



October 26, 2007

How to Purchase Technical Certification Courses

Starting **November 1st, 2007**, all of our Technical Certification Courses can be purchased by following the steps below. The course fee schedule can be found at the end of this document.

GOOD NEWS: Before proceeding with the instructions, we would like to inform you about our free Instructor Led Courses offer. All the fees for Instructor Led Courses will be waived until June 30th, 2008. To take advantage of this limited-time opportunity, please use coupon code **learn&save** when purchasing Instructor Led Courses.

1. Login to the GSBN website (www.samsunggsbn.com) and click on the “**Buy Certification Courses**” button from the **Home Page**, or go to <https://samsung.plimus.com>. You will be redirected to another website. Samsung has contracted Plimus to process secure online orders and collect payments.

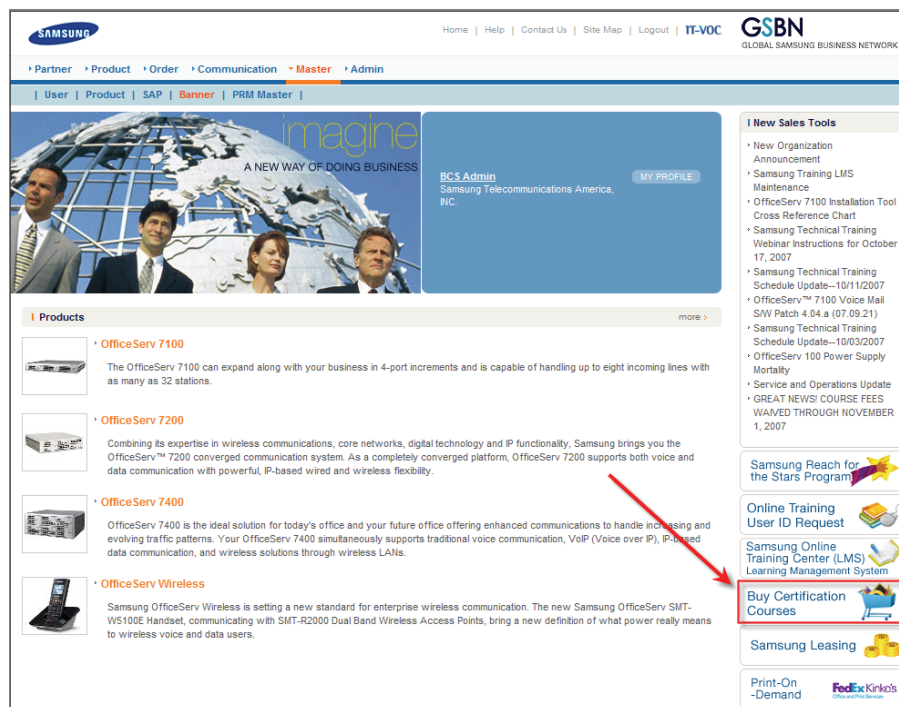


Figure 1. GSBN Home Page

Samsung Telecommunications America
Business Communication Systems
1301 East Lookout Drive
Richardson, TX 75082
Phone: 972-801-6105; Fax: 972-801-6195
Email: BCS.Training@Samsung.com

800-876-4782

www.samsung.com/bcs

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2. Read the instructions on the landing page before proceeding. It is very important that you meet all the prerequisite requirements before you purchase a course. If you are not sure that you meet all of the prerequisites, download the **Samsung Technical Certification Guidelines** by clicking on the link on the landing page (highlighted in yellow on Figure 2). You can also contact Samsung's Training Department at BCS.Training@samsung.com or call 800-876-4782, and press option 4.



Figure 2. Landing Page

3. Click on the "Instructor Led Courses" button or "Online Courses" button for a list of available courses (see Figure 2).

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4. If you clicked on the “**Instructor Led Courses**” button, you will see the Instructor Led course descriptions. See Figure 3.



