

dormakaba learning ebook





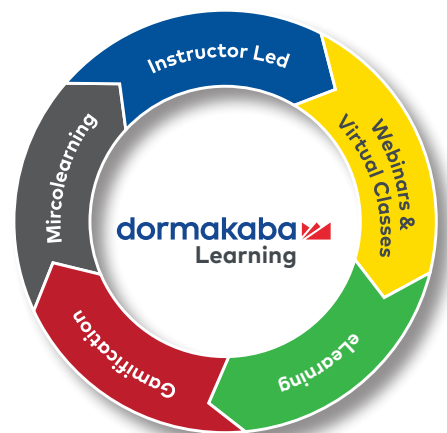
Maximize your knowledge and empower your success.

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 live and virtual classroom training in addition to eLearning, games and microlearning lessons on-demand. 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.

Instructor Led 	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. Each course will include a final exam to evaluate competency. Course List Schedule
Webinars/ Virtual Classes 	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. Course List Schedule
eLearning 	eLearning courses can be accessed anytime and include AED Daily Courses with continuing education credits and eLearning through the dormakaba LMS portal. email training@AMER.dormakaba.com to request access to the dormakaba LMS. Course List AEC Courses
Gamification 	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. Play Now
Microlearning 	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. Course List Topics

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 to set-up training at your location, tailored to your specific needs.

Instructor led courses

Industry Knowledge

Course #	Description	Hours	Certification	Page
DI-ILT-1013	Fire Door Inspection: Things you MUST Know to Do it RIGHT	4	N	10
DI-ILT-1041	How to Keep Your Door Hardware Code Compliant	4	N	10
DI-ILT-1043	BEST School Security: Code Compliant Classroom Door Locking Solutions	4	N	11
DI-ILT-1044	BEST Access Control 101	4	N	11
DI-ILT-1045	Codes 101: NFPA 80, NFPA 101 & ADA	4	N	12

Door Hardware

Course #	Description	Hours	Certification	Page
DP-ILT-1001	BEST Exit Devices & Door Closers	8	N	12
DP-ILT-1002	BEST Mechanical Hardware Installation & Service	8	N	13
DP-ILT-1003	BEST Interchangeable Core Systems	8	N	13
DP-ILT-1014	BEST Exit Devices & Door Closers: Installation, Servicing and Adjustment	4	N	14
DP-ILT-1015	BEST Interchangeable Core Combinating (Short Course)	2	N	14
DP-ILT-1020	dormakaba Simplex Mechanical Pushbutton Lock Certification	8	Y	15
DP-ILT-1029	dormakaba Door Closers (Surface & Concealed) and Arm Application	3	N	16
DP-ILT-1031	dormakaba Mechanical and Electronic Exits and Locks	2	N	16
DP-ILT-1032	dormakaba Factory Certified Service Provider Training	8	N	17
DP-ILT-1034	dormakaba Specifiable Differences	2	N	17
DP-ILT-1040	dormakaba Simplex Mechanical Pushbutton Lock Overview	2-4	N	18
DP-ILT-1042	BEST Interchangeable Core Combinating Workshop	4	N	18
DP-ILT-1046	BEST Cylindrical & Mortise Locks: Things You Must Know to Install & Service	4	N	19
DP-ILT-1047	BEST Electrified Door Hardware Options, installation Do's & Don'ts	4	N	19
DP-ILT-1125	dormakaba Closers, Exits, Locks, ED900, and Access Control	2-4	N	20

Instructor led courses

Electronic Access & Data

Course #	Description	Hours	Certification	Page
DP-ILT-1004	BEST Keystone Web Software Administration	8	N	20
DP-ILT-1005	BEST SHELTER Wireless Lockdown	8	N	21
DP-ILT-1006	BEST Switch Tech	8	N	21
DP-ILT-1017	dormakaba Aurora Technical Training	24	N	22
DP-ILT-1019	dormakaba Aurora On-The-Road Technical Training	16	N	22
DP-ILT-1021	dormakaba E-Plex Standard Electronic Pushbutton Lock Certification	8	Y	23
DP-ILT-1022	dormakaba SAM RF / InSync Certification	8	Y	24
DP-ILT-1023	dormakaba E-Plex Enterprise Access Control Systems Software Certification	8	Y	25
DP-ILT-1024	dormakaba E-Plex 5600/5700 Wireless Feature Certification	12	Y	26
DP-ILT-1025	dormakaba E-Plex 7100/7900 Wireless Feature Certification	8	Y	27
DP-ILT-1026	dormakaba ED900 Low Energy Operator Installation & Service	4	N	28
DP-ILT-1027	dormakaba Electrified Hardware & ED900 Training	8	N	28
DP-ILT-1028	dormakaba Electrified Hardware	6	N	29
DP-ILT-1030	dormakaba ED900 Low Energy Operator and Access Control	2	N	29
DP-ILT-1031	dormakaba Mechanical and Electronic Exits and Locks	2	N	30
DP-ILT-1033	dormakaba Low Energy vs. Auto Operator Training	2	N	30
DP-ILT-1035	dormakaba E-Plex 2000 / PowerPlex Overview	2-4	N	31
DP-ILT-1036	dormakaba E-Plex Enterprise Software Overview	2-4	N	31
DP-ILT-1037	dormakaba E-Plex Standard Electronic Pushbutton Lock Overview	2-4	N	32
DP-ILT-1038	dormakaba E-Plex Wireless Overview	2-4	N	32
DP-ILT-1039	dormakaba SAM RF / InSync Overview	2-4	N	33
DP-ILT-1048	dormakaba Community Access Management Software	20	Y	33
DP-ILT-1049	BEST Wi-Q Wireless Access Control	16	N	34
DP-ILT-1054	BEST Switch™ Tech Technical Training 2-202	8	N	34
DP-ILT-1125	dormakaba Closers, Exits, Locks, ED900, and Access Control	2-4	N	35

Webinars/virtual courses

Industry Knowledge

Course #	Description	Hours	Certification	Page
DI-WEB-1089	dormakaba DORMA Low Energy Vs. Auto Operator Overview	1	Y	64
DI-WEB-1104	Fire Door Inspection: 13 Things you MUST Know (Short Course)	1	N	36
DI-WEB-1107	How to Keep Door Hardware Code Complaint (Short Course)	1	N	36
DI-WEB-1110	dormakaba Basic Electrified Hardware	1	N	70
DI-WEB-1113	Introduction to Door Hardware	1	N	37
DI-WEB-1114	How To Conduct A Keying Meeting	1	N	37
DI-WEB-1126	Basic Fundamentals of ADA/ANSI 117.1	1	N	38

Door Hardware

Course #	Description	Hours	Certification	Page
DP-WEB-1007	BEST Interchangeable Cores: Calculations, Pinning & Key Cutting	2	N	38
DP-WEB-1008	BEST 9K Cylindrical and 40H Mortise Options & Installations	2	N	39
DP-WEB-1010	BESTCode Training (Distributors ONLY)	4	N	39
DP-WEB-1057	dormakaba Mechanical and Electronic Exits and Locks	1	N	40
DP-WEB-1059	BEST Exit Device Servicing: Installation, Servicing and Adjustment	1	N	40
DP-WEB-1060	BEST Door Closer Servicing: Installation, Servicing & Adjustment	1	N	41
DP-WEB-1061	BEST Mortise Lock Basics (40H); Things you Must Know to Install & Service	1	N	41
DP-WEB-1062	BEST Cylindrical Lock Basics (9K); Things you Must Know to Install & Service	1	N	42
DP-WEB-1065	dormakaba Simplex and E-Plex Overview for Sales Reps	1.25	N	42
DP-WEB-1066	dormakaba Simplex Product Overview	1	N	43
DP-WEB-1067	dormakaba Simplex Manual Programming Overview	1	N	43
DP-WEB-1078	dormakaba Dorma Portfolio Overview	1.5	N	44
DP-WEB-1087	dormakaba Dorma Surface Closers and Arms	1	N	44
DP-WEB-1088	dormakaba Dorma Specifiable Differences	1	N	45
DP-WEB-1092	dormakaba Surface Mechanical Door Closer Arm Applications	1	N	45
DP-WEB-1105	BEST, Precision & Stanley Level 1 Training for 9K, 40H, Precision Exits & Stanley Closers	1	N	46
DP-WEB-1106	BEST Core A2 Pin Segment Calculations	1	N	46
DP-WEB-1108	dormakaba Dorma Mechanical and Electrified Exit Devices	1	N	47
DP-WEB-1111	dormakaba Dorma Concealed Closer	1	N	47
DI-WEB-1113	Introduction to Door Hardware	1.5	N	48
DI-WEB-1114	How To Conduct A Keying Meeting	1	N	48
DP-WEB-1116	Introduction to BEST PRECISION Exit Devices	1	N	49
DP-WEB-1118	BEST Key Systems Overview and Q & A	1	N	49

Webinars/virtual courses

Door Hardware (cont)

Course #	Description	Hours	Certification	Page
DP-WEB-1119	Standard Lock Cylinder Pinning & Service	1	N	50
DP-WEB-1120	dormakaba Dorma Fire Life Safety Electrified Closers/Holders	1	N	50
DP-WEB-1122	Design Hardware Product Overview	1	N	51
DP-WEB-1124	dormakaba Dorma TS 93 Cam and Roller Surface Closer	1	N	51

Electronic Access & Data

Course #	Description	Hours	Certification	Page
DP-WEB-1009	BEST Keystone Web Software Administration	3	N	52
DP-WEB-1011	BEST Keystone 600	3	N	52
DP-WEB-1012	BEST Shelter Lockdown Solution Software Administration	4	N	53
DP-WEB-1016	dormakaba Aurora Basic Setup	1	N	53
DP-WEB-1018	dormakaba Aurora Site Management	1	N	54
DP-WEB-1064	BEST Keystone Web "Hands On" Software Administration	4	N	54
DP-WEB-1065	dormakaba Simplex and E-Plex Overview for Sales Reps	1.25	N	55
DP-WEB-1068	dormakaba E-Plex Product Overview	1	N	55
DP-WEB-1069	dormakaba E-Plex Manual Programming Overview	1.25	N	56
DP-WEB-1070	dormakaba E-Plex 2000 / PowerPlex Overview	1	N	56
DP-WEB-1071	dormakaba E-Plex Standard Software Overview	1	N	57
DP-WEB-1072	dormakaba Enterprise Software Overview	1	N	57
DP-WEB-1073	dormakaba E-Plex Wireless Feature Overview	1	N	58
DP-WEB-1074	dormakaba E-Plex 7900 Overview	1	N	58
DP-WEB-1075	dormakaba SAM RF / InSync Product Overview	1.5	N	59
DP-WEB-1076	dormakaba SAM RF Software Overview	2	N	59
DP-WEB-1077	dormakaba SAM RF / InSync General Overview of Software and Products	1.25	N	60
DP-WEB-1079	dormakaba Aurora Enhanced Lockdown	1	N	60
DP-WEB-1080	BEST Offline Overview	1	N	61
DP-WEB-1081	dormakaba Strikes, Maglocks and Associated Accessories	1	N	61
DP-WEB-1083	dormakaba LUNA Overview	1	N	62
DP-WEB-1084	dormakaba Aurora Advanced Features	1	N	62
DP-WEB-1085	dormakaba Aurora E-Plex Integration Overview	1	N	63

Webinars/virtual courses

Electronic Access & Data (cont)

Course #	Description	Hours	Certification	Page
DP-WEB-1086	dormakaba Aurora People Management	1	N	63
DP-WEB-1093	dormakaba Aurora Site Management	1	N	64
DP-WEB-1094	dormakaba Aurora Access Control 101	2	N	65
DP-WEB-1095	dormakaba Aurora Access Control Management - Parts & Pieces	1	N	65
DP-WEB-1096	dormakaba Aurora Access Control Software; Communications	2	N	66
DP-WEB-1097	dormakaba Aurora Access Control Software; Holidays	2	N	66
DP-WEB-1098	dormakaba Aurora Lockdown Overview	1	N	67
DP-WEB-1099	dormakaba Aurora Access Control Panel Settings and Configurations	2	N	67
DP-WEB-1101	dormakaba Aurora Software Site Setup	2	N	68
DP-WEB-1102	dormakaba Aurora Access Control Management System; Software Installation	2	N	68
DP-WEB-1103	dormakaba Aurora Access Control Management System; Wiring	2	N	69
DP-WEB-1108	dormakaba Dorma Mechanical and Electrified Exit Devices	1	N	69
DP-WEB-1109	dormakaba Dorma ED900 Low Energy Operator and Access Control	1	N	70
DP-WEB-1117	BEST Keystone Web Overview and Q & A	1	N	71
DP-WEB-1128	dormakaba Aurora Access Control Management System; Schedules	2	N	71
DP-WEB-1129	dormakaba Aurora Web Overview	2	N	72
DP-WEB-1130	dormakaba Community/Aurora Software Integration; Aurora requirements	1	N	72

Vertical Markets

Course #	Description	Hours	Certification	Page
DP-WEB-1112	BEST School Security: Code Compliant Classroom Door Locking Solutions	1 Hour	N	73
DP-WEB-1115	BEST SHELTER Lockdown Solution Overview and Q&A	1 Hour	N	73

eLearning courses

Industry Knowledge

Course #	Description	Hours	Certification	Page
DI-ELN-1144	Defining Solutions in an Educational Environment	.5	N	74

Door Hardware

Course #	Description	Hours	Certification	Page
DI-AIA-1131	Architectural Hardware: ADA Compliance, Standards & Codes	Self Paced	N	74
DP-ELN-1091	BEST Surface Door Closer Introduction	1	N	75
DP-ELN-1121	BEST Precision 2110VI Exit Device Introduction	.5	N	75

