KABA® UNIVERSITY
COLLEGE OF ACCESS CONTROL

dormakaba

Certification Seminar and Overview Class Course Catalog

Factory Certification in Winston Salem NC

2017

KABA® UNIVERSITY
COLLEGE OF ACCESS CONTROL

Since the introduction of Kaba University in April 2006, thousands of dealers and locksmiths throughout the United States and Canada have been successfully trained and certified on Kaba's Peaks, Simplex, E-Plex / FIPS products plus Enterprise and Wireless Software. This has resulted in a stronger dealer network – bringing success to all certified Kaba University students.

Kaba University – College of Access Control providing expanded professional training in the wide breadth of Kaba Access Control products.

1. **E-Plex Electronic Certification** – built on Simplex pushbutton lock experience, combining the ease of use with the added security of electronic access control

2. **E-Plex Enterprise Access Control Systems Certification** – combining security credentials with electronic access control. End users can incorporate access schedules and holiday blocks for specific users

3. **Simplex Certification** – the industry standard for mechanical pushbutton keyless access

4. **FIPS Software Certification** – hands on certification for the FIPS (Federal Information Process Standards 201) Software and the E-Plex 5800 Series lock

5. **Kaba's SAM RF Software Certification** – hands on instruction of both the SAM RF Software and InSync products plus understanding of Kaba's innovative electronic key control system.

6. **Wireless Feature Certification** – hands on instruction using the Zigbee Technology and the components necessary to install, understand and successfully operate the wireless features.

The attached Course Catalog provides detailed outlines for each certification class and each training seminar for Factory Certification Training held in Winston Salem NC.

After successfully completing a certification class, attendees will receive:

- Certificate of Product Training
- Your company will be listed on Kaba's website as a Factory Trained Dealer –
  Over 5,000 locksmiths are currently listed as a Factory Trained Dealer
- Superior Technical Support
- Product tips and shortcuts to assist in everyday lock servicing

All Kaba seminars have been approved by the ALOA organization to provide CEU's towards a locksmiths' ALOA PRP re-certification and are approved as equivalent CEUs in Texas, Tennessee, Alabama, Louisiana, North Carolina and New Jersey. Efforts are in motion to obtain approval from all states requiring CEUs for locksmiths.

Enroll in Kaba University Today! For more information visit our website at www.kabaacces.com or e-mail at kabaU@kws.kaba.com.

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BACKGROUND OF INSTRUCTOR:

- Years of experience as an Industrial and Commercial Locksmith, Security Alarms, Commercial Fire Alarm Systems, CCTV Systems, and Electronic Access Control Systems

- **ALOA CRL** – Certified Registered Bonded Locksmith **(ALOA)**

- **IAIL – CFL** – Certified Forensic Locksmith

- **ALOA CAI - Certified ACE Instructor** through Associated Locksmith's of America (ALOA) - ALOA Continued Education Division

- North Carolina Licensed Locksmith

- Member of the North Carolina Locksmith Association **(NCLA)**

- Member of Institutional Association of Investigative Locksmiths **(IAIL)**

- Member of Institutional Locksmith of Ontario **(ILOC)**

- Graduate of Lockmasters Security Institute in 2004 / 2005 **(LSI)**

- Bonded member of Safe and Vault Technicians Association **(SAVTA)**

- Level One NICET (National Institute for Certification in Engineering Technologies) Certified **(NICET)**

- North Carolina Department of Justice "Private Protective Service License"

- Associate BS Industrial Engineering Degree - Gaston Technical College

- Strathmore's WHO's WHO for Leadership and Achievement

- Approved Instructor of state CEUs in Texas, Tennessee, Alabama, Louisiana, North Carolina, and New Jersey.

Kaba U - Certification Class Summaries

E-Plex Standard Electronic Pushbutton Lock Certification Seminar

This certification seminar offers students hands-on instruction on the standard line of E-Plex electronic locks and optional standard software. Training will be provided on the ease of installation and the use and maintenance of the electronic lock series. The simplicity of keypad programming, the optional data transfer with a PC M-Unit device and audit trail transfers. Upon successful completion students will understand the product features, benefits, and installation of both keypad programming as well as software programming.

