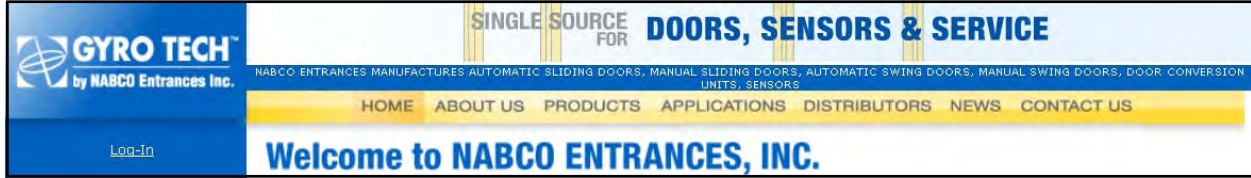


~ Using the Nabco Website ~

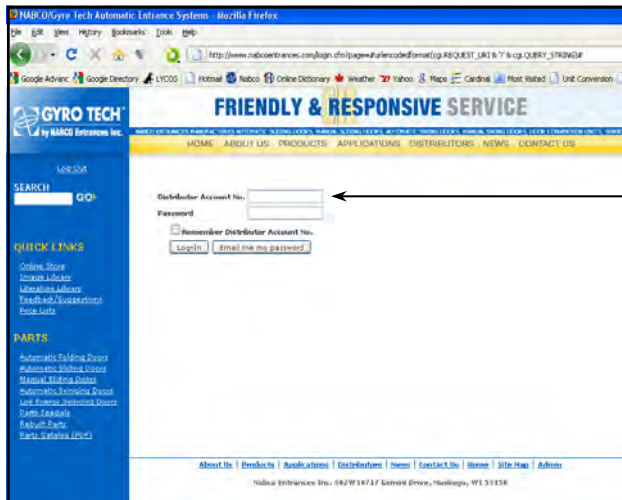
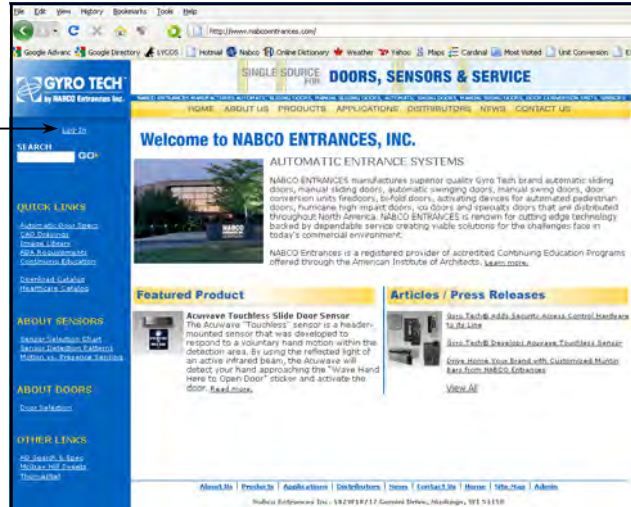


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~ Logging in to the Nabco Website ~

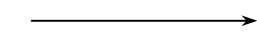
Step 1. Go to: www.NabcoEntrances.com

Step 2. Click here to log in. 

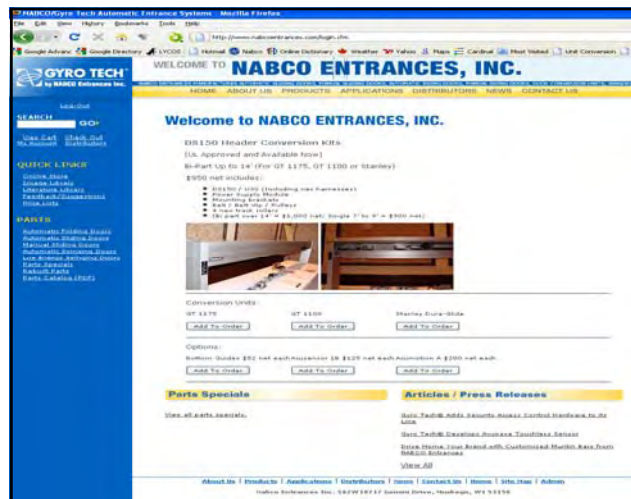


Step 3. Once the screen refreshes this is what you will see. Enter your distributor account number and password. Your initial password is usually your zip code or postal code. You should change your password once you have successfully logged in.

