28</a>
DP-ELN-1058	dormakaba Switching Power Supplies Introduction	1	N	<a href="#">28</a>
DP-ELN-1136	BEST Wi-Q Series Introduction	.5	N	<a href="#">29</a>

# On-demand courses

## Additional product solutions

### Interior Glass Systems

Course #	Description	Hours	Certification	Page
DP-ELN-1141	dormakaba GP Series 1000/1100 Introduction	.5	N	<a href="#">29</a>
DA-ELN-1234	A Guide to Glass Wall Systems and Architectural Opening Solutions	1	N	<a href="#">30</a>
DA-ELN-1235	Architectural Hardware & Access Control for Healthcare Environments	1	N	<a href="#">30</a>
DA-ELN-1236	Architectural Hardware: ADA Compliance, Standards & Codes	1.25	N	<a href="#">31</a>



# On-demand courses

## Videos

Course #	Description	Hours	Certification	URL
DP-VID-1191	dormakaba ED100 Installation	0.15	N	<a href="#">watch</a>
DP-VID-1193	dormakaba 910TC Installation	0.1	N	<a href="#">watch</a>
DP-VID-1194	dormakaba 912 Installation	0.1	N	<a href="#">watch</a>
DP-VID-1195	BEST Switch Tech Setup in OnGuard	0.5	N	<a href="#">watch</a>
DP-VID-1196	BEST Switch Tech Setup in Lockt Secure Access	0.5	N	<a href="#">watch</a>
DP-VID-1208	dormakaba LA GARD 700 Series Installation	0.5	N	<a href="#">watch</a>
DP-VID-1209	dormakaba LA GARD 700 Series System Software Setup	0.1	N	<a href="#">watch</a>
DP-VID-1210	dormakaba LA GARD 700 Series Operation	0.1	N	<a href="#">watch</a>
DP-VID-1215	dormakaba E-Plex 7900 Offline Installation with LUNA	0.15	N	<a href="#">watch</a>

## Safe Locks

Course #	Description	Hours	Certification	URL
DP-VID-1239	dormakaba LA GARD AuditCon 2 Series Operation	0.1	N	<a href="#">watch</a>

# Scheduled courses

## Instructor led

### Livestream

Course #	Description	Hours	Certification	Learning Leader	URL
DP-LST-1156	Touchfree Master Class	4	N	Freeman	<a href="#">watch</a>

### Industry Knowledge

Course #	Description	Hours	Certification	Learning Leader	Page
DI-ILT-1013	Fire Door Inspection: Things you MUST Know to Do it RIGHT	4	N	Karrer, Wilson, Davies	<a href="#">31</a>
DI-ILT-1041	How to Keep Your Door Hardware Code Compliant	4	N	Karrer, Wilson, Davies	<a href="#">32</a>
DI-ILT-1043	BEST School Security: Code Compliant Classroom Door Locking Solutions	4	N	Karrer, Wilson, Davies	<a href="#">32</a>
DI-ILT-1044	BEST Access Control 101	4	N	Karrer, Wilson, Davies	<a href="#">33</a>
DI-ILT-1045	Codes 101: NFPA 80, NFPA 101 & ADA	4	N	Karrer, Wilson, Davies	<a href="#">33</a>
DP-ILT-1228	BEST Switch Tech Commissioning with Lockt	4	N	Stewart	<a href="#">34</a>
DP-ILT-1231	dormakaba Introduction to Interior Glass Systems Products	4	Y	Massey	<a href="#">35</a>

### Access Hardware Solutions

Course #	Description	Hours	Certification	Learning Leader	Page
DP-ILT-1001	BEST Exit Devices & Door Closers	8	N	Davies, Karrer	<a href="#">35</a>
DP-ILT-1002	BEST Mechanical Hardware Installation & Service	8	N	Davies, Karrer	<a href="#">36</a>
DP-ILT-1003	BEST Interchangeable Core Systems	8	N	Davies, Karrer	<a href="#">36</a>
DP-ILT-1014	BEST Exit Devices & Door Closers: Installation, Servicing and Adjustment	4	N	Davies, Karrer	<a href="#">37</a>
DP-ILT-1015	BEST Interchangeable Core Combining (Short Course)	2	N	Davies, Karrer	<a href="#">37</a>
DP-ILT-1020	dormakaba Simplex Mechanical Pushbutton Lock Certification	8	Y	Shuford	<a href="#">38</a>
DP-ILT-1029	dormakaba Door Closers (Surface & Concealed) and Arm Application	3	N	Nimee, Freeman	<a href="#">39</a>
DP-ILT-1031	dormakaba Mechanical and Electrified Exits and Locks	2	N	Nimee, Freeman	<a href="#">39</a>
DP-ILT-1032	dormakaba Factory Certified Service Provider Training	8	N	Freeman, Nimee	<a href="#">40</a>
DP-ILT-1034	dormakaba Specifiable Differences	2	N	Freeman, Nimee	<a href="#">40</a>
DP-ILT-1040	dormakaba Simplex Mechanical Pushbutton Lock Overview	2-4	N	Shuford	<a href="#">41</a>
DP-ILT-1042	BEST Interchangeable Core Combining Workshop	4	N	Karrer, Davies	<a href="#">41</a>
DP-ILT-1046	BEST Cylindrical & Mortise Locks: Things You Must Know to Install & Service	4	N	Karrer, Davies	<a href="#">42</a>
DP-ILT-1047	BEST Electrified Door Hardware Options, installation Do's & Don'ts	4	N	Karrer, Davies	<a href="#">42</a>
DP-ILT-1125	dormakaba Closers, Exits, Locks, ED Series Low Energy Operator, and Access Control	2-4	N	Nimee, Freeman	<a href="#">43</a>
DP-ILT-1170	dormakaba LM Pivot Sets & Components	2	N	Freeman, Nimee	<a href="#">43</a>
DP-ILT-1232	dormakaba Introduction to Revolving and Sliding Doors	4	N	Durgin	<a href="#">44</a>
DP-ILT-1233	AAADM Certified Inspector Program: Sliding, Swinging and Folding Doors	12	Y	Durgin	<a href="#">45</a>



# Scheduled courses

## Instructor led

### Access Control Solutions

Course #	Description	Hours	Certification	Learning Leader	Page
DP-ILT-1004	BEST Keystone Web Software Administration	8	N	Davies	<a href="#">46</a>
DP-ILT-1005	BEST SHELTER Wireless Lockdown	8	N	Davies, Karrer	<a href="#">46</a>
DP-ILT-1006	BEST Switch Tech	8	N	Davies	<a href="#">47</a>
DP-ILT-1017	dormakaba Aurora Technical Training	24	Y	Aguat, Rushton, Schwering	<a href="#">47</a>
DP-ILT-1019	dormakaba Aurora On-The-Road Technical Training	16	Y	Aguat, Rushton, Schwering	<a href="#">48</a>
DP-ILT-1021	dormakaba E-Plex Standard Electronic Pushbutton Lock Certification	8	Y	Shuford	<a href="#">49</a>
DP-ILT-1022	dormakaba SAM RF / InSync Certification	8	Y	Shuford	<a href="#">50</a>
DP-ILT-1023	dormakaba E-Plex Enterprise Access Control Systems Software Certification	8	Y	Shuford	<a href="#">51</a>
DP-ILT-1024	dormakaba E-Plex 5600/5700 Wireless Feature Certification	12	Y	Shuford	<a href="#">52</a>
DP-ILT-1025	dormakaba E-Plex 7100/7900 Wireless Feature Certification	8	Y	Shuford	<a href="#">53</a>
DP-ILT-1026	dormakaba ED Series Low Energy Operator Installation & Service	4	N	Freeman, Nimee	<a href="#">54</a>
DP-ILT-1027	dormakaba Electrified Hardware & ED Series Low Energy Operator Training	8	N	Freeman	<a href="#">54</a>
DP-ILT-1028	dormakaba Electrified Hardware	6	N	Freeman	<a href="#">55</a>
DP-ILT-1030	dormakaba ED Series Low Energy Operator and Access Control	2	N	Freeman, Nimee	<a href="#">55</a>
DP-ILT-1031	dormakaba Mechanical and Electrified Exits and Locks	2	N	Nimee, Freeman	<a href="#">56</a>
DP-ILT-1033	dormakaba Low Energy vs. Auto Operator Training	2	N	Freeman, Nimee	<a href="#">56</a>
DP-ILT-1035	dormakaba E-Plex 2000 / PowerPlex Overview	2-4	N	Shuford, Rushton	<a href="#">57</a>
DP-ILT-1036	dormakaba E-Plex Enterprise Software Overview	2-4	N	Shuford	<a href="#">57</a>
DP-ILT-1037	dormakaba E-Plex Standard Electronic Pushbutton Lock Overview	2-4	N	Shuford, Rushton	<a href="#">58</a>
DP-ILT-1038	dormakaba E-Plex Wireless Overview	2-4	N	Shuford, Rushton	<a href="#">58</a>
DP-ILT-1039	dormakaba SAM RF / InSync Overview	2-4	N	Shuford	<a href="#">59</a>
DP-ILT-1048	dormakaba Community Access Management Software	20	Y	Cordi/Khammar	<a href="#">59</a>
DP-ILT-1049	BEST Wi-Q Wireless Access Control	16	N	Allen	<a href="#">60</a>
DP-ILT-1125	dormakaba Closers, Exits, Locks, ED Series Low Energy Operator, and Access Control	2-4	N	Nimee, Freeman	<a href="#">61</a>
DP-ILT-1229	Safe Lock Training: Axessor and LA GARD 700 Series	4	N	McIntosh, Snowden	<a href="#">61</a>
DP-ILT-1230	The Evolution of dormakaba Multihousing Access Control	4	N	Welliver, Coats	<a href="#">62</a>

# Scheduled courses

## Instructor led by field sales

### Industry Knowledge

Course #	Description	Hours	Certification	Learning Leader	Page
DF-FLD-1015	BEST Interchangeable Core Combinating (Short Course)	2	N	Field Sales, Karrer	<a href="#">63</a>
DF-FLD-1057	dormakaba Mechanical and Electrified Exits and Locks	1	N	Field Sales, Freeman, Nimee	<a href="#">63</a>
DF-FLD-1087	dormakaba Surface Closers and Arm Applications	1	N	Field Sales, Nimee	<a href="#">64</a>
DF-FLD-1088	dormakaba Specifiable Differences	1	Y	Field Sales, Nimee	<a href="#">64</a>
DF-FLD-1089	dormakaba Low Energy vs. Automatic Operators	1	Y	Field Sales, Freeman	<a href="#">65</a>
DF-FLD-1092	dormakaba Surface Mechanical Door Closer Arm Applications	1	N	Field Sales, Nimee	<a href="#">65</a>
DI-FLD-1104	Fire Door Inspection: 13 Things you MUST Know	4	N	Field Sales	<a href="#">66</a>
DF-FLD-1106	BEST Core A2 Pin Segment Calculations	2	N	Field Sales	<a href="#">66</a>
DA-FLD-1107	How to Keep Door Hardware Code Complaint ( AIA# 1021DHCC)	1	N	Field Sales, Wilson	<a href="#">67</a>
DF-FLD-1108	dormakaba Dorma Mechanical and Electrified Exit Devices	1	N	Field Sales, Freeman, Nimee	<a href="#">67</a>
DF-FLD-1109	dormakaba ED Series Low Energy Swing Operator and Access Control	1	N	Field Sales, Freeman, Nimee	<a href="#">68</a>
DF-FLD-1110	dormakaba Basic Electrified Hardware	1	N	Field Sales, Freeman, Nimee	<a href="#">68</a>
DF-FLD-1111	dormakaba Concealed Closer	1	N	Field Sales, Freeman, Nimee	<a href="#">69</a>
DA-FLD-1112	School Security: Code Compliant Classroom Door Locking Solutions (AIA# 0222SCHSEC)	1	N	Field Sales, Wilson	<a href="#">69</a>
DF-FLD-1120	dormakaba Dorma Fire Life Safety Electrified Closers/ Holders	1	N	Field Sales, Freeman, Nimee	<a href="#">70</a>
DP-FLD-1122	Design Hardware Product Overview	1	N	Field Sales, Jahns, Nimee	<a href="#">70</a>
DF-FLD-1124	dormakaba Dorma TS 93 Cam and Roller Surface Closer	1	N	Field Sales, Freeman, Nimee	<a href="#">71</a>
DI-FLD-1126	Basic Fundamentals of ADA/ANSI 117.1		N	Field Sales	<a href="#">71</a>
DF-FLD-1134	Door Hardware - Level 1 and Level 2	2	N	Field Sales	<a href="#">72</a>

# Scheduled courses

## Instructor led by field sales

### Industry Knowledge

Course #	Description	Hours	Certification	Learning Leader	Page
DF-FLD-1147	Keyscan Overview 1 - Access Control Technology	2	N	Field Sales, Rushton	<a href="#">73</a>
DF-FLD-1148	Keyscan Overview II - Keyscan Hardware	2	N	Field Sales, Rushton, Mathias	<a href="#">73</a>
DF-FLD-1149	Keyscan Overview III - Keyscan Aurora Software	2	N	Field Sales, Rushton, Mathias	<a href="#">74</a>
DF-FLD-1150	Keyscan Overview IV - How Keyscan Goes To Market	2	N	Field Sales, Rushton, Mathias	<a href="#">74</a>
DP-FLD-1207	dormakaba LA GARD 700 Series Introduction	.5	N	Field Sales	<a href="#">75</a>
DA-FLD-1240	Access Control Overview (AIA# 0222ACCO)	1	N	Field Sales, Wilson	<a href="#">75</a>
DA-FLD-1241	Door Hardware for Healthcare (AIA# 0222DHHE)	1	N	Field Sales, Wilson	<a href="#">76</a>
DA-FLD-1242	Interpretation of Architectural Openings Submittals (AIA# DAHAOS1)	1	N	Field Sales, Wilson	<a href="#">76</a>
DA-FLD-1243	Revolving Door Systems (AIA# 1021DAHMDDB)	1	N	Field Sales, Wilson	<a href="#">77</a>
DA-FLD-1244	Operable Partition Systems (AIA# 1021DAHMD5B)	1	N	Field Sales, Wilson	<a href="#">77</a>
DA-FLD-1245	Basic Electrified Hardware (AIA# 0921BEH)	1	N	Field Sales, Wilson	<a href="#">78</a>
DA-FLD-1246	ADA Basics, Codes, & Architectural Hardware (AIA # 1021ADA)	1	N	Field Sales, Wilson	<a href="#">78</a>
DA-FLD-1247	Managing & Specifying Architectural Opening Hardware (AIA# 1021MSH)	1	N	Field Sales, Wilson	<a href="#">79</a>
DA-FLD-1248	Basic Builder's Door Hardware (AIA# 1121BBH1)	1	N	Field Sales, Wilson	<a href="#">79</a>
DA-FLD-1249	Glass Wall Systems (AIA# 1121DAHMD2B)	1	N	Field Sales, Wilson	<a href="#">80</a>
DA-FLD-1250	Interior Glass Office Front Systems (AIA# DKIGSOO2)	1	N	Field Sales, Wilson	<a href="#">80</a>
DA-FLD-1257	Airport Safety & Security, Physical Access Solutions	1	N	Field Sales, Wilson	<a href="#">81</a>
DA-FLD-1258	Automatic Door Systems	1	N	Field Sales, Wilson	<a href="#">82</a>

# Scheduled courses

## Webinars/virtual

### Industry Knowledge

Course #	Description	Hours	Certification	Learning Leader	Page
DI-WEB-1089	dormakaba Low Energy Vs. Auto Operator Overview	1	Y	Nimee, Freeman	<a href="#">83</a>
DI-WEB-1104	Fire Door Inspection: 13 Things you MUST Know (Short Course)	1	N	Karrer, Davies, Wilson	<a href="#">83</a>
DI-WEB-1107	How to Keep Door Hardware Code Complaint (Short Course)	1	N	Karrer, Wilson, Davies	<a href="#">84</a>
DI-WEB-1110	dormakaba Basic Electrified Hardware	1	N	Freeman, Nimee	<a href="#">84</a>
DI-WEB-1113	Introduction to Door Hardware	1	N	Davies, Karrer	<a href="#">85</a>
DI-WEB-1114	How To Conduct A Keying Meeting	1	N	Davies, Karrer	<a href="#">85</a>
DI-WEB-1126	Basic Fundamentals of ADA/ANSI 117.1	1	N	Karrer, Davies, Wilson	<a href="#">86</a>
DI-WEB-1153	How to Keep Door Hardware Code Compliant; The Basics	1	N	Karrer, Davies, Wilson	<a href="#">86</a>

### Access Hardware Solutions

Course #	Description	Hours	Certification	Learning Leader	Page
DP-WEB-1007	BEST Interchangeable Cores: Calculations, Pinning & Key Cutting	2	N	Davies, Karrer	<a href="#">87</a>
DP-WEB-1008	BEST 9K Cylindrical and 40H Mortise Options & Installations	2	N	Davies, Karrer	<a href="#">87</a>
DP-WEB-1010	BESTCode Training (Distributors ONLY)	4	N	Davies	<a href="#">88</a>
DP-WEB-1057	dormakaba Mechanical and Electrified Exits and Locks	1	N	Freeman, Nimee	<a href="#">88</a>
DP-WEB-1059	BEST Exit Device Servicing: Installation, Servicing and Adjustment	1	N	Karrer, Davies	<a href="#">89</a>
DP-WEB-1060	BEST Door Closer Servicing: Installation, Servicing & Adjustment	1	N	Karrer, Davies	<a href="#">89</a>
DP-WEB-1061	BEST Mortise Lock Basics (40H); Things you Must Know to Install & Service	1	N	Karrer, Davies	<a href="#">90</a>
DP-WEB-1062	BEST Cylindrical Lock Basics (9K); Things you Must Know to Install & Service	1	N	Karrer, Davies	<a href="#">90</a>
DP-WEB-1065	dormakaba Simplex and E-Plex Overview for Sales Reps	1.25	N	Shuford, Rushton	<a href="#">91</a>
DP-WEB-1066	dormakaba Simplex Product Overview	1	N	Shuford	<a href="#">91</a>
DP-WEB-1067	dormakaba Simplex Manual Programming Overview	1	N	Shuford	<a href="#">92</a>
DP-WEB-1078	dormakaba Portfolio Overview	1.5	N	Nimee, Freeman	<a href="#">92</a>
DP-WEB-1087	dormakaba Surface Closers and Arms	1	N	Freeman, Nimee	<a href="#">93</a>
DP-WEB-1088	dormakaba Specifiable Differences	1	N	Freeman, Nimee	<a href="#">93</a>
DP-WEB-1092	dormakaba Surface Mechanical Door Closer Arm Applications	1	N	Freeman, Nimee	<a href="#">94</a>
DP-WEB-1105	BEST Level 1 Training for 9K, 40H, Exits & Closers	1	N	Karrer, Davies	<a href="#">94</a>
DP-WEB-1106	BEST Core A2 Pin Segment Calculations	1	N	Karrer, Davies	<a href="#">95</a>
DP-WEB-1108	dormakaba Mechanical and Electrified Exit Devices	1	N	Freeman, Nimee	<a href="#">95</a>
DP-WEB-1111	dormakaba Concealed Closer	1	N	Freeman, Nimee	<a href="#">96</a>
DI-WEB-1113	Introduction to Door Hardware	1.5	N	Davies, Karrer	<a href="#">96</a>
DI-WEB-1114	How To Conduct A Keying Meeting	1	N	Davies, Karrer	<a href="#">97</a>
DP-WEB-1116	Introduction to BEST Exit Devices	1	N	Davies, Karrer	<a href="#">97</a>
DP-WEB-1118	BEST Key Systems Overview and Q & A	1	N	Davies, Karrer	<a href="#">98</a>

# Scheduled courses

## Webinars/virtual

### Access Hardware Solutions (cont)

Course #	Description	Hours	Certification	Learning Leader	Page
DP-WEB-1119	Conventional Lock Cylinders: Pinning & Servicing	1	N	Davies	<a href="#">98</a>
DP-WEB-1120	dormakaba Fire Life Safety Electrified Closers/ HOLDERS	1	N	Freeman, Nimee	<a href="#">99</a>
DP-WEB-1122	Design Hardware Product Overview	1	N	Jahns, Nimee	<a href="#">99</a>
DP-WEB-1124	dormakaba TS 93 Cam and Roller Surface Closer	1	N	Freeman, Nimee	<a href="#">100</a>
DP-WEB-1155	BEST Key Cutter Maintenance: How to Use, Maintain & Adjust Your BEST AD433	1.25	N	Davies	<a href="#">100</a>
DP-WEB-1159	BEST Access Control 101 - Basics	1	N	Karrer, Davies	<a href="#">101</a>
DP-WEB-1163	dormakaba ED Series Low Energy Swing Operators Installation	1	N	Freeman, Nimee	<a href="#">101</a>
DP-WEB-1170	dormakaba LM Pivot Sets & Components	1	N	Freeman, Nimee	<a href="#">102</a>
DP-WEB-1171	40H Mortise Lock Q&A: OPEN Forum to Discuss Mortise lock Installation, Servicing and Options	1	N	Karrer, Davies	<a href="#">102</a>
DP-WEB-1174	dormakaba SAM RF Software Virtual Training	4	N	Shuford	<a href="#">103</a>
DP-WEB-1175	dormakaba E-Plex Standard Software Virtual Training	2	N	Shuford	<a href="#">103</a>
DP-WEB-1176	dormakaba E-Plex Enterprise Software Virtual Training	3.5	N	Shuford	<a href="#">104</a>
DP-WEB-1177	dormakaba Simplex Mechanical Chamber Virtual Training	1.5	N	Shuford	<a href="#">104</a>
DP-WEB-1178	dormakaba Simplex 1000 Service Kit Installation Virtual Training	2.5	N	Shuford	<a href="#">105</a>
DP-WEB-1179	dormakaba Simplex 5000 How to Service Virtual Training	2	N	Shuford	<a href="#">105</a>
DP-WEB-1180	dormakaba Simplex 1000 Installation Virtual Training	1	N	Shuford	<a href="#">106</a>
DP-WEB-1181	dormakaba Simplex 5000 Installation Virtual Training	1	N	Shuford	<a href="#">106</a>
DP-WEB-1203	Introduction to Switch Tech	1.25	N	Davies	<a href="#">107</a>
DP-WEB-1204	Introduction to BEST Door Closers	1	N	Davies, Karrer	<a href="#">107</a>
DP-WEB-1205	Basic Masterkey System Theory	1.5	N	Davies	<a href="#">108</a>

### Access Control Solutions

Course #	Description	Hours	Certification	Learning Leader	Page
DP-WEB-1009	BEST Keystone Web Software Administration	3	N	Davies	<a href="#">109</a>
DP-WEB-1011	BEST Keystone 600	3	N	Davies	<a href="#">109</a>
DP-WEB-1012	BEST Shelter Lockdown Solution Software Administration	4	N	Davies	<a href="#">110</a>
DP-WEB-1016	dormakaba Aurora Basic Setup	1	N	Aguat, Rushton, Schwering	<a href="#">110</a>
DP-WEB-1064	BEST Keystone Web "Hands On" Software Administration	4	N	Davies	<a href="#">111</a>
DP-WEB-1065	dormakaba Simplex and E-Plex Overview for Sales Reps	1.25	N	Shuford, Rushton	<a href="#">112</a>
DP-WEB-1068	dormakaba E-Plex Product Overview	1	N	Shuford, Rushton	<a href="#">112</a>
DP-WEB-1069	dormakaba E-Plex Manual Programming Overview	1.25	N	Shuford, Rushton	<a href="#">113</a>
DP-WEB-1070	dormakaba E-Plex 2000 / PowerPlex Overview	1	N	Shuford, Rushton	<a href="#">113</a>

# Scheduled courses

## Webinars/virtual

### Access Control Solutions

Course #	Description	Hours	Certification	Learning Leader	Page
DP-WEB-1071	dormakaba E-Plex Standard Software Overview	1	N	Shuford	<a href="#">114</a>
DP-WEB-1072	dormakaba Enterprise Software Overview	1	N	Shuford	<a href="#">114</a>
DP-WEB-1073	dormakaba E-Plex Wireless Feature Overview	1	N	Shuford, Rushton	<a href="#">115</a>
DP-WEB-1074	dormakaba E-Plex 7900 Overview	1	N	Shuford, Rushton	<a href="#">115</a>
DP-WEB-1075	dormakaba SAM RF / InSync Product Overview	1.5	N	Shuford	<a href="#">116</a>
DP-WEB-1076	dormakaba SAM RF Software Overview	2	N	Shuford	<a href="#">116</a>
DP-WEB-1077	dormakaba SAM RF / InSync General Overview of Software and Products	1.25	N	Shuford	<a href="#">117</a>
DP-WEB-1079	dormakaba Aurora Enhanced Lockdown	1	N	Rushton, Aguat, Schwering	<a href="#">117</a>
DP-WEB-1080	BEST Offline Overview	1	N	Rushton, Aguat, Schwering	<a href="#">118</a>
DP-WEB-1083	dormakaba LUNA Overview	1	N	Rushton, Aguat, Schwering	<a href="#">119</a>
DP-WEB-1084	dormakaba Aurora Advanced Features	1	N	Rushton, Aguat, Schwering	<a href="#">119</a>
DP-WEB-1085	dormakaba Aurora E-Plex Integration Overview	1	N	Rushton, Aguat, Schwering	<a href="#">120</a>
DP-WEB-1086	dormakaba Aurora People Management	1	N	Rushton, Aguat, Schwering	<a href="#">120</a>
DP-WEB-1093	dormakaba Aurora Site Management	1	N	Rushton, Aguat, Schwering	<a href="#">121</a>
DP-WEB-1094	dormakaba Aurora Access Control 101	2	N	Rushton, Aguat, Schwering	<a href="#">121</a>
DP-WEB-1095	dormakaba Aurora Access Control Management - Parts & Pieces	1	N	Rushton, Aguat, Schwering	<a href="#">122</a>
DP-WEB-1096	dormakaba Aurora Access Control Software; Communications	2	N	Rushton, Aguat, Schwering	<a href="#">122</a>
DP-WEB-1097	dormakaba Aurora Access Control Software; Holidays	2	N	Rushton, Aguat, Schwering	<a href="#">123</a>
DP-WEB-1098	dormakaba Aurora Lockdown Overview	1	N	Rushton, Aguat, Schwering	<a href="#">123</a>
DP-WEB-1099	dormakaba Aurora Access Control Panel Settings and Configurations	2	N	Rushton, Aguat, Schwering	<a href="#">124</a>
DP-WEB-1101	dormakaba Aurora Software Site Setup	2	N	Rushton, Aguat, Schwering	<a href="#">124</a>
DP-WEB-1102	dormakaba Aurora Access Control Management System; Software Installation	2	N	Rushton, Aguat, Schwering	<a href="#">125</a>
DP-WEB-1103	dormakaba Aurora Access Control Management System; Wiring	2	N	Rushton, Aguat, Schwering	<a href="#">125</a>
DP-WEB-1108	dormakaba Mechanical and Electrified Exit Devices	1	N	Freeman, Nimee	<a href="#">126</a>
DP-WEB-1109	dormakaba ED Series Low Energy Operator and Access Control	1	N	Freeman, Nimee	<a href="#">126</a>
DP-WEB-1117	BEST Keystone Web Overview and Q & A	1	N	Davies	<a href="#">127</a>
DP-WEB-1128	dormakaba Aurora Access Control Management System; Schedules	2	N	Rushton, Aguat, Schwering	<a href="#">127</a>
DP-WEB-1092	dormakaba Aurora Active Directory Integration Overview	0.5	N	Rushton, Aguat, Schwering	<a href="#">94</a>



# Scheduled courses

## Webinars/virtual

### Access Control Solutions (cont)

Course #	Description	Hours	Certification	Learning Leader	Page
DP-WEB-1130	dormakaba Community/Aurora Software Integration; Aurora requirements	1	N	Rushton, Aguat, Schwering	<a href="#">128</a>
DP-WEB-1151	dormakaba Aurora Software Access Control Management and Administration	2	N	Aguat, Rushton, Schwering	<a href="#">129</a>
DP-WEB-1152	dormakaba Aurora Software Basic Setup and Configuration	2	N	Aguat, Rushton, Schwering	<a href="#">129</a>
DP-WEB-1162	RCI Product Overview	0.5	N	Rushton, Schwering	<a href="#">130</a>
DP-WEB-1164	dormakaba Aurora Active Directory Overview	0.5	N	Rushton, Aguat, Schwering	<a href="#">130</a>
DP-WEB-1168	dormakaba Netcom2/2P programming and configuration	1	N	Aguat, Rushton, Schwering	<a href="#">131</a>
DP-WEB-1172	dormakaba CA150 Single Door Controller Setup and Configurations	2	N	Aguat, Rushton, Schwering	<a href="#">131</a>
DP-WEB-1173	dormakaba Keyscan Luna Software and Hardware	2.5	N	Aguat, Rushton, Schwering	<a href="#">132</a>
DP-WEB-1184	dormakaba Aurora/E-Plex Integration Setup and Configuration	2.5	N	Aguat, Rushton, Schwering	<a href="#">132</a>
DP-WEB-1197	dormakaba System VII/Vantage Migration to Keyscan Aurora	2	N	Aguat, Rushton, Schwering	<a href="#">133</a>
DP-WEB-1198	dormakaba Aurora/E-Plex Offline Integration Setup and Configuration	2.5	N	Aguat	<a href="#">133</a>

### Vertical Markets

Course #	Description	Hours	Certification	Learning Leader	Page
DP-WEB-1112	BEST School Security: Code Compliant Classroom Door Locking Solutions	1	N	Karrer, Davies, Wilson	<a href="#">134</a>
DP-WEB-1115	BEST SHELTER Lockdown Solution Overview and Q&A	1	N	Davies, Karrer	<a href="#">134</a>

# Microlearning Course Descriptions

## dormakaba Employees: dormakaba Salesforce Accounts

<b>ID:</b>	DE-MLN-1165
<b>Level:</b>	Introductory – 100 Series Course
<b>Description:</b>	This 20-minute microlearning course is an introduction to Salesforce Accounts. Students are presented with a series of short videos followed by test questions.
<b>Objectives:</b>	<ul style="list-style-type: none"> <li>• Know how to search for existing accounts and create new ones</li> <li>• Learn the difference between CRM and ERP accounts</li> <li>• Understand how to correctly edit the information in an account</li> <li>• Learn how best to utilize the Activity and Chatter features</li> </ul>
<b>Who Should Attend:</b>	dormakaba Employees and Sales
<b>Cost:</b>	No cost to students
<b>Length:</b>	20 Minutes
<b>Course Type:</b>	microLearning
<b>Certification:</b>	None
<b>CEU's:</b>	None
<b>Self Register:</b>	Contact the Salesforce Administrator

## dormakaba Employees: dormakaba Salesforce Contacts

<b>ID:</b>	DE-MLN-1166
<b>Level:</b>	Introductory – 100 Series Course
<b>Description:</b>	This 20-minute microlearning course is an introduction to Salesforce Contacts. Students are presented with a series of short videos followed by test questions.
<b>Objectives:</b>	<ul style="list-style-type: none"> <li>• Know how to search for existing contacts and create new ones</li> <li>• Learn how to merge duplicate contacts</li> <li>• Understand how to correctly edit a contacts information</li> <li>• Learn how best to utilize the Activity and Chatter features</li> </ul>
<b>Who Should Attend:</b>	dormakaba Employees and Sales
<b>Cost:</b>	No cost to students
<b>Length:</b>	20 Minutes
<b>Course Type:</b>	microLearning
<b>Certification:</b>	None
<b>CEU's:</b>	None
<b>Self Register:</b>	Contact the Salesforce Administrator

# Microlearning Course Descriptions

## dormakaba Employees: dormakaba Salesforce Opportunities and Forecasts

<b>ID:</b>	DE-MLN-1167
<b>Level:</b>	Introductory – 100 Series Course
<b>Description:</b>	This 20-minute microlearning course is an introduction to Salesforce Opportunities and Forecasts. Students are presented with a series of short videos followed by test questions.
<b>Objectives:</b>	<ul style="list-style-type: none"> <li>• Learn how to search for existing opportunities and create new ones</li> <li>• Know the complete lifecycle of an opportunity</li> <li>• Understand how to correctly edit an opportunity</li> </ul>
<b>Who Should Attend:</b>	dormakaba Employees and Sales
<b>Cost:</b>	No cost to students
<b>Length:</b>	20 Minutes
<b>Course Type:</b>	microLearning
<b>Certification:</b>	None
<b>CEU's:</b>	None
<b>Self Register:</b>	Contact the Salesforce Administrator

## dormakaba Employees: dormakaba Salesforce Keying Systems Specialists (KSS)

<b>ID:</b>	DE-MLN-1182
<b>Level:</b>	Introductory – 100 Series Course
<b>Description:</b>	This 40-minute microlearning course teaches students the relevant Salesforce Keying Systems Specialists processes for their job. Students are presented with a series of short videos followed by test questions.
<b>Objectives:</b>	<ul style="list-style-type: none"> <li>• Know how to process a key order in Salesforce Lightning</li> <li>• Learn how to generate a report</li> <li>• Understand information presented in the "My KSS List View"</li> </ul>
<b>Who Should Attend:</b>	dormakaba Employees
<b>Cost:</b>	No cost to students
<b>Length:</b>	40 Minutes
<b>Course Type:</b>	microLearning
<b>Certification:</b>	None
<b>CEU's:</b>	None
<b>Self Register:</b>	Contact the Salesforce Administrator



# Microlearning Course Descriptions

## dormakaba Employees: dormakaba Salesforce Quoting

<b>ID:</b>	DE-MLN-1183
<b>Level:</b>	Introductory – 100 Series Course
<b>Description:</b>	This 40-minute microlearning course is an introduction to Salesforce Quoting. Students are presented with a series of short videos followed by test questions.
<b>Objectives:</b>	<ul style="list-style-type: none"> <li>• Know how to create new quotes and adding contacts</li> <li>• Learn item entry</li> <li>• Understand how to correctly edit the information in a quote</li> </ul>
<b>Who Should Attend:</b>	dormakaba Employees and Sales
<b>Cost:</b>	No cost to students
<b>Length:</b>	40 Minutes
<b>Course Type:</b>	microLearning
<b>Certification:</b>	None
<b>CEU's:</b>	None
<b>Self Register:</b>	Contact the Salesforce Administrator

## dormakaba Employees: dormakaba LinkedIn Lunch and Learn

<b>ID:</b>	DE-MLN-1199
<b>Level:</b>	Introductory – 100 Series Course
<b>Description:</b>	This microlearning course provides best practices about developing your LinkedIn profile to professionally network in our industry. This course has 10 lessons consisting of videos and questions. You'll get great advice from Greg Baudo, LinkedIn Enterprise Account Manager, on how to maximize your LinkedIn experience. Once completed, you will be on your way to maximizing your potential on LinkedIn.
<b>Objectives:</b>	<ul style="list-style-type: none"> <li>• Knowledge on the best practices to build your LinkedIn profile</li> <li>• The advantages of active participation to engage industry connections</li> <li>• How to write a great elevator pitch</li> </ul>
<b>Who Should Attend:</b>	dormakaba Employees
<b>Cost:</b>	No cost to students
<b>Length:</b>	45 Minutes
<b>Course Type:</b>	microLearning
<b>Certification:</b>	None
<b>CEU's:</b>	None
<b>Self Register:</b>	<a href="#">Click here to register</a>

## Microlearning Course Descriptions

### dormakaba Employees: dormakaba Rock Your Trade Show Experience through LinkedIn

<b>ID:</b>	DE-MLN-1201
<b>Level:</b>	Introductory – 100 Series Course
<b>Description:</b>	This microlearning course is about updating your LinkedIn profile and using it to professionally network before and after you attend a trade show. This course has 6 lessons consisting of videos and questions. You'll get advice from Carol Kessel, Digital Engagement Manager, on ways to stand out from the crowd both in person and online. Once completed, you will be on your way to building your professional network at trade shows and on LinkedIn.
<b>Objectives:</b>	In this course you will learn: <ul style="list-style-type: none"> <li>• How to update your banner and posts to bolster interactions with trade show attendees</li> <li>• How to engage industry connections before and after a trade show</li> </ul>
<b>Who Should Attend:</b>	dormakaba Employees
<b>Cost:</b>	No cost to students
<b>Length:</b>	20 Minutes
<b>Course Type:</b>	microLearning
<b>Certification:</b>	None
<b>CEU's:</b>	None
<b>Self Register:</b>	<a href="#">Click here to register</a>

### dormakaba Employees: dormakaba Salesforce Project Leads

<b>ID:</b>	DE-MLN-1222
<b>Level:</b>	Introductory – 100 Series Course
<b>Description:</b>	This 30-minute microlearning course is an introduction to Salesforce Project Leads. Students are presented with a series of short videos followed by test questions.
<b>Objectives:</b>	<ul style="list-style-type: none"> <li>• Learn how to search for existing Project Leads and create a List View</li> <li>• Know how to convert a Project Lead into a Project</li> </ul>
<b>Who Should Attend:</b>	dormakaba Employees and Sales
<b>Cost:</b>	No cost to students
<b>Length:</b>	30 Minutes
<b>Course Type:</b>	microLearning
<b>Certification:</b>	None
<b>CEU's:</b>	None
<b>Self Register:</b>	Contact the Salesforce Administrator



# Microlearning Course Descriptions

## dormakaba Employees: BEST Aluminum Continuous Geared Hinges

<b>ID:</b>	DP-MLN-1154
<b>Level:</b>	Introductory – 100 Series Course
<b>Description:</b>	This 20-minute microlearning course is an introduction to BEST's Aluminum Continuous Geared Hinge product line. Students are presented four short videos and a series of test questions.
<b>Objectives:</b>	<ul style="list-style-type: none"> <li>• Why we should sell Aluminum Continuous Geared Hinges</li> <li>• Know the existing product line and the new profiles and options</li> <li>• Understand the benefits and advantages of Aluminum Continuous Geared Hinges</li> <li>• Know the applications and major markets for BEST Aluminum Continuous Geared Hinges</li> <li>• How to order Continuous Geared Hinges from BEST</li> </ul>
<b>Who Should Attend:</b>	dormakaba Employees and Sales
<b>Cost:</b>	No cost to students
<b>Length:</b>	20 Minutes
<b>Course Type:</b>	microLearning
<b>Certification:</b>	None
<b>CEU's:</b>	None
<b>Self Register:</b>	<a href="#">Click here to register</a>

## dormakaba Employees: BEST Switch™ Tech Setup in Lockt

<b>ID:</b>	DP-MLN-1213
<b>Level:</b>	Introductory – 100 Series Course
<b>Description:</b>	This half hour self-paced microLearning course explains how to setup Switch™ Tech in the Lockt SecureAccess software. The course is intended for Switch™ Tech partners, integrators, and end users. Topics covered in this module include programming the Switch Core and Fob, setting up access levels, and schedules; basically, everything to get Switch™ Tech up and running using Lockt SecureAccess software.
<b>Testing:</b>	After each video you'll be given a short test.
<b>Objectives:</b>	<p>Upon completion this course you will be able to:</p> <ul style="list-style-type: none"> <li>• Know how to setup Switch™ cores, access levels, and users in Lockt SecureAccess</li> <li>• Understand the steps to claim a credential with a smartphone.</li> <li>• Know how to monitor activity and create reports in Lockt SecureAccess</li> </ul>
<b>Who Should Attend:</b>	Switch™ Tech partners, integrators, and end users needing to know how to setup Switch™ Tech in the Lockt SecureAccess software
<b>Learning Path:</b>	Switch Tech partners, integrators, and end users
<b>Cost:</b>	No cost to students
<b>Length:</b>	.5 hour
<b>Course Type:</b>	microLearning
<b>Certification:</b>	None
<b>CEU's:</b>	None
<b>Self Register:</b>	<a href="#">Click here to register</a> <b>EMPLOYEES ONLY:</b> <a href="#">Click here to register</a>





