

## eCopy End User Training

### **Overview**

This one-day Professional Services offering provides the customer's end users with step-by-step, hands-on training with eCopy ScanStation or eCopy Desktop in the familiar surroundings of their own office. This includes up to six one-hour sessions covering any eCopy related items.

Suggested agenda includes:

- Three morning eCopy ShareScan sessions
- Three afternoon eCopy Desktop sessions

### **Prerequisites**

- eCopy products must be installed and functional in the customer environment.
- The eCopy trainer must meet with the IT department to determine how end users perceive and use the eCopy products.

### **Course Description**

The ShareScan sessions focus on using the scanning capability of the MFP, or scanner, to create electronic documents and then using ShareScan to distribute the scanned documents.

The eCopy Desktop sessions focus on using Desktop to retrieve scanned documents, mark them up, and save or distribute them.

### **Availability**

Available as one day of PSO

### **eCopy Item Number**

YY-EOSEUTR-01

### **Contact Information**

Dale Blanton  
eCopy Training Manager  
[dblanton@ecopy.com](mailto:dblanton@ecopy.com)

You can also contact:

- Your eCopy Regional Sales Manager
- Your eCopy Regional Sales Engineer

# eCopy Training Order Form

eCopy, Inc.  
One Oracle Drive  
Nashua, NH 03062  
Phone: 603.324.8500  
Fax 603.324.8600

Date:

[orders@ecopy.com](mailto:orders@ecopy.com) or [training@ecopy.com](mailto:training@ecopy.com)

Bill to:	Ship To/Contact Information
Point of Contact e-mail address -	

Training Item	Quantity	Price	Extended Price
End-user Training for eCopy Products YY-EOSEUTR-01	1	\$1,795	\$1,795
This entitles the customer to one full day of eCopy product training with an eCopy Technical consultant or trainer. The eCopy trainer will conduct up to six 1-hour sessions covering using eCopy products. The training topics and agenda will be determined by the IT contact and the eCopy trainer.			
Total			\$1,795

Payment Information		
Purchase Order #		
Credit Card	CC#	Exp Date:

Please submit PO/CC information with training order form

Requested Training Date:

**Terms & Conditions:** eCopy will make every effort to meet the requested training date; in the event we are not able to support the training on that date eCopy will work with the point of contact to determine a suitable date. While eCopy travel and expenses are included in the fee, any changes once the date is agreed upon will result in the customer assuming responsibility for any changes fees are other charges associated with changing travel plans.