



Providing access control solutions since 1979

## **Sielox 2010** **Training Information**

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- **About the Classes**

The *Pinnacle* course includes hands-on training in Sielox hardware (including the AC-1500 LANLink, AC-900 and AC-600 Controllers). Training will also include Pinnacle 7 and the new features that are now available. The new AC-1700 series controllers, XLAN, Aegis2, all non-optional *Pinnacle* features, the *Pinnacle* Utilities, and Badge Design will also be covered in detail.

- **Runnemede, NJ Training Classes**

Enrollment in the Runnemede, NJ classes will be limited to 14 participants; the tuition is \$600 per seat; lunch is included. Classes are Monday through Friday, from 8:30am to 4:30 pm daily.

- **Regional Training Classes**

Enrollment in the regional classes will be limited to 14 participants; the tuition is \$1,000.00 per seat to cover course enrollment, equipment shipping, and instructor travel expenses; lunch is included. Classes are Monday through Friday, from 8:30am to 4:30 pm daily.

*\*\*Any class not having a minimum of ten registrants two weeks prior to the class may be cancelled and participants will be rescheduled to the next available class.*

- **Enrollment Procedures**

Classes fill quickly, so please register as early as possible. To register, please fax or email the completed registration form, **with a copy of the purchase order**, to:

Email: [Training@sielox.com](mailto:Training@sielox.com)

Fax: 856-939-9306

Phone: 1-800-424-2126, Option 7

- **Enrollment Confirmation**

At least two weeks before the class, Sielox will email a notice as to whether or not the course is being presented\*\*. Once Sielox emails confirmation that the class is being held, all POs will be processed. Any participant who cancels after that time, or is a no show, and cannot provide a replacement, will be billed a \$200.00 cancellation fee.

*\*\*Any class not having a minimum of ten registrants two weeks prior to the class may be cancelled and participants will be rescheduled to the next available class.*

**All cancellations must be emailed to [Training@sielox.com](mailto:Training@sielox.com).**

- **About the Class Sessions**

The training offers hands-on experience with no more than two persons per lab station. Each lab station consists of a stand-alone computer, Sielox controllers, wire, readers, cards, and tools for assembling components into a working access control system.

During the training, participants assemble the hardware and install and configure the software, so that, when they are done, they have working Sielox Access Control systems. The hands-on experience prepares participants to work with *Pinnacle* in the field.

Each participant must attend every class session.

Participants keep all the manuals, reference books, and handouts which they use in the class.

At the conclusion of the training, participants are tested. Those passing the test qualify as certified Sielox factory-trained technicians and will receive a certificate.

**These courses and pricing are for Authorized Sielox Business Partner personnel only. Please contact us at [Training@sielox.com](mailto:Training@sielox.com) for further information on end user training classes.**

- **Prerequisites**

***Sielox training is not training in using Windows.*** Persons with little or no experience using Windows will be at a disadvantage and are unlikely to retain learning. Basic typing skills and knowledge of the Windows keyboard are necessary. In addition, persons enrolling in the class should be able to do the following computer functions on a Windows computer:

Start and stop programs and select menu items and icons using the mouse.

Navigate a Windows screen using ALT-tab, tab, arrow, and hot keys.

Select, delete, copy, or edit text using the mouse and keyboard.

Find drives, folders (directories), and files using Windows Explorer.

Copy, delete, move, and rename files using Windows Explorer.

Drag and drop files and other objects to copy or move them using the mouse and Windows mouse conventions (CTRL-Click and SHIFT-Click).

Find a file using Windows Explorer from a path statement such as  
*c:\winnt\system32\regsvr32.exe.*

Locate and stop applications and processes using Windows Task Manager.

Open a Windows Command Window and change directories, rename files, delete files, and copy files using keyboard commands and the enter key.

Shut down the computer in an orderly fashion, using the Windows shutdown routine.

Distinguish between a client and a server computer in a Windows network.

Identify and describe the difference between a DOS-style path statement (for example, *c:\winnt\system32\regsvr32.exe*, that is, *Drive:\folder\sub-folder\file*) and a NETBIOS style path statement (for example, *\\hornet\form*, that is, *\\Computer\_Name\Shared\_Folder*).

**Pre-course reading** for participants in *Pinnacle* classes will be distributed approximately two weeks before the classes. ***The purpose of the pre-course reading is to help participants get the most out of their time in class; ensuring that this reaches the persons scheduled to attend class is essential.***



**BUSINESS PARTNER TECHNICIAN CERTIFICATION  
TRAINING REGISTRATION FORM**

The dress code is business casual (slacks and polo shirts). ***Please, no shorts.***

Participant Name: \_\_\_\_\_

Participant Name: \_\_\_\_\_

Participant Name: \_\_\_\_\_

***Two weeks before the class, Sielox will email a notice as to whether or not the course is being presented\*\*. Once Sielox emails confirmation that the class is being held, all POs will be processed. Any participant who cancels after that time, or is a no show, and cannot provide a replacement, will be billed a \$200.00 cancellation fee.***

***\*\*Any class not having a minimum of ten registrants two weeks prior to the class may be cancelled and participants will be rescheduled to the next available class.***

This training is for Business Partner Employees only. If a Business Partner inadvertently allows an End User to attend this training, End User training rates may be charged.

