



ALL POINTS TRAINING CATALOG



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Advantages of Training

Competent use of technology's tools can change meetings from dull to DYNAMIC!



D

Data collaboration is possible with some videoconference equipment. Do you know if your equipment has that capability? Would you like to be able to have multiple locations write on the same document during a meeting? Would you like to know more?

Y

Your presentations will be more dynamic if whiteboard tools are used to illustrate, annotate, and edit information. A variety of products offer a variety of options. We can show you how to use the 3M Wall Display, mimio, or SMART Board and SMART Notebook to take advantage of the options created within each of these products.

N

Need to train a small group of end users or a select group of in-house trainers? Many of our programs are developed in either "End User" or "Train the Trainer" formats.

A

Auxiliary sources of information are available for use with your videoconference system. Have you used an auxiliary camera, document camera, PC, snapshot, streamed video, VCR/DVD, or data collaboration during your meetings?

M

MediaSite Live allows you to make your meetings available via the internet in either a live interactive format or a captured archived session.

I

Integrated meeting rooms present a variety of options. Do you or your staff understand what technology tools are available and how to use them?

C

Camera positioning and presets can greatly enhance the tone of your meeting. What should you do with the camera before the meeting and during the meeting? Who controls the camera during the meeting and how can you make that control easier?

We can help make the technology disappear, leaving you with involved participants and an enhanced message. For more ideas and information, please call us at 412-316-6000.

What Our Training Offers

We offer training programs for a variety of technology products.

All of the equipment training programs provide:

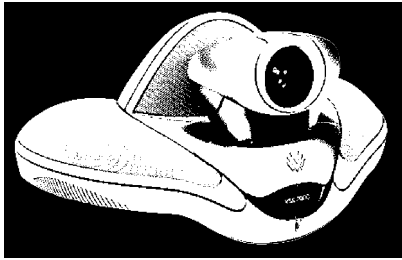
- hands-on training, geared to the client's level of expertise
- process documentation, provided as a reference tool
- client customization, reflecting existing setup and equipment

Benefits achieved through effective training include:

- increased use of equipment
- improved presentations and videoconference meetings
- reduced IT support

Call us to discuss:

- improving return on investment (ROI)
- expanding information beyond the IT department
- assuring competence in using your equipment



POLYCOM VIDEOCONFERENCE TRAINING

Polycom provides a wide range of products with a variety of options. Each hands-on training focuses on building comfort and confidence for the end user of the videoconference equipment. In addition, client specific peripherals and their interaction with the equipment is reviewed and practiced.



Video Conference: Starting at \$495.00

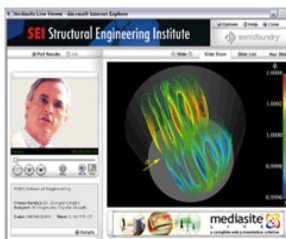
Onsite: Starting at \$695.00*

SMART BOARD TRAINING

SMART training provides information and hands-on practice of tips and techniques to setup, annotate, save, and edit information using both the SMART Board and SMART Notebook Software. Advanced topics of tool customization, record, and play features are also covered.



Onsite Training Only: \$895*



MEDIASITE LIVE TRAINING

Concept and process are covered for both Administrative and End User sections of this hands-on training. Administrative Console review focuses on procedure decisions, display options, category determination, and ongoing management. End User Training builds confidence in the three steps of use: scheduling, capturing, and viewing.

Price: Customized per client

TANDBERG VIDEOCONFERENCE TRAINING

Tandberg products present a variety of options. Each hands-on training focuses on building comfort and confidence for the end user of the videoconference equipment. In addition, client specific peripherals and their interaction with the equipment is reviewed and practiced.

Video Conference: Starting at \$495.00

Onsite: Starting at \$695.00*



TANDBERG



3M WALL DISPLAY USER TRAINING

Product presenting, annotating practiced

Available Soon

capabilities for white-boarding, and are reviewed and during training to

build confidence in using the 3M Wall Display.

3M Worldwide

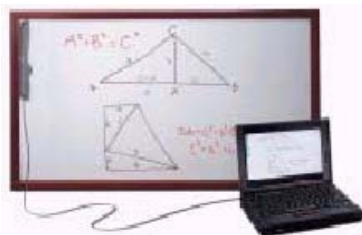
Onsite Training Only: \$895*

INTEGRATION

ROOM TRAINING

This unique training program is customized to the equipment in the integrated training/meeting room, the experience of the end users, and the anticipated use of existing technologies. Duration of training is determined by the variety of topics covered and the experience level of the participants.

Price: Customized per client



mimio TRAINING

Training allows users to become comfortable with hook-up and use during presentations. Optional plug-ins are covered as relevant for each client.

Onsite Training Only: \$495*

* Plus Travel Expenses

Terms and Conditions

- Class are designed for a maximum of 5 participants.
- Additional participants, up to a maximum of 8, will be charged \$100 per participant.
- Prices are subject to change without notice.
- **Cancellation Policy:**

Cancellation fees will be one half of the training fee plus incurred expenses.

Training Via Video Conference: Minimum of 24 hours notice

Training Onsite: Minimum of 72 hours notice



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