## Microlearning Course Descriptions

### dormakaba Employees: Mobile Access: Door Hardware and Electronic Access and Data

<b>ID:</b>	DM-MLN-1219
<b>Level:</b>	Introductory – 100 Series Course
<b>Description:</b>	This microlearning course provides an overview of dormakaba's mobile access solutions and how they are utilized in a variety of use cases. This course has 10 lessons consisting of videos and questions. You'll get great insight from Dan Stewart, Business Development Manager, special guest security researcher "Clark Kent," and John Harvey, Head of BU Access Management for Legic, regarding the benefits of mobile access and the importance of security within these systems. Once completed, you will better understand how and why dormakaba's mobile access solutions are efficient, secure, and the best choice for a number of settings and projects.
<b>Testing:</b>	After each video you'll be asked a couple questions.
<b>Objectives:</b>	Upon completion this course you will be able to: <ul style="list-style-type: none"> <li>• How mobile access systems get compromised and how to prevent attacks</li> <li>• How Legic and dormakaba solutions mitigate security risks with mobile technology to keep access secure</li> </ul>
<b>Who Should Attend:</b>	dormakaba customers who currently utilize or are interested in integrating dormakaba's mobile access solutions.
<b>Cost:</b>	No cost to students
<b>Length:</b>	.75 hour
<b>Course Type:</b>	microLearning
<b>Certification:</b>	None
<b>CEU's:</b>	None
<b>Self Register:</b>	<a href="#">Click here to register</a>

### dormakaba Employees: Mobile Credentials in Multihousing

<b>ID:</b>	DM-MLN-1218
<b>Level:</b>	Introductory – 100 Series Course
<b>Description:</b>	This microlearning course provides an overview of dormakaba's mobile access solutions and how they are utilized in multihousing settings. This course has 9 lessons consisting of videos and questions. You'll get great insight from Thomas Bowles, National Accounts Manager Multihousing, and John Harvey, Head of BU Access Management for Legic, regarding the benefits of mobile access and the importance of security within these systems. Once completed, you will better understand how and why dormakaba's mobile access solutions are efficient and secure for multihousing properties.
<b>Testing:</b>	After each video you'll be asked a couple questions.
<b>Objectives:</b>	Upon completion this course you will be able to: <ul style="list-style-type: none"> <li>• How dormakaba mobile technology benefits multihousing properties</li> <li>• The advantages of the BlueSky app and Community software</li> <li>• How Legic and dormakaba support partners in multihousing and across industries</li> </ul>
<b>Who Should Attend:</b>	dormakaba customers who currently utilize or are interested in integrating dormakaba's mobile access solutions into properties.
<b>Cost:</b>	No cost to students
<b>Length:</b>	.75 hour
<b>Course Type:</b>	microLearning
<b>Certification:</b>	None
<b>CEU's:</b>	None
<b>Self Register:</b>	<a href="#">Click here to register</a>



## eLearning Course Descriptions

### Vertical Markets: Defining Solutions in an Educational Environment

<b>ID:</b>	DI-ELN-1144
<b>Level:</b>	Introductory – 100 Series Course
<b>Description:</b>	This half hour self-paced eLearning course provides a comparison between two solutions in the educational vertical: dormakaba's E-Plex 7900 + Aurora and BEST's SHELTER. The course is intended for sales personnel, but a general audience would also benefit.
<b>Cost:</b>	No cost to students
<b>Length:</b>	.5 hour
<b>Certification:</b>	None
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	Sales personnel who need to understand SHELTER and E-Plex/Aurora solutions in the educational vertical.
<b>Learning Path:</b>	Employees, Sales, Sales Techs, Integrators and Channel Partners.
<b>Objectives:</b>	Upon completion this course you will be able to: <ul style="list-style-type: none"> <li>• Understand the differences between dormakaba E-Plex + Aurora and BEST SELTER.</li> <li>• Be able to offer your educational vertical market customers the most suitable solutions from dormakaba and BEST</li> </ul>
<b>Self Register:</b>	<a href="#">Click here to register</a> <b>EMPLOYEES ONLY:</b> <a href="#">Click here to register</a>

### Access Hardware Solutions: BEST Surface Door Closer Introduction

<b>ID:</b>	DP-ELN-1091
<b>Level:</b>	Introductory – 100 Series Course
<b>Description:</b>	This hour-long introduction to BEST's Surface Door Closers is a self-paced eLearning course consisting of two videos and two short tests. The course is intended for dormakaba employees and Sales personnel, and it contains an introduction to surface closers and information about the required nomenclature to order the product.
<b>Cost:</b>	No cost to students
<b>Length:</b>	1 hour
<b>Certification:</b>	None
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	All audiences needing a broad introduction to BEST's Surface Door Closers
<b>Learning Path:</b>	Employees and Sales
<b>Objectives:</b>	Upon completion this course you will be able to: <ul style="list-style-type: none"> <li>• Know the capabilities of BEST's Surface Door Closers</li> <li>• Know the applications and competitive advantages of BEST's Surface Door Closers</li> <li>• Understand the nomenclature required to order the product</li> </ul>
<b>Self Register:</b>	<a href="#">Click here to register</a> <b>EMPLOYEES ONLY:</b> <a href="#">Click here to register</a>

## eLearning Course Descriptions

### Access Hardware Solutions: BEST 2110VI Exit Device Introduction

<b>ID:</b>	DP-ELN-1121
<b>Level:</b>	Introductory – 100 Series Course
<b>Description:</b>	This half hour introduction to BEST's 2110VI Exit Device is a self-paced eLearning course. The course is intended for dormakaba employees and Sales personnel. Information covered in this module includes product overview, benefits and features, path to market, nomenclature, and how to order. After the course you will be given a short test.
<b>Cost:</b>	No cost to students
<b>Length:</b>	.5 hour
<b>Certification:</b>	None
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	General audiences needing a broad introduction to BEST's 2110VI Exit Device.
<b>Learning Path:</b>	Employees and Sales
<b>Objectives:</b>	Upon completion this course you will be able to: <ul style="list-style-type: none"> <li>• Know the applications and competitive advantages of the 2110VI Exit Device</li> <li>• Understand the nomenclature required to order the product</li> </ul>
<b>Self Register:</b>	<a href="#">Click here to register</a> <b>EMPLOYEES ONLY:</b> <a href="#">Click here to register</a>

### Access Hardware Solutions: dormakaba Solutions for Healthy Buildings

<b>ID:</b>	DP-ELN-1157
<b>Description:</b>	This half hour self-paced eLearning course is intended for anyone interested in learning about touch free solutions for a healthy building environment. Topics include why touch free access control can contribute to a health building environment, major interaction points, and proven solutions from dormakaba. After the course you will be given a short test.
<b>Objectives:</b>	Upon completion this course you will be able to: <ul style="list-style-type: none"> <li>• Identify common interaction points that benefit from a touch free solution</li> <li>• Know how to get your customized site audit</li> <li>• Understand why dormakaba is your trusted partner for healthy building solutions</li> </ul>
<b>Who Should Attend:</b>	Anyone wanting to learn about dormakaba solutions for Healthy Buildings.
<b>Learning Path:</b>	Unknown
<b>Cost:</b>	No cost to students
<b>Length:</b>	.5 hour
<b>Course Type:</b>	eLearning
<b>Certification:</b>	None
<b>CEU's:</b>	None
<b>Self Register:</b>	<a href="#">Click here to register</a> <b>EMPLOYEES ONLY:</b> <a href="#">Click here to register</a>



## eLearning Course Descriptions

### Access Hardware Solutions: dormakaba Touch Free Swing Door Solutions

<b>ID:</b>	DP-ELN-1158
<b>Description:</b>	This half hour self-paced eLearning course is intended for anyone interested in learning about dormakaba's bundled solutions for Touch Free Swing Doors. Topics include why touch free access control can contribute to a health building environment, major hardware that make up dormakaba's bundled solutions, and how to get your customized site audit. After the course you will be given a short test.
<b>Objectives:</b>	Upon completion this course you will be able to: <ul style="list-style-type: none"> <li>• Identify the major hardware in dormakaba's bundled solutions for touch free swing doors.</li> <li>• Know how to get your customized site audit</li> </ul>
<b>Who Should Attend:</b>	Anyone wanting to learn about dormakaba's bundled solutions for touch free swing doors.
<b>Learning Path:</b>	Unknown
<b>Cost:</b>	No cost to students
<b>Length:</b>	.5 hour
<b>Course Type:</b>	eLearning
<b>Certification:</b>	None
<b>CEU's:</b>	None
<b>Self Register:</b>	<a href="#">Click here to register</a> <b>EMPLOYEES ONLY:</b> <a href="#">Click here to register</a>

### Access Hardware Solutions: Introduction to the Government Market

<b>ID:</b>	DE-ELN-1169
<b>Description:</b>	This 30-minute Introduction to the Government Market is a self-paced eLearning course. The course is intended for dormakaba employees and Sales personnel. Information covered in this module includes dormakaba's objective and goals, understand how deciders and influencers think and act, and an overview of the sales process for federal, state, and local governments. After the course you will be given a short test.
<b>Objectives:</b>	Upon completion this course you will be able to: <ul style="list-style-type: none"> <li>• Remember dormakaba's business goals in the Government market and why it's important to our business</li> <li>• Identify people in the Government market and understand how they think and act</li> <li>• Understand the sales process for federal, state, and local governments</li> </ul>
<b>Who Should Attend:</b>	Internal audiences needing a broad introduction to the Government market
<b>Learning Path:</b>	dormakaba Employees and Sales
<b>Cost:</b>	No cost to students
<b>Length:</b>	.5 hour
<b>Course Type:</b>	eLearning
<b>Certification:</b>	None
<b>CEU's:</b>	None
<b>Self Register:</b>	<a href="#">Click here to register</a> <b>EMPLOYEES ONLY:</b> <a href="#">Click here to register</a>

## eLearning Course Descriptions

### Access Hardware Solutions: dormakaba LA GARD 700 Series Introduction

<b>ID:</b>	DP-ELN-1206
<b>Description:</b>	This half hour self-paced eLearning course is an introduction to the 700 Series System by LA GARD. The course is intended for a general audience. Topics covered in this module include a product overview, features and benefits, how it compares to existing LA GARD products, and how to order. After the course you will be given a short test.
<b>Objectives:</b>	<ul style="list-style-type: none"> <li>Recall the features, benefits, and competitive advantages to sell the product within the market</li> <li>Know the basic steps of a successful installation and setup</li> <li>Identify differences between the new 700 series and existing LA GARD products</li> <li>Understand how to order the product</li> </ul>
<b>Who Should Attend:</b>	General audiences needing an introduction to the dormakaba LA GARD 700 Series System.
<b>Learning Path:</b>	Employees, Sales, Sales Techs, Distributors and Partners, Customer Service, Product Support, and Technicians
<b>Cost:</b>	No cost to students
<b>Length:</b>	.5 hour
<b>Course Type:</b>	eLearning
<b>Certification:</b>	None
<b>CEU's:</b>	None
<b>Self Register:</b>	<a href="#">Click here to register</a> <b>EMPLOYEES ONLY:</b> <a href="#">Click here to register</a>

### Access Hardware Solutions: Discovery Center Tour Training

<b>ID:</b>	DI-ELN-1223
<b>Level:</b>	Introductory – 100 Series Course
<b>Description:</b>	<p>This Discovery Center tour training program will take about 60 minutes to complete and is intended for Sales, Partners, and any dormakaba employee who will be leading a tour of the showroom in Indianapolis.</p> <p>This program consists of two eLearning modules followed by a test. The topics include how to schedule a tour, an overview of the communication and information your tour attendees will receive prior to attending, the importance of getting to know your tour audience and welcoming them accordingly, and a demonstration with a step-by-step walkthrough of each area of the Discovery Center so you become familiar with the solutions showcased for each vertical market and feel confident discussing them during the tour.</p> <p>A grade of 80% or higher on the test must be attained before receiving credit.</p>
<b>Objectives:</b>	<p>Upon completion this course you will be able to:</p> <ul style="list-style-type: none"> <li>Know how to schedule a tour of the Discovery Center</li> <li>Understand what information tour attendees receive in advance</li> <li>Identify and talk about the solutions highlighted in the Discovery Center to conduct an entertaining and informative tour for customers</li> <li>Understand the interactive elements available for tour attendee engagement</li> </ul>
<b>Who Should Attend:</b>	Sales and general audiences needing a broad introduction to the Discovery Center in Indianapolis.
<b>Learning Path:</b>	dormakaba Employees, Sales, Partners
<b>Cost:</b>	No cost to students
<b>Length:</b>	1 hour
<b>Course Type:</b>	eLearning
<b>Certification:</b>	None
<b>CEU's:</b>	None
<b>Self Register:</b>	<a href="#">Click here to register</a> <b>EMPLOYEES ONLY:</b> <a href="#">Click here to register</a>



## eLearning Course Descriptions

### Access Control Solutions: BEST SwitchTech Introduction

<b>ID:</b>	DP-ELN-1050
<b>Level:</b>	Introductory – 100 Series Course
<b>Description:</b>	This half hour self-paced eLearning course is intended for all audiences and provides a broad introduction to BEST's Switch™ Tech. The module will cover the history of key systems and the advantages of Switch™ Tech. Both functional and hardware compatibility are explained, and the module concludes with an overview of the Switch™ Tech components. After the course you will be given a short test.
<b>Cost:</b>	No cost to students
<b>Length:</b>	.5 hour
<b>Certification:</b>	None
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	General audiences needing a broad introduction to BEST's Switch™ Tech.
<b>Learning Path:</b>	dormakaba Employees, Sales, Channel Partners, System Admins, Technicians, Technical Service Personnel, Account Owners, Site Owners and End Users
<b>Objectives:</b>	<p>Upon completion this course you will be able to:</p> <ul style="list-style-type: none"> <li>• Know the limitations of key systems</li> <li>• Know the applications and competitive advantages of Switch™ Tech within the most profitable verticals</li> <li>• Identify door hardware that is compatible with Switch™ Tech</li> <li>• Identify the hardware that comprises Switch™ Tech and its functionality</li> </ul>
<b>Self Register:</b>	<a href="#">Click here to register</a> <b>EMPLOYEES ONLY:</b> <a href="#">Click here to register</a>





## eLearning Course Descriptions

### Access Control Solutions: BEST Switch™ Tech Use Cases

<b>ID:</b>	DP-ELN-1051
<b>Level:</b>	200 Series Course
<b>Description:</b>	This 20-minute eLearning module is intended for Sales, Partners, System Admins, Technicians, Technical Service and Switch™ Tech users. After completing this module, you will be able to identify suitable applications for Switch™ Tech within the most important verticals. Additionally, you will be able to identify situations suitable for Switch™ Tech and where it would not be a good fit.
<b>Cost:</b>	No cost to students
<b>Length:</b>	.25 hours
<b>Certification:</b>	None
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	Anyone attending the BEST Switch™ Tech Technical Training course is required to pass this module.
<b>Learning Path:</b>	Sales, Partners, System Admins, Technicians, Technical Service and Switch™ Tech users
<b>Objectives:</b>	Upon completion this course you will be able to: <ul style="list-style-type: none"> <li>• Identify suitable applications for Switch™ Tech within the most important verticals.</li> <li>• Understand situations where Switch™ Tech is not a good fit.</li> </ul>
<b>Self Register:</b>	<a href="#">Click here to register</a> <b>EMPLOYEES ONLY:</b> <a href="#">Click here to register</a>

### Access Control Solutions: BEST Switch™ Tech Procurement

<b>ID:</b>	DP-ELN-1052
<b>Level:</b>	200 Series Course
<b>Description:</b>	This half hour eLearning module is intended for Sales, Partners, System Admins, Technicians, Technical Service and Switch™ Tech users. No matter what your role is, this module provides an overview of the steps required to set up a new Switch™ account. After the course you will be given a short test.
<b>Cost:</b>	No cost to students
<b>Length:</b>	.5 hour
<b>Certification:</b>	None
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	Anyone attending the BEST Switch™ Tech Technical Training course is required to pass this module.
<b>Learning Path:</b>	Sales, Partners, System Admins, Technicians, Technical Service and Switch™ Tech users
<b>Objectives:</b>	Upon completion this course you will be able to: <ul style="list-style-type: none"> <li>• Understand the Switch™ Tech management roles required for procurement</li> <li>• Know the billing process</li> <li>• Know the steps to order (generate) credentials</li> <li>• Know how to claim credentials (assigning them to the distributor/integrator level)</li> </ul>
<b>Self Register:</b>	<a href="#">Click here to register</a> <b>EMPLOYEES ONLY:</b> <a href="#">Click here to register</a>



## eLearning Course Descriptions

### Access Control Solutions: BEST Switch™ Tech Technical Training

<b>ID:</b>	DP-ELN-1053
<b>Level:</b>	Introductory – 100 Series Course
<b>Description:</b>	This module reviews several topics presented in the previous modules and introduces new material about the management roles in Switch™ Tech. Students are required to pass this module if they plan to enroll in the instructor-led training course, "Switch™ Tech Technical Training 2".
<b>Cost:</b>	No cost to students
<b>Length:</b>	15 Minutes
<b>Certification:</b>	None
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	dormakaba Employees, Sales, Channel Partners, System Admins, Technicians, Technical Service Personnel and Account Owners
<b>Objectives:</b>	Upon completion this course you will be able to: <ul style="list-style-type: none"> <li>• Know the applications and competitive advantages of Switch™ Tech</li> <li>• Identify door hardware that is compatible with Switch™ Tech</li> <li>• Identify the hardware that comprises Switch™ Tech and its functionality</li> <li>• Know all the management roles in Switch Tech</li> </ul>
<b>Self Register:</b>	<a href="#">Click here to register</a> <b>EMPLOYEES ONLY:</b> <a href="#">Click here to register</a>

### Access Control Solutions: dormakaba Switching Power Supplies Introduction

<b>ID:</b>	DP-ELN-1058
<b>Level:</b>	Introductory – 100 Series Course
<b>Description:</b>	This hour long self-paced eLearning course consists of two videos and two short tests. It's intended for all audiences and provides a broad introduction to dormakaba's Switching Power Supplies. The topics of this course include the reason for change, market needs and competitive advantages. It concludes with a conversation of Frequently Asked Questions (FAQs).
<b>Cost:</b>	No cost to students
<b>Length:</b>	1 hour
<b>Certification:</b>	None
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	General audiences needing a broad introduction to dormakaba's Switching Power Supplies (2A, 4A, 6A)
<b>Learning Path:</b>	Employees and Sales
<b>Objectives:</b>	Upon completion this course you will be able to: <ul style="list-style-type: none"> <li>• Know the capabilities of the switching power supplies</li> <li>• Know the applications and competitive advantages of dormakaba's Switching Power Supplies (2A, 4A, 6A)</li> <li>• Know some of the most frequently asked questions and how to answer them</li> </ul>
<b>Self Register:</b>	<a href="#">Click here to register</a> <b>EMPLOYEES ONLY:</b> <a href="#">Click here to register</a>

## eLearning Course Descriptions

### Access Control Solutions: BEST Wi-Q Series Introduction

<b>ID:</b>	DP-ELN-1136
<b>Level:</b>	Introductory – 100 Series Course
<b>Description:</b>	This half hour self-paced eLearning course is an introduction to BEST's Wi-Q Series. The course is intended for a general audience. Topics covered in this module include product overview, benefits and features, system architecture, and applications within verticals. After the course you will be given a short test.
<b>Cost:</b>	No cost to students
<b>Length:</b>	.5 hour
<b>Certification:</b>	None
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	General audiences needing an introduction to BEST's Wi-Q Series.
<b>Learning Path:</b>	Employees, Sales, Sales Techs, Customer Service, Product Support, Technicians, Integrators, Channel Partners and End Users.
<b>Objectives:</b>	Upon completion this course you will be able to: <ul style="list-style-type: none"> <li>• Know the system components that make up the Wi-Q Series</li> <li>• Understand the features and benefits of BEST's Wi-Q Series</li> <li>• Know specific applications and competitive advantages of Wi-Q within the most important vertical markets.</li> </ul>
<b>Self Register:</b>	<a href="#">Click here to register</a> <b>EMPLOYEES ONLY:</b> <a href="#">Click here to register</a>

### Interior Glass Systems: dormakaba GP Series 1000/1100 Introduction

<b>ID:</b>	DP-ELN-1141
<b>Level:</b>	Introductory – 100 Series Course
<b>Description:</b>	This half hour self-paced eLearning course is an introduction to the 1000 and 1100 models of dormakaba's GP Series. The course is intended for a general audience. Topics covered in this module include product overview, benefits, features and applications within verticals. After the course you will be given a short test.
<b>Cost:</b>	No cost to students
<b>Length:</b>	.5 hour
<b>Certification:</b>	None
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	General audiences needing an introduction to the 1000 and 1100 models of dormakaba's GP Series.
<b>Learning Path:</b>	Employees, Sales, Sales Techs, Customer Service, Product Support, Technicians, Integrators and Channel Partners.
<b>Objectives:</b>	Upon completion this course you will be able to: <ul style="list-style-type: none"> <li>• Know the relevant hardware components of the 1000/1100 models in dormakaba's GP Series</li> <li>• Understand the features and benefits of dormakaba's GP Series</li> <li>• Know the competitive advantages of the GP Series</li> </ul>
<b>Self Register:</b>	<a href="#">Click here to register</a> <b>EMPLOYEES ONLY:</b> <a href="#">Click here to register</a>



## eLearning Course Descriptions

### Interior Glass Systems: A Guide to Glass Wall Systems and Architectural Opening Solutions

<b>ID:</b>	DA-ELN-1234
<b>Level:</b>	Introductory
<b>Description:</b>	Glass wall and door systems endow architectural concepts with transparent elegance. This course covers the benefits of interior glass wall and door systems and includes discussions on types of glass walls and operable systems; door types, rails, headers, hardware, and applications; glass types; and access control. It presents design and code considerations and specification of glass assemblies.
<b>Cost:</b>	No cost to students
<b>Length:</b>	1 hour
<b>Certification:</b>	None
<b>CEUs:</b>	AIA (HSW), CSI
<b>Who Should Attend:</b>	Architects, Developers, Integrators, General Contractors, Owners
<b>Learning Path:</b>	N/A
<b>Objectives:</b>	<p>Upon completion this course you will be able to:</p> <ul style="list-style-type: none"> <li>Identify the types of glass wall and operable wall systems and explain their use for space management, providing access/egress without sacrificing structural integrity</li> <li>Discuss how the systems improve occupant comfort through sound control, daylighting, airflow, and transparency</li> <li>Outline glass wall and door systems' financial and environmental benefits related to energy consumption, spatial flexibility, reuse of materials, and system durability</li> <li>Specify glass assemblies that are ADA complaint and meet code requirements for glass type, bottom rails, door closers and hardware, and thresholds at doorways</li> </ul>
<b>Self Register:</b>	<b>AEC Daily</b> - <a href="#">Click here to register</a>

### Industry Knowledge: Architectural Hardware & Access Control for Healthcare Environments

<b>ID:</b>	DA-ELN-1235
<b>Level:</b>	Introductory
<b>Description:</b>	Health, safety, and welfare: Three simple words, yet three complex concepts. Every healthcare-related facility has a responsibility to provide a sterile, physically safe, and secure yet nearly always accessible, managed environment just to conduct its daily operations. This course will help you discover effective, scalable access and control strategies specific to the healthcare environment and introduces the latest standards, codes, products, and technologies impacting the design and management of these always complex, life-giving facilities.
<b>Cost:</b>	No cost to students
<b>Length:</b>	1 hour
<b>Certification:</b>	None
<b>CEUs:</b>	AIA (HSW), CSI
<b>Who Should Attend:</b>	Architects, Developers, Integrators, General Contractors, Owners
<b>Learning Path:</b>	N/A
<b>Objectives:</b>	<p>Upon completion this course you will be able to:</p> <ul style="list-style-type: none"> <li>Articulate the impact of technology in managing access and security in a healthcare setting</li> <li>Demonstrate a working knowledge of experience-driven criteria for healthcare building access</li> <li>Discern alternatives for maintaining a sterile patient environment and conforming to universal accessibility standards, and</li> <li>Discuss guidelines, standards, and life safety codes specifically affecting a healthcare facility</li> </ul>
<b>Self Register:</b>	<b>AEC Daily</b> - <a href="#">Click here to register</a>

## Instructor Led Course Descriptions

### Industry Knowledge: Architectural Hardware: ADA Compliance, Standards & Codes

<b>ID:</b>	DA-ELN-1236
<b>Level:</b>	Introductory
<b>Description:</b>	The Americans with Disabilities Act (ADA) applies to all state and local government agencies, commercial facilities, and public entities that have "places of public accommodation." Presented in this course are the fundamentals of what accessibility means in terms of architectural door hardware specification. Topics include available hardware technology, the criteria for interior and perimeter access, and the codes and guidelines pertaining to the ADA requirements that affect door hardware selection.
<b>Cost:</b>	No cost to students
<b>Length:</b>	1.25 hour
<b>Certification:</b>	None
<b>CEUs:</b>	AIA (HSW), CSI
<b>Who Should Attend:</b>	Architects, Developers, Integrators, General Contractors, Owners
<b>Learning Path:</b>	N/A
<b>Objectives:</b>	Upon completion this course you will be able to: <ul style="list-style-type: none"> <li>• Discuss the reasons why a building owner or facility operator should comply with ADA</li> <li>• Define the six components required to ensure an opening is ADA compliant</li> <li>• State the four key criteria for ADA compliance that must be met, covering both perimeter access and interior access of a building</li> <li>• Explain the requirements for compliance with ICC/ANSI A117.1, ADAAG, and ADA.</li> </ul>
<b>Self Register:</b>	AEC Daily - <a href="#">Click here to register</a>

### Industry Knowledge: Fire Door Inspection; 13 Things you Must Know to Do It RIGHT

<b>ID:</b>	DI-ILT-1013
<b>Level:</b>	Introductory – 100 Series Course
<b>Description:</b>	This is a 4 hour in the field instructor led class to understand the Annual Fire Door Inspection requirements as stated in NFPA 80 & 101 (Fire & Life Safety) code requirements for Door Hardware on "Fire Doors" and "Doors in a Path of Egress". We will cover Fire & Life Safety codes as they relate to the Use and Operation of these opening within facilities. This program will help both the novice and veteran to identify these requirements.
<b>Cost:</b>	No cost to students
<b>Length:</b>	4 Hour – Half Day
<b>Certification:</b>	None
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	Individuals responsible for servicing and maintaining hardware within facilities.
<b>Learning Path:</b>	Installer, Sales, Customer Support, Employee
<b>Objectives:</b>	Upon completion this course you will be able to: <ul style="list-style-type: none"> <li>• Identify issues, codes and standards that affect door hardware</li> <li>• Recognize what components and/or corrections are required to have doors comply with codes</li> <li>• Select and correct (with code-approved products) the most recurring violations in the field</li> <li>• Troubleshoot common non-code compliant application issues</li> </ul>
<b>Learning Leader:</b>	Karrer, Wilson, Davies



# Instructor Led Course Descriptions

## Industry Knowledge: How to Keep Your Access Hardware Solutions Code Compliant

<b>ID:</b>	DI-ILT-1041
<b>Level:</b>	Introductory – 100 Series Course
<b>Description:</b>	This is a 4 hour in the field instructor led class to understand the Architectural Hardware Consultants process in creating a code compliant Door Hardware Specification and how to Maintain the door hardware within the facility to be Code Compliant. Fire, Life Safety and ADA codes will be the interpreted and applied
<b>Cost:</b>	No cost to students
<b>Length:</b>	4 Hour – Half Day
<b>Certification:</b>	None
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	Individuals responsible for servicing and maintaining hardware within facilities.
<b>Learning Path:</b>	Installer, Sales, Customer Support, Employee
<b>Objectives:</b>	Upon completion this course you will be able to: <ul style="list-style-type: none"> <li>• Identify available industry resources, codes and standards that affect door hardware</li> <li>• Understand what opening components are required to comply with these codes</li> <li>• Select the correct, code-approved product, for the most commonly mis-applied applications</li> <li>• Troubleshoot common non-code compliant application issues</li> </ul>
<b>Learning Leader:</b>	Karrer, Wilson, Davies

## Industry Knowledge: BEST School Security: Code Compliant Classroom Door Locking Solutions

<b>ID:</b>	DI-ILT-1043
<b>Level:</b>	Introductory – 100 Series Course
<b>Description:</b>	This is a 4 hour in the field instructor led class to understand an ever growing public concern for the safety of our schools. As a result, there are many products coming into the marketplace that do not meet the already established code requirements. In this class, we will take a look at what is available for security purposes that is code compliant and the concerns regarding those solutions that are not. This program will help both the novice and veteran to identify these requirements.
<b>Cost:</b>	No cost to students
<b>Length:</b>	4 Hour – Half Day
<b>Certification:</b>	None
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	Individuals responsible for servicing and maintaining hardware within facilities.
<b>Learning Path:</b>	Installer, Sales, Customer Support, Employee
<b>Objectives:</b>	Upon completion this course you will be able to: <ul style="list-style-type: none"> <li>• Recognize non-code compliant opening components</li> <li>• Understand what opening components are required to comply with these codes</li> <li>• Review field applications, use &amp; operation</li> <li>• Recommend options for code compliant lockdown applications and use</li> </ul>
<b>Learning Leader:</b>	Karrer, Wilson, Davies



# Instructor Led Course Descriptions

## Industry Knowledge: Access Control 101

<b>ID:</b>	DI-ILT-1044
<b>Level:</b>	Introductory – 100 Series Course
<b>Description:</b>	This is a 4 hour in the field instructor led access control overview class that will help participants to understand the basics of access control systems. We will explore different types of access control, how they work and the components that are required to create an access control system. You will also can understand and consider some codes and standards that directly affect access control. Leave this presentation better prepared to ask questions that will help you build the access control system your customer is looking for.
<b>Cost:</b>	No cost to students
<b>Length:</b>	4 Hour – Half Day
<b>Certification:</b>	None
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	Individuals responsible for servicing and maintaining Access Control hardware within facilities.
<b>Learning Path:</b>	Installer, Sales, Customer Support, Employee
<b>Objectives:</b>	Upon completion this course you will be able to: <ul style="list-style-type: none"> <li>• Identify and review codes relating to requirements and use</li> <li>• Proper selection of hardware, hands-on experiences for applications</li> <li>• Understand what opening components are required to comply with these codes</li> <li>• Review field options for adding features to existing hardware</li> <li>• Troubleshoot common installation issues and available conversions/field adjustment</li> </ul>
<b>Learning Leader:</b>	Karrer, Wilson, Davies

## Industry Knowledge: Codes 101; NFPA 80, NFPA 101 & ADA

<b>ID:</b>	DI-ILT-1045
<b>Level:</b>	Introductory – 100 Series Course
<b>Description:</b>	This is a 4 hour in the field instructor led class where students will come to understand the Code requirements as stated in NFPA 80 (Fire Code), NFPA 101 (Life Safety Code) as well as hardware applications required to meet ADA (ANSI 117). Students will learn the intent of these Codes that are used to establish our International Building Code and standards that affect door hardware. They will recognize what opening components and/or corrections are required to have hardware comply with these codes. We will cover codes as they relate to the "Use and Operation" of these opening within facilities. This program will help both the novice and veteran to identify, and correct (with code-approved products) the most recurring violations of these codes in the field.
<b>Cost:</b>	No cost to students
<b>Length:</b>	4 Hour – Half Day
<b>Certification:</b>	None
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	Individuals responsible for servicing and maintaining hardware within facilities.
<b>Learning Path:</b>	Installer, Sales, Customer Support, Employee
<b>Objectives:</b>	Upon completion this course you will be able to: <ul style="list-style-type: none"> <li>• Recognize opening components</li> <li>• Understand what opening components are required to comply with codes</li> <li>• Review field Use &amp; Operation</li> <li>• Troubleshoot common installation issues</li> <li>• Available conversions/field adjustments</li> </ul>
<b>Learning Leader:</b>	Karrer, Wilson, Davies

# Instructor Led Course Descriptions

Industry Knowledge: BEST Switch Tech Commissioning with Lockt

ID:	DP-ILT-1228
Level:	Introductory – 100 Series Course
Description:	This is an instructor led class to familiarize the student with the Switch Tech platform and the implementation of the solution through our software partner platform Lockt.
Cost:	No cost to students
Length:	4 hours – ½ Day
Certification:	Certificate of Completion
CEUs:	None
Who Should Attend:	Individuals responsible for the selection, installation, service or maintenance of electronic access control solutions.
Learning Path:	Path/Paths: Installer, Sales, Customer Support, Employee
Objectives:	Upon completion this course you will be able to: <ul style="list-style-type: none"><li>• Identify the components that are part of the Switch Tech platform</li><li>• Install the Switch Core</li><li>• Setup and configure Switch devices in the Lockt platform</li></ul>
Learning Leader:	Stewart

Instructor Led



SCHEDULED COURSES

## Instructor Led Course Descriptions

### Industry Knowledge: dormakaba Introduction to Interior Glass Systems Products

<b>ID:</b>	DP-ILT-1231
<b>Level:</b>	Introductory – 100 Series Course
<b>Description:</b>	This class is intended to provide an overview of the full line of dormakaba internal glass systems products and the associated components required to create a fully functional architectural glass opening. Product features and functions, installation, appropriate applications, and ADA will be discussed.
<b>Cost:</b>	No cost to students
<b>Length:</b>	3-4 Hour – Half Day
<b>Certification:</b>	Attendance Certificate
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	This course is intended for anyone who sells, specifies, or supports dormakaba IGS products and associated components.
<b>Learning Path:</b>	Sales, Customer Support, Employee
<b>Objectives:</b>	<p>Upon completion this course you will be able to:</p> <ul style="list-style-type: none"> <li>• Understand the best applications for different door functions (swing versus slide)</li> <li>• Recognize glass swing door types.</li> <li>• Determine what additional components may be required when specifying glass door hardware.</li> <li>• Identify panic door hardware for use on glass doors.</li> <li>• Determine the best electronic access hardware to use with glass door hardware.</li> <li>• Understand the use of glass hardware when meeting ADA.</li> </ul>
<b>Learning Leader:</b>	Massey

### Access Hardware Solutions: BEST Exit Devices and Door Closers

<b>ID:</b>	DP-ILT-1001
<b>Level:</b>	Introductory – 100 Series Course
<b>Description:</b>	This is a one-day instructor led class to familiarize the student with installing, servicing and maintaining BEST Exit Devices and Door Closers
<b>Cost:</b>	No cost to students
<b>Length:</b>	8 hours – One Day
<b>Certification:</b>	Certificate of Completion
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	Individuals responsible for the selection, installation, service or maintenance of exit devices and door closers.
<b>Learning Path:</b>	Installer, Sales, Customer Support, Employee
<b>Objectives:</b>	<p>Upon completion this course you will be able to:</p> <ul style="list-style-type: none"> <li>• Identify BEST exit device and door closer types</li> <li>• Understand options available on exit devices and door closers</li> <li>• Install and adjust exit devices and door closers</li> <li>• Troubleshoot common installation problems</li> </ul>
<b>Learning Leader:</b>	Davies, Karrer



# Instructor Led Course Descriptions

## Access Hardware Solutions: BEST Mechanical Hardware Installation & Service

<b>ID:</b>	DP-ILT-1002
<b>Level:</b>	Introductory – 100 Series Course
<b>Description:</b>	This is a one-day instructor led class to familiarize the student with installing, servicing and maintaining BEST cylindrical and mortise locks.
<b>Cost:</b>	No cost to students
<b>Length:</b>	8 hours – One Day
<b>Certification:</b>	Certificate of Completion
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	Individuals responsible for the selection, installation, service or maintenance of cylindrical or mortise lock hardware.
<b>Learning Path:</b>	Installer, Sales, Customer Support, Employee
<b>Objectives:</b>	<p>Upon completion this course you will be able to:</p> <ul style="list-style-type: none"> <li>• Identify BEST cylindrical and mortise product types</li> <li>• Understand options available on cylindrical and mortise locks</li> <li>• Install and assemble both cylindrical and mortise locks</li> <li>• Troubleshoot common installation problems</li> </ul>
<b>Learning Leader:</b>	Davies, Karrer

## Access Hardware Solutions: BEST Interchangeable Core Systems

<b>ID:</b>	DP-ILT-1003
<b>Level:</b>	Introductory – 100 Series Course
<b>Description:</b>	This is a one-day instructor led class to familiarize the student with BEST Interchangeable Core system specifications, cutting keys, calculating pin stacks, combining cores and troubleshooting.
<b>Cost:</b>	No cost to students
<b>Length:</b>	8 hours – One Day
<b>Certification:</b>	Certificate of Completion
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	Individuals responsible for maintaining BEST Interchangeable Core systems, cutting BEST keys and combining BEST Interchangeable Cores.
<b>Learning Path:</b>	Installer, Sales, Customer Support, Employee
<b>Objectives:</b>	<p>Upon completion this course you will be able to:</p> <ul style="list-style-type: none"> <li>• Identify BEST Interchangeable Core product types</li> <li>• Understand options available for BEST Interchangeable Cores</li> <li>• Cut Keys</li> <li>• Calculate pin stacks</li> <li>• Combine cores</li> <li>• Troubleshoot cores and keys</li> </ul>
<b>Learning Leader:</b>	Davies, Karrer

## Instructor Led Course Descriptions

### Access Hardware Solutions: BEST Exit Devices & Door Closers; Things you Should Know to Service, Install and Adjust

<b>ID:</b>	DP-ILT-1014
<b>Level:</b>	Introductory – 100 Series Course
<b>Description:</b>	This is a 4 hour in the field instructor led class to familiarize the attendee with installing and maintaining BEST Exit Devices and Door Closers and will include review of codes relating to requirements and use, proper selection of hardware, hands-on experiences for applications, and options for adding features in the field.
<b>Cost:</b>	No cost to students
<b>Length:</b>	4 Hour – Half Day
<b>Certification:</b>	None
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	Individuals responsible for servicing and maintaining Exit Device & Door Closer hardware within facilities
<b>Learning Path:</b>	Installer, Sales, Customer Support, Employee
<b>Objectives:</b>	<p>Upon completion this course you will be able to:</p> <ul style="list-style-type: none"> <li>• Identify and review codes relating to requirements and use</li> <li>• Proper selection of hardware and hands-on experiences for applications</li> <li>• Understand what opening components are required to comply with these codes</li> <li>• Review field options for adding features to existing hardware</li> </ul> <p>Troubleshoot common Exit Device &amp; Closer issues and available conversions/field adjustments</p>
<b>Learning Leader:</b>	Davies, Karrer

### Access Hardware Solutions: BEST Interchangeable Core Combining Short Course

<b>ID:</b>	DP-ILT-1015
<b>Level:</b>	Introductory – 100 Series Course
<b>Description:</b>	This is a 2 hour in the field instructor led class to familiarize the student with IC Cores, pinning and maintaining BEST Key Systems Cylinders and Cores.
<b>Cost:</b>	No cost to students
<b>Length:</b>	2 Hour – Quarter Day
<b>Certification:</b>	None
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	Individuals responsible for servicing and maintaining Interchangeable Core and Masterkey systems.
<b>Learning Path:</b>	Installer, Sales, Customer Support, Employee
<b>Objectives:</b>	<p>Upon completion this course you will be able to:</p> <ul style="list-style-type: none"> <li>• Identify BEST Key System, Codes &amp; Cores</li> <li>• Understand options available on Master Key Hierarchy and expansion options</li> <li>• Explain the use of a Key Combinator, Pinning Cores, and CorMax</li> <li>• Troubleshoot common Key System &amp; Core issues that can develop over time</li> </ul>
<b>Learning Leader:</b>	Davies, Karrer



