



# Halcyon University Course Overview & Travel Guide

## *Contractor Edition*



### COURSE OVERVIEW

Halcyon University has been created to give our top Installers and Service Technicians an in-depth look at installation techniques and servicing of Fujitsu Halcyon mini-split air conditioners and heat pumps.

#### TOPICS COVERED INCLUDE:

Calculating additional refrigeration charge where needed, troubleshooting system problems and fault codes, testing circuit boards for indoor and outdoor units, D/C variable speed technology, and much, much more. Students will receive hands on troubleshooting lab sessions with operational up-to-date equipment.

Our instructors have many years of experience working with Fujitsu equipment and interacting with our factories, distributors, contractors and end users. Classes consist of no more than 18 students per class, allowing instructors to answer questions and address student needs. After this full day of training, we hope you will feel confident installing and servicing Fujitsu equipment and troubleshooting any problems that may arise.

#### WHO SHOULD ATTEND?

Beginners need not apply! This course has been developed with our topnotch installers in mind - those who have experience installing Fujitsu mini-splits and would like to take their service and installation training to the next level. It is highly recommended that students attend the FAST seminar first.

**NATE: Halcyon University seminars are NATE recognized!** North American Technician Excellence, Inc. (NATE) is the leading certification program for technicians in the heating, ventilation, air-conditioning, and refrigeration (HVAC/R) industry and is the only test supported by the entire industry.

### PRICE: \$490 (Non-Local Students)

The non-local course fee includes the following:

- 1-Day Halcyon University in-depth training class
- 1-Night hotel stay at the Ramada in Wayne, NJ
- Breakfast and lunch the day of the class at Fujitsu
- Shuttle service to/from Newark Liberty Airport including taxes and gratuities
- CD-Rom with course materials and Halcyon manuals
- Preferred status on Fujitsu's online Contractor Locator
- Halcyon University workbook
- Gift of appreciation
- Certificate of Completion

### \$225 (Local Students)

The local course fee includes the following:

- 1-Day Halcyon University in-depth training class
- Breakfast and lunch the day of the class at Fujitsu
- CD-Rom with course materials and Halcyon manuals
- Preferred status on Fujitsu's online Contractor Locator
- Halcyon University workbook
- Gift of appreciation
- Certificate of Completion

## COURSE LOCATION

All Halcyon University classes will take place at Fujitsu General America's North American headquarters in Fairfield, NJ, just 30 miles west of New York City. Our training facility holds a maximum of 18 students per class.

## SELECT A COURSE DATE

Please see form on page 4. Class is one full day and starts at 8am and concludes at 5pm. Class is limited to 18 students per class and filled on a first come, first serve basis.

## HOTEL

Non-local course registration fee includes 1-night of hotel stay at the Ramada in Wayne, NJ. To book your hotel room, please contact the hotel at (973) 256-7000 and let them know you're with the Fujitsu Training group. You will be required to provide the hotel with a credit card upon check in to cover any incidentals such as room service or movie rentals, or if you wish to stay any additional nights. To visit the hotel online or to view the amenities, please go to [www.wayneramada.com](http://www.wayneramada.com)

Ramada  
334 US Highway 46, NJ 07470  
Phone: 973-256-7000

## FLIGHT ARRANGEMENTS

**Flying to NJ:** You are required to make your own flight arrangements. The closest airport to Fujitsu is Newark Liberty International Airport in Newark, NJ. Fujitsu will provide transportation to/from Newark Liberty International Airport only at Fujitsu's expense. If you choose to fly into one of the surrounding airports, we will not cover the difference in shuttle fees.

**Returning Home:** Please do not book your return flight prior to 8:30 PM on the day of class. Class ends at 5:00 PM and you should allow about an hour and a half to get to the airport.

Non-local course registration fee includes round trip airport shuttle service to/from Newark Liberty Airport only. Fujitsu General America and the Ramada Hotel are about 25 miles from Newark Liberty Airport. To arrange to have a car take you to/from the airport to/from the Ramada please contact Hurley Limousine Service at (800) 221-0022. Tell them that you are with the Fujitsu Training group. If you choose to fly into one of the surrounding airports, Fujitsu will not cover the difference in shuttle fees.

