



SAM[®] RF

Operations Manual

Section 5: Keys

All information contained herein, including but not limited to product pricing and other intellectual property, is confidential and intended for the sole use of the addressee(s) so named. Any misuse of this confidential information contained herein may result in legal action by Computerized Security Systems dba SAFLOK and its parent company.

Section 5: Keys

5.1 Creating Additional Construction Keys

The locks must be carefully programmed so that the correct keys open them. Until all of your locks are programmed, you and your staff – along with any vendors, such as construction workers and painters – will need an alternate method for gaining access into common access areas, suites and units. During this time, you will need Construction keys.

Construction keys can ONLY be used on locks that have not yet been programmed – whether unit, suite or common access locks. As soon as a lock is programmed, a Construction key will no longer open it.

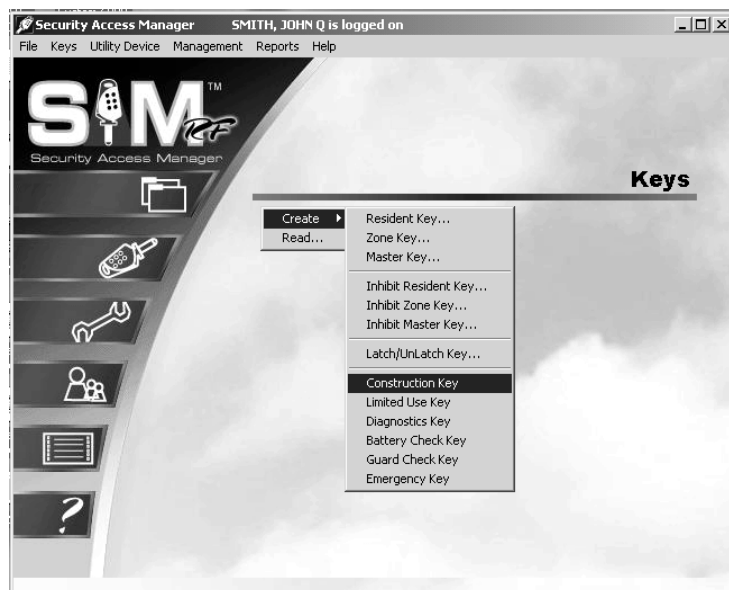
While construction on your property is still in progress, Construction keys can be used as Master keys for you and your staff to gain access into areas where locks have already been installed. These keys can also be given to any vendors who need access to certain areas in order to complete their work on your property.

Your SAM RF System came with a certain number of preprogrammed construction keys. If you do not have a sufficient number of construction keys, you may opt to create more.

Note: It is strongly recommended that you limit the number of Construction keys for your property.

Note: The maximum number of duplicate keys is 64. After you have made 64 duplicate keys, you must start over by making a new key for that level.

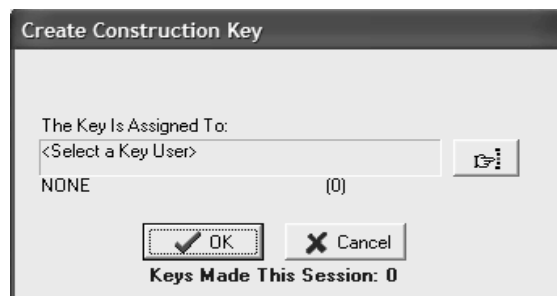
1. Be sure that the PC is turned on, the electronic key encoder device is plugged in an electrical outlet and the USB cable between them is properly attached (see Section 2.5 “Installing the Key Encoder and Utility Device”).
2. To create additional Construction keys, click on the **Keys** menu at the top of the window or the **Keys** icon.
3. Point to **Create**, then select **Construction Key**.




Section 5: Keys

Creating Additional Construction Keys (continued)

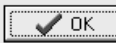

4. At the Create Construction Key PC dialog box, click the button to the right of the box to assign a Construction key to a staff member. (This button has a hand pointing to the right.)



The Key Is Assigned To:

<Select a Key User> 

NONE (0)

Keys Made This Session: 0

5. Click the open circle next to **Staff** and click **OK**.

Note: Construction keys can be given to either staff or vendors, but can only be assigned to staff.



Select User Type

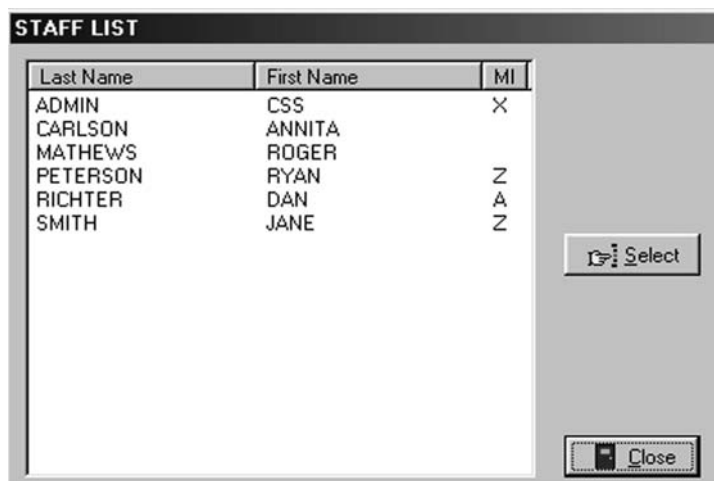
☒ STAFF

☐ RESIDENT

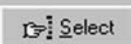
☐ VENDOR


 

6. At the Staff List PC dialog box, simply click on the name of the person to receive this key and click **Select**.



Last Name	First Name	MI
ADMIN	CSS	X
CARLSON	ANNITA	
MATHEWS	ROGER	
PETERSON	RYAN	Z
RICHTER	DAN	A
SMITH	JANE	Z

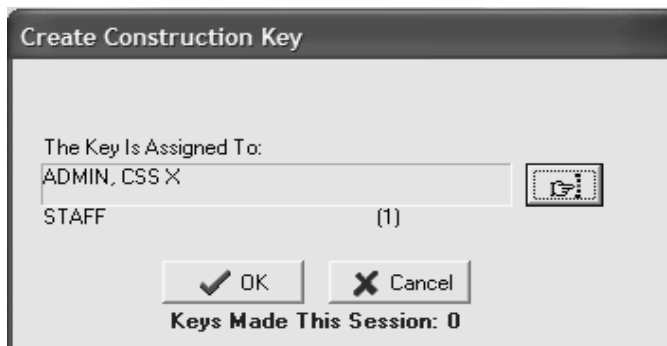




Section 5: Keys

Creating Additional Construction Keys (continued)

7. At the Create Construction Key PC dialog box, the name of the person you selected will appear. Place a key in the electronic key encoder now and click **OK**.



Note: You must keep the key in the electronic key encoder base while the key image spins on the PC screen.

8. The PC dialog box will display, "The write operation was successful!" The key is now encoded. Click **OK**, and then remove the key from the electronic key encoder base.
9. The screen will return to the Create Construction Key PC dialog box. If you wish to create additional construction keys, click the button to the right of the box. (This button has a hand pointing to the right.) Follow the procedures previously described.

Note: It is recommended that you limit the number of Construction keys to only those individuals who absolutely need keys. The use of Construction keys are not stored in the lock's memory. When locks are in the construction mode, they cannot be audited.

Section 5: Keys

5.2 Creating Master Keys

After a lock is programmed, a Construction key will no longer provide lock access. You must create Master keys to open any programmed lock on your property, including unit, suite and common access area locks. Master keys are strictly for you and your staff. They are not to be given to residents or even vendors who need access to a number of areas on your property.

Note: Electronic Construction keys can be re-encoded to create new keys.

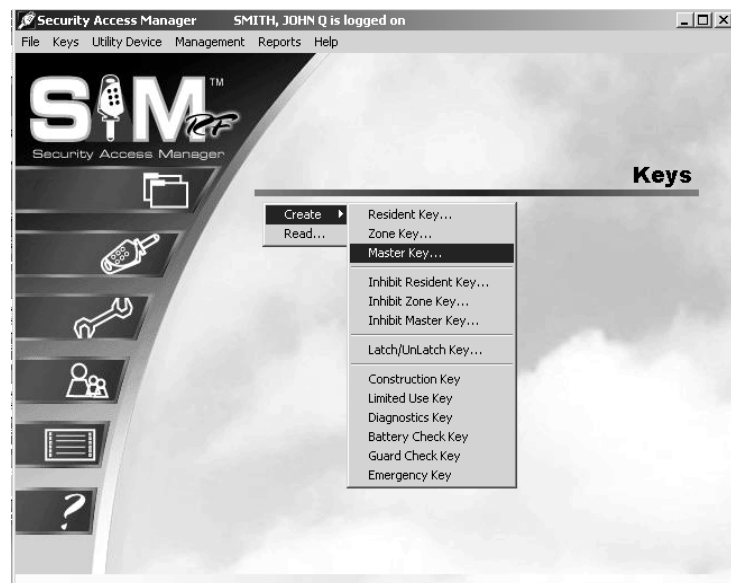
Note: Not all properties have the option to make Master keys. The option to create a Master key is not available on the software installed at those properties.

Note: The maximum number of duplicate keys is 64. After you have made 64 duplicate keys, you must start over by making a new key for that level.

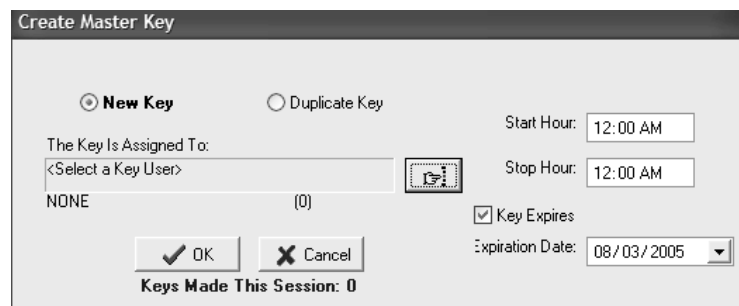
1. Be sure that the PC is turned on, the electronic key encoder device is plugged in an electrical outlet and the USB cable between them is properly attached (see Section 2.5 “Installing the Electronic Key Encoder and Utility Device”).

Note: The utility device need not be in the electronic key encoder to create keys.

2. To create additional Master keys, click on the **Keys** menu at the top of the window or the **Keys** icon.
3. Point to **Create**, then select **Master Key**.



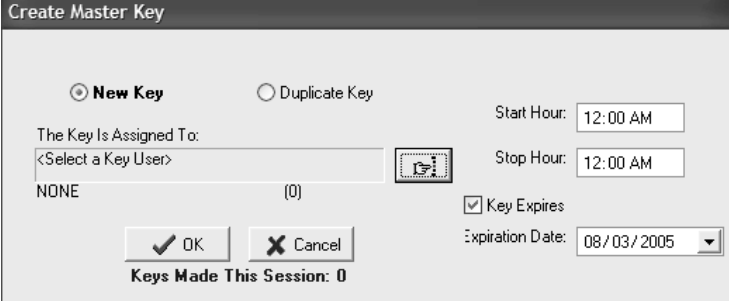
4. At the Create Master Key PC dialog box, select the **New Key** option if this is the first Master key.



Section 5: Keys

Creating Master Keys (continued)

- The default settings for master keys assign each key for a full 24 hours each day with no expiration date. You may leave the settings if they meet your requirements. However, if you wish to limit the number of hours per day the key will provide access or assign an expiration date, you can do so now. To assign operational times – during the time a new hire is on probation, for example – adjust the start and stop hours on the PC dialog box. To assign an expiration date, click the open box next to **Key Expires**. A **Date** field will appear beneath these words. Enter the desired key expiration date in the **Date** field.



Create Master Key

☒ **New Key**
☐ Duplicate Key

The Key Is Assigned To:

<Select a Key User>

NONE (0)

Start Hour: 12:00 AM

Stop Hour: 12:00 AM

☒ Key Expires

Expiration Date: 08/03/2005

OK Cancel

Keys Made This Session: 0

- Now, you must name the person to whom you wish to assign the key in the box under the words, "The Key Is Assigned To." Click the button to the right of the box. (This button has a hand pointing to the right.) This will display the Select User Type PC dialog box.

Note: Master keys can only be assigned to staff members.

- Click the open circle next to **Staff** and click **OK**.



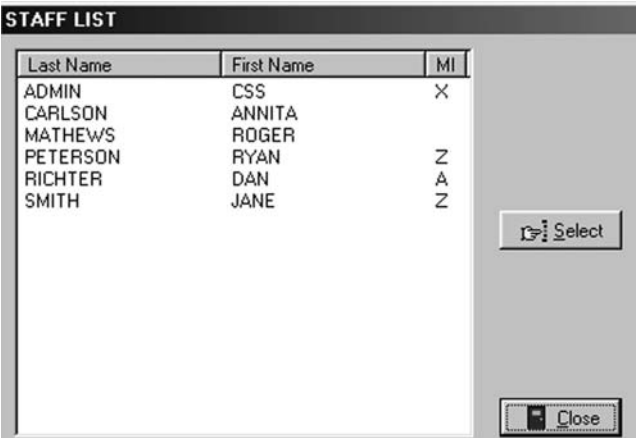
Select User Type

☒ **STAFF**
☐ RESIDENT

☐ VENDOR

OK Cancel

- At the Staff List PC dialog box, any staff members you previously entered into the system will be listed in this box. Simply click on the name of the person to receive this key and click **Select**.



STAFF LIST

Last Name	First Name	MI
ADMIN	CSS	X
CARLSON	ANNITA	
MATHEWS	ROGER	
PETERSON	RYAN	Z
RICHTER	DAN	A
SMITH	JANE	Z

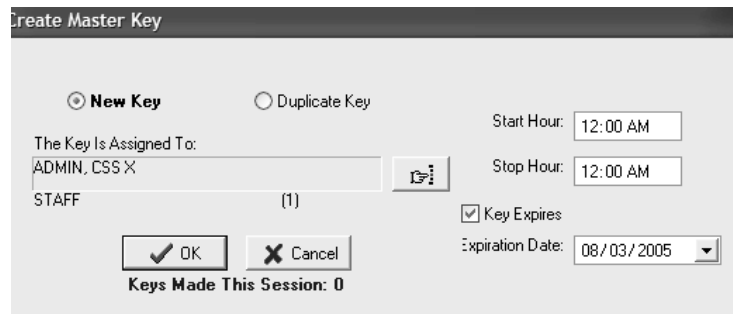
Select

Close

Section 5: Keys

Creating Master Keys (continued)

9. Back at the Create Master Key PC dialog box, the name of the person you selected will appear in the box under the words, "The Key Is Assigned To."
10. When you are satisfied with the settings for this key, insert a key into the encoder and click **OK**.



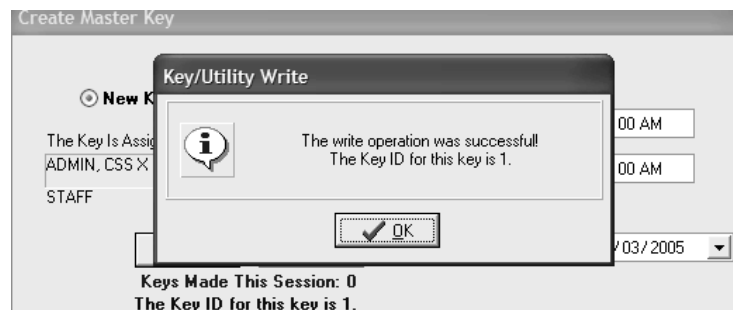
Note: You must keep the key in the electronic key encoder base while the key image spins on the PC screen.

Note: Whenever you select the **New Key** option, a Warning PC dialog box will appear, indicating that creating a new key will cancel any other keys of the same type. If this is the first key of this type you are creating, click **Yes** to proceed. Otherwise, click **No** to return to the Create Master Key PC dialog box and select the **Duplicate Key** option.



Note: If a key is not currently in the electronic key encoder, the PC will display an error screen until you insert a key into the electronic key encoder.