# Instructor Led Course Descriptions

## Access Hardware Solutions: dormakaba Simplex Mechanical Pushbutton Lock Certification

<b>ID:</b>	DP-ILT-1020	
<b>Level:</b>	Intermediate	
<b>Description:</b>	This is an 8-hour hands-on class designed to educate on the many mechanical features and servicing these unique and versatile keyless locks. This class includes hands-on training on the Simplex 1000 and 5000. We will also review and highlight applications for the L1000, 9000, 3000, 7100 and 9600 products in today's marketplace.	
<b>Cost:</b>	\$300.00 per student	
<b>Length:</b>	8 Hours	
<b>Certification:</b>	Simplex Certified Installer	
<b>CEUs:</b>	8 CEU's per student	
<b>Class Size:</b>	Minimum: 10 Students/Maximum: 25 Students	
<b>Prerequisites:</b>	Basic understanding of mechanical hardware	
<b>Who Should Attend:</b>	Locksmiths, maintenance technicians, building owners, integrators, schools, hospitals and any commercial/industrial properties who desire mechanical access control.	
<b>Learning Path:</b>	Installer, Sales, Customer Support, Employee	
<b>Objectives:</b>	<p>Upon completion this course you will be able to:</p> <ul style="list-style-type: none"> <li>• Comprehension of the combination chambers including identification of components, reading and clearing/changing zones, high security codes as well as troubleshooting</li> <li>• Hands-on disassembly/assembly of 1000 and 5000 series locks with troubleshooting</li> <li>• Identify all lock models, features and options</li> <li>• Lock applications, including:</li> </ul>	
	<b>Combination Chambers</b> <ul style="list-style-type: none"> <li>• Hands on chamber training</li> <li>• Identification of component parts</li> <li>• Reading an unknown code by viewing code gears</li> <li>• Clearing a zero code and changing the code</li> <li>• High security code for critically secured areas only</li> <li>• Symptoms, cause, and remedy of an inoperative chamber</li> </ul>	<b>Disassembly/Assembly of the 1000 Series Lock</b> <ul style="list-style-type: none"> <li>• Identification and function of all component parts and models</li> <li>• Preparation and installation of all models</li> <li>• Complete hands-on assembly</li> <li>• Installation of 1000 on wooden mount</li> <li>• Troubleshooting tips</li> <li>• Application opportunities</li> </ul>
	<b>L1000, 900, 3000, 7100, 6200, 9600 cabinet locks</b> <ul style="list-style-type: none"> <li>• Identification of all models</li> <li>• Features and options available</li> <li>• Troubleshooting tips</li> <li>• Application opportunities</li> </ul>	<b>Disassembly/Assembly of Simplex 5000 series lock</b> <ul style="list-style-type: none"> <li>• Identification and function of all component parts and models</li> <li>• Preparation and installation of all models</li> <li>• Troubleshooting tips</li> <li>• Complete hands-on assembly</li> <li>• Mount lock on demonstrator mount</li> <li>• Locating a lost code during a code change</li> </ul>
	<b>Applications of all model locks</b> <ul style="list-style-type: none"> <li>• Understanding use of all Simplex products with other products and equipment</li> <li>• Various options of all model locks</li> </ul>	<b>Certification test</b>
<b>Class Includes:</b>	<ul style="list-style-type: none"> <li>• 1000 Series Mechanical Pushbutton Lock</li> <li>• 1000 Chamber</li> <li>• 5000 Series Mechanical Pushbutton Lock</li> <li>• 5000 Chamber</li> <li>• 5000 Series Universal Demonstrator Mount</li> </ul>	<ul style="list-style-type: none"> <li>• Four-In-One Screwdriver</li> <li>• Screwdriver (small)</li> <li>• Free listing on dormakaba.com website as a Simplex Factory Certified Dealer</li> <li>• Factory Certified Certificate</li> <li>• Factory Certified Training Manual</li> </ul>
<b>Customer Site Requirements:</b>	<ul style="list-style-type: none"> <li>• Flip Chart</li> <li>• Projection Screen</li> </ul>	<ul style="list-style-type: none"> <li>• Classroom style layout with 6' front display table</li> <li>• Projector cart or table with 3-way power cord</li> </ul>
<b>Learning Leader:</b>	Shuford	

## Instructor Led Course Descriptions

### Access Hardware Solutions: dormakaba Door Closers (Surface and Concealed) and Arm Application Training

<b>ID:</b>	DP-ILT-1029
<b>Level:</b>	Introductory – 100 Series Course
<b>Description:</b>	This class is intended to provide an in-depth view of mechanical door closer and electrified door control products (surface and concealed); options, applications and information for users and designers to reduce misapplications. We will discuss building code administrations, laws, and industry standards for providing security and safety measures while providing accessibility and emergency egress to meet the legal aspects of a building and building design.
<b>Cost:</b>	No cost to students
<b>Length:</b>	1 – 3 Hours – (depending on available time)
<b>Certification:</b>	None
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	Facility managers, End users, Distributors, Installers, and Consultants who want the knowledge and understand the proper installation practices on How/When/Where/Why to use the proper door closers and arms to meet Codes and Standards to provide a Safe and Secure environment.
<b>Learning Path:</b>	Installer, Sales, Customer Support, Employee
<b>Objectives:</b>	Upon completion this course you will be able to: <ul style="list-style-type: none"> <li>• Decide which dormakaba Door Control product can meet your customers need based on security, ADA and life safety codes</li> <li>• Learn time saving installation, adjustment and maintenance tips for dormakaba Mechanical and Electrified closers.</li> <li>• Select the correct application method for specific Mechanical and Electrified products.</li> <li>• Choose the proper dormakaba DORMA's electronic access control solution utilizing Low Energy Automatics and electrified hardware.</li> </ul>
<b>Learning Leader:</b>	Nimee, Freeman

### Access Hardware Solutions: dormakaba Exits and Locks (Mechanical and Electrified) Training

<b>ID:</b>	DP-ILT-1031
<b>Level:</b>	Introductory – 100 Series Course
<b>Description:</b>	This class is intended to provide an in-depth view on exits and locks (mechanical and electrified); options, applications and information for users and designers to reduce misapplications. We will discuss product features on electrified and electronic hardware while providing accessibility and emergency egress to meet the legal aspects of a building and building design.
<b>Cost:</b>	No cost to students
<b>Length:</b>	1-2 Hours Max. - (depending on time available)
<b>Certification:</b>	Attendance certificate
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	Facility managers, End users, Distributors, Installers, and Consultants who want the knowledge and understand the proper installation practices on How/When/Where/Why to use the proper exit devices and locks to meet Codes and Standards to provide a Safe and Secure environment.
<b>Learning Path:</b>	Facilities Managers, Installers, Sales, Customer Support, Employee, Consultants
<b>Objectives:</b>	Upon completion this course you will be able to: <ul style="list-style-type: none"> <li>• Decide which dormakaba DORMA exit device or lock can meet your customers need based on security, ADA, and life safety codes.</li> <li>• Learn time saving installation, adjustment and maintenance tips for dormakaba Mechanical and Electrified - (Exit Devices and Locks).</li> <li>• Select the correct application method for specific Mechanical and Electrified products.</li> <li>• Introduction to dormakaba DORMA's electronic access control solution utilizing Low Energy Automatics and electrified hardware.</li> </ul>
<b>Learning Leader:</b>	Nimee, Freeman



# Instructor Led Course Descriptions

## Access Hardware Solutions: dormakaba Factory Certified Service Provider

<b>ID:</b>	DP-ILT-1032
<b>Level:</b>	Intermediate – 200 Series Course
<b>Description:</b>	This will be an in depth look at the dormakaba DORMA products; Closers - (Surface and Concealed), mortise locks, cylindrical locks, exits devices, access control products, Low Energy Automatics, key systems and serialized key control (SKC).
<b>Cost:</b>	No cost to students
<b>Length:</b>	8 hours – One Day
<b>Certification:</b>	Factory Certified Installers Certificate
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	Facility managers, End users, Distributors, Installers, and Consultants who want the most up to date service and troubleshooting information on dormakaba products.
<b>Learning Path:</b>	Facilities Managers, Installers, Sales, Customer Support, Employee, Consultants
<b>Objectives:</b>	<p>Upon completion this course you will be able to:</p> <ul style="list-style-type: none"> <li>Decide which dormakaba Door Control product can meet your customers need based on security, ADA and life safety codes and make life easier for our customers.</li> <li>Learn time saving installation, adjustment and maintenance tips for dormakaba DORMA products.</li> <li>Select the correct application method for specific Mechanical and Electrified products that our competition does not have in their line-up.</li> <li>Learn how to use dormakaba Serialized Key Control (SKC) to provide superior key control within your organization. This new technology is the first key system designed to meet 21st century market requirements. SKC will allow you to manage your key system 24/7 using Keyauthorization.com, identify lost keys, and provide in-house, full-service keying support to your organization.</li> <li>Introduction to dormakaba electronic access control solution utilizing Low Energy Automatics and electrified hardware.</li> </ul>
<b>Learning Leader:</b>	Freeman, Nimee

## Access Hardware Solutions: dormakaba Specifiable Differences

<b>ID:</b>	DP-ILT-1034
<b>Level:</b>	Introductory – 100 Series Course
<b>Description:</b>	This class is intended to provide an in-depth view at the dormakaba products that are specifiable and different from our competition; mortise locks, cylindrical locks, exits devices, access control products, Low Energy Automatics, and Access Control, key systems and serialized key control (SKC).
<b>Cost:</b>	No cost to students
<b>Length:</b>	1-2 Hours Max. - (depending on time available)
<b>Certification:</b>	Attendance certificate
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	Internal/External Customers who want the knowledge to sell against our competition with dormakaba products to meet Codes and Standards to provide a Safe and Secure environment.
<b>Learning Path:</b>	Facilities Managers, Installers, Sales, Customer Support, Employee, Consultants
<b>Objectives:</b>	<p>Upon completion this course you will be able to:</p> <ul style="list-style-type: none"> <li>Decide which dormakaba Door Control product can meet your customers need based on security, ADA and life safety codes and make life easier for our customers.</li> <li>Learn time saving installation, adjustment and maintenance tips for dormakaba DORMA products.</li> <li>Select the correct application method for specific Mechanical and Electrified products that our competition does not have in their line-up.</li> <li>Introduction to dormakaba electronic access control solution utilizing Low Energy Automatics and electrified hardware.</li> </ul>
<b>Learning Leader:</b>	Freeman, Nimee



## Instructor Led Course Descriptions

### Access Hardware Solutions: dormakaba Simplex Mechanical Pushbutton Lock Overview

<b>ID:</b>	DP-ILT-1040
<b>Level:</b>	Introductory Series Course
<b>Description:</b>	This instructor led class familiarizes students on how to install, trouble shoot, repair and program PIN codes, change PIN codes and how to discover fix lost codes. This class will cover all Simplex lock models, with discussion on a variety of the Simplex models.
<b>Cost:</b>	No cost to students
<b>Length:</b>	2 to 4 Hours (depending on customers request)
<b>Certification:</b>	None
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	Locksmiths, maintenance technicians, building owners and contractors involved with installation of pushbutton locksets and door hardware.
<b>Learning Path:</b>	Installer, Sales, Customer Support, Employee
<b>Objectives:</b>	Upon completion this course you will better understand the: <ul style="list-style-type: none"> <li>• Various models of Simplex locks</li> <li>• How to install new codes and identify and repair lost codes</li> <li>• Install plus how to install a service kit in the Simplex 1000</li> <li>• Troubleshoot common installation problems, and necessary repair</li> <li>• Application suggestions for all Simplex pushbutton locks</li> </ul>
<b>Learning Leader:</b>	Shuford

### Access Hardware Solutions: BEST Interchangeable Core Combining Workshop

<b>ID:</b>	DP-ILT-1042
<b>Level:</b>	Introductory – 100 Series Course
<b>Description:</b>	This is a 4 hour in the field instructor led class to familiarize the student with IC Cores, pinning and maintaining BEST Key Systems Cylinders and Cores.
<b>Cost:</b>	No cost to students
<b>Length:</b>	4 Hour – Half Day
<b>Certification:</b>	None
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	Individuals responsible for servicing and maintaining Interchangeable Core and Masterkey systems.
<b>Learning Path:</b>	Installer, Sales, Customer Support, Employee
<b>Objectives:</b>	Upon completion this course you will be able to: <ul style="list-style-type: none"> <li>• Identify BEST Key System, Codes &amp; Cores</li> <li>• Understand options available on Master Key Hierarchy and expansion options</li> <li>• Explain the use of a Key Combinator, Pinning Cores, and CorMax</li> <li>• Troubleshoot common Key System &amp; Core issues that can develop over time</li> </ul>
<b>Learning Leader:</b>	Karrer, Davies



# Instructor Led Course Descriptions

## Access Hardware Solutions: BEST Cylindrical & Mortise Locks; Things you Must Know to Install & Service

<b>ID:</b>	DP-ILT-1046
<b>Level:</b>	Introductory – 100 Series Course
<b>Description:</b>	This is a 4 hour in the field instructor led class to familiarize the attendee with installing and maintaining BEST Cylindrical Locks & Mortise Locks and will include review of codes relating to requirements and use, proper selection of hardware, hands-on experiences for applications, and options for adding features in the field.
<b>Cost:</b>	No cost to students
<b>Length:</b>	4 Hour – Half Day
<b>Certification:</b>	None
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	Individuals responsible for servicing and maintaining Cylindrical & Mortise Lock hardware within facilities.
<b>Learning Path:</b>	Installer, Sales, Customer Support, Employee
<b>Objectives:</b>	<p>Upon completion this course you will be able to:</p> <ul style="list-style-type: none"> <li>• Identify and review codes relating to requirements and use, proper selection of hardware, hands-on experiences for applications</li> <li>• Understand what opening components are required to comply with these codes</li> <li>• Review field options for adding features to existing hardware</li> <li>• Troubleshoot common Cylindrical &amp; Mortise Lock issues and available conversions/field adjustments</li> </ul>
<b>Learning Leader:</b>	Karrer, Davies

## Access Hardware Solutions: BEST Electrified Access Hardware Solutions Options, Installation Do's & Don'ts

<b>ID:</b>	DP-ILT-1047
<b>Level:</b>	Introductory – 100 Series Course
<b>Description:</b>	This is a 4-hour in the field instructor-led class for electrified hardware, electric strikes and magnetic lock overview that will help participants to understand the options when dealing with access control and access systems. We will explore different types of features, how they work and the components that are required to create or convert hardware and openings. You will also have the opportunity to understand and consider some codes and standards directly affect access control and their use. Students will leave this presentation better prepared to ask questions that will help build the access control system you and/or your customer is looking for.
<b>Cost:</b>	No cost to students
<b>Length:</b>	4 hours – Half Day
<b>Certification:</b>	None
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	Individuals responsible for servicing and maintaining hardware within facilities.
<b>Learning Path:</b>	Installer, Sales, Customer Support, Employee
<b>Objectives:</b>	<p>Upon completion this course you will be able to:</p> <ul style="list-style-type: none"> <li>• Identify opening components and their use</li> <li>• Understand what opening components are required to comply with codes</li> <li>• Review field applications, use &amp; operation</li> <li>• Recommend options for code compliant applications and use</li> </ul>
<b>Learning Leader:</b>	Karrer, Davies

## Instructor Led Course Descriptions

### Access Hardware Solutions: dormakaba Closers, Exits, Locks, ED Series Low Energy Operator and Access Control Overview

<b>ID:</b>	DP-ILT-1125
<b>Level:</b>	Introductory – 100 Series Course
<b>Description:</b>	This will be an in depth look at the dormakaba Mechanical and Electrified Door Control products (exits, and locks); Surface and concealed closers, Fire Life-Safety, and Low Energy Automatics and Access Control.
<b>Cost:</b>	No cost to students
<b>Length:</b>	2-4 Hours Maximum (depending on available time)
<b>Certification:</b>	Attendance Certificate
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	Facility managers, End users, Distributors, Installers, and Consultants who want the knowledge and understand the proper installation practices on How/When/Where/Why to use the proper exit devices and locks to meet Codes and Standards to provide a Safe and Secure environment.
<b>Learning Path:</b>	Facilities Managers, Installers, Sales, Customer Support, Employee, Consultants
<b>Objectives:</b>	<p>Upon completion this course you will be able to:</p> <ul style="list-style-type: none"> <li>Decide which dormakaba exit device or lock can meet your customers need based on security, ADA, and life safety codes.</li> <li>Earn time saving installation, adjustment and maintenance tips for dormakaba DORMA Mechanical and Electrified products - Closers, Exit devices and Locks.</li> <li>Select the correct application method for specific Mechanical and Electrified products.</li> <li>Introduction to dormakaba electronic access control solution utilizing Low Energy Automatics and electrified hardware.</li> </ul>
<b>Learning Leader:</b>	Nimee, Freeman

### Access Hardware Solutions: dormakaba LM Pivot Sets & Components

<b>ID:</b>	DP-ILT-1170
<b>Level:</b>	Introductory – 100 Series Course
<b>Description:</b>	This course provides an overview of the dormakaba series of LM pivot sets and components. Applications include center pivot, ¾" offset pivots, 1 ½" offset pivots and pocket pivots will be discussed. Variations including fire rated, lead lined, extra heavy duty, electrified types of pivots will be discussed.
<b>Cost:</b>	No cost to students
<b>Length:</b>	2 Hours
<b>Certification:</b>	Attendance Certificate
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	This course is intended for anyone who sells, specifies, installs, or supports architectural openings.
<b>Learning Path:</b>	Installer, Sales, Glaziers, Customer Support, Employee
<b>Objectives:</b>	<p>Upon completion this course you will be able to:</p> <ul style="list-style-type: none"> <li>Promote the advantages of pivots sets compared to standard hinges, geared hinges or pin in barrel hinges.</li> <li>Recognize the proper applications for different types of pivot sets.</li> <li>Diagnose common problems with pivot sets and offer corrective action suggestions.</li> <li>Specify correct pivot sets and accessory packages as determined by door / frame material, pivot type and optional functions.</li> </ul>
<b>Learning Leader:</b>	Freeman, Nimee



## Instructor Led Course Descriptions

### Access Hardware Solutions: dormakaba Introduction to Revolving and Sliding Doors

<b>ID:</b>	DP-ILT-1232
<b>Level:</b>	Introductory – 100 Series Course
<b>Description:</b>	This is a four-hour instructor led class to provide attendees with a high-level overview of dormakaba/ Crane line of revolving and dormakaba sliding doors. Covering several of the available options and applications, including a brief overview of installation and tune in process including AAADM and ANSI/ BHMA concerns.
<b>Cost:</b>	No cost to students
<b>Length:</b>	4 hours – Half Day
<b>Certification:</b>	Certificate of Attendance
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	Individuals who want to improve their knowledge base of the dormakaba/Crane Revolving and Sliding door product lines including a basic technical and field application understanding of the product lines.
<b>Learning Path:</b>	Installers, Service Providers, Sales, and Customer Support.
<b>Objectives:</b>	Upon completion this course you will be able to: <ul style="list-style-type: none"> <li>• Identify Crane Revolving door types.</li> <li>• Understand Crane Motion Assist 360 installation options</li> <li>• Identify dormakaba sliding door types</li> <li>• Understand the implications of AAADM and ANSI/BHMA</li> </ul>
<b>Learning Leader:</b>	Durgin

## Instructor Led Course Descriptions

### Access Hardware Solutions: AAADM Certified Inspector Program: Sliding, Swinging and Folding Doors

<b>ID:</b>	DP-ILT-1233
<b>Level:</b>	Certified Inspector
<b>Description:</b>	This is a day and a half instructor-led class. The attendees are trained in basic inspection techniques, general safe practices, and the performance of field tests that approximate the requirements contained in the latest revision of the ANSI/BHMA A156.10 American National Standard for Power Operated Pedestrian Doors, ANSI/BHMA A156.19 American National Standard for Power Assist and Low Energy Power Operated doors, and the ANSI/BHMA A156.38 American National Standard for Low Energy Power Operated Sliding and Folding Doors
<b>Certification Requirements:</b>	<p>To attend a class, a candidate must have worked in the automatic pedestrian door industry for at least 90 days immediately preceding the application for AAADM certification and have taken a factory training course of an AAADM member. Alternately a candidate may have worked in the automatic pedestrian door industry for 6 months immediately preceding the application for AAADM certification.</p> <p>To become a certified inspector, individual applicants must submit an AAADM Application and License Agreement, to be approved by the AAADM Member Coordinator, complete the AAADM training course and pass a written exam.</p> <p>An individual who has worked in the automatic pedestrian door industry is one who is employed by a company in the industry that sells, services or installs automatic pedestrian doors as its primary business.</p>
<b>Cost:</b>	\$250 Payable To AAADM
<b>Pre-Requisite:</b>	<p>Student must provide proof of payment along with the original signed AAADM application to the instructor before seat will be confirmed.</p> <p>Registration for this course does not guarantee your seat in the class. To confirm your seat, you must complete the following steps:</p> <p>Complete the AAADM Application and License Agreement document (attached to your registration confirmation email)</p> <p>Submit your signed application and a check made payable to AAADM for \$250 or follow the link <a href="https://www.aaadm.com/paypal/certification.htm">https://www.aaadm.com/paypal/certification.htm</a> to pay by credit card</p> <p>Once payment has been made, proof of payment and the original signed AAADM application must be forwarded to <a href="mailto:paul.durgin@dormakaba.com">paul.durgin@dormakaba.com</a></p> <p>Your seat will be confirmed upon receipt of the proof of payment and application</p>
<b>Length:</b>	12 hours – One and One Half Day
<b>Certification:</b>	AAADM Certified Inspector
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	Installers, Service Technicians, Sales, Customer Support, Employees
<b>Learning Path:</b>	Facilities Managers, Installers, Sales, Customer Support, Employee, Consultants
<b>Objectives:</b>	<p>Upon completion this course you will be able to:</p> <ul style="list-style-type: none"> <li>• Conduct field tests of automatic door installations</li> <li>• Complete necessary inspection forms</li> <li>• Note Compliance or Non-Compliance</li> <li>• Review the inspection forms with the customer</li> <li>• Recommend corrective actions if required</li> </ul>
<b>Learning Leader:</b>	Durgin



# Instructor Led Course Descriptions

## Access Control Solutions: BEST Keystone Web Software Administration

<b>ID:</b>	DP-ILT-1004
<b>Level:</b>	Introductory – 100 Series Course
<b>Description:</b>	This one-day, hands-on class will assist the user in navigating through the basics of administering the Keystone Web® software.
<b>Cost:</b>	No cost to students
<b>Length:</b>	8 hours – One Day
<b>Certification:</b>	Certificate of Completion
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	Individuals responsible for managing cores, doors, locks, keys and key-holders (people) with the Keystone Web® software.
<b>Learning Path:</b>	Installer, Sales, Customer Support, Employee
<b>Objectives:</b>	Upon completion this course you will be able to: <ul style="list-style-type: none"> <li>• Manage Users</li> <li>• Manage Cores, Keys, Doors and People</li> <li>• Manually enter and import data</li> <li>• Create and modify reports</li> <li>• Backup and restore the database</li> </ul>
<b>Learning Leader:</b>	Davies

## Access Control Solutions: BEST SHELTER Wireless Lockdown

<b>ID:</b>	DP-ILT-1005
<b>Level:</b>	Introductory – 100 Series Course
<b>Description:</b>	This is a one-day, instructor led class to familiarize the student with installing, servicing and maintaining BEST SHELTER cylindrical and mortise locks and the software used in the administration of the system.
<b>Cost:</b>	No cost to students
<b>Length:</b>	8 hours – One Day
<b>Certification:</b>	Certificate of Completion
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	Individuals responsible for the selection, installation, service, operation or maintenance of a SHELTER Wireless Lockdown system.
<b>Learning Path:</b>	Installer, Sales, Customer Support, Employee
<b>Objectives:</b>	Upon completion this course you will be able to: <ul style="list-style-type: none"> <li>• Understand the system architecture</li> <li>• Commission a SHELTER system</li> <li>• Enroll hardware into the SHELTER system</li> <li>• Manage notifications</li> <li>• Maintain the hardware</li> </ul>
<b>Learning Leader:</b>	Davies, Karrer

# Instructor Led Course Descriptions

## Access Control Solutions: BEST Switch™ Tech Solution

<b>ID:</b>	DP-ILT-1006
<b>Level:</b>	Introductory – 100 Series Course
<b>Description:</b>	This instructor-led class provides knowledge about the hardware and software comprising the Switch™ Tech solution, and builds the skills required to install and operate it successfully. The instructor will review important topics critical for the successful implementation of Switch™ Tech and demonstrate its setup and operation. Hands-on training activities will cover the full installation and operation of Switch™ Tech. Upon successful completion, students will understand the Switch™ Tech system, product features, benefits, installation and operation.
<b>Cost:</b>	No cost to students
<b>Length:</b>	8 hours – One Day
<b>Certification:</b>	Certificate of Completion
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	Individuals responsible for installing, operating or supporting Switch™ Tech and have completed the following prerequisites: <ul style="list-style-type: none"> <li>• Complete Switch™ Tech training courses: Introduction to Switch™ Tech (101), Switch™ Case Use Cases (102), Switch™ Tech Procurement (103), Switch™ Tech Technical Training (201)</li> <li>• Basic understanding of mechanical hardware and access control</li> </ul>
<b>Learning Path:</b>	Installer, Sales, Customer Support, Employee
<b>Objectives:</b>	Upon completion this course you will be able to: <ul style="list-style-type: none"> <li>• Understand the Switch™ Tech System Architecture</li> <li>• Commission a Switch™ Tech system</li> <li>• Install Switch™ Tech Cores</li> <li>• Program Switch™ Tech Cores</li> <li>• Pull Audits and View and View the Switch™ Tech Core's Status</li> </ul>
<b>Learning Leader:</b>	Davies

## Access Control Solutions: dormakaba Aurora Factory Technical Training

<b>ID:</b>	DP-ILT-1017
<b>Level:</b>	Introductory, Intermediate, Advanced
<b>Description:</b>	This Technical Training course is three days. The three days will allow for a complete, comprehensive Aurora access control management training on standard hardware, Aurora software, and Aurora software integrations. This training is technical in nature with hands on wiring of equipment, installation & programming of software. Please reference course outline for further details.
<b>Cost:</b>	\$335 USD per participant
<b>Length:</b>	Three days – 24 hours
<b>Certification:</b>	Factory certificate of attendance
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	Industry professionals who need to learn the technical side of Aurora Access Control Systems; Installation Technician, Service Technician, Project Managers, Technical Sales/Sales.
<b>Materials Supplied:</b>	Upon completion of training, each participant will receive a complimentary, licensed copy of the Aurora Access Control Management Software.
<b>Objectives:</b>	Upon completion this course you will be able to: <ul style="list-style-type: none"> <li>• Learn part numbers and hardware required for different applications</li> <li>• Installation requirements, wire an access control panel</li> <li>• Aurora software requirement, software installation, setup and programming of access control system</li> <li>• Review various Aurora software integrations; Video Management Systems integrations, E-Plex wireless lock integration, Alarm integration, Elevator floor access control.</li> </ul>
<b>Learning Leader:</b>	Aguat, Rushton, Schwering



# Instructor Led Course Descriptions

## Access Control Solutions: dormakaba Aurora On-The-Road Training

<b>ID:</b>	DP-ILT-1019
<b>Level:</b>	Introductory, Intermediate, Advanced
<b>Description:</b>	<p>This Technical Training course is two days. The two days will allow for Aurora access control management training on standard hardware and software products. This training is technical in nature with hands on wiring of equipment, installation and programming of software.</p> <p>IMPORTANT NOTE: A minimum of 10 participants is required for on-the-road training classes. Although you will receive an email confirmation of your registration and payment, you must wait to receive a COURSE CONFIRMATION EMAIL. A receipt is not a guarantee the course will commence. If the minimum attendance is not attained, the course may be cancelled upon which a refund will be issued.</p>
<b>Cost:</b>	\$335 USD
<b>Length:</b>	16 Hours – 2 Days
<b>Certification:</b>	Certificate of Completion
<b>Materials Supplied:</b>	Upon completion of training, each company will receive a complimentary, licensed copy of the Aurora Access Control Management Software.
<b>Who Should Attend:</b>	Industry professionals who need to learn the technical side of Aurora Access Control Systems; Installation Technician, Service Technician, Project Managers, Technical Sales/Sales.
<b>Learning Path:</b>	Installer, Sales, Customer Support, Employee
<b>Objectives:</b>	<p>Upon completion this course you will be able to:</p> <ul style="list-style-type: none"> <li>• Learn part numbers and hardware required for different applications</li> <li>• Installation requirements, wire an access control panel</li> <li>• Aurora software requirement, software installation, setup and programming of access control system</li> <li>• Review E-Plex wireless product requirements for Aurora software integration</li> </ul>
<b>Learning Leader:</b>	Aguat, Rushton, Schwering



# Instructor Led Course Descriptions

## Access Control Solutions: dormakaba E-Plex Standard Electronic Pushbutton Lock Certification

<b>ID:</b>	DP-ILT-1021
<b>Level:</b>	Intermediate
<b>Description:</b>	This is an 8-hour hands-on class designed to educate students how to install, trouble shoot, repair and program the electronic lock both manually as well with the E-Plex Standard Software. Upon completion of the course, students will become certified and listed on the dormakaba website as a certified E-Plex Standard Certified installer.
<b>Cost:</b>	\$275.00 per student
<b>Length:</b>	8 hours – One Day
<b>Certification:</b>	E-Plex Electronic Certified Installer
<b>CEUs:</b>	8 CEU's per student
<b>Who Should Attend:</b>	Locksmiths, installers, maintenance technicians, building owners, integrators, and contractors involved with installation of electronic pushbutton locksets and access control systems.
<b>Learning Path:</b>	Installer, Sales, Customer Support, Employee
<b>Objectives:</b>	<p>Upon completion this course you will be able to:</p> <ul style="list-style-type: none"> <li>Identify various models of E-Plex standard lock series</li> <li>Properly install the E-Plex 5031 series electronic lock</li> <li>Program the electronic locks manually as well with software (software is instructor led)</li> <li>Pull audit trail and how to run diagnostics on E-Plex Electronic Locks using the software (This section will be instructor led)</li> <li>Identify potential problem and their resolution</li> <li>Apply sale suggestions for E-Plex products</li> </ul> <p>A. E-Plex Product Overview</p> <ul style="list-style-type: none"> <li>E-Plex cylindrical, mortise and exit trim options</li> <li>E-Plex back to back mortise</li> <li>E-Plex Stand Alone Controller (SAC)</li> <li>E-Plex 3000 Narrow Stile</li> <li>E-Plex 2000</li> <li>Description of product features and capabilities</li> </ul> <p>B. Hands-on Product Training</p> <ul style="list-style-type: none"> <li>Installation of lock on mount (with valuable tips)</li> <li>Manual programming of E-Plex 5000</li> <li>Software programming of lock (PC, Netbook, USB to IrDA Adapter (M-Unit devices)</li> </ul>
<b>Class Includes:</b>	<ul style="list-style-type: none"> <li>E-Plex 5031 Electronic Pushbutton Lock</li> <li>Wooden Display Mount</li> <li>Six in One dormakaba screwdriver</li> <li>Small screwdriver</li> <li>E-Plex Standard Software</li> <li>E-Plex Certification Certificate</li> <li>E-Plex Factory Certification Training Binder</li> <li>Free listing on the dormakaba.com website as an E-Plex Certified Installer</li> </ul>
<b>Classroom Requirements:</b>	<ul style="list-style-type: none"> <li>Classroom style layout with 6' front display table</li> <li>Projector cart or table with 3-way power cord</li> <li>Additional Table (approximately 6 feet)</li> <li>Flip Chart</li> <li>Projection Screen</li> </ul>
<b>Learning Leader:</b>	Shuford



## Instructor Led Course Descriptions

### Access Control Solutions: dormakaba SAM RF / InSync Certification

<b>ID:</b>	DP-ILT-1022
<b>Level:</b>	Introductory
<b>Description:</b>	This is a one-day instructor led class which allows students hands-on training to set up the system components, load the software, make various types of keys, program locks and pull audit trails. This class will touch on the installation of several models of the InSync products.
<b>Cost:</b>	\$300.00
<b>Length:</b>	8 Hours
<b>Certification:</b>	SAM RF Software and InSync Certified Reseller
<b>CEUs:</b>	8 CEU's
<b>Who Should Attend:</b>	Individuals responsible for the selection, service or maintenance of door hardware for multihousing projects, off campus student housing, assisted living facilities, retirement centers and apartment complexes.
<b>Learning Path:</b>	Installer, Sales, Customer Support, Employee
<b>Objectives:</b>	<p>Upon completion this course you will be able to:</p> <ul style="list-style-type: none"> <li>• Load and use all aspects of the SAM RF Software</li> <li>• Properly connect the system components</li> <li>• Program the locks</li> <li>• Pull audit trails and view the various reports</li> </ul>
<b>Learning Leader:</b>	Shuford

## Instructor Led Course Descriptions

### Access Control Solutions: dormakaba E-Plex Enterprise Access Control Systems Software Certification

<b>ID:</b>	DP-ILT-1023
<b>Level:</b>	Intermediate
<b>Description:</b>	This is an 8-hour hands-on class designed to educate a how to use the Enterprise Software, program locks via a USB to iRDa Adapter. The class also cover how to set up schedules, holidays, vacations, door groups, departments, and import user tables. This is a hands-on class and students are required to bring a Windows based laptop. Upon completion of the course, students will become certified and listed on the dormakaba website as a certified E-Plex Enterprise Software Certified installer.
<b>Cost:</b>	\$275.00 per student
<b>Length:</b>	8 hours
<b>Certification:</b>	E-Plex Enterprise Software Certified Installer
<b>CEUs:</b>	8 CEU's
<b>Who Should Attend:</b>	Locksmiths, maintenance technicians, building owners, integrators, schools, hospitals and any commercial/industrial properties who desire electronic access control.
<b>Learning Path:</b>	Installer, Sales, Customer Support, Employee
<b>Objectives:</b>	<p>Upon completion this course you will be able to:</p> <ul style="list-style-type: none"> <li>• Properly install the E-Plex Enterprise Software and PC M-Unit Software on their laptop</li> <li>• Use the Enterprise Software to program locks, pull audit trails and functions of the E-Plex PC-M-Unit Software.</li> <li>• Program the electronic locks while still in LearnLok</li> <li>• Program a lock with the USB to iRDa Adapter and PC M-Unit Software</li> <li>• Present the Enterprise Software to potential clients</li> </ul>
<b>Class Includes:</b>	<ul style="list-style-type: none"> <li>• E-Plex Enterprise Software Implementation Kit</li> <li>• Six in One dormakaba screwdriver</li> <li>• Small screwdriver</li> <li>• E-Plex Enterprise Software Certification Certificate</li> <li>• E-Plex Enterprise Certification Training Folder</li> <li>• Free listing on the dormakaba.com website as an E-Plex Enterprise Software Certified Installer</li> </ul>
<b>Computer Requirements:</b>	Students wishing to participate in the Hands-on portion must bring a laptop computer with Windows 10.0 operating system (or less). Certain models of Windows 12 may require a special patch to maintain the necessary drivers stay active. Laptops must operate on a 32 bit or 64-bit CD-ROM drive (or external hard drive) are necessary as well as the laptop must have at least two USB ports. Don't forget your charging cable. Netbooks and MAC Computers are not compatible with the Enterprise Software. NOTE: It will be necessary to make sure your laptops have all the Microsoft Upgrades prior to the start of the class.
<b>Classroom Requirements:</b>	<ul style="list-style-type: none"> <li>• Classroom style layout with 6' front display table</li> <li>• Projector cart or table with 3-way power cord</li> <li>• Additional Table (approximately 6 feet)</li> <li>• Flip Chart</li> <li>• Projection Screen</li> <li>• 110v power at each student location</li> </ul>
<b>Learning Leader:</b>	Shuford



# Instructor Led Course Descriptions

## Access Control Solutions: dormakaba E-Plex 5600/5700 Wireless Feature Certification

<b>ID:</b>	DP-ILT-1024
<b>Level:</b>	Advanced
<b>Description:</b>	This is a 12-hour hands-on class designed to educate a how to use the Enterprise Software as well as the Wireless Feature for the E-Plex 5600 and 5700 Series electronic locks. This class covers how to set up schedules, holidays, vacations, door groups, departments, and import user tables as well as all wireless features and commands. This is a hands-on class and students are required to bring a Windows based laptop. Upon completion of the course, students will become certified and listed on the dormakaba web-site as a certified E-Plex Enterprise Software Certified installer and a Wireless Certified Dealer.
<b>Cost:</b>	\$1,250.00 per student
<b>Length:</b>	12 hours
<b>Certification:</b>	E-Plex Enterprise / Wireless Certified Reseller
<b>CEUs:</b>	12 CEU's
<b>Class Size:</b>	Minimum: 8 Students/Maximum: 15 Students
<b>Prerequisites:</b>	Students must attend the Enterprise Certification Seminar
<b>Who Should Attend:</b>	Locksmiths, maintenance technicians, building owners, integrators, schools, hospitals and any commercial/industrial properties who desire true wireless access control.
<b>Learning Path:</b>	Installer, Sales, Customer Support, Employee
<b>Objectives:</b>	<p>Upon completion this course you will be able to:</p> <ul style="list-style-type: none"> <li>• Properly install and utilize the Enterprise Software and its Wireless Features</li> <li>• Conduct a proper Site Survey</li> <li>• Commission Gateways and Routers, understanding both USB and TCP/IP connections</li> <li>• Program (ZAC) a lock wirelessly, utilized all the Emergency Commands of the Wireless Feature</li> <li>• Enroll various types of credentials and their options (Card Only, PIN Only or PIN plus Card credentials)</li> <li>• Discussion on the E-Plex 7100 and 7900 Wireless Systems</li> </ul> <p>A. Introduction and Education</p> <ul style="list-style-type: none"> <li>• The history of dormakaba's wireless technology</li> <li>• How to determine the customer's requirements</li> <li>• The type credential available with this feature</li> <li>• Examples of Kaba Product Applications (5600, 5700, 7100 and 7900 locks)</li> </ul> <p>B. Hands-on Product Training</p> <ul style="list-style-type: none"> <li>• Installation of lock on mount (with valuable tips)</li> <li>• Manual programming of E-Plex 5000</li> <li>• Software programming of lock (PC, Netbook, USB to IrDA Ada)</li> </ul> <p>C. Product Specifics</p> <ul style="list-style-type: none"> <li>• Discussion on wireless installation verses hard wired access-controlled systems</li> <li>• Specific application</li> </ul> <p>D. Salesmanship</p> <ul style="list-style-type: none"> <li>• How to sell the wireless feature</li> <li>• How to add recurring revenue to your business</li> </ul>
<b>Class Includes:</b>	<ul style="list-style-type: none"> <li>• E-Plex Enterprise Software Implementation Kit</li> <li>• Six in One dormakaba screwdriver</li> <li>• Small screwdriver</li> <li>• E-Plex Enterprise Software Certification Certificate and E-Plex Wireless Dealer Certificate</li> <li>• E-Plex Wireless Certification Training Folder</li> <li>• Free listing on the dormakaba.com website as an E-Plex Wireless Dealer</li> </ul>
<b>Computer Requirements:</b>	Students wishing to participate in the Hands-on portion must bring a laptop computer with Windows 10.0 operating system (or less). Certain models of Windows 12 may require a special patch to maintain the necessary drivers stay active. Laptops must operate on a 32 bit or 64-bit CD-ROM drive (or external hard drive) are necessary as well as the laptop must have at least two USB ports. Netbooks and MAC Computers are not compatible. NOTE: It will be necessary to make sure your laptops have all the Micro-soft Upgrades prior to the start of the class.
<b>Learning Leader:</b>	Shuford