Figure 3. Instructor Led Course Description Page

5. Click on the Instructor Led Course title for a list of available dates. See Figure 4.

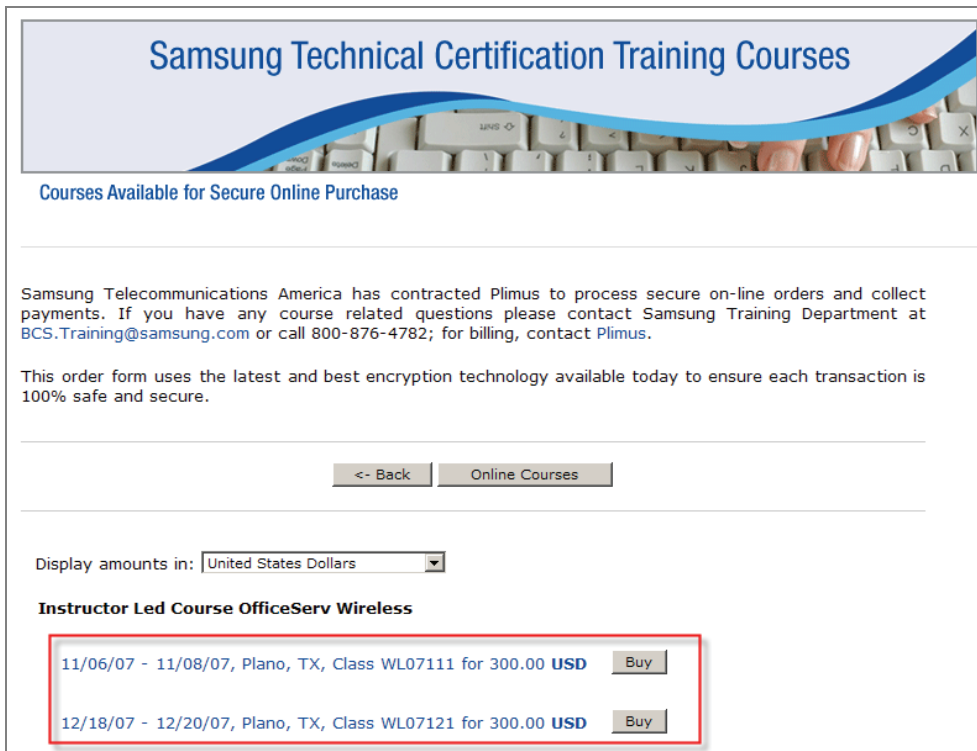


Figure 4. Instructor Led Course Available Dates

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6. If you clicked on the “**Online Courses**” button, you will see a list of available online courses. See Figure 5.



Figure 5. Online Courses Available

7. Once you determine what course you would like to purchase, click on the “**Buy**” button from either the Instructor Led Available Dates page or the Online Courses Available page.



Figure 6. Buy Button

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8. Once you click the “**Buy**” button you will see the **Order Page**. Samsung has contracted Plimus for secure processing of online orders as well as payment collection. This order form also uses the latest & best encryption technology available today to ensure that each transaction is 100% safe and secure.

Language: English Currency: United States Dollars

Order information	
Course	Price
Online Course OfficeServ 100/500 System	300.00 USD

Coupon Code (Optional): Recalculate

Prerequisite information

☐ Yes, I have met the prerequisites of the courses.
☐ Please reset my password

Samsung Online Training Site UserID (for example DS1234):

Preferable method for purchasing Samsung products: From a Samsung Distributor

If buying for someone else, please enter the company name, student name, phone number and email address:

If you already have an account with Plimus, please enter your login information:

Account login

Username:
Password:

Method of payment : Secure Online Credit Card

Login >

Please fill out the information below, required fields are marked with an *:

New account

Company Name :
Title :
First Name* :
Last Name* :
Email Address* :
Verify Email Address* :

Please enter your billing address. If paying by credit card, this is the address to which the credit card statements are sent.

Address Line 1* :
Address Line 2 :
City* :
Zip Code/Postal Code* :
Country* : United States
State : Click to Select (if applicable)
Phone* : Ext:
Fax :

Choose a Username* :
Choose a Password* :
Verify Your Password* :
Password Hint* :

Method of payment : Secure Online Credit Card

Next >

Figure 7. Order Page

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- a) Select your preferred Language and Currency display from the drop down menu.

Language: Currency:

Figure 7.1 Order Page-Language and Currency

- b) Double check the course name, date and price.

Order information		
Course	Date, Class	Price
Instructor Led Course OfficeServ Wireless	11/06/07 - 11/08/07, Class WL07111	300.00 USD

Figure 7.2 Order Page-Course and Data

- c) Enter the promotional Coupon Code if available and click on the “Recalculate” button.

Coupon Code (Optional):

Figure 7.3 Order Page-Promotional Coupon

REMINDER: All fees for Instructor Led Courses will be waived until June 30th, 2008. To take advantage of this opportunity, please use coupon code **learn&save** when buying Instructor Led Courses.