Prerequisites: Basic understanding of mechanical hardware .... **Page 7**

E-Plex Enterprise Access Control Systems Certification Seminar

Students will receive hands-on instruction and in-depth training on the Enterprise Software for the E-Plex 3200/5200, E-Plex 3600/5600, E-Plex 3700/5700 and SAC 5270/5770 electronic pushbutton locks and controllers. The software fundamentals of electronic access control are continued by demonstrating the ease of installation and the use and maintenance of the Enterprise Software. Software training includes lock set up, programming user information, holiday/vacation blocks and access scheduling, and data transfer via a handheld PC / Netbook via USB to IrDA Adapter (M-Unit Devices). Database importing and audit trail retrieval and transfer will also be covered. Upon successful completion, students will understand the unique relationship among Kaba's electronic pushbutton lock series and detailed lock capabilities pertaining to the software programming and auditing. Seminar will include a brief overview of the FIPS (E-Plex 5800) Access Control Lock and Kaba's Wireless Access Control System. **STUDENTS MUST PROVIDE A LAPTOP COMPUTER FOR CLASS PARTICIPATION**.

Prerequisites: Successful complete the E-Plex 5000 Electronic PBL Certification Seminar………**Pages 8 - 9**

E-Plex General FIPS Software Certification Seminar

Students will be certified on Kaba's E-Plex General FIPS Software and the E-Plex 5800 Stand-Alone Access Control Lock. Students will receive information on the FIPS 201 Standards and how it applies to stand-alone access control units and what agencies currently utilize these credentials. The hands-on class includes presentations on FIPS credentials are how they are programmed into the software and the lock. Students will be trained on the simplicity of administering temporary and re-activation cards for existing users. The certification class also includes software programming, retrieval of audit trails, and how to program PIN numbers, DESFire Cards or FIPS 201 Credential Cards at the lock using the LearnLok feature. Upon completion of the certification test, students receiving a passing grade will become Certified FIPS Dealers.

Prerequisites: Knowledge of the Standard E-Plex Software, Completion and prior submission of the "Kaba Questionnaire to become a FIPS Certified Dealer", Certificate of Completion of four HID On-line courses * (certificate of completion must be forwarded to Kaba prior to registration for the FIPS Certification Class)……………………………………………………………..……………………………..………..Pages 12 - 13

SAM RF and InSync Product Certification Seminar

This hands on class provides students technical and saleable insight on the SAM RF key management system and complete line of InSync locking products. SAM RF and InSync were developed exclusively to serve the needs of the Multihousing industry that includes Market Rate Apartments, Privatized Student Housing, Senior and Assisted Living Communities and other Institutional Housing environments. The SAM RF management system provides versatile master keying capabilities, complete key control for resident doors, staff areas and all community access points, extensive transaction and audit histories at both the key encoder and the individual locks. InSync products are standalone battery operated deadbolt, interconnect, latch, mortise and panic trim locking devices as well as electronic remote card readers that will operate any electrified latching device. …………………………………………………………………….…………...……. **Page 14 - 15**

E-Plex Wireless Feature Certification Seminar

This class offers instructions for Kaba's Wireless feature. This class is offered to pre-approved dealers who have agreed to purchase a Wireless Kit. Class includes hands on instruction with software and Zigbee Technology transmission to the gateways and routers. Full installation and hands-on instruction will be offered in this class. ....**Page 16**

COURSE NAME: **E-Plex Standard Electronic Pushbutton Lock Certification**

MAX. CLASS SIZE: 15 Students

RECOMMENDED MIN: 8 Students

PREREQUISITES: Basic understanding of mechanical hardware

CLASS DURATION: 8 Hours

COURSE OUTLINE:
This hands-on class gives instruction on the E-Plex electronic locks and optional software. Hands on training will be provided on the ease of lock installation, as well as use and maintenance of the electronic lock series for the E-Plex 2000, 3000, 5000, and 5070 units. The instructor will also demonstrate programming and audits of the lock using the optional software. Upon successful completion, students will understand the product features, benefits, installation and both keypad and software programming, plus troubleshooting tips.