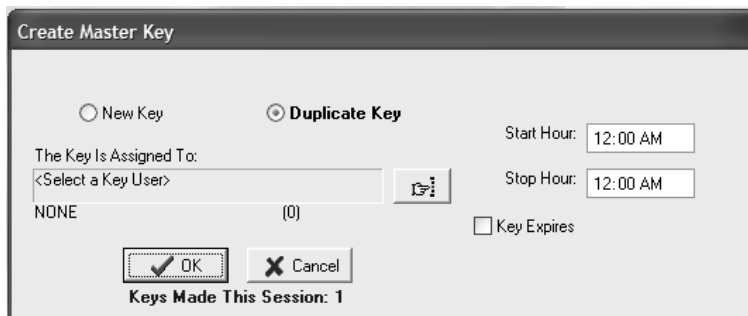
Note: You must keep the USB cable connected between the electronic key encoder base and the PC while the key image spins on the PC screen. The PC screen will display, "The write operation was successful!"



Section 5: Keys

Creating Master Keys (continued)

10. Click **OK** on the PC dialog box screen message to create additional keys. Follow the procedure described above to continue creating duplicate keys.



The SAM RF System designates every new key created as Key ID 1. Each subsequent key you create as a duplicate key will be designated Key ID 2, Key ID 3, etc. – up to Key ID 64. Carefully assigning key IDs will increase the level of security the SAM RF System provides – allowing you to know exactly who has which keys and helping you make sure that any lost or stolen keys no longer provide access.

Note: The “Keys Made This Session” number at the bottom of the PC dialog box will change to reflect each key you create.

Note: It is recommended that you label each key as it is created to avoid confusion later.

Section 5: Keys

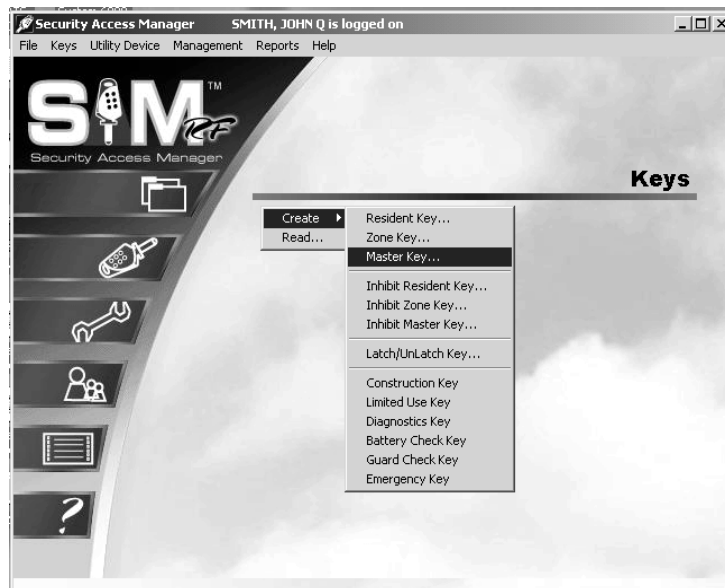
5.3 Creating Additional Duplicate Master Keys

Note: The maximum number of duplicate keys is 64. After you have made 64 duplicate keys, you must start over by making a new key for that level.

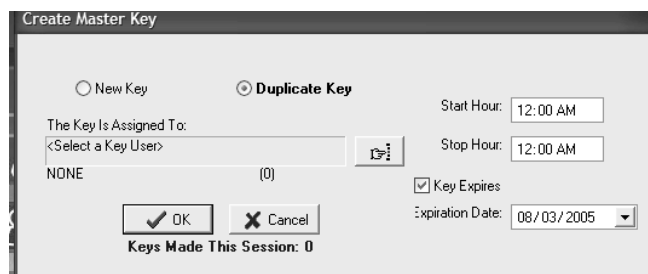
1. Be sure that the PC is turned on, the electronic key encoder device is plugged in an electrical outlet and the USB cable between them is properly attached (see Section 2.5 "Installing the Electronic Key Encoder and Utility Device").

2. To create additional Master keys, click on the **Keys** menu at the top of the window or the **Keys** icon.

3. Point to **Create**, then select **Master Key**.



4. At the Create Master Key PC dialog box, it is important to accept (i.e., do not change) the default setting of **Duplicate Key** because this will NOT be the first master key you are creating.



5. If you wish to limit the number of hours per day that this key will provide access, you can do so now. To assign an expiration date – during the time a new hire is on probation, for example – click the open box next to **Key Expires**. A **Date** field will appear beneath these words. Simply enter an appropriate date in the **Date** field.
6. At this point, refer to the previous section to continue duplicating Master keys, starting with Step 7.

Section 5: Keys

5.4 Creating Emergency Keys

Emergency keys are programmed to open any lock on your property, including unit, suite and common access area locks. They are strictly for you, your local fire department, or other select emergency personnel.

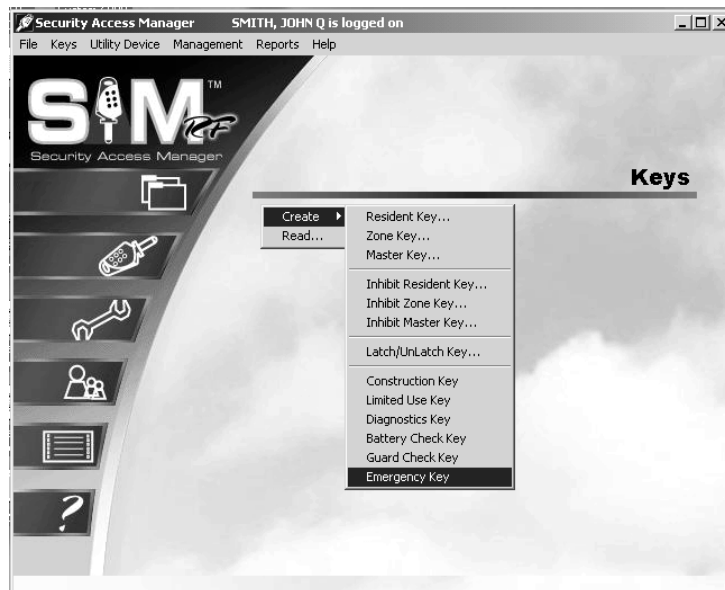
Note: Not all properties have the option to make Emergency keys. The option to create an Emergency key is not available on the software installed at those properties.

Note: The maximum number of duplicate keys is 64. After you have made 64 duplicate keys, you must start over by making a new key for that level.

1. Be sure that the PC is turned on, the electronic key encoder device is plugged in an electrical outlet and the USB cable between them is properly attached (see Section 2.5 “Installing the Electronic Key Encoder and Utility Device”).

Note: The utility device need not be in the electronic key encoder to create keys.

2. To create additional Emergency keys, click on the **Keys** menu at the top of the window or the **Keys** icon.
3. Point to **Create**, then select **Emergency Key**.



4. At the Create Emergency Key PC dialog box, select the **New Key** option if this is the first emergency key you create. Emergency keys provide 24-hour access to all unit, suite, and common access locks. Emergency keys do not have expiration dates.
5. Click the button to the right of the box. (This button has a hand pointing to the right.)



Section 5: Keys

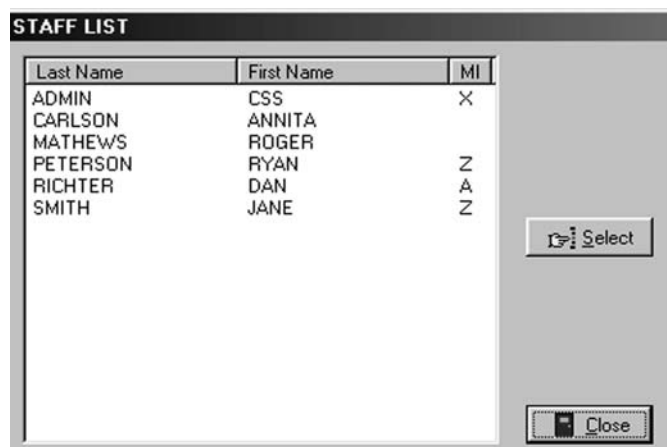
Creating Emergency Keys (continued)

6. Click the open circle next to **Staff** and click **OK**.

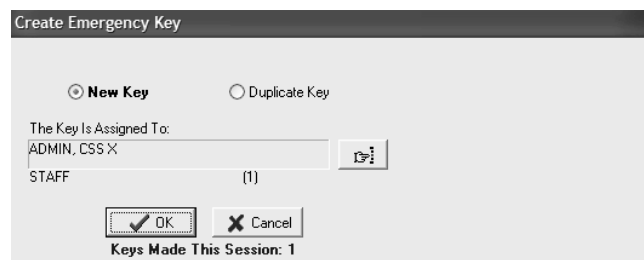
Note: Emergency keys can only be assigned to staff members.



7. At the Staff List PC dialog box, simply click on the name of the person to receive this key and click **Select**. Any staff members you previously entered into the system will be listed in this box.



8. Back at the Create Emergency Key PC dialog box, the name of the person you selected will appear in the box under the words, "The Key Is Assigned To."
9. When you are satisfied with the settings for this key, insert a key into the encoder and click **OK**.



Note: You must keep the key in the electronic key encoder base while the key image spins on the PC screen.

Note: Whenever you select the **New Key** option, a Warning PC dialog box will appear, indicating that creating a new key will cancel any other keys of the same type. If this is the first key of this type you are creating, click **Yes** to proceed. Otherwise, click **No** to return to the Create Emergency Key PC dialog box and select the **Duplicate Key** option.



Section 5: Keys

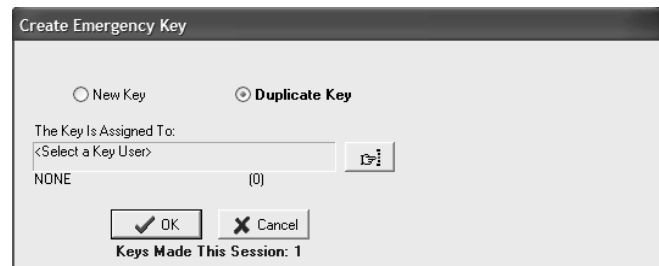
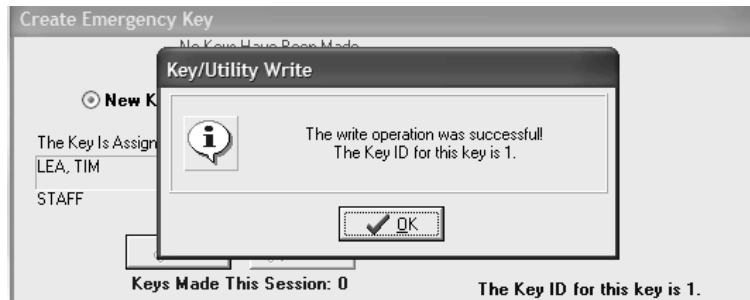
Creating Emergency Keys (continued)

Note: If a key is not currently in the electronic key encoder, the PC will display an error screen until you insert a key into the electronic key encoder.

Note: You must keep the USB cable connected between the electronic key encoder base and the PC while the key image spins on the PC screen. The PC screen will display, “The write operation was successful! The Key ID for this key is 1.”

Note: The SAM RF System designates every new key created as Key ID 1. Each subsequent key you create as a duplicate key will be designated Key ID 2, Key ID 3, etc. – up to Key ID 64. Carefully assigning key IDs will increase the level of security the SAM RF System provides – allowing you to know exactly who has which keys and helping you make sure that any lost or stolen keys no longer provide access.

- Click **OK** on the PC dialog box screen message to create additional keys. Follow the procedure described above to continue creating duplicate keys.



Note: The “Keys Made This Session” number at the bottom of the PC dialog box will change to reflect each key you create.

Note: It is recommended that you label each key as it is created to avoid confusion later.

Section 5: Keys

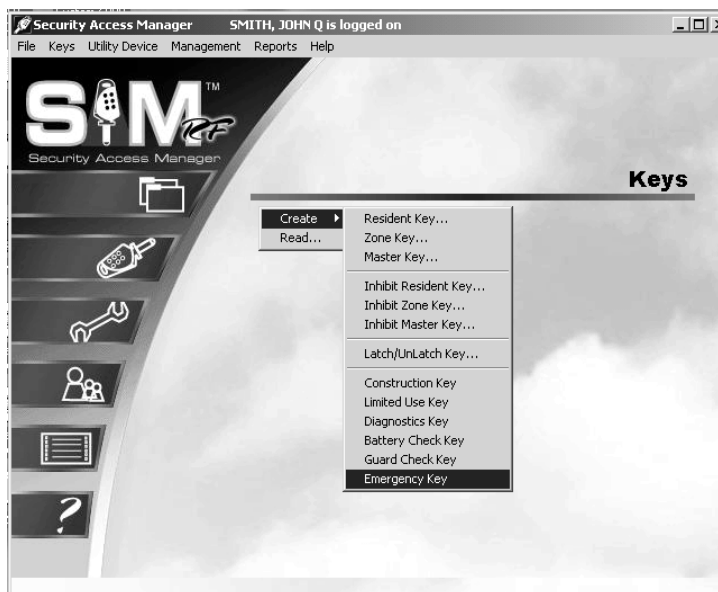
5.5 Creating Additional Emergency Keys

Note: The maximum number of duplicate keys is 64. After you have made 64 duplicate keys, you must start over by making a new key for that level.

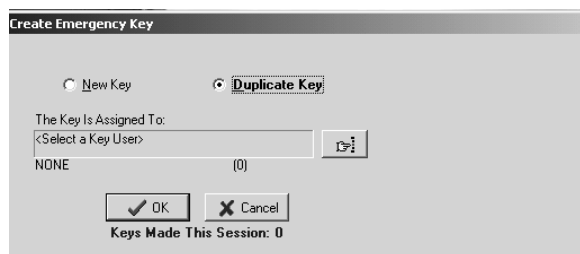
1. Be sure that the PC is turned on, the electronic key encoder device is plugged in an electrical outlet and the USB cable between them is properly attached (see Section 2.5 "Installing the Electronic Key Encoder and Utility Device").

Note: The utility device need not be in the electronic key encoder to create keys.

2. To create additional Emergency keys, click on the **Keys** menu at the top of the window or the **Keys** icon.
3. Point to **Create**, then select **Emergency Key**.



4. At the Create Emergency Key PC dialog box, it is important to accept (i.e., do not change) the default setting of **Duplicate Key** because this will **not** be the first master key you are creating.



5. At this point, refer to the previous section to continue duplicating Emergency keys, starting with Step 5.

Section 5: Keys

5.6 Creating Zone Keys

Zone keys will open any lock within a specific zone, including common access area locks, unit locks and suite locks. In other words, they are essentially a Master key for a specific zone. Assuming your property has zones, you may decide that managers should only have keys for one or more specific zones.

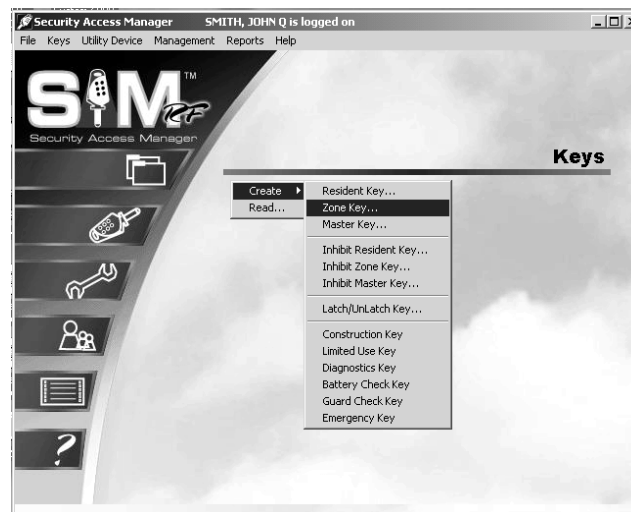
Note: Not all properties have the option to make Zone keys. The option to create a Zone key is not available on the software installed at those properties.

Note: The maximum number of duplicate keys is 64. After you have made 64 duplicate keys, you must start over by making a new key for that level.