Interior Glass Systems

Course #	Description	Hours	Certification	Page
DI-AIA-1132	A Guide to Glass Wall Systems and Architectural Opening Solutions	Self Paced	N	76
DP-ELN-1141	dormakaba GP Series 1000/1100 Introduction	.5	N	76

Electronic Access & Door Hardware

Course #	Description	Hours	Certification	Page
DI-AIA-1133	Architectural Hardware & Access Control For Healthcare Environments	Self Paced	N	77
DP-ELN-1050	BEST SwitchTech Introduction	.5	N	77
DP-ELN-1051	BEST SwitchTech Use Cases	.25	N	78
DP-ELN-1052	BEST SwitchTech Procurement	.5	N	78
DP-ELN-1053	BEST SwitchTech Technical Training	.5	N	79
DP-ELN-1058	dormakaba Switching Power Supplies Introduction	1	N	79
DP-ELN-1136	BEST Wi-Q Series Introduction	.5	N	80

Microlearning courses

Course #	Description	Hours	Certification	Page
DT-MLN-1446	dormakaba Social Media Directives	.5	N	81

Instructor Led Course Descriptions

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

ID:	DI-ILT-1013
Level:	Introductory – 100 Series Course
Description:	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.
Cost:	No cost to students
Length:	4 Hour – Half Day
Certification:	None
CEUs:	None
Who Should Attend:	Individuals responsible for servicing and maintaining hardware within facilities.
Learning Path:	Installer, Sales, Customer Support, Employee
Objectives:	Upon completion this course you will be able to: • Identify issues, codes and standards that affect door hardware • Recognize what components and/or corrections are required to have doors comply with codes • Select and correct (with code-approved products) the most recurring violations in the field • Troubleshoot common non-code compliant application issues

Industry Knowledge: How to Keep Your Door Hardware Code Compliant

ID:	DI-ILT-1041
Level:	Introductory – 100 Series Course
Description:	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
Cost:	No cost to students
Length:	4 Hour – Half Day
Certification:	None
CEUs:	None
Who Should Attend:	Individuals responsible for servicing and maintaining hardware within facilities.
Learning Path:	Installer, Sales, Customer Support, Employee
Objectives:	Upon completion this course you will be able to: • Identify available industry resources, codes and standards that affect door hardware • Understand what opening components are required to comply with these codes • Select the correct, code-approved product, for the most commonly mis-applied applications • Troubleshoot common non-code compliant application issues

Instructor Led Course Descriptions

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

ID:	DI-ILT-1043
Level:	Introductory – 100 Series Course
Description:	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.
Cost:	No cost to students
Length:	4 Hour – Half Day
Certification:	None
CEUs:	None
Who Should Attend:	Individuals responsible for servicing and maintaining hardware within facilities.
Learning Path:	Installer, Sales, Customer Support, Employee
Objectives:	Upon completion this course you will be able to: • Recognize non-code compliant opening components • Understand what opening components are required to comply with these codes • Review field applications, use & operation • Recommend options for code compliant lockdown applications and use



Industry Knowledge: Access Control 101

ID:	DI-ILT-1044
Level:	Introductory – 100 Series Course
Description:	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.
Cost:	No cost to students
Length:	4 Hour – Half Day
Certification:	None
CEUs:	None
Who Should Attend:	Individuals responsible for servicing and maintaining Access Control hardware within facilities.
Learning Path:	Installer, Sales, Customer Support, Employee
Objectives:	Upon completion this course you will be able to: • Identify and review codes relating to requirements and use • Proper selection of hardware, hands-on experiences for applications • Understand what opening components are required to comply with these codes • Review field options for adding features to existing hardware • Troubleshoot common installation issues and available conversions/field adjustment

Instructor Led Course Descriptions

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

ID:	DI-ILT-1045
Level:	Introductory – 100 Series Course
Description:	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.
Cost:	No cost to students
Length:	4 Hour – Half Day
Certification:	None
CEUs:	None
Who Should Attend:	Individuals responsible for servicing and maintaining hardware within facilities.
Learning Path:	Installer, Sales, Customer Support, Employee
Objectives:	Upon completion this course you will be able to: • Recognize opening components • Understand what opening components are required to comply with codes • Review field Use & Operation • Troubleshoot common installation issues • Available conversions/field adjustments

Door Hardware: BEST Exit Devices and Door Closers

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

Instructor Led Course Descriptions

Door Hardware: BEST Mechanical Hardware Installation & Service

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

Door Hardware: BEST Interchangeable Core Systems

ID:	DP-ILT-1003
Level:	Introductory – 100 Series Course
Description:	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.
Cost:	No cost to students
Length:	8 hours – One Day
Certification:	Certificate of Completion
CEUs:	None
Who Should Attend:	Individuals responsible for maintaining BEST Interchangeable Core systems, cutting BEST keys and combining BEST Interchangeable Cores.
Learning Path:	Installer, Sales, Customer Support, Employee
Objectives:	Upon completion this course you will be able to: • Identify BEST Interchangeable Core product types • Understand options available for BEST Interchangeable Cores • Cut Keys • Calculate pin stacks • Combine cores • Troubleshoot cores and keys



Instructor Led Course Descriptions

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

ID:	DP-ILT-1014
Level:	Introductory – 100 Series Course
Description:	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.
Cost:	No cost to students
Length:	4 Hour – Half Day
Certification:	None
CEUs:	None
Who Should Attend:	Individuals responsible for servicing and maintaining Exit Device & Door Closer hardware within facilities
Learning Path:	Installer, Sales, Customer Support, Employee
Objectives:	Upon completion this course you will be able to: • Identify and review codes relating to requirements and use • Proper selection of hardware and hands-on experiences for applications • Understand what opening components are required to comply with these codes • Review field options for adding features to existing hardware Troubleshoot common Exit Device & Closer issues and available conversions/field adjustments

Door Hardware: BEST Interchangeable Core Combining Short Course

ID:	DP-ILT-1015
Level:	Introductory – 100 Series Course
Description:	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.
Cost:	No cost to students
Length:	2 Hour – Quarter Day
Certification:	None
CEUs:	None
Who Should Attend:	Individuals responsible for servicing and maintaining Interchangeable Core and Masterkey systems.
Learning Path:	Installer, Sales, Customer Support, Employee
Objectives:	Upon completion this course you will be able to: • Identify BEST Key System, Codes & Cores • Understand options available on Master Key Hierarchy and expansion options • Explain the use of a Key Combinator, Pinning Cores, and CorMax • Troubleshoot common Key System & Core issues that can develop over time

Instructor Led Course Descriptions

Door Hardware: dormakaba Simplex Mechanical Pushbutton Lock Certification

ID:	DP-ILT-1020	
Level:	Intermediate	
Description:	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.	
Cost:	\$300.00 per student	
Length:	8 Hours	
Certification:	Simplex Certified Installer	
CEUs:	8 CEU's per student	
Class Size:	Minimum: 10 Students/Maximum: 25 Students	
Prerequisites:	Basic understanding of mechanical hardware	
Who Should Attend:	Locksmiths, maintenance technicians, building owners, integrators, schools, hospitals and any commercial/industrial properties who desire mechanical access control.	
Learning Path:	Installer, Sales, Customer Support, Employee	
Objectives:	Upon completion this course you will be able to: • Comprehension of the combination chambers including identification of components, reading and clearing/changing zones, high security codes as well as troubleshooting • Hands-on disassembly/assembly of 1000 and 5000 series locks with troubleshooting • Identify all lock models, features and options • Lock applications, including:	
	Combination Chambers • Hands on chamber training • 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	Disassembly/Assembly of the 1000 Series Lock • Identification and function of all component parts and models • Preparation and installation of all models • Complete hands-on assembly • Installation of 1000 on wooden mount • Troubleshooting tips • Application opportunities
	L1000, 900, 3000, 7100, 6200, 9600 cabinet locks • Identification of all models • Features and options available • Troubleshooting tips • Application opportunities	Disassembly/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
	Applications of all model locks • Understanding use of all Simplex products with other products and equipment • Various options of all model locks	Certification test
Class Includes:	• 1000 Series Mechanical Pushbutton Lock • 1000 Chamber • 5000 Series Mechanical Pushbutton Lock • 5000 Chamber • 5000 Series Universal Demonstrator Mount	• Four-In-One Screwdriver • Screwdriver (small) • Free listing on dormakaba.com website as a Simplex Factory Certified Dealer • Factory Certified Certificate • Factory Certified Training Manual
Customer Site Requirements:	• Flip Chart • Projection Screen	• Classroom style layout with 6' front display table • Projector cart or table with 3-way power cord



Instructor Led Course Descriptions

Door Hardware: dormakaba DORMA Door Closers (Surface and Concealed) and Arm Application Training

ID:	DP-ILT-1029
Level:	Introductory – 100 Series Course
Description:	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.
Cost:	No cost to students
Length:	1 – 3 Hours – (depending on available time)
Certification:	None
CEUs:	None
Who Should Attend:	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.
Learning Path:	Installer, Sales, Customer Support, Employee
Objectives:	Upon completion this course you will be able to: - Decide which dormakaba DORMA Door Control product can meet your customers need based on security, ADA and life safety codes - Learn time saving installation, adjustment and maintenance tips for dormakaba DORMA Mechanical and Electrified closers. - Select the correct application method for specific Mechanical and Electrified products. - Choose the proper dormakaba DORMA's electronic access control solution utilizing Low Energy Automatics and electrified hardware.

Door Hardware: dormakaba DORMA Exits and Locks (Mechanical and Electronic) Training

ID:	DP-ILT-1031
Level:	Introductory – 100 Series Course
Description:	This class is intended to provide an in-depth view on exits and locks (mechanical and electronic); 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.
Cost:	No cost to students
Length:	1-2 Hours Max. - (depending on time available)
Certification:	Attendance certificate
CEUs:	None
Who Should Attend:	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.
Learning Path:	Facilities Managers, Installers, Sales, Customer Support, Employee, Consultants
Objectives:	Upon completion this course you will be able to: - Decide which dormakaba DORMA exit device or lock can meet your customers need based on security, ADA, and life safety codes. - Learn time saving installation, adjustment and maintenance tips for dormakaba DORMA Mechanical, Electrified exit devices, and Electronic Locks. - Select the correct application method for specific Mechanical and Electrified products. - Introduction to dormakaba DORMA's electronic access control solution utilizing Low Energy Automatics and electrified hardware.

Instructor Led Course Descriptions

Door Hardware: dormakaba DORMA Factory Certified Service Provider

ID:	DP-ILT-1032
Level:	Intermediate – 200 Series Course
Description:	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, electronic locks, Low Energy Auto-matics, key systems and serialized key control (SKC).
Cost:	No cost to students
Length:	8 hours – One Day
Certification:	Factory Certified Installers Certificate
CEUs:	None
Who Should Attend:	Facility managers, End users, Distributors, Installers, and Consultants who want the most up to date service and troubleshooting information on dormakaba DORMA products.
Learning Path:	Facilities Managers, Installers, Sales, Customer Support, Employee, Consultants
Objectives:	Upon completion this course you will be able to: - Decide which dormakaba DORMA Door Control product can meet your customers need based on security, ADA and life safety codes and make life easier for our customers. - Learn time saving installation, adjustment and maintenance tips for dormakaba DORMA products. - Select the correct application method for specific Mechanical and Electrified products that our competition does not have in their line-up. - Learn how to use dormakaba DORMA 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. - Introduction to dormakaba DORMA's electronic access control solution utilizing Low Energy Auto-matics and electrified hardware.

Door Hardware: dormakaba DORMA Specifiable Differences

ID:	DP-ILT-1034
Level:	Introductory – 100 Series Course
Description:	This class is intended to provide an in-depth view at the dormakaba DORMA 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).
Cost:	No cost to students
Length:	1-2 Hours Max. - (depending on time available)
Certification:	Attendance certificate
CEUs:	None
Who Should Attend:	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.
Learning Path:	Facilities Managers, Installers, Sales, Customer Support, Employee, Consultants
Objectives:	Upon completion this course you will be able to: - Decide which dormakaba DORMA Door Control product can meet your customers need based on security, ADA and life safety codes and make life easier for our customers. - Learn time saving installation, adjustment and maintenance tips for dormakaba DORMA products. - Select the correct application method for specific Mechanical and Electrified products that our competition does not have in their line-up. - Introduction to dormakaba DORMA's electronic access control solution utilizing Low Energy Automatics and electrified hardware.