The Ramada provides a shuttle van service to Fujitsu's headquarters. The shuttle leaves at 7:30 AM to take you to class. Please be in the hotel lobby at least 10 minutes before. Local students should plan on being at Fujitsu by 7:40 am. For anyone returning to the hotel in the evening, you can make arrangements with the hotel for the shuttle to pick you up at 5:30 PM.



## CLASS ITINERARY / AGENDA

### Morning:

- 7:30 Shuttle van departs the Ramada for Fujitsu  
7:40 Breakfast  
8:00 Class Begins - **Installation Procedure:** Line Set Limitations, Weighing in Charge, Pressures-Cooling, Charge Calculations, Review  
10:00 **Break - 15 Minutes**  
10:15 Class - **Troubleshooting:** Communication Error Code, Crossed Wires, Controller Board, ACT Filter Module, Test and Review

### Afternoon:

- 12:00 **Lunch - 30 Minutes Break**  
12:30 Class - **Troubleshooting:** Self Diagnostics, Thermistor Error, Compressor Location Error, IPM Error, Fan Error, Mis-matched Units, Cooling and Heating Simultaneously, Test and Review,  
3:00 **Break - 15 Minutes**  
3:15 Class - **Troubleshooting:** Refrigeration Cycle, Loose Molex Plugs, Compressor, Crossed Wires Between Units, Unit Goes into Vacuum, Line Freeze Up, Test and Review  
5:00 Class Ends

## HOW TO REGISTER

To Register, complete the form at the end of this information packet and FAX it to Kim Banos at (973) 836-0429. You will receive an EMAIL confirmation within 1 business day, letting you know whether or not space is free on the chosen class date.

- If the chosen class is full, you will be provided with alternate dates to choose from.
- If the chosen class is available, you will be notified and provided again with instructions on how to book your hotel, flight and transportation needs.

## QUESTIONS?

If you have any questions, please contact Kim Banos at:

Email: [kbanos@fujitsugeneral.com](mailto:kbanos@fujitsugeneral.com)

Phone: (973) 287-1646

Any cancellations must be made within 7 days of the selected course date in order to receive a full refund. Any cancellations received after 7 days or No-Shows will be charged a \$150 cancellation fee. **NO EXCEPTIONS!!**

- 1) Register for class
- 2) After receiving email confirmation, non-local students should:
  - a. Book your flight to/from Newark Liberty Airport
  - b. Book your hotel at Ramada by calling 973-256-7000
  - c. Book your airport shuttle service through Hurley by calling (800) 221-0022.





# Halcyon University Contractor Registration Form

At Fujitsu General America we believe our advanced quality training is the key to the success of **YOUR** business, and our training program is designed to help **YOU** succeed. **Beginners need not apply!**

Participant's Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

Distributor Name/Location: \_\_\_\_\_

Shirt Size: \_\_\_\_\_

Class Date: (first choice) \_\_\_\_\_ Class Date: (second choice) \_\_\_\_\_  
(See below)

2009 - 2010 Halcyon University Training Schedule		
SEPT 29	DEC 1, 15	MAR 2, 16, 30
OCT 13, 20, 27	JAN 12	APR 13, 27
NOV 10	FEB 2, 16	MAY 11, 25

**Please select one:**

**Non-Local Students**

Course = \$490

**Local Students (those that do not require  
hotel and shuttle transportation)**

Course = \$225

**Course Fee includes:**

1. Full day H.U. training class
2. One hotel night (non-local only)
3. Breakfast and Lunch on day of class
4. Shuttle van to class from hotel (non-local only)
5. Transportation to and from airport (non-local only)
6. CD-Rom containing course materials
7. Certificate of Completion
8. Thank you gift
9. Halcyon University workbook

**Fax form to (973) 836-0429  
Attention: Kimberly Banos**

*\*You will receive an e-mail confirmation once  
we receive your submission.*

**\*NOTE:** Class is limited to 18 people, on a first come first serve basis. If the class you register for is filled, you will be notified and alternate dates will be given to you to choose from.