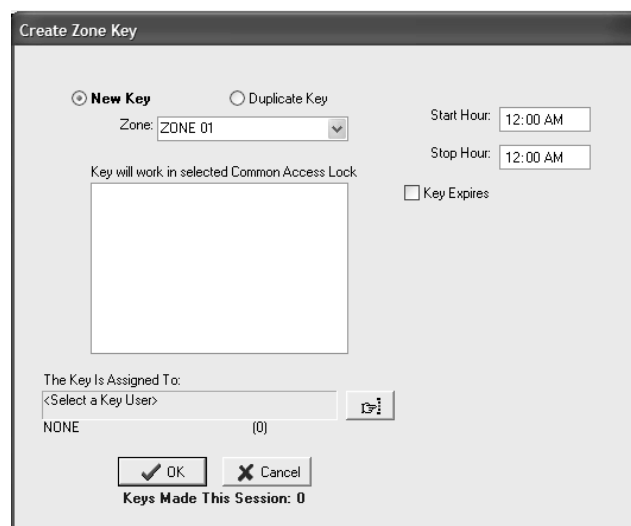
1. Be sure that the PC is turned on, the electronic key encoder device is plugged in an electrical outlet and the USB cable between them is properly attached (see Section 2.5 “Installing the Electronic Key Encoder and Utility Device”).

Note: The utility device need not be in the electronic key encoder to create keys.

2. To create additional Zone keys, click on the **Keys** menu at the top of the window or the **Keys** icon.
3. Point to **Create**, then select **Zone Key**.



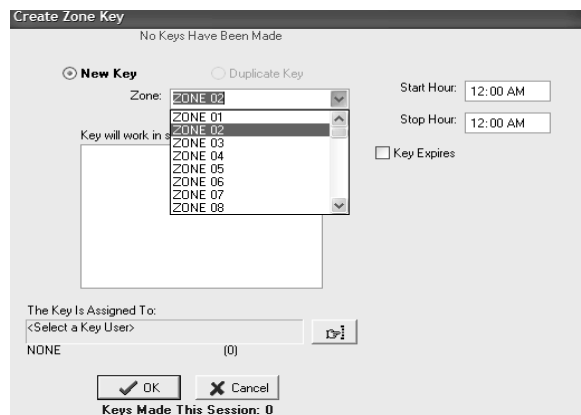
4. At the Create Zone Key PC dialog box, it is important to select the **New Key** option if this will be the first zone key you are creating. If this is the first zone key you make, you will see at the top of this PC dialog box in red letters, “No Keys Have Been Made.”
5. The default settings for zone keys assign each key for a full 24 hours each day with no expiration date. You may leave the settings if they meet your requirements. However, if you wish to limit the number of hours per day the key will provide access or assign an expiration date, you can do so now. To assign operational times – during the time a new hire is on probation, for example – adjust the start and stop hours on the PC dialog box. To assign an expiration date, click the open box next to **Key Expires**. A **Date** field will appear beneath these words. Enter the desired key expiration date in the **Date** field.



Section 5: Keys

Creating Zone Keys (continued)

- Go to the **Zone** pull-down box and confirm that you are creating a key for the appropriate zone. All zones within your property will appear in the pull-down box. In fact, the first zone should already be selected and appear in the box. When you have selected the desired zone(s), click **OK**.




Create Zone Key
No Keys Have Been Made

☒ New Key ☐ Duplicate Key

Zone: **ZONE 02**

Key will work in:

- ZONE 01
- ZONE 02
- ZONE 03
- ZONE 04
- ZONE 05
- ZONE 06
- ZONE 07
- ZONE 08

The Key Is Assigned To:
<Select a Key User> 

NONE (0)

☒ OK ☐ Cancel

Keys Made This Session: 0

Start Hour: 12:00 AM
Stop Hour: 12:00 AM
☐ Key Expires

- Now you must name the person to whom you wish to assign the key in the box under the words, "The Key Is Assigned To." Click the button to the right of the box. (This button has a hand pointing to the right.) This will display the Select User Type PC dialog box.

Note: Zone keys can only be assigned to staff members.

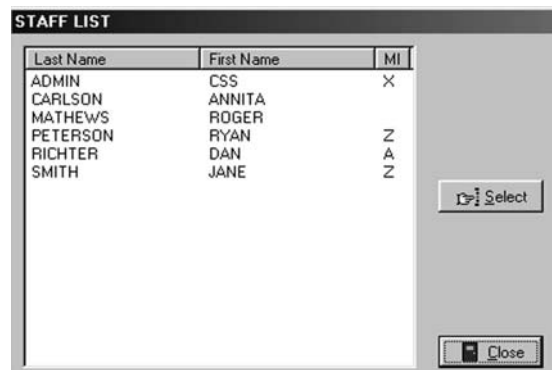


Select User Type


☒ STAFF
☐ RESIDENT
☐ VENDOR


☒ OK ☐ Cancel

- Click the open circle next to **Staff** and click **OK**. This will take you to the Staff List PC dialog box. Any staff members you previously entered into the system will be listed in this box. Simply click on the name of the person to receive this key and click **Select**.



Last Name	First Name	MI
ADMIN	CSS	X
CARLSON	ANNITA	
MATHEWS	ROGER	
PETERSON	RYAN	Z
RICHTER	DAN	A
SMITH	JANE	Z

 Select

 Close

Section 5: Keys

Creating Zone Keys (continued)

9. Back at the Create Zone Key PC dialog box, the name of the person you selected will appear in the box under the words, "The Key Is Assigned To." You will now confirm the default settings for the common access areas for this zone. These default settings were set up in the site design process and will not likely require any changes. However, you may choose to limit select common access lock(s) by a zone key. If so, select the common access locks you wish to assign or unassign the particular key by clicking in the squares next to the inside the common access lock PC dialog box area.
10. When you are satisfied with the settings for this key, insert a key into the encoder and click **OK**.



Note: You must keep the key in the electronic key encoder base while the key image spins on the PC screen.

Note: Whenever you select the **New Key** option, a Warning PC dialog box will appear, indicating that creating a new key will cancel any other keys of the same type. If this is the first key of this type you are creating, click **Yes** to proceed. Otherwise, click **No** to return to the Create Zone Key PC dialog box and select the **Duplicate Key** option.

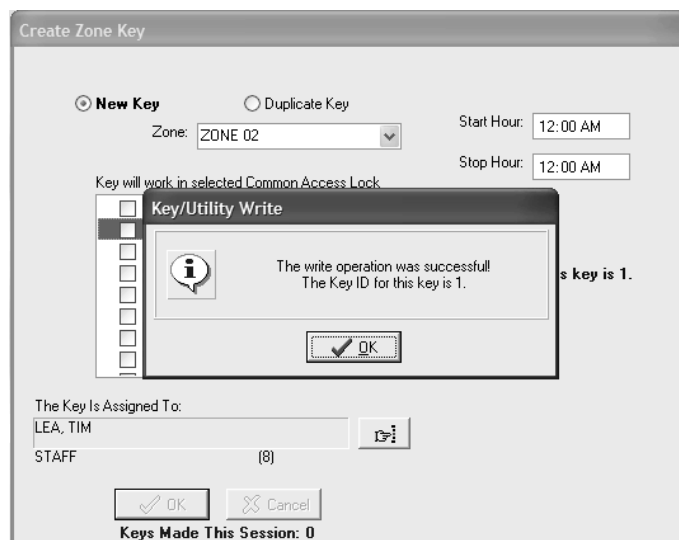
Note: If a key is not currently in the electronic key encoder, the PC will display an error screen until you insert a key into the electronic key encoder.

Note: You must keep the USB cable connected between the electronic key encoder base and the PC while the key image spins on the PC screen. The PC screen will display, "The write operation was successful! The KEY ID for this key is 1."

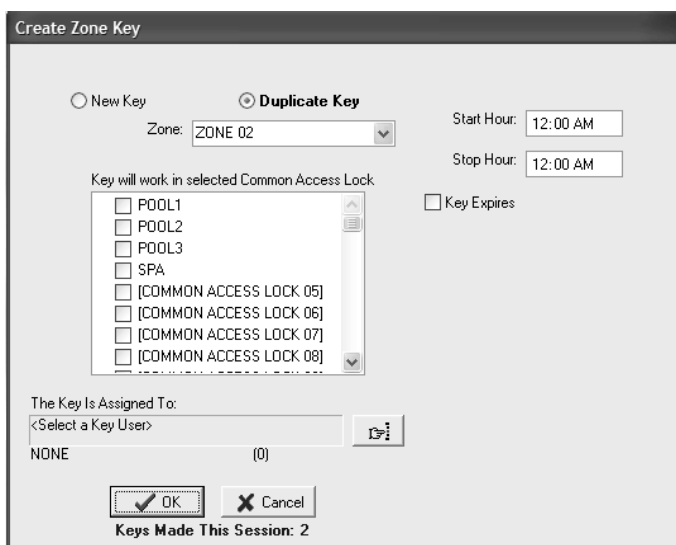
Section 5: Keys

Creating Zone Keys (continued)

The SAM RF System designates every new key created as Key ID 1. Each subsequent key you create as a duplicate key will be designated Key ID 2, Key ID 3, etc. – up to Key ID 64. Carefully assigning key IDs will increase the level of security the SAM RF System provides – allowing you to know exactly who has which keys and helping you make sure that any lost or stolen keys no longer provide access.



11. Click **OK** on the PC dialog box screen message to create additional keys. Follow the procedure described above to continue creating zone keys.



Note: The “Keys Made This Session” number at the bottom of the PC dialog box will change to reflect each key you create.

Note: It is recommended that you label each key as it is created to avoid confusion later.

Section 5: Keys

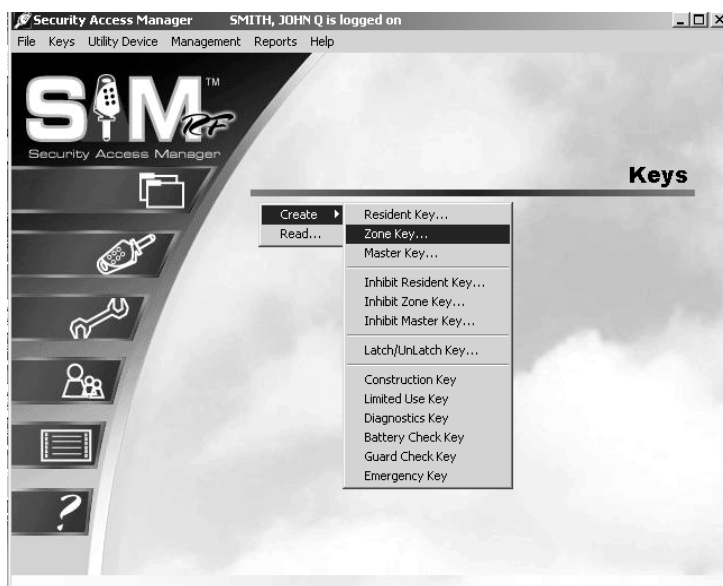
5.7 Creating Additional Zone Keys

Note: The maximum number of duplicate keys is 64. After you have made 64 duplicate keys, you must start over by making a new key for that level.

1. Be sure that the PC is turned on, the electronic key encoder device is plugged in an electrical outlet and the USB cable between them is properly attached (see Section 5.7 "Installing the Electronic Key Encoder and Utility Device").

Note: The utility device need not be in the electronic key encoder to create keys.

2. To create additional Zone keys, click on the **Keys** menu at the top of the window or the **Keys** icon.
3. Point to **Create**, then select **Zone Key**.



4. At the Create Zone Key PC dialog box, it is important to accept (i.e., do not change) the default setting of **Duplicate Key** because this will now be a duplicate Zone key.



5. At this point, refer to the previous section to continue duplicating Zone keys until you have enough keys to give to the appropriate number of staff members. Be sure to assign them as duplicate keys to create a new key ID for each staff member. Be sure to also choose the appropriate zone for each person.

Section 5: Keys

5.8 Creating Latch/Unlatch Keys

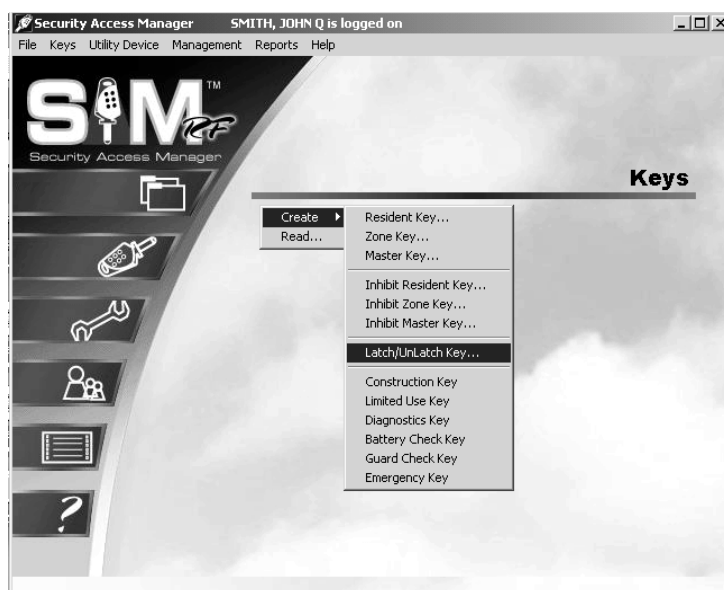
The latch/unlatch key allows a common access lock to be unlatched and latched. The first time the latch/unlatch key is used in the lock it will unlatch the lock. When a lock is unlatched, a key is not needed to open the door. The second time the key is used, it will latch the lock. When the lock is latched, you must use a valid key to open the lock.

Note: The maximum number of duplicate keys is 64. After you have made 64 duplicate keys, you must start over by making a new key for that level.

1. Be sure that the PC is turned on, the electronic key encoder device is plugged in an electrical outlet and the USB cable between them is properly attached (see Section 2.5 “Installing the Electronic Key Encoder and Utility Device”).

Note: The utility device need not be in the electronic key encoder to create keys.

2. Click on the **Keys** menu at the top of the window or the **Keys** icon.
3. Point to **Create**, then select **Latch/Unlatch Key**.



4. At the Create Latch/Unlatch PC dialog box, it is important to select the **New Key** option if this will be the first latch/unlatch key you are creating. If this is the first latch/unlatch key you make, you will see at the top of this PC dialog box in red letters, “No Keys Have Been Made.”



Section 5: Keys

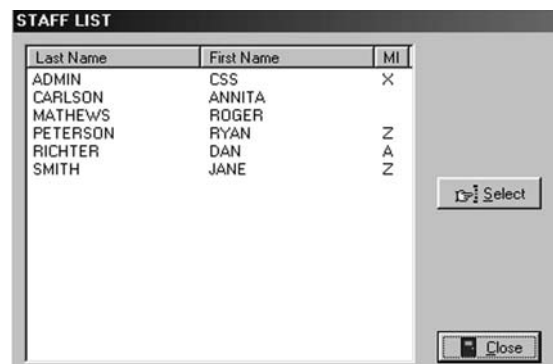
Creating Latch/Unlatch Keys (continued)

- You must name the person to whom you wish to assign the key in the box under the words, "The Key Is Assigned To." Click the button to the right of the box. (This button has a hand pointing to the right.) This will display the Select User Type PC dialog box. Click the open circle next to **Staff** and click **OK**.

Note: Latch/Unlatch keys can only be assigned to staff members.



- At the Staff List PC dialog box, any staff members you previously entered into the system will be listed in this box. Simply click on the name of the person to receive this key and click **Select**.

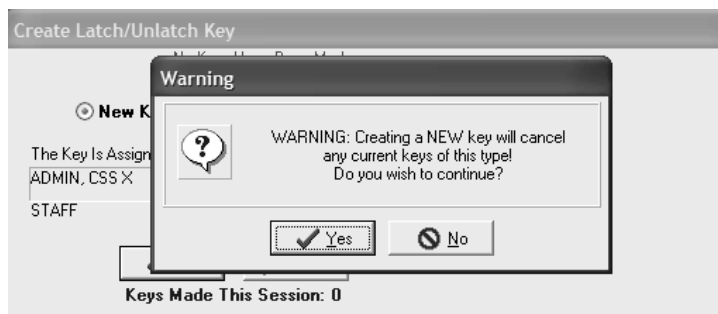


- Back at the Create Latch/Unlatch Key PC dialog box, the name of the person you selected will appear in the box under the words, "The Key Is Assigned To".
- When you are satisfied with the settings for this key, insert a key into the encoder and click **OK**.



Note: You must keep the key in the electronic key encoder base while the key image spins on the PC screen.