Instructor Led Course Descriptions

Door Hardware: dormakaba Simplex Mechanical Pushbutton Lock Overview

ID:	DP-ILT-1040
Level:	Introductory Series Course
Description:	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.
Cost:	No cost to students
Length:	2 to 4 Hours (depending on customers request)
Certification:	None
CEUs:	None
Who Should Attend:	Locksmiths, maintenance technicians, building owners and contractors involved with installation of pushbutton locksets and door hardware.
Learning Path:	Installer, Sales, Customer Support, Employee
Objectives:	Upon completion this course you will better understand the: • Various models of Simplex locks • How to install new codes and identify and repair lost codes • Install plus how to install a service kit in the Simplex 1000 • Troubleshoot common installation problems, and necessary repair • Application suggestions for all Simplex pushbutton locks

Door Hardware: BEST Interchangeable Core Combining Workshop

ID:	DP-ILT-1042
Level:	Introductory – 100 Series Course
Description:	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.
Cost:	No cost to students
Length:	4 Hour – Half Day
Certification:	None
CEUs:	None
Who Should Attend:	Individuals responsible for servicing and maintaining Interchangeable Core and Masterkey systems.
Learning Path:	Installer, Sales, Customer Support, Employee
Objectives:	Upon completion this course you will be able to: • Identify BEST Key System, Codes & Cores • Understand options available on Master Key Hierarchy and expansion options • Explain the use of a Key Combinator, Pinning Cores, and CorMax • Troubleshoot common Key System & Core issues that can develop over time

Instructor Led Course Descriptions

Door Hardware: BEST Cylindrical & Mortise Locks; Things you Must Know to Install & Service

ID:	DP-ILT-1046
Level:	Introductory – 100 Series Course
Description:	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.
Cost:	No cost to students
Length:	4 Hour – Half Day
Certification:	None
CEUs:	None
Who Should Attend:	Individuals responsible for servicing and maintaining Cylindrical & Mortise Lock hardware within facilities.
Learning Path:	Installer, Sales, Customer Support, Employee
Objectives:	Upon completion this course you will be able to: • Identify and review codes relating to requirements and use, proper selection of hardware, hands-on experiences for applications • Understand what opening components are required to comply with these codes • Review field options for adding features to existing hardware • Troubleshoot common Cylindrical & Mortise Lock issues and available conversions/field adjustments

Door Hardware: BEST Electrified Door Hardware Options, Installation Do's & Don'ts

ID:	DP-ILT-1047
Level:	Introductory – 100 Series Course
Description:	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.
Cost:	No cost to students
Length:	4 hours – Half Day
Certification:	None
CEUs:	None
Who Should Attend:	Individuals responsible for servicing and maintaining hardware within facilities.
Learning Path:	Installer, Sales, Customer Support, Employee
Objectives:	Upon completion this course you will be able to: • Identify opening components and their use • Understand what opening components are required to comply with codes • Review field applications, use & operation • Recommend options for code compliant applications and use



Instructor Led Course Descriptions

Door Hardware: dormakaba DORMA Closers, Exits, Locks, ED900 and Access Control Overview

ID:	DP-ILT-1125
Level:	Introductory – 100 Series Course
Description:	This will be an in depth look at the dormakaba DORMA Mechanical and Electrified Door Control products (exits, and locks); Surface and concealed closers, Fire Life-Safety, and Low Energy Automatics and Access Control.
Cost:	No cost to students
Length:	2-4 Hours Maximum (depending on available time)
Certification:	Attendance Certificate
CEUs:	None
Who Should Attend:	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.
Learning Path:	Facilities Managers, Installers, Sales, Customer Support, Employee, Consultants
Objectives:	Upon completion this course you will be able to: - Decide which dormakaba DORMA exit device or lock can meet your customers need based on security, ADA, and life safety codes. - Earn time saving installation, adjustment and maintenance tips for dormakaba DORMA Mechanical and Electrified products, Closers, Exit devices, and Electronic Locks. - Select the correct application method for specific Mechanical and Electrified products. - Introduction to dormakaba DORMA's electronic access control solution utilizing Low Energy Automatics and electrified hardware.

Electronic Access & Data: BEST Keystone Web Software Administration

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

Instructor Led Course Descriptions

Electronic Access & Data: BEST SHELTER Wireless Lockdown

ID:	DP-ILT-1005
Level:	Introductory – 100 Series Course
Description:	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.
Cost:	No cost to students
Length:	8 hours – One Day
Certification:	Certificate of Completion
CEUs:	None
Who Should Attend:	Individuals responsible for the selection, installation, service, operation or maintenance of a SHELTER Wireless Lockdown system.
Learning Path:	Installer, Sales, Customer Support, Employee
Objectives:	Upon completion this course you will be able to: • Understand the system architecture • Commission a SHELTER system • Enroll hardware into the SHELTER system • Manage notifications • Maintain the hardware

Electronic Access & Data: BEST Switch™ Tech Solution

ID:	DP-ILT-1006
Level:	Introductory – 100 Series Course
Description:	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.
Cost:	No cost to students
Length:	8 hours – One Day
Certification:	Certificate of Completion
CEUs:	None
Who Should Attend:	Individuals responsible for installing, operating or supporting Switch™ Tech and have completed the following prerequisites: • Complete Switch™ Tech training courses: Introduction to Switch™ Tech (101), Switch™ Case Use Cases (102), Switch™ Tech Procurement (103), Switch™ Tech Technical Training (201) • Basic understanding of mechanical hardware and access control
Learning Path:	Installer, Sales, Customer Support, Employee
Objectives:	Upon completion this course you will be able to: • Understand the Switch™ Tech System Architecture • Commission a Switch™ Tech system • Install Switch™ Tech Cores • Program Switch™ Tech Cores • Pull Audits and View and View the Switch™ Tech Core's Status



Instructor Led Course Descriptions

Electronic Access & Data: dormakaba Aurora Factory Technical Training

ID:	DP-ILT-1017
Level:	Introductory, Intermediate, Advanced
Description:	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.
Cost:	\$250.00 CA for the first participant from each company. Additional participants from same company may be added to the course at a reduced registration fee of \$50.00 CA per additional participant.
Length:	Three days – 24 hours
Certification:	Factory certificate of attendance
CEUs:	None
Who Should Attend:	Industry professionals who need to learn the technical side of Aurora Access Control Systems; Installation Technician, Service Technician, Project Managers, Technical Sales/Sales.
Materials Supplied:	Upon completion of training, each company will receive a complimentary, licensed copy of the Aurora Access Control Management Software.
Objectives:	Upon completion this course you will be able to: • Learn part numbers and hardware required for different applications • Installation requirements, wire an access control panel • Aurora software requirement, software installation, setup and programming of access control system • Review various Aurora software integrations; Video Management Systems integrations, E-Plex wireless lock integration, Alarm integration, Elevator floor access control.

Electronic Access & Data: dormakaba Aurora On-The-Road Training

ID:	DP-ILT-1019
Level:	Introductory, Intermediate, Advanced
Description:	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. 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.
Cost:	\$335 USD
Length:	16 Hours – 2 Days
Certification:	Factory Certificate of Attendance
Materials Supplied:	Upon completion of training, each company will receive a complimentary, licensed copy of the Aurora Access Control Management Software.
Who Should Attend:	Industry professionals who need to learn the technical side of Aurora Access Control Systems; Installation Technician, Service Technician, Project Managers, Technical Sales/Sales.
Learning Path:	Installer, Sales, Customer Support, Employee
Objectives:	Upon completion this course you will be able to: • Learn part numbers and hardware required for different applications • Installation requirements, wire an access control panel • Aurora software requirement, software installation, setup and programming of access control system • Review E-Plex wireless product requirements for Aurora software integration

Instructor Led Course Descriptions

Electronic Access & Data: dormakaba E-Plex Standard Electronic Pushbutton Lock Certification

ID:	DP-ILT-1021
Level:	Intermediate
Description:	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.
Cost:	\$275.00 per student
Length:	8 hours – One Day
Certification:	E-Plex Electronic Certified Installer
CEUs:	8 CEU's per student
Who Should Attend:	Locksmiths, installers, maintenance technicians, building owners, integrators, and contractors involved with installation of electronic pushbutton locksets and access control systems.
Learning Path:	Installer, Sales, Customer Support, Employee
Objectives:	Upon completion this course you will be able to: • Identify various models of E-Plex standard lock series • Properly install the E-Plex 5031 series electronic lock • Program the electronic locks manually as well with software (software is instructor led) • Pull audit trail and how to run diagnostics on E-Plex Electronic Locks using the software (This section will be instructor led) • Identify potential problem and their resolution • Apply sale suggestions for E-Plex products 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 • Description of product features and capabilities B. Hands-on Product Training • Installation of lock on mount (with valuable tips) • Manual programming of E-Plex 5000 • Software programming of lock (PC, Netbook, USB to IrDA Adapter (M-Unit devices)
Class Includes:	• E-Plex 5031 Electronic Pushbutton Lock • Wooden Display Mount • Six in One dormakaba screwdriver • Small screwdriver • E-Plex Standard Software • E-Plex Certification Certificate • E-Plex Factory Certification Training Binder • Free listing on the dormakaba.com website as an E-Plex Certified Installer
Classroom Requirements:	• Classroom style layout with 6' front display table • Projector cart or table with 3-way power cord • Additional Table (approximately 6 feet) • Flip Chart • Projection Screen



Instructor Led Course Descriptions

Electronic Access & Data: dormakaba SAM RF / InSync Certification

ID:	DP-ILT-1022
Level:	Introductory
Description:	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.
Cost:	\$300.00
Length:	8 Hours
Certification:	Certifies as a SAM RF Software and InSync Dealers
CEUs:	8 CEU's
Who Should Attend:	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.
Learning Path:	Installer, Sales, Customer Support, Employee
Objectives:	Upon completion this course you will be able to: • Load and use all aspects of the SAM RF Software • Properly connect the system components • Program the locks • Pull audit trails and view the various reports



Instructor Led Course Descriptions

Electronic Access & Data: dormakaba E-Plex Enterprise Access Control Systems Software Certification

ID:	DP-ILT-1023
Level:	Intermediate
Description:	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.
Cost:	\$275.00 per student
Length:	8 hours
Certification:	E-Plex Enterprise Software Certified Installer
CEUs:	8 CEU's
Who Should Attend:	Locksmiths, maintenance technicians, building owners, integrators, schools, hospitals and any commercial/industrial properties who desire electronic access control.
Learning Path:	Installer, Sales, Customer Support, Employee
Objectives:	Upon completion this course you will be able to: • Properly install the E-Plex Enterprise Software and PC M-Unit Software on their laptop • Use the Enterprise Software to program locks, pull audit trails and functions of the E-Plex PC-M-Unit Software. • Program the electronic locks while still in LearnLok • Program a lock with the USB to iRDa Adapter and PC M-Unit Software • Present the Enterprise Software to potential clients
Class Includes:	• E-Plex Enterprise Software Implementation Kit • Six in One dormakaba screwdriver • Small screwdriver • E-Plex Enterprise Software Certification Certificate • E-Plex Enterprise Certification Training Folder • Free listing on the dormakaba.com website as an E-Plex Enterprise Software Certified Installer
Computer Requirements:	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.
Classroom Requirements:	• Classroom style layout with 6' front display table • Projector cart or table with 3-way power cord • Additional Table (approximately 6 feet) • Flip Chart • Projection Screen • 110v power at each student location



Instructor Led Course Descriptions

Electronic Access & Data: dormakaba E-Plex 5600/5700 Wireless Feature Certification

ID:	DP-ILT-1024
Level:	Advanced
Description:	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.
Cost:	\$1,250.00 per student
Length:	12 hours
Certification:	E-Plex Enterprise / Wireless Certified Dealer
CEUs:	12 CEU's
Class Size:	Minimum: 8 Students/Maximum: 15 Students
Prerequisites:	Students must attend the Enterprise Certification Seminar
Who Should Attend:	Locksmiths, maintenance technicians, building owners, integrators, schools, hospitals and any commercial/industrial properties who desire true wireless access control.
Learning Path:	Installer, Sales, Customer Support, Employee
Objectives:	Upon completion this course you will be able to: • Properly install and utilize the Enterprise Software and its Wireless Features • Conduct a proper Site Survey • Commission Gateways and Routers, understanding both USB and TCP/IP connections • Program (ZAC) a lock wirelessly, utilized all the Emergency Commands of the Wireless Feature • Enroll various types of credentials and their options (Card Only, PIN Only or PIN plus Card credentials) • Discussion on the E-Plex 7100 and 7900 Wireless Systems A. Introduction and Education • The history of dormakaba's wireless technology • How to determine the customer's requirements • The type credential available with this feature • Examples of Kaba Product Applications (5600, 5700, 7100 and 7900 locks) B. Hands-on Product Training • Installation of lock on mount (with valuable tips) • Manual programming of E-Plex 5000 • Software programming of lock (PC, Netbook, USB to IrDA Ada) C. Product Specifics • Discussion on wireless installation verses hard wired access-controlled systems • Specific application D. Salesmanship • How to sell the wireless feature • How to add recurring revenue to your business
Class Includes:	• E-Plex Enterprise Software Implementation Kit • Six in One dormakaba screwdriver • Small screwdriver • E-Plex Enterprise Software Certification Certificate and E-Plex Wireless Dealer Certificate • E-Plex Wireless Certification Training Folder • Free listing on the dormakaba.com website as an E-Plex Wireless Dealer
Computer Requirements:	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.



Instructor Led Course Descriptions

Electronic Access & Data: dormakaba E-Plex 7100/7900 Wireless Feature Certification

ID:	DP-ILT-1025
Level:	Advanced
Description:	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.
Cost:	\$1,250.00 per student
Length:	8 hours
Certification:	E-Plex Enterprise / Wireless Certified Dealer
CEUs:	8 CEU's
Class Size:	Minimum: 8 Students/Maximum: 15 Students
Prerequisites:	Students must attend the Enterprise Certification Seminar
Who Should Attend:	Locksmiths, maintenance technicians, building owners, integrators, schools, hospitals and any commercial/industrial properties who desire true wireless access control.
Learning Path:	Installer, Sales, Customer Support, Employee
Objectives:	Upon completion this course you will be able to: • Properly install and utilize the Enterprise Software and its Wireless Features • Conduct a proper Site Survey • Commission Gateways and Routers, understanding both USB and TCP/IP connections • Program (ZAC) a lock wirelessly, utilized all the Emergency Commands of the Wireless Feature • Enroll various types of credentials and their options (Card Only, PIN Only or PIN plus Card credentials) • Discussion on the E-Plex 7100 and 7900 Wireless Systems A. Introduction and Education • The history of dormakaba's wireless technology • How to determine the customer's requirements • The type credential available with this feature • Examples of Kaba Product Applications (5600, 5700, 7100 and 7900 locks) B. Kaba Products • Electronic Pushbutton Locks and how they apply to the wireless feature • dormakaba's Family of access control locks and controllers C. Product Specifics • Discussion on wireless installation verses hard wired access-controlled systems • Specific application D. Salesmanship • How to sell the wireless feature • How to add recurring revenue to your business
Class Includes:	• E-Plex Enterprise Software Implementation Kit • Six in One dormakaba screwdriver • Small screwdriver • E-Plex Enterprise Software Certification Certificate and E-Plex Wireless Dealer Certificate • E-Plex Wireless Certification Training Folder • Free listing on the dormakaba.com website as an E-Plex Wireless Dealer
Computer Requirements:	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.