Purchase Order # \_\_\_\_\_ (include copy with this form)

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone & Fax number: \_\_\_\_\_

Email: \_\_\_\_\_

Class Dates: First Choice: \_\_\_\_\_ Second Choice: \_\_\_\_\_  
(if first choice is full)

Fax or email this completed form with your Purchase Order to:

**Sielox**  
**170 East Ninth Avenue**  
**Runnemede, NJ 08078**  
**Fax: 856-939-9306**  
**Attn: Denise Marinucci**  
**Phone: 1-800-424-2126, Option 7**  
**Email: [Training@sielox.com](mailto:Training@sielox.com)**



Early 2010 *Pinnacle*

**BUSINESS PARTNER**

**TECHNICIAN CERTIFICATION TRAINING SCHEDULE**

<b><u>Dates</u></b>	<b><u>Location</u></b>
January 11 – 15	Runnemedede, NJ
February 8 – 12	Charlotte, NC
February 22 – 26	Kansas City, MO
April 19 – 23	Los Angeles, CA
May 10 – 14	Runnemedede, NJ

*Exact locations for the regional classes are TBD.*

*Revised 12-08-09*

## **Travel Information and Directions for Runnemede, NJ classes**

Sielox, 170 East Ninth Avenue, Runnemede, NJ 08078

Phone: 856-939-9300 Toll free: 800-424-2126 Fax: 856-939-9309

## **General Information**

### ***Public Transportation***

**Air:** Philadelphia International Airport is the nearest airport, approximately 14 miles from Runnemede by car.

**Rail (Amtrak):** Philadelphia 30<sup>th</sup> Street Station is approximately 12 miles from Runnemede; rental cars are available there.

**Public Transportation:** Rapid Rover (856-428-1500) provides shuttle service from Philadelphia International Airport and 30<sup>th</sup> Street Station to Runnemede; reservations are recommended. There is no convenient commuter mass transit service between Runnemede and either Philadelphia International Airport or 30<sup>th</sup> Street Station.

### ***Nearby Hotels***

**Holiday Inn**, Runnemede, 856-939-4200 (approximately 100 yards away on Ninth Avenue).

The Sielox single or double occupancy rate is \$79 per night and a 2-room suite is \$129 per night (plus 14% tax).

### ***Benefits & Amenities***

Free High Speed Wireless Internet

In-room coffee pots, iron and ironing boards, and blow dryers

In-room movies

Work area in all rooms

Fitness Room

Outdoor pool with picnic grove

Free daily USA Today newspaper

Free parking

Full service restaurant and lounge on property

Reservations will be held until 6 pm on the date of arrival. Should you prefer a guaranteed reservation, you may do so by using a credit card. In the event you should desire to cancel a guaranteed reservation, you must do so by 6 pm on the date of arrival. To make a reservation, call 856-939-4200 and mention that your company has a preferred rate and identify yourself and Sielox.

**Comfort Inn**, Runnemede, 856-939-6700 (approximately 200 yards away on Ninth Avenue).

There are numerous hotels within five miles of Runnemede. Rush hour traffic in the Runnemede area is extremely heavy.

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Sielox, 170 East Ninth Avenue, Runnemedede, NJ 08078

Phone: 856-939-9300 Toll free: 800-424-2126 Fax: 856-939-9309

**Driving Directions:**

***From Philadelphia Airport***

1. From the airport, take I-95 North towards Philadelphia.
2. Take exit 19, *Walt Whitman Bridge/Packer Avenue*, to the Walt Whitman Bridge, I-76 East
3. Cross the Walt Whitman Bridge.
4. After you cross the bridge, stay in the right lane as it exits to I-295 North.
5. (Follow "**From 295 North**" directions which follow.)

***From the Delaware Memorial Bridge and Points South via I-95***

1. Follow I-295 North (just east of the Delaware Memorial Bridge). Stay in the right line through the interchange with NJ 42 and I-76 at I-295 mileposts 25-27.
2. (Follow "**From 295 North**" directions below.)

***From 30th Street Station, Philadelphia, (Amtrak)***

1. Follow the signs from 30th Street Station to I-76 East, the Schuylkill Expressway, across the Delaware River via the Walt Whitman Bridge to New Jersey.
2. After you cross the bridge, stay in the right lane as it exits to I-295 North.
3. (Follow "**From 295 North**" directions below.)

***From 295 North***

1. Take Exit 28, *Bellmawr/Runnemedede*, from I-295 North. At the top of the exit ramp, turn right on the Black Horse Pike.
2. Turn left on Ninth Avenue (the first light after crossing under the New Jersey turnpike; there is a CVS on the corner).
3. Turn right into the parking lot (you will pass a Holiday Inn on your left before reaching Sielox).

***From the New Jersey Turnpike (North and South)***

1. Take New Jersey Turnpike to Exit 3 (*Woodbury/South Camden*, NJ 168).
2. Turn left on the Black Horse Pike, NJ 168.
3. Turn left on Ninth Avenue (the first light after crossing under the New Jersey turnpike; there is a CVS on the corner).
4. Turn right into the parking lot (you will pass a Holiday Inn on your left before reaching Sielox).

***From I-295 South***

1. Take I-295 South to exit 28, *Bellmawr/Runnemedede*, and, at the top of the ramp, turn left at the light on the Black Horse Pike, NJ 168.
2. Turn left on Ninth Avenue (approximately 1 mile, just after crossing under the New Jersey turnpike; there is a CVS on the corner).
3. Turn right into the parking lot (you will pass a Holiday Inn on your left before reaching Sielox).