Note: Whenever you select the **New Key** option, a Warning PC dialog box will appear, indicating that creating a new key will cancel any other keys of the same type. If this is the first key of this type you are creating, click **Yes** to proceed. Otherwise, click **No** to return to the Create Latch/Unlatch Key PC dialog box and select the **Duplicate Key** option.



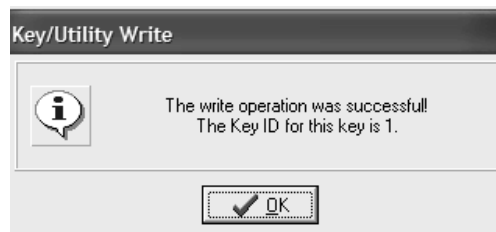
Note: If a key is not currently in the electronic key encoder, the PC will display an error screen until you insert a key into the electronic key encoder.

Note: You must keep the USB cable connected between the electronic key encoder base and the PC while the key image spins on the PC screen. The PC screen will display, "The write operation was successful! The key ID for this key is 1."

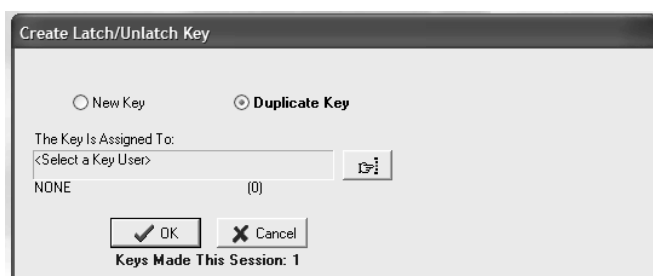
Section 5: Keys

Creating Latch/Unlatch Keys (continued)

The SAM RF System designates every new key created as Key ID 1. Each subsequent key you create as a duplicate key will be designated Key ID 2, Key ID 3, etc. – up to Key ID 64. Carefully assigning key IDs will increase the level of security the SAM RF System provides – allowing you to know exactly who has which keys and helping you make sure that any lost or stolen keys no longer provide access.



9. Click **OK** on the PC dialog box screen message to create additional keys. Follow the procedure described above to continue creating duplicate keys.



Note: The “Keys Made This Session” number at the bottom of the PC dialog box will change to reflect each key you create.

Note: It is recommended that you label each key as it is created to avoid confusion later.

Section 5: Keys

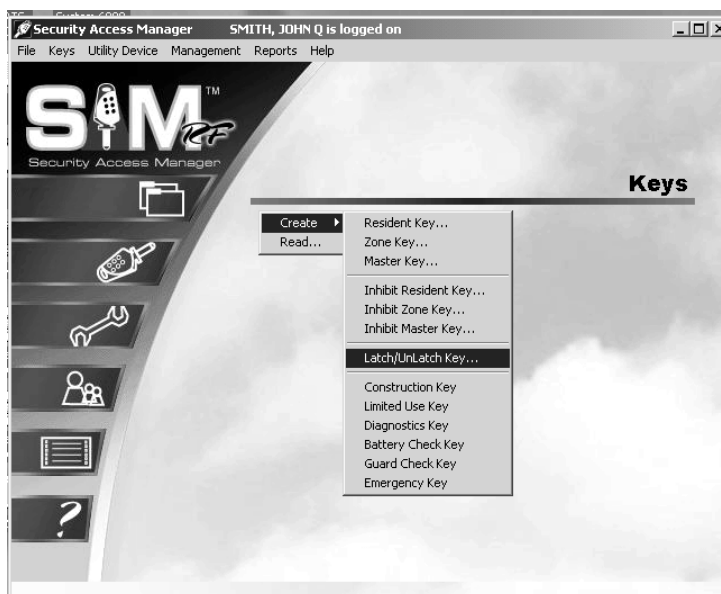
5.9 Creating Additional Latch/Unlatch Keys

Note: The maximum number of duplicate keys is 64. After you have made 64 duplicate keys, you must start over by making a new key for that level.

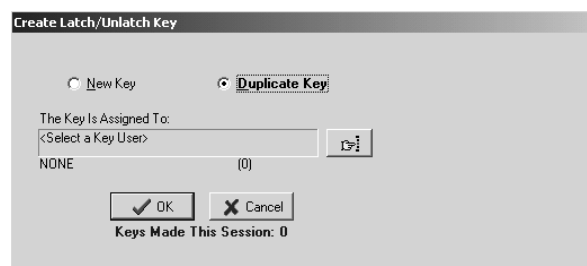
1. Be sure that the PC is turned on, the electronic key encoder device is plugged in an electrical outlet and the USB cable between them is properly attached (see Section 2.5 "Installing the Electronic Key Encoder and Utility Device").

Note: The utility device need not be in the electronic key encoder to create keys.

2. Click on the **Keys** menu at the top of the window or the **Keys** icon.
3. Point to **Create**, then select **Latch/Unlatch Key**.



4. At the Create Latch/Unlatch Key PC dialog box, it is important to accept (i.e., do not change) the default setting of **Duplicate Key** because this will now be a duplicate latch/unlatch key.



5. At this point, refer to the previous section to continue duplicating latch/unlatch keys until you have enough keys to give to the appropriate number of staff members. Be sure to assign them as duplicate keys to create a new key ID for each staff member.

Section 5: Keys

5.10 Preventing Staff Access

Merely deleting staff members from the SAM RF System is not enough to ensure the security of your property. It is also very important that you collect whatever keys they might have in their possession. If former staff members do not relinquish their keys, they can continue to gain access to common access areas or to your residents' units.

To ensure the security of your property whether or not you have collected any keys in former staff members' possession, you should reprogram the locks where these staff members previously had access. To reprogram these locks, you need an Inhibit key.

An Inhibit key is programmed to tell a lock to ignore keys with specific key IDs. If you assign key IDs carefully in the key creation process, the inhibiting process will be easy.

Section 5: Keys

5.11 Creating an Inhibit Master Key

If a staff member loses a key, the security risk is far more serious than when a resident loses a key because staff members' keys are usually either Master keys or Zone keys, which provide access to more than just a single unit.

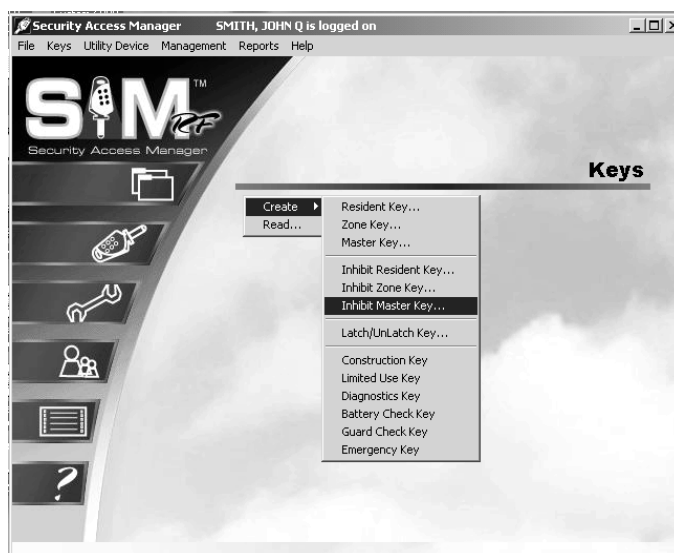
To ensure the security of your property your residents, you must carefully reprogram all the locks that the lost key previously opened. To reprogram these locks, you'll need either an Inhibit Master key or an Inhibit Zone key with the ID number or numbers you wish to inhibit.

Note: The maximum number of duplicate keys is 64. After you have made 64 duplicate keys, you must start over by making a new key for that level.

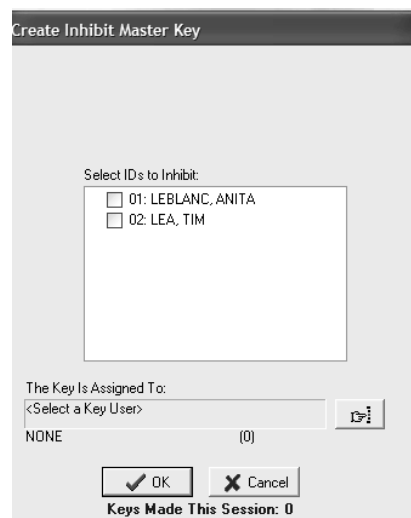
1. Be sure that the PC is turned on, the electronic key encoder device is plugged in an electrical outlet and the USB cable between them is properly attached (see Section 2.5 "Installing the Electronic Key Encoder and Utility Device").

Note: The utility device need not be in the electronic key encoder to create keys.

2. Click on the **Keys** menu at the top of the window or the **Keys** icon.
3. Point to **Create**, then select **Inhibit Master Key**.



4. At the Create Inhibit Master Key PC dialog box, simply click in the box to the left of the staff member(s) whose key(s) you wish to inhibit.
5. Name the person to whom you wish to assign the inhibit key in the box under **The Key Is Assigned To**. Click the button to the right of the box. (This button has a hand pointing to the right.)



Section 5: Keys

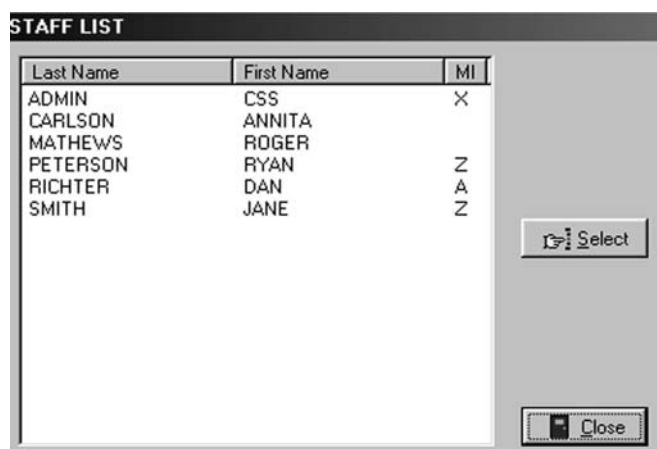
Creating an Inhibit Master Key (continued)

6. At the Select User Type PC dialog box, click the open circle next to **Staff** and click **OK**.

Note: Inhibit Master keys can only be assigned to staff members.



7. Staff members you previously entered into the system will be listed in this box. Simply click on the name of the person to receive this new key and click **Select**.



8. Back at the Create Inhibit Master Key PC dialog box, the name of the person you selected will appear in the box under **The Key Is Assigned To**. When you are satisfied with the settings for this inhibit Master key, insert a key, and then click **OK**.



Note: You must keep the key in the electronic key encoder base while the key image spins on the PC screen.

Note: If a key is not currently in the electronic key encoder, the PC will display an error screen until you insert a key into the electronic key encoder.

Note: You must keep the USB cable connected between the electronic key encoder base and the PC while the key image spins on the PC screen. The PC screen will display, "The write operation was successful!"

Section 5: Keys

Creating an Inhibit Master Key (continued)

- Click **OK** on the PC dialog box screen message to create additional keys. Follow the procedure described above to continue creating duplicate keys.

Note: Depending upon the size of your property, you may wish to create several Inhibit Master keys and enlist the assistance of other staff members to help you reprogram these locks.

- Reprogramming Locks** – Now that you have created an Inhibit Master key, it is necessary to go to each and every unit, suite and common access lock on your property and insert the Inhibit Master key. This process will reprogram the locks to no longer provide access to the lost key ID.



Section 5: Keys

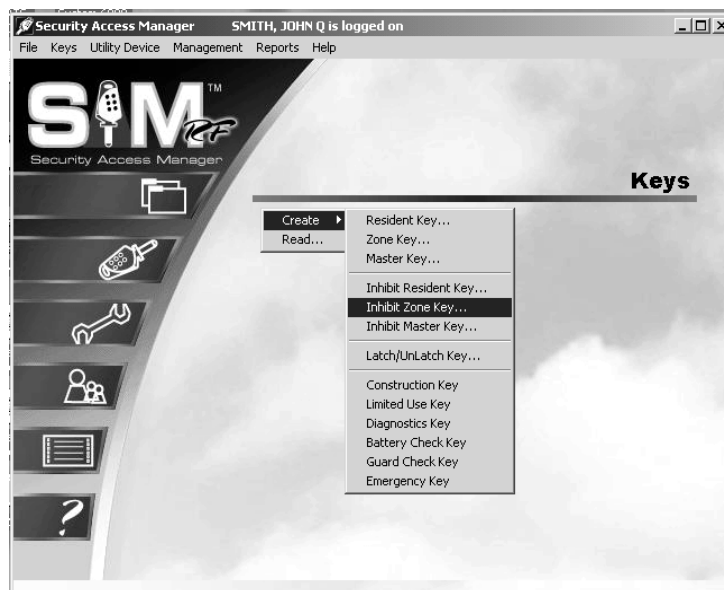
5.12 Creating an Inhibit Zone Key

Note: The maximum number of duplicate keys is 64. After you have made 64 duplicate keys, you must start over by making a new key for that level.

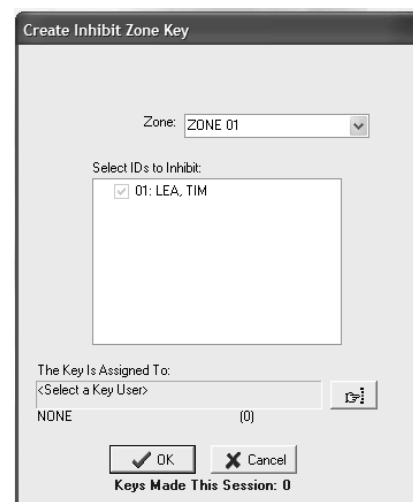
1. Be sure that the PC is turned on, the electronic key encoder device is plugged in an electrical outlet and the USB cable between them is properly attached (see Section 2.5 “Installing the Electronic Key Encoder and Utility Device”).

Note: The utility device need not be in the electronic key encoder to create keys.

2. Click on the **Keys** menu at the top of the window or the **Keys** icon.
3. Point to **Create**, then select **Inhibit Zone Key**.



4. At the Create Inhibit Zone Key PC dialog box, go to the **Zone** pull-down box and confirm that you are creating an inhibit key for the appropriate zone. If you set up zones correctly in the site design process, all zones within your property will appear in the pull-down box. Select the appropriate zone.
5. In the **Select IDs to Inhibit** box is a listing of all zone key IDs created, along with the name of the staff member to whom you wish to assign each key. Simply click in the box to the left of the staff member(s) whose key(s) you wish to inhibit.
6. Name the person to whom you wish to assign the key in the box under **The Key Is Assigned To**. Click the button to the right of the box. (This button has a hand pointing to the right.)



Section 5: Keys

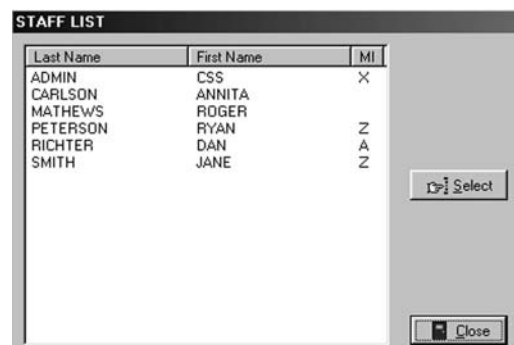
Creating an Inhibit Zone Key (continued)

7. At the Select User Type PC dialog box, click the open circle next to **Staff** and click **OK**.

Note: Inhibit Zone keys can only be assigned to staff members.



8. At the Staff List PC dialog box, staff members you previously entered into the system will be listed in this box. Simply click on the name of the person to receive this key and click **Select**.



9. Back at the Create Inhibit Zone Key PC dialog box, the name of the person you selected will appear in the box under **The Key Is Assigned To**. When you are satisfied with the settings for this Inhibit Zone key, insert the key into the encoder and click **OK**.

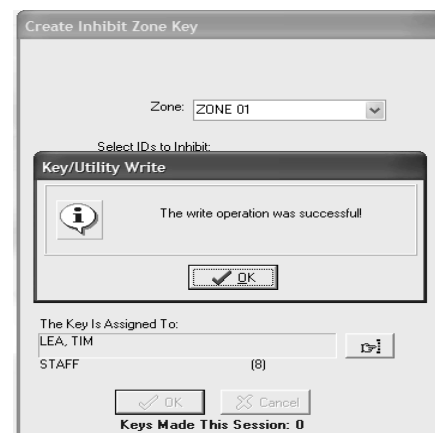


Note: You must keep the key in the electronic key encoder base while the key image spins on the PC screen.