Instructor Led Course Descriptions

Electronic Access & Data: dormakaba ED900 Low Energy Operator Installation & Service Training

ID:	DP-ILT-1026
Level:	Introductory – 200 Series Course
Description:	This class is intended to familiarize the attendee with installing, servicing, and maintaining the dormakaba ED900 Low Energy operator(s).
Cost:	No cost to students
Length:	4-8 Hours Max - (depending on time available)
Certification:	Factory Certified Installers Certificate
CEUs:	None
Who Should Attend:	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 ED900 Low Energy Operators.
Learning Path:	Facilities Managers, Installers, Sales, Customer Support, Employee, Consultants
Objectives:	Upon completion this course you will be able to: • Overview of the ED900 Low Energy Operator Product Types & Applications. • ED900 Low Energy Installation & Adjustment. • Troubleshooting ED900 Low Energy installations. • ED900 Programming functions identifying the features and benefits with access control electrified hardware.

Electronic Access & Data: dormakaba DORMA Electrified Hardware & ED900 Training

ID:	DP-ILT-1027
Level:	Intermediate – 200 Series Course
Description:	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.
Cost:	No cost to students
Length:	8 hours – One Day
Certification:	Factory Certified Installers Certificate
CEUs:	None
Who Should Attend:	Facility managers, End users, Distributors, Installers, and Consultants who want the most up to date service and troubleshooting information for Electrified Door Hardware products.
Learning Path:	Installer, Sales, Customer Support, Employee
Objectives:	Upon completion this course you will be able to: • Read riser diagrams of various product types and applications • Wire access control components and electrified hardware • Troubleshoot 3 typical access control systems and installations • Program and install the ED900 low energy operator and interface with common access control components

Instructor Led Course Descriptions

Electronic Access & Data: dormakaba DORMA Electrified Hardware Training

ID:	DP-ILT-1028
Level:	Intermediate – 200 Series Course
Description:	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.
Cost:	No cost to students
Length:	6 hours
Certification:	Factory Certified Installers Certificate
CEUs:	None
Who Should Attend:	Facility managers, End users, Distributors, Installers, and Consultants who want the most up to date service and troubleshooting information for Electrified Door Hardware products.
Learning Path:	Installer, Sales, Customer Support, Employee
Objectives:	Upon completion this course you will be able to: • Read riser diagrams of various product types and applications • Wire access control components and electrified hardware • Troubleshoot 3 typical access control systems and installations • Interface basic access control with a low energy operator

Electronic Access & Data: dormakaba DORMA ED900 Low Energy Operator and Access Control Training Overview

ID:	DP-ILT-1030
Level:	Introductory – 100 Series Course
Description:	This class is intended to provide an overview of the ED900 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.
Cost:	No cost to students
Length:	1-2 Hours Max. (depending on time available)
Certification:	Attendance Certificate
CEUs:	None
Who Should Attend:	This course is intended for anyone who sells, specifies, installs, or supports low energy operators and associated components.
Learning Path:	Installer, Sales, Customer Support, Employee
Objectives:	Upon completion this course you will be able to: • Determine what additional components may be required when adding a low energy operator to an opening. • Recognize appropriate applications for ANSI 156.19 low energy operators. • Promote the advanced features and functions of the ED900 compared to competitive low energy operators. • Satisfy the accessibility, access control, fire door, and emergency egress requirements on the same opening.



Instructor Led Course Descriptions

Electronic Access & Data: dormakaba DORMA Exits and Locks (Mechanical and Electronic) Training

ID:	DP-ILT-1031
Level:	Introductory – 100 Series Course
Description:	This class is intended to provide an in-depth view on exits and locks (mechanical and electronic); 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.
Cost:	No cost to students
Length:	1-2 Hours Max. - (depending on time available)
Certification:	Attendance certificate
CEUs:	None
Who Should Attend:	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.
Learning Path:	Facilities Managers, Installers, Sales, Customer Support, Employee, Consultants
Objectives:	Upon completion this course you will be able to: - Decide which dormakaba DORMA exit device or lock can meet your customers need based on security, ADA, and life safety codes. - Learn time saving installation, adjustment and maintenance tips for dormakaba DORMA Mechanical, Electrified exit devices, and Electronic Locks. - Select the correct application method for specific Mechanical and Electrified products. - Introduction to dormakaba DORMA's electronic access control solution utilizing Low Energy Automatics and electrified hardware.

Electronic Access & Data: dormakaba Low Energy Vs. Auto Operator Training

ID:	DP-ILT-1033
Level:	Introductory – 100 Series Course
Description:	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.
Cost:	No cost to students
Length:	1-2 Hours Max. - (depending on time available)
Certification:	Attendance certificate
CEUs:	AIA CEU's Provider # J348 - Program # DAH LE1B 1 1/2 HSW Credits
Who Should Attend:	Individuals responsible for
Learning Path:	Facilities Managers, Installers, Sales, Customer Support, Employee, Consultants
Objectives:	Upon completion this course you will be able to: - Purpose of understanding the differences for specifying low energy and automatic operators. - Design differences and criteria needed to specify power operators. - The selection process and typical installation and applications of low energy vs. automatic operators. - 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. - Technical terms needed to provide proper A156.19 Low Energy Operators and/or A156.10 Auto Operators

Instructor Led Course Descriptions

Electronic Access & Data: dormakaba E-Plex 2000 / PowerPlex Overview

ID:	DP-ILT-1035
Level:	Introductory – 100 Series Course
Description:	Overview of E-Plex 2000 and PowerPlex installation and programming.
Cost:	No cost to students
Length:	2 to 4 Hours (depending on customers request)
Certification:	None
CEUs:	None
Prerequisite:	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
Who Should Attend:	Locksmiths, integrators, architects, spec writers and installers
Learning Path:	Installer, Sales, Customer Support, Employee
Objectives:	Upon completion this course you will be able to: • Identify the difference between the E-Plex 2000 and PowerPlex locks • Program locks manually and with a PC M-Unit and USB to iRDa Adapter in E-Plex Standard Software • How to add/delete users, pull audit trails and how to review optional reports • Tips and Tricks on how to set up a wireless system

Electronic Access & Data: dormakaba E-Plex Enterprise Software Overview

ID:	DP-ILT-1036
Level:	Introductory – 100 Series Course
Description:	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.
Cost:	No cost to students
Length:	2 to 4 Hours (depending on customers request)
Certification:	None
CEUs:	None
Prerequisite:	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
Who Should Attend:	Locksmiths, integrators, architects, spec writers and installers
Learning Path:	Installer, Sales, Customer Support, Employee
Objectives:	Upon completion this course you will be able to: • Options available with the Enterprise Software • Program locks both in Learn-Lok and with the PC M-Unit and USB to iRDa Adapter • Various types of E-Plex locks that can be used with the Enterprise Software • Tips and Tricks on how to set up a wireless system



Instructor Led Course Descriptions

Electronic Access & Data: dormakaba E-Plex Standard Electronic Pushbutton Lock Overview

ID:	DP-ILT-1037
Level:	Introductory – 100 Series Course
Description:	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.
Cost:	No cost to students
Length:	2 to 4 Hours (depending on customers request)
Certification:	None
CEUs:	None
Prerequisite:	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
Who Should Attend:	Individuals responsible for the selection, service or maintenance of door hardware, locksmith and installers.
Learning Path:	Installer, Sales, Customer Support, Employee
Objectives:	Upon completion this course you will be able to: • Identify the proper lock for specific applications • Understand options available on the standard electronic locks • Program the locks manually or with the E-Plex Standard Software • Troubleshoot common installation problems

Electronic Access & Data: dormakaba E-Plex Wireless Feature Overview

ID:	DP-ILT-1038
Level:	Introductory – 100 Series Course
Description:	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.
Cost:	No cost to students
Length:	8 hours – One Day
Certification:	None
CEUs:	None
Who Should Attend:	Locksmiths, installers, integrators, architects, spec writers and property owners
Learning Path:	Installer, Sales, Customer Support, Employee
Objectives:	Upon completion this course you will be able to: • The components of the wireless system • Various credentials available with the wireless systems • Set up and program locks in a wireless environment • Tips and Tricks on how to set up a wireless system

Instructor Led Course Descriptions

Electronic Access & Data: dormakaba SAM RF / InSync Certification Overview

ID:	DP-ILT-1039
Level:	Introductory – 100 Series Course
Description:	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.
Cost:	No cost to students
Length:	2 to 4 Hours (Depending on customers request)
Certification:	None
CEUs:	None
Prerequisite:	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
Who Should Attend:	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.
Learning Path:	Installer, Sales, Customer Support, Employee
Objectives:	Upon completion this course you will be able to: • The SAM RF Software • Identify system components • How to program locks, pull audit trails • What type facilities this system is best suited

Electronic Access & Data: dormakaba Community Access Management Software

ID:	DP-ILT-1048
Level:	Introductory – Intermediate
Description:	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].
Cost:	\$450 Per Student
Length:	20 Hours – 2.5 Days
Certification:	Certificate of Completion
CEUs:	None
Who Should Attend:	Distribution partners
Learning Path:	Installer, Sales, Customer Support, Employee
Objectives:	Upon completion this course you will be able to: • Install software • Install and maintain the lock hardware • Create a property database • Perform a system backup • Sync HH6 and programming



Instructor Led Course Descriptions

Electronic Access & Data: BEST Wi-Q Wireless Access Management Certification

ID:	DP-ILT-1049
Level:	Introductory – 100 Series Course
Description:	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.
Cost:	No cost to students
Length:	16 Hours – 2 Days
Certification:	Certificate of Completion
CEUs:	None
Who Should Attend:	Technicians, dealers and customers who are responsible for installation, operation, and administration of a BEST WAMS access control system.
Objectives:	Upon completion this course you will be able to: • Identify various components of a BEST Wi-Q system • Install WAMS software and hardware components • Configure your individual workstations • Identify potential problems and resolution • Apply sale suggestions for BEST Wi-Q products

Electronic Access & Data: BEST Switch Tech Technical Training 1-201

ID:	DP-ILT-1054
Level:	Introductory – 100 Series Course
Description:	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.
Cost:	No cost to students
Length:	8 hours – One Day
Certification:	None
CEUs:	None
Who Should Attend:	Anyone responsible for installing, operating or supporting Switch™ Tech, and have completed the following prerequisites.
Required Hardware:	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.
Prerequisites:	• 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) • Basic understanding of mechanical hardware • Basic understanding of access control

Instructor Led Course Descriptions

Electronic Access & Data: dormakaba DORMA Closers, Exits, Locks, ED900 and Access Control

ID:	DP-ILT-1125
Level:	Introductory – 100 Series Course
Description:	This will be an in depth look at the dormakaba DORMA Mechanical and Electrified Door Control products (exits, and locks); Surface and concealed closers, Fire Life-Safety, and Low Energy Automatics and Access Control.
Cost:	No cost to students
Length:	2-4 Hours Maximum (depending on available time)
Certification:	Attendance Certificate
CEUs:	None
Who Should Attend:	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.
Learning Path:	Facilities Managers, Installers, Sales, Customer Support, Employee, Consultants
Objectives:	Upon completion this course you will be able to: • Decide which dormakaba DORMA exit device or lock can meet your customers need based on security, ADA, and life safety codes. • Earn time saving installation, adjustment and maintenance tips for dormakaba DORMA Mechanical and Electrified products, Closers, Exit devices, and Electronic Locks. • Select the correct application method for specific Mechanical and Electrified products. • Introduction to dormakaba DORMA's electronic access control solution utilizing Low Energy Automatics and electrified hardware.