# Instructor Led Course Descriptions

## Access Control Solutions: dormakaba E-Plex 7100/7900 Wireless Feature Certification

<b>ID:</b>	DP-ILT-1025
<b>Level:</b>	Advanced
<b>Description:</b>	This is a 12-hour hands-on class designed to educate a how to use the Enterprise Software as well as the Wireless Feature for the E-Plex 7100 and 7900 Series electronic locks. This class covers how to set up schedules, holidays, vacations, door groups, departments, and import user tables as well as all wireless features and commands. This is a hands-on class and students are required to bring a Windows based laptop. Upon completion of the course, students will become certified and listed on the dormakaba web-site as a certified E-Plex Enterprise Software Certified installer and a Wireless Certified Dealer.
<b>Cost:</b>	\$1,250.00 per student
<b>Length:</b>	8 hours
<b>Certification:</b>	E-Plex Enterprise / Wireless Certified Reseller
<b>CEUs:</b>	8 CEU's
<b>Class Size:</b>	Minimum: 8 Students/Maximum: 15 Students
<b>Prerequisites:</b>	Students must attend the Enterprise Certification Seminar
<b>Who Should Attend:</b>	Locksmiths, maintenance technicians, building owners, integrators, schools, hospitals and any commercial/industrial properties who desire true wireless access control.
<b>Learning Path:</b>	Installer, Sales, Customer Support, Employee
<b>Objectives:</b>	<p>Upon completion this course you will be able to:</p> <ul style="list-style-type: none"> <li>• Properly install and utilize the Enterprise Software and its Wireless Features</li> <li>• Conduct a proper Site Survey</li> <li>• Commission Gateways and Routers, understanding both USB and TCP/IP connections</li> <li>• Program (ZAC) a lock wirelessly, utilized all the Emergency Commands of the Wireless Feature</li> <li>• Enroll various types of credentials and their options (Card Only, PIN Only or PIN plus Card credentials)</li> <li>• Discussion on the E-Plex 7100 and 7900 Wireless Systems</li> </ul> <p>A. Introduction and Education</p> <ul style="list-style-type: none"> <li>• The history of dormakaba's wireless technology</li> <li>• How to determine the customer's requirements</li> <li>• The type credential available with this feature</li> <li>• Examples of Kaba Product Applications (5600, 5700, 7100 and 7900 locks)</li> </ul> <p>B. Kaba Products</p> <ul style="list-style-type: none"> <li>• Electronic Pushbutton Locks and how they apply to the wireless feature</li> <li>• dormakaba's Family of access control locks and controllers</li> </ul> <p>C. Product Specifics</p> <ul style="list-style-type: none"> <li>• Discussion on wireless installation verses hard wired access-controlled systems</li> <li>• Specific application</li> </ul> <p>D. Salesmanship</p> <ul style="list-style-type: none"> <li>• How to sell the wireless feature</li> <li>• How to add recurring revenue to your business</li> </ul>
<b>Class Includes:</b>	<ul style="list-style-type: none"> <li>• E-Plex Enterprise Software Implementation Kit</li> <li>• Six in One dormakaba screwdriver</li> <li>• Small screwdriver</li> <li>• E-Plex Enterprise Software Certification Certificate and E-Plex Wireless Dealer Certificate</li> <li>• E-Plex Wireless Certification Training Folder</li> <li>• Free listing on the dormakaba.com website as an E-Plex Wireless Dealer</li> </ul>
<b>Computer Requirements:</b>	Students wishing to participate in the Hands-on portion must bring a laptop computer with Windows 10.0 operating system (or less). Certain models of Windows 12 may require a special patch to maintain the necessary drivers stay active. Laptops must operate on a 32 bit or 64-bit CD-ROM drive (or external hard drive) are necessary as well as the laptop must have at least two USB ports. Netbooks and MAC Computers are not compatible. NOTE: It will be necessary to make sure your laptops have all the Micro-soft Upgrades prior to the start of the class.
<b>Learning Leader:</b>	Shuford



# Instructor Led Course Descriptions

## Access Control Solutions: dormakaba ED Series Low Energy Operator Installation & Service Training

<b>ID:</b>	DP-ILT-1026
<b>Level:</b>	Introductory – 200 Series Course
<b>Description:</b>	This class is intended to familiarize the attendee with installing, servicing, and maintaining the dormakaba ED Series Low Energy operator(s).
<b>Cost:</b>	No cost to students
<b>Length:</b>	4-8 Hours Max - (depending on time available)
<b>Certification:</b>	Certified Installer
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	Facility managers, End users, Distributors, Installers, and Consultants who want the most up to date service and troubleshooting information for Low Energy Operators to be coordinated with Electrified Door Hardware products. Anyone responsible for installing, servicing and maintaining dormakaba ED Series Low Energy Operators.
<b>Learning Path:</b>	Facilities Managers, Installers, Sales, Customer Support, Employee, Consultants
<b>Objectives:</b>	Upon completion this course you will be able to: <ul style="list-style-type: none"> <li>• Overview of the ED Series Low Energy Operator Product Types &amp; Applications.</li> <li>• ED Series Low Energy Installation &amp; Adjustment.</li> <li>• Troubleshooting ED Series Low Energy installations.</li> <li>• ED Series Programming functions identifying the features and benefits with access control electrified hardware.</li> </ul>
<b>Learning Leader:</b>	Freeman, Nimee

## Access Control Solutions: dormakaba Electrified Hardware & ED Series Training

<b>ID:</b>	DP-ILT-1027
<b>Level:</b>	Intermediate – 200 Series Course
<b>Description:</b>	This class is intended to familiarize the attendee with "hands on" wiring of access control electrified hardware such as Push-button Access Control, Electronic Locks, electrified Exit Devices, Power Supplies, and Auto-Operators to gain knowledge on various applications/scenarios for security and safety.
<b>Cost:</b>	No cost to students
<b>Length:</b>	8 hours – One Day
<b>Certification:</b>	Certified Installer
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	Facility managers, End users, Distributors, Installers, and Consultants who want the most up to date service and troubleshooting information for Electrified Door Hardware products.
<b>Learning Path:</b>	Installer, Sales, Customer Support, Employee
<b>Objectives:</b>	Upon completion this course you will be able to: <ul style="list-style-type: none"> <li>• Read riser diagrams of various product types and applications</li> <li>• Wire access control components and electrified hardware</li> <li>• Troubleshoot 3 typical access control systems and installations</li> <li>• Program and install the ED Series low energy operator and interface with common access control components</li> </ul>
<b>Learning Leader:</b>	Freeman

## Instructor Led Course Descriptions

### Access Control Solutions: dormakaba Electrified Hardware Training

<b>ID:</b>	DP-ILT-1028
<b>Level:</b>	Intermediate – 200 Series Course
<b>Description:</b>	This class is intended to familiarize the attendee with "hands on" wiring of access control electrified hardware such as Push-button Access Control, Electronic Locks, electrified Exit Devices, Power Supplies, and Auto-Operators to gain knowledge on various applications/scenarios for security and safety.
<b>Cost:</b>	No cost to students
<b>Length:</b>	6 hours
<b>Certification:</b>	Certified Installer
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	Facility managers, End users, Distributors, Installers, and Consultants who want the most up to date service and troubleshooting information for Electrified Door Hardware products.
<b>Learning Path:</b>	Installer, Sales, Customer Support, Employee
<b>Objectives:</b>	Upon completion this course you will be able to: <ul style="list-style-type: none"> <li>• Read riser diagrams of various product types and applications</li> <li>• Wire access control components and electrified hardware</li> <li>• Troubleshoot 3 typical access control systems and installations</li> <li>• Interface basic access control with a low energy operator</li> </ul>
<b>Learning Leader:</b>	Freeman

### Access Control Solutions: dormakaba ED Series Low Energy Operator and Access Control Training Overview

<b>ID:</b>	DP-ILT-1030
<b>Level:</b>	Introductory – 100 Series Course
<b>Description:</b>	This class is intended to provide an overview of the ED Series Low Energy Operator and the associated access control components required to create a fully functional architectural opening. Product features, installation advantages, and appropriate applications will be discussed.
<b>Cost:</b>	No cost to students
<b>Length:</b>	1-2 Hours Max. (depending on time available)
<b>Certification:</b>	Certificate of Completion
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	This course is intended for anyone who sells, specifies, installs, or supports low energy operators and associated components.
<b>Learning Path:</b>	Installer, Sales, Customer Support, Employee
<b>Objectives:</b>	Upon completion this course you will be able to: <ul style="list-style-type: none"> <li>• Determine what additional components may be required when adding a low energy operator to an opening.</li> <li>• Recognize appropriate applications for ANSI 156.19 low energy operators.</li> <li>• Promote the advanced features and functions of the ED Series compared to competitive low energy operators.</li> <li>• Satisfy the accessibility, access control, fire door, and emergency egress requirements on the same opening.</li> </ul>
<b>Learning Leader:</b>	Freeman, Nimee



# Instructor Led Course Descriptions

## Access Control Solutions: dormakaba Exits and Locks (Mechanical and Electrified) Training

<b>ID:</b>	DP-ILT-1031
<b>Level:</b>	Introductory – 100 Series Course
<b>Description:</b>	This class is intended to provide an in-depth view on exits and locks (mechanical and electrified); options, applications and information for users and designers to reduce misapplications. We will discuss product features on electrified and electronic hardware while providing accessibility and emergency egress to meet the legal aspects of a building and building design.
<b>Cost:</b>	No cost to students
<b>Length:</b>	1-2 Hours Max. - (depending on time available)
<b>Certification:</b>	Certificate of Completion
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	Facility managers, End users, Distributors, Installers, and Consultants who want the knowledge and understand the proper installation practices on How/When/Where/Why to use the proper exit devices and locks to meet Codes and Standards to provide a Safe and Secure environment.
<b>Learning Path:</b>	Facilities Managers, Installers, Sales, Customer Support, Employee, Consultants
<b>Objectives:</b>	<p>Upon completion this course you will be able to:</p> <ul style="list-style-type: none"> <li>Decide which dormakaba exit device or lock can meet your customers need based on security, ADA, and life safety codes.</li> <li>Learn time saving installation, adjustment and maintenance tips for dormakaba Mechanical and Electrified - (Exit Devices and Locks)</li> <li>Select the correct application method for specific Mechanical and Electrified products.</li> <li>Introduction to dormakaba electronic access control solution utilizing Low Energy Automatics and electrified hardware.</li> </ul>
<b>Learning Leader:</b>	Nimee, Freeman

## Access Control Solutions: dormakaba Low Energy Vs. Auto Operator Training

<b>ID:</b>	DP-ILT-1033
<b>Level:</b>	Introductory – 100 Series Course
<b>Description:</b>	This class is intended to provide an overview of Low Energy Operators and Automatic Operator choices; options, applications and information for users and designers to reduce misapplications. We will discuss building code administrations, laws, and industry standards for providing security and safety measures while providing accessibility and emergency egress to meet the legal aspects of a building and building design.
<b>Cost:</b>	No cost to students
<b>Length:</b>	1-2 Hours Max. - (depending on time available)
<b>Certification:</b>	Certificate of Completion
<b>CEUs:</b>	AIA CEU's Provider # J348 - Program # DAH LE1B 1 1/2 HSW Credits
<b>Who Should Attend:</b>	Individuals responsible for
<b>Learning Path:</b>	Facilities Managers, Installers, Sales, Customer Support, Employee, Consultants
<b>Objectives:</b>	<p>Upon completion this course you will be able to:</p> <ul style="list-style-type: none"> <li>Purpose of understanding the differences for specifying low energy and automatic operators.</li> <li>Design differences and criteria needed to specify power operators.</li> <li>The selection process and typical installation and applications of low energy vs. automatic operators.</li> <li>Evaluation of desirable qualities when selecting low energy or automatic operators to support LEED, ISO 14001, ADA, etc., for preservation and reuse of buildings and provide structural integrity.</li> <li>Technical terms needed to provide proper A156.19 Low Energy Operators and/or A156.10 Auto Operators</li> </ul>
<b>Learning Leader:</b>	Freeman, Nimee



## Instructor Led Course Descriptions

### Access Control Solutions: dormakaba E-Plex 2000 / PowerPlex Overview

<b>ID:</b>	DP-ILT-1035
<b>Level:</b>	Introductory – 100 Series Course
<b>Description:</b>	Overview of E-Plex 2000 and PowerPlex installation and programming.
<b>Cost:</b>	No cost to students
<b>Length:</b>	2 to 4 Hours (depending on customers request)
<b>Certification:</b>	None
<b>CEUs:</b>	None
<b>Prerequisite:</b>	To participate, you must attend one of the following certification classes: DP-ILT-1020 dormakaba Simplex Mechanical Pushbutton Lock Certification, DP-ILT-1021 dormakaba E-Plex Standard Electronic Pushbutton Lock Certification, DP-ILT-1022 dormakaba SAM RF / InSync Certification, DP-ILT-1023 dormakaba Enterprise Access Control Systems Certification, DP-ILT-1024 dormakaba 5600/5700 Wireless Feature Certification, or DP-ILT-1025 dormakaba 7100/7900 Wireless Feature Certification
<b>Who Should Attend:</b>	Locksmiths, integrators, architects, spec writers and installers
<b>Learning Path:</b>	Installer, Sales, Customer Support, Employee
<b>Objectives:</b>	Upon completion this course you will be able to: <ul style="list-style-type: none"> <li>• Identify the difference between the E-Plex 2000 and PowerPlex locks</li> <li>• Program locks manually and with a PC M-Unit and USB to iRDa Adapter in E-Plex Standard Software</li> <li>• How to add/delete users, pull audit trails and how to review optional reports</li> <li>• Tips and Tricks on how to set up a wireless system</li> </ul>
<b>Learning Leader:</b>	Shuford, Rushton

### Access Control Solutions: dormakaba E-Plex Enterprise Software Overview

<b>ID:</b>	DP-ILT-1036
<b>Level:</b>	Introductory – 100 Series Course
<b>Description:</b>	Overview of Enterprise Software, including installation and functions, as well programming credentials at the locks itself. Students will USB to iRDa Adapter and program locks. We will run through the various locks, including E-Plex 3000, 5000, 7100, 7900 and the various models of the Stand-Alone Controller.
<b>Cost:</b>	No cost to students
<b>Length:</b>	2 to 4 Hours (depending on customers request)
<b>Certification:</b>	None
<b>CEUs:</b>	None
<b>Prerequisite:</b>	To participate, you must attend one of the following certification classes: DP-ILT-1020 dormakaba Simplex Mechanical Pushbutton Lock Certification, DP-ILT-1021 dormakaba E-Plex Standard Electronic Pushbutton Lock Certification, DP-ILT-1022 dormakaba SAM RF / InSync Certification, DP-ILT-1023 dormakaba Enterprise Access Control Systems Certification, DP-ILT-1024 dormakaba 5600/5700 Wireless Feature Certification, or DP-ILT-1025 dormakaba 7100/7900 Wireless Feature Certification
<b>Who Should Attend:</b>	Locksmiths, integrators, architects, spec writers and installers
<b>Learning Path:</b>	Installer, Sales, Customer Support, Employee
<b>Objectives:</b>	Upon completion this course you will be able to: <ul style="list-style-type: none"> <li>• Options available with the Enterprise Software</li> <li>• Program locks both in Learn-Lok and with the PC M-Unit and USB to iRDa Adapter</li> <li>• Various types of E-Plex locks that can be used with the Enterprise Software</li> <li>• Tips and Tricks on how to set up a wireless system</li> </ul>
<b>Learning Leader:</b>	Shuford



# Instructor Led Course Descriptions

## Access Control Solutions: dormakaba E-Plex Standard Electronic Pushbutton Lock Overview

<b>ID:</b>	DP-ILT-1037
<b>Level:</b>	Introductory – 100 Series Course
<b>Description:</b>	Overview of the installation, manual programming, software programming and troubleshooting and tips and tricks for the E-Plex 1500, 2000, PowerPlex, 3000, 5000 and 5070 Stand Alone Controller products.
<b>Cost:</b>	No cost to students
<b>Length:</b>	2 to 4 Hours (depending on customers request)
<b>Certification:</b>	None
<b>CEUs:</b>	None
<b>Prerequisite:</b>	To participate, you must attend one of the following certification classes: DP-ILT-1020 dormakaba Simplex Mechanical Pushbutton Lock Certification, DP-ILT-1021 dormakaba E-Plex Standard Electronic Pushbutton Lock Certification, DP-ILT-1022 dormakaba SAM RF / InSync Certification, DP-ILT-1023 dormakaba Enterprise Access Control Systems Certification, DP-ILT-1024 dormakaba 5600/5700 Wireless Feature Certification, or DP-ILT-1025 dormakaba 7100/7900 Wireless Feature Certification
<b>Who Should Attend:</b>	Individuals responsible for the selection, service or maintenance of door hardware, locksmith and installers.
<b>Learning Path:</b>	Installer, Sales, Customer Support, Employee
<b>Objectives:</b>	Upon completion this course you will be able to: <ul style="list-style-type: none"> <li>• Identify the proper lock for specific applications</li> <li>• Understand options available on the standard electronic locks</li> <li>• Program the locks manually or with the E-Plex Standard Software</li> <li>• Troubleshoot common installation problems</li> </ul>
<b>Learning Leader:</b>	Shuford, Rushton

## Access Control Solutions: dormakaba E-Plex Wireless Feature Overview

<b>ID:</b>	DP-ILT-1038
<b>Level:</b>	Introductory – 100 Series Course
<b>Description:</b>	This class familiarizes students on the components of the wireless feature, how to properly conduct a site-survey, how to set up a Gateway and ZAC a lock equipped with a wireless antenna. Brief overview of the E-Plex Enterprise Software with a review of the various reports and audit trail retrieval. We will also cover features such as Emergency Shut Down, Emergency Passage and remote release.
<b>Cost:</b>	No cost to students
<b>Length:</b>	8 hours – One Day
<b>Certification:</b>	None
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	Locksmiths, installers, integrators, architects, spec writers and property owners
<b>Learning Path:</b>	Installer, Sales, Customer Support, Employee
<b>Objectives:</b>	Upon completion this course you will be able to: <ul style="list-style-type: none"> <li>• The components of the wireless system</li> <li>• Various credentials available with the wireless systems</li> <li>• Set up and program locks in a wireless environment</li> <li>• Tips and Tricks on how to set up a wireless system</li> </ul>
<b>Learning Leader:</b>	Shuford, Rushton

## Instructor Led Course Descriptions

### Access Control Solutions: dormakaba SAM RF / InSync Certification Overview

<b>ID:</b>	DP-ILT-1039
<b>Level:</b>	Introductory – 100 Series Course
<b>Description:</b>	This class discusses features and benefits on the SAM RF / InSync System. The instructor led class allows students to understand the system components, how to install the hardware, the software, make various types of keys, program locks and pull audit trails. This class will discuss the installation procedure for certain InSync locks.
<b>Cost:</b>	No cost to students
<b>Length:</b>	2 to 4 Hours (Depending on customers request)
<b>Certification:</b>	None
<b>CEUs:</b>	None
<b>Prerequisite:</b>	To participate, you must attend one of the following certification classes: DP-ILT-1020 dormakaba Simplex Mechanical Pushbutton Lock Certification, DP-ILT-1021 dormakaba E-Plex Standard Electronic Pushbutton Lock Certification, DP-ILT-1022 dormakaba SAM RF / InSync Certification, DP-ILT-1023 dormakaba Enterprise Access Control Systems Certification, DP-ILT-1024 dormakaba 5600/5700 Wireless Feature Certification, or DP-ILT-1025 dormakaba 7100/7900 Wireless Feature Certification
<b>Who Should Attend:</b>	Individuals responsible for the selection, service or maintenance of door hardware for multihousing projects, off campus student housing, assisted living facilities, retirement centers and apartment buildings.
<b>Learning Path:</b>	Installer, Sales, Customer Support, Employee
<b>Objectives:</b>	Upon completion this course you will be able to: <ul style="list-style-type: none"> <li>• The SAM RF Software</li> <li>• Identify system components</li> <li>• How to program locks, pull audit trails</li> <li>• What type facilities this system is best suited</li> </ul>
<b>Learning Leader:</b>	Shuford

### Access Control Solutions: dormakaba Community Access Management Software

<b>ID:</b>	DP-ILT-1048
<b>Level:</b>	Introductory – Intermediate
<b>Description:</b>	This training session was developed for industry professionals for the multi-housing market and will provide the participants with a thorough introduction to dormakaba multihousing hardware and software systems. [hands-on workshop included].
<b>Cost:</b>	\$450 Per Student
<b>Length:</b>	20 Hours – 2.5 Days
<b>Certification:</b>	Certificate of Completion
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	Distribution partners
<b>Learning Path:</b>	Installer, Sales, Customer Support, Employee
<b>Objectives:</b>	Upon completion this course you will be able to: <ul style="list-style-type: none"> <li>• Install software</li> <li>• Install and maintain the lock hardware</li> <li>• Create a property database</li> <li>• Perform a system backup</li> <li>• Sync HH6 and programming</li> </ul>
<b>Learning Leader:</b>	Cordi, Khammar



# Instructor Led Course Descriptions

## Access Control Solutions: BEST Wi-Q Wireless Access Management Certification

<b>ID:</b>	DP-ILT-1049
<b>Level:</b>	Introductory – 100 Series Course
<b>Description:</b>	The BEST Wi-Q™ training is a three-day, Indianapolis training program for technicians, dealers and customers who are responsible for installation, operation, and administration of a BEST WAMS access control system. The current, approved WAMS software will be used, and the student will be exposed to the modules necessary to administer a BEST WAMS access control system. Hardware materials used will include BEST and OSI hardware.
<b>Cost:</b>	No cost to students
<b>Length:</b>	16 Hours – 2 Days
<b>Certification:</b>	Certificate of Completion
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	Technicians, dealers and customers who are responsible for installation, operation, and administration of a BEST WAMS access control system.
<b>Objectives:</b>	Upon completion this course you will be able to: <ul style="list-style-type: none"> <li>• Identify various components of a BEST Wi-Q system</li> <li>• Install WAMS software and hardware components</li> <li>• Configure your individual workstations</li> <li>• Identify potential problems and resolution</li> <li>• Apply sale suggestions for BEST Wi-Q products</li> </ul>
<b>Learning Leader:</b>	Allen

## Access Control Solutions: BEST Switch Tech Technical Training 1-201

<b>ID:</b>	DP-ILT-1054
<b>Level:</b>	Introductory – 100 Series Course
<b>Description:</b>	This instructor-led class provides knowledge about the hardware and software comprising the Switch™ Tech solution, and builds the skills required to install and operate it successfully. The instructor will review important topics critical for the successful implementation of Switch™ Tech and demonstrate its setup and operation. Hands-on training activities will cover the full installation and operation of Switch™ Tech. Upon successful completion, students will understand the Switch™ Tech system, product features, benefits, installation and operation.
<b>Cost:</b>	No cost to students
<b>Length:</b>	8 hours – One Day
<b>Certification:</b>	None
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	Anyone responsible for installing, operating or supporting Switch™ Tech, and have completed the following prerequisites.
<b>Required Hardware:</b>	Students must provide a device with iOS 11+ or Android 6.0+ and has Bluetooth functionality. The student must have the ability to install an app on the device.
<b>Prerequisites:</b>	<ul style="list-style-type: none"> <li>• Complete Switch™ Tech training courses: Introduction to Switch™ Tech (101), Switch™ Tech Use Cases (102), Switch™ Tech Procurement (103), and Switch™ Tech Technical Training (201)</li> <li>• Basic understanding of mechanical hardware</li> <li>• Basic understanding of access control</li> </ul>
<b>Learning Leader:</b>	Davies, Karrer, Shuford

## Instructor Led Course Descriptions

### Access Control Solutions: dormakaba Closers, Exits, Locks, ED Series Low Energy Operators and Access Control

<b>ID:</b>	DP-ILT-1125
<b>Level:</b>	Introductory – 100 Series Course
<b>Description:</b>	This will be an in depth look at the dormakaba Mechanical and Electrified Door Control products (exits, and locks); Surface and concealed closers, Fire Life-Safety, and Low Energy Automatics and Access Control.
<b>Cost:</b>	No cost to students
<b>Length:</b>	2-4 Hours Maximum (depending on available time)
<b>Certification:</b>	Certificate of Completion
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	Facility managers, End users, Distributors, Installers, and Consultants who want the knowledge and understand the proper installation practices on How/When/Where/Why to use the proper exit devices and locks to meet Codes and Standards to provide a Safe and Secure environment.
<b>Learning Path:</b>	Facilities Managers, Installers, Sales, Customer Support, Employee, Consultants
<b>Objectives:</b>	<p>Upon completion this course you will be able to:</p> <ul style="list-style-type: none"> <li>Decide which dormakaba exit device or lock can meet your customers need based on security, ADA, and life safety codes.</li> <li>Earn time saving installation, adjustment and maintenance tips for dormakaba Mechanical and Electrified products - Closers, Exit devices and Locks.</li> <li>Select the correct application method for specific Mechanical and Electrified products.</li> <li>Introduction to dormakaba electronic access control solution utilizing Low Energy Automatics and electrified hardware.</li> </ul>
<b>Learning Leader:</b>	Nimee, Freeman

### Access Control Solutions: Safe Lock Training: Axessor and LA GARD 700 Series

<b>ID:</b>	DP-ILT-1229
<b>Level:</b>	Introductory – 100 Series Course
<b>Description:</b>	A high-level overview of our new LA GARD 700 Series product and our Axessor Solution. Attendees will work closely with the product and tech support team to better understand the main value drivers for each solution and target users for each product. Discussion will cover our installation, maintenance and software processes.
<b>Cost:</b>	No cost to students
<b>Length:</b>	8 hours – One Day
<b>Certification:</b>	Certificate of Completion
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	Distribution partners, focusing on sales/account management, technical support and installation.
<b>Learning Path:</b>	Installer, Sales, Customer Support, Employee
<b>Objectives:</b>	<p>Upon completion this course you will be able to:</p> <ul style="list-style-type: none"> <li>Communicate the main product features for each solution</li> <li>Demonstrate your knowledge of the mechanical design of the product</li> <li>Understand the basic installation and software processes</li> </ul>
<b>Learning Leader:</b>	McIntosh, Snowden



# Instructor Led Course Descriptions

## Access Control Solutions: The Evolution of dormakaba Multihousing Access Control

<b>ID:</b>	DP-ILT-1230
<b>Level:</b>	Introductory – 100 Series Course
<b>Description:</b>	A review of what Multihousing focused, or new, partners should look for and expect with door hardware. Also, what to be aware of when selecting an Access Protocol, followed by an in depth review of the advances in Community+ our evolving Multihousing Access Control Software.
<b>Cost:</b>	No cost to students
<b>Length:</b>	4 hours – ½ day
<b>Certification:</b>	Certificate of Completion
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	Dealers, Integrators, Architects and dormakaba internal sales/marketing employees
<b>Learning Path:</b>	Facilities Managers, Installers, Sales, Customer Support, Employee, Consultants
<b>Objectives:</b>	<p>Upon completion this course you will be able to:</p> <ul style="list-style-type: none"> <li>• Understand and articulate the value of a fully invested Multihousing hardware solutions provider</li> <li>• Communicate the benefits of leveraging dormakaba's legacy and experience in the Multihousing market</li> <li>• Understand and articulate phase two enhancements of the Community Software solution</li> </ul>
<b>Learning Leader:</b>	Welliver, Coats

## Instructor Led Course Descriptions

### Industry Knowledge: BEST Interchangeable Core Combinating (Short Course)

<b>ID:</b>	DF-FLD-1015
<b>Level:</b>	Introductory – 100 Series Course
<b>Description:</b>	This is a 2 hour in the field instructor led class to familiarize the student with IC Cores, pinning and maintaining BEST Key Systems Cylinders and Cores.
<b>Cost:</b>	No cost to students
<b>Length:</b>	2 Hour – Quarter Day
<b>Certification:</b>	None
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	Individuals responsible for servicing and maintaining Interchangeable Core and Masterkey systems.
<b>Learning Path:</b>	Installer, Sales, Customer Support, Employee
<b>Objectives:</b>	Upon completion this course you will be able to: <ul style="list-style-type: none"> <li>• Identify BEST Key System, Codes &amp; Cores</li> <li>• Understand options available on Master Key Hierarchy and expansion options</li> <li>• Explain the use of a Key Combinator, Pinning Cores, and CorMax</li> <li>• Troubleshoot common Key System &amp; Core issues that can develop over time</li> </ul>
<b>Learning Leader:</b>	Field Sales

### Industry Knowledge: dormakaba Mechanical and Electrified Exits and Locks

<b>ID:</b>	DF-FLD-1057
<b>Level:</b>	Introductory – 100 Series Course
<b>Description:</b>	This class is intended to provide an in-depth view on exits and locks (mechanical and electrified); options, applications and information for users and designers to reduce misapplications. We will discuss product features on electrified and electronic hardware while providing accessibility and emergency egress to meet the legal aspects of a building and building design.
<b>Cost:</b>	No cost to students
<b>Length:</b>	1 Hour
<b>Certification:</b>	None
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	Facility managers, End users, Distributors, Installers, and Consultants who want the knowledge and understand the proper installation practices on How/When/Where/Why to use the proper exit devices and locks to meet Codes and Standards to provide a Safe and Secure environment.
<b>Learning Path:</b>	Facilities Managers, Installers, Sales, Customer Support, Employee, Consultants
<b>Objectives:</b>	Upon completion this course you will be able to: <ul style="list-style-type: none"> <li>• Decide which dormakaba exit device or lock can meet your customers need based on security, ADA, and life safety codes.</li> <li>• Earn time saving installation, adjustment and maintenance tips for dormakaba Mechanical and Electrified - (Exit devices and Locks).</li> <li>• Select the correct application method for specific Mechanical and Electrified products.</li> <li>• Introduction to dormakaba electronic access control solution utilizing Low Energy Automatics and electrified hardware.</li> </ul>
<b>Learning Leader:</b>	Field Sales, Freeman, Nimee



# Instructor Led Course Descriptions

## Industry Knowledge: dormakaba Surface Closers and Arm Applications

<b>ID:</b>	DF-FLD-1087
<b>Level:</b>	Introductory – 100 Series Course
<b>Description:</b>	This class overview will provide an detailed view of mechanical door closer and electrified door control products (surface and concealed); proper Arm options, applications and information for users and designers to reduce misapplications. We will discuss building code administrations, laws, and industry standards for providing security and safety measures while providing accessibility and emergency egress to meet the legal aspects of a building and building design.
<b>Cost:</b>	No cost to students
<b>Length:</b>	1 Hour
<b>Certification:</b>	None
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	Facility managers, End users, Distributors, Installers, and Consultants who want the knowledge and understand the proper installation practices on How/When/Where/Why to use the proper door closers and arms to meet Codes and Standards to provide a Safe and Secure environment
<b>Learning Path:</b>	Installer, Sales, Customer Support, Employee
<b>Objectives:</b>	Upon completion this course you will be able to: <ul style="list-style-type: none"> <li>• Decide which dormakaba Door Control product can meet your customers need based on security, ADA and life safety codes.</li> <li>• Learn time saving installation, adjustment and maintenance tips for dormakaba Mechanical and Electrified closers</li> <li>• Select the correct application method for specific Mechanical and Electrified Door Closer products.</li> </ul>
<b>Learning Leader:</b>	Field Sales, Nimee

## Industry Knowledge: dormakaba Specifiable Differences

<b>ID:</b>	DF-FLD-1088
<b>Level:</b>	Introductory – 100 Series Course
<b>Description:</b>	This class is intended to provide an in-depth view at the dormakaba products that are specifiable and different from our competition; mortise locks, cylindrical locks, exits devices, access control products, Low Energy Automatics, and Access Control, key systems and serialized key control (SKC).
<b>Cost:</b>	No cost to students
<b>Length:</b>	1 Hour
<b>Certification:</b>	Attendance certificate
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	Internal/External Customers who want the knowledge to sell against our competition with dormakaba products to meet Codes and Standards to provide a Safe and Secure environment.
<b>Learning Path:</b>	Installer, Sales, Customer Support, Employee
<b>Objectives:</b>	Upon completion this course you will be able to: <ul style="list-style-type: none"> <li>• Decide which dormakaba Door Control product can meet your customers need based on security, ADA and life safety codes and make life easier for our customers.</li> <li>• Learn time saving installation, adjustment and maintenance tips for dormakaba products.</li> <li>• Select the correct application method for specific Mechanical and Electrified products that our competition does not have in their line-up</li> <li>• Introduction to dormakaba electronic access control solution utilizing Low Energy Automatics and electrified hardware.</li> </ul>
<b>Learning Leader:</b>	Field Sales, Nimee



## Instructor Led Course Descriptions

### Industry Knowledge: dormakaba Low Energy vs. Automatic Operators

<b>ID:</b>	DF-FLD-1089
<b>Level:</b>	Introductory – 100 Series Course
<b>Description:</b>	This class is intended to provide an overview of Low Energy Operators and Automatic Operator choices; options, applications and information for users and designers to reduce misapplications. We will discuss building code administrations, laws, and industry standards for providing security and safety measures while providing accessibility and emergency egress to meet the legal aspects of a building and building design.
<b>Cost:</b>	No cost to students
<b>Length:</b>	1 Hour
<b>Certification:</b>	Attendance certificate
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	Facility managers, End users, Distributors, Installers, and Consultants who want the knowledge and understand the proper installation practices on How/When/Where/Why to use Low Energy or Automatic Operators.
<b>Learning Path:</b>	Facilities Managers, Installers, Sales, Customer Support, Employee, Consultants
<b>Objectives:</b>	<p>Upon completion this course you will be able to:</p> <ul style="list-style-type: none"> <li>• Purpose of understanding the differences for specifying low energy and automatic operators.</li> <li>• Design differences and criteria needed to specify power operators.</li> <li>• The selection process and typical installation and applications of low energy vs. automatic operators.</li> <li>• Evaluation of desirable qualities when selecting low energy or automatic operators to support LEED, ISO 14001, ADA, etc., for preservation and reuse of buildings and provide structural integrity.</li> <li>• Technical terms needed for proper A156.19 Low Energy Operators and/or A156.10 Auto Operators</li> </ul>
<b>Learning Leader:</b>	Field Sales, Freeman

### Industry Knowledge: dormakaba Surface Mechanical Door Closer Arm Applications

<b>ID:</b>	DF-FLD-1092
<b>Level:</b>	Introductory – 100 Series Course
<b>Description:</b>	This class overview is intended to provide an in-depth view of mechanical door closer arms available with the dormakaba mechanical door closer line. We will discuss all arm applications providing accessibility and emergency egress to meet the legal aspects of a building and building design.
<b>Cost:</b>	No cost to students
<b>Length:</b>	1 hour – (depending on available time)
<b>Certification:</b>	None
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	Facility managers, End users, Distributors, Installers, and Consultants who want the knowledge and understand the proper installation practices on How/When/Where/Why to use the proper door closers and arms to meet Codes and Standards to provide a Safe and Secure environment.
<b>Learning Path:</b>	Installer, Sales, Customer Support, Employee
<b>Objectives:</b>	<p>Upon completion this course you will be able to:</p> <ul style="list-style-type: none"> <li>• Decide which dormakaba Door Control and arm configuration product can meet your customers need based on security, ADA and life safety codes.</li> <li>• Learn time saving installation, adjustment and maintenance tips for dormakaba Mechanical and Electrified closers arm applications.</li> <li>• Select the correct application method for specific Mechanical and Electrified products.</li> </ul>
<b>Learning Leader:</b>	Field Sales, Nimee



## Instructor Led Course Descriptions

### Industry Knowledge: Fire Door Inspection: 13 Things you MUST Know

<b>ID:</b>	DI-FLD-1104
<b>Level:</b>	Introductory – 100 Series Course
<b>Description:</b>	This is a 4 hour in the field instructor led class to understand the Annual Fire Door Inspection requirements as stated in NFPA 80 & 101 (Fire & Life Safety) code requirements for Door Hardware on "Fire Doors" and "Doors in a Path of Egress". We will cover Fire & Life Safety codes as they relate to the Use and Operation of these opening within facilities. This program will help both the novice and veteran to identify these requirements.
<b>Cost:</b>	None
<b>Length:</b>	4 Hour – Half Day
<b>Certification:</b>	None
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	Individuals responsible for servicing and maintaining hardware within facilities.
<b>Learning Path:</b>	Installer, Sales, Customer Support, Employee
<b>Objectives:</b>	Upon completion this course you will be able to: <ul style="list-style-type: none"> <li>• Identify issues, codes and standards that affect door hardware</li> <li>• Recognize what components and/or corrections are required to have doors comply with codes</li> <li>• Select and correct (with code-approved products) the most recurring violations in the field</li> <li>• Troubleshoot common non-code compliant application issues</li> </ul>
<b>Learning Leader:</b>	Field Sales

### Industry Knowledge: BEST Core A2 Pin Segment Calculations

<b>ID:</b>	DF-FLD-1106
<b>Level:</b>	Introductory – 100 Series Course
<b>Description:</b>	This is a 1 hour in the field instructor led class to familiarize the student with IC Cores, pinning and maintaining A2 BEST Key Systems Cylinders and Cores.
<b>Cost:</b>	None
<b>Length:</b>	2 Hour
<b>Certification:</b>	None
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	Individuals responsible for servicing and maintaining Interchangeable Core and Masterkey systems.
<b>Learning Path:</b>	Installer, Sales, Customer Support, Employee
<b>Objectives:</b>	Upon completion this course you will be able to: <ul style="list-style-type: none"> <li>• Identify BEST Key System, Codes &amp; Cores</li> <li>• Understand options available on Master Key Hierarchy and expansion options</li> <li>• Explain the use of a Key Combinator, Pinning Cores, and CorMax</li> <li>• Troubleshoot common Key System &amp; Core issues that can develop over time</li> </ul>
<b>Learning Leader:</b>	Field Sales

# Instructor Led Course Descriptions

## Industry Knowledge: How to Keep Door Hardware Code Complaint (AIA# 1021DHCC)

<b>ID:</b>	DA-FLD-1107
<b>Level:</b>	Introductory – 100 Series Course
<b>Description:</b>	The program reviews the procedure for developing a Finish Hardware Specification. Whether you employ the services of a Certified Architectural Hardware Consultant (AHC) or you go it on your own, you will leave this program with a better understanding of what information is needed and what resources are available to produce a complete code compliant hardware specification. Included are the required plan sections, code/reference resources and their requirements, and the openings components required to conform to the Codes. This program will help both the veteran and the novice architect and specifier to select the correct, code-approved product for the most common mis-specified applications.
<b>Cost:</b>	No cost to students
<b>Length:</b>	1 Hour
<b>Certification:</b>	None
<b>CEUs:</b>	AIA (HSW), CSI
<b>Who Should Attend:</b>	Architects, Developers, Integrators, General Contractors, Owners
<b>Learning Path:</b>	N/A
<b>Objectives:</b>	<ul style="list-style-type: none"> <li>• Understand the Architectural Hardware Consultant's process and the material they require</li> <li>• Identify available industry resources, codes, and standards affecting your projects.</li> <li>• Learn how to use these resources in the development of a Door Hardware Specification Section 08 71 00</li> <li>• Recognize what opening components are required to comply with the Codes. Automatics and electrified hardware.</li> </ul>
<b>Learning Leader:</b>	Field Sales, Wilson

## Industry Knowledge: dormakaba DORMA Mechanical and Electrified Exit Devices

<b>ID:</b>	DF-FLD-1108
<b>Level:</b>	Introductory – 100 Series Course
<b>Description:</b>	This course is intended to provide an overview of the dormakaba DORMA exit device product line. Product features, installation advantages, mechanical and electrified options, and appropriate applications will be discussed.
<b>Cost:</b>	No cost to students
<b>Length:</b>	1 Hour
<b>Certification:</b>	None
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	Individuals responsible for Facilities Managers, Installers, Sales, Customer Support, Employee, Consultants
<b>Learning Path:</b>	Facilities Managers, Installers, Sales, Customer Support, Employee, Consultants
<b>Objectives:</b>	<p>Upon completion this course you will be able to:</p> <ul style="list-style-type: none"> <li>• Decide which dormakaba exit device can meet your customers need based on security, ADA, and life safety codes.</li> <li>• Learn time saving installation, adjustment and maintenance tips for dormakaba Mechanical and Electrified exit devices.</li> <li>• Specify the correct options for satisfying egress and fire door requirements.</li> <li>• Choose the best option for electronic access control utilizing dormakaba exit devices.</li> </ul>
<b>Learning Leader:</b>	Field Sales, Freeman, Nimee



# Instructor Led Course Descriptions

## Industry Knowledge: dormakaba ED Series Low Energy Swing Operator and Access Control

<b>ID:</b>	DF-FLD-1109
<b>Level:</b>	Introductory – 100 Series Course
<b>Description:</b>	This class is intended to provide an overview of the ED Series Low Energy Operator and the associated access control components required to create a fully functional architectural opening. Product features, installation advantages, and appropriate applications will be discussed.
<b>Cost:</b>	No cost to students
<b>Length:</b>	1 Hour
<b>Certification:</b>	None
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	This course is intended for anyone who sells, specifies, installs, or supports low energy operators and associated components.
<b>Learning Path:</b>	Installer, Sales, Customer Support, Employee
<b>Objectives:</b>	<p>Upon completion this course you will be able to:</p> <ul style="list-style-type: none"> <li>• Determine what additional components may be required when adding a low energy operator to an opening.</li> <li>• Recognize appropriate applications for ANSI 156.19 low energy operators.</li> <li>• Promote the advanced features and functions of the ED Series compared to competitive low energy operators.</li> <li>• Satisfy the accessibility, access control, fire door, and emergency egress requirements on the same opening.</li> </ul>
<b>Learning Leader:</b>	Field Sales, Freeman, Nimee