Note: If a key is not currently in the electronic key encoder, the PC will display an error screen until you insert a key into the electronic key encoder.

Note: You must keep the USB cable connected between the electronic key encoder base and the PC while the key image spins on the PC screen. The PC screen will display, "The write operation was successful!" Click **OK** on the PC message to continue creating inhibit zone keys.

10. **Reprogramming Locks** – Now that you have created an Inhibit Zone key, it is necessary to go to each and every unit, suite, and common access lock in the zone and insert the Inhibit Zone key. This will reprogram the locks to no longer provide access to the lost key ID.



Note: Depending upon the size of your zone, you may wish to create several Inhibit Zone keys and enlist the support of other staff members to help you reprogram these locks.

Section 5: Keys

5.13 Creating Guard Check Keys

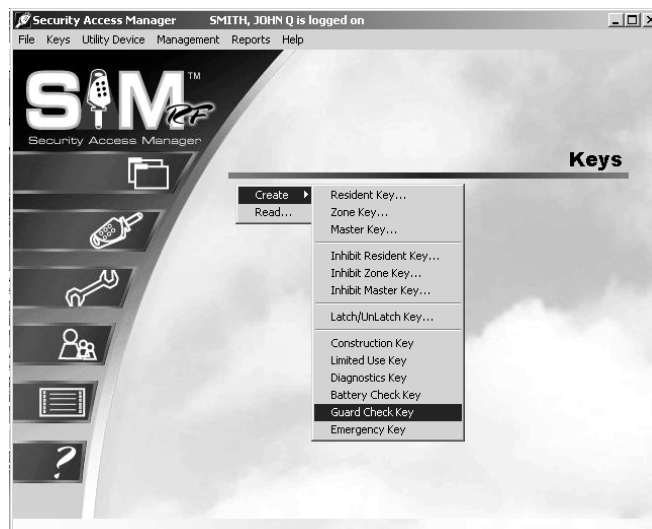
The Guard Check key allows your staff or security to register their patrol throughout your property. The non-opening key is programmed to function in all of your common access locks. The key can be read upon return from the locks. You can view and print reports of the lock names and the times the Guard Check keys were inserted. The report will show the last 25 common access locks in which the key was used. After a key is read, it should be erased.

Note: The maximum number of duplicate keys is 64. After you have made 64 duplicate keys, you must start over by making a new key for that level.

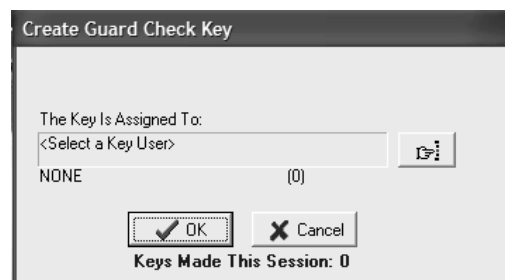
1. Be sure that the PC is turned on, the electronic key encoder device is plugged in an electrical outlet and the USB cable between them is properly attached (see Section 2.5 “Installing the Electronic Key Encoder and Utility Device”).

Note: The utility device need not be in the electronic key encoder to create keys.

2. Click on the **Keys** menu at the top of the window or the **Keys** icon.
3. Point to **Create**, then select **Guard Check Key**.



4. At the Create Guard Check Key PC dialog box, you must name the person to whom you wish to assign the key in the box under the words, “The Key Is Assigned To.” Click the button to the right of the box. (This button has a hand pointing to the right.)



5. At the Select User Type PC dialog box, click the open circle next to **Staff** and click **OK**.

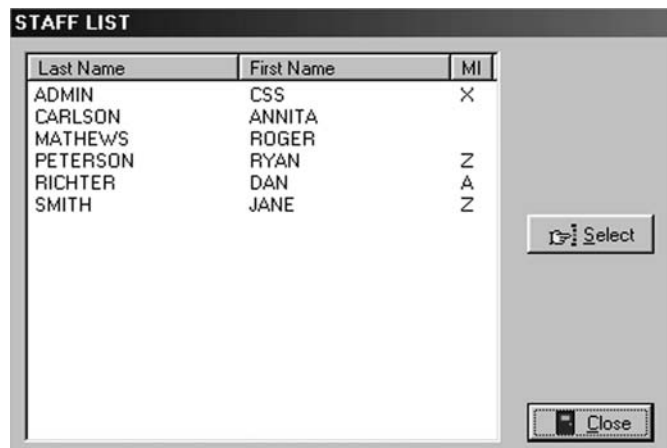
Note: Guard Check keys can only be assigned to staff members.



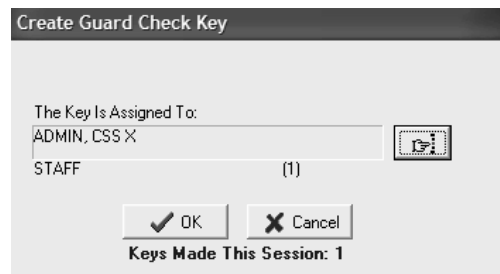
Section 5: Keys

Creating Guard Check Keys (continued)

6. At the Staff List PC dialog box, simply click on the name of the person to receive this key and click **Select**. Any staff members you previously entered into the system will be listed in this box.



7. Back at the Create Guard Check Key PC dialog box, the name of the person you selected will appear in the box under **The Key Is Assigned To**. When you are satisfied with the settings for this key, insert a key into the encoder, and then click **OK**.



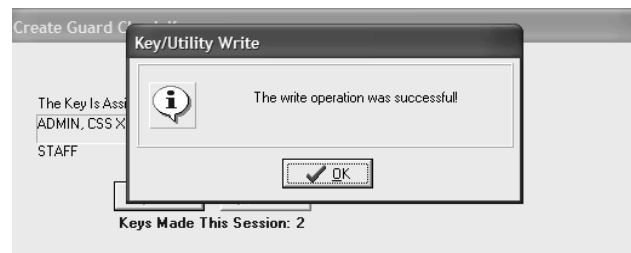
Note: You must keep the key in the electronic key encoder base while the key image spins on the PC screen.

Note: If a key is not currently in the electronic key encoder, the PC will display an error screen until you insert a key into the electronic key encoder.

Note: You must keep the USB cable connected between the electronic key encoder base and the PC while the key image spins on the PC screen. The PC screen will display, "The write operation was successful!"

Note: The "Keys Made This Session" number at the bottom of the PC dialog box will change to reflect each key you create this session.

8. Click **OK** on the PC dialog box screen message to create additional keys for staff members. Follow the procedure described above.



Note: It is recommended that you label each key as it is created to avoid confusion later.

Section 5: Keys

5.14 Reading the Guard Check Key

When the key is returned, it should be read to view or print the report of where the key was used. The report will show the last 25 common access locks in which the key was used.

Note: The maximum number of duplicate keys is 64. After you have made 64 duplicate keys, you must start over by making a new key for that level.

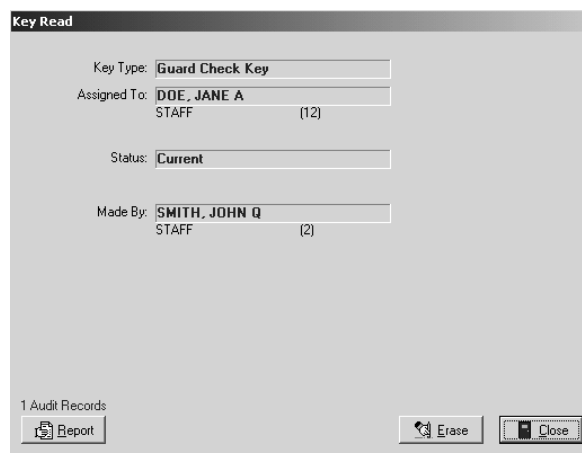
1. Be sure that the PC is turned on, the electronic key encoder device is plugged in an electrical outlet and the USB cable between them is properly attached (see Section 2.5 "Installing the Electronic Key Encoder and Utility Device").
2. Insert the Guard Check key into the electronic encoder.
3. Point to the **Keys** pull-down menu and select **Read**.

Note: If the key is not currently in the electronic key encoder, the PC will display an error screen until you insert a key into the electronic key encoder.

Note: You must keep the USB cable connected between the electronic key encoder base and the PC while the key image spins on the PC screen.



4. At the Key Read screen, you will see the key type, who the key was assigned to, the status of the key and who made the key. Click on **Report**.

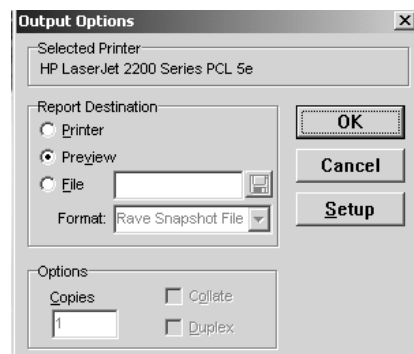


Section 5: Keys

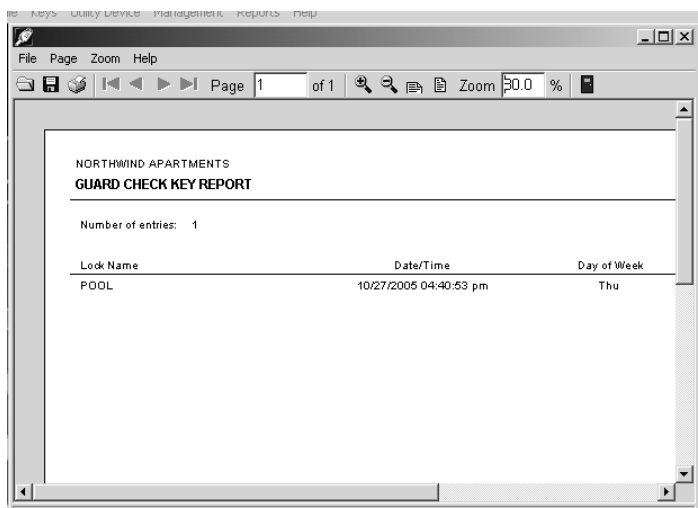
Reading the Guard Check Key (continued)

- At the Output Options PC dialog box, click **OK**.

Within a few moments, the report will appear on screen. The Guard Check Report will show the Lock Name, Date/Time and Day of Week the key was used.



- When finished viewing the report, click on **File**, then **Exit**. This will return you to the **Key Read** screen. If you would like, you can erase the key by clicking on the **Erase** box on the bottom right of the screen. Once the key is erased, click **Close** to return to the SAM RF System main menu screen.



Section 5: Keys

5.15 Creating Diagnostics Keys

The Diagnostics key is designed to help analyze and reveal why a key will not gain entry. This is a non-opening key that may be used in any lock on the property. If a lock does not allow access for its programmed key, program a Diagnostics key and insert it into the lock in question. Return the Diagnostics key to the PC for a diagnostics report.

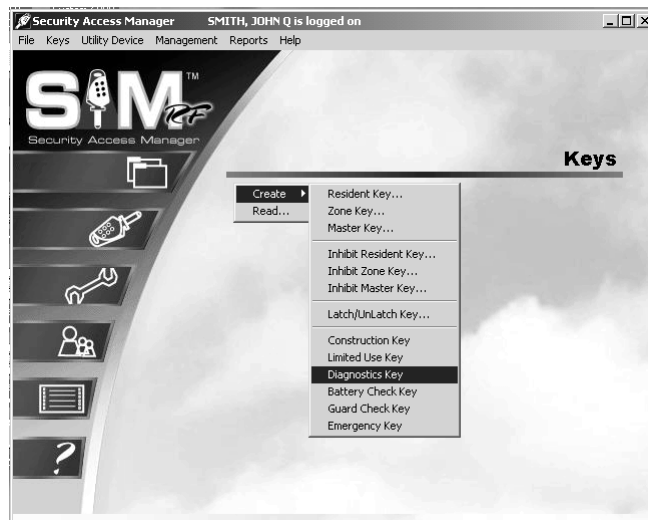
Note: The key that will not gain access must be the last key used in the lock prior to the Diagnostics key to secure information.

Note: The maximum number of duplicate keys is 64. After you have made 64 duplicate keys, you must start over by making a new key for that level.

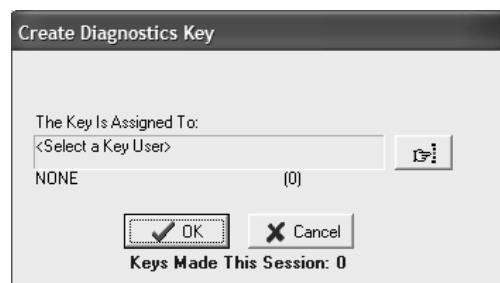
1. Be sure that the PC is turned on, the electronic key encoder device is plugged in an electrical outlet and the USB cable between them is properly attached (see Section 2.5 “Installing the Electronic Key Encoder and Utility Device”).

Note: The utility device need not be in the electronic key encoder to create keys.

2. Click on the **Keys** menu at the top of the window or the **Keys** icon.
3. Point to **Create**, then select **Diagnostics Key**.



4. At the Create Diagnostics Key PC dialog box, you must name the person to whom you wish to assign the key in the box under the words, “The Key Is Assigned To.” Click the button to the right of the box. (This button has a hand pointing to the right.)



5. At the Select User Type PC dialog box, click the open circle next to **Staff** and click **OK**.

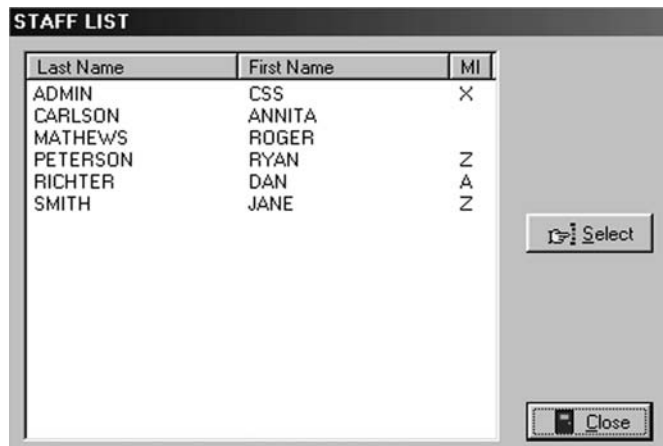
Note: Diagnostics keys can only be assigned to staff members.



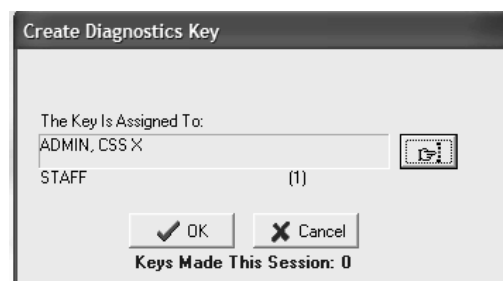
Section 5: Keys

Creating Diagnostics Keys (continued)

6. At the Staff List PC dialog box, any staff members you previously entered into the system will be listed in this box. Simply click on the name of the person to receive this key and click **Select**.



7. Back at the Create Diagnostics Key PC dialog box, the name of the person you selected will appear in the box under **The Key Is Assigned To**. When you are satisfied with the settings for this key, insert a key in the encoder and click **OK**.



Note: You must keep the key in the electronic key encoder base while the key image spins on the PC screen.

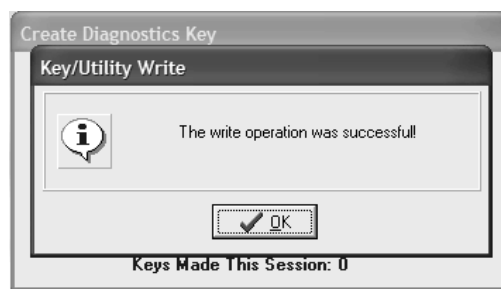
Note: If a key is not currently in the electronic key encoder, the PC will display an error screen until you insert a key into the electronic key encoder.

Note: You must keep the USB cable connected between the electronic key encoder base and the PC while the key image spins on the PC screen. The PC screen will display, "The write operation was successful!"

Note: The "Keys Made This Session" number at the bottom of the PC dialog box will change to reflect each key you create this session.

