

# eCopy Authorized Technician Training Program

## **eCopy Authorized Technician Program & Benefits**

The eCopy Authorized Technician Program trains students to properly propose, install, configure and support eCopy PaperWorks and eCopy ShareScan, and to build an eCopy ScanStation. Students who complete the Authorized Technician training become eCopy Authorized Technicians.

The eCopy Authorized Technician Program ultimately benefits the customer by ensuring that dealers, and their technical staff, possess the appropriate knowledge to provide pre and post sales support for eCopy products.

eCopy is committed to delivering high quality training that meets the needs of dealers responsible for product integration. Our experienced instructors possess the necessary product knowledge and field experience to help your organization learn to install and support eCopy PaperWorks and eCopy ShareScan in a variety of corporate IT environments.

## **Content**

After installing ShareScan and the optional components, students configure, deploy, and use Quick Connect buttons so that they can scan documents to single folders, multiple destinations, and to e-mail. Students also explore the Quick Connect subfolder navigation, authentication, and security options together with all other eCopy connectors.

Students configure, deploy, and use Microsoft Exchange Connector buttons, experimenting with options such as Express and Send to Self. They discuss the differences between Notes mail and Exchange mail and they locate and review the Send from Personal for Lotus Notes document.

Students install and configure eCopy PaperWorks along with a hands-on session covering usage and functionality.

At the end of the class, the students take the 50 question online eCopy Authorized Technician Exam.

### **Who Should Attend**

The program is designed for Microsoft Certified Systems Engineers (MCSE), Microsoft Certified Professionals (MCP), or technicians with equivalent networking experience. These individuals will be responsible for installing and configuring the systems and software on corporate networks. Students without an understanding of network and operating system fundamentals may have trouble grasping the concepts presented.

The eCopy technical training class is a two-day program. Hours of the class are from 8:30am - 5pm both days **unless scheduled otherwise**. Please note that there is an eCopy Authorized Technician exam that will be given during the last hour of the second day. Students should plan to stay for the duration of the training. Students leaving before the end of training may miss information required to answer questions correctly on the certification exam.

### **Locations**

The two day Authorized Technician class is offered at eCopy's Burlington, MA location and at our European Office located at Gerrards Cross, north west of London. Classes are also held at remote partner training facilities and dealer offices upon request.

The fee to attend an Authorized Technician class at our Burlington Training Center is \$899. The cost of an onsite training class is \$5,495 which includes the eCopy instructor travel and expenses. Each training session can accommodate a maximum of eight (8) students.

The fee to attend an Authorized Technician class at the European Training Centre is £460 or €675 per student, the fee for the onsite training class is £2800 or €4120 **plus** instructor travel and expenses. Each training session can accommodate a maximum of eight (8) students.

### **Rescheduling Policy for Onsite Training**

- i Companies may reschedule any time up to 30 days prior to the date of training without incurring any additional cost.
- i Companies rescheduling within 30 days of the date of the training must pay for any travel related costs incurred by eCopy.

### **Cancellation Policy**

- i If canceling up to 30 days prior to the training, you are entitled to a full refund.
- i If canceling 29 - 7 days prior to the training, you are liable for 50% of the training cost and any travel related costs incurred by eCopy.
- i If canceling less than 7 days prior to the training, you are liable for the full cost of the training and any travel related costs incurred by eCopy.