## Industry Knowledge: dormakaba Basic Electrified Hardware

<b>ID:</b>	DF-FLD-1110
<b>Level:</b>	Introductory – 100 Series Course
<b>Description:</b>	This class is intended to provide the basic fundamentals of electrified door hardware. We will discuss the technology available, frequently used terminology, commonly available components, and codes that drive the use of electrified hardware.
<b>Cost:</b>	No cost to students
<b>Length:</b>	1 Hour
<b>Certification:</b>	None
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	This course is intended for anyone who sells, specifies, installs, or supports electrified hardware components.
<b>Learning Path:</b>	Installer, Sales, Customer Support, Employee
<b>Objectives:</b>	<p>Upon completion this course you will be able to:</p> <ul style="list-style-type: none"> <li>• Determine what are commonly available electrified hardware components</li> <li>• Recommend solutions to access control issues utilizing electrified hardware</li> <li>• Provide guidance on satisfying code compliance regarding electrified hardware</li> <li>• Choose the appropriate components necessary to make a complete system, including elevation and wiring diagrams, their use and make up.</li> </ul>
<b>Learning Leader:</b>	Field Sales, Freeman, Nimee

## Instructor Led Course Descriptions

### Industry Knowledge: dormakaba Concealed Closer

<b>ID:</b>	DF-FLD-1111
<b>Level:</b>	Introductory – 100 Series Course
<b>Description:</b>	This course provides an overview of the dormakaba series of concealed closers. Floor closers, overhead concealed closers, and concealed-in-door closers will be discussed. Center hung, offset hung, and independently hung applications will be detailed. An introduction to glass door types will be included.
<b>Cost:</b>	No cost to students
<b>Length:</b>	1 Hour
<b>Certification:</b>	None
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	This course is intended for anyone who sells, specifies, installs, or supports concealed closer products.
<b>Learning Path:</b>	Installer, Sales, Glaziers, Customer Support, Employee
<b>Objectives:</b>	<p>Upon completion this course you will be able to:</p> <ul style="list-style-type: none"> <li>• Promote the advantages of concealed closers compared to alternative products.</li> <li>• Recognize the proper applications for different types of concealed closers.</li> <li>• Diagnose common problems with concealed closers and offer corrective action suggestions.</li> <li>• Specify correct arm and accessory packages as determined by door / frame material, pivot type and optional functions.</li> </ul>
<b>Learning Leader:</b>	Field Sales, Freeman, Nimee

### Industry Knowledge: School Security: Code Compliant Classroom Door Locking Solutions (AIA# 0222SCHSEC)

<b>ID:</b>	DA-FLD-1112
<b>Level:</b>	Introductory – 100 Series Course
<b>Description:</b>	There is an ever-growing public concern for the safety of our schools. As a result, there are many products coming into the marketplace that do not meet the already established code requirements. In this presentation, we will take a look at what is available for security purposes that is code compliant and the concerns regarding those solutions that are not.
<b>Cost:</b>	No cost to students
<b>Length:</b>	1 Hour
<b>Certification:</b>	None
<b>CEUs:</b>	AIA (HSW), CSI
<b>Who Should Attend:</b>	Architects, Developers, Integrators, General Contractors, Owners
<b>Learning Path:</b>	N/A
<b>Objectives:</b>	<ul style="list-style-type: none"> <li>• Recognize resources available for School Security recommendations</li> <li>• Identify currently available security solutions</li> <li>• Look at barricading devices on the market</li> <li>• Consider codes that affect hardware selection and industry recommendations</li> </ul>
<b>Learning Leader:</b>	Field Sales, Wilson



## Instructor Led Course Descriptions

### Industry Knowledge: dormakaba Dorma Fire Life Safety Electrified Closers/Holders

<b>ID:</b>	DF-FLD-1120
<b>Level:</b>	Introductory – 100 Series Course
<b>Description:</b>	This class is intended to provide an in-depth view at the dormakaba Fire Life Safety Products that are specifiable and different from our competition. These products offered are Surface and Concealed.
<b>Cost:</b>	No cost to students
<b>Length:</b>	1 Hour
<b>Certification:</b>	None
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	Internal/External Customers who want the knowledge to sell against our competition with dormakaba products to meet Codes and Standards to provide a Safe and Secure environment.
<b>Learning Path:</b>	Facilities Managers, Installers, Sales, Customer Support, Employee, Consultants
<b>Objectives:</b>	<p>Upon completion this course you will be able to:</p> <ul style="list-style-type: none"> <li>Decide which dormakaba Fire Life Safety product can meet your customers need based on security, ADA and life safety codes to make life easier for our customers.</li> <li>Learn time saving installation, adjustment and maintenance tips for dormakaba Life Safety Products</li> <li>Select the correct application method for specific Mechanical and Electrified products that our competition does not have in their line-up.</li> <li>Introduction to dormakaba electronic access control solution utilizing Low Energy Automatics and electrified hardware.</li> </ul>
<b>Learning Leader:</b>	Field Sales, Freeman, Nimee

### Industry Knowledge: Design Hardware Product Overview

<b>ID:</b>	DP-FLD-1122
<b>Level:</b>	Introductory – 100 Series Course
<b>Description:</b>	This will be an in depth look at the Design Hardware Mechanical and Electrified Door Control products: Hinges, Locks, Surface Closers, Exit devices and accessories (trims and mullions), Flat goods, Weather-stripping, and Sales materials.
<b>Cost:</b>	No cost to students
<b>Length:</b>	1 Hour
<b>Certification:</b>	None
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	Facility managers, End users, Distributors, Installers, and Consultants who want the knowledge and understand the proper practices on How/When/Where/Why to use the dormakaba Design Hardware to meet Codes and Standards to provide a Safe and Secure environment.
<b>Learning Path:</b>	Facilities Managers, Installers, Sales, Customer Support, Employee, Consultants
<b>Objectives:</b>	<p>Upon completion this course you will be able to:</p> <ul style="list-style-type: none"> <li>Receive an introduction to Design Hardware utilizing the design hardware Website and Cross-Reference Search tool.</li> <li>Decide which Design Hardware door closer, exit device or lock can meet your customers need based on security, ADA, and life safety codes.</li> <li>Earn time saving comparison tips for Design Hardware Mechanical and Electrified products, Closers, Exit devices, and Auxiliary Hardware</li> <li>Understand WHERE Design hardware is used to compliment the dormakaba Premium, Commercial, and Un-Specified Value propositions to create demand.</li> </ul>
<b>Learning Leader:</b>	Field Sales, Jahns, Nimee

## Instructor Led Course Descriptions

### Industry Knowledge: dormakaba Dorma TS 93 Cam and Roller Surface Closer

<b>ID:</b>	DF-FLD-1124
<b>Level:</b>	Introductory – 100 Series Course
<b>Description:</b>	This will be an in depth look at the dormakaba TS 93 Cam and Roller Surface closer and products: TS 93, TS 93 EMR, TS93 EMF, TS 93 GSR, and TS 93 GSR/EMF
<b>Cost:</b>	No cost to students
<b>Length:</b>	1 Hour Max.
<b>Certification:</b>	None
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	Facility managers, End users, Distributors, Installers, and Consultants who want the knowledge and understand the proper practices on How/When/Where/Why to use the TS 93 Cam and Roller surface door closers products to meet Codes and Standards to provide a Safe and Secure environment.
<b>Learning Path:</b>	Facilities Managers, Installers, Sales, Customer Support, Employee, Consultants
<b>Objectives:</b>	<p>Upon completion this course you will be able to:</p> <ul style="list-style-type: none"> <li>• Introduction to the design and product differences of Cam and Roller Closers compared to the Rack and Pinion door closers.</li> <li>• Decide which TS 93 product can meet your customers need based on security, ADA, and life safety codes.</li> <li>• Specifiable Differences of TS 93 product line.</li> <li>• Understand WHERE the TS 93 products are used to compliment the dormakaba Premium and Commercial value propositions to create demand.</li> </ul>
<b>Learning Leader:</b>	Field Sales, Freeman, Nimee

### Industry Knowledge: Basic Fundamentals of ADA/ANSI 117.1

<b>ID:</b>	DI-FLD-1126
<b>Level:</b>	Introductory – 100 Series Course
<b>Description:</b>	In this course, the fundamentals of what accessibility ADA 117 means to your door hardware will be explored.
<b>Cost:</b>	No cost to students
<b>Length:</b>	4-hours Half Day
<b>Certification:</b>	None
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	Architects, Developers, Integrators, General Contractors, Owners, Distributors, Wholesalers
<b>Learning Path:</b>	N/A
<b>Objectives:</b>	<p>Upon completion this course you will be able to:</p> <ul style="list-style-type: none"> <li>• Recognize why an Owner or Facility Operator should comply with ADA</li> <li>• Understand what the requirements are for compliance with ICC/ANSI A117.1 / ADAAG / ADA or locally adopted code requirements.</li> <li>• Identify what openings components need to be ADA compliant</li> <li>• understand how to specify those items to be in compliance.</li> </ul>
<b>Learning Leader:</b>	Field Sales



# Instructor Led Course Descriptions

## Industry Knowledge: dormakaba Electric Strikes - The Basics

<b>ID:</b>	DF-FLD-1134
<b>Level:</b>	Introductory – 100 Series Course
<b>Description:</b>	Our combined resources, talents and shared technologies have strengthened our ability to provide unmatched quality and service to transcend the electronic access control category with a wide range of diversified and advanced solutions. The Electronic Access and Data (EAD) product suite comprises fully networked access control management systems, door control units, electric strikes, electromagnetic locks, readers, keypads, credentials, power supplies, relays, and peripherals. New technologies incorporate mobile access with online or wireless access control management systems. Our products designed to deliver high-powered performance with a single goal in mind – making access in life smart and secure.
<b>Cost:</b>	No cost to students
<b>Length:</b>	2 Hours
<b>Certification:</b>	None
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	This course is designed for sales personnel and technicians involved in designing Keyscan and RCI systems or those who are new to access control.
<b>Learning Path:</b>	Facilities Managers, Installers, Sales, Customer Support, Employee, Consultants
<b>Objectives:</b>	Upon completion of this session, you will have gained knowledge and comprehension on dormakaba's Aurora Access Control Management System integration with Active Directory. This training session will cover the following subjects: <ul style="list-style-type: none"> <li>• RCI Strike Overview</li> </ul>
<b>Learning Leader:</b>	Field Sales



## Instructor Led Course Descriptions

### Industry Knowledge: Keyscan Overview 1 - Access Control Technology

<b>ID:</b>	DF-FLD-1147
<b>Level:</b>	Introductory – 100 Series Course
<b>Description:</b>	In this webinar we will cover what access control entails as well as the access control basics and what you need to know to equip your access control door. In addition, we will cover the basics of Aurora Access Control Management Software System.
<b>Cost:</b>	No cost to students
<b>Length:</b>	2 Hours
<b>Certification:</b>	None
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	Individuals who want to learn how to manage a multi-site system with Aurora Access Control management software; dealers, distributors, sales, technical staff, influencers and employees
<b>Learning Path:</b>	Facilities Managers, Installers, Sales, Customer Support, Employee, Consultants
<b>Objectives:</b>	<p>Upon completion this course you will have the tools to needed know what components are required at a door plus the basics on Aurora software's system requirements.</p> <ul style="list-style-type: none"> <li>• Door Access Control Basics</li> <li>• Who – When – Where of Access Control</li> <li>• Typical access control door devices</li> <li>• Additional hardware equipment requirements</li> <li>• Aurora basic system design</li> <li>• Aurora Software basic requirements</li> </ul>
<b>Learning Leader:</b>	Field Sales, Rushton

### Industry Knowledge: Keyscan Overview II - Keyscan Hardware

<b>ID:</b>	DF-FLD-1148
<b>Level:</b>	Introductory – 100 Series Course
<b>Description:</b>	In this webinar we will cover Keyscan hardware including panels, readers, communication and ancillary devices.
<b>Cost:</b>	No cost to students
<b>Length:</b>	2 Hours
<b>Certification:</b>	None
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	Individuals who want to learn how to fully understand and design Keyscan systems of any size from the ground up.
<b>Learning Path:</b>	Facilities Managers, Installers, Sales, Customer Support, Employee, Consultants
<b>Objectives:</b>	<p>Upon completion this course you will have the tools to needed know what Keyscan components to use in designing an access control system of any size.</p> <ul style="list-style-type: none"> <li>• SDAC and LUNA Software</li> <li>• Keyscan Panel Hardware</li> <li>• Typical access control door devices</li> <li>• Wireless Locks</li> <li>• Hybrid Systems</li> <li>• Keyscan Readers and Peripherals</li> </ul>
<b>Learning Leader:</b>	Field Sales, Rushton, Mathias



# Instructor Led Course Descriptions

## Industry Knowledge: Keyscan Overview III - Keyscan Aurora Software

<b>ID:</b>	DF-FLD-1149
<b>Level:</b>	Introductory – 100 Series Course
<b>Description:</b>	In this webinar we will cover Keyscan software features including LUNA, Aurora and the many integrations Aurora has.
<b>Cost:</b>	No cost to students
<b>Length:</b>	2 Hours
<b>Certification:</b>	None
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	Individuals who want to learn how to fully understand the programming and applications of Keyscan software.
<b>Learning Path:</b>	Facilities Managers, Installers, Sales, Customer Support, Employee, Consultants
<b>Objectives:</b>	<p>Upon completion this course you will have the tools to needed know how Keyscan software works and how to apply it to solve real-life installation challenges.</p> <ul style="list-style-type: none"> <li>• LUNA Software</li> <li>• Aurora Software</li> <li>• Aurora Integrations</li> <li>• Enhanced Lockdown</li> <li>• Multi-Family Integration</li> </ul>
<b>Learning Leader:</b>	Field Sales, Rushton, Mathias

## Industry Knowledge: Keyscan Overview IV - How Keyscan Goes To Market

<b>ID:</b>	DF-FLD-1150
<b>Level:</b>	Introductory – 100 Series Course
<b>Description:</b>	In this webinar we will cover how Keyscan goes to market and how to work with Dealers and Distributors and prospect for new Dealers.
<b>Cost:</b>	No cost to students
<b>Length:</b>	2 Hours
<b>Certification:</b>	None
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	Internal individuals who want to learn how Keyscan goes to market and working with Dealers, Distributors, End Users, Engineers, Spec Writers and Architects. Tips on prospecting and the many tools dormakaba can bring to the table to aid Dealers.
<b>Learning Path:</b>	Facilities Managers, Installers, Sales, Customer Support, Employee, Consultants
<b>Objectives:</b>	<p>Upon completion this course you will have the tools to needed know how Keyscan software works and how to apply it to solve real-life installation challenges.</p> <ul style="list-style-type: none"> <li>• LUNA Software</li> <li>• Aurora Software</li> <li>• Aurora Integrations</li> <li>• Enhanced Lockdown</li> <li>• Multi-Family Integration</li> </ul>
<b>Learning Leader:</b>	Field Sales, Rushton, Mathias

## Instructor Led Course Descriptions

### Industry Knowledge: dormakaba LA GARD 700 Series Introduction

<b>ID:</b>	DP-FLD-1207
<b>Level:</b>	Introductory
<b>Description:</b>	This half hour field training course is an introduction to the 700 Series System by LA GARD. The course is intended for a general audience. Topics covered in this module include a product overview, features and benefits, how it compares to existing LA GARD products, and how to order. After the course you will be given a short test.
<b>Cost:</b>	No cost to students
<b>Length:</b>	.5 Hour
<b>Certification:</b>	None
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	General audiences needing an introduction to the dormakaba LA GARD 700 Series System.
<b>Learning Path:</b>	Employees, Sales, Sales Techs, Distributors and Partners, Customer Service, Product Support, and Technicians
<b>Objectives:</b>	<p>Upon completion this course you will be able to:</p> <ul style="list-style-type: none"> <li>Recall the features, benefits, and competitive advantages to sell the product within the market</li> <li>Know the basic steps of a successful installation and setup</li> <li>Identify differences between the new 700 series and existing LA GARD products</li> <li>Understand how to order the product</li> </ul>
<b>Learning Leader:</b>	Field Sales

### Industry Knowledge: Access Control Overview (AIA# 0222ACCO)

<b>ID:</b>	DA-FLD-1240
<b>Level:</b>	Introductory – 100 Series Course
<b>Description:</b>	Develop a basic understanding of access control systems, how they work, the components that comprise the systems, and codes that affect their usage.
<b>Cost:</b>	No cost to students
<b>Length:</b>	1 Hour
<b>Certification:</b>	None
<b>CEUs:</b>	AIA (HSW), CSI
<b>Who Should Attend:</b>	Architects, Developers, Integrators, General Contractors, Owners
<b>Learning Path:</b>	N/A
<b>Objectives:</b>	<ul style="list-style-type: none"> <li>Develop a basic understanding of Access Control Systems</li> <li>Review types of Access Control and how different Access Control works</li> <li>Recognize the components of an Access Control System</li> <li>Identify Codes and Standards relating to Access Control</li> </ul>
<b>Learning Leader:</b>	Field Sales, Wilson



# Instructor Led Course Descriptions

## Industry Knowledge: Door Hardware for Healthcare (AIA# 0222DHHE)

<b>ID:</b>	DA-FLD-1241
<b>Level:</b>	Introductory – 100 Series Course
<b>Description:</b>	Review the common components that hang, secure, control, protect, and seal architectural openings and their unique application to Healthcare Environments
<b>Cost:</b>	No cost to students
<b>Length:</b>	1 Hour
<b>Certification:</b>	None
<b>CEUs:</b>	AIA (HSW), CSI
<b>Who Should Attend:</b>	Architects, Developers, Integrators, General Contractors, Owners
<b>Learning Path:</b>	N/A
<b>Objectives:</b>	<ul style="list-style-type: none"> <li>Discover the diverse door hardware features made for the specific needs of healthcare</li> <li>Understand how the building codes affect your choice of hardware in Healthcare projects</li> <li>Identify appropriate hardware components required to complete an opening</li> <li>Review special considerations for the plethora of unique door opening applications in the Healthcare Environment</li> </ul>
<b>Learning Leader:</b>	Field Sales, Wilson

## Industry Knowledge: Interpretation of Architectural Openings Submittals (AIA# DAHAOS1)

<b>ID:</b>	DA-FLD-1242
<b>Level:</b>	Introductory – 100 Series Course
<b>Description:</b>	To review Architectural Hardware Submittals efficiently, a better understanding of cracking the code between Manufacturers and model numbers. This session will help develop a better understanding of submittal terminology to save time in the approval process while satisfying building code requirements.
<b>Cost:</b>	No cost to students
<b>Length:</b>	1 Hour
<b>Certification:</b>	None
<b>CEUs:</b>	AIA (HSW), CSI
<b>Who Should Attend:</b>	Architects, Developers, Integrators, General Contractors, Owners
<b>Learning Path:</b>	N/A
<b>Objectives:</b>	<ul style="list-style-type: none"> <li>Identify the basic components of a complete door opening to improve building performance and comfort.</li> <li>Understand architectural hardware submittals that will lead to a better connected building and specifications while meeting building codes.</li> <li>Where to look for signs of code compliance; determining if openings meet fire ratings, life safety codes, and accessibility standards to accommodate building orientation and design criteria</li> <li>Verifying hardware schedule submittals to confirm security hardware issues as specified are meeting building codes and providing well planned safety and security systems.</li> </ul>
<b>Learning Leader:</b>	Field Sales, Wilson

## Instructor Led Course Descriptions

### Industry Knowledge: Revolving Door Systems (AIA# 1021DAHMDB)

<b>ID:</b>	DA-FLD-1243
<b>Level:</b>	Introductory – 100 Series Course
<b>Description:</b>	Provide and overview of revolving door choices, options, applications, and to inform users and designers with criteria to reduce misapplications. We will also discuss ANSH/BHMA codes and concerns.
<b>Cost:</b>	No cost to students
<b>Length:</b>	1 Hour
<b>Certification:</b>	None
<b>CEUs:</b>	AIA (HSW), CSI
<b>Who Should Attend:</b>	Architects, Developers, Integrators, General Contractors, Owners
<b>Learning Path:</b>	N/A
<b>Objectives:</b>	<ul style="list-style-type: none"> <li>• Recognize the types of revolving doors: manual, automatic, security</li> <li>• Where to specify a revolving door</li> <li>• Review construction, materials, and finish</li> <li>• Define specification considerations, ANSI/BHMA codes and concerns.</li> </ul>
<b>Learning Leader:</b>	Field Sales, Wilson

### Industry Knowledge: Operable Partition Systems (AIA# 1021DAHMD5B)

<b>ID:</b>	DA-FLD-1244
<b>Level:</b>	Introductory – 100 Series Course
<b>Description:</b>	This program goes beyond the basics of operable partitions addressing layout, operating clearances, panel construction, and acoustical elements. The intent of this program is to address how these elements work together and impact the environment in terms of health, safety, and welfare.
<b>Cost:</b>	No cost to students
<b>Length:</b>	1 Hour
<b>Certification:</b>	None
<b>CEUs:</b>	AIA (HSW), CSI
<b>Who Should Attend:</b>	Architects, Developers, Integrators, General Contractors, Owners
<b>Learning Path:</b>	N/A
<b>Objectives:</b>	<ul style="list-style-type: none"> <li>• To understand the various panel characteristics and configurations available for operable wall systems.</li> <li>• To learn the different suspension systems available for use with operable partitions</li> <li>• To understand the various types of acoustical seals and how they contribute to desired STC levels</li> <li>• To learn about Health and Safety as it relates to the moving and fire ratings of operable partitions.</li> </ul>
<b>Learning Leader:</b>	Field Sales, Wilson



# Instructor Led Course Descriptions

## Industry Knowledge: Basic Electrified Hardware (AIA# 0921BEH)

<b>ID:</b>	DA-FLD-1245
<b>Level:</b>	Introductory – 100 Series Course
<b>Description:</b>	In this course, the fundamentals of Basic Electrified Door Hardware will be explored. The technology available, frequently used terminology and components, and codes that drive electrified hardware will be discussed.
<b>Cost:</b>	No cost to students
<b>Length:</b>	1 Hour
<b>Certification:</b>	None
<b>CEUs:</b>	AIA (HSW), CSI
<b>Who Should Attend:</b>	Architects, Developers, Integrators, General Contractors, Owners
<b>Learning Path:</b>	N/A
<b>Objectives:</b>	<ul style="list-style-type: none"> <li>• Understand when and why electrified hardware is used</li> <li>• Recognize the types of hardware that can be electrified and which to select to maintain fire and life safety</li> <li>• Discuss codes that require the use of electrified hardware</li> <li>• Be aware of required components necessary to complete a system, including elevation and wiring diagrams, their use and make-up.</li> </ul>
<b>Learning Leader:</b>	Field Sales, Wilson

## Industry Knowledge: ADA Basics, Codes, & Architectural Hardware (AIA # 1021ADA)

<b>ID:</b>	DA-FLD-1246
<b>Level:</b>	Introductory – 100 Series Course
<b>Description:</b>	In this course, the fundamentals of what accessibility means to your door hardware specification will be explored.
<b>Cost:</b>	No cost to students
<b>Length:</b>	1 Hour
<b>Certification:</b>	None
<b>CEUs:</b>	AIA (HSW), CSI
<b>Who Should Attend:</b>	Architects, Developers, Integrators, General Contractors, Owners
<b>Learning Path:</b>	N/A
<b>Objectives:</b>	<ul style="list-style-type: none"> <li>• Recognize why an Owner or Facility Operator should comply with ADA</li> <li>• Understand what the requirements are for compliance with ICC/ANSI A117.1 / ADAAG / ADA or locally adopted code requirements.</li> <li>• Identify what openings components need to be ADA compliant</li> <li>• understand how to specify those items to be in compliance.</li> </ul>
<b>Learning Leader:</b>	Field Sales, Wilson

## Instructor Led Course Descriptions

### Industry Knowledge: Managing & Specifying Architectural Opening Hardware (AIA# 1021MSH)

<b>ID:</b>	DA-FLD-1247
<b>Level:</b>	Introductory – 100 Series Course
<b>Description:</b>	Provide an overview of builders hardware or finish hardware choices; options, applications, and information for users and designers to reduce misapplications. We will discuss building code administrations, laws, code compliance, and industry standards for providing security and safety measures while providing accessibility and emergency egress to meet the legal aspects of a building and building design.
<b>Cost:</b>	No cost to students
<b>Length:</b>	1 Hour
<b>Certification:</b>	None
<b>CEUs:</b>	AIA (HSW), CSI
<b>Who Should Attend:</b>	Architects, Developers, Integrators, General Contractors, Owners
<b>Learning Path:</b>	N/A
<b>Objectives:</b>	<ul style="list-style-type: none"> <li>• Understanding the hardware selection process for architectural openings (Why are there different types?) providing security and safe egress for zoning, regulatory, and code compliance and to ensure life cycle assessment and preservation and reuse of existing facilities.</li> <li>• Coordinate related architectural items requiring finish hardware. Analyze conditions and coordinate related architectural items requiring finish hardware for windows and openings to accommodate building form and enable efficient traffic control.</li> <li>• Understand that there are many elements to any entrance and finish hardware specification issues that have to be coordinated to provide preservation and re-use of buildings and provide architectural grade products for structural integrity, life cycle assessment, and soundness of the building.</li> <li>• Specifying architectural opening hardware products (know components and terms) to comply with life safety, building code, and accessibility requirements for inclusion in submittals and hardware schedules to enable equal access by users and owners of the buildings.</li> </ul>
<b>Learning Leader:</b>	Field Sales, Wilson

### Industry Knowledge: Basic Builder's Door Hardware (AIA# 1121BBH1)

<b>ID:</b>	DA-FLD-1248
<b>Level:</b>	Introductory – 100 Series Course
<b>Description:</b>	The fundamentals of Builder's Hardware products, their characteristics, proper uses, and applications to create an opening that meets applicable Codes, Standards, and Accessibility
<b>Cost:</b>	No cost to students
<b>Length:</b>	1 Hour
<b>Certification:</b>	None
<b>CEUs:</b>	AIA (HSW), CSI
<b>Who Should Attend:</b>	Architects, Developers, Integrators, General Contractors, Owners
<b>Learning Path:</b>	N/A
<b>Objectives:</b>	<ul style="list-style-type: none"> <li>• Understand the fundamentals of door hardware</li> <li>• Understand the common types of hardware available</li> <li>• Identify what hardware components are required to complete an opening</li> <li>• Select appropriate hardware to provide the desired function.</li> </ul>
<b>Learning Leader:</b>	Field Sales, Wilson



# Instructor Led Course Descriptions

## Industry Knowledge: Basic Electrified Hardware (AIA# 0921BEH)

<b>ID:</b>	DA-FLD-1249
<b>Level:</b>	Introductory – 100 Series Course
<b>Description:</b>	Industry specific overview of fixed, pivoting, and sliding wall systems. Application and specification of peripheral components required for door control, emergency egress, access control, and glass selection.
<b>Cost:</b>	No cost to students
<b>Length:</b>	1 Hour
<b>Certification:</b>	None
<b>CEUs:</b>	AIA (HSW), CSI
<b>Who Should Attend:</b>	Architects, Developers, Integrators, General Contractors, Owners
<b>Learning Path:</b>	N/A
<b>Objectives:</b>	<ul style="list-style-type: none"> <li>• Glass Wall Types and Applications for space management, providing daylight, views, and egress enclosures without sacrificing structural integrity.</li> <li>• Design criteria and considerations for Glass Walls that provide aspects of architecture enabling users to have equal access, with a selection of materials and products to reduce product cycle, and create aesthetically pleasing value.</li> <li>• Specification Topics for Fixed and Moveable Glass Wall Systems for master planning, building design interiors, and security measures that provide economic values over time.</li> <li>• Industry trends for Glass Wall Systems to establish provisions for Accessibility (ADA) and sustainability for light management.</li> </ul>
<b>Learning Leader:</b>	Field Sales, Wilson

## Industry Knowledge: Interior Glass Office Front Systems (AIA# DKIGSOO2)

<b>ID:</b>	DA-FLD-1250
<b>Level:</b>	Introductory – 100 Series Course
<b>Description:</b>	This course provides an overview of glass wall systems, glass types, and access control hardware that are commonly installed in office fronts utilizing building methods and codes to provide energy efficiency and sustainability.
<b>Cost:</b>	No cost to students
<b>Length:</b>	1 Hour
<b>Certification:</b>	None
<b>CEUs:</b>	AIA (HSW), CSI
<b>Who Should Attend:</b>	Architects, Developers, Integrators, General Contractors, Owners
<b>Learning Path:</b>	N/A
<b>Objectives:</b>	<ul style="list-style-type: none"> <li>• Understanding and specifying Interior Glass Wall System types providing energy efficiency and natural resources for daylighting, building form, sound separation, and security.</li> <li>• Providing access control on Interior Glass Wall Systems to provide safety and security measures for interiors while providing accessibility and emergency egress to meet the legal aspects of a building and building design.</li> <li>• Building code administration, laws, and industry standards that enables the design for Interior Glass Wall Systems to meet the legal requirements and provide daylighting and open, active day-lit spaces.</li> <li>• Learn the reasons why Interior Glass Wall Systems support state of the art strategies on sustainable design to provide energy efficient, open, active, lit spaces on building projects..</li> </ul>
<b>Learning Leader:</b>	Field Sales, Wilson



## Instructor Led Course Descriptions

### Industry Knowledge: Airport Safety & Security, Physical Access Solutions

<b>ID:</b>	DA-FLD-1257
<b>Level:</b>	Introductory – 100 Series Course
<b>Description:</b>	The popularity and volume of air travel continues to increase making airports enticing targets for those who would disrupt the peace and confidence of the traveling community. Creating an always positive airport experience demands a balance between convenience and obvious public safety. Fortunately, innovation has led to many new technologies that improve facility operation through access control, traffic management and threat detection. From airport gateway to departure jetway, often these crucial elements of airport design are at once aesthetic, serviceable and even relatively invisible to the ordinary passenger. This is all to assure persons of their safety long before they even board their plane.
<b>Cost:</b>	No cost to students
<b>Length:</b>	1 Hour
<b>Certification:</b>	None
<b>CEUs:</b>	AIA (HSW), CSI
<b>Who Should Attend:</b>	Architects, Developers, Integrators, General Contractors, Owners
<b>Learning Path:</b>	N/A
<b>Objectives:</b>	<ul style="list-style-type: none"> <li>• Understand the meaning of “breach control” and how it is best achieved.</li> <li>• Be knowledgeable about entrance/exit lane solutions, including methods of object detection to assure passenger safety.</li> <li>• Have the ability to calculate passenger throughput (flow) and determine the best model for their project circumstance.</li> <li>• Become aware of managed access technologies and their impact on security, code and energy issues.</li> </ul> <p>NOTE: Contact Bill Siebert to present this presentation</p>
<b>Learning Leader:</b>	Field Sales, Wilson



# Instructor Led Course Descriptions

## Industry Knowledge: Automatic Door Systems

<b>ID:</b>	DA-FLD-1258
<b>Level:</b>	Introductory – 100 Series Course
<b>Description:</b>	What is an automatic sliding door and what is its function? Are automatic door operators required on every building? Will these products provide a seamless solution for an entrance where I want aesthetics and energy conservation all in one? This course will answer those questions and more. We will discuss different applications and their possible solutions; the different vertical markets that utilize automatic entrances and how we can maintain aesthetics while providing energy conservation and safety. We will review the IBC, ASTM, and ADA requirements in today's construction industry. Finally, we will talk about touchless - a buzz word that has been brought about by a new generation, a pandemic, and a growing market of desired need for complete automation.
<b>Cost:</b>	No cost to students
<b>Length:</b>	1 Hour
<b>Certification:</b>	None
<b>CEUs:</b>	AIA (HSW), CSI
<b>Who Should Attend:</b>	Architects, Developers, Integrators, General Contractors, Owners
<b>Learning Path:</b>	N/A
<b>Objectives:</b>	<ul style="list-style-type: none"> <li>• Overview of automatic and revolving door options, applications, and solutions.</li> <li>• Identifying function within various vertical markets for convenience, aesthetics, energy conservation and safety</li> <li>• Understand how to interpret the International Building Code (IBC) with referenced ANSI/BHMA standards and ADA requirements.</li> <li>• Discuss industry needs to meet today's growing demand for touchless automated solutions..</li> </ul> <p>NOTE: Contact Amy Salmeron to present this presentation</p>
<b>Learning Leader:</b>	Field Sales, Wilson



## Webinar/Virtual Course Descriptions

### Industry Knowledge: dormakaba Low Energy Vs. Auto Operator Training

<b>ID:</b>	DI-WEB-1089
<b>Level:</b>	Introductory – 100 Series Course
<b>Description:</b>	This class is intended to provide an overview of Low Energy Operators and Automatic Operator choices; options, applications and information for users and designers to reduce misapplications. We will discuss building code administrations, laws, and industry standards for providing security and safety measures while providing accessibility and emergency egress to meet the legal aspects of a building and building design.
<b>Cost:</b>	No cost to students
<b>Length:</b>	1 Hour
<b>Certification:</b>	Attendance certificate
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	Facility managers, End users, Distributors, Installers, and Consultants who want the knowledge and understand the proper installation practices on How/When/Where/Why to use Low Energy or Automatic Operators.
<b>Learning Path:</b>	Facilities Managers, Installers, Sales, Customer Support, Employee, Consultants
<b>Objectives:</b>	<p>Upon completion this course you will be able to:</p> <ul style="list-style-type: none"> <li>• Purpose of understanding the differences for specifying low energy and automatic operators.</li> <li>• Design differences and criteria needed to specify power operators.</li> <li>• The selection process and typical installation and applications of low energy vs. automatic operators.</li> <li>• Evaluation of desirable qualities when selecting low energy or automatic operators to support LEED, ISO 14001, ADA, etc., for preservation and reuse of buildings and provide structural integrity.</li> <li>• Technical terms needed for proper A156.19 Low Energy Operators and/or A156.10 Auto Operators</li> </ul>
<b>Learning Leader:</b>	Nimee, Freeman

### Industry Knowledge: Fire Door Inspection; 13 Things you Must Know

<b>ID:</b>	DI-WEB-1104
<b>Level:</b>	Introductory – 100 Series Course
<b>Description:</b>	This is a 1 hour instructor led class to understand the Annual Fire Door Inspection requirements as stated in NFPA 80 & 101 (Fire & Life Safety) code requirements for Door Hardware on "Fire Doors" and "Doors in a Path of Egress". We will cover Fire & Life Safety codes as they relate to the Use and Operation of these opening within facilities. This program will help both the novice and veteran to identify these requirements.
<b>Cost:</b>	No cost to students
<b>Length:</b>	1 hour
<b>Certification:</b>	None
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	Individuals responsible for servicing and maintaining door hardware within facilities.
<b>Learning Path:</b>	Installer, Sales, Customer Support, Employee
<b>Objectives:</b>	<p>Upon completion this course you will be able to:</p> <ul style="list-style-type: none"> <li>• Identify issues, codes and standards that affect door hardware</li> <li>• Recognize what opening components and/or corrections are required to have these doors comply with codes</li> <li>• Select and correct (with code-approved products) the most recurring violations in the field</li> <li>• Troubleshoot common non-code compliant application issues</li> </ul>
<b>Learning Leader:</b>	Karrer, Davies, Wilson



## Webinar/Virtual Course Descriptions

### Industry Knowledge: How to Keep Your Door Hardware Code Compliant

<b>ID:</b>	DI-WEB-1107
<b>Level:</b>	Introductory – 100 Series Course
<b>Description:</b>	This is a 1 hour in the instructor led overview class to understand the Architectural Hardware Consultants process in creating a code compliant Door Hardware Specification and how to Maintain the door hardware within the facility to be Code Compliant. Fire, Life Safety and ADA codes will be the interpreted and applied.
<b>Cost:</b>	No cost to students
<b>Length:</b>	1 hour
<b>Certification:</b>	None
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	Individuals responsible for servicing and maintaining door hardware within facilities.
<b>Learning Path:</b>	Installer, Sales, Customer Support, Employee
<b>Objectives:</b>	Upon completion this course you will be able to: <ul style="list-style-type: none"> <li>Identify available industry resources, codes and standards that affect door hardware</li> <li>Understand what opening components are required to comply with these codes</li> <li>Select the correct, code-approved product, for the most commonly mis-applied applications</li> <li>Troubleshoot common non-code compliant application issues</li> </ul>
<b>Learning Leader:</b>	Karrer, Wilson, Davies

### Access Control Solutions: dormakaba Basic Electrified Hardware Overview

<b>ID:</b>	DI-WEB-1110
<b>Level:</b>	Introductory – 100 Series Course
<b>Description:</b>	This class is intended to provide the basic fundamentals of electrified door hardware. We will discuss the technology available, frequently used terminology, commonly available components, and codes that drive the use of electrified hardware.
<b>Cost:</b>	No cost to students
<b>Length:</b>	1 Hour
<b>Certification:</b>	None
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	This course is intended for anyone who sells, specifies, installs, or supports electrified hardware components.
<b>Learning Path:</b>	Installer, Sales, Customer Support, Employee
<b>Objectives:</b>	Upon completion this course you will be able to: <ul style="list-style-type: none"> <li>Determine what are commonly available electrified hardware components</li> <li>Recommend solutions to access control issues utilizing electrified hardware</li> <li>Provide guidance on satisfying code compliance regarding electrified hardware</li> <li>Choose the appropriate components necessary to make a complete system, including elevation and wiring diagrams, their use and make up.</li> </ul>
<b>Learning Leader:</b>	Freeman, Nimee

## Webinar/Virtual Course Descriptions

### Industry Knowledge: Introduction to Door Hardware

<b>ID:</b>	DI-WEB-1113
<b>Level:</b>	Introductory – 100 Series Course
<b>Description:</b>	This webinar will provide you with a high-level view of the hardware that is installed on and around doors. We will cover terminology, definitions, applications and more.
<b>Cost:</b>	No cost to students
<b>Length:</b>	1.5 hours
<b>Certification:</b>	None
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	Individuals responsible for managing and/or ordering door hardware products within their facilities.
<b>Objectives:</b>	Upon completion this course you will be able to: <ul style="list-style-type: none"> <li>• Better understand door hardware terminology, definitions and applications</li> </ul>
<b>Learning Leader:</b>	Davies, Karrer

### Industry Knowledge: How to Conduct a Keying Meeting

<b>ID:</b>	DI-WEB-1114
<b>Level:</b>	Introductory – 100 Series Course
<b>Description:</b>	In this webinar, Glen Davies will provide an overview of the process of conducting a Keying Meeting to create the layout of a Masterkey System and will answer any questions you might have.
<b>Cost:</b>	No cost to students
<b>Length:</b>	1.5 hours
<b>Certification:</b>	None
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	Individuals
<b>Learning Path:</b>	Installer, Sales, Customer Support, Employee
<b>Objectives:</b>	Upon completion this course you will be able to: <ul style="list-style-type: none"> <li>• Better understand the critical elements to conduct a successful keying meeting</li> </ul>
<b>Learning Leader:</b>	Davies, Karrer



# Webinar/Virtual Course Descriptions

## Industry Knowledge: Basic Fundamentals of ADA/ANSI 117.1

<b>ID:</b>	DI-WEB-1126
<b>Level:</b>	Introductory – 100 Series Course
<b>Description:</b>	This is a 1-hour webinar where students will come to understand the Fundamentals of ADA Code (requirements as stated in ANSI A117.1) hardware applications required to meet ADA. Students will learn the intent of this Code that is used to establish our International Building Code and standards that affect door hardware. They will recognize what opening components and/or corrections are required to have hardware comply with this code. We will cover the ADA code as they relate to the "Use and Operation" of these opening within facilities. This program will help both the novice and veteran to identify, and correct (with code-approved products) the most recurring violations of these codes in the field.
<b>Cost:</b>	No cost to students
<b>Length:</b>	1 Hour
<b>Certification:</b>	None
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	Individuals responsible for servicing and maintaining hardware within facilities.
<b>Learning Path:</b>	Installer, Sales, Customer Support, Employee
<b>Objectives:</b>	Upon completion this course you will be able to: <ul style="list-style-type: none"> <li>• Recognize opening components</li> <li>• Understand what opening components are required to comply with ANSI A117.1 codes</li> <li>• Review field Use &amp; Operation</li> <li>• Troubleshoot common installation issues and available conversions/field adjustments</li> </ul>
<b>Learning Leader:</b>	Karrer, Davies, Wilson