A. E-Plex Product Overview
- E-Plex cylindrical, mortise and exit trim options
- E-Plex back to back mortise
- E-Plex Stand Alone Controller (SAC)
- E-Plex 3000 Narrow Stile
- E-Plex 2000 and PowerPlex 2000
- Description of product features and capabilities
- Demonstration of software (programming users and retrieving audit trails)

B. Hands-on Product Training
- Installation of lock on mount (with valuable tips)
- Manual programming of E-Plex 5000

C. Certification test

Cost of Seminar: $ 275.00 (USD) Factory Certification in Winston-Salem NC

Value of Seminar: Over $ 1,200.00 (USD)

CLASS INCLUDES:
E-Plex 5031 cylindrical electronic pushbutton lock
Wooden demonstration mount
Four-in-one screwdriver
E-Plex Standard Software Version 3.2
Free listing on the www.kabaaccess.com web site as an E-Plex factory trained dealer
Factory Certification Certificate
Factory Certification Training Binder

COURSE NAME: **E-Plex Enterprise Access Control Software Certification**

MAX. CLASS SIZE: 15 Students

RECOMMENDED MIN: 8 Students

PREREQUISITES: Students are recommended to have successfully completed the

E-Plex 5000 Electronic Pushbutton Lock Certification Seminar

REQUIREMENTS: "Students wishing to participate in the hands-on portion must bring a laptop computer with Windows XP, Vista Home Premium, Vista Business or Windows 7.0, 8.0 or 8.1 operating system. <u>WINDOWS 10.0 OPERATING SYSTEMS ARE NOT COMPATIBLE WITH THE ENTERPRISE SOFTWARE, unless a specific patch has been installed.</u> Laptops must operate on a 32 bit or 64 bit versions. Computers should have a minimum of 1 GB of RAM, 4 GB free hard disc space, SVGA monitor (screen) with 1024 x 768 resolution, CD-ROM drive and 2 USB ports. Don't forget your power/charger unit". <u>Netbooks and tablet computers are not compatible with the Enterprise Software</u>.

CLASS DURATION: 8 Hours

STUDENT REQUIREMENTS:
- Successfully completed the E-Plex 5000 Certification Seminar
- Knowledge working with Windows Software

COURSE OUTLINE:

This certification seminar offers students hands-on training with the Enterprise Software in conjunction with Kaba's E-Plex 3200 / 5200, E-Plex 3600 / 5600, E-Plex 3700 / 5700 and the SAC 5270 / 5670 5770 units. E-Plex Enterprise software training will consist of a complete site setup, user and lock configuration with access schedules and prox cards enrolling. Upon completion students will be familiar with the Sequel based software to program users with credentials, create user and holiday schedules, door groups and schedules, door managers, access groups and import user tables. Students will program access cards, access cards with PIN, and PIN only credentials, plus batch enrollment of cards/fobs. Client / Server capability and audit trail reports will also be covered. The student will receive hands-on training in the use of PC's, Netbook's, via USB to IrDA Adapter (M-Unit devices). Upon successful completion, students will understand the unique relationship among Kaba's electronic pushbutton lock series, detailed capabilities, installation and operation of Kaba's E-Plex Enterprise Software. Seminar will include a brief overview of the FIPS (E-Plex 5800) Access Control Lock and Kaba's Wireless Access Control System.