Webinar/Virtual Course Descriptions

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

ID:	DI-WEB-1104
Level:	Introductory – 100 Series Course
Description:	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.
Cost:	No cost to students
Length:	1 hour
Certification:	None
CEUs:	None
Who Should Attend:	Individuals responsible for servicing and maintaining door hardware within facilities.
Learning Path:	Installer, Sales, Customer Support, Employee
Objectives:	Upon completion this course you will be able to: • Identify issues, codes and standards that affect door hardware • Recognize what opening components and/or corrections are required to have these doors comply with codes • Select and correct (with code-approved products) the most recurring violations in the field • Troubleshoot common non-code compliant application issues

Industry Knowledge: How to Keep Your Door Hardware Code Compliant

ID:	DI-WEB-1107
Level:	Introductory – 100 Series Course
Description:	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.
Cost:	No cost to students
Length:	1 hour
Certification:	None
CEUs:	None
Who Should Attend:	Individuals responsible for servicing and maintaining door hardware within facilities.
Learning Path:	Installer, Sales, Customer Support, Employee
Objectives:	Upon completion this course you will be able to: • Identify available industry resources, codes and standards that affect door hardware • Understand what opening components are required to comply with these codes • Select the correct, code-approved product, for the most commonly mis-applied applications • Troubleshoot common non-code compliant application issues



Webinar/Virtual Course Descriptions

Industry Knowledge: Introduction to Door Hardware

ID:	DI-WEB-1113
Level:	Introductory – 100 Series Course
Description:	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.
Cost:	No cost to students
Length:	1.5 hours
Certification:	None
CEUs:	None
Who Should Attend:	Individuals responsible for managing and/or ordering door hardware products within their facilities.
Objectives:	Upon completion this course you will be able to: • Better understand door hardware terminology, definitions and applications



Industry Knowledge: How to Conduct a Keying Meeting

ID:	DI-WEB-1114
Level:	Introductory – 100 Series Course
Description:	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.
Cost:	No cost to students
Length:	1.5 hours
Certification:	None
CEUs:	None
Who Should Attend:	Individuals
Learning Path:	Installer, Sales, Customer Support, Employee
Objectives:	Upon completion this course you will be able to: • Better understand the critical elements to conduct a successful keying meeting

Webinar/Virtual Course Descriptions

Industry Knowledge: Basic Fundamentals of ADA/ANSI 117.1

ID:	DI-WEB-1126
Level:	Introductory – 100 Series Course
Description:	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.
Cost:	No cost to students
Length:	1 Hour
Certification:	None
CEUs:	None
Who Should Attend:	Individuals responsible for servicing and maintaining hardware within facilities.
Learning Path:	Installer, Sales, Customer Support, Employee
Objectives:	Upon completion this course you will be able to: • Recognize opening components • Understand what opening components are required to comply with ANSI A117.1 codes • Review field Use & Operation • Troubleshoot common installation issues and available conversions/field adjustments

Door Hardware: BEST Interchangeable Cores: Calculations, Pinning and Key Cutting

ID:	DP-WEB-1007
Level:	Introductory – 100 Series Course
Description:	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.
Cost:	No cost to students
Length:	2.5 hours
Certification:	None
CEUs:	None
Who Should Attend:	Individuals who are responsible for the combining of cores and cutting keys within their facility.
Objectives:	Upon completion this course you will be able to: • Understand the calculation process • Pin cores • Cut keys



Webinar/Virtual Course Descriptions

Door Hardware: BEST 9K Cylindrical and 45H Mortise Options and Installations

ID:	DP-WEB-1008
Level:	Introductory – 100 Series Course
Description:	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.
Cost:	No cost to students
Length:	2 hours
Certification:	None
CEUs:	None
Who Should Attend:	Individuals responsible for the selection, installation, service or maintenance of cylindrical or mortise lock hardware.
Learning Path:	Installer, Sales, Customer Support, Employee
Objectives:	Upon completion this course you will be able to: • Identify BEST cylindrical and mortise product types • Understand options available on cylindrical and mortise locks • Install and assemble both cylindrical and mortise locks • Troubleshoot common installation problems

Door Hardware: BESTCode Training (for Distributors Only)

ID:	DP-WEB-1010
Level:	Introductory – 100 Series Course
Description:	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.
Cost:	No cost to students
Length:	4 hours
Certification:	None
CEUs:	None
Who Should Attend:	Distributor individuals responsible for the creation and management of masterkey systems for their customers.
Objectives:	Upon completion this course you will be able to: • Create and manage BEST interchangeable core masterkey systems • Create combined core/cut key orders for new or existing systems



Webinar/Virtual Course Descriptions

Door Hardware: dormakaba DORMA Exits and Locks (Mechanical and Electronic) Training

ID:	DP-WEB-1057
Level:	Introductory – 100 Series Course
Description:	This class is intended to provide an in-depth view on exits and locks (mechanical and electronic); 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.
Cost:	No cost to students
Length:	1 hr. Max
Certification:	None
CEUs:	None
Who Should Attend:	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.
Learning Path:	Facilities Managers, Installers, Sales, Customer Support, Employee, Consultants
Objectives:	Upon completion this course you will be able to: - Decide which dormakaba DORMA exit device or lock can meet your customers need based on security, ADA, and life safety codes. - earn time saving installation, adjustment and maintenance tips for dormakaba DORMA Mechanical, Electrified exit devices, and Electronic Locks. - Select the correct application method for specific Mechanical and Electrified products. - Introduction to dormakaba DORMA's electronic access control solution utilizing Low Energy Automatics and electrified hardware.

Door Hardware: BEST Exit Devices Servicing; Installation, Servicing & Adjustment

ID:	DP-WEB-1059
Level:	Introductory – 100 Series Course
Description:	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.
Cost:	No cost to students
Length:	1 Hour
Certification:	None
CEUs:	None
Who Should Attend:	Individuals responsible for servicing and maintaining Exit Device hardware within facilities.
Learning Path:	Installer, Sales, Customer Support, Employee
Objectives:	Upon completion this course you will be able to: - Identify and review codes relating to requirements and use, proper selection of hardware and hands-on experiences for applications - Understand what opening components are required to comply with these codes - Review field options for adding features to existing hardware - Troubleshoot common Exit Device issues and available conversions/field adjustments



Webinar/Virtual Course Descriptions

Door Hardware: BEST Door Closer Servicing; Installation, Servicing & Adjustment

ID:	DP-WEB-1060
Level:	Introductory – 100 Series Course
Description:	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.
Cost:	No cost to students
Length:	1 Hour
Certification:	None
CEUs:	None
Who Should Attend:	Individuals responsible for servicing and maintaining Door Closers within facilities.
Learning Path:	Installer, Sales, Customer Support, Employee
Objectives:	Upon completion this course you will be able to: • Identify and review codes relating to requirements and use, proper selection of hardware and hands-on experiences for applications • Understand what opening components are required to comply with these codes • Review field options for features to enhance the hardware operation • Troubleshoot common Door Closer issues and available conversions/field adjustments

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

ID:	DP-WEB-1061
Level:	Introductory – 100 Series Course
Description:	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.
Cost:	No cost to students
Length:	1 Hour
Certification:	None
CEUs:	None
Who Should Attend:	Individuals responsible for servicing and maintaining Mortise Lock hardware within facilities.
Learning Path:	Installer, Sales, Customer Support, Employee
Objectives:	Upon completion this course you will be able to: • Identify and review codes relating to requirements and use, proper selection of hardware, hands-on experiences for applications • Understand what opening components are required to comply with these codes • Review field options for adding features to existing hardware • Troubleshoot common Mortise Lock issues and available conversions/field adjustments



Webinar/Virtual Course Descriptions

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

ID:	DP-WEB-1062
Level:	Introductory – 100 Series Course
Description:	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.
Cost:	No cost to students
Length:	1 Hour
Certification:	None
CEUs:	None
Who Should Attend:	Individuals responsible for servicing and maintaining Cylindrical Lock hardware within facilities.
Learning Path:	Installer, Sales, Customer Support, Employee
Objectives:	Upon completion this course you will be able to: - Identify and review codes relating to requirements and use, proper selection of hardware, hands-on experiences for applications - Understand what opening components are required to comply with these codes - Review field options for adding features to existing hardware - Troubleshoot common Cylindrical Lock issues and available conversions/field adjustments

Door Hardware: dormakaba Simplex and E-Plex Overview for Sales

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



Webinar/Virtual Course Descriptions

Door Hardware: dormakaba Simplex Product Overview

ID:	DP-WEB-1066
Level:	Introductory
Description:	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.
Cost:	No cost to students
Length:	1 Hour
Certification:	None
CEUs:	None
Who Should Attend:	Locksmiths, maintenance technicians, building owners, integrators, schools, hospitals and any commercial/industrial properties who desire mechanical access control.
Learning Path:	Installer, Sales, Customer Support, Employee
Objectives:	Upon completion this course you will be able to: • Comprehension of the features and benefits of the Simplex product line • Understand application and installation features • Resolve certain troubleshooting issues



Door Hardware: dormakaba Simplex Manual Programming Overview

ID:	DP-WEB-1067
Level:	Introductory
Description:	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.
Cost:	No cost to students
Length:	1 Hour
Certification:	None
CEUs:	None
Who Should Attend:	Locksmiths, maintenance technicians, building owners, integrators, schools, hospitals and any commercial/industrial properties who desire mechanical access control.
Learning Path:	Installer, Sales, Customer Support, Employee
Objectives:	Upon completion this course you will be able to: • Change the PIN code in a variety of Simplex mechanical locks • Comprehension of various features related to ADA, BHMA and DoD code requirements

Webinar/Virtual Course Descriptions

Door Hardware: dormakaba DORMA Overview

ID:	DP-WEB-1078
Level:	Introductory – 100 Series Course
Description:	This will be an in depth look at the dormakaba DORMA Mechanical and Electrified Door Control products (exits, and locks); Surface and concealed closers, Fire Life-Safety, and Low Energy Automatics and Access Control.
Cost:	No cost to students
Length:	1.5 Hours
Certification:	Attendance certificate
CEUs:	None
Who Should Attend:	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.
Learning Path:	Facilities Managers, Installers, Sales, Customer Support, Employee, Consultants
Objectives:	Upon completion this course you will be able to: • Decide which dormakaba DORMA exit device or lock can meet your customers need based on security, ADA, and life safety codes. • Earn time saving installation, adjustment and maintenance tips for dormakaba DORMA Mechanical and Electrified products, Closers, Exit devices, and Electronic Locks. • Select the correct application method for specific Mechanical and Electrified products. • Introduction to DORMA's electronic access control solution utilizing Low Energy Automatics and electrified hardware.

Door Hardware: dormakaba DORMA Door Closers (Surface and Concealed) and Arm Application Overview

ID:	DP-WEB-1087
Level:	Introductory – 100 Series Course
Description:	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.
Cost:	No cost to students
Length:	1 Hour
Certification:	None
CEUs:	None
Who Should Attend:	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.
Learning Path:	Installer, Sales, Customer Support, Employee
Objectives:	Upon completion this course you will be able to: • Decide which dormakaba DORMA Door Control product can meet your customers need based on security, ADA and life safety codes. • Learn time saving installation, adjustment and maintenance tips for dormakaba DORMA Mechanical and Electrified closers • Select the correct application method for specific Mechanical and Electrified Door Closer products.



Webinar/Virtual Course Descriptions

Door Hardware: dormakaba DORMA Specifiable Differences

ID:	DP-WEB-1088
Level:	Introductory – 100 Series Course
Description:	This class is intended to provide an in-depth view at the dormakaba DORMA 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).
Cost:	No cost to students
Length:	1 Hour
Certification:	Attendance certificate
CEUs:	None
Who Should Attend:	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.
Learning Path:	Installer, Sales, Customer Support, Employee
Objectives:	Upon completion this course you will be able to: - Decide which dormakaba DORMA Door Control product can meet your customers need based on security, ADA and life safety codes and make life easier for our customers. - Learn time saving installation, adjustment and maintenance tips for dormakaba DORMA products. - Select the correct application method for specific Mechanical and Electrified products that our competition does not have in their line-up - Introduction to dormakaba DORMA's electronic access control solution utilizing Low Energy Automatics and electrified hardware.

Door Hardware: dormakaba DORMA Arm Application Overview

ID:	DP-WEB-1092
Level:	Introductory – 100 Series Course
Description:	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.
Cost:	No cost to students
Length:	1 hour – (depending on available time)
Certification:	None
CEUs:	None
Who Should Attend:	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.
Learning Path:	Installer, Sales, Customer Support, Employee
Objectives:	Upon completion this course you will be able to: - Decide which dormakaba DORMA Door Control and arm configuration product can meet your customers need based on security, ADA and life safety codes. - Learn time saving installation, adjustment and maintenance tips for dormakaba DORMA Mechanical and Electrified closers arm applications. - Select the correct application method for specific Mechanical and Electrified products.



Webinar/Virtual Course Descriptions

Door Hardware: BEST, Precision & Stanley Level 1 Training for 9K, 40H, Precision Exits & Stanley Closers

ID:	DP-WEB-1105
Level:	Introductory – 100 Series Course
Description:	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, Precision Exits and Stanley 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.
Cost:	No cost to students
Length:	1 Hour
Certification:	None
CEUs:	None
Who Should Attend:	Individuals responsible for recommending and maintaining hardware within facilities.
Learning Path:	Installer, Sales, Customer Support, Employee
Objectives:	Upon completion this course you will be able to: • Recognize Features that make us different and Better • Understand what design features provide Durability and Longevity • Review field applications, use & operation • Recommend options for exceeding the requirements of the Specification

Door Hardware: BEST Core Combinating A2 Pin Segment Calculations

ID:	DP-WEB-1106
Level:	Introductory – 100 Series Course
Description:	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.
Cost:	No cost to students
Length:	1 Hour
Certification:	None
CEUs:	None
Who Should Attend:	Individuals responsible for servicing and maintaining Interchangeable Core and Masterkey systems.
Learning Path:	Installer, Sales, Customer Support, Employee
Objectives:	Upon completion this course you will be able to: • Identify BEST Key System, Codes & Cores • Understand options available on Master Key Hierarchy and expansion options • Review equipment used Key Cutting and Pinning Cores • Troubleshoot common Key System & Core issues that occur due to miscalculations of Pin Segments



Webinar/Virtual Course Descriptions

Door Hardware: dormakaba DORMA Mechanical and Electrified Exit Device Training

ID:	DP-WEB-1108
Level:	Introductory – 100 Series Course
Description:	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.
Cost:	No cost to students
Length:	1 Hour
Certification:	None
CEUs:	None
Who Should Attend:	Individuals responsible for
Learning Path:	Facilities Managers, Installers, Sales, Customer Support, Employee, Consultants
Objectives:	Upon completion this course you will be able to: • Decide which dormakaba DORMA exit device can meet your customers need based on security, ADA, and life safety codes. • Learn time saving installation, adjustment and maintenance tips for dormakaba DORMA Mechanical and Electrified exit devices. • Specify the correct options for satisfying egress and fire door requirements. • Choose the best option for electronic access control utilizing dormakaba DORMA exit devices.