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d) Enter the Prerequisite information.

The screenshot shows a form titled "Prerequisite information" with a blue header. It contains the following elements: 1. A checkbox labeled "Yes, I have met the prerequisites of the courses." with a red circle 1 next to it. 2. A checkbox labeled "Please reset my password" with a red circle 2 next to it. 3. A text input field labeled "Samsung Online Training Site UserID (for example DS1234):" with a red circle 3 next to it. 4. A dropdown menu labeled "Preferable method for purchasing Samsung products:" with "From a Samsung Distributor" selected and a red circle 4 next to it. 5. A large text area labeled "If buying for someone else, please enter the account number, company name, student name, phone number and email address:" with a red circle 5 next to it.

Figure 7.4 Order Page-Prerequisite information

1 Click on the check box if you meet the prerequisites for the course you are purchasing. This is a mandatory field. If you are not sure, click on the word “prerequisites” and a prerequisite table will pop-up. See Figure 7.6.

For your convenience, all prerequisite tests are available on your queue in the Learning Management System (LMS) home page under “Assigned Training” (see Figure 7.5). You can also use these tests to measure your knowledge and take them at any time.

Assigned Training			
	Activity Name	Assignment Type	Due Date
→	Prerequisite Tests:OfficeServ 7000 Series Data Prerequisite Test	Required	--
→	Prerequisite Tests:OfficeServ ITP Prerequisite Test	Required	--

Figure 7.5 LMS Home Page-Assigned Training

2 Click on the next checkbox if you need your LMS password to be reset. An e-mail confirmation with instructions will be sent to you within 24 business hours.

3 Enter your Samsung Online Training Site User ID. This is the ID that the online course will be assigned to.

4 Select the method used to purchase Samsung Products from the drop down menu.

5 If you are purchasing the course for someone else, make sure you enter the student information in the text box provided. Enter the Samsung account number, company name, student name, phone number, and e-mail address.

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Course	Prerequisite Course(s)
OfficeServ 100/500/7000/7100	None
OfficeServ 7000 Transition	1. OfficeServ 100/500
OfficeServ 7000 Series Data	1. OfficeServ 7000 2. Online Prerequisite Test
OfficeServ ITP	1. OfficeServ 100/500 or OfficeServ 7000 2. Online Prerequisite Test
SVMi	1. OfficeServ 100/500 or OfficeServ 7000
OfficeServ SPNet	1. OfficeServ 100/500 or OfficeServ 7000 2. OfficeServ ITP
OfficeServ Link/EasySet, OfficeServ Operator, OfficeServ DataView, OfficeServ Call	1. OfficeServ 100/500 or OfficeServ 7000
OfficeServ Wireless	1. OfficeServ 100/500 or OfficeServ 7000 2. OfficeServ ITP

If you do not meet the prerequisites, please review the course descriptions. If you are not sure, please contact Samsung's Training Department at BCS.Training@samsung.com or call 800-876-4782.

Figure 7.6. Prerequisite Table

REMINDER: If you do not have a User ID and Password for the Online Training Center (LMS), go to the GSBN home page (www.samsunggsbn.com) and click on the "Online Training User ID Request" button, or ask your RSM or Distributor for the User ID Request Form. Your request will be processed within 24 business hours.

- e) If you already have an account with Plimus, enter your Username, Password, Method of Payment, and click on the "Login" button.

If you already have an account with Plimus, please enter your login information:

Account login	
Username:	
Password:	
Method of payment :	Secure Online Credit Card

Login >

Figure 7.7 Order Page-Account Login

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- f) If you do not have an account with Plimus you will need to create one. Enter all the required information and click on the “Next” button.

Please fill out the information below, required fields are marked with an *:

New account

Company Name :

Title :

First Name* :

Last Name* :

Email Address* :

Verify Email Address* :

Please enter your billing address. If paying by credit card, this is the address to which the credit card statements are sent.

Address Line 1* :

Address Line 2 :

City* :

Zip Code/Postal Code* :

Country* :

State :

Phone* : Ext:

Fax :

Choose a Username* :

Choose a Password* :

Verify Your Password* :

Password Hint* :

Method of payment :

Next >

Figure 7.8 Order Page-New Account

- g) Review your Order Information.