## Industry Knowledge: How to Keep Door Hardware Code Compliant; The Basics

<b>ID:</b>	DI-WEB-1153
<b>Level:</b>	Introductory – 100 Series Course
<b>Description:</b>	This is a 1-hour webinar where students will come to understand the Fundamentals of ADA Code (requirements as stated in ANSI A117.1) hardware applications required to meet ADA. Students will learn the intent of this Code that is used to establish our International Building Code and standards that affect door hardware. They will recognize what opening components and/or corrections are required to have hardware comply with this code. We will cover the ADA code as they relate to the "Use and Operation" of these opening within facilities. This program will help both the novice and veteran to identify, and correct (with code-approved products) the most recurring violations of these codes in the field.
<b>Cost:</b>	No cost to students
<b>Length:</b>	1 Hour
<b>Certification:</b>	None
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	Individuals responsible for servicing and maintaining hardware within facilities.
<b>Learning Path:</b>	Installer, Sales, Customer Support, Employee
<b>Objectives:</b>	Upon completion this course you will be able to: <ul style="list-style-type: none"> <li>• Recognize opening components</li> <li>• Understand what opening components are required to comply with ANSI A117.1 codes</li> <li>• Review field Use &amp; Operation</li> <li>• Troubleshoot common installation issues and available conversions/field adjustments</li> </ul>
<b>Learning Leader:</b>	Karrer, Davies, Wilson

## Webinar/Virtual Course Descriptions

### Access Hardware Solutions: BEST Interchangeable Cores: Calculations, Pinning and Key Cutting

<b>ID:</b>	DP-WEB-1007
<b>Level:</b>	Introductory – 100 Series Course
<b>Description:</b>	This instructor-led, 2 1/2-hour webinar is a condensed version of our BEST Interchangeable Core class that is conducted in Indianapolis, IN at the dormakaba North American Headquarters and will include on-screen presentations and live video. Students will be able to ask questions during the training session.
<b>Cost:</b>	No cost to students
<b>Length:</b>	2.5 hours
<b>Certification:</b>	None
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	Individuals who are responsible for the combining of cores and cutting keys within their facility.
<b>Objectives:</b>	Upon completion this course you will be able to: <ul style="list-style-type: none"> <li>• Understand the calculation process</li> <li>• Pin cores</li> <li>• Cut keys</li> </ul>
<b>Learning Leader:</b>	Davies, Karrer

### Access Hardware Solutions: BEST 9K Cylindrical and 45H Mortise Options and Installations

<b>ID:</b>	DP-WEB-1008
<b>Level:</b>	Introductory – 100 Series Course
<b>Description:</b>	This instructor-led, 2-hour webinar is a condensed version of our BEST 45H and 9K class that is conducted in Indianapolis, IN at the dormakaba North American Headquarters and will include on-screen presentations and demonstrations via live video.
<b>Cost:</b>	No cost to students
<b>Length:</b>	2 hours
<b>Certification:</b>	None
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	Individuals responsible for the selection, installation, service or maintenance of cylindrical or mortise lock hardware.
<b>Learning Path:</b>	Installer, Sales, Customer Support, Employee
<b>Objectives:</b>	Upon completion this course you will be able to: <ul style="list-style-type: none"> <li>• Identify BEST cylindrical and mortise product types</li> <li>• Understand options available on cylindrical and mortise locks</li> <li>• Install and assemble both cylindrical and mortise locks</li> <li>• Troubleshoot common installation problems</li> </ul>
<b>Learning Leader:</b>	Davies, Karrer



## Webinar/Virtual Course Descriptions

### Access Hardware Solutions: BESTCode Training (for Distributors Only)

<b>ID:</b>	DP-WEB-1010
<b>Level:</b>	Introductory – 100 Series Course
<b>Description:</b>	BESTCode is a web-based application that is available only to select dormakaba distributors. BESTCode allows these distributors to easily create and manage BEST Interchangeable Core masterkey systems as well as create combined core/cut key orders for new or existing systems.
<b>Cost:</b>	No cost to students
<b>Length:</b>	4 hours
<b>Certification:</b>	None
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	Distributor individuals responsible for the creation and management of masterkey systems for their customers.
<b>Objectives:</b>	Upon completion this course you will be able to: <ul style="list-style-type: none"> <li>• Create and manage BEST interchangeable core masterkey systems</li> <li>• Create combined core/cut key orders for new or existing systems</li> </ul>
<b>Learning Leader:</b>	Davies

### Access Hardware Solutions: dormakaba Exits and Locks (Mechanical and Electrified) Training

<b>ID:</b>	DP-WEB-1057
<b>Level:</b>	Introductory – 100 Series Course
<b>Description:</b>	This class is intended to provide an in-depth view on exits and locks (mechanical and electrified); options, applications and information for users and designers to reduce misapplications. We will discuss product features on electrified and electronic hardware while providing accessibility and emergency egress to meet the legal aspects of a building and building design.
<b>Cost:</b>	No cost to students
<b>Length:</b>	1 hr. Max
<b>Certification:</b>	None
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	Facility managers, End users, Distributors, Installers, and Consultants who want the knowledge and understand the proper installation practices on How/When/Where/Why to use the proper exit devices and locks to meet Codes and Standards to provide a Safe and Secure environment.
<b>Learning Path:</b>	Facilities Managers, Installers, Sales, Customer Support, Employee, Consultants
<b>Objectives:</b>	Upon completion this course you will be able to: <ul style="list-style-type: none"> <li>• Decide which dormakaba exit device or lock can meet your customers need based on security, ADA, and life safety codes.</li> <li>• earn time saving installation, adjustment and maintenance tips for dormakaba Mechanical and Electrified - (Exit devices and Locks).</li> <li>• Select the correct application method for specific Mechanical and Electrified products.</li> <li>• Introduction to dormakaba electronic access control solution utilizing Low Energy Automatics and electrified hardware.</li> </ul>
<b>Learning Leader:</b>	Freeman, Nimee



## Webinar/Virtual Course Descriptions

### Access Hardware Solutions: BEST Exit Devices Servicing; Installation, Servicing & Adjustment

<b>ID:</b>	DP-WEB-1059
<b>Level:</b>	Introductory – 100 Series Course
<b>Description:</b>	This is a 1-hour instructor led class to familiarize the attendee with installing and maintaining Exit Devices and will include review of codes relating to requirements and use, proper selection of hardware, hands-on experiences for applications, and options for adding features in the field.
<b>Cost:</b>	No cost to students
<b>Length:</b>	1 Hour
<b>Certification:</b>	None
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	Individuals responsible for servicing and maintaining Exit Device hardware within facilities.
<b>Learning Path:</b>	Installer, Sales, Customer Support, Employee
<b>Objectives:</b>	<p>Upon completion this course you will be able to:</p> <ul style="list-style-type: none"> <li>• Identify and review codes relating to requirements and use, proper selection of hardware and hands-on experiences for applications</li> <li>• Understand what opening components are required to comply with these codes</li> <li>• Review field options for adding features to existing hardware</li> <li>• Troubleshoot common Exit Device issues and available conversions/field adjustments</li> </ul>
<b>Learning Leader:</b>	Karrer, Davies

### Access Hardware Solutions: BEST Door Closer Servicing; Installation, Servicing & Adjustment

<b>ID:</b>	DP-WEB-1060
<b>Level:</b>	Introductory – 100 Series Course
<b>Description:</b>	This is a 1-hour instructor led class to familiarize the attendee with installing and maintaining Door Closers and will include review of codes relating to requirements and use, proper selection of hardware, hands-on experiences for applications, and options for features needed in the field.
<b>Cost:</b>	No cost to students
<b>Length:</b>	1 Hour
<b>Certification:</b>	None
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	Individuals responsible for servicing and maintaining Door Closers within facilities.
<b>Learning Path:</b>	Installer, Sales, Customer Support, Employee
<b>Objectives:</b>	<p>Upon completion this course you will be able to:</p> <ul style="list-style-type: none"> <li>• Identify and review codes relating to requirements and use, proper selection of hardware and hands-on experiences for applications</li> <li>• Understand what opening components are required to comply with these codes</li> <li>• Review field options for features to enhance the hardware operation</li> <li>• Troubleshoot common Door Closer issues and available conversions/field adjustments</li> </ul>
<b>Learning Leader:</b>	Karrer, Davies



# Webinar/Virtual Course Descriptions

## Access Hardware Solutions: BEST Mortise Locks Basics (40H); Things you Must Know to Install & Service

<b>ID:</b>	DP-WEB-1061
<b>Level:</b>	Introductory – 100 Series Course
<b>Description:</b>	This is a 1-hour instructor led class to familiarize the attendee with installing and maintaining BEST Mortise Locks and will include review of codes relating to requirements and use, proper selection of hardware, hands-on experiences for applications, and options for adding features in the field.
<b>Cost:</b>	No cost to students
<b>Length:</b>	1 Hour
<b>Certification:</b>	None
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	Individuals responsible for servicing and maintaining Mortise Lock hardware within facilities.
<b>Learning Path:</b>	Installer, Sales, Customer Support, Employee
<b>Objectives:</b>	<p>Upon completion this course you will be able to:</p> <ul style="list-style-type: none"> <li>Identify and review codes relating to requirements and use, proper selection of hardware, hands-on experiences for applications</li> <li>Understand what opening components are required to comply with these codes</li> <li>Review field options for adding features to existing hardware</li> <li>Troubleshoot common Mortise Lock issues and available conversions/field adjustments</li> </ul>
<b>Learning Leader:</b>	Karrer, Davies

## Access Hardware Solutions: BEST Cylindrical Locks Basics (9K); Things you Must Know to Install & Service

<b>ID:</b>	DP-WEB-1062
<b>Level:</b>	Introductory – 100 Series Course
<b>Description:</b>	This is a 1 hour instructor led class to familiarize the attendee with installing and maintaining BEST Cylindrical Locks and will include review of codes relating to requirements and use, proper selection of hardware, hands-on experiences for applications, and options for adding features in the field.
<b>Cost:</b>	No cost to students
<b>Length:</b>	1 Hour
<b>Certification:</b>	None
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	Individuals responsible for servicing and maintaining Cylindrical Lock hardware within facilities.
<b>Learning Path:</b>	Installer, Sales, Customer Support, Employee
<b>Objectives:</b>	<p>Upon completion this course you will be able to:</p> <ul style="list-style-type: none"> <li>Identify and review codes relating to requirements and use, proper selection of hardware, hands-on experiences for applications</li> <li>Understand what opening components are required to comply with these codes</li> <li>Review field options for adding features to existing hardware</li> <li>Troubleshoot common Cylindrical Lock issues and available conversions/field adjustments</li> </ul>
<b>Learning Leader:</b>	Karrer, Davies



## Webinar/Virtual Course Descriptions

### Access Hardware Solutions: dormakaba Simplex and E-Plex Overview for Sales

<b>ID:</b>	DP-WEB-1065
<b>Level:</b>	Introductory – 100 Series Course
<b>Description:</b>	This webinar includes a quick review of each product within both the Simplex and E-Plex product lines. Participants will have the opportunity to see every lock and some of their advantages over our competitor's products.
<b>Cost:</b>	No cost to students
<b>Length:</b>	1.25 Hours
<b>Certification:</b>	None
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	Restricted to dormakaba sales only.
<b>Objectives:</b>	Upon completion this course you will be able to: <ul style="list-style-type: none"> <li>• The advantages of Simplex and E-Plex</li> <li>• Installation of gateways with both USB and TCP-IP connectivity</li> <li>• How to add routers to a wireless system</li> </ul>
<b>Learning Leader:</b>	Shuford, Rushton

### Access Hardware Solutions: dormakaba Simplex Product Overview

<b>ID:</b>	DP-WEB-1066
<b>Level:</b>	Introductory
<b>Description:</b>	In this webinar, participants will see a listing of the features and benefits of the Simplex family of mechanical pushbutton locks. We will discuss application opportunities and well as installation features and will touch on certain trouble shooting situations.
<b>Cost:</b>	No cost to students
<b>Length:</b>	1 Hour
<b>Certification:</b>	None
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	Locksmiths, maintenance technicians, building owners, integrators, schools, hospitals and any commercial/industrial properties who desire mechanical access control.
<b>Learning Path:</b>	Installer, Sales, Customer Support, Employee
<b>Objectives:</b>	Upon completion this course you will be able to: <ul style="list-style-type: none"> <li>• Comprehension of the features and benefits of the Simplex product line</li> <li>• Understand application and installation features</li> <li>• Resolve certain troubleshooting issues</li> </ul>
<b>Learning Leader:</b>	Shuford



## Webinar/Virtual Course Descriptions

### Access Hardware Solutions: dormakaba Simplex Manual Programming Overview

<b>ID:</b>	DP-WEB-1067
<b>Level:</b>	Introductory
<b>Description:</b>	This webinar will inform the participants how to change the PIN code in a variety of the Simplex mechanical locks. It will also discuss certain features pertaining to ADA, BHMA and DOD code requirements for most models.
<b>Cost:</b>	No cost to students
<b>Length:</b>	1 Hour
<b>Certification:</b>	None
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	Locksmiths, maintenance technicians, building owners, integrators, schools, hospitals and any commercial/industrial properties who desire mechanical access control.
<b>Learning Path:</b>	Installer, Sales, Customer Support, Employee
<b>Objectives:</b>	Upon completion this course you will be able to: <ul style="list-style-type: none"> <li>• Change the PIN code in a variety of Simplex mechanical locks</li> <li>• Comprehension of various features related to ADA, BHMA and DoD code requirements</li> </ul>
<b>Learning Leader:</b>	Shuford

### Access Hardware Solutions: dormakaba Overview

<b>ID:</b>	DP-WEB-1078
<b>Level:</b>	Introductory – 100 Series Course
<b>Description:</b>	This will be an in depth look at the dormakaba Mechanical and Electrified Door Control products (exits, and locks); Surface and concealed closers, Fire Life-Safety, and Low Energy Automatics and Access Control.
<b>Cost:</b>	No cost to students
<b>Length:</b>	1.5 Hours
<b>Certification:</b>	Attendance certificate
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	Facility managers, End users, Distributors, Installers, and Consultants who want the knowledge and understand the proper installation practices on How/When/Where/Why to use the proper exit devices and locks to meet Codes and Standards to provide a Safe and Secure environment.
<b>Learning Path:</b>	Facilities Managers, Installers, Sales, Customer Support, Employee, Consultants
<b>Objectives:</b>	Upon completion this course you will be able to: <ul style="list-style-type: none"> <li>• Decide which dormakaba exit device or lock can meet your customers need based on security, ADA, and life safety codes.</li> <li>• Earn time saving installation, adjustment and maintenance tips for dormakaba Mechanical and Electrified products - Closers, Exit devices, and Locks.</li> <li>• Select the correct application method for specific Mechanical and Electrified products.</li> <li>• Introduction to electronic access control solution utilizing Low Energy Automatics and electrified hardware.</li> </ul>
<b>Learning Leader:</b>	Nimee, Freeman

## Webinar/Virtual Course Descriptions

### Access Hardware Solutions: dormakaba Door Closers (Surface and Concealed) and Arm Application Overview

<b>ID:</b>	DP-WEB-1087
<b>Level:</b>	Introductory – 100 Series Course
<b>Description:</b>	This class overview will provide an detailed view of mechanical door closer and electrified door control products (surface and concealed); proper Arm options, applications and information for users and designers to reduce misapplications. We will discuss building code administrations, laws, and industry standards for providing security and safety measures while providing accessibility and emergency egress to meet the legal aspects of a building and building design.
<b>Cost:</b>	No cost to students
<b>Length:</b>	1 Hour
<b>Certification:</b>	None
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	Facility managers, End users, Distributors, Installers, and Consultants who want the knowledge and understand the proper installation practices on How/When/Where/Why to use the proper door closers and arms to meet Codes and Standards to provide a Safe and Secure environment.
<b>Learning Path:</b>	Installer, Sales, Customer Support, Employee
<b>Objectives:</b>	Upon completion this course you will be able to: <ul style="list-style-type: none"> <li>• Decide which dormakaba Door Control product can meet your customers need based on security, ADA and life safety codes.</li> <li>• Learn time saving installation, adjustment and maintenance tips for dormakaba Mechanical and Electrified closers</li> <li>• Select the correct application method for specific Mechanical and Electrified Door Closer products.</li> </ul>
<b>Learning Leader:</b>	Freeman, Nimee

### Access Hardware Solutions: dormakaba Specifiable Differences

<b>ID:</b>	DP-WEB-1088
<b>Level:</b>	Introductory – 100 Series Course
<b>Description:</b>	This class is intended to provide an in-depth view at the dormakaba products that are specifiable and different from our competition; mortise locks, cylindrical locks, exits devices, access control products, Low Energy Automatics, and Access Control, key systems and serialized key control (SKC).
<b>Cost:</b>	No cost to students
<b>Length:</b>	1 Hour
<b>Certification:</b>	Attendance certificate
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	Internal/External Customers who want the knowledge to sell against our competition with dormakaba products to meet Codes and Standards to provide a Safe and Secure environment.
<b>Learning Path:</b>	Installer, Sales, Customer Support, Employee
<b>Objectives:</b>	Upon completion this course you will be able to: <ul style="list-style-type: none"> <li>• Decide which dormakaba Door Control product can meet your customers need based on security, ADA and life safety codes and make life easier for our customers.</li> <li>• Learn time saving installation, adjustment and maintenance tips for dormakaba products.</li> <li>• Select the correct application method for specific Mechanical and Electrified products that our competition does not have in their line-up</li> <li>• Introduction to dormakaba electronic access control solution utilizing Low Energy Automatics and electrified hardware.</li> </ul>
<b>Learning Leader:</b>	Freeman, Nimee



## Webinar/Virtual Course Descriptions

### Access Hardware Solutions: dormakaba Arm Application Overview

<b>ID:</b>	DP-WEB-1092
<b>Level:</b>	Introductory – 100 Series Course
<b>Description:</b>	This class overview is intended to provide an in-depth view of mechanical door closer arms available with the dormakaba mechanical door closer line. We will discuss all arm applications providing accessibility and emergency egress to meet the legal aspects of a building and building design.
<b>Cost:</b>	No cost to students
<b>Length:</b>	1 hour – (depending on available time)
<b>Certification:</b>	None
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	Facility managers, End users, Distributors, Installers, and Consultants who want the knowledge and understand the proper installation practices on How/When/Where/Why to use the proper door closers and arms to meet Codes and Standards to provide a Safe and Secure environment.
<b>Learning Path:</b>	Installer, Sales, Customer Support, Employee
<b>Objectives:</b>	<p>Upon completion this course you will be able to:</p> <ul style="list-style-type: none"> <li>• Decide which dormakaba Door Control and arm configuration product can meet your customers need based on security, ADA and life safety codes.</li> <li>• Learn time saving installation, adjustment and maintenance tips for dormakaba Mechanical and Electrified closers arm applications.</li> <li>• Select the correct application method for specific Mechanical and Electrified products.</li> </ul>
<b>Learning Leader:</b>	Freeman, Nimee

### Access Hardware Solutions: BEST Level 1 Training for 9K, 40H, Exits & Closers

<b>ID:</b>	DP-WEB-1105
<b>Level:</b>	Introductory – 100 Series Course
<b>Description:</b>	This is a 1-hour instructor-led class focuses on Introductory knowledge of the Basic Leading Features & Benefits of the BEST Brand of products. The course will review BEST 9K & 40H locks, Exits and Closers that makes our products stand out over the competition. Why and where to use these products to make a difference is the primary focus.
<b>Cost:</b>	No cost to students
<b>Length:</b>	1 Hour
<b>Certification:</b>	None
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	Individuals responsible for recommending and maintaining hardware within facilities.
<b>Learning Path:</b>	Installer, Sales, Customer Support, Employee
<b>Objectives:</b>	<p>Upon completion this course you will be able to:</p> <ul style="list-style-type: none"> <li>• Recognize Features that make us different and Better</li> <li>• Understand what design features provide Durability and Longevity</li> <li>• Review field applications, use &amp; operation</li> <li>• Recommend options for exceeding the requirements of the Specification</li> </ul>
<b>Learning Leader:</b>	Karrer, Davies

## Webinar/Virtual Course Descriptions

### Access Hardware Solutions: BEST Core Combining A2 Pin Segment Calculations

<b>ID:</b>	DP-WEB-1106
<b>Level:</b>	Introductory – 100 Series Course
<b>Description:</b>	This is a 1-hour instructor led class to familiarize the student with IC Cores, pinning and maintaining BEST Key Systems Cylinders and Cores. Pin Segment Calculations will be reviewed and explained in detail during this training.
<b>Cost:</b>	No cost to students
<b>Length:</b>	1 Hour
<b>Certification:</b>	None
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	Individuals responsible for servicing and maintaining Interchangeable Core and Masterkey systems.
<b>Learning Path:</b>	Installer, Sales, Customer Support, Employee
<b>Objectives:</b>	Upon completion this course you will be able to: <ul style="list-style-type: none"> <li>• Identify BEST Key System, Codes &amp; Cores</li> <li>• Understand options available on Master Key Hierarchy and expansion options</li> <li>• Review equipment used Key Cutting and Pinning Cores</li> <li>• Troubleshoot common Key System &amp; Core issues that occur due to miscalculations of Pin Segments</li> </ul>
<b>Learning Leader:</b>	Karrer, Davies

### Access Hardware Solutions: dormakaba Mechanical and Electrified Exit Device Training

<b>ID:</b>	DP-WEB-1108
<b>Level:</b>	Introductory – 100 Series Course
<b>Description:</b>	This course is intended to provide an overview of the dormakaba DORMA exit device product line. Product features, installation advantages, mechanical and electrified options, and appropriate applications will be discussed.
<b>Cost:</b>	No cost to students
<b>Length:</b>	1 Hour
<b>Certification:</b>	None
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	Individuals responsible for
<b>Learning Path:</b>	Facilities Managers, Installers, Sales, Customer Support, Employee, Consultants
<b>Objectives:</b>	Upon completion this course you will be able to: <ul style="list-style-type: none"> <li>• Decide which dormakaba exit device can meet your customers need based on security, ADA, and life safety codes.</li> <li>• Learn time saving installation, adjustment and maintenance tips for dormakaba Mechanical and Electrified exit devices.</li> <li>• Specify the correct options for satisfying egress and fire door requirements.</li> <li>• Choose the best option for electronic access control utilizing dormakaba exit devices.</li> </ul>
<b>Learning Leader:</b>	Freeman, Nimee



## Webinar/Virtual Course Descriptions

### Access Hardware Solutions: dormakaba Concealed Closer Training

<b>ID:</b>	DP-WEB-1111
<b>Level:</b>	Introductory – 100 Series Course
<b>Description:</b>	This course provides an overview of the dormakaba series of concealed closers. Floor closers, overhead concealed closers, and concealed-in-door closers will be discussed. Center hung, offset hung, and independently hung applications will be detailed. An introduction to glass door types will be included.
<b>Cost:</b>	No cost to students
<b>Length:</b>	1 Hour
<b>Certification:</b>	None
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	This course is intended for anyone who sells, specifies, installs, or supports concealed closer products.
<b>Learning Path:</b>	Installer, Sales, Glaziers, Customer Support, Employee
<b>Objectives:</b>	Upon completion this course you will be able to: <ul style="list-style-type: none"> <li>• Promote the advantages of concealed closers compared to alternative products.</li> <li>• Recognize the proper applications for different types of concealed closers.</li> <li>• Diagnose common problems with concealed closers and offer corrective action suggestions.</li> <li>• Specify correct arm and accessory packages as determined by door / frame material, pivot type and optional functions.</li> </ul>
<b>Learning Leader:</b>	Freeman, Nimee

### Access Hardware Solutions: Introduction to Access Hardware Solutions

<b>ID:</b>	DP-WEB-1113
<b>Level:</b>	Introductory – 100 Series Course
<b>Description:</b>	This webinar will provide you with a high-level view of the hardware that is installed on and around doors. We will cover terminology, definitions, applications and more.
<b>Cost:</b>	No cost to students
<b>Length:</b>	1.5 hours
<b>Certification:</b>	None
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	Individuals responsible for managing and/or ordering door hardware products within their facilities.
<b>Learning Path:</b>	Installer, Sales, Customer Support, Employee
<b>Objectives:</b>	Upon completion this course you will be able to: <ul style="list-style-type: none"> <li>• Better understand door hardware terminology, definitions and applications</li> </ul>
<b>Learning Leader:</b>	Davies, Karrer





## Webinar/Virtual Course Descriptions

### Access Hardware Solutions: BEST How to Conduct a Keying Meeting

<b>ID:</b>	DP-WEB-1114
<b>Level:</b>	Introductory – 100 Series Course
<b>Description:</b>	In this webinar, Glen Davies will provide an overview of the process of conducting a Keying Meeting to create the layout of a Masterkey System and will answer any questions you might have.
<b>Cost:</b>	No cost to students
<b>Length:</b>	1.5 Hours
<b>Certification:</b>	None
<b>CEUs:</b>	None
<b>Objectives:</b>	Upon completion this course you will be able to: <ul style="list-style-type: none"> <li>• Better understand the critical elements to conduct a successful keying meeting</li> </ul>
<b>Learning Leader:</b>	Davies, Karrer

### Access Hardware Solutions: Introduction to BEST Exit Devices

<b>ID:</b>	DP-WEB-1116
<b>Level:</b>	Introductory – 100 Series Course
<b>Description:</b>	This instructor-led, 1-hour webinar is an overview of the features and options of BEST PRECISION Exit Devices and will break-down the nomenclature (part numbers) into easy to understand pieces. Students will be able to ask questions during the training session.
<b>Cost:</b>	No cost to students
<b>Length:</b>	1 Hour
<b>Certification:</b>	None
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	Anyone interested in the session's topic including dealers, distributors, end-users, influencers and employees.
<b>Objectives:</b>	Upon completion this course you will be able to: <ul style="list-style-type: none"> <li>• Identify BEST exit device part numbers, understand the varied features and options and be familiar with exit device applications.</li> </ul>
<b>Learning Leader:</b>	Davies, Karrer



# Webinar/Virtual Course Descriptions

## Access Hardware Solutions: BEST Key Systems Overview and Q & A

<b>ID:</b>	DP-WEB-1118
<b>Level:</b>	Introductory – 100 Series Course
<b>Description:</b>	This 1-hour, instructor-led webinar will provide the student with an overview of the BEST A2 & A4 Key Systems specifications, hierarchies and BEST Interchangeable Core product types. Students are encouraged to ask questions during the session.
<b>Cost:</b>	No cost to students
<b>Length:</b>	1 Hour
<b>Certification:</b>	None
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	Individuals responsible for installing, managing, maintaining or selling BEST Interchangeable Cores and Keys.
<b>Objectives:</b>	Upon completion of this course you will be familiar with: <ul style="list-style-type: none"> <li>• BEST Keys Systems Specifications</li> <li>• BEST Keys System Hierarchies</li> <li>• BEST Interchangeable Core Types</li> <li>• How to read BEST Code Pages</li> </ul>
<b>Learning Leader:</b>	Davies, Karrer

## Access Hardware Solutions: Conventional Lock Cylinders: Pinning & Servicing

<b>ID:</b>	DP-WEB-1119
<b>Level:</b>	Introductory – 100 Series Course
<b>Description:</b>	This instructor-led webinar will provide the student with an overview of Standard, non-interchangeable core lock cylinder pinning and servicing. Students are encouraged to ask questions during the session. NOTE: You will need a phone with a headset or speakerphone if your computer does not have speakers and a microphone. Your computer will also need web access. Please test your ability to connect to Cisco WebEx by navigating to <a href="https://www.webex.com/test-meeting.html">https://www.webex.com/test-meeting.html</a> and joining a Test Meeting.
<b>Cost:</b>	No cost to students
<b>Length:</b>	1 Hour
<b>Certification:</b>	None
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	Individuals responsible for installing, managing, maintaining or selling locks with standard cylinders.
<b>Objectives:</b>	Upon completion this course you will be familiar with: <ul style="list-style-type: none"> <li>• Standard pin tumbler lock cylinder types</li> <li>• Lock cylinder terminology</li> <li>• The basic concepts of standard keying and master keying</li> <li>• Standard lock cylinder pinning</li> <li>• Tools that are needed to pin standard lock cylinders</li> </ul>
<b>Learning Leader:</b>	Davies

## Webinar/Virtual Course Descriptions

### Access Hardware Solutions: dormakaba Life Safety Closers/holders

<b>ID:</b>	DP-WEB-1120
<b>Level:</b>	Introductory – 100 Series Course
<b>Description:</b>	This class is intended to provide an in-depth view at the dormakaba Fire Life Safety Products that are specifiable and different from our competition. These products offered are Surface and Concealed.
<b>Cost:</b>	No cost to students
<b>Length:</b>	1 Hour
<b>Certification:</b>	Attendance certificate
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	Internal/External Customers who want the knowledge to sell against our competition with dormakaba products to meet Codes and Standards to provide a Safe and Secure environment.
<b>Learning Path:</b>	Facilities Managers, Installers, Sales, Customer Support, Employee, Consultants
<b>Objectives:</b>	<p>Upon completion this course you will be able to:</p> <ul style="list-style-type: none"> <li>• Decide which dormakaba Fire Life Safety product can meet your customers need based on security, ADA and life safety codes to make life easier for our customers.</li> <li>• Learn time saving installation, adjustment and maintenance tips for dormakaba Life Safety Products</li> <li>• Select the correct application method for specific Mechanical and Electrified products that our competition does not have in their line-up.</li> <li>• Introduction to dormakaba electronic access control solution utilizing Low Energy Automatics and electrified hardware.</li> </ul>
<b>Learning Leader:</b>	Freeman, Nimee

### Access Hardware Solutions: Design Hardware Product Overview

<b>ID:</b>	DP-WEB-1122
<b>Level:</b>	Introductory – 100 Series Course
<b>Description:</b>	This will be an in depth look at the Design Hardware Mechanical and Electrified Door Control products: Hinges, Locks, Surface Closers, Exit devices and accessories (trims and mullions), Flat goods, Weather-stripping, and Sales materials.
<b>Cost:</b>	No cost to students
<b>Length:</b>	1 Hour
<b>Certification:</b>	None
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	Facility managers, End users, Distributors, Installers, and Consultants who want the knowledge and understand the proper practices on How/When/Where/Why to use the dormakaba Design Hardware to meet Codes and Standards to provide a Safe and Secure environment.
<b>Learning Path:</b>	Facilities Managers, Installers, Sales, Customer Support, Employee, Consultants
<b>Objectives:</b>	<p>Upon completion this course you will be able to:</p> <ul style="list-style-type: none"> <li>• Receive an introduction to Design Hardware utilizing the design hardware Website and Cross-Reference Search tool.</li> <li>• Decide which Design Hardware door closer, exit device or lock can meet your customers need based on security, ADA, and life safety codes.</li> <li>• Earn time saving comparison tips for Design Hardware Mechanical and Electrified products, Closers, Exit devices, and Auxiliary Hardware</li> <li>• Understand WHERE Design hardware is used to compliment the dormakaba Premium, Commercial, and Un-Specified Value propositions to create demand.</li> </ul>
<b>Learning Leader:</b>	Jahns, Nimee



# Webinar/Virtual Course Descriptions

## Access Hardware Solutions: dormakaba TS 93 Cam and Roller Surface Door Closer Product Overview

<b>ID:</b>	DP-WEB-1124
<b>Level:</b>	Introductory – 100 Series Course
<b>Description:</b>	This will be an in depth look at the dormakaba TS 93 Cam and Roller Surface closer and products: TS 93, TS 93 EMR, TS93 EMF, TS 93 GSR, and TS 93 GSR/EMF
<b>Cost:</b>	No cost to students
<b>Length:</b>	1 Hour Max.
<b>Certification:</b>	None
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	Facility managers, End users, Distributors, Installers, and Consultants who want the knowledge and understand the proper practices on How/When/Where/Why to use the TS 93 Cam and Roller surface door closers products to meet Codes and Standards to provide a Safe and Secure environment.
<b>Learning Path:</b>	Facilities Managers, Installers, Sales, Customer Support, Employee, Consultants
<b>Objectives:</b>	<p>Upon completion this course you will be able to:</p> <ul style="list-style-type: none"> <li>• Introduction to the design and product differences of Cam and Roller Closers compared to the Rack and Pinion door closers.</li> <li>• Decide which TS 93 product can meet your customers need based on security, ADA, and life safety codes.</li> <li>• Specifiable Differences of TS 93 product line.</li> <li>• Understand WHERE the TS 93 products are used to compliment the dormakaba Premium and Commercial value propositions to create demand.</li> </ul>
<b>Learning Leader:</b>	Freeman, Nimee

## Access Hardware Solutions: BEST Key Cutter Maintenance: How to Use, Maintain & Adjust Your BEST AD433

<b>ID:</b>	DP-WEB-1155
<b>Level:</b>	Introductory – 100 Series Course
<b>Description:</b>	<p>This 1 ¼ - hour, instructor-led webinar will provide the student with information and demonstrations on how to conduct basic service and adjustment on the BEST AD433 Key Combinator. Students are encouraged to ask questions during the session.</p> <p><b>NOTE:</b> You will need a phone with a headset or speakerphone if your computer does not have speakers and a microphone. Your computer will also need web access. Please test your ability to connect to Cisco WebEx by navigating to <a href="https://www.webex.com/test-meeting.html">https://www.webex.com/test-meeting.html</a> and joining a Test Meeting.</p>
<b>Cost:</b>	No cost to students
<b>Length:</b>	1.25 Hour.
<b>Certification:</b>	None
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	Individuals responsible for using and maintaining the BEST AD433 Key Combinator
<b>Objectives:</b>	<p>Upon completion this course you will be familiar with:</p> <ul style="list-style-type: none"> <li>• Overview of BEST Key System Types</li> <li>• Current AD400 Series Variations</li> <li>• AD433 Operation</li> <li>• Troubleshooting</li> <li>• Lubrication &amp; Maintenance</li> <li>• Replacing the Punch &amp; Die (cutter assembly)</li> <li>• Adjusting the Depth of Cut</li> <li>• Technical Support &amp; Documentation</li> </ul>
<b>Learning Leader:</b>	Davies

# Webinar/Virtual Course Descriptions

## Access Hardware Solutions: BEST Access Control 101 - Basics

<b>ID:</b>	DP-WEB-1159
<b>Level:</b>	Introductory – 100 Series Course
<b>Description:</b>	This class is an access control overview that will help participants to understand the basics of access control systems. We will explore different types of access control, how they work and the components that are required to create an access control system. You will also have the opportunity to understand and consider some codes and standards that directly affect access control. Leave this presentation better prepared to ask questions that will help you build the access control system your customer is looking for.
<b>Cost:</b>	No cost to students
<b>Length:</b>	1 hour
<b>Certification:</b>	None
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	Installer, Sales, Customer Support, Employee
<b>Objectives:</b>	Upon completion this course you will be able to: <ul style="list-style-type: none"> <li>• Determine what are commonly available electrified hardware components</li> <li>• Recommend solutions to access control issues utilizing electrified hardware</li> <li>• Provide guidance on satisfying code compliance regarding electrified hardware</li> </ul>
<b>Learning Leader:</b>	Karrer, Davies

## Access Hardware Solutions: dormakaba ED Series Low Energy Swing Operators Installation

<b>ID:</b>	DP-WEB-1163
<b>Level:</b>	Introductory – 100 Series Course
<b>Description:</b>	This class is intended to provide an online installation overview of the ED Series Low Energy Operator and the associated activation components required to create a fully functional architectural opening. Mechanical installation, electrical connections, programming procedures and trouble shooting processes will be discussed.
<b>Cost:</b>	No cost to students
<b>Length:</b>	1 Hour.
<b>Certification:</b>	None
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	This course is intended for anyone who sells, specifies, installs, or supports low energy operators and associated components.
<b>Learning Path:</b>	Installer, Sales, Customer Support, Employee
<b>Objectives:</b>	Upon completion this course you will be able to: <ol style="list-style-type: none"> <li>1) Determine the proper type of mount and accurately locate for maximum operating efficiency.</li> <li>2) Recognize appropriate applications for ANSI 156.19 low energy operators.</li> <li>3) Promote the advanced features and functions of the ED Series compared to competitive low energy operators.</li> <li>4) Commission the ED Series operator in most common scenarios.</li> <li>5) Program all standard features and fine tune typical functions.</li> <li>6) Trouble shoot issues utilizing the on board diagnostic program.</li> </ol>
<b>Learning Leader:</b>	Freeman, Nimee



## Webinar/Virtual Course Descriptions

### Access Hardware Solutions: dormakaba LM Pivot Sets & Components Training

<b>ID:</b>	DP-WEB-1170
<b>Level:</b>	Introductory – 100 Series Course
<b>Description:</b>	This course provides an overview of the dormakaba series of LM pivot sets and components. Applications include center pivot, ¾" offset pivots, 1 ½" offset pivots and pocket pivots will be discussed. Variations including fire rated, lead lined, extra heavy duty, electrified types of pivots will be discussed.
<b>Cost:</b>	No cost to students
<b>Length:</b>	1 Hour
<b>Certification:</b>	None
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	This course is intended for anyone who sells, specifies, installs, or supports architectural openings.
<b>Objectives:</b>	<p>Upon completion this course you will be able to:</p> <ul style="list-style-type: none"> <li>• Promote the advantages of pivots sets compared to standard hinges, geared hinges or pin in barrel hinges.</li> <li>• Recognize the proper applications for different types of pivot sets.</li> <li>• Diagnose common problems with pivot sets and offer corrective action suggestions.</li> <li>• Specify correct pivot sets and accessory packages as determined by door / frame material, pivot type and optional functions.</li> </ul>
<b>Learning Leader:</b>	Freeman, Nimee

### Access Hardware Solutions: 40H Mortise Lock Q&A: OPEN Forum to Discuss Mortise lock Installation, Servicing and Options

<b>ID:</b>	DP-WEB-1171
<b>Level:</b>	Introductory – 100 Series Course
<b>Description:</b>	This is a 1 hour instructor led class to familiarize the attendee with installing and maintaining BEST Mortise Locks and will include review of codes relating to requirements and use, proper selection of hardware, hands-on experiences for applications, and options for adding features in the field.
<b>Cost:</b>	No cost to students
<b>Length:</b>	1 Hour.
<b>Certification:</b>	None
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	Installer, Sales, Customer Support, Employee
<b>Objectives:</b>	<p>Upon completion this course you will be able to:</p> <ul style="list-style-type: none"> <li>• Identify and review codes relating to requirements and use, proper selection of hardware, hands-on experiences for applications</li> <li>• Understand what opening components are required to comply with these codes</li> <li>• Review field options for adding features to existing hardware</li> <li>• Troubleshoot common Mortise Lock issues and available conversions/field adjustments</li> </ul>
<b>Learning Leader:</b>	Karrer

## Webinar/Virtual Course Descriptions

### Access Hardware Solutions: dormakaba SAM RF Virtual Training

<b>ID:</b>	DP-WEB-1174
<b>Level:</b>	Intermediate
<b>Description:</b>	This is a four (4) hour virtual training led by the instructor on how to set-up and use the SAM RF Software
<b>Objectives:</b>	<p>Upon completion student should understand how to:</p> <ul style="list-style-type: none"> <li>• Add unit, suite and common doors</li> <li>• How to add residents and staff</li> <li>• How to set up Administrators</li> <li>• How to program a lock</li> <li>• How to pull audit trail information and view from the software</li> <li>• How to back-up the data base of the SAM RF Software</li> </ul>
<b>Who Should Attend:</b>	Individuals who install, service and sale the SAM RF Software
<b>Learning Paths:</b>	Locksmiths, Installers, Sales, Customer Service, Employees
<b>Cost:</b>	No cost to students
<b>Length:</b>	Four (4) hours
<b>Course Type:</b>	Instructor Led Virtual Training
<b>Certification:</b>	None
<b>CEUs:</b>	None
<b>Learning Leader:</b>	Shuford