Door Hardware: dormakaba DORMA Concealed Closer Training

ID:	DP-WEB-1111
Level:	Introductory – 100 Series Course
Description:	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.
Cost:	No cost to students
Length:	1 Hour
Certification:	None
CEUs:	None
Who Should Attend:	This course is intended for anyone who sells, specifies, installs, or supports concealed closer products.
Learning Path:	Installer, Sales, Glaziers, Customer Support, Employee
Objectives:	Upon completion this course you will be able to: • Promote the advantages of concealed closers compared to alternative products. • Recognize the proper applications for different types of concealed closers. • Diagnose common problems with concealed closers and offer corrective action suggestions. • Specify correct arm and accessory packages as determined by door / frame material, pivot type and optional functions.



Webinar/Virtual Course Descriptions

Door Hardware: Introduction to Door Hardware

ID:	DP-WEB-1113
Level:	Introductory – 100 Series Course
Description:	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.
Cost:	No cost to students
Length:	1.5 hours
Certification:	None
CEUs:	None
Who Should Attend:	Individuals responsible for managing and/or ordering door hardware products within their facilities.
Learning Path:	Installer, Sales, Customer Support, Employee
Objectives:	Upon completion this course you will be able to: • Better understand door hardware terminology, definitions and applications

Door Hardware: BEST How to Conduct a Keying Meeting

ID:	DP-WEB-1114
Level:	Introductory – 100 Series Course
Description:	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.
Cost:	No cost to students
Length:	1.5 Hours
Certification:	None
CEUs:	None
Objectives:	Upon completion this course you will be able to: • Better understand the critical elements to conduct a successful keying meeting

Webinar/Virtual Course Descriptions

Door Hardware: Introduction to BEST PRECISION Exit Devices

ID:	DP-WEB-1116
Level:	Introductory – 100 Series Course
Description:	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.
Cost:	No cost to students
Length:	1 Hour
Certification:	None
CEUs:	None
Who Should Attend:	Anyone interested in the session's topic including dealers, distributors, end-users, influencers and employees.
Objectives:	Upon completion this course you will be able to: • Identify BEST PRECISION exit device part numbers, understand the varied features and options and be familiar with exit device applications.



Door Hardware: BEST Key Systems Overview and Q & A

ID:	DP-WEB-1118
Level:	Introductory – 100 Series Course
Description:	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.
Cost:	No cost to students
Length:	1 Hour
Certification:	None
CEUs:	None
Who Should Attend:	Individuals responsible for installing, managing, maintaining or selling BEST Interchangeable Cores and Keys.
Objectives:	Upon completion of this course you will be familiar with: • BEST Keys Systems Specifications • BEST Keys System Hierarchies • BEST Interchangeable Core Types • How to read BEST Code Pages

Webinar/Virtual Course Descriptions

Door Hardware: Standard Lock Cylinders: Pinning & Servicing

ID:	DP-WEB-1119
Level:	Introductory – 100 Series Course
Description:	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 https://www.webex.com/test-meeting.html and joining a Test Meeting.
Cost:	No cost to students
Length:	1 Hour
Certification:	None
CEUs:	None
Who Should Attend:	Individuals responsible for installing, managing, maintaining or selling locks with standard cylinders.
Objectives:	Upon completion this course you will be familiar with: • Standard pin tumbler lock cylinder types • Lock cylinder terminology • The basic concepts of standard keying and master keying • Standard lock cylinder pinning • Tools that are needed to pin standard lock cylinders

Door Hardware: dormakaba DORMA Life Safety Closers/Holders

ID:	DP-WEB-1120
Level:	Introductory – 100 Series Course
Description:	This class is intended to provide an in-depth view at the dormakaba DORMA Fire Life Safety Products that are specifiable and different from our competition. These products offered are Surface and Concealed.
Cost:	No cost to students
Length:	1 Hour
Certification:	Attendance certificate
CEUs:	None
Who Should Attend:	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.
Learning Path:	Facilities Managers, Installers, Sales, Customer Support, Employee, Consultants
Objectives:	Upon completion this course you will be able to: • Decide which dormakaba DORMA Fire Life Safety product can meet your customers need based on security, ADA and life safety codes to make life easier for our customers. • Learn time saving installation, adjustment and maintenance tips for dormakaba DORMA Life Safety Products • Select the correct application method for specific Mechanical and Electrified products that our competition does not have in their line-up. • Introduction to dormakaba DORMA's electronic access control solution utilizing Low Energy Automatics and electrified hardware.



Webinar/Virtual Course Descriptions

Door Hardware: Design Hardware Product Overview

ID:	DP-WEB-1122
Level:	Introductory – 100 Series Course
Description:	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.
Cost:	No cost to students
Length:	1 Hour
Certification:	None
CEUs:	None
Who Should Attend:	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.
Learning Path:	Facilities Managers, Installers, Sales, Customer Support, Employee, Consultants
Objectives:	Upon completion this course you will be able to: • Receive an introduction to Design Hardware utilizing the design hardware Website and Cross-Reference Search tool. • Decide which Design Hardware door closer, exit device or lock can meet your customers need based on security, ADA, and life safety codes. • Earn time saving comparison tips for Design Hardware Mechanical and Electrified products, Closers, Exit devices, and Auxiliary Hardware • Understand WHERE Design hardware is used to compliment the dormakaba Premium, Commercial, and Un-Specified Value propositions to create demand.

Door Hardware: dormakaba DORMA TS 93 Cam and Roller Surface Door Closer Product Overview

ID:	DP-WEB-1124
Level:	Introductory – 100 Series Course
Description:	This will be an in depth look at the dormakaba DORMA TS 93 Cam and Roller Surface closer and products: TS 93, TS 93 EMR, TS93 EMF, TS 93 GSR, and TS 93 GSR/EMF
Cost:	No cost to students
Length:	1 Hour Max.
Certification:	None
CEUs:	None
Who Should Attend:	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.
Learning Path:	Facilities Managers, Installers, Sales, Customer Support, Employee, Consultants
Objectives:	Upon completion this course you will be able to: • Introduction to the design and product differences of Cam and Roller Closers compared to the Rack and Pinion door closers. • Decide which TS 93 product can meet your customers need based on security, ADA, and life safety codes. • Specifiable Differences of TS 93 product line. • Understand WHERE the TS 93 products are used to compliment the dormakaba Premium and Commercial value propositions to create demand.



Webinar/Virtual Course Descriptions

Electronic Access & Data: BEST Keystone Web Training

ID:	DP-WEB-1009
Level:	Introductory – 100 Series Course
Description:	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.
Cost:	No cost to students
Length:	3 hours
Certification:	None
CEUs:	None
Who Should Attend:	Individuals responsible for managing cores, doors, locks, keys and key-holders (people) with the Keystone Web® software.
Objectives:	Upon completion this course you will be able to: • Manage Users • Manage Cores, Keys, Doors and People • Manually enter and import data • Create and modify reports • Backup and restore the database

Electronic Access & Data: BEST Keystone 600 Training

ID:	DP-WEB-1011
Level:	Introductory – 100 Series Course
Description:	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.
Cost:	No cost to students
Length:	3 hours
Certification:	None
CEUs:	None
Who Should Attend:	Individuals responsible for managing the Keystone 600 system within their facilities.
Requirements:	You will need a phone with a headset or speakerphone and a computer with internet access.
Objectives:	Upon completion this course you will be able to: • Manage cores, doors, keys and key-holders • Back up the database • Manage Users • Create Reports



Webinar/Virtual Course Descriptions

Electronic Access & Data: BEST SHELTER Wireless Lockdown

ID:	DP-WEB-1012
Level:	Introductory – 100 Series Course
Description:	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.
Cost:	No cost to students
Length:	3 hours
Certification:	None
CEUs:	None
Who Should Attend:	Individuals responsible for the selection, installation, service, operation or maintenance of a SHELTER Wireless Lockdown system.
Learning Path:	Installer, Sales, Customer Support, Employee
Objectives:	Upon completion this course you will be able to: • Understand the system architecture • Commission a SHELTER system • Enroll hardware into the SHELTER system • Manage notifications • Maintain the hardware

Electronic Access & Data: Aurora Basic Setup Webinar

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



Webinar/Virtual Course Descriptions

Electronic Access & Data: dormakaba Aurora Site Management Webinar

ID:	DP-WEB-1018
Level:	Introductory, Intermediate
Description:	This 1-hour training course covers Aurora's functionality and how to manage a multi-site system in Aurora Access Control management software.
Cost:	No cost to students
Length:	1 Hour
Certification:	None
CEUs:	None
Who Should Attend:	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.
Objectives:	Upon completion this course you will be able to: • Navigation of a multi-site system • Managing access control panel across multi-site system • Managing user logon accounts for site administrators and software users • Group Access level best practice across multi-site system • Master Holidays-Site Holiday date management • Multi-Site transaction reporting

Electronic Access & Data: BEST Keystone WEB "Hands-on" Training Webinar

ID:	DP-WEB-1064
Level:	Introductory – 100 Series Course
Description:	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. 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 https://www.webex.com/test-meeting.html and joining a Test Meeting.
Cost:	No cost to students
Length:	4 hours
Certification:	None
CEUs:	None
Who Should Attend:	Individuals responsible for managing cores, doors, locks, keys and key-holders (people) with the Keystone Web® software.
Objectives:	Upon completion this course you will be able to: • Manage Users • Manage Cores, Keys, Doors and People • Manually enter and import data • Create and modify reports • Backup and restore the database



Webinar/Virtual Course Descriptions

Electronic Access & Data: dormakaba Simplex and E-Plex Overview for Sales

ID:	DP-WEB-1065
Level:	Introductory – 100 Series Course
Description:	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.
Cost:	No cost to students
Length:	1.25 Hours
Certification:	None
CEUs:	None
Who Should Attend:	Individuals responsible for
Objectives:	Upon completion this course you will be able to: • The advantages • Installation of gateways with both USB and TCP-IP connectivity • How to add routers to a wireless system



Electronic Access & Data: dormakaba E-Plex Product Overview

ID:	DP-WEB-1068
Level:	Introductory
Description:	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.
Cost:	No cost to students
Length:	1 Hour
Certification:	None
CEUs:	None
Who Should Attend:	Individuals responsible for the selection, service or maintenance of door hardware, locksmith and installers.
Learning Path:	Installer, Sales, Customer Support, Employee
Objectives:	Upon completion this course you will be able to: • Comprehension of the E-Plex product features and benefits • Comprehension of various features related to ADA, BHMA and DoD code requirements

Webinar/Virtual Course Descriptions

Electronic Access & Data: dormakaba E-Plex Manual Programming Overview

ID:	DP-WEB-1069
Level:	Introductory
Description:	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.
Cost:	No cost to students
Length:	1.25 Hours
Certification:	None
CEUs:	None
Who Should Attend:	Individuals responsible for the selection, service or maintenance of door hardware, locksmith and installers.
Learning Path:	Installer, Sales, Customer Support, Employee
Objectives:	Upon completion this course you will be able to: • Understanding various programming actions, such as adding users, managers and service users, how to set up passage mode and activate the lock

Electronic Access & Data: dormakaba E-Plex / PowerPlex Overview

ID:	DP-WEB-1070
Level:	Introductory
Description:	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.
Cost:	No cost to students
Length:	1 Hour
Certification:	None
CEUs:	None
Who Should Attend:	Locksmiths, integrators, architects, spec writers and installers
Learning Path:	Installer, Sales, Customer Support, Employee
Objectives:	Upon completion this course you will be able to: • Identify the difference between the E-Plex 2000 and PowerPlex locks • Identify the features and benefits for both E-Plex 2000 and PowerPlex locks



Webinar/Virtual Course Descriptions

Electronic Access & Data: dormakaba E-Plex Standard Software Overview

ID:	DP-WEB-1071
Level:	Introductory
Description:	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.
Cost:	No cost to students
Length:	1 Hour
Certification:	None
CEUs:	None
Who Should Attend:	Locksmiths, integrators, architects, spec writers and installers
Learning Path:	Installer, Sales, Customer Support, Employee
Objectives:	Upon completion this course you will be able to: • Set up a site, add doors and users • Program the E-Plex standard electronic locks with a USB to iRDa adaptor • Pull audit trails from the locks and view the reports within the software

Electronic Access & Data: dormakaba Enterprise Software Overview

ID:	DP-WEB-1072
Level:	Introductory
Description:	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.
Cost:	No cost to students
Length:	1 Hour
Certification:	None
CEUs:	None
Who Should Attend:	Locksmiths, integrators, architects, spec writers and installers
Learning Path:	Installer, Sales, Customer Support, Employee
Objectives:	Upon completion this course you will be able to: • Setup holidays and schedules as well as various user types • How to program locks and pull audit trail information with the USB to iRDa Adapter • Various types of E-Plex locks that can be used with the Enterprise Software • Tips and Tricks on how to set up a wireless system



Webinar/Virtual Course Descriptions

Electronic Access & Data: dormakaba E-Plex Wireless Feature Overview

ID:	DP-WEB-1073
Level:	Introductory – 100 Series Course
Description:	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.
Cost:	No cost to students
Length:	1 Hour
Certification:	None
CEUs:	None
Who Should Attend:	Locksmiths, installers, integrators, architects, spec writers and property owners
Learning Path:	Installer, Sales, Customer Support, Employee
Objectives:	Upon completion this course you will be able to: • How to conduct a site survey • Installation of gateways with both USB and TCP-IP connectivity • How to add routers to a wireless system