Step 4. Once the screen refreshes you will be presented with a Welcome Screen.

You are now logged in. 

If you are unsuccessful or if you are a new distributor it may be that your account has not been set up yet. This is done manually. Please contact Nabco Entrances at 1-877-622-2694 for assistance.



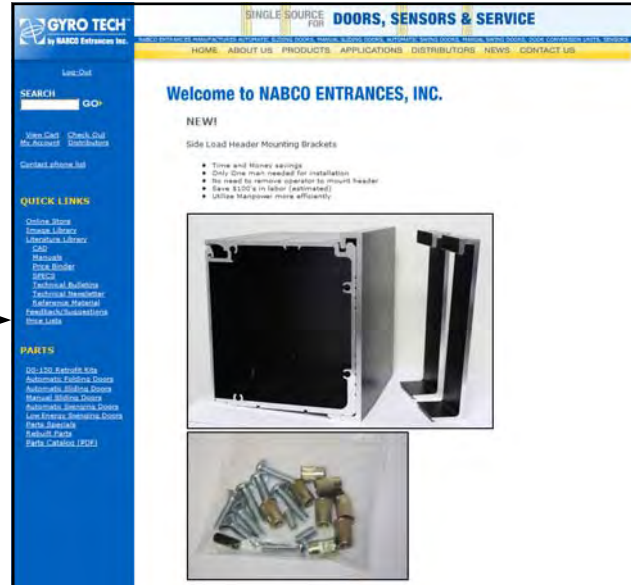
Once logged in, you will also have access to parts info, installation manuals, service bulletins and literature.

When parts are ordered via our website, the return e-mail address that will be used by Nabco Entrances is the e-mail that was registered with us when your company was set up as a distributor. If you wish to change this to the e-mail address that order acknowledgements will be sent to, you can do so by clicking on the "My Account" link that appears under the search box once you log in.

~ Accessing Product Pricing on the Nabco Website ~

Step 1. To access product pricing you must be logged in and have the appropriate user privileges.

Once you are logged in, from the Welcome Screen click here to go to the "Price Lists" area



Step 2. Once the screen refreshes this is what you will see.

TITLE	TYPE	DOC. NO.	REVISED	DOWNLOAD
Complete Swing Door Interactive Worksheet	Price Binder	required Microsoft Excel	12/01/2009	XLS
ST 1179 Auto Hiding Interactive Worksheet	Price Binder	required Microsoft Excel	12/01/2009	XLS
ST1400 Auto Folding Interactive Worksheet	Price Binder	required Microsoft Excel	12/01/2009	XLS
ST1500/2120/1500 TOI Interactive Worksheet	Price Binder	required Microsoft Excel	12/01/2009	XLS
ST300 & 400 Swinger Interactive Worksheet	Price Binder	required Microsoft Excel	12/01/2009	XLS
ST300 Low Energy Swinger Interactive Worksheet	Price Binder	required Microsoft Excel	12/01/2009	XLS
ST720 Low Energy Swinger Interactive Worksheet	Price Binder	required Microsoft Excel	12/01/2009	XLS
Nabco Price Binder - requires manual Reader	Price Binder	44 30-11597	12/01/2008	PDF

The top seven files listed are Interactive Pricing Files for the various product lines. These files are in Microsoft Excel format. You must have Microsoft Excel installed on your computer to use these interactive pricing tools.

The bottom file is the complete Nabco Price Book in Adobe Acrobat PDF format. This file can be downloaded and printed out or viewed on screen. You must have the free Adobe Reader installed on your computer to view this file. If you do not, you can get a copy here: <http://get.adobe.com/reader>

For ease of use, you should download these files to your computer prior to using them. Do this by right clicking on the XLS or PDF links at the right or your screen then choosing "Save Link As" or "Save Target As" from the drop down menu. This will bring up a dialog box that will allow you to then save the file to your local computer.

~ Adding Subordinate Accounts to the Nabco Website ~

The Nabco Entrances website also gives you the ability to create limited access login accounts for technicians, etc in your organization who need access to the online library and parts catalog but do not need to see pricing.

These subordinate accounts are part of the main account and can be created, deleted and password protected.

