

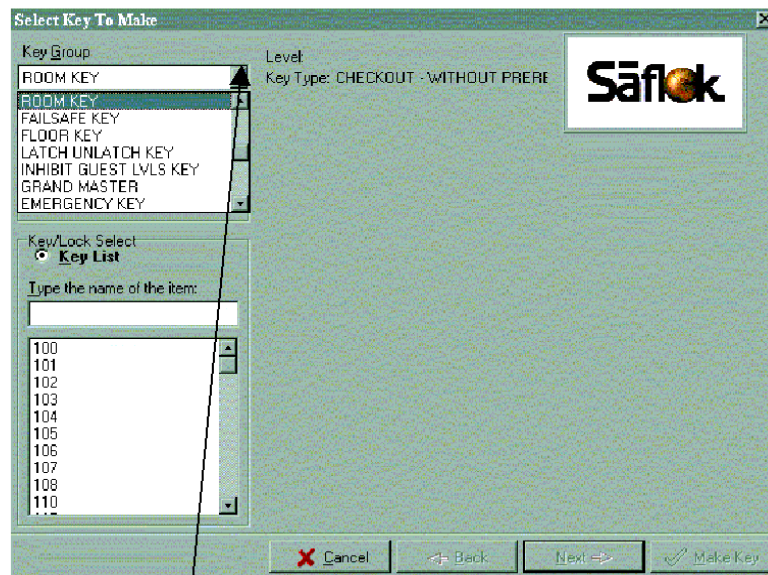
Making Keycards

A) Making User Keys

Click on the **Keys** tab and the following screen will appear:

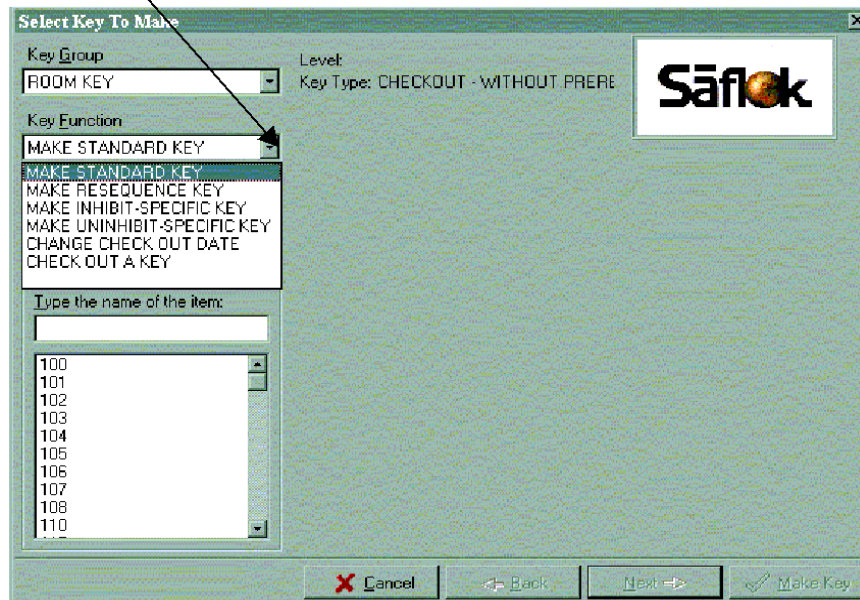


Guest keys, Master keys, SPK and PPK keys can be made by clicking on the **Make User Keys** function box.

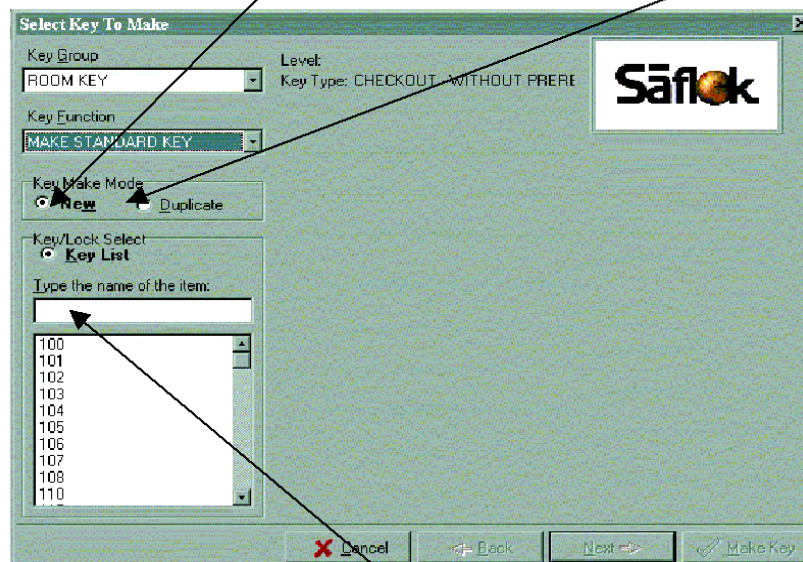


Clicking on the **arrow down tab** under Key Group, pulls down a list of all the different level keycards. Select the level key to make, and click on it.