A. E-Plex 3200/5200, 3600/5600, 3700/5700 and SAC 5270/5770 Product Overview
- E-Plex 3200/3600/3700 lock function overview
- E-Plex 5200/5600/5700 lock function overview (cylindrical, mortise, exit trim, privacy)
- E-Plex SAC 5270/5600/5770 overview

B. Software Installation
- Discussion of Enterprise Software Installation
- PC's, Netbook, USB to IrDA Adapter (M-Unit devices) applications
- E-Plex 3200 / 5200, 3600 / 5600 and E-Plex 3700 / 5700 Enterprise Software overview

C. Hands-on Software Training

- Site Setup
- User Credentials
- Door and User Setup
- Batch Enroll User Prox Cards
- Access Schedules and Holidays Setup
- Creating User Tables

D. Hands-on Software Training Cont.
- Programming the E-Plex Lock
- Auditing the Lock E-Plex via M-Unit devices

E. Certification test

Cost of Seminar: $ 200.00   (USD) Factory Certification in Winston-Salem NC

Value of Seminar: $ Over 900.00 (USD)

CLASS INCLUDES:
E-Plex Enterprise Software and USB to IrDA Adapter (Part No. EP-EPRISE1-001)
Free listing on the www.kabaacess.com website as an E-Plex factory certified dealer
Factory Certification Certificate
Information Handouts

COURSE NAME: **SIMPLEX Mechanical Pushbutton Lock Certification Seminar**

MAX. CLASS SIZE: 15 Students

RECOMMENDED MIN: 8 Students

PREREQUISITES: Basic understanding of mechanical hardware

CLASS DURATION: 8 Hours

COURSE OUTLINE:
We will explore the many mechanical features and servicing of these unique and versatile keyless locks. This class includes hands-on training on the Simplex 1000 and the Simplex 5000. We'll also review and highlight applications for the L1000, 900, 3000, 7100, 6200 and 9600 products in today's marketplace.

A. Combination Chambers
- Hands on chamber training and understanding of its operation
- Identification of component parts
- Reading an unknown code by viewing code gears
- Clearing a zero code and changing the code
- High security code for critically secured areas only
- Symptoms, cause, and remedy of an inoperative chamber

BREAK

B. Disassembly and assembly of the 1000 series lock
- Identification and function of all component parts and models
- Preparation and installation of all models
- Troubleshooting tips
- Application opportunities

C. Power point Review of the L1000, 900, 3000, 7100, 6200 and 9600 cabinet locks
- Identification of all models
- Features and options available
- Troubleshooting tips
- Application opportunities

LUNCH

D. Disassembly and assembly of Simplex 5000 series lock
- Identification and function of all component parts and models
- Preparation and installation of all models
- Troubleshooting tips
- Complete hands-on assembly
- Mount lock on demonstrator mount
- Locating a lost code during a code change

BREAK

E. Applications of all model locks
- Understanding use of all Simplex products with other products and equipment
- Various options of all model locks

F. Certification test

Cost of Seminar: $ 300.00   (USD) Factory Certification in Winston-Salem NC

Value of Seminar: over $ 1,200.00

CLASS INCLUDES:
Simplex 5000 series mechanical pushbutton lock
5000 series universal demonstrator mount
Four-in-one screwdriver
Screwdriver (small)
Free listing on www.kabaaccess.com website as a Simplex factory certified dealer
Factory Certified Certificate
Factory Certification Training Binder

COURSE NAME: **E-Plex General FIPS Software Certification**

MAX. CLASS SIZE: 10 Students

RECOMMENDED MIN: 10 Students
PREREQUISITES: Students must attend the Enterprise Certification Seminar.
Completion of the "Kaba Questionnaire to become a FIPS Certified Dealer"

Certificate of Completion of four HID On-line courses *

REQUIREMENTS: "Students wishing to participate in the hands-on portion must bring a laptop computer with Windows XP, Vista Home Premium, Vista Business or Windows 7.0 operating system.   Laptops must operate on a 32 bit or 64 bit versions. Computers should have a minimum of 1 GB of RAM, 4 GB free hard disc space, SVGA monitor (screen) with 1024 x 768 resolution, CD-ROM drive and 2 USB ports. Don't forget your power/charger unit". Netbooks are not compatible with the software installation.

