

## **Local Alerton Training**

Classes are held at our offices in Otsego, MN. Attendees will be in a classroom/laboratory environment and have the opportunity to work together with a partner at an actual Alerton workstation.

Included in your course fees are a continental breakfast, lunch, and an afternoon snack. Also included is a manual relating to the course work.

We hold our classes based upon demand. Any upcoming classes are listed below on the following pages. Should you desire to attend a class and there is not one scheduled, please contact Jeff Schwartz at 763-255-3219 or [jeff.schwartz@directdigital.com](mailto:jeff.schwartz@directdigital.com) and express which class you are interested in. When we have a minimum of 6 students who are interested we will notify you of the date and time of the upcoming class.

DDC prides itself on providing excellent instruction at a reasonable price. It is important to us that every customer has the opportunity to learn as much about their system as they desire. We find that our most educated customers utilize their systems to their fullest extent, thus creating a comfortable, energy-efficient environment for their building occupants.

Please page down for scheduled upcoming Alerton Training Classes.

***Direct Digital Controls Announces Local Alerton Training:***

**Envision for BACtalk Operator Basic Training - Course 1  
Tuesday & Thursday, May 19 & 21, 2009**

**Location:** Our offices in Otsego (15 min. northwest of downtown Maple Grove on Hwy. 94)

**Schedule:** 8:00am to 4:30pm with one hour for lunch and two 15-minute breaks.  
See attached syllabus. (Refreshments and Lunch included)

**Audience:** Building engineers and facilities personnel. It is recommended that students have a working knowledge of building automation systems.

**Pre-Requisites**

- Knowledge of basic HVAC terms, principles, and concepts.
- Have a good working knowledge of computers and current Microsoft operating systems.

**Overview**

This course focuses on the operator's role in a BACtalk System by introducing the system hardware and software. Students will learn the fundamentals of the Envision for BACtalk workstation using BACtalk hardware to simulate an actual installation. Students are introduced to the hardware architecture and hierarchy of the BACtalk system. Simulating real life scenarios, students will configure and edit BACtalk's most commonly used features and learn to maximize the potential use of this system.

**Objectives**

Upon course completion, students will be able to log in to an Envision for BACtalk system and be able to do the following:

- Navigate BACtalk system software; understand hardware and architecture.
- Describe the purpose of all menu items in Envision for BACtalk.
- Program points for weekly time of day, holiday, and event scheduling.
- Program points for alarming to a local workstation, printer, pager, and remote workstation.
- Program points to trend data for viewing and graphing.
- Program points for tenant activity billing.
- View energy logs
- Configure automatic printing of reports.
- Connect to a remote site.
- Backup site-specific data for storage and restoration.
- Navigate through the menus and screens of a pre-loaded Viewport terminal.
- Basic system operation and basic troubleshooting procedures.

**Materials:** Envision for BACtalk Operator's Manual (provided as part of course tuition)

**Tuition:** **\$573.00** Includes lunches and refreshments for both days.



## Envision for BACtalk Operator Basic Training - Course 1 Tuesday & Thursday, May 19 & 21, 2009

### Student Enrollment Form (please use one form per attendee)

Name \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Voice # \_\_\_\_\_ Fax # \_\_\_\_\_