Step 1. To create a limited access account, log in to your normal master account. After you have successfully logged in, navigate to the "My Account" page as described previously. A screen will appear that allows you to edit your account information. The picture at right illustrates a sample account.

The screenshot shows the 'My Account' page for 'YourDoorCompany Inc.'. The page has a blue header with the Gyro Tech logo and navigation links. The main content area is divided into sections: 'SEARCH', 'QUICK LINKS', 'PARTS', and 'My Account'. The 'My Account' section contains a form for account details and a table of associated logins.

Customer ID	Name	Email Address	Admin Level
123456	Your Name	your-email@yourdoorcompany.com	6

The primary user is shown at the bottom. In this case it is "Your name" and the account # is 123456. Notice that your Admin Level is set to 6 this gives you full access to view pricing. Click on the link titled "Click here to add a login"

The screenshot shows the login page for Nabco Entrances, Inc. The page has a blue header with the Gyro Tech logo and navigation links. The main content area is divided into sections: 'SEARCH', 'QUICK LINKS', 'PARTS', and 'Login'. The 'Login' section contains a form with fields for Name, Password, and Email Address, and a 'Login' button.

Step 2. Once the screen refreshes this is what you will see.

Type in the name of the new user, their password and e-mail address. In this case we will use "John Doe", his password will be "63oranges", and his e-mail address will be: "jdoe@yourdoorcompany.com"

Click the "Save" button. A new limited access user account will now be created for John Doe.

Step 3. Once the screen refreshes this is what you will see.

The new limited access subordinate user account will now be created. Notice the Admin Level for John Doe is blank. Click on John Doe's name.

The screenshot shows the 'My Account' page for 'YourDoorCompany Inc.' after creating a new subordinate account. The 'Subordinate' table now has two entries:

Customer ID	Name	Email Address	Admin Level
123456	Your Name	your-email@yourdoorcompany.com	6
123456	John Doe	jdoe@yourdoorcompany.com	

~ Adding Subordinate Accounts to the Nabco Website ~

Customer Name:

Address:

Address:

City:

State or Province:

Zip or Postal Code:

Country:

Customer Account Active: Yes No

Customer ID:

Password:

Email Address:

Admin Level:

Associated Logins, click email address to edit / delete email or password value.

Click here to add a login.

Customer ID	Name	Email Address	Admin Level
123456	Your Name	your-email@yourcompany.com	6
123456	John Doe	joe@yourcompany.com	

Step 4. Once the screen refreshes this is what you will see.

Notice the Admin Level is blank.
To assign an Admin Level use the following criteria:

Admin Level 6 = Full rights to view site (including pricing)

Admin Level 3 = Full rights to view site (except pricing)

Use only 3 or 6. Do not use any other numbers. Once an Admin Level is assigned, click the Update button. You have now created a subordinate account.

Step 5. Once the screen refreshes this is what you will see.

You have now created a subordinate account.

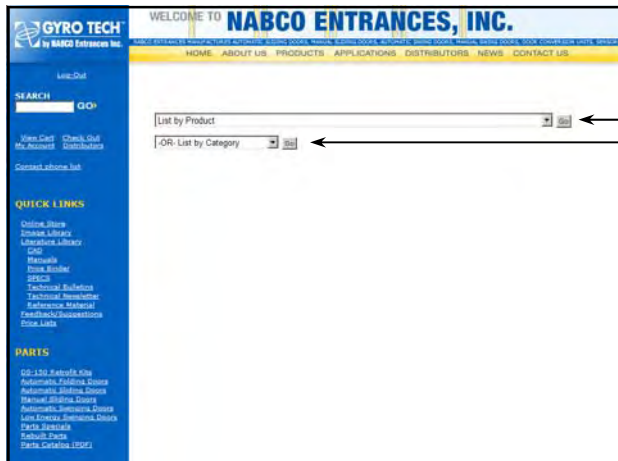
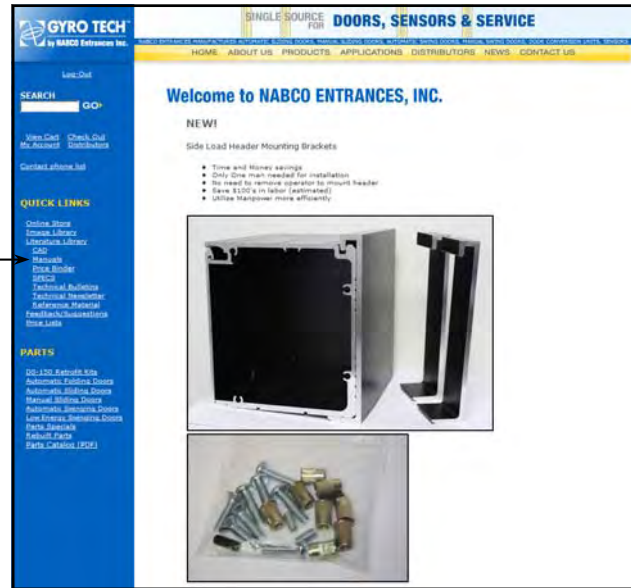
Done!