CLASS DURATION: 4 Hours

CLASSROOM REQUIREMENTS:
- Classroom style layout with 6' front display table
- Projector cart or table and power cord
- Projection Screen
- Available 110v AC outlets for each class student

COURSE OUTLINE:
Students will be certified on Kaba's E-Plex General FIPS Software and the E-Plex 5800 Stand-Alone Access Control Lock. Students will receive information on the FIPS 201 Standards and how it applies to stand-alone access control units and what agencies currently utilize these credentials. The hands-on class includes presentations on FIPS credentials are how they are programmed into the software and the lock. Students will be trained on the simplicity of administering temporary and re-activation cards for existing users. The certification class also includes software programming, retrieval of audit trails, and how to program PIN numbers, DESFire Cards or FIPS 201 Credential Cards at the lock using the LearnLok feature. Various types of credentials will be discussed on how they apply to the true FIPS 201 Standards, and how the Department of Homeland Security reviews the credential process. This is an informative class for the locksmith who currently provides services for military and government facilities. Student will receive service tips and a brief overview addressing salesmanship of the FIPS products. Upon completion of the certification test, students receiving a passing grade will become Certified FIPS Dealers.

A. Introduction and Education
- The history of Kaba's FIPS technology
- Exploring the various FIPS products
- The type credential and what support devices are available

B. Kaba Products
- Hands-on installation of the E-Plex 5800 Stand Alone FIPS Credential Access Control Electronic Pushbutton Locks.
- Kaba's FIPS product line

C. Product Specifics
- Discussion on FIPS installations and software training

- Specific application and models of the FIPS E-Plex 5800 Series access control units
- Service Tips
- PC/SC Diagnostic Tool Demonstration
- Kaba Configurator

D. Salesmanship
- How and where to benefit from the sale of FIPS products
- How to add profits to your company

E. Questions and Answers

F. Certification Test

Cost of Seminar: $ 450.00   (USD)

Value of Seminar: $ Over 1,400.00   (USD)

Class includes:
E-Plex 5831 cylindrical lock
Wooden Mount
E-Plex FIPS General Software / Implementation Kit
Four-in-One Screw Driver
Factory Certification Certificate
Factory Certification Training Binder

* Required HID On-Line Course

- HID Card Data Formats
- HID 125 kHz Technology Basics
- HID Contrasting the 125 kHz Prox verses the 13.56 MHz Smart Cards
- HID 13.56 MHz Technology Basics
(approximate class time should be no more than 30 minutes per class)

COURSE NAME: InSync Products and SAM RF Software Certification

MAX. CLASS SIZE: 10 Students

PREREQUISITES: Basic understanding of mechanical hardware

CLASS DURATION: 8 Hours

CLASSROOM REQUIREMENTS:
- Classroom style layout with 6' front display table
- Projector cart or table and power cord
- Flip Chart
- Projection Screen

COURSE OUTLINE:
This class provides students hands-on training on the Kaba SAM RF Software (Security Access Manager) and complete line of Kaba's InSync access control products. SAM RF and InSync were developed exclusively to serve the needs of the Multihousing industry that includes market rate apartments, privatized student housing, senior and assisted living communities and other institutional housing environments. The SAM RF management system provides versatile master keying capabilities, complete key control for resident doors, staff areas and all community access points (utilizing both HID and/or InSync RFID keys), extensive transaction and audit histories at both the key encoder and the individual locks. InSync products are standalone battery operated deadbolt, interconnect, latch, mortise and panic trim locking devices as well as electronic remote card readers that will operate any electrified latching device. Students will experience hands-on instructions of the software plus product installations with an understanding for how to achieve ultimate electronic key control.