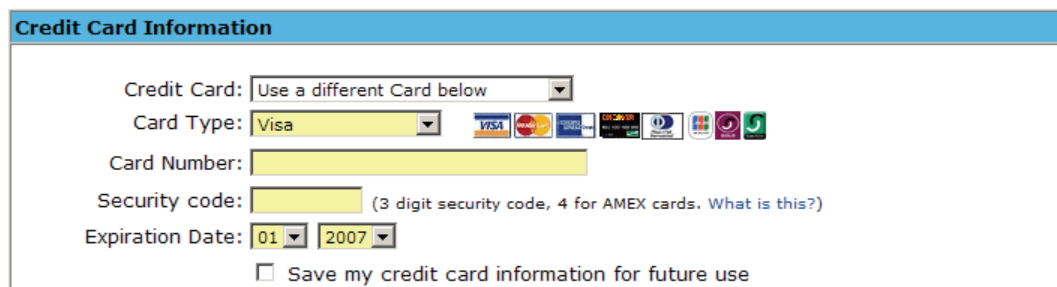
Order information			
Product	Quantity	Price per Unit	Total
Instructor Led Course OfficeServ 7000 System 10/29/07 - 11/02/07, Plano, TX, Class OB07101	1	300.00 USD	300.00 USD
Total:			300.00 USD

Figure 7.9 Order Page-Order Information

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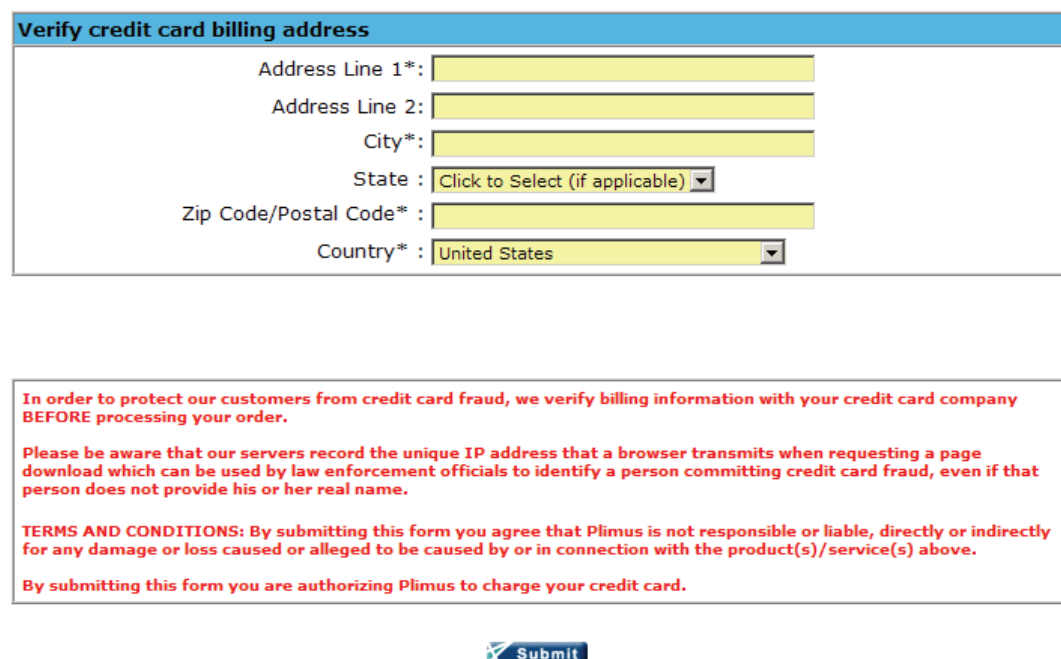
- h) Verify your Credit Card Information. These fields will auto-populate if you have used your Plimus Account to login.



The form is titled "Credit Card Information" in a blue header. It contains the following fields: "Credit Card:" with a dropdown menu showing "Use a different Card below"; "Card Type:" with a dropdown menu showing "Visa" and icons for Visa, MasterCard, American Express, Discover, and others; "Card Number:" with a text input field; "Security code:" with a text input field and a note "(3 digit security code, 4 for AMEX cards. What is this?)"; "Expiration Date:" with two dropdown menus showing "01" and "2007"; and a checkbox labeled "Save my credit card information for future use".

Figure 7.10 Order Page-Credit Card Information

- i) Verify your Credit Card Billing Address. Read the Terms and Conditions and click on the "Submit" button.