### Access Hardware Solutions: E-Plex Standard Software Virtual Training

<b>ID:</b>	DP-WEB-1175
<b>Level:</b>	Intermediate
<b>Description:</b>	This is a two (2) hour virtual training led by the instructor on how to set-up and use the E-Plex Standard Software
<b>Objectives:</b>	<p>Upon completion student should understand how to:</p> <ul style="list-style-type: none"> <li>• How to set up a new site</li> <li>• How to set up new doors</li> <li>• How to add/delete users to the software and program a door</li> <li>• How to pull audit trails and review within the software</li> <li>• How to back-up the software's data base</li> </ul>
<b>Who Should Attend:</b>	Individuals who install, service and sale the E-Plex Standard locks and software
<b>Learning Paths:</b>	Locksmiths, Installers, Sales, Customer Service, Employees
<b>Cost:</b>	No cost to students
<b>Length:</b>	Two (2) hours
<b>Course Type:</b>	Instructor Led Virtual Training
<b>Certification:</b>	None
<b>CEUs:</b>	None
<b>Learning Leader:</b>	Shuford



## Webinar/Virtual Course Descriptions

### Access Hardware Solutions: E-Plex Enterprise Advanced Software Virtual Training

<b>ID:</b>	DP-WEB-1176
<b>Level:</b>	Advanced
<b>Description:</b>	This is a three and one-half (3-1/2) hour virtual training led by the instructor on how to set-up and use the E-Plex Enterprise Advanced Software
<b>Objectives:</b>	<p>Upon completion student should understand how to:</p> <ul style="list-style-type: none"> <li>• How to set up new doors</li> <li>• How to add/delete users to the software and program a door</li> <li>• How to assign card credentials to the user</li> <li>• How to add schedules and holidays to doors</li> <li>• How to create Door Groups and Access Groups</li> <li>• How to pull audit trails and review within the software</li> <li>• How to back-up the software's data base</li> </ul>
<b>Who Should Attend:</b>	Individuals who install, service and sale the E-Plex card based locks and/or the Enterprise Advanced Software
<b>Learning Paths:</b>	Locksmiths, Installers, Sales, Customer Service, Employees
<b>Cost:</b>	No cost to students
<b>Length:</b>	Three and one-half (3-1/2) hours
<b>Course Type:</b>	Instructor Led Virtual Training
<b>Certification:</b>	None
<b>CEUs:</b>	None
<b>Learning Leader:</b>	Shuford

### Access Hardware Solutions: Simplex Mechanical Chamber Virtual Training

<b>ID:</b>	DP-WEB-1177
<b>Level:</b>	Intermediate
<b>Description:</b>	This is a one and one-half (1-1/2) hour virtual training lead by the instructor on how to use and understand the use of the Simplex mechanical chambers
<b>Objectives:</b>	<p>Upon completion student should understand how to:</p> <ul style="list-style-type: none"> <li>• How to change a user code</li> <li>• How to find a lost code</li> <li>• How to read the code gears to find an existing code</li> <li>• How to put to chamber in passage</li> <li>• When it's time to replace an existing chamber</li> </ul>
<b>Who Should Attend:</b>	Individuals who install, service and sale the Simplex products
<b>Learning Paths:</b>	Locksmiths, Installers, Sales, Customer Service, Employees
<b>Cost:</b>	No cost to students
<b>Length:</b>	One and one-half (1-1/2) hours
<b>Course Type:</b>	Instructor Led Virtual Training
<b>Certification:</b>	None
<b>CEUs:</b>	None
<b>Learning Leader:</b>	Shuford





## Webinar/Virtual Course Descriptions

### Access Hardware Solutions: Simplex 1000 Service Kit Installation Virtual Training

<b>ID:</b>	DP-WEB-1178
<b>Level:</b>	Intermediate
<b>Description:</b>	This is a two and one-half (2-1/2) hour virtual training led by the instructor on how to install a Service Kit in a Simplex 1000 mechanical lockset
<b>Objectives:</b>	Upon completion student should understand how to: <ul style="list-style-type: none"> <li>Fully install a Service Kit in a Simplex 1000 Mechanical Lock</li> </ul>
<b>Who Should Attend:</b>	Individuals who install, service and sale the Simplex locks
<b>Learning Paths:</b>	Locksmiths, Installers, Sales, Customer Service, Employees
<b>Cost:</b>	No cost to students
<b>Length:</b>	Two and one-half (2-1/2) hours
<b>Course Type:</b>	Instructor Led Virtual Training
<b>Certification:</b>	None
<b>CEUs:</b>	None
<b>Learning Leader:</b>	Shuford

### Access Hardware Solutions: How to Service a Simplex 5000 Mechanical Lock Virtual Training

<b>ID:</b>	DP-WEB-1179
<b>Level:</b>	Intermediate
<b>Description:</b>	This is a two (2) hour instructor led virtual training that will cover the service issues on the Simplex 5000 Series Mechanical Lock
<b>Objectives:</b>	Upon completion student should understand how to: <ul style="list-style-type: none"> <li>Open the lock up and understand all the components and how to pin point service related issues</li> </ul>
<b>Who Should Attend:</b>	Individuals who install, service and sale the Simplex locks
<b>Learning Paths:</b>	Locksmiths, Installers, Sales, Customer Service, Employees
<b>Cost:</b>	No cost to students
<b>Length:</b>	Two (2) hours
<b>Course Type:</b>	Instructor Led Virtual Training
<b>Certification:</b>	None
<b>CEUs:</b>	None
<b>Learning Leader:</b>	Shuford



## Webinar/Virtual Course Descriptions

### Access Hardware Solutions: Simplex 1000 Installation Virtual Training

<b>ID:</b>	DP-WEB-1180
<b>Level:</b>	Intermediate
<b>Description:</b>	This virtual training is a one (1) hour instructor led training to teach the proper installation procedure of the Simplex 1000 Mechanical Pushbutton Lock
<b>Objectives:</b>	Upon completion of the class, student should understand all aspects for proper installation of the Simplex 1000 Lock
<b>Who Should Attend:</b>	Individuals who install, service and sale the Simplex locks
<b>Learning Paths:</b>	Locksmiths, Installers, Sales, Customer Service, Employees
<b>Cost:</b>	No cost to attendees
<b>Length:</b>	One (1) hour
<b>Course Type:</b>	Instructor Led Virtual Training
<b>Certification:</b>	None
<b>CEUs:</b>	None
<b>Learning Leader:</b>	Shuford

### Access Hardware Solutions: Simplex 5000 Installation Virtual Training

<b>ID:</b>	DP-WEB-1181
<b>Level:</b>	Intermediate
<b>Description:</b>	This virtual training is a one and one-half (1-1/2) hour instructor led training to teach the proper installation procedure of the Simplex 5000 Mechanical Pushbutton Lock
<b>Objectives:</b>	Upon completion of the class, student should understand all aspects for proper installation of the Simplex 5000 Lock
<b>Who Should Attend:</b>	Individuals who install, service and sale the Simplex locks
<b>Learning Paths:</b>	Locksmiths, Installers, Sales, Customer Service, Employees
<b>Cost:</b>	No cost to attendees
<b>Length:</b>	One and one-half (1-1/2) hours
<b>Course Type:</b>	Instructor Led Virtual Training
<b>Certification:</b>	None
<b>CEUs:</b>	None
<b>Learning Leader:</b>	Shuford



## Webinar/Virtual Course Descriptions

### Access Hardware Solutions: Introduction to Switch Tech

<b>ID:</b>	DP-WEB-1203
<b>Level:</b>	Introductory – 100 Series Course
<b>Description:</b>	This instructor-led, 1 1/4-hour webinar is an introduction to the BEST Switch Tech access control system. The presentation will include on-screen images and live video. Students will be able to ask questions during the training session.
<b>Objectives:</b>	Upon completion of this course, you will know: <ul style="list-style-type: none"> <li>• Switch Tech components, which include Switch Cores, the Switch Bridge, Switch Fobs</li> <li>• The Switch Tech mobile app</li> <li>• Applications for Switch Tech</li> <li>• Installation of Switch Cores</li> <li>• Access Control Software Options</li> </ul>
<b>Who Should Attend:</b>	Individuals who are interested in how Switch Cores work and its applications.
<b>Cost:</b>	No cost to students
<b>Length:</b>	1.25 hours
<b>Course Type:</b>	Webinar
<b>Certification:</b>	None
<b>CEUs:</b>	None
<b>Learning Leader:</b>	Davies

### Access Hardware Solutions: Introduction to BEST Door Closers

<b>ID:</b>	DP-WEB-1204
<b>Level:</b>	Introductory – 100 Series Course
<b>Description:</b>	This is a one-hour instructor led webinar intended to familiarize the student with the new BEST Door Closers product line.
<b>Objectives:</b>	Upon completion of this course you will be able to: <ul style="list-style-type: none"> <li>• Identify the BEST Door Closer that replaces the corresponding discontinued Stanley Door Closer</li> <li>• Understand the nomenclature for BEST Door Closers</li> <li>• Understand BEST Door Closer arm options and nomenclature</li> </ul>
<b>Who Should Attend:</b>	Individuals responsible for the selection, installation, service, or sales of BEST Door Closers.
<b>Learning Paths:</b>	Installer, Sales, Customer Support, Employee
<b>Cost:</b>	No cost to students
<b>Length:</b>	1-hour
<b>Course Type:</b>	Instructor Led Webinar
<b>Certification:</b>	Certificate of Completion
<b>CEUs:</b>	None
<b>Learning Leader:</b>	Davies, Karrer



## Webinar/Virtual Course Descriptions

### Access Hardware Solutions: Basic Masterkey System Theory: An Introduction to How Masterkey Systems Work

<b>ID:</b>	DP-WEB-1205
<b>Level:</b>	Introductory – 100 Series Course
<b>Description:</b>	This 1 ½ - hour, instructor-led webinar will provide the student with an overview of how masterkey systems work and how they are created. Students may ask questions during the session.
<b>Objectives:</b>	<p>Upon completion of this course, you will be familiar with:</p> <ul style="list-style-type: none"> <li>• The basic concepts of creating the number patterns that become keys</li> <li>• How to create a simple masterkey system</li> <li>• The math that calculates key cuts into cylinder pins</li> <li>• ANSI-BHMA 156.28 Key System Hierarchies</li> <li>• Limitations of mechanical key systems</li> </ul>
<b>Who Should Attend:</b>	Individuals responsible for managing, maintaining masterkeyed lock hardware and keys.
<b>Cost:</b>	No cost to students
<b>Length:</b>	1 ½ - hour
<b>Course Type:</b>	Webinar
<b>Certification:</b>	Certificate of Completion
<b>CEUs:</b>	None
<b>Learning Leader</b>	Davies



## Webinar/Virtual Course Descriptions

### Access Control Solutions: BEST Keystone Web Training

<b>ID:</b>	DP-WEB-1009
<b>Level:</b>	Introductory – 100 Series Course
<b>Description:</b>	This 3-hour, instructor-led webinar will assist the user in navigating through the basics of the Keystone® WEB software. The user will learn to manage cores, doors, keys and people by remotely viewing the instructor's computer as practical exercises are conducted. The user will also learn how to back-up the database, manage users, and create reports.
<b>Cost:</b>	No cost to students
<b>Length:</b>	3 hours
<b>Certification:</b>	None
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	Individuals responsible for managing cores, doors, locks, keys and key-holders (people) with the Keystone Web® software.
<b>Objectives:</b>	Upon completion this course you will be able to: <ul style="list-style-type: none"> <li>• Manage Users</li> <li>• Manage Cores, Keys, Doors and People</li> <li>• Manually enter and import data</li> <li>• Create and modify reports</li> <li>• Backup and restore the database</li> </ul>
<b>Learning Leader:</b>	Davies

### Access Control Solutions: BEST Keystone 600 Training

<b>ID:</b>	DP-WEB-1011
<b>Level:</b>	Introductory – 100 Series Course
<b>Description:</b>	This webinar covers the DISCONTINUED Keystone 600 software.  This 3-hour, instructor-led webinar will assist the user in navigating through the basics of the Keystone® 600 software. The user will learn to manage cores, doors, keys and key-holders by remotely viewing the instructor's computer as practical exercises are conducted. The user will also learn how to back-up the database, manage users, and create reports.
<b>Cost:</b>	No cost to students
<b>Length:</b>	3 hours
<b>Certification:</b>	None
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	Individuals responsible for managing the Keystone 600 system within their facilities.
<b>Requirements:</b>	You will need a phone with a headset or speakerphone and a computer with internet access.
<b>Objectives:</b>	Upon completion this course you will be able to: <ul style="list-style-type: none"> <li>• Manage cores, doors, keys and key-holders</li> <li>• Back up the database</li> <li>• Manage Users</li> <li>• Create Reports</li> </ul>
<b>Learning Leader:</b>	Davies



## Webinar/Virtual Course Descriptions

### Access Control Solutions: BEST SHELTER Wireless Lockdown

<b>ID:</b>	DP-WEB-1012
<b>Level:</b>	Introductory – 100 Series Course
<b>Description:</b>	This instructor-led, 3-hour webinar is a condensed version of our BEST SHELTER Wireless Lockdown class that is conducted in Indianapolis, IN at the dormakaba North American Headquarters and will include on-screen presentations and live video. Students will be able to ask questions during the training session.
<b>Cost:</b>	No cost to students
<b>Length:</b>	3 hours
<b>Certification:</b>	None
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	Individuals responsible for the selection, installation, service, operation or maintenance of a SHELTER Wireless Lockdown system.
<b>Learning Path:</b>	Installer, Sales, Customer Support, Employee
<b>Objectives:</b>	Upon completion this course you will be able to: <ul style="list-style-type: none"> <li>• Understand the system architecture</li> <li>• Commission a SHELTER system</li> <li>• Enroll hardware into the SHELTER system</li> <li>• Manage notifications</li> <li>• Maintain the hardware</li> </ul>
<b>Learning Leader:</b>	Davies

### Access Control Solutions: Aurora Basic Setup Webinar

<b>ID:</b>	DP-WEB-1016
<b>Level:</b>	Introductory, Intermediate
<b>Description:</b>	This 1-hour training course covers Aurora's functionality, requirements and how to Setup a site within an Aurora Access Control System.
<b>Cost:</b>	No cost to students
<b>Length:</b>	1 Hour
<b>Certification:</b>	None
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	Anyone who is looking to learn how to initially setup a site within Aurora Access Control Systems; Installation Technician, Service Technician.
<b>Objectives:</b>	Upon completion this course you will be able to: <ul style="list-style-type: none"> <li>• Adding a site</li> <li>• Adding hardware to a site</li> <li>• Creating schedules</li> <li>• Setup FPI</li> <li>• Basic Group Access level setup</li> <li>• Adding Holidays</li> <li>• Status Screen</li> <li>• Site Setup Report</li> <li>• System Log Report</li> </ul>
<b>Learning Leader:</b>	Aguat, Rushton, Schwering



# Webinar/Virtual Course Descriptions

## Access Control Solutions: dormakaba Aurora Site Management Webinar

<b>ID:</b>	DP-WEB-1018
<b>Level:</b>	Introductory, Intermediate
<b>Description:</b>	This 1-hour training course covers Aurora's functionality and how to manage a multi-site system in Aurora Access Control management software.
<b>Cost:</b>	No cost to students
<b>Length:</b>	1 Hour
<b>Certification:</b>	None
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	Individuals who want to learn how to manage a multi-site system with Aurora Access Control management software; End users, property managers, security staff, Installation Technician, Service Technician.
<b>Objectives:</b>	Upon completion this course you will be able to: <ul style="list-style-type: none"> <li>• Navigation of a multi-site system</li> <li>• Managing access control panel across multi-site system</li> <li>• Managing user logon accounts for site administrators and software users</li> <li>• Group Access level best practice across multi-site system</li> <li>• Master Holidays-Site Holiday date management</li> <li>• Multi-Site transaction reporting</li> </ul>
<b>Learning Leader:</b>	Aguat, Rushton, Schwering

## Access Control Solutions: BEST Keystone WEB "Hands-on" Training Webinar

<b>ID:</b>	DP-WEB-1064
<b>Level:</b>	Introductory – 100 Series Course
<b>Description:</b>	<p>This 4 -hour, instructor-led "hands-on" webinar will assist the user in navigating through the basics of the Keystone® WEB software. The user will learn to manage cores, doors, keys and key-holders by remotely viewing the instructor's computer as practical exercises are conducted and REMOTELY CONTROLLING LAB COMPUTERS. The user will also learn how to back-up the database, manage users, and create reports.</p> <p>NOTE: The students will be remotely controlling computers in the dormakaba Training Center, so it is not necessary to have Keystone Web software installed for this training webinar. You will need a phone with a headset or speakerphone if your computer does not have speakers and a microphone. Your computer will also need web access. Mobile devices and Chromebooks will not work for the hands-on portion of the training. Please test your ability to connect to Cisco WebEx by navigating to <a href="https://www.webex.com/test-meeting.html">https://www.webex.com/test-meeting.html</a> and joining a Test Meeting.</p>
<b>Cost:</b>	No cost to students
<b>Length:</b>	4 hours
<b>Certification:</b>	None
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	Individuals responsible for managing cores, doors, locks, keys and key-holders (people) with the Keystone Web® software.
<b>Objectives:</b>	Upon completion this course you will be able to: <ul style="list-style-type: none"> <li>• Manage Users</li> <li>• Manage Cores, Keys, Doors and People</li> <li>• Manually enter and import data</li> <li>• Create and modify reports</li> <li>• Backup and restore the database</li> </ul>
<b>Learning Leader:</b>	Davies



## Webinar/Virtual Course Descriptions

### Access Control Solutions: dormakaba Simplex and E-Plex Overview for Sales

<b>ID:</b>	DP-WEB-1065
<b>Level:</b>	Introductory – 100 Series Course
<b>Description:</b>	This webinar includes a quick review of each product within both the Simplex and E-Plex product lines. Participants will have the opportunity to see every lock and some of their advantages over our competitor's products.
<b>Cost:</b>	No cost to students
<b>Length:</b>	1.25 Hours
<b>Certification:</b>	None
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	Individuals responsible for
<b>Objectives:</b>	Upon completion this course you will be able to: <ul style="list-style-type: none"> <li>• The advantages</li> <li>• Installation of gateways with both USB and TCP-IP connectivity</li> <li>• How to add routers to a wireless system</li> </ul>
<b>Learning Leader:</b>	Shuford, Rushton

### Access Control Solutions: dormakaba E-Plex Product Overview

<b>ID:</b>	DP-WEB-1068
<b>Level:</b>	Introductory
<b>Description:</b>	This webinar will discuss each of the E-Plex products and the features and benefits. We will explore certain features and warranties, fire code requirements, and BHMA grades of each product. This webinar covers both entry level electronic locks as well as the upper tier, system locks. Participants will have the option to ask specific questions on the E-Plex products during this webinar.
<b>Cost:</b>	No cost to students
<b>Length:</b>	1 Hour
<b>Certification:</b>	None
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	Individuals responsible for the selection, service or maintenance of door hardware, locksmith and installers.
<b>Learning Path:</b>	Installer, Sales, Customer Support, Employee
<b>Objectives:</b>	Upon completion this course you will be able to: <ul style="list-style-type: none"> <li>• Comprehension of the E-Plex product features and benefits</li> <li>• Comprehension of various features related to ADA, BHMA and DoD code requirements</li> </ul>
<b>Learning Leader:</b>	Shuford, Rushton



## Webinar/Virtual Course Descriptions

### Access Control Solutions: dormakaba E-Plex Manual Programming Overview

<b>ID:</b>	DP-WEB-1069
<b>Level:</b>	Introductory
<b>Description:</b>	This webinar will show a series of videos on how to perform certain manual program methods such as adding users, managers and service users, how to set up passage mode and activation at the lock, how to put the lock in a true lockdown condition as well as how to set up the parameters for each installed lock.
<b>Cost:</b>	No cost to students
<b>Length:</b>	1.25 Hours
<b>Certification:</b>	None
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	Individuals responsible for the selection, service or maintenance of door hardware, locksmith and installers.
<b>Learning Path:</b>	Installer, Sales, Customer Support, Employee
<b>Objectives:</b>	Upon completion this course you will be able to: <ul style="list-style-type: none"> <li>• Understanding various programming actions, such as adding users, managers and service users, how to set up passage mode and activate the lock</li> </ul>
<b>Learning Leader:</b>	Shuford, Rushton

### Access Control Solutions: dormakaba E-Plex / PowerPlex Overview

<b>ID:</b>	DP-WEB-1070
<b>Level:</b>	Introductory
<b>Description:</b>	This webinar offers an overview including features and benefits for both the E-Plex 2000 and PowerPlex locks. The PowerPlex is a unique lock that requires no batteries to program or operate the lock. All power is supplied through the rotation of the exterior lever. Students will be instructed on proper installation procedures as well as manual and software programming.
<b>Cost:</b>	No cost to students
<b>Length:</b>	1 Hour
<b>Certification:</b>	None
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	Locksmiths, integrators, architects, spec writers and installers
<b>Learning Path:</b>	Installer, Sales, Customer Support, Employee
<b>Objectives:</b>	Upon completion this course you will be able to: <ul style="list-style-type: none"> <li>• Identify the difference between the E-Plex 2000 and PowerPlex locks</li> <li>• Identify the features and benefits for both E-Plex 2000 and PowerPlex locks</li> </ul>
<b>Learning Leader:</b>	Shuford, Rushton



## Webinar/Virtual Course Descriptions

### Access Control Solutions: dormakaba E-Plex Standard Software Overview

<b>ID:</b>	DP-WEB-1071
<b>Level:</b>	Introductory
<b>Description:</b>	This instructor led webinar will actually use the E-Plex Standard Software on the instructor screen and students will see how to set up a site, add doors and users and program the E-Plex standard electronic locks with a USB to iRDa adapter. Students will also learn how to pull audit trails from the locks and view these reports within the software.
<b>Cost:</b>	No cost to students
<b>Length:</b>	1 Hour
<b>Certification:</b>	None
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	Locksmiths, integrators, architects, spec writers and installers
<b>Learning Path:</b>	Installer, Sales, Customer Support, Employee
<b>Objectives:</b>	Upon completion this course you will be able to: <ul style="list-style-type: none"> <li>• Set up a site, add doors and users</li> <li>• Program the E-Plex standard electronic locks with a USB to iRDa adaptor</li> <li>• Pull audit trails from the locks and view the reports within the software</li> </ul>
<b>Learning Leader:</b>	Shuford

### Access Control Solutions: dormakaba Enterprise Software Overview

<b>ID:</b>	DP-WEB-1072
<b>Level:</b>	Introductory
<b>Description:</b>	This webinar will be live demonstration using the current version of the E-Plex Enterprise Software. Participants will become familiar with how to set up holidays and schedules, add the various types of users, how to program the lock and pull audit trail information with the USB to iRDa adapter.
<b>Cost:</b>	No cost to students
<b>Length:</b>	1 Hour
<b>Certification:</b>	None
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	Locksmiths, integrators, architects, spec writers and installers
<b>Learning Path:</b>	Installer, Sales, Customer Support, Employee
<b>Objectives:</b>	Upon completion this course you will be able to: <ul style="list-style-type: none"> <li>• Setup holidays and schedules as well as various user types</li> <li>• How to program locks and pull audit trail information with the USB to iRDa Adapter</li> <li>• Various types of E-Plex locks that can be used with the Enterprise Software</li> <li>• Tips and Tricks on how to set up a wireless system</li> </ul>
<b>Learning Leader:</b>	Shuford

## Webinar/Virtual Course Descriptions

### Access Control Solutions: dormakaba E-Plex Wireless Feature Overview

<b>ID:</b>	DP-WEB-1073
<b>Level:</b>	Introductory – 100 Series Course
<b>Description:</b>	This class offers an overview to dormakaba Wireless feature with information on how you can qualify to become a dormakaba Certified E-Plex Wireless Electronic Security Dealer. Class demonstration will be provided from the instructor, including conducting a site survey, installation of gateways with both USB and TCP-IP connectivity. Students will learn the method on how to add routers to a wireless system.
<b>Cost:</b>	No cost to students
<b>Length:</b>	1 Hour
<b>Certification:</b>	None
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	Locksmiths, installers, integrators, architects, spec writers and property owners
<b>Learning Path:</b>	Installer, Sales, Customer Support, Employee
<b>Objectives:</b>	Upon completion this course you will be able to: <ul style="list-style-type: none"> <li>• How to conduct a site survey</li> <li>• Installation of gateways with both USB and TCP-IP connectivity</li> <li>• How to add routers to a wireless system</li> </ul>
<b>Learning Leader:</b>	Shuford, Rushton

### Access Control Solutions: dormakaba E-Plex 7900 Lock Overview

<b>ID:</b>	DP-WEB-1074
<b>Level:</b>	Introductory
<b>Description:</b>	This webinar will discuss the new functions of a card based, wireless, electronic lock. We will review the features and benefits as well as the credentials of this product.
<b>Cost:</b>	No cost to students
<b>Length:</b>	1 Hour
<b>Certification:</b>	None
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	Locksmiths, integrators, architects, spec writers and installers
<b>Learning Path:</b>	Installer, Sales, Customer Support, Employee
<b>Objectives:</b>	Upon completion this course you will be able to: <ul style="list-style-type: none"> <li>• Understand the functions of a card based, wireless electronic lock</li> <li>• Understand the features and benefits including the credentials of this product</li> </ul>
<b>Learning Leader:</b>	Shuford, Rushton



## Webinar/Virtual Course Descriptions

### Access Control Solutions: dormakaba SAM RF / InSync Product Overview

<b>ID:</b>	DP-WEB-1075
<b>Level:</b>	Introductory
<b>Description:</b>	This webinar discusses the InSync locks and includes the features and benefits of each series of access control locks. We will also discuss the hardware to make the access control keys as well as interrogate and program the locks.
<b>Cost:</b>	No cost to students
<b>Length:</b>	1.5 Hours
<b>Certification:</b>	None
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	Individuals responsible for the selection, service or maintenance of door hardware for multihousing projects, off campus student housing, assisted living facilities, retirement centers and apartment buildings.
<b>Learning Path:</b>	Installer, Sales, Customer Support, Employee
<b>Objectives:</b>	Upon completion this course you will be able to: <ul style="list-style-type: none"> <li>• The SAM RF Software</li> <li>• Identify system components</li> <li>• How to program locks, pull audit trails</li> <li>• What type facilities this system is best suited</li> </ul>
<b>Learning Leader:</b>	Shuford

### Access Control Solutions: dormakaba SAM RF Software Overview

<b>ID:</b>	DP-WEB-1076
<b>Level:</b>	Introductory
<b>Description:</b>	This webinar will be led using a live version of the SAM RF Software. Participants will see how to make keys, program locks, retrieve audit trails, and review reports. This webinar will discuss the type keys that can be made, functions of the Utility Device and various methods on how to interrogate the locks to obtain valuable information.
<b>Cost:</b>	No cost to students
<b>Length:</b>	2 Hours
<b>Certification:</b>	None
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	Individuals responsible for the selection, service or maintenance of door hardware for multihousing projects, off campus student housing, assisted living facilities, retirement centers and apartment buildings.
<b>Learning Path:</b>	Installer, Sales, Customer Support, Employee
<b>Objectives:</b>	Upon completion this course you will be able to: <ul style="list-style-type: none"> <li>• Make keys, program locks, retrieve audit trails and review reports</li> <li>• Identify key types</li> <li>• Understand the functions of the utility device</li> </ul>
<b>Learning Leader:</b>	Shuford

## Webinar/Virtual Course Descriptions

### Access Control Solutions: dormakaba SAM RF Software Overview

<b>ID:</b>	DP-WEB-1077
<b>Level:</b>	Introductory
<b>Description:</b>	This webinar will offer a brief overview on what products are available in the InSync product line and we will discuss the system components as well as a brief observation on how to make keys and program the locks. A good webinar for those looking for a quick overview on where and how the system functions.
<b>Cost:</b>	No cost to students
<b>Length:</b>	1.25 Hours
<b>Certification:</b>	None
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	Individuals responsible for the selection, service or maintenance of door hardware for multihousing projects, off campus student housing, assisted living facilities, retirement centers and apartment buildings.
<b>Learning Path:</b>	Installer, Sales, Customer Support, Employee
<b>Objectives:</b>	Upon completion this course you will be able to: <ul style="list-style-type: none"> <li>• Identify what products are available in the InSync product line</li> <li>• Comprehend the system components</li> <li>• Make keys and program locks</li> </ul>
<b>Learning Leader:</b>	Shuford

### Access Control Solutions: dormakaba Aurora Enhanced Lockdown

<b>ID:</b>	DP-WEB-1079
<b>Level:</b>	Intermediate, Advanced
<b>Description:</b>	During this 30-minute training course we will review Aurora's Advanced Lockdown feature. A brief question-and-answer period will be held at the end of the seminar to address any further clarification required.
<b>Cost:</b>	No cost to students
<b>Length:</b>	1 Hour
<b>Certification:</b>	None
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	Individuals who want to learn how to manage a multi-site system with Aurora Access Control management software; End users, property managers, security staff, Installation Technician, Service Technician.
<b>Objectives:</b>	Upon completion this course you will be able to: <ul style="list-style-type: none"> <li>• What is Aurora Enhanced Lockdown</li> <li>• How does it compare to the standard Lockdown/Lockout functions of Aurora software</li> <li>• Trigger selectable schedules to change states to control various parameters</li> <li>• User initiated triggers across various lockdown scenarios with lockdown icon on their PC desktop</li> <li>• Control who has access and who does not have access during a lockout situation</li> </ul>
<b>Learning Leader:</b>	Rushton, Aguat, Schwering



## Webinar/Virtual Course Descriptions

### Access Control Solutions: dormakaba Aurora software integration w/ BEST Offline locks

<b>ID:</b>	DP-WEB-1080
<b>Level:</b>	Introductory, Intermediate, Advanced
<b>Description:</b>	In this training course we will cover dormakaba's Aurora software integration with BEST Offline locks. A general overview of this integration will discuss, lock types, setup and functionality within Aurora software as well as the BEST transport utility. A brief question-and-answer period will be held at the end of the seminar.
<b>Cost:</b>	No cost to students
<b>Length:</b>	1 Hour
<b>Certification:</b>	None
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	Individuals who want to learn how to manage a multi-site system with Aurora Access Control management software; End users, property managers, security staff, Installation Technician, Service Technician.
<b>Objectives:</b>	After completion this session you will have gained knowledge and comprehension involving the BEST offline lock integration within Aurora Access Control Management System: <ul style="list-style-type: none"> <li>• Lock Types</li> <li>• Functions</li> <li>• Applications</li> <li>• Aurora Functionality</li> <li>• Transport db and Utility</li> </ul>
<b>Learning Leader:</b>	Rushton, Aguat, Schwering



## Webinar/Virtual Course Descriptions

### Access Control Solutions: dormakaba LUNA Overview

<b>ID:</b>	DP-WEB-1083
<b>Level:</b>	Introductory
<b>Description:</b>	This session will cover dormakaba's LUNA access control system functionality and requirements to configure the software. A brief question-and-answer period will be held at the end of the seminar.
<b>Cost:</b>	No cost to students
<b>Length:</b>	1 Hour
<b>Certification:</b>	None
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	Individuals who want to learn how to manage a multi-site system with Aurora Access Control management software; End users, property managers, security staff, Installation Technician, Service Technician.
<b>Objectives:</b>	After completion of this session you will have gained knowledge and comprehension on dormakaba's LUNA access control system functionality and requirements to configure the software. <ul style="list-style-type: none"> <li>• Overview of SDAC</li> <li>• Overview of LUNA</li> </ul>
<b>Learning Leader:</b>	Rushton, Aguat, Schwering

### Access Control Solutions: dormakaba Aurora Advanced Features

<b>ID:</b>	DP-WEB-1084
<b>Level:</b>	Introductory, Intermediate, Advanced
<b>Description:</b>	This 1-hour training course covers both Aurora's functionality and requirements of Aurora's advanced features. During this session we will discuss features such as Present3, schedule control with inputs, Lockdown, Event Setup & Event Priority, Device Image & Device Status Images and Scheduled Tasks. A brief question-and-answer period will be held at the end of the seminar.
<b>Cost:</b>	No cost to students
<b>Length:</b>	1 Hour
<b>Certification:</b>	None
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	Anyone who is looking to gain a better understanding of Aurora Access Control Systems; Installation Technician, Service Technician, distributors, end-users and influencers.
<b>Objectives:</b>	The objective of this session is to provide a comprehensive overview of Aurora's advanced features to make you more proficient in the implementation of these features in your access control system. <ul style="list-style-type: none"> <li>• Present3</li> <li>• Schedule control with Inputs</li> <li>• Lockdown applications</li> <li>• Event setups &amp; Priority</li> <li>• Device Image &amp; Device Status Images</li> <li>• Scheduled Tasks</li> </ul>
<b>Learning Leader:</b>	Rushton, Aguat, Schwering



## Webinar/Virtual Course Descriptions

### Access Control Solutions: dormakaba Aurora/E-Plex Integration Overview

<b>ID:</b>	DP-WEB-1085
<b>Level:</b>	Introductory, Intermediate, Advanced
<b>Description:</b>	This session will cover the integration between Aurora Access Control Management System and E-Plex wireless locks.
<b>Cost:</b>	No cost to students
<b>Length:</b>	1 Hour
<b>Certification:</b>	None
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	Individuals who want to learn how to manage a multi-site system with Aurora Access Control management software; End users, property managers, security staff, Installation Technician, Service Technician.
<b>Objectives:</b>	<p>Upon completion of this session you will have gained knowledge and comprehension on dormakaba's Aurora Access Control Management System integration with E-Plex wireless locks options available. This training session will cover the following subjects:</p> <ul style="list-style-type: none"> <li>• Overview of E-Plex wireless technology</li> <li>• Overview of Aurora E-Plex wireless integration</li> <li>• Review of E-Plex wireless hardware</li> <li>• Review of E-Plex wireless applications</li> </ul>
<b>Learning Leader:</b>	Rushton, Aguat, Schwering

### Access Control Solutions: dormakaba Aurora People Management Overview

<b>ID:</b>	DP-WEB-1086
<b>Level:</b>	Introductory, Intermediate
<b>Description:</b>	This 1-hour training course covers both Aurora's functionality and requirements to manage People and their credentials within Aurora Access Control Management System. Some of the training highlights include: Adding Groups, Creating Group Access Levels, Adding People, Managing People, Photo Badging, Transaction Reports. A brief question-and-answer period will be held at the end of the seminar. A brief question-and-answer period will be held at the end of the seminar.
<b>Cost:</b>	No cost to students
<b>Length:</b>	1 Hour
<b>Certification:</b>	None
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	Anyone who is looking to gain a better understanding of Aurora Access Control Systems; Installation Technician, Service Technician, distributors, end-users and influencers.
<b>Objectives:</b>	<p>The goal of this session is to provide a comprehensive overview of the management capabilities of the system to make you more proficient in the management of your access control system. During this 1-hour webinar course we will cover both Aurora's functionality and how to manage people and their credentials within Aurora Access Control System.</p> <ul style="list-style-type: none"> <li>• Adding Groups</li> <li>• Creating Group Access Levels</li> <li>• Adding People</li> <li>• Managing People</li> <li>• Photo Badging</li> <li>• Transaction Reports</li> </ul>
<b>Learning Leader:</b>	Rushton, Aguat, Schwering





## Webinar/Virtual Course Descriptions

### Access Control Solutions: Aurora Site Management Webinar

<b>ID:</b>	DP-WEB-1093
<b>Level:</b>	Introductory, Intermediate
<b>Description:</b>	This 1-hour training course covers Aurora's functionality and how to manage a multi-site system in Aurora Access Control management software.
<b>Cost:</b>	No cost to students
<b>Length:</b>	1 Hour
<b>Certification:</b>	None
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	Individuals who want to learn how to manage a multi-site system with Aurora Access Control management software; End users, property managers, security staff, Installation Technician, Service Technician.
<b>Objectives:</b>	<p>Upon completion this course you will be able to:</p> <ul style="list-style-type: none"> <li>• Navigation of a multi-site system</li> <li>• Managing access control panel across multi-site system</li> <li>• Managing user logon accounts for site administrators and software users</li> <li>• Group Access level best practice across multi-site system</li> <li>• Master Holidays-Site Holiday date management</li> <li>• Multi-Site transaction reporting</li> </ul>
<b>Learning Leader:</b>	Rushton, Aguat, Schwering

### Access Control Solutions: dormakaba Aurora Access Control 101

<b>ID:</b>	DP-WEB-1094
<b>Level:</b>	Introductory, Intermediate
<b>Description:</b>	In this webinar we will cover the basics of an access control door as well as the basics of Aurora Access Control Management Software installation and basic setup.
<b>Cost:</b>	No cost to students
<b>Length:</b>	2 hours
<b>Certification:</b>	None
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	Individuals who want to learn how to manage a multi-site system with Aurora Access Control management software; dealers, distributors, sales, technical staff, influencers and employees
<b>Objectives:</b>	<p>Upon completion this course you will have the tools to needed know what components are required at a door plus the basics on Aurora Software installation and setup.</p> <ul style="list-style-type: none"> <li>• Door Access Control Basics</li> <li>• Who – When – Where of Access Control</li> <li>• Typical access-controlled door devices</li> <li>• Additional equipment requirements</li> <li>• Aurora basic system design</li> <li>• Aurora Software basic installation and setup</li> </ul>
<b>Learning Leader:</b>	Rushton, Aguat, Schwering



## Webinar/Virtual Course Descriptions

### Access Control Solutions: dormakaba Aurora Access Control Management System; Parts and Pieces

<b>ID:</b>	DP-WEB-1095
<b>Level:</b>	Introductory, Intermediate
<b>Description:</b>	In this webinar we will cover general configuration guidelines for a typical Aurora access control system design. In addition, we will discuss what other factors can influence your overall system configuration.
<b>Cost:</b>	No cost to students
<b>Length:</b>	1 Hour
<b>Certification:</b>	None
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	Individuals who want to learn how to manage a multi-site system with Aurora Access Control management software; dealers, distributors, sales, technical staff, influencers and employees.
<b>Objectives:</b>	<p>Upon completion this course you will be able to put together all the "Parts and Pieces" you will require for an Aurora Access Control Management System.</p> <ul style="list-style-type: none"> <li>• Pre-planning your access control installation</li> <li>• What Aurora hardware and software product; part numbers</li> <li>• Review wiring requirements</li> <li>• Additional equipment requirements</li> <li>• Software computer requirement</li> <li>• Network requirements; computer and control panels</li> </ul>
<b>Learning Leader:</b>	Rushton, Aguat, Schwering

### Access Control Solutions: dormakaba Aurora Access Control Management System; Communications

<b>ID:</b>	DP-WEB-1096
<b>Level:</b>	Introductory, Intermediate
<b>Description:</b>	<p>In this webinar we will cover Aurora Access Control Management System communications</p> <p>We will cover all main forms of communications involving the Aurora access control system devices and software applications. Communication options between panels, Aurora Software, client computers and database. In addition, we will cover troubleshooting scenarios that may arise and influence your access control system communications.</p>
<b>Cost:</b>	No cost to students
<b>Length:</b>	2 Hours
<b>Certification:</b>	None
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	Individuals who want to learn how to manage a multi-site system with Aurora Access Control management software; dealers, distributors, sales, technical staff, influencers and employees.
<b>Objectives:</b>	<p>Upon completion of this webinar you will be able to install and troubleshoot connectivity for Aurora Access Control Management System.</p> <ul style="list-style-type: none"> <li>• Access Control Panel connectivity</li> <li>• Database connectivity</li> <li>• Various communication services</li> <li>• Troubleshooting of communication issues</li> </ul>
<b>Learning Leader:</b>	Rushton, Aguat, Schwering



## Webinar/Virtual Course Descriptions

### Access Control Solutions: dormakaba Aurora Access Control Management System; Holidays

<b>ID:</b>	DP-WEB-1097
<b>Level:</b>	Introductory, Intermediate
<b>Description:</b>	In this webinar we will cover Holidays of Aurora access control system. Thru this, you will obtain a better understanding of how Holidays in your access control system work and how to set them up. We will review when Holidays are required, how to create Holidays for both single site and multi-site systems.
<b>Cost:</b>	No cost to students
<b>Length:</b>	2 Hours
<b>Certification:</b>	None
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	Individuals who want to learn more about Holidays in Aurora Access Control management software; End Users, dealers, distributors, sales, technical staff, influencers and employees.
<b>Objectives:</b>	<p>Upon completion of this course you will know when Holidays are required and how to set them up for an Aurora Access Control Management System.</p> <ul style="list-style-type: none"> <li>• What is a Holiday</li> <li>• How a Holiday operates withing the system</li> <li>• How to set up Holidays</li> </ul>
<b>Learning Leader:</b>	Rushton, Aguat, Schwering