A. Introduction and Education
- History of Kaba and Multihousing products
- Powerful, flexible solutions using the SAM RF Software and InSync products
- How to conduct a site survey to satisfy your customer requirements
- The New Age of Kaba RFID Key Control with optional dual credential applications
- Site level and administration control
- System design for single or multiple property solutions

B. Kaba InSync Lock Series
- **D** –   deadbolt
- **I** -   interconnected lock
- **L** -   tubular latch complete lever set
- **M** -   mortise
- **P** –   rim exit device
- **RCR** -   remote control reader / flush or surface mount
- InSync options, finishes and types of locking devices
- Warranty

C. **Kaba SAM RF System Components**

      SAM RF Software
      Electronic Key Encoder
      SAM RF System Utility Device
      RFID Electronic Keys
      Power Source for the Electronic Key Encoder
      External Power Supply for Locks
      USB Cable for the Electronic Key Encoder
      USB Cable for the Utility Device

D. Hands-on Training

- InSync "D-Lock" Installation
- Hands-on SAM RF Software Training and Data Base Management
- Identification and types of RFID keys
- How to program electronic keys (using the proprietary InSync Key Encoder)
- Understanding and use of the Utility Device
- Understanding Commons areas, Suite and Unit locks
- Programming Staff, Residents and Vendors
- Understanding Suite Egress and Entry function locks
- Proper use of non-entry diagnostic keys
- How to manage Authorization Groups and Zones
- Audit Trail Retrieval and reporting options
- Service tips and trouble shooting
- How to program locks (up to 100 at one time)

E. Marketing and Sales

- Identifying marketing opportunities with the InSync Products
- Add recurring revenue to your business with SAM RF Software and InSync Products

F. Questions and Answers

G. Certification Test

Cost of Seminar: $ 300.00 (USD)

Value of Seminar: Over $ 1,700.00 (USD) LIST PRICE

Certification Class includes:

- InSync D Lock (DRD-01-26D) on wooden mount
- Preloaded SAM RF Software (InSync Software)
- 6 RFID Electronic Keys (R 20280)
- Four-in-One Screwdriver
- SAM RF Certification Binder and SAM RF / InSync Certification Certificate
- Listing on Kaba's Website as a Certified SAM RF / InSync Dealer

COURSE NAME: **E-Plex Wireless Feature Certification Seminar**

MAX. CLASS SIZE: 15 Students

RECOMMENDED MIN: 8 Students

PREREQUISITES: <u>Students must attend the Enterprise Certification Seminar and be pre-approved by Kaba and shall purchase a wireless kit</u>

CLASS DURATION: **8** Hours

"Students wishing to participate in the hands-on portion must bring a laptop computer with Windows XP, Vista Home Premium, Vista Business or Windows 7.0 operating system.   Laptops must operate on a 32 bit or 64 bit versions. Computers should have a minimum of 1 GB of RAM, 4 GB free hard disc space, SVGA monitor (screen) with 1024 x 768 resolution, CD-ROM drive and 2 USB ports. Don't forget your power/charger unit". Netbooks are not compatible with the software installation.

COURSE OUTLINE:
Students will receive hands-on instruction for Kaba's Wireless Feature.   Participants will receive an understanding on how and where this feature can be added to existing Kaba products. Students will have the opportunity to o program a Gateway and how to ZAC a lock. Features such as emergency shut-down, remote release and audit trail retrieval can be handled from a specific computer on or off site. We will discuss the various types of credentials that can be utilized with this product and benefits to the end user.

A. Introduction and Education
- The history of Kaba's wireless technology
- How to determine the customer's requirements
- The type credential available with this feature
- Examples of Kaba Product Applications

B. Kaba Products
- Electronic Pushbutton Locks and how they apply to the wireless feature
- Kaba's Family of access control locks and controllers

C. Product Specifics
- Discussion on wireless installation verses hard wired
- Specific application

D. Salesmanship
- How to sell the wireless feature
- How to add recurring revenue to your business

E. Questions and Answers

Cost of Seminar: Cost of the Wireless Kit ($ 1,250.00)

Class includes:

E-Plex 5xxx Electronic Lock on wooden mount with wireless feature added
Gateway / Router
Card Reader Enroller   USB Cable
Site Survey Unit   Kaba Wireless Feature Certification Binder
Enterprise Software   AC / DC Transformer
Large Capacity Demo Battery Pack/Inside Wireless Antenna