8. Click **OK** on the PC dialog box screen message to create additional keys for staff members. Follow the procedure described above.

Note: It is recommended that you label each key as it is created to avoid confusion later.



Section 5: Keys

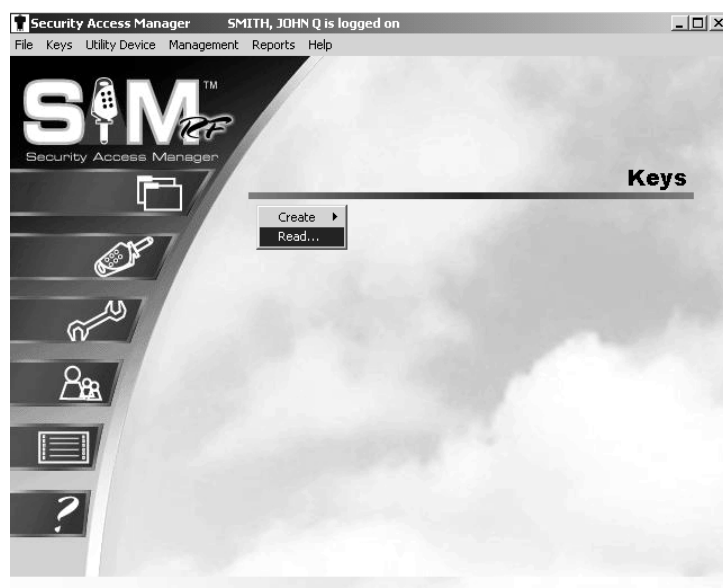
5.16 Reading the Diagnostics Key

After the Diagnostics key has been used in the lock, you will need to read it to get the error as to why the key did not work.

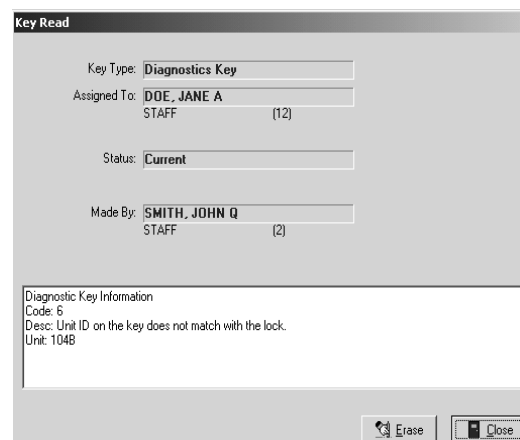
1. Be sure that the PC is turned on, the electronic key encoder device is plugged in an electrical outlet and the USB cable between them is properly attached (see Section 2.5 "Installing the Electronic Key Encoder and Utility Device").
2. Insert the Diagnostics key into the electronic key encoder.
3. Point to the **Keys** pull down menu and select **Read**.

Note: If a key is not currently in the electronic key encoder, the PC will display an error screen until you insert a key into the electronic key encoder.

Note: You must keep the USB cable connected between the electronic key encoder base and the PC while the key image spins on the PC screen. When the key is read it will automatically display the Key Read PC dialog box.



4. At the Key Read screen, you will see the key type, who the key was assigned to, the status of the key and who made the key. Below that is the Diagnostic Key Information. This will show the error code number and a brief description explaining why the key did not work in the lock. If you would like, you can erase the key by clicking on the **Erase** box on the bottom right of the screen. Once the key is erased, click **Close** to return to the SAM RF System main menu.



Section 5: Keys

5.17 Creating Battery Check Keys

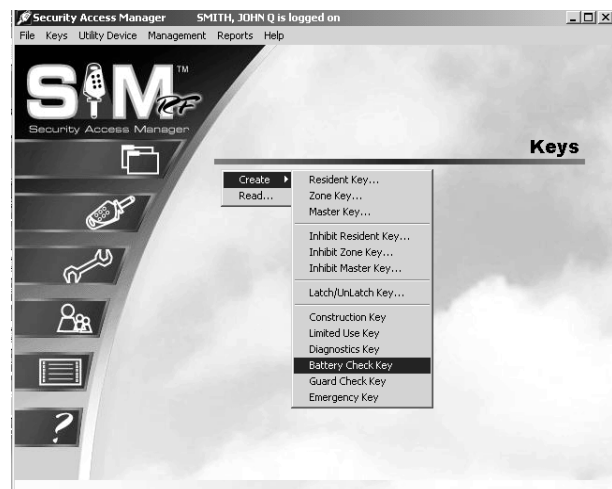
The Battery Check key is a non-opening key that is designed to check the battery voltage in the lock. If the lock's batteries have 5.0 volts or more when the Battery Check key is used, the lock light will display one green light. If the lock's batteries have less than 5.0, volts, the lock will display one red light. This means you must replace the batteries in the lock. The Battery Check key never expires. It can be used on any lock on the property.

Note: The maximum number of duplicate keys is 64. After you have made 64 duplicate keys, you must start over by making a new key for that level.

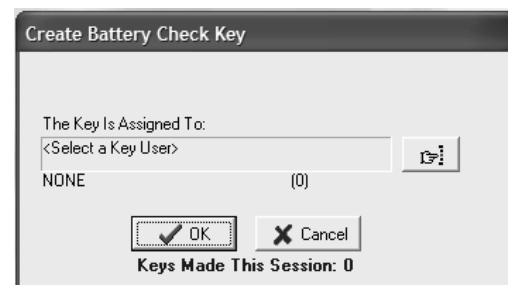
1. Be sure that the PC is turned on, the electronic key encoder device is plugged in an electrical outlet and the USB cable between them is properly attached (see Section 2.5 "Installing the Electronic Key Encoder and Utility Device").

Note: The utility device need not be in the electronic key encoder to create keys.

2. Click on the **Keys** menu at the top of the window or the **Keys** icon.
3. Point to **Create**, then select **Battery Check Key**.



4. At the Create Battery Check Key PC dialog box, you must name the person to whom you wish to assign the key in the box under **The Key Is Assigned To**. Click the button to the right of the box. (This button has a hand pointing to the right.)



5. At the Select User Type PC dialog box, click the open circle next to **Staff** and click **OK**.

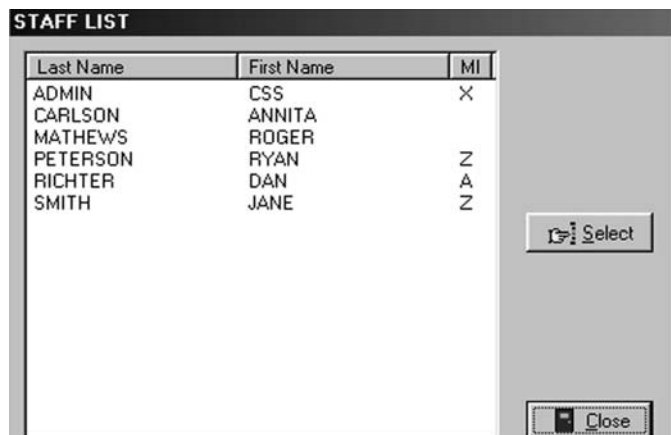
Note: Battery Check keys can only be assigned to staff members.



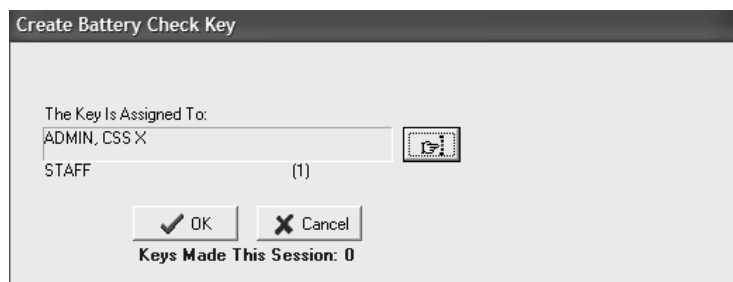
Section 5: Keys

Creating Battery Check Keys (continued)

6. At the Staff List PC dialog box, any staff members you previously entered into the system will be listed in this box. Simply click on the name of the person to receive this key and click **Select**.



7. Back at the Create Battery Check Key PC dialog box, the name of the person you selected will appear in the box under the words, "The Key Is Assigned To." When you are satisfied with the settings for this key, insert a key in the encoder and click **OK**.



Note: You must keep the key in the electronic key encoder base while the key image spins on the PC screen.

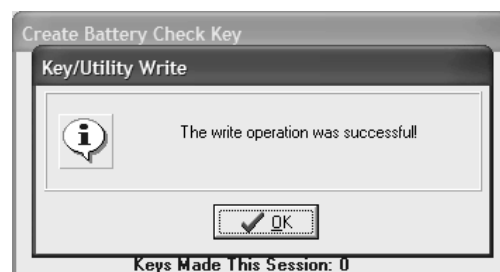
Note: If a key is not currently in the electronic key encoder, the PC will display an error screen until you insert a key into the electronic key encoder.

Note: You must keep the USB cable connected between the electronic key encoder base and the PC while the key image spins on the PC screen. The PC dialog screen will display, "The write operation was successful!"

Note: The "Keys Made This Session" number at the bottom of the PC dialog box will change to reflect each key you create this session.

8. Click **OK** on the PC dialog box screen message to create additional keys for staff members. Follow the procedure described above.

Note: It is recommended that you label each key as it is created to avoid confusion later.



Section 5: Keys

5.18 Limited Use/Vendor Keys

Limited Use keys are for vendors whose product and service companies help keep your property running smoothly or staff members and potential residents who may wish to view a unit or common access area. A vendor might provide pool-cleaning services, sending one or more employees to your property on a regular basis. A vendor might also provide a one-time service, such as a plumber replacing a broken pipe in a resident's shower.

Limited Use keys provide access to a designated area (or areas) for a limited period of time that you define as you create the key. The Limited Use key can be programmed to provide access to a single location – such as a specific common access area or one specific unit – or up to 20 units per key.

Rather than provide a Master key to a vendor – giving him or her access to more areas than necessary – you can create a vendor key, also known as a Limited Use key. Limited Use keys provide access for a specific vendor to a designated area (or areas) for a finite period of time, up to 24 hours.

Before creating Limited Use keys, it is highly recommended that you register the specific vendor, as well as that vendor's employee(s), in the SAM RF System. This will allow you to assign Limited Use keys appropriately and to track these keys if necessary later.

Section 5: Keys

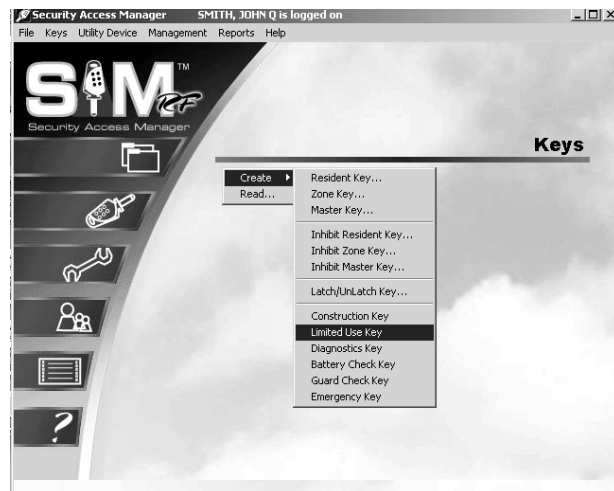
5.19 Creating Limited Use/Vendor Keys

Note: The maximum number of duplicate keys is 64. After you have made 64 duplicate keys, you must start over by making a new key for that level.

1. Be sure that the PC is turned on, the electronic key encoder device is plugged in an electrical outlet and the USB cable between them is properly attached (see Section 2.5 "Installing the Electronic Key Encoder and Utility Device").

Note: The utility device need not be in the electronic key encoder to create keys.

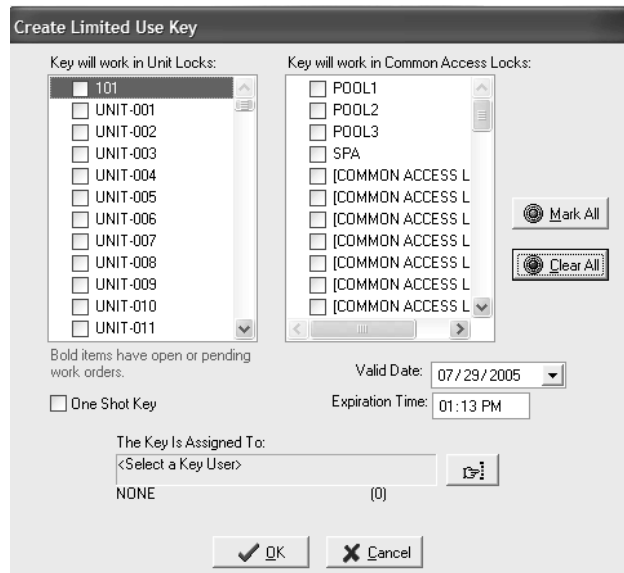
2. Click on the **Keys** menu at the top of the window or the **Keys** icon.
3. Point to **Create**, then select **Limited Use Key**.



4. In the Create Limited Use Key PC dialog box, the first step is to select the locks that this key will open. You can choose a single unit or any combination of units up to a total of 20, as well as common access areas. When the Limited Use key is read, it will show the last 40 locks in which the key was used.

Note: For the common access areas, you can click **Mark All** to easily select all common access locks. If you intend to select eight out of 10 of these locks, for example, you can **Mark All**, then click the two unwanted areas to unselect them.

5. Next, if you wish a Limited Use key to have one-time access, click the square next to One Shot Key. This will program the key to work for *only one* unit lock and allow it to open this lock only *once*.



6. You will need to assign a date and expiration time for the Limited Use key. First, click on **Valid Date** and assign the date you wish the key to expire (this date can be in the future) if a future date is selected; the key will not begin working until 12:01 a.m. on that date. Next, go to **Expiration Time** and assign the time you wish the key to expire.

Note: Any unit numbers that appear in bold print have an open or pending work order. To view the work order, double click on the unit number. See Sections 4.10-13 for detailed information on work orders.

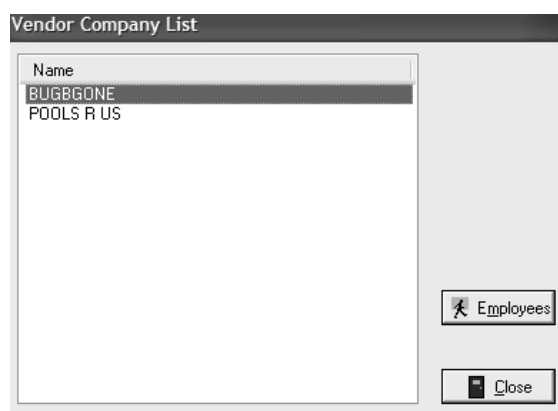
Section 5: Keys

Creating Limited Use/Vendor Keys (continued)

7. You must name the person to whom you wish to assign the key in the box under **The Key Is Assigned To**. Click the button to the right of the box. (This button has a hand pointing to the right.) This will display the Select User Type PC dialog box.



8. Click the open circle next to **Vendor** and click **OK**. This will take you to the Vendor Company List PC dialog box.



9. Any vendor companies previously entered into the system will be listed in this box. Click on the name of the vendor, and then click **Employees**.



10. Click on the name of the vendor employee, and then click **Select**. This will take you back to the Create Limited Use Key PC dialog box.

Section 5: Keys

Creating Limited Use/Vendor Keys (continued)

11. The name of the vendor employee you selected will now appear in the box under **The Key Is Assigned To**. When you are satisfied with the settings for this key, click **OK**.

Create Limited Use Key

Key will work in Unit Locks:

- ☒ 101
- ☐ UNIT-001
- ☐ UNIT-002
- ☐ UNIT-003
- ☐ UNIT-004
- ☐ UNIT-005
- ☐ UNIT-006
- ☐ UNIT-007
- ☐ UNIT-008
- ☐ UNIT-009
- ☐ UNIT-010
- ☐ UNIT-011

Key will work in Common Access Locks:

- ☐ POOL1
- ☐ POOL2
- ☐ POOL3
- ☐ SPA
- ☐ [COMMON ACCESS L
- ☐ [COMMON ACCESS L
- ☐ [COMMON ACCESS L
- ☐ [COMMON ACCESS L
- ☐ [COMMON ACCESS L
- ☐ [COMMON ACCESS L
- ☐ [COMMON ACCESS L

Valid Date: 07/30/2005

Expiration Time: 04:23 PM

The Key Is Assigned To:

SELLERS, FRED

VENDOR BUGBGONE (12)

☒ OK ☐ Cancel



Note: You must keep the key in the electronic key encoder base while the key image spins on the PC screen.