### Access Control Solutions: dormakaba Aurora Lockdown Overview

<b>ID:</b>	DP-WEB-1098
<b>Level:</b>	Introductory, Intermediate
<b>Description:</b>	<p>This training course we will review Aurora's standard Lockdown feature. This will include all lockdown functionality included with your basic Aurora software license.</p> <p>A brief question-and-answer period will be held at the end of the seminar to address any further clarification required.</p>
<b>Cost:</b>	No cost to students
<b>Length:</b>	1 Hour
<b>Certification:</b>	None
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	Individuals who want to learn how to manage a multi-site system with Aurora Access Control management software; End users, property managers, security staff, Installation Technician, Service Technician.
<b>Objectives:</b>	<p>Upon completion this course you will be able to:</p> <ul style="list-style-type: none"> <li>• Forms of Lockdown available with basic Aurora software</li> <li>• Differentiate from Advanced Lockdown/Lockout License functions</li> <li>• Review Communication Interlink Module (CIM) applications in Lockdowns</li> <li>• Review different triggers of Lockdown thru Aurora software and Hardware</li> </ul>
<b>Learning Leader:</b>	Rushton, Aguat, Schwering



## Webinar/Virtual Course Descriptions

### Access Control Solutions: dormakaba Aurora Access Control Panel Settings and Configurations

<b>ID:</b>	DP-WEB-1099
<b>Level:</b>	Introductory, Intermediate
<b>Description:</b>	In this two-hour course we will review settings, configurations and features of Aurora Access Control panels. Please note this webinar assumes all software and control panels are installed and added into the system, ready for configuration.
<b>Cost:</b>	No cost to students
<b>Length:</b>	2 hours
<b>Certification:</b>	None
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	Individuals who want to learn more about Holidays in Aurora Access Control management software; End Users, dealers, distributors, sales, technical staff, influencers and employees
<b>Objectives:</b>	Upon completion of this course you will have gained an in-depth understanding of the many settings and features of Aurora Access Control panels as well as how to apply them. Topics covered will include: <ul style="list-style-type: none"> <li>• Door parameters; Dual Custody, In/Out reader configurations, Door operation modes</li> <li>• Extended Entry settings and operation</li> <li>• Input and Outputs</li> <li>• Additional panel settings</li> <li>• Card reader format settings</li> </ul>
<b>Learning Leader:</b>	Rushton, Aguat, Schwering

### Access Control Solutions: dormakaba Aurora Access Control Management System; Site Setup

<b>ID:</b>	DP-WEB-1101
<b>Level:</b>	Introductory, Intermediate
<b>Description:</b>	In this two-hour course we will covers how to complete a site setup within an Aurora Access Control System. Please note this webinar assumes all software and control panels are installed, ready for configuration.
<b>Cost:</b>	No cost to students
<b>Length:</b>	2 Hours
<b>Certification:</b>	None
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	Individuals who want to learn more about Holidays in Aurora Access Control management software; End Users, dealers, distributors, sales, technical staff, influencers and employees.
<b>Objectives:</b>	Upon completion this course you will be able to complete a systems' basic setup which will include: <ul style="list-style-type: none"> <li>• Creating a site</li> <li>• Add and define access control units (ACUs)</li> <li>• Define access-controlled doors</li> <li>• Define auxiliary outputs</li> <li>• Define auxiliary inputs and assign to auxiliary outputs</li> <li>• Create and define schedules</li> <li>• Assign schedules to devices</li> <li>• Create door groups</li> <li>• Define door Group Access levels</li> <li>• Add People and Credentials</li> </ul>
<b>Learning Leader:</b>	Rushton, Aguat, Schwering



## Webinar/Virtual Course Descriptions

### Access Control Solutions: dormakaba Aurora Access Control Management System; Software Installation

<b>ID:</b>	DP-WEB-1102
<b>Level:</b>	Introductory, Intermediate
<b>Description:</b>	In this webinar we will cover Aurora Access Control Management software installation and initial software configurations. We will cover guidelines for various types of system setups from single PC installation to multi-site. We will also be exploring the various system architecture configuration for large systems.
<b>Cost:</b>	No cost to students
<b>Length:</b>	2 Hours
<b>Certification:</b>	None
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	Individuals who want to learn more about Holidays in Aurora Access Control management software; End Users, dealers, distributors, sales, technical staff, influencers and employees.
<b>Objectives:</b>	Upon completion this course you will be able to install and troubleshoot software installation from single PC to multi-server networked systems. <ul style="list-style-type: none"> <li>• Aurora database installation</li> <li>• Communications Service installation and setup</li> <li>• Client installation – Single and Networked</li> <li>• Network setting and administrative properties</li> </ul>
<b>Learning Leader:</b>	Rushton, Aguat, Schwering

### Access Control Solutions: dormakaba Aurora Access Control Management System; Wiring

<b>ID:</b>	DP-WEB-1103
<b>Level:</b>	Introductory, Intermediate
<b>Description:</b>	In this webinar we will cover Aurora Access Control Management System wiring of door access control panels  We will cover general wiring guidelines for typical Aurora access control system devices. In addition, we will discuss what other factors may arise and influence wiring of your access control system.
<b>Cost:</b>	No cost to students
<b>Length:</b>	2 Hours
<b>Certification:</b>	None
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	Individuals who want to learn more about Holidays in Aurora Access Control management software; End Users, dealers, distributors, sales, technical staff, influencers and employees.
<b>Objectives:</b>	Upon completion this course you will be able to make all necessary wiring connections you will require for an Aurora Access Control panels. <ul style="list-style-type: none"> <li>• Access Control Panel Power connection</li> <li>• Reader connections</li> <li>• Communication module connections</li> <li>• Lock Wiring - Strikes and Mags</li> <li>• Auxiliary devices</li> </ul>
<b>Learning Leader:</b>	Rushton, Aguat, Schwering



## Webinar/Virtual Course Descriptions

### Access Control Solutions: dormakaba DORMA Mechanical and Electrified Exit Device Training

<b>ID:</b>	DP-WEB-1108
<b>Level:</b>	Introductory – 100 Series Course
<b>Description:</b>	This course is intended to provide an overview of the dormakaba DORMA exit device product line. Product features, installation advantages, mechanical and electrified options, and appropriate applications will be discussed.
<b>Cost:</b>	No cost to students
<b>Length:</b>	1 Hour
<b>Certification:</b>	None
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	This course is intended for anyone who sells, specifies, installs, or supports dormakaba DORMA exit devices.
<b>Learning Path:</b>	Facilities Managers, Installers, Sales, Customer Support, Employee, Consultants
<b>Objectives:</b>	<p>Upon completion this course you will be able to:</p> <ul style="list-style-type: none"> <li>• Decide which dormakaba DORMA exit device can meet your customers need based on security, ADA, and life safety codes.</li> <li>• Learn time saving installation, adjustment and maintenance tips for dormakaba DORMA Mechanical and Electrified exit devices.</li> <li>• Specify the correct options for satisfying egress and fire door requirements.</li> <li>• Choose the best option for electronic access control utilizing dormakaba DORMA exit devices.</li> </ul>
<b>Learning Leader:</b>	Freeman, Nimee

### Access Control Solutions: dormakaba ED Series Low Energy Operator and Access Control Training Overview

<b>ID:</b>	DP-WEB-1109
<b>Level:</b>	Introductory – 100 Series Course
<b>Description:</b>	This class is intended to provide an overview of the ED Series Low Energy Operator and the associated access control components required to create a fully functional architectural opening. Product features, installation advantages, and appropriate applications will be discussed.
<b>Cost:</b>	No cost to students
<b>Length:</b>	1 Hour
<b>Certification:</b>	None
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	This course is intended for anyone who sells, specifies, installs, or supports low energy operators and associated components.
<b>Learning Path:</b>	Installer, Sales, Customer Support, Employee
<b>Objectives:</b>	<p>Upon completion this course you will be able to:</p> <ul style="list-style-type: none"> <li>• Determine what additional components may be required when adding a low energy operator to an opening.</li> <li>• Recognize appropriate applications for ANSI 156.19 low energy operators.</li> <li>• Promote the advanced features and functions of the ED Series compared to competitive low energy operators.</li> <li>• Satisfy the accessibility, access control, fire door, and emergency egress requirements on the same opening.</li> </ul>
<b>Learning Leader:</b>	Freeman, Nimee

## Webinar/Virtual Course Descriptions

### Access Control Solutions: BEST Keystone Web Overview and Q & A

<b>ID:</b>	DP-WEB-1117
<b>Level:</b>	Introductory – 100 Series Course
<b>Description:</b>	Overview of the most common functions and features in the Keystone Web application. Students are encouraged to ask questions during the session. NOTE: You will need a phone with a headset or speakerphone if your computer does not have speakers and a microphone. Your computer will also need web access. Please test your ability to connect to Cisco WebEx by navigating to <a href="https://www.webex.com/test-meeting.html">https://www.webex.com/test-meeting.html</a> and joining a Test Meeting.
<b>Cost:</b>	No cost to students
<b>Length:</b>	1 Hour
<b>Certification:</b>	None
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	Individuals responsible for managing cores, doors, locks, keys and key-holders (people) with the Keystone Web® software.
<b>Objectives:</b>	Upon completion of this course you will be familiar with: <ul style="list-style-type: none"> <li>• Managing Cores, Keys, Doors and People</li> <li>• Manually entering and importing data</li> </ul>
<b>Learning Leader:</b>	Davies

### Access Control Solutions: dormakaba Aurora Access Control Management System; Schedules

<b>ID:</b>	DP-WEB-1128
<b>Level:</b>	Introductory – Intermediate – Advanced
<b>Description:</b>	In this webinar we will cover schedules in the Aurora access control system. Through this webinar you will obtain a better understanding of how to use schedules to improve the versatility and functionality of your access control system. We will review what a schedule is, how to create schedules and how to assign schedules for various functions of the system.
<b>Cost:</b>	No cost to students
<b>Length:</b>	2 Hours
<b>Certification:</b>	None
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	This course is intended for anyone who sells, specifies, installs, or supports electrified hardware components.
<b>Learning Path:</b>	Installer, Sales, Customer Support, Employee
<b>Objectives:</b>	Upon completion this course you will be able to create, assign schedules in Aurora Access Control Management System. <ul style="list-style-type: none"> <li>• What is a schedule</li> <li>• What can a schedule control?</li> <li>• When to use schedules</li> <li>• How to Create schedules</li> <li>• How to Assign schedules</li> </ul>
<b>Learning Leader:</b>	Rushton, Aguat, Schwering



## Webinar/Virtual Course Descriptions

### Access Control Solutions: dormakaba Aurora Web Client Overview

<b>ID:</b>	DP-WEB-1129
<b>Level:</b>	Introductory, Intermediate
<b>Description:</b>	During this webinar we will cover both Aurora's functionality and requirements of Aurora software's Web client. Learn how Aurora web interface allows you to manage your Aurora access control system from any web-enabled computer, laptop, tablet or mobile phone. Perform updates and maintenance tasks using the Aurora Web.
<b>Cost:</b>	No cost to students
<b>Length:</b>	2 Hours
<b>Certification:</b>	None
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	Anyone who is looking to learn how to initially setup a site within Aurora Access Control Systems; Installation Technician, Service Technician, distributors, end-users and influencers.
<b>Objectives:</b>	Upon completion this webinar you will know functionality and requirements to configure the Aurora software's Web client and its flexible functionality which will include: <ul style="list-style-type: none"> <li>• Overview of Aurora Web Client requirements</li> <li>• Overview of Aurora Web: Manage People, Schedules, System Status, Reports</li> </ul>
<b>Learning Leader:</b>	Rushton, Aguat, Schwering

### Access Control Solutions: dormakaba Community/Aurora Software Integration; Aurora Requirements

<b>ID:</b>	DP-WEB-1130
<b>Level:</b>	Introductory, Intermediate
<b>Description:</b>	In this webinar we will cover the requirements behind an Aurora System for its successfully integration in a Community/Aurora Software solution.  Anyone who is looking to gain knowledge and understanding of what the requirements to implement a Community/Aurora software integration.
<b>Cost:</b>	No cost to students
<b>Length:</b>	1 Hour
<b>Certification:</b>	None
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	Anyone who is looking to gain a better understanding of Aurora Access Control Systems; Installation Technician, Service Technician, distributors and influencers.
<b>Objectives:</b>	Through this webinar you will gain an understanding of what Aurora product is needed when implementing a Community/Aurora Software Integration. Upon completion you will know what control panels, control panel firmware, readers and software licensing you will need for these integrations. <ul style="list-style-type: none"> <li>• Aurora software</li> <li>• Control panels</li> <li>• Firmware – for control panels</li> <li>• Readers</li> </ul>
<b>Learning Leader:</b>	Rushton, Aguat, Schwering



## Webinar/Virtual Course Descriptions

### Access Control Solutions: dormakaba Aurora Software Access Control Management and Administration

<b>ID:</b>	DP-WEB-1151
<b>Level:</b>	Introductory, Intermediate
<b>Description:</b>	This 2 hour training course that will cover Aurora's management and administration functionality of the system. In this Aurora Access Control course we will be looking at how to manage People and their credentials within Aurora Access Control Management System. Topic highlights include: Adding Groups, Creating Group Access Levels, Adding People, Managing People, Photo Badging, Transaction Reports.
<b>Cost:</b>	No cost to students
<b>Length:</b>	2 Hour
<b>Certification:</b>	None
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	Individuals who want to learn how to manage a multi-site system with Aurora Access Control management software; End users, property managers, security staff, Installation Technician, Service Technician.
<b>Objectives:</b>	Upon completion this course you will be able to: <ul style="list-style-type: none"> <li>• How to manage and administer your Aurora Access Control System</li> <li>• Managing people and their credentials</li> <li>• Managing software user logon accounts</li> <li>• Group Access level best practice across</li> <li>• Schedule Management</li> <li>• Systems Holidays</li> </ul>
<b>Learning Leader:</b>	Aguat, Rushton, Schwering

### Access Control Solutions: dormakaba Aurora Software Basic Setup and Configuration

<b>ID:</b>	DP-WEB-1152
<b>Level:</b>	Introductory, Intermediate
<b>Description:</b>	This 2 hour training course that will cover how to complete a new, basic site setup within an Aurora Access Control System. Please note this webinar assumes all software and control panels are installed, ready for configuration.
<b>Cost:</b>	No cost to students
<b>Length:</b>	2 Hour
<b>Certification:</b>	None
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	Individuals who want to learn how to manage a multi-site system with Aurora Access Control management software; Installation Technician, Service Technician.
<b>Objectives:</b>	Upon completion this course you will be able to: <ul style="list-style-type: none"> <li>• How to create a site and basics of managing a site</li> <li>• How to add an access control panel</li> <li>• Door configurations of an access control panels</li> <li>• Basic installation testing for commissioning system</li> </ul>
<b>Learning Leader:</b>	Aguat, Rushton, Schwering



## Webinar/Virtual Course Descriptions

### Access Control Solutions: RCI Product Overview

<b>ID:</b>	DP-WEB-1162
<b>Level:</b>	Introductory, Intermediate, Advanced
<b>Description:</b>	Our combined resources, talents and shared technologies have strengthened our ability to provide unmatched quality and service to transcend the electronic access control category with a wide range of diversified and advanced solutions. The Electronic Access and Data (EAD) product suite comprises fully networked access control management systems, door control units, electric strikes, electromagnetic locks, readers, keypads, credentials, power supplies, relays, and peripherals. New technologies incorporate mobile access with online or wireless access control management systems. Our products designed to deliver high-powered performance with a single goal in mind – making access in life smart and secure.
<b>Cost:</b>	No cost to students
<b>Length:</b>	0.5 Hour
<b>Certification:</b>	None
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	This course is designed for sales personnel and technicians involved in designing Keyscan and RCI systems or those who are new to access control.
<b>Objectives:</b>	Upon completion of this session, you will have gained knowledge and comprehension on dormakaba's Aurora Access Control Management System integration with Active Directory. This training session will cover the following subjects: <ul style="list-style-type: none"> <li>• RCI Maglock Overview Site Setup</li> <li>• RCI Strike Overview</li> <li>• RCI Exit Devices Overview</li> <li>• RCI Switches Overview</li> </ul>
<b>Learning Leader:</b>	Rushton, Schwering

### Access Control Solutions: dormakaba Aurora Active Directory Overview

<b>ID:</b>	DP-WEB-1164
<b>Level:</b>	Introductory, Intermediate, Advanced
<b>Description:</b>	In this webinar we will cover what integration between Aurora Access Control Management System and Active Directory.
<b>Cost:</b>	No cost to students
<b>Length:</b>	0.5 Hour
<b>Certification:</b>	None
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	Individuals who want to learn how to manage a multi-site system with Aurora Access Control management software; End users, property managers, security staff.
<b>Objectives:</b>	Upon completion of this session you will have gained knowledge and comprehension on dormakaba's Aurora Access Control Management System integration with Active Directory. This training session will cover the following subjects: <ul style="list-style-type: none"> <li>• Application Setup</li> <li>• Site Setup</li> <li>• Group Setup</li> <li>• People Setup</li> <li>• Credential Setup</li> <li>• Optional Field Setup</li> </ul>
<b>Learning Leader:</b>	Aguat, Rushton, Schwering

## Webinar/Virtual Course Descriptions

### Access Control Solutions: dormakaba Netcom2/2P programming and configuration

<b>ID:</b>	DP-WEB-1168
<b>Level:</b>	Introductory, Intermediate
<b>Description:</b>	This 1-hour training course covers the installation, programming and setup of a Netcom2/2P
<b>Cost:</b>	No cost to students
<b>Length:</b>	1 Hour
<b>Certification:</b>	None
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	Individuals who want to learn how to manage a multi-site system with Aurora Access Control management software; Installation Technician, Service Technician.
<b>Objectives:</b>	Upon completion this course you will be able to: <ul style="list-style-type: none"> <li>• What is a Netcom2/2P</li> <li>• How to install a Netcom2/2P in various applications</li> <li>• How to obtain Netcom Program Utility</li> <li>• How to program Netcom2/2P</li> <li>• Basic Network troubleshooting</li> </ul>
<b>Learning Leader:</b>	Aguat, Rushton, Schwering

### Access Control Solutions: dormakaba CA150 Single Door Controller Setup and Configurations

<b>ID:</b>	DP-WEB-1172
<b>Level:</b>	Introductory, Intermediate
<b>Description:</b>	This course consists of two hours of technical web-based training that deliver comprehensive knowledge in the setup and configuration of a CA150 single door control panel using Aurora software. Participants will acquire a full range of skills and knowledge to assist in successfully installing and troubleshooting a Keyscan CA150 single door control panel.
<b>Cost:</b>	No cost to students
<b>Length:</b>	2 Hour
<b>Certification:</b>	None
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	Anyone who is looking to learn more about the capabilities of a CA150 control panel, how to setup and configure a CA150 in Aurora software; Installation Technician, Service Technician.
<b>Objectives:</b>	Upon completion of this course you will have gained an understanding of the setup and configurations of a CA150 single door control panel using Aurora software. Topics covered will include: <ul style="list-style-type: none"> <li>• Review of CA150 control panel and applications <ul style="list-style-type: none"> <li>– Features and capabilities</li> </ul> </li> <li>• Review wiring requirements</li> <li>• Additional equipment requirements</li> <li>• Review network connectivity of CA150 <ul style="list-style-type: none"> <li>– Configure IP address</li> </ul> </li> <li>• Review standard programming requirements <ul style="list-style-type: none"> <li>– Add CA150 to Aurora software</li> <li>– Door configurations</li> <li>– Additional control panel settings</li> </ul> </li> <li>• Tips to speed up the programming process</li> </ul>
<b>Learning Leader:</b>	Aguat, Rushton, Schwering



## Webinar/Virtual Course Descriptions

### Access Control Solutions: dormakaba Keyscan Luna Software and Hardware

<b>ID:</b>	DP-WEB-1173
<b>Level:</b>	Introductory, Intermediate
<b>Description:</b>	This course consists of two hours of web-based technical sales, technical setup and configuration of Keyscan LUNA software and Single Door Access Control(SDAC) units. This session delivers comprehensive knowledge of this small business access control solution. In addition, you will gain knowledge of the setup and configuration of a SDAC single door control panel using Keyscan LUNA software. Participants will acquire a full range of skills and knowledge to assist in successfully installing and troubleshooting a Keyscan LUNA software and Single Door Access Control(SDAC) units.
<b>Cost:</b>	No cost to students
<b>Length:</b>	2.5 Hour
<b>Certification:</b>	None
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	Individuals responsible for managing cores, doors, locks, keys and key-holders (people) with the Key-stone Web® software.
<b>Objectives:</b>	<p>Upon completion of this course you will have gained an understanding of this systems Parts and Pieces required, setup and configurations of a Single Door Access Control(SDAC) units using Keyscan LUNA software. Topics covered will include:</p> <ul style="list-style-type: none"> <li>Review Keyscan LUNA system parts &amp; Pieces <ul style="list-style-type: none"> <li>Features and capabilities</li> </ul> </li> <li>Review wiring requirements</li> <li>Additional equipment requirements</li> <li>Review network connectivity Single Door Access Control Unit(SDAC) <ul style="list-style-type: none"> <li>Configure wireless connectivity settings <ul style="list-style-type: none"> <li>Point to Point</li> <li>Wireless Network</li> </ul> </li> </ul> </li> <li>Review standard programming requirements <ul style="list-style-type: none"> <li>Add a Single Door Access Control Unit to Keyscan LUNA software</li> <li>Door configurations</li> <li>Schedules</li> <li>People/Card management</li> </ul> </li> <li>Tips to speed up the programming process</li> </ul>
<b>Learning Leader:</b>	Aguat, Rushton, Schwering

### Access Control Solutions: dormakaba Aurora/E-Plex Integration Setup and Configuration

<b>ID:</b>	DP-WEB-1184
<b>Level:</b>	Introductory , Intermediate, Advanced
<b>Description:</b>	This session will cover the setup and configuration of integration between Aurora Access Control Management System and E-Plex wireless locks.
<b>Cost:</b>	No cost to students
<b>Length:</b>	2.5 Hour
<b>Certification:</b>	None
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	Individuals who want to learn how to install and setup an Aurora Access Control management software; Installation Technician, Service Technician.
<b>Objectives:</b>	<p>After completion of this session, you will have gained knowledge and comprehension on how to setup and configure dormakaba's Aurora Access Control Management System integration with E-Plex wireless locks options available:</p> <p>This training session will cover the following subjects:</p> <ul style="list-style-type: none"> <li>Overview of Aurora E-Plex wireless integration</li> <li>Setup of E-Plex Integration communication services</li> <li>Setup of Gateway/Router Units</li> <li>Setup of an E-7900 lock</li> </ul> <p>A brief question-and-answer period will be held at the end of the seminar.</p>
<b>Learning Leader:</b>	Aguat, Rushton, Schwering

## Webinar/Virtual Course Descriptions

### Access Control Solutions: dormakaba System VII/Vantage Migration to Keyscan Aurora

<b>ID:</b>	DP-WEB-1197
<b>Level:</b>	Introductory, Intermediate
<b>Description:</b>	<p>In this webinar we will review all the requirement to successfully prepare and perform a System VII or Vantage software migration to an Aurora software system.</p> <p>Learn to distinguish legacy Keyscan products - "green" access control unit (ACU) board from our current "blue" ACU boards. Additionally, we will explore how to gather information required to plan a successful Keyscan access control system upgrade to the Keyscan Aurora platform.</p> <p>Anyone who is looking to gain a better understanding on the requirements and how to perform a migration of System VII or Vantage system to new Aurora software; Installation Technician, Service Technician, distributors, end-users and influencers.</p>
<b>Objectives:</b>	<p>After completion of this session, you will have gained knowledge and comprehension on what is required and how to perform a migration to Aurora software:</p> <p>This training session will cover the following subjects:</p> <ul style="list-style-type: none"> <li>• Why upgrade to Aurora Access Control System</li> <li>• Aurora feature Benefits</li> <li>• Hardware replacement/upgrade</li> <li>• How to use Aurora migration tool and other beneficial tools</li> <li>• Overall tips on overlooked items</li> </ul>
<b>Who Should Attend:</b>	Anyone who is looking to gain a better understanding of Aurora system migration; Installation Technician, Service Technician, distributors, end-users and influencers
<b>Cost:</b>	No cost to students
<b>Length:</b>	2 Hour
<b>Course Type:</b>	Webinar presentation
<b>Certification:</b>	None
<b>CEUs:</b>	None
<b>Learning Leader:</b>	Aguat, Rushton, Schwering

### Access Control Solutions: dormakaba Aurora/E-Plex Offline Integration Setup and Configuration

<b>ID:</b>	DP-WEB-1198
<b>Level:</b>	Introductory , Intermediate, Advanced
<b>Description:</b>	This session will cover the setup and configuration of integration between Aurora Access Control Management System and E-Plex Offline locks.
<b>Objectives:</b>	<p>After completion of this session, you will be have gained knowledge and comprehension on how to setup and configure dormakaba's Aurora Access Control Management System integration with E-Plex Offline lock options available.</p> <p>This training session will cover the following subjects:</p> <ul style="list-style-type: none"> <li>• Overview of Aurora E-Plex Offline integration</li> <li>• Programming of an E-Plex 7900 with the Maintenance Unit</li> <li>• Auditing an E-Plex Lock and Viewing Audits in Aurora</li> <li>• Diagnosing an E-Plex Lock with Maintenance Unit</li> </ul> <p>Offline lock options available</p>
<b>Cost:</b>	No cost to students
<b>Length:</b>	2.5 Hour
<b>Certification:</b>	None
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	Individuals who want to learn how to install and setup an Aurora Access Control management software; Installation Technician, Service Technician.
<b>Learning Leader:</b>	Aguat



## Webinar/Virtual Course Descriptions

### Vertical Markets: BEST School Security: Code Compliant Classroom Door Locking Solutions

<b>ID:</b>	DP-WEB-1112
<b>Level:</b>	Introductory – 100 Series Course
<b>Description:</b>	Addresses the ever-growing public concern for the safety of our schools. As a result, there are many products coming into the marketplace that do not meet the already established code requirements. We will take a look at what is available for security purposes that is code compliant and the concerns regarding those solutions that are not.
<b>Cost:</b>	No cost to students
<b>Length:</b>	1 Hour
<b>Certification:</b>	None
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	Individuals responsible for servicing and maintaining hardware within facilities.
<b>Learning Path:</b>	Installer, Sales, Customer Support, Employee
<b>Objectives:</b>	Upon completion this course you will be able to: <ul style="list-style-type: none"> <li>• Recognize non-code compliant opening components</li> <li>• Understand what opening components are required to comply with these codes</li> <li>• Review field applications, use &amp; operation</li> <li>• Recommend options for code compliant lockdown applications and use</li> </ul>
<b>Learning Leader:</b>	Karrer, Wilson

### Vertical Markets: BEST SHELTER Lockdown Solution Overview and Q&A

<b>ID:</b>	DP-WEB-1115
<b>Level:</b>	Introductory – 100 Series Course
<b>Description:</b>	In this webinar, the instructor will provide an overview of the SHELTER system's components, software and operation. Students are encouraged to ask questions during the session..
<b>Cost:</b>	No cost to students
<b>Length:</b>	1 Hour
<b>Certification:</b>	None
<b>CEUs:</b>	None
<b>Who Should Attend:</b>	Anyone interested in the session's topic including dealers, distributors, end-users, influencers and employees.
<b>Learning Leader:</b>	Davies, Karrer



# Meet your Industry Experts



**Emilio Aguat**

Learning Leader

**Emilio Aguat** is a Learning Leader for dormakaba, Americas.

Emelio offers a high level of knowledge on Alarm systems and Access Control backed by over 21 years of experience in the industry. Aguat primarily works with dealers, integrators, and distributors. However, he has also provided training to end users and influencers.

His electronic access control with emphasis on Keyscan Aurora Access Control Systems and LUNA Access Control Systems. Emelio started with dormakaba in May of 2005. He has held numerous roles over the years – from Technical Support Representative to Sales Manager while providing technical training throughout his career.



**Joe Allen**

Learning Leader

**Joe Allen** is a Learning Leader for dormakaba, Americas.

With more than 30 years in the security and access control industry, Joe Allen's expertise extends across all aspects of the dormakaba product line. His specialty is electronics and software systems.

Allen works closely with electronics business development managers at dormakaba and physical access control (PAC) software partners to train integrators, end users, and door hardware companies on the functionality, installation, and maintenance of dormakaba WI-Q and Keyscan® Aurora wireless access control lock systems.

Allen began his career in the Marine Corps as an aircraft electrician on helicopters. After eight years of service, he pursued locksmithing in the civilian world. It was a perfect fit. As a systems installer, Allen held security licenses with the states of Maryland, Virginia, and Delaware. While continuing service with the Navy Reserve and Army National Guard, he joined one of the industry's well-known security companies as a locksmith and security technician, and was later promoted to project manager, leading a team of technicians for his territory.

Now in his 30th year with dormakaba, Allen's professional roles have included technical coordinator, electronic sales engineer, and his current position as a learning leader.

Allen attended military school in Middleton, Tennessee, where he studied avionics and electronics. His career experiences as an electronics specialist in the military inspired him to expand his skills in commercial wireless access control software solutions. He is certified in Lenel OnGuard, Software House and IDenticard systems.

When asked what he is most passionate about as a learning leader, Allen states, "It's the reward of training industry professionals around the country and seeing their installations go flawlessly."

# Meet your Industry Experts



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**Glen Davies**  
Learning Leader

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**Glen Davies** is a Learning Leader for dormakaba, Americas.

Glen Davies brings over 34 years of experience covering just about every aspect of security and access control. He is a BEST/PRECISION product expert and works daily with end users, distributors, wholesalers, and installers to increase their knowledge and technical proficiency. Glen focusses on door closers, exits, locks, master key systems, BEST interchangeable cores and standard lock cylinders, Keystone Web key tracking software, BEST Code/AIMS and the SHELTER Lockdown Solution.

Glen is a Certified Professional Locksmith, ALOA Fire Door Inspector, GSA Certified Safe & Vault Technician and is Licensed as a Locksmith in Illinois. In addition to his work as a locksmith, Glen brings his experience as a service coordinator, branch manager, and business owner to his classes. He loves the challenge of taking a complicated concept and breaking it down into simple, digestible pieces so the learner can easily learn the topic.



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**Chris Freeman**  
Learning Leader

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**Chris Freeman** is a Learning Leader for dormakaba, Americas.

With more than 40 years of experience in the security and access control industry, Chris Freeman has worked in a variety of roles, from design, to product management, to product sales. Freeman engages with architects, end users, distributors, wholesalers, and installers to help them increase their knowledge base and technical proficiency with door hardware (DHW). His expertise extends from exit devices to all hardware products in and around the door opening.

Freeman began his career as a draftsman creating installation sheets in the low energy operator and door closer category. As an in-house technical services representative, he gained his breadth of knowledge working with callers, solving installation questions. His depth of experience and natural curiosity for the technical details of product design fuels his passion for how products work, why they work, and which ones are most appropriate for specific applications.

He specializes in helping customers and channel influencers understand the progression of steps required to install products to ensure safe, long-lasting, and problem-free service. "When you walk through a door opening," says Freeman, "you should never notice it. That's the mark of a perfectly installed door." Freeman also trains members of the trade to safely install and maintain door hardware to meet code requirements.

He is an instructor and speaks on various door hardware topics at the Door Hardware Institute (DHI) The American Institute of Architects (AIA), the Construction Specifications Institute (CSI), Associated Locksmiths of America (ALOA), and the Institutional Locksmith Association (ILA).

Freeman is a well-known industry resource. He works with the Glazers on storefront installations and helps develop curricula for the Carpenters International Training Center to teach and credential journeymen in the proper use and installation of door hardware and security.

Freeman attended Millersville University in Lancaster, Pennsylvania.



# Meet your Industry Experts



**Bob Karrer**

Learning Leader

**Bob Karrer** is a Learning Leader for dormakaba, Americas.

With more than 30 years of experience in the security and access control, Bob Karrer grew up in the industry. Karrer engages with architects, end users, distributors, wholesalers, and installers to help them increase their knowledge base and technical proficiency with door hardware (DHW). His expertise extends from exit devices to all hardware products in and around the door opening.

Karrer began his career as a design engineer evaluating products in the exit device category. Later, with various well-known security companies, he applied his education as a mechanical engineer to champion manufacturing technologies and compliance to ANSI / BHMA standards. Now with dormakaba, Karrer trains members of the trade to safely install and maintain door hardware to meet code requirements.

He is an instructor and speaks on various door hardware topics at Associated Locksmiths of America, the National School Plant Managers Association, the Society for Healthcare Engineers, and the Door Hardware Institute. Karrer served as President and Vice President of the Blue Grass Chapter of the Door Hardware Institute. As a dormakaba Learning Leader, Karrer is a well-known industry resource and helps develop curricula for the Carpenters International Training Center to teach and credential journeymen in the proper use and installation of door hardware and security.

Karrer is passionate about making a difference in the safety and security of a facility; ensuring that product installations, facility assessments and ongoing maintenance are "done right" to protect the people who move through the facility. Most recently, he achieved an NFPA 80 Gold credential from the National Fire Prevention Association, which regulates the installation and maintenance of devices used to protect openings in walls, floors, and ceilings against the spread of fire and smoke in buildings.

Karrer holds a AAS in Mechanical Engineering Technology from the University of Louisville, J.B. Speed Scientific School of Engineering in Louisville, Kentucky.



**Cindy Mitchell**

AVP Training & Education

**Cindy Mitchell** is a Learning Leader for dormakaba, Americas.

With 40 years as a marketer, educator, creator and thought leader in the building products industry, Cindy's focus is leading a progressive team dedicated to setting strategies and developing programs that help customers, resellers, end-users and employees gain knowledge that helps them succeed.

Cindy works to develop new tools, programs and learning interventions that contribute to the organizations learning culture. She has expertise in influencing organizations to expand and improve educational opportunities that help to achieve business goals. Cindy and her team develop courses utilizing elearning, microlearning, video, instructor led and other media that help people do their jobs better everyday.

# Meet your Industry Experts



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**George Nimee**  
Learning Leader

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**George Nimee** is a Learning Leader for dormakaba, Americas.

With more than 40 years in the security and access control industry, George Nimee's expertise spans door closers, exits, locks, and low energy operators. He works with architects, end users, distributors, wholesalers, and installers to help them increase their knowledge base and technical proficiency with door hardware (DHW).

Nimee began his career as a design engineer and technical support manager in one of the industries well-known companies and was later promoted to training manager. Now in his 15th year with dormakaba, Nimee continues to develop training methodologies for architects, end users, and distributors.

He has spoken on a variety of door hardware topics at CSI, AIA, DHI and ALOA. At ALOA Security Professionals Association, Nimee served as a trainer, certifying members in closers, exits, locks and low energy operators.

Nimee has achieved past recognition by accomplishments of becoming a certified installer for the American Association of Automatic Door Manufacturers (AAADM) and Registered Locksmith, RL. He has several patents with his name for manufacturers that resulted in the design of the delayed action closer, spring cushion arm, and magnetic armature.

Nimee was "trained by the best." His goal is to give back to the industry by offering himself as resource for all who want to learn about the world of door hardware.

Nimee holds a BA in Industrial Design from Illinois State University and is a certified manufacturing engineer. He earned his MBA from Lewis University in Joliet, Illinois.



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**Adam Rushton**  
Learning Leader

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**Adam Rushton** is a Learning Leader and Electronic Sales Engineer for dormakaba, Americas.

Adam Rushton, brings a high level of knowledge on electronic access and data backed by 19 years of experience in the security and access control. Rushton works installers, architects, distributors, end-users, and spec writers. His focus is on Keyscan AURORA, Keyscan LUNA, RCI, and E-Plex product lines. He provides his expertise in system design, custom applications, and system integrations.

Rushton began his in 2013 and has experience as a Systems Integrator Service Manager, Technical Support and Technical Sales.

Adam is passionate about electronics and is always looking into new technology. He feels fortunate to be able to pass on the knowledge that he's gained through his years of experience in the field.

# Meet your Industry Experts



**Mathias Schwering**

Learning Leader

**Mathias Schwering** is a Learning Leader and Electronic Sales Engineer for dormakaba, Americas.

With 10 years of experience in the security and access control Mathias Schwering. brings a high level of knowledge on electronic access and data. Schwering primarily engages with system installers and sales reps but has also conducted sessions with end users and distributors. His focus is on Keyscan, RCI, and E-Plex product lines. His expertise is in system integrations, testing, and designing unique/complex applications. Mathias communicates complex designs in ways that are appropriate for highly technical experts or in "layman's" terms for non-experts.

Schwering began his in 2014, in Keyscan production and quality control. While he remains Electronic Sales Engineer, his knowledge of system integration made him an excellent choice for the Learning Leader team.

Mathias moved into this role because he is passionate about learning new things and sharing my knowledge with others. He strives to elevate his students' understanding about our products and how we can help meet their unique needs.

As an electronics and data expert, it's not surprising that Mathias is an avid gamer. He keeps up with industry events, technology advancements, and reads endless articles on advances in science and space. Outside of work, Schwering spends time outdoors skiing in the winter, hiking, biking, and camping with his 11-year-old son, Luca.



**Rick Shuford**

Learning Leader

**Rick Shuford** is a Learning Leader for dormakaba, Americas.

Rick offers over 27 years of experience in the security and access control to share with his training groups. He has helped train just about every type of audience, including locksmiths, installers, end users, distributors, integrators, and in many cases, individual customers.

Shuford offers courses on Simplex, E-Plex Locks, E-Plex Standard and Enterprise Software, wireless and SAM RF/InSync Certification Classes. In the certification classes, students learn about part numbers, how to troubleshoot the locks, take the locks apart and put them back together, how to properly install and program the locks - both manually and using programming software. He believes hands-on training has provided immeasurable benefits to all of his students

Rick was a locksmith and participated in over 120 certification classes from every major manufacturer for mechanical and electronic locks as well as door hardware, so he can clearly explain key differences between dormakaba and our competitors. This experience also allows him to share tips and tricks that are beneficial to his students.

Rick is an active member in the Alabama Locksmith Association, the South Carolina Locksmith Association, ALOA, and the International Association of Investigative Locksmiths. In the past, he served on the Board of Directors for both ALOA and the International Association of Investigative Locksmiths.

Rick has been part of the dormakaba team since 2006. He has maintained his credentials as a Certified Registered Locksmith, Certified ALOA Instructor. He is also one of just thirty-two Certified Forensic Locksmiths in the world.

When he's not on the road sharing his knowledge, Rick spends his free time woodworking, fishing, hunting, and spending time with his family.

# Meet your Industry Experts



**Erin Wilson**  
Learning Leader

**Erin Wilson** is a Manager of Influencer Education for dormakaba, Americas.

With more than 28 years of experience in the security and access control, Erin Wilson brings nearly 3 decades of experience to her classes. Wilson engages with influencers – specifically architects, specifiers, and developers. Rather than focusing on a specific product, Erin explains the entire opening and how everything comes together for the opening to meet the needs of the owner/user while meeting all applicable codes. Her expertise is specifications and making sure that the correct components are specified for a complete opening.

Wilson began her career in distribution. In 2014, she joined dormakaba as an Architectural Consultant Representative and was later promoted to Manager of Specification Services. Her career has provided extensive experience in everything from estimating to detailing to project management.

Wilson has been an active participant with industry associations and is currently President for the South Central Region of the Construction Specifications Institute (CSI). She has been a director for my local Houston Chapter of CSI, as well as Treasurer for the Lone Star South Chapter of DHI.

Erin moved into this role because she is passionate about sharing her knowledge and paying forward the knowledge that others shared with her. Erin loves to read with 3-5 books going at one time. She also loves to sew, cross-stitch, and do crafts. She spends the remaining free time on the ranch with her husband and her dogs.

Wilson holds a BS in Business Management and holds the following certifications from The Door and Hardware Institute (DHI): AHC, CDC, DHT, DHC, CFDAI. She is also certified as a Construction Product Representative and Construction Contract Administrator from CSI.



