

Notes for the administrator

The programming key can be designated for one door or for any number of doors. The number of programming keys will be determined by how many independent administrators there are. There is only one programming key per keySOLVE system and we recommend for security that it be held in a secure place rather than being used as a day-to-day access key.

Each key that is added is given a slot number by you, which are from:

- 1 to 39 for a 40 key model
- 1 to 99 for a 100 key model
- 1 to 254 for a 255 key model
- 1 to 499 for a 500 key model
- 1 to 999 for a 1000 key model
- 1 to 1499 for a 1500 key model

Each unit is supplied with a key administration record sheet which is used to record information