The **arrow down tab** under Key Function pulls down a list of key functions. Make Standard Key is the option that needs to be selected for processing all level keys.



When making Guest Keys, the option of **New** should be selected if it is for a new guest, or if a guest has lost their key. If a guest needs additional keys during their stay, duplicate should be selected. When making Master Level Keys, **Duplicate** should be selected unless a key for that level under that key number has been lost.



To select a room number, click in the **empty box** and type the room number, or scroll down to find the desired room number and click on it.

Select Key To Make

Key Group: ROOM KEY Level: Key Type: CHECKOUT - WITHOUT PRERE

Key Function: MAKE STANDARD KEY

Key Make Mode: ☒ New ☐ Duplicate

Key/Lock Select: ☒ Key List

Type the name of the item: 100

Key will be used By: Last Name/Dept. First Name

Expected CHECK OUT Date/Time: 01/28/2000 06:00 AM

Date/Time the key should EXPIRE: 01/28/2000 06:00 PM

Encoder Station: 0

Buttons: Cancel, Back, Next, Make Key

After selecting a room number, the option of inputting the **name** of the person the key will be issued to, can be done by clicking in the desired box. The **Check Out** and Key **Expiration** boxes will also appear. Changing the date and time can be done by clicking in the desired box. Using the arrow down button will bring up a calendar also allowing specific dates to be selected.

The location of which encoder the key is to be made at can be selected by clicking on the **box** next to the Encoder Station. The following screen allows the user to select at which encoder the key is to be made. Click on the desired **location**, then click **OK**. Next click the **Make Key** button to advance to the additional information screen.

Select a station for the Encoder

Station ID	Computer Name	Encoder Baud	LPI Baud
1	JEFFREY	19200	19200
2	JEFF STARKEY	19200	19200
3	MIKE DENIG	19200	19200
4	CURTIS	19200	19200
5	DAVE KOSS	19200	19200
6	MIKE'S LAPTOP	19200	19200

Buttons: OK, Cancel, Make Key

Additional Information Screen

The 'Additional Information' screen is a Windows-style dialog box. At the top, it has a title bar 'Additional Information' and a close button. Below the title bar, it displays 'Key Group: ROOM KEYS' and 'Key Name: 101'. The function is 'MAKE STANDARD KEY'. There are two input fields for 'Last Name/Dept.' and 'First Name'. Below these is a checkbox labeled 'Opening Key' which is checked. There are two date/time pickers: 'Expected CHECK OUT Date/Time' set to '06/02/1999' at '06:00 AM', and 'Date/Time the key should EXPIRE' set to '06/02/1999' at '06:00 PM'. At the bottom, there is a question 'Will all of the keys have the same additional information?' with 'Yes' selected. At the very bottom are buttons for 'Cancel', 'Back', 'Next', and 'Make Key'.

At this screen information such as the name of person being issued the key, if the key will open the door, key check out, and expiration can be entered.

The 'Pass Numbers' screen is a Windows-style dialog box. It has a title bar 'Pass Numbers' and a close button. It displays 'Key Group: LAKEWOOD STAFF KEYS' and 'Key Name: COMPUTER'. The function is 'MAKE STANDARD KEY'. There is a text area for 'Automatic pass numbers' containing '7 - ENTRANCE'. Below that is a list box for 'Selectable pass numbers' with a scroll bar. The list contains: '1 - MENT', '2 - HR', '3 - LCARE', '4 - LAUN', '5 - COMPUTER', and '6 - TELEPHONE'. At the bottom, there is a question 'Will all of the keys have the same pass numbers assigned?' with 'Yes' selected. At the very bottom are buttons for 'Cancel', 'Back', 'Next', and 'Make Key'. Two arrows originate from the text below: one points to the 'Selectable pass numbers' list box, and the other points to the 'Yes' radio button.

The screen above will only appear if pass numbers are assigned in the property design. Pass numbers which allow access to specific areas, can be selected under **selectable pass numbers**, this allows the person using this key access to the areas selected. By selecting **yes** to “will all of the keys have the same pass numbers assigned,” any key made during the transaction would have the same pass numbers included.

Additional Information Screen When Making Master Keys

The 'Additional Information' dialog box is shown with the following fields and options:

- Key Group: EMERGENCY KEY
- Key Name: 1
- Function: MAKE STANDARD KEY
- Key will be used By: (Last Name/Dept. and First Name input fields)
- ☒ Opening Key
- Date/Time the key should EXPIRE: 07/20/2001 (dropdown menu) At End Of Shift
- Indicate the Starting and Ending Daily (SHIFT) hours the key should work:
Starting: 11:59 PM (HH:MM AM/PM) Ending: 11:59 PM
- Days the key will NOT work:
☐ Sun ☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat
- Will all of the keys have the same additional information? ☒ Yes ☐ No
- Buttons: Cancel, Back, Next =>, Make Key

At this screen, the name of the employee, key expiration, shift times and invalid days can be entered if desired. Make any changes desired then click **Make Key** to continue. This will bring up the “make a key” screen shown below. At this screen, one or more keys can be encoded.