The form is titled "Verify credit card billing address" in a blue header. It contains the following fields: "Address Line 1*:" with a text input field; "Address Line 2:" with a text input field; "City*:" with a text input field; "State:" with a dropdown menu showing "Click to Select (if applicable)"; "Zip Code/Postal Code*:" with a text input field; and "Country*:" with a dropdown menu showing "United States". Below the form, there is a red text box containing the following information: "In order to protect our customers from credit card fraud, we verify billing information with your credit card company BEFORE processing your order."; "Please be aware that our servers record the unique IP address that a browser transmits when requesting a page download which can be used by law enforcement officials to identify a person committing credit card fraud, even if that person does not provide his or her real name."; "TERMS AND CONDITIONS: By submitting this form you agree that Plimus is not responsible or liable, directly or indirectly for any damage or loss caused or alleged to be caused by or in connection with the product(s)/service(s) above."; and "By submitting this form you are authorizing Plimus to charge your credit card." Below the red text box is a blue "Submit" button.

Figure 7.11 Order Page-Credit Card Billing Address

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- j) An Order Confirmation page will be displayed with your order confirmation number. This number will be used on the receipt emailed to you by Plimus.

Order information: 22941456			
Product	Quantity	Price per Unit	Total
Instructor Led Course OfficeServ Wireless 11/06/07 - 11/08/07, Plano, TX, Class WL07111	1	300.00 USD	300.00 USD
Total:			300.00 USD

We appreciate your business, more information was just sent to you via email.

***** IMPORTANT DELIVERY NOTICE *****

All information regarding your order, download link(s), license key(s) and other important information will be sent to you via email within the next few minutes, sometimes these emails may be caught by your "Spam Protection" tool, or may be automatically sent to your "Junk" folder, please be sure to check those locations if you don't receive the emails shortly. At least 2 emails will be sent to you, a Receipt and a Confirmation per product purchased, if you do not receive any of these emails please contact support@plimus.com

If you have any questions regarding Instructor Led Course OfficeServ Wireless, please contact Samsung Telecommunications America directly at bcs.training@samsung.com

IMPORTANT: This charge will appear on your credit card statement as:
PLIMUS.COM ONLINE STORE

Continue

Figure 8. Order Confirmation

- k) After your order has been processed you should receive 3 e-mails:
1. From Samsung Training Department (BCS.Training@samsung.com) acknowledging your order.
 2. From Plimus Sales with the Receipt for your Payment with the order reference number.
 3. From Samsung Training Department (BCS.Training@samsung.com) informing you that the course is available on the Learning Management System for you to launch, if you purchased an online course. If you purchased an Instructor Led course, you will get an e-mail with your confirmation number.

If you have any questions about this process or any other course-related questions, please contact your Regional Sales Manager or BCS Training Department at 972-801-6105.

If you have any questions about your secure online order or billing, please contact Plimus at http://www.plimus.com/escalate_shopper_issue.jsp.

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Technical Certification Course Fees

Item	Course Name	Course Number	Days	Tuition Fee \$US
		Course-Rev-Type		
SYSTEMS				
1	OfficeServ 100/500 System	1010-01-OL		300.00
2	OfficeServ 7000 System	1020-01-IL	5	300.00
3	OfficeServ 7000 System	1020-01-OL		300.00
4	OfficeServ 7000 Transition	9010-01-OL		200.00
5	OfficeServ 7100 System	1030-01-OL		125.00
6	SVMi System	2010-01-OL		175.00
CTI APPLICATIONS				
7	OfficeServ Link & EasySet	3010-01-OL		25.00
8	OfficeServ Call	3011-01-OL		25.00
9	OfficeServ Operator	3012-01-OL		25.00
10	OfficeServ DataView	3013-01-OL		25.00
ADVANCED COURSES				
11	OfficeServ Wireless	3020-01-IL	3	300.00
12	OfficeServ ITP	3030-01-OL		100.00
13	OfficeServ ITP	3030-01-IL	2*	100.00
14	OfficeServ SPNet	3035-01-IL	3*	300.00
15	OfficeServ SPNet	3035-01-OL		300.00
16	OfficeServ 7000 Series Data Modules	3040-01-OL		300.00

OL = Online Course

IL = Instructor Led Course

* = For convenience these instructor led courses are held the same week. Monday & Tuesday are ITP and Wednesday ~ Friday are SPNet