Electronic Access & Data: dormakaba E-Plex 7900 Lock Overview

ID:	DP-WEB-1074
Level:	Introductory
Description:	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.
Cost:	No cost to students
Length:	1 Hour
Certification:	None
CEUs:	None
Who Should Attend:	Locksmiths, integrators, architects, spec writers and installers
Learning Path:	Installer, Sales, Customer Support, Employee
Objectives:	Upon completion this course you will be able to: • Understand the functions of a card based, wireless electronic lock • Understand the features and benefits including the credentials of this product

Webinar/Virtual Course Descriptions

Electronic Access & Data: dormakaba SAM RF / InSync Product Overview

ID:	DP-WEB-1075
Level:	Introductory
Description:	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.
Cost:	No cost to students
Length:	1.5 Hours
Certification:	None
CEUs:	None
Who Should Attend:	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.
Learning Path:	Installer, Sales, Customer Support, Employee
Objectives:	Upon completion this course you will be able to: • The SAM RF Software • Identify system components • How to program locks, pull audit trails • What type facilities this system is best suited

Electronic Access & Data: dormakaba SAM RF Software Overview

ID:	DP-WEB-1076
Level:	Introductory
Description:	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.
Cost:	No cost to students
Length:	2 Hours
Certification:	None
CEUs:	None
Who Should Attend:	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.
Learning Path:	Installer, Sales, Customer Support, Employee
Objectives:	Upon completion this course you will be able to: • Make keys, program locks, retrieve audit trails and review reports • Identify key types • Understand the functions of the utility device



Webinar/Virtual Course Descriptions

Electronic Access & Data: dormakaba SAM RF Software Overview

ID:	DP-WEB-1077
Level:	Introductory
Description:	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.
Cost:	No cost to students
Length:	1.25 Hours
Certification:	None
CEUs:	None
Who Should Attend:	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.
Learning Path:	Installer, Sales, Customer Support, Employee
Objectives:	Upon completion this course you will be able to: • Identify what products are available in the InSync product line • Comprehend the system components • Make keys and program locks

Electronic Access & Data: dormakaba Aurora Enhanced Lockdown

ID:	DP-WEB-1079
Level:	Intermediate, Advanced
Description:	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.
Cost:	No cost to students
Length:	1 Hour
Certification:	None
CEUs:	None
Who Should Attend:	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.
Objectives:	Upon completion this course you will be able to: • What is Aurora Enhanced Lockdown • How does it compare to the standard Lockdown/Lockout functions of Aurora software • Trigger selectable schedules to change states to control various parameters • User initiated triggers across various lockdown scenarios with lockdown icon on their PC desktop • Control who has access and who does not have access during a lockout situation



Webinar/Virtual Course Descriptions

Electronic Access & Data: dormakaba Aurora software integration w/ BEST Offline locks

ID:	DP-WEB-1080
Level:	Introductory, Intermediate, Advanced
Description:	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.
Cost:	No cost to students
Length:	1 Hour
Certification:	None
CEUs:	None
Who Should Attend:	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.
Objectives:	After completion this session you will have gained knowledge and comprehension involving the BEST offline lock integration within Aurora Access Control Management System: • Lock Types • Functions • Applications • Aurora Functionality • Transport db and Utility

Electronic Access & Data: dormakaba Strikes and Magnetic Lock Overview

ID:	DP-WEB-1081
Level:	Introductory, Intermediate, Advanced
Description:	This session will cover dormakaba's more popular strikes and magnetic lock options where we will provide and discuss many details surrounding strikes, magnetic locks and other door devices. In addition, we will cover their part numbers and common applications. A brief question-and-answer period will be held at the end of the seminar.
Cost:	No cost to students
Length:	1 Hour
Certification:	None
CEUs:	None
Who Should Attend:	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.
Objectives:	After completion of this session you will have gained knowledge and comprehension on dormakaba's more popular strikes and magnetic lock options available: • Review of Strikes and part numbers • Review of Maglocks and part numbers • Review of Exit Devices and part numbers



Webinar/Virtual Course Descriptions

Electronic Access & Data: dormakaba LUNA Overview

ID:	DP-WEB-1083
Level:	Introductory
Description:	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.
Cost:	No cost to students
Length:	1 Hour
Certification:	None
CEUs:	None
Who Should Attend:	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.
Objectives:	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. • Overview of SDAC • Overview of LUNA

Electronic Access & Data: dormakaba Aurora Advanced Features

ID:	DP-WEB-1084
Level:	Introductory, Intermediate, Advanced
Description:	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.
Cost:	No cost to students
Length:	1 Hour
Certification:	None
CEUs:	None
Who Should Attend:	Anyone who is looking to gain a better understanding of Aurora Access Control Systems; Installation Technician, Service Technician, distributors, end-users and influencers.
Objectives:	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. • Present3 • Schedule control with Inputs • Lockdown applications • Event setups & Priority • Device Image & Device Status Images • Scheduled Tasks



Webinar/Virtual Course Descriptions

Electronic Access & Data: dormakaba Aurora/E-Plex Integration Overview

ID:	DP-WEB-1085
Level:	Introductory, Intermediate, Advanced
Description:	This session will cover the integration between Aurora Access Control Management System and E-Plex wireless locks.
Cost:	No cost to students
Length:	1 Hour
Certification:	None
CEUs:	None
Who Should Attend:	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.
Objectives:	After 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: • Overview of E-Plex wireless technology • Overview of Aurora E-Plex wireless integration • Review of E-Plex wireless hardware • Review of E-Plex wireless applications



Electronic Access & Data: dormakaba Aurora People Management Overview

ID:	DP-WEB-1086
Level:	Introductory, Intermediate
Description:	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.
Cost:	No cost to students
Length:	1 Hour
Certification:	None
CEUs:	None
Who Should Attend:	Anyone who is looking to gain a better understanding of Aurora Access Control Systems; Installation Technician, Service Technician, distributors, end-users and influencers.
Objectives:	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. • Adding Groups • Creating Group Access Levels • Adding People • Managing People • Photo Badging • Transaction Reports

Webinar/Virtual Course Descriptions

Electronic Access & Data: dormakaba Low Energy Vs. Auto Operator Training

ID:	DI-WEB-1089
Level:	Introductory – 100 Series Course
Description:	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.
Cost:	No cost to students
Length:	1 Hour
Certification:	Attendance certificate
CEUs:	None
Who Should Attend:	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.
Learning Path:	Facilities Managers, Installers, Sales, Customer Support, Employee, Consultants
Objectives:	Upon completion this course you will be able to: • Purpose of understanding the differences for specifying low energy and automatic operators. • Design differences and criteria needed to specify power operators. • The selection process and typical installation and applications of low energy vs. automatic operators. • 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. • Technical terms needed for proper A156.19 Low Energy Operators and/or A156.10 Auto Operators

Electronic Access & Data: Aurora Site Management Webinar

ID:	DP-WEB-1093
Level:	Introductory, Intermediate
Description:	This 1-hour training course covers Aurora's functionality and how to manage a multi-site system in Aurora Access Control management software.
Cost:	No cost to students
Length:	1 Hour
Certification:	None
CEUs:	None
Who Should Attend:	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.
Objectives:	Upon completion this course you will be able to: • Navigation of a multi-site system • Managing access control panel across multi-site system • Managing user logon accounts for site administrators and software users • Group Access level best practice across multi-site system • Master Holidays-Site Holiday date management • Multi-Site transaction reporting



Webinar/Virtual Course Descriptions

Electronic Access & Data: dormakaba Aurora Access Control 101

ID:	DP-WEB-1094
Level:	Introductory, Intermediate
Description:	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.
Cost:	No cost to students
Length:	2 hours
Certification:	None
CEUs:	None
Who Should Attend:	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
Objectives:	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. • Door Access Control Basics • Who – When – Where of Access Control • Typical access-controlled door devices • Additional equipment requirements • Aurora basic system design • Aurora Software basic installation and setup

Electronic Access & Data: dormakaba Aurora Access Control Management System; Parts and Pieces

ID:	DP-WEB-1095
Level:	Introductory, Intermediate
Description:	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.
Cost:	No cost to students
Length:	1 Hour
Certification:	None
CEUs:	None
Who Should Attend:	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.
Objectives:	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. • Pre-planning your access control installation • What Aurora hardware and software product; part numbers • Review wiring requirements • Additional equipment requirements • Software computer requirement • Network requirements; computer and control panels



Webinar/Virtual Course Descriptions

Electronic Access & Data: dormakaba Aurora Access Control Management System; Communications

ID:	DP-WEB-1096
Level:	Introductory, Intermediate
Description:	In this webinar we will cover Aurora Access Control Management System communications 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.
Cost:	No cost to students
Length:	2 Hours
Certification:	None
CEUs:	None
Who Should Attend:	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.
Objectives:	Upon completion of this webinar you will be able to install and troubleshoot connectivity for Aurora Access Control Management System. • Access Control Panel connectivity • Database connectivity • Various communication services • Troubleshooting of communication issues

Electronic Access & Data: dormakaba Aurora Access Control Management System; Holidays

ID:	DP-WEB-1097
Level:	Introductory, Intermediate
Description:	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.
Cost:	No cost to students
Length:	2 Hours
Certification:	None
CEUs:	None
Who Should Attend:	Individuals who want to learn more about Holidays in Aurora Access Control management software; End Users, dealers, distributors, sales, technical staff, influencers and employees.
Objectives:	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. • What is a Holiday • How a Holiday operates with the system • How to set up Holidays

Webinar/Virtual Course Descriptions

Electronic Access & Data: dormakaba Aurora Lockdown Overview

ID:	DP-WEB-1098
Level:	Introductory, Intermediate
Description:	This training course we will review Aurora's standard Lockdown feature. This will include all lockdown functionality included with your basic Aurora software license. A brief question-and-answer period will be held at the end of the seminar to address any further clarification required.
Cost:	No cost to students
Length:	1 Hour
Certification:	None
CEUs:	None
Who Should Attend:	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.
Objectives:	Upon completion this course you will be able to: • Forms of Lockdown available with basic Aurora software • Differentiate from Advanced Lockdown/Lockout License functions • Review Communication Interlink Module (CIM) applications in Lockdowns • Review different triggers of Lockdown thru Aurora software and Hardware

Electronic Access & Data: dormakaba Aurora Access Control Panel Settings and Configurations

ID:	DP-WEB-1099
Level:	Introductory, Intermediate
Description:	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.
Cost:	No cost to students
Length:	2 hours
Certification:	None
CEUs:	None
Who Should Attend:	Individuals who want to learn more about Holidays in Aurora Access Control management software; End Users, dealers, distributors, sales, technical staff, influencers and employees
Objectives:	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: • Door parameters; Dual Custody, In/Out reader configurations, Door operation modes • Extended Entry settings and operation • Input and Outputs • Additional panel settings • Card reader format settings



Webinar/Virtual Course Descriptions

Electronic Access & Data: dormakaba Aurora Access Control Management System; Site Setup

ID:	DP-WEB-1101
Level:	Introductory, Intermediate
Description:	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.
Cost:	No cost to students
Length:	2 Hours
Certification:	None
CEUs:	None
Who Should Attend:	Individuals who want to learn more about Holidays in Aurora Access Control management software; End Users, dealers, distributors, sales, technical staff, influencers and employees.
Objectives:	Upon completion this course you will be able to complete a systems' basic setup which will include: • Creating a site • Add and define access control units (ACUs) • Define access-controlled doors • Define auxiliary outputs • Define auxiliary inputs and assign to auxiliary outputs • Create and define schedules • Assign schedules to devices • Create door groups • Define door Group Access levels • Add People and Credentials

Electronic Access & Data: dormakaba Aurora Access Control Management System; Software Installation

ID:	DP-WEB-1102
Level:	Introductory, Intermediate
Description:	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.
Cost:	No cost to students
Length:	2 Hours
Certification:	None
CEUs:	None
Who Should Attend:	Individuals who want to learn more about Holidays in Aurora Access Control management software; End Users, dealers, distributors, sales, technical staff, influencers and employees.
Objectives:	Upon completion this course you will be able to install and troubleshoot software installation from single PC to multi-server networked systems. • Aurora database installation • Communications Service installation and setup • Client installation – Single and Networked • Network setting and administrative properties

Webinar/Virtual Course Descriptions

Electronic Access & Data: dormakaba Aurora Access Control Management System; Wiring

ID:	DP-WEB-1103
Level:	Introductory, Intermediate
Description:	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.
Cost:	No cost to students
Length:	2 Hours
Certification:	None
CEUs:	None
Who Should Attend:	Individuals who want to learn more about Holidays in Aurora Access Control management software; End Users, dealers, distributors, sales, technical staff, influencers and employees.
Objectives:	Upon completion this course you will be able to make all necessary wiring connections you will require for an Aurora Access Control panels. • Access Control Panel Power connection • Reader connections • Communication module connections • Lock Wiring - Strikes and Mags • Auxiliary devices

Electronic Access & Data: dormakaba DORMA Mechanical and Electrified Exit Device Training

ID:	DP-WEB-1108
Level:	Introductory – 100 Series Course
Description:	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.
Cost:	No cost to students
Length:	1 Hour
Certification:	None
CEUs:	None
Who Should Attend:	This course is intended for anyone who sells, specifies, installs, or supports dormakaba DORMA exit devices.
Learning Path:	Facilities Managers, Installers, Sales, Customer Support, Employee, Consultants
Objectives:	Upon completion this course you will be able to: • Decide which dormakaba DORMA exit device can meet your customers need based on security, ADA, and life safety codes. • Learn time saving installation, adjustment and maintenance tips for dormakaba DORMA Mechanical and Electrified exit devices. • Specify the correct options for satisfying egress and fire door requirements. • Choose the best option for electronic access control utilizing dormakaba DORMA exit devices.