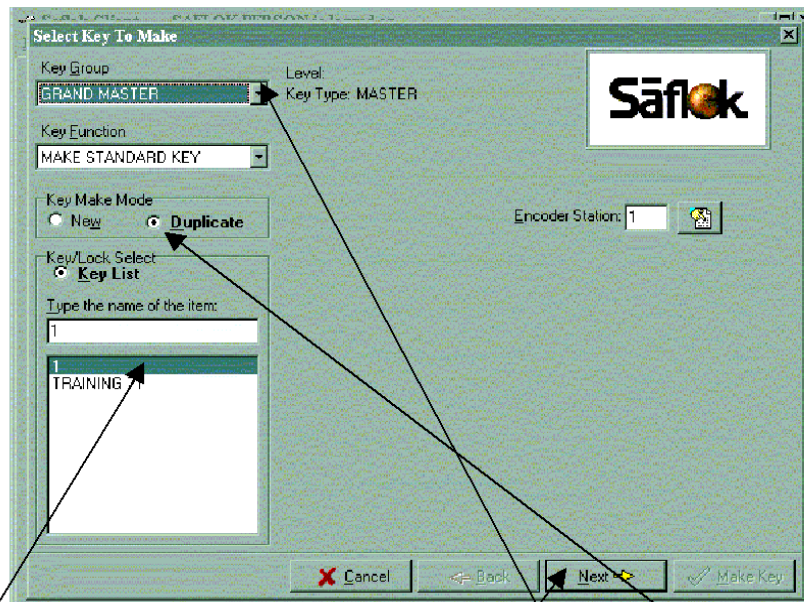
The 'Select Key To Make' dialog box is shown with the following fields and options:

- Key Group: ROOM KEY
- Level: Key Type: CHECKOUT - WITHOUT PRERE
- Key Function: MAKE STANDARD
- Key Make Mode: ☒ New
- Key/Lock Selection: ☒ Key List
- Type the name: 101
- Buttons: Cancel, Back, Next =>, Make Key

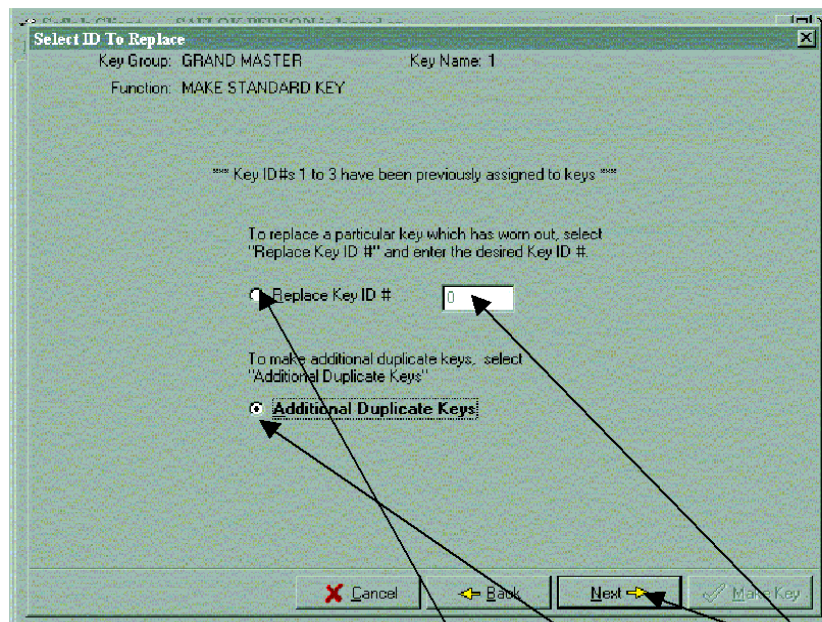
The 'Make A Key' sub-dialog box is open, showing:

- Key ID: 7
- 0 OF 255 KEYS HAVE BEEN MADE SO FAR
- USING A BLANK OR USED KEYCARD
- INSERT KEYCARD INTO ENCODER
- Buttons: Cancel, Make Key

When finished making the desired number of keys, click **cancel**.



When making duplicate master keys, select the **Key Group**, **Duplicate**, and click on the key number desired. Click on **Next** and the following screen will appear.



If replacing a damaged key, click **replace key ID#**, then enter the **ID#** of the key to replace. If making additional copies click **additional duplicate keys**. Click **Next** to continue the transaction.