~ Accessing Literature on the Nabco Website ~

The Nabco Entrances website gives you access to a variety of product literature including both current and obsolete installation manuals.

Step 1. To access the manuals you need to first log into the web site. If you are unfamiliar with this procedure refer to page 2 of this manual.

Step 2. Once logged in, click on the "Manuals" link on the left side of the screen.



Step 3. Once the screen refreshes this is what you will see. Notice the two drop down boxes. These boxes make it possible to sort for the literature by either Product (GT710, GT1175, GT400, etc) or Category (Manuals, Service Bulletins, Specifications, etc) or both.



For instance, to view all literature pertaining to a standard GT710, choose List by Product, select "GT 710 & 8710 Low Energy ADA* Swing Door" and click the Go button.

~ Accessing Literature on the Nabco Website ~

Step 4. Once the screen refreshes you will see a long list of CAD drawings, manuals, service bulletins, etc.

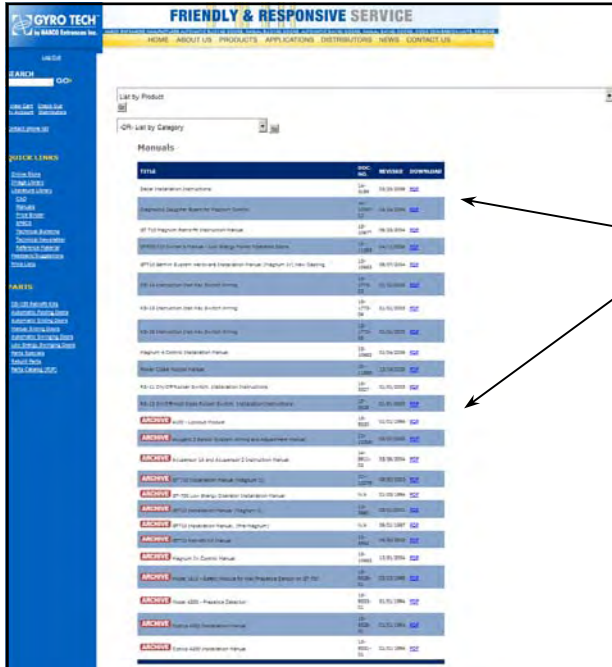
The screenshot shows the Gyro Tech website interface. At the top, it says "LOWER LIFETIME COST OF OWNERSHIP". Below the search bar, there are two main sections: "CAD" and "Manuals". The "CAD" section contains a list of items with columns for "TITLE", "DOC. NO.", "REVISED", and "DOWNLOAD". The "Manuals" section is currently empty.

The screenshot shows the Gyro Tech website interface. At the top, it says "CUSTOMER-CENTRIC". Below the search bar, there are two main sections: "CAD" and "Manuals". The search bar contains "GT 710 & 8710 Low Energy ADA Swing Door". The "List by Product" dropdown is set to "Manuals". The "Manuals" section is currently empty.

Step 5. You can narrow your search to just Manuals for instance.

To do this, select GT710 again from the "List by Product" drop down box and also select "Manuals" from the "List by Category" drop down box then click on either Go button.

~ Accessing Literature on the Nabco Website ~



Step 6. Once the screen refreshes this is what you will see. Notice that only Installation Manuals for GT710's are shown. The current manuals are found at the top of the page and ARCHIVE manuals are located at the bottom.

Use this procedure to search for Manuals, Service Bulletins, Drawings, Specifications, etc.

~ END ~