Webinar/Virtual Course Descriptions

Electronic Access & Data: dormakaba DORMA ED900 Low Energy Operator and Access Control Training Overview

ID:	DP-WEB-1109
Level:	Introductory – 100 Series Course
Description:	This class is intended to provide an overview of the ED900 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.
Cost:	No cost to students
Length:	1 Hour
Certification:	None
CEUs:	None
Who Should Attend:	This course is intended for anyone who sells, specifies, installs, or supports low energy operators and associated components.
Learning Path:	Installer, Sales, Customer Support, Employee
Objectives:	Upon completion this course you will be able to: • Determine what additional components may be required when adding a low energy operator to an opening. • Recognize appropriate applications for ANSI 156.19 low energy operators. • Promote the advanced features and functions of the ED900 compared to competitive low energy operators. • Satisfy the accessibility, access control, fire door, and emergency egress requirements on the same opening.

Electronic Access & Data: dormakaba Basic Electrified Hardware Overview

ID:	DI-WEB-1110
Level:	Introductory – 100 Series Course
Description:	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.
Cost:	No cost to students
Length:	1 Hour
Certification:	None
CEUs:	None
Who Should Attend:	This course is intended for anyone who sells, specifies, installs, or supports electrified hardware components.
Learning Path:	Installer, Sales, Customer Support, Employee
Objectives:	Upon completion this course you will be able to: • Determine what are commonly available electrified hardware components • Recommend solutions to access control issues utilizing electrified hardware • Provide guidance on satisfying code compliance regarding electrified hardware • Choose the appropriate components necessary to make a complete system, including elevation and wiring diagrams, their use and make up.



Webinar/Virtual Course Descriptions

Electronic Access & Data: BEST Keystone Web Overview and Q & A

ID:	DP-WEB-1117
Level:	Introductory – 100 Series Course
Description:	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 https://www.webex.com/test-meeting.html and joining a Test Meeting.
Cost:	No cost to students
Length:	1 Hour
Certification:	None
CEUs:	None
Who Should Attend:	Individuals responsible for managing cores, doors, locks, keys and key-holders (people) with the Keystone Web® software.
Objectives:	Upon completion of this course you will be familiar with: • Managing Cores, Keys, Doors and People • Manually entering and importing data



Electronic Access & Data: dormakaba Aurora Access Control Management System; Schedules

ID:	DP-WEB-1128
Level:	Introductory – Intermediate – Advanced
Description:	In this webinar we will cover schedules in the Aurora access control system. Thru 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.
Cost:	No cost to students
Length:	2 Hours
Certification:	None
CEUs:	None
Who Should Attend:	This course is intended for anyone who sells, specifies, installs, or supports electrified hardware components.
Learning Path:	Installer, Sales, Customer Support, Employee
Objectives:	Upon completion this course you will be able to create, assign schedules in Aurora Access Control Management System. • What is a schedule • What can a schedule control? • When to use schedules • How to Create schedules • How to Assign schedules

Webinar/Virtual Course Descriptions

Electronic Access & Data: dormakaba Aurora Web Client Overview

ID:	DP-WEB-1129
Level:	Introductory, Intermediate
Description:	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.
Cost:	No cost to students
Length:	2 Hours
Certification:	None
CEUs:	None
Who Should Attend:	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.
Objectives:	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: • Overview of Aurora Web Client requirements • Overview of Aurora Web: Manage People, Schedules, System Status, Reports

Electronic Access & Data: dormakaba Community/Aurora Software Integration; Aurora Requirements

ID:	DP-WEB-1130
Level:	Introductory, Intermediate
Description:	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.
Cost:	No cost to students
Length:	1 Hour
Certification:	None
CEUs:	None
Who Should Attend:	Anyone who is looking to gain a better understanding of Aurora Access Control Systems; Installation Technician, Service Technician, distributors and influencers.
Objectives:	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. • Aurora software • Control panels • Firmware – for control panels • Readers



Webinar/Virtual Course Descriptions

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

ID:	DP-WEB-1112
Level:	Introductory – 100 Series Course
Description:	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.
Cost:	No cost to students
Length:	1 Hour
Certification:	None
CEUs:	None
Who Should Attend:	Individuals responsible for servicing and maintaining hardware within facilities.
Learning Path:	Installer, Sales, Customer Support, Employee
Objectives:	Upon completion this course you will be able to: • Recognize non-code compliant opening components • Understand what opening components are required to comply with these codes • Review field applications, use & operation • Recommend options for code compliant lockdown applications and use

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

ID:	DP-WEB-1115
Level:	Introductory – 100 Series Course
Description:	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..
Cost:	No cost to students
Length:	1 Hour
Certification:	None
CEUs:	None
Who Should Attend:	Anyone interested in the session's topic including dealers, distributors, end-users, influencers and employees.



eLearning Course Descriptions

Industry Knowledge: Defining Solutions in an Educational Environment

ID:	DI-ELN-1144
Level:	Introductory – 100 Series Course
Description:	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.
Cost:	No cost to students
Length:	.5 hour
Certification:	None
CEUs:	None
Who Should Attend:	Sales personnel who need to understand SHELTER and E-Plex/Aurora solutions in the educational vertical.
Learning Path:	Employees, Sales, Sales Techs, Integrators and Channel Partners.
Objectives:	Upon completion this course you will be able to: • Understand the differences between dormakaba E-Plex + Aurora and BEST SELTER. • Be able to offer your educational vertical market customers the most suitable solutions from dormakaba and BEST

Door Hardware: ADA Compliance, Standards & Codes

ID:	DI-AIA-1131
Level:	Introductory – 100 Series Course
Description:	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.
Cost:	No cost to students
Length:	Self paced
Certification:	None
CEUs:	AIA/HSW/ ACIA, 1.25 units/hours, course #AEC1233

[View Course](#)

eLearning Course Descriptions

Door Hardware: BEST Surface Door Closer Introduction

ID:	DP-ELN-1091
Level:	Introductory – 100 Series Course
Description:	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.
Cost:	No cost to students
Length:	1 hour
Certification:	None
CEUs:	None
Who Should Attend:	All audiences needing a broad introduction to BEST's Surface Door Closers
Learning Path:	Employees and Sales
Objectives:	Upon completion this course you will be able to: • Know the capabilities of BEST's Surface Door Closers • Know the applications and competitive advantages of BEST's Surface Door Closers • Understand the nomenclature required to order the product



Door Hardware: BEST Precision 2110VI Exit Device Introduction

ID:	DP-ELN-1121
Level:	Introductory – 100 Series Course
Description:	This half hour introduction to BEST's PRECISION 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.
Cost:	No cost to students
Length:	.5 hour
Certification:	None
CEUs:	None
Who Should Attend:	General audiences needing a broad introduction to BEST's PRECISION 2110VI Exit Device.
Learning Path:	Employees and Sales
Objectives:	Upon completion this course you will be able to: • Know the applications and competitive advantages of the 2110VI Exit Device • Understand the nomenclature required to order the product

eLearning Course Descriptions

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

ID:	DI-AIA-1132
Level:	Introductory – 100 Series Course
Description:	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.
Cost:	No cost to students
Length:	Self paced
Certification:	None
CEUs:	AIA/HSW/ ACIA, 1.0 units/hours, course #AEC1233

[View Course](#)

Interior Glass Systems: dormakaba GP Series 1000/1100 Introduction

ID:	DP-ELN-1141
Level:	Introductory – 100 Series Course
Description:	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.
Cost:	No cost to students
Length:	.5 hour
Certification:	None
CEUs:	None
Who Should Attend:	General audiences needing an introduction to the 1000 and 1100 models of dormakaba's GP Series.
Learning Path:	Employees, Sales, Sales Techs, Customer Service, Product Support, Technicians, Integrators and Channel Partners.
Objectives:	Upon completion this course you will be able to: • Know the relevant hardware components of the 1000/1100 models in dormakaba's GP Series • Understand the features and benefits of dormakaba's GP Series • Know the competitive advantages of the GP Series

eLearning Course Descriptions

Electronic Access & Door Hardware: Architectural Hardware & Access Control For Healthcare Environments

ID:	DI-AIA-1133
Level:	Introductory – 100 Series Course
Description:	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.
Cost:	No cost to students
Length:	Self paced
Certification:	None
CEUs:	AIA/HSW/ ACIA, 1.0 units/hours, course #AEC1233

[View Course](#)


Electronic Access & Door Hardware: BEST SwitchTech Introduction

ID:	DP-ELN-1050
Level:	Introductory – 100 Series Course
Description:	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.
Cost:	No cost to students
Length:	.5 hour
Certification:	None
CEUs:	None
Who Should Attend:	General audiences needing a broad introduction to BEST's Switch™ Tech.
Learning Path:	dormakaba Employees, Sales, Channel Partners, System Admins, Technicians, Technical Service Personnel, Account Owners, Site Owners and End Users
Objectives:	Upon completion this course you will be able to: • Know the limitations of key systems • Know the applications and competitive advantages of Switch™ Tech within the most profitable verticals • Identify door hardware that is compatible with Switch™ Tech • Identify the hardware that comprises Switch™ Tech and its functionality

eLearning Course Descriptions

Electronic Access & Door Hardware: BEST Switch™ Tech Use Cases

ID:	DP-ELN-1051
Level:	200 Series Course
Description:	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.
Cost:	No cost to students
Length:	.25 hours
Certification:	None
CEUs:	None
Who Should Attend:	Anyone attending the BEST Switch™ Tech Technical Training course is required to pass this module.
Learning Path:	Sales, Partners, System Admins, Technicians, Technical Service and Switch™ Tech users
Objectives:	Upon completion this course you will be able to: • Identify suitable applications for Switch™ Tech within the most important verticals. • Understand situations where Switch™ Tech is not a good fit.

Electronic Access & Door Hardware: BEST Switch™ Tech Procurement

ID:	DP-ELN-1052
Level:	200 Series Course
Description:	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.
Cost:	No cost to students
Length:	.5 hour
Certification:	None
CEUs:	None
Who Should Attend:	Anyone attending the BEST Switch™ Tech Technical Training course is required to pass this module.
Learning Path:	Sales, Partners, System Admins, Technicians, Technical Service and Switch™ Tech users
Objectives:	Upon completion this course you will be able to: • Understand the Switch™ Tech management roles required for procurement • Know the billing process • Know the steps to order (generate) credentials • Know how to claim credentials (assigning them to the distributor/integrator level)

eLearning Course Descriptions

Electronic Access & Door Hardware: BEST Switch™ Tech Technical Training

ID:	DP-ELN-1053
Level:	Introductory – 100 Series Course
Description:	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".
Cost:	No cost to students
Length:	15 Minutes
Certification:	None
CEUs:	None
Who Should Attend:	dormakaba Employees, Sales, Channel Partners, System Admins, Technicians, Technical Service Personnel and Account Owners
Objectives:	Upon completion this course you will be able to: • Know the applications and competitive advantages of Switch™ Tech • Identify door hardware that is compatible with Switch™ Tech • Identify the hardware that comprises Switch™ Tech and its functionality • Know all the management roles in Switch Tech



Electronic Access & Door Hardware: dormakaba Switching Power Supplies Introduction

ID:	DP-ELN-1058
Level:	Introductory – 100 Series Course
Description:	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).
Cost:	No cost to students
Length:	1 hour
Certification:	None
CEUs:	None
Who Should Attend:	General audiences needing a broad introduction to dormakaba's Switching Power Supplies (2A, 4A, 6A)
Learning Path:	Employees and Sales
Objectives:	Upon completion this course you will be able to: • Know the capabilities of the switching power supplies • Know the applications and competitive advantages of dormakaba's Switching Power Supplies (2A, 4A, 6A) • Know some of the most frequently asked questions and how to answer them

eLearning Course Descriptions

Electronic Access & Door Hardware: BEST Wi-Q Series Introduction

ID:	DP-ELN-1136
Level:	Introductory – 100 Series Course
Description:	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.
Cost:	No cost to students
Length:	.5 hour
Certification:	None
CEUs:	None
Who Should Attend:	General audiences needing an introduction to BEST's Wi-Q Series.
Learning Path:	Employees, Sales, Sales Techs, Customer Service, Product Support, Technicians, Integrators, Channel Partners and End Users.
Objectives:	Upon completion this course you will be able to: • Know the system components that make up the Wi-Q Series • Understand the features and benefits of BEST's Wi-Q Series • Know specific applications and competitive advantages of Wi-Q within the most important vertical markets.

Microlearning Course Descriptions

dormakaba Social Media Directives

ID:	DT-MLN-1446
Audience:	Any dormakaba employee.
Objectives:	In this course you will learn: • Why we need social media rules & directives • The difference between corporate, internal, and private usage • How to protect and promote the dormakaba brand • How to identify and escalate a crisis situation on social media • The Do's and Don'ts of posting social media content
Device Recommendation:	Learning is easy through this microlearning platform and can be done on a mobile phone, tablet, or desktop. Once completed, you are on your way to successfully creating brand awareness and social interaction for dormakaba!
Length:	This course consists of 10 lessons that you can complete in 2 sessions with each session being less than 15 minutes in length. Please include your mobile number to receive alerts on new lessons and information.
Sign-Up:	https://dormakaba.conveyour.com/c/gosc0wwqm4/dormakaba-social-media-directives