Note: If a key is not currently in the electronic key encoder, the PC will display an error screen until you insert a key into the electronic key encoder.

Note: You must keep the USB cable connected between the electronic key encoder base and the PC while the key image spins on the PC screen. The PC dialog screen will display, "The write operation was successful!"

12. Click **OK** on the PC dialog box screen message to create additional limited use keys. If you have more than one vendor or vendor employee needing access, repeat the process for creating a Limited Use key. Be sure to assign each key to a specific vendor employee to be able to track the key if necessary.

Create Limited Use Key

Key will work in Unit Locks:

- ☒ 101
- ☐ UNIT-001
- ☐ UNIT-002
- ☐ UNIT-003
- ☐ UNIT-004
- ☐ UNIT-005
- ☐ UNIT-006
- ☐ UNIT-007
- ☐ UNIT-008
- ☐ UNIT-009
- ☐ UNIT-010
- ☐ UNIT-011

Key will work in Common Access Locks:

- ☐ POOL1
- ☐ POOL2
- ☐ POOL3
- ☐ SPA
- ☐ [COMMON ACCESS L
- ☐ [COMMON ACCESS L
- ☐ [COMMON ACCESS L
- ☐ [COMMON ACCESS L
- ☐ [COMMON ACCESS L
- ☐ [COMMON ACCESS L

Valid Date: 07/30/2005

Expiration Time: 04:23 PM

The Key Is Assigned To:

SELLERS, FRED

VENDOR BUGBGONE (12)

☒ OK ☐ Cancel

Key/Utility Write

The write operation was successful!

☒ OK

Section 5: Keys

5.20 Reading Limited Use Keys

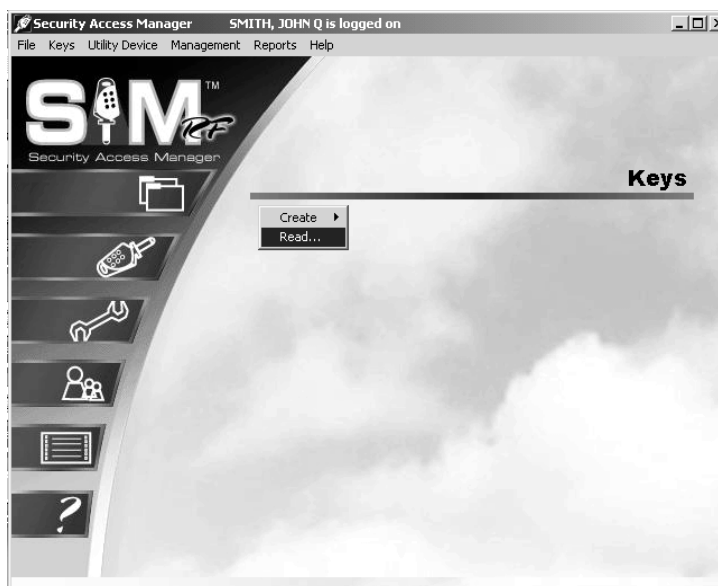
After a Limited Use key has been issued and used, you can read the key. Reading the key will allow you to save the audits from the key. The audits will allow you to see where and when the key was used.

1. Be sure that the PC is turned on, the electronic key encoder device is plugged in an electrical outlet and the USB cable between them is properly attached (see Section 2.5 “Installing the Electronic Key Encoder and Utility Device”).

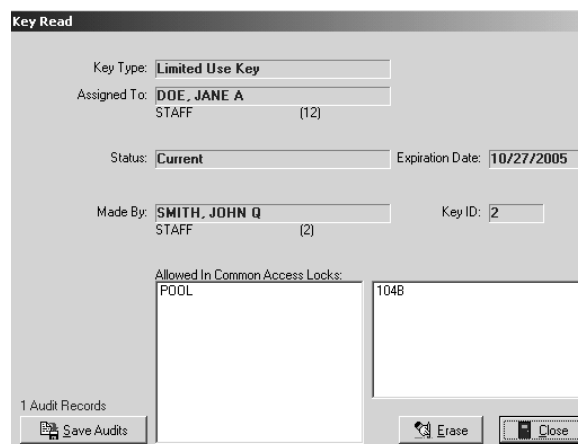
Note: The utility device need not be in the electronic key encoder to create keys.

2. Click on the **Keys** menu at the top of the window or the **Keys** icon.
3. Click on **Read**.

Note: If a key is not currently in the electronic key encoder, you will be prompted to insert a key into the electronic key encoder now. You must keep all the USB cable connected between the electronic key encoder base and the PC while the key image spins on the PC screen.



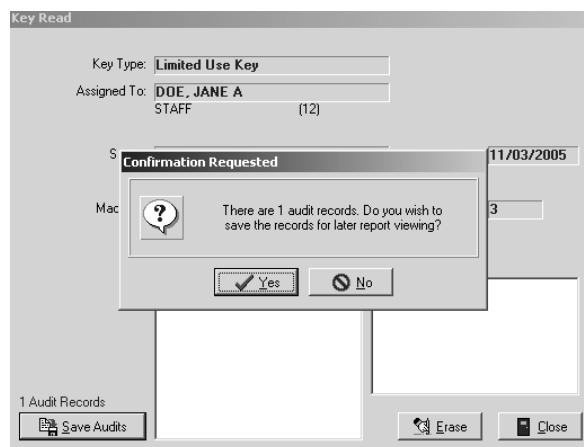
4. The Key Read PC dialog box displays the key type, to whom the key was assigned, the status of the key, the expiration date, who made the key and the common access locks and unit numbers the key was programmed to access. At the bottom left of the screen there is a box to **Save Audits**. If you click on the box it will display the Confirmation Requested PC dialog box.



Section 5: Keys

Reading Limited Use Keys (continued)

5. To save the report for later viewing, click **Yes**. This will display the **Success** PC dialog box.



6. The **Success** PC Dialog Box confirms that the operation was successful and the report was saved. Click **OK**.

Note: If you save the audits, you can print or view the Limited Used Audit Report. The Limited Use Audit will show the last 40 times the key was used. For details on the Limited Use Audit Report, see Section 7.6.

Note: It is not necessary to replace lost or stolen limited use keys if they have reached their expiration date and time.



Section 5: Keys

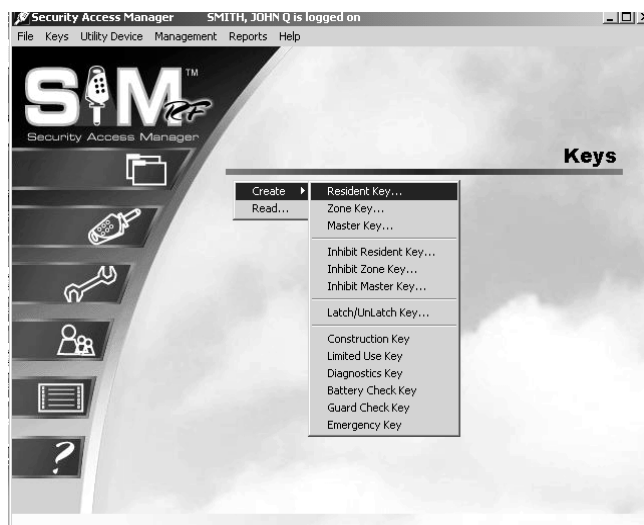
5.21 Creating Resident/Unit Keys

Note: The maximum number of duplicate keys is 64. After you have made 64 duplicate keys, you must start over by making a new key for that level.

1. Be sure that the PC is turned on, the electronic key encoder device is plugged in an electrical outlet and the USB cable between them is properly attached (see Section 2.5 "Installing the Electronic Key Encoder and Utility Device").

Note: The utility device need not be in the electronic key encoder to create keys.

2. Click on the **Keys** menu at the top of the window or the **Keys** icon.
3. Point to **Create**, then select **Resident Key**.



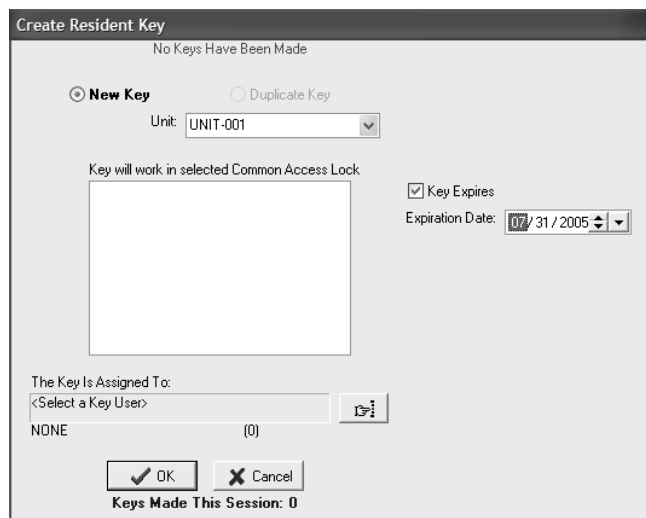
4. At the Create Resident/Unit Key PC dialog box, your first task is to select either the **New Key** option or the **Duplicate Key** option. As with master keys, you must choose the **New Key** option each time you create the **first** key for a specific unit and the **Duplicate Key** option for subsequent keys created *for the same unit*.
5. The next step is to go to the **Unit** pull-down box and select the appropriate unit. Units within your property that are programmed in the SAM RF System will appear in the pull-down box.



Section 5: Keys

Creating Resident/Unit Keys (continued)

6. The key will have no expiration date unless you assign one. If you wish to assign an expiration date, click the box next to **Key Expires**. A **Date** field will appear beneath these words. Enter the desired key expiration date in the **Date** field. You must name the person to whom you wish to assign the key in the box under **The Key Is Assigned To**. Click the button to the right of the box. (This button has a hand pointing to the right.)



Create Resident Key

No Keys Have Been Made

☒ **New Key** ☐ Duplicate Key

Unit: UNIT-001

Key will work in selected Common Access Lock

☒ Key Expires
Expiration Date: 07/31/2005

The Key Is Assigned To:
<Select a Key User> [Hand icon]

NONE (0)

OK Cancel

Keys Made This Session: 0

7. Assuming you are creating a key for a resident, click the open circle next to **Resident** and click **OK**.

Note: Resident keys can be assigned to either staff members or residents.



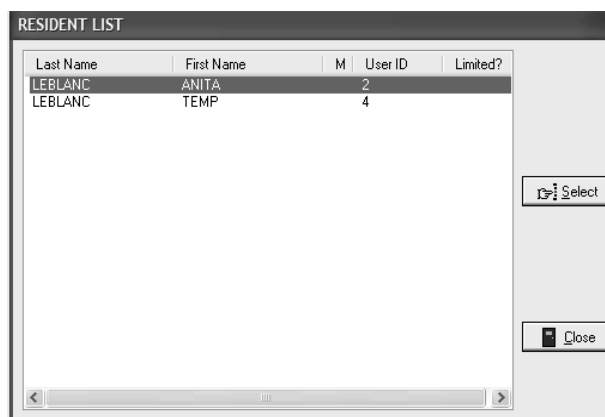
Select User Type

☒ STAFF
☐ RESIDENT
☐ VENDOR

OK Cancel

8. This will take you to the Resident List PC dialog box. Any residents registered into the system for that particular unit will be listed in this box. Simply click on the name of the person to receive this key and click **Select**.

Note: To add a resident into the system, see Section 4.7 "Adding Residents to the SAM RF System".



RESIDENT LIST

Last Name	First Name	M	User ID	Limited?
LEBLANC	ANITA		2	
LEBLANC	TEMP		4	

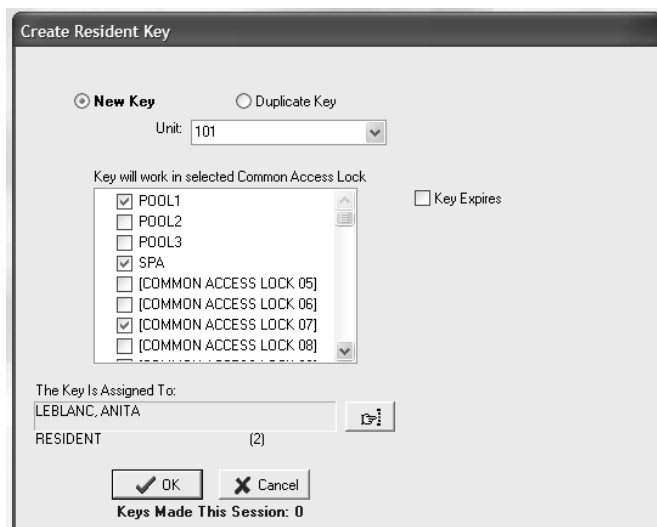
[Hand icon] Select

[X] Close

Section 5: Keys

Creating Resident/Unit Keys (continued)

9. Back at the Create Resident Key PC dialog box, the name of the person you selected will appear in the box under the words, "The Key Is Assigned To." Select the common access locks you wish to add to the resident key you are programming. Place the cursor in the box to the left of the common access locks you wish to assign to the resident and click. A check mark will appear. When you are satisfied with the settings for this key, click **OK**.



Note: You must keep the key in the electronic key encoder base while the key image spins on the PC screen.

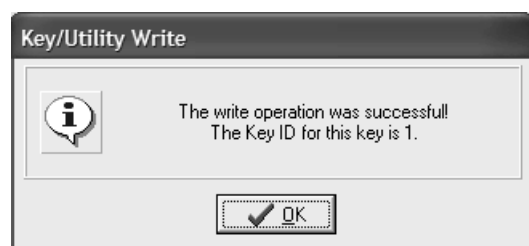
Note: Whenever the **New Key** option is selected, a Warning PC dialog box will appear, indicating that creating a new key will cancel any other keys of the same type. If this is indeed the very first key of this type you are creating, click **Yes** to proceed. Otherwise, click **No** to return to the Create Resident/Unit Key PC dialog box and select the **Duplicate Key** option.



Note: If a key is not currently in the electronic key encoder, the PC will display an error screen until you insert a key into the electronic key encoder.

Note: You must keep the USB cable connected between the electronic key encoder base and the PC while the key image spins on the PC screen. The PC screen will display, "The write operation was successful! The key ID for this key is 1."

10. Click **OK** on the PC dialog box screen message to create additional resident keys. Follow the procedure described above until you have enough keys to give to the appropriate number of residents. Be sure to assign additional keys created *for the same unit* as duplicate keys (to create a new key ID for each resident) and to carefully label them for each specific resident.



Section 5: Keys

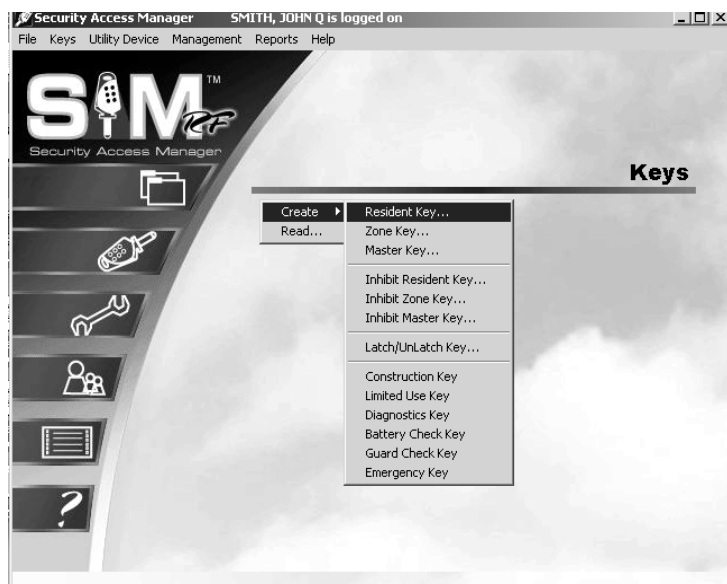
5.22 Creating Additional Duplicate Resident/Unit Keys

Note: The maximum number of duplicate keys is 64. After you have made 64 duplicate keys, you must start over by making a new key for that level.