Cell # \_\_\_\_\_

E-Mail \_\_\_\_\_

Method of Payment: Check \_\_\_\_\_ P.O. # \_\_\_\_\_

**Note:** *P.O.s will be invoiced immediately and must be paid prior to beginning course*

I have read and understand the terms listed below: \_\_\_\_\_ Date: \_\_\_\_\_

### Please fax form to 763-255-3209, Attn. Training Department

1. Student enrollments will only be accepted using a copy of the [Student Enrollment Form](#) (above), one per student, to Direct Digital Controls Inc. at (763) 255-3209 (ATTENTION: Training Department)
2. Students will be accepted on a first-come, first-served basis. The maximum number of students from one organization is four students per class. If there is a need to train a larger number of people from a single organization at one time, contact the Training Department to set up a special training course.
3. Cancellations of scheduled courses will be accepted by FAX ONLY, up to 20 days prior to the course start date without charge. Cancellations made within 20 days of course start date will be subject to following penalties:
  - 50% of course tuition for cancellations made 15~20 calendar days prior to course start date.
  - 75% of course tuition for cancellations made 7~14 calendar days prior to course start date.
  - Full tuition for cancellations made less than 7 calendar days before class start.
4. A confirmation packet will be emailed to student(s) upon acceptance into the course. Courses will be scheduled when 8 students have registered. An email confirmation notice and class schedule will be sent to each student. If at least six students confirm attendance the class will proceed as scheduled. If at any time the class size falls below six, DDC reserves the right to cancel the class by notifying each registered student.
5. All Direct Digital Controls led courses have a maximum class size of twelve students. Minimum class size is six students. Courses not meeting the minimum class size three weeks prior to course start date will be canceled.
6. Students must satisfy all prerequisites for the course that they wish to attend, or they will be denied admission to the course. Please see the course syllabus for details.
7. Students wishing to challenge course prerequisite criteria may do so by applying for and passing a test. Tests are required for each course prerequisite being challenged. There is a fee for each test. If you have any questions regarding training prerequisites please contact Direct Digital Controls Inc. at (763) 255-3219. Direct Digital Controls Inc. reserves the right to revise these training enrollment guidelines without prior notice.

## Envision for BACtalk Operator Basic Training Syllabus

### DAY 1

8:00am-8:45am	<b>Introductions</b> <b>Attendees</b> <b>Company Overview</b>
8:45am-10:00am	<b>System Hardware</b> BACtalk for Windows Overview Layout Wiring BCM Global Controller Power and Communications Communication Wiring and VLC addressing Computer Requirements Connection, LAN, Direct, Modem
10:00am-10:15am	<b>Break</b>
10:15am-12:00pm	<b>System Hardware (continued)</b> Sensors Thermistors 4-20MA, 0-5VDC Dry Contacts Microset/Microtouch Visual Logic Controllers (VLC's) VLC 1188 VLC 853
12:00pm-12:45pm	<b>Lunch</b>
12:45pm-3:30pm	<b>System Hardware (continued)</b> Visual Logic Controllers (VLC's) VLC 550 VLC 16160 VLC VAV SD VLC VAV DD VLC 651 RC3
3:30pm-3:45pm	Break
3:45pm-4:15pm	<b>Computer Basics</b> Basics Booting Windows Directories
4:15pm-4:30pm	<b>Questions/Dismissals</b>

DAY 2

8:00am-8:15am  
8:15am-10:00am

**Introduction**

**BACtalk for Windows**

System Groups

Start-up

Directory Structure

Security: Login Logout, Passwords

Backup: Manual Backup, Backup Schedule

Setting Up Zones: Scheduling Zones

BACnet Objects: Schedules, Calendars, Notification Classes

Event Enrollment

Displays

10:00am-10:15am  
10:15am-12:00pm

**Break**

**BACtalk for Windows (continued)**

System Groups

Remote Site Access: Site Setup, Remote Configuration

Alarms: Alarm History, Remote Alarm History, Main Alarm

Setup, Alarm Wizard, Point Alarm Setup, Alarm Handlers

Trendlogs: Trendlogs, Log Handlers

12:00pm-12:45pm  
12:45pm-2:30pm

**Lunch**

**BACtalk for Windows (continued)**

System Groups

System Engineering: Visual Logic, BCM DDC, VLC C3 DDC,  
Device Manager, Edit Data Displays, Edit Device Templates, Edit  
Object Templates, Application Database

Energy Limiting: Energy Logs, Fluid Energy, Demand Limiters

Tenant Activity Program: Setting Up, Billing

Reports: Add/Editing Reports

2:30pm-3:30pm

Adjust Points

Controls Panels

Set Points

Digital On/Off: Manual, Auto

Assign Time Schedules

Assign Alarms

3:30pm-3:45pm  
3:45pm-4:50pm  
4:50pm-5:00pm

**Break**

**Questions/Troubleshooting**

**Dismissal**