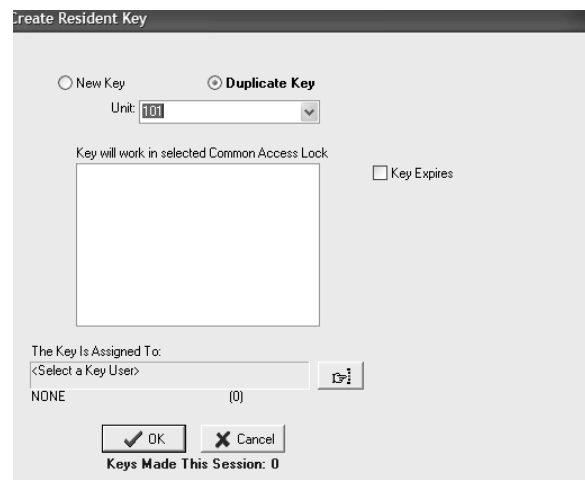
1. Be sure that the PC is turned on, the electronic key encoder device is plugged in an electrical outlet and the USB cable between them is properly attached (see Section 2.5 “Installing the Electronic Key Encoder and Utility Device”).

Note: The utility device need not be in the electronic key encoder to create keys.

2. Click on the **Keys** menu at the top of the window or the **Keys** icon.
3. Point to **Create**, then select **Resident Key**.



4. At the Create Resident Key PC dialog box, it is important to accept (i.e., do not change) the default setting of **Duplicate Key** because this will now be a duplicate resident key.
5. At this point, please reference “Resident/Unit Key Options” and “Encoding the Resident/Unit Key” earlier in this section to continue duplicating resident keys until you have enough keys to give to the appropriate number of residents. Be sure to assign them as duplicate keys to create a new key ID for respective residents.



Section 5: Keys

5.23 Preventing Resident Access

Merely deleting residents from the SAM RF System is not enough to ensure the security of your property. It is also very important that you collect whatever keys former residents might have in their possession. If former residents do not relinquish their keys, they can continue to gain access to common access areas and to their former unit(s).

To ensure the security of your property AND the security of the new residents of that unit, it is important to make sure that any keys in a former resident's possession will no longer provide access.

To prevent access, you must reprogram the locks that the residents previously had access to. To reprogram these locks, you need to create an Inhibit Resident key. If a new resident will be moving in immediately you do not need to create an Inhibit Resident key. When the new Resident key is made and used in the lock(s) it will invalidate the previous Resident(s) keys.

Section 5: Keys

5.24 Replacing Lost Resident Keys

Note: Replacing lost Resident keys is discussed in this section. Replacing lost Master keys and Zone keys (Staff keys) is discussed in Sections 5.11 and 5.12.

One of the tasks you will perform most often with the SAM RF System is replacing keys lost by either staff or residents. When keys are lost, there are two ways to ensure the security of the property.

First, you may choose to create a new key for each resident. Refer to Section 5.21 to create a new Resident key for each resident and use the keys in the lock immediately.

Alternately, you will need to create replacement keys and visit the lock to inhibit the lost key as discussed in this section.

Note: When there is only one resident in a unit, replacing that person's key is a fairly simple process. Simply create a new key for the resident, and once the key is used in the lock(s), it will invalidate the lost key. However, when several people reside in a unit, a key assigned specifically to one of the residents may end up being used by another. When replacing a lost key in the case of multiple residents, it is critical that you determine which key is actually lost.

The best way to determine exactly which key is lost is to have all the other residents of that unit bring their keys to the office so that you can read each key using the electronic key encoder. This will provide information as to each key's ID and to whom it is assigned.

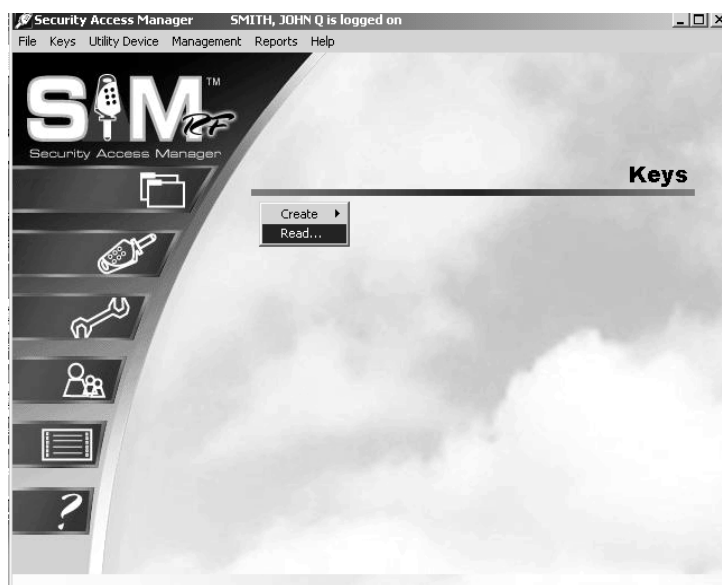
Reading Resident Keys

1. Be sure that the PC is turned on, the electronic key encoder device is plugged in an electrical outlet and the USB cable between them is properly attached (see Section 2.5 "Installing the Electronic Key Encoder and Utility Device").

Note: The utility device need not be in the electronic key encoder to create keys.

2. Click on the **Keys** menu at the top of the window or the **Keys** icon.
3. Point to **Create**, then select **Read**.

Note: If a key is not currently in the electronic key encoder, you will be prompted to insert a key into the electronic key encoder now. You must keep all the USB cable connected between the electronic key encoder base and the PC while the key image spins on the PC screen.



Section 5: Keys

Replacing Lost Resident Keys (continued)

The **Key Read** PC dialog box will then appear and display the type of key, to whom the key is assigned, the status of the key, the expiration date, the unit number and the key ID. In addition you will see the staff member who made the key and the common access locks it was allowed to access.

Once you have determined which resident/unit keys are accounted for, you will know exactly which key ID is missing. However, before you create a replacement key, it is essential that you first create an Inhibit Resident key.

Key Read

Key Type: **Resident Key**

Assigned To: **KEATING, MARYANN J**
RESIDENT (6)

Status: **Current** Expiration Date: **Never**

Unit: **101A**

Made By: **SMITH, JOHN Q** Key ID: **4**
STAFF (2)

Allowed In Common Access Locks:
LAUNDRY ROOM
PARKING GARAGE
POOL

Erase Close

Creating an Inhibit Resident Key

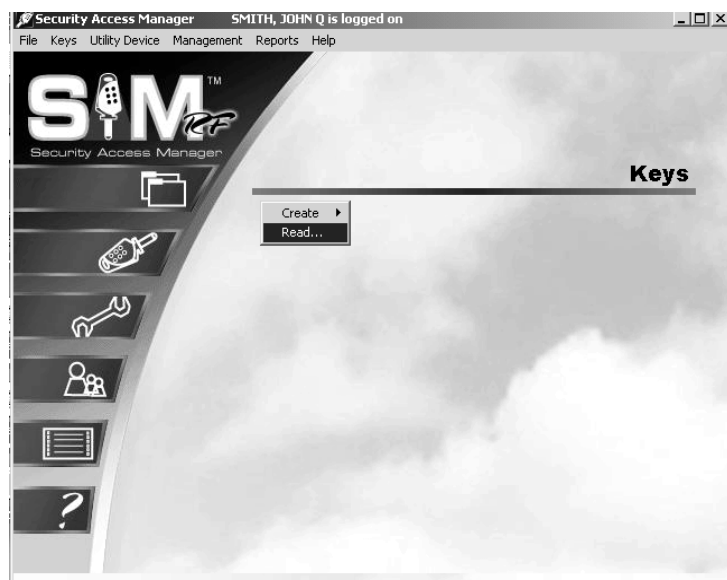
An Inhibit Resident key is programmed to tell a lock to ignore keys with specific key IDs. In the process of making an Inhibit Resident key, the SAM RF System will be programmed with the knowledge that a specific resident key is no longer a valid key ID.

When you create the Inhibit Resident key, it will be programmed with the invalid key ID and its information. As the Inhibit key is used, it will automatically program each lock to ignore the invalid key ID. This is why it is so important to determine which key is actually lost. If you are not certain exactly which key ID is lost, you might invalidate the wrong key.

1. Be sure that the PC is turned on, the electronic key encoder device is plugged in an electrical outlet and the USB cable between them is properly attached (see Section 2.5 "Installing the Electronic Key Encoder and Utility Device").

Note: The utility device need not be in the electronic key encoder to create keys.

2. Click on the **Keys** menu at the top of the window or the **Keys** icon.
3. Point to **Create**, then select **Inhibit Resident Key**.

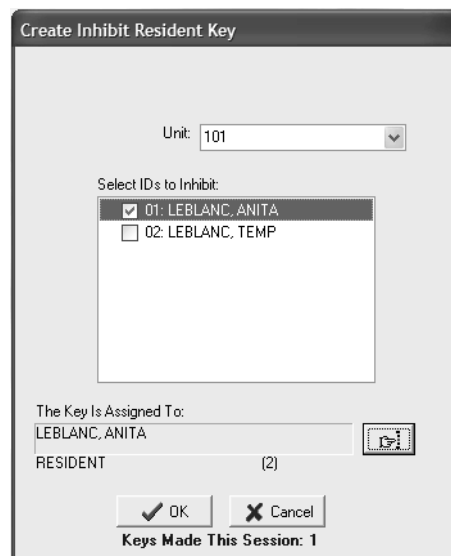


Section 5: Keys

Replacing Lost Resident Keys (continued)

- At the Create Inhibit Resident Key PC dialog box, your first task is to select the appropriate unit in the pull-down box. Once you have selected the unit in question, the **Select IDs to Inhibit** box lists all resident key IDs created for that particular unit, along with the names of the residents each key is assigned to. Simply click in the box to the left of the resident(s) whose key(s) you wish to inhibit. Click the button to the right of the box with the message “This Key Is Assigned To.” (This button has a hand pointing to the right.)

Note: If more than one Resident key is lost, you can select more than one key ID to inhibit.



The dialog box titled "Create Inhibit Resident Key" contains the following elements:

- Unit:** A pull-down menu showing "101".
- Select IDs to Inhibit:** A list box containing two entries:
 - ☒ 01: LEBLANC, ANITA
 - ☐ 02: LEBLANC, TEMP
- The Key Is Assigned To:** A text field containing "LEBLANC, ANITA" and a button with a hand icon pointing right.
- RESIDENT** (2)
- Buttons:** "OK" (with a checkmark) and "Cancel" (with an X).
- Keys Made This Session:** 1

- To choose a staff member to assign this key to, click the open circle next to **Staff** and click **OK**. This will take you to the Staff List PC dialog box. To choose a resident to assign this key to, click the open circle next to **Resident** and click **OK**.

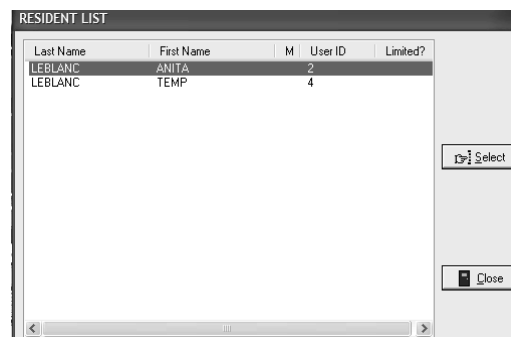
Note: Inhibit Resident keys can be assigned to staff members or residents.



The dialog box titled "Select User Type" contains the following elements:

- STAFF** (radio button selected)
- RESIDENT** (radio button)
- VENDOR** (radio button)
- Buttons:** "OK" (with a checkmark) and "Cancel" (with an X).

- This will take you to the Resident List PC dialog box. Click on the name of the person who will be assigned this key and click **Select**.



The dialog box titled "RESIDENT LIST" contains a table with the following data:

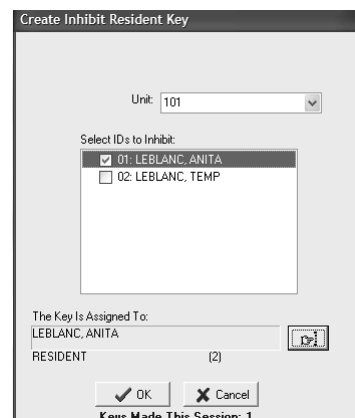
Last Name	First Name	M	User ID	Limited?
LEBLANC	ANITA		2	
LEBLANC	TEMP		4	

Buttons on the right side: "Select" (with a hand icon pointing right) and "Close" (with a hand icon pointing left).

Section 5: Keys

Replacing Lost Resident Keys (continued)

7. Back at the Create Inhibit Resident Key PC dialog box, the name of the person you selected will appear in the box under the words, "The Key Is Assigned To."
8. When you are satisfied with the settings for this Inhibit Resident key, insert a key into the encoder and click **OK**.



Note: You must keep the key in the electronic key encoder base while the key image spins on the PC screen.

Note: If a key is not currently in the electronic key encoder, the PC will display an error screen until you insert a key into the electronic key encoder.

Note: You must keep the USB cable connected between the electronic key encoder base and the PC while the key image spins on the PC screen. The PC dialog screen will display, "The write operation was successful!"

9. Click **OK** on the PC message to continue creating Inhibit Resident keys if you wish.

Note: "The Keys Made This Session" number at the bottom of the PC dialog box will change to reflect each Inhibit Resident key you create.

Now that you have created the Inhibit Resident key, you have updated the SAM RF System as to which resident key IDs are no longer valid. You can immediately create a replacement Resident key.

10. **Reprogramming Locks** To ensure the security of your property, all locks that a lost key once opened must be reprogrammed to ignore that key from now on.



IMPORTANT: You will need to insert the Inhibit Resident key into that resident's unit lock, suite lock (if applicable) and all common access locks on your property. This will reprogram the locks to no longer provide access to any of the key IDs selected.

Section 5: Keys

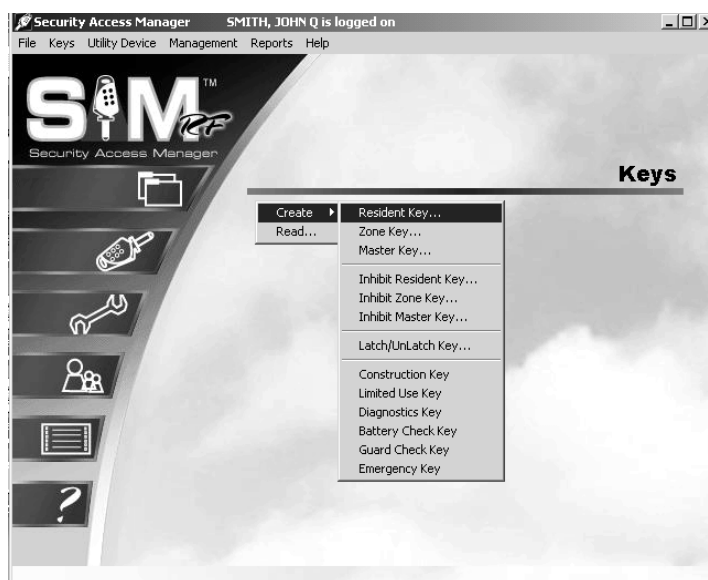
5.25 Creating a Replacement Resident Key

Note: The maximum number of duplicate keys is 64. After you have made 64 duplicate keys, you must start over by making a new key for that level.

1. Be sure that the PC is turned on, the electronic key encoder device is plugged in an electrical outlet and the USB cable between them is properly attached (see Section 2.5 “Installing the Electronic Key Encoder and Utility Device”).

Note: The utility device need not be in the electronic key encoder to create keys.

2. Click on the **Keys** menu at the top of the window or the **Keys** icon.
3. Point to **Create**, then select **Resident Key**.



4. In the Create Resident/Unit Key PC dialog box, it is extremely important to accept the default **Duplicate Key** option. Selecting the **New Key** option will invalidate ALL other Resident keys for this unit.
5. At this point, please reference “Resident Key Options” and “Encoding the Resident Key” earlier in this section to continue duplicating replacement Resident keys until you have enough keys. Be sure to assign them as duplicate keys to create a new key ID for respective residents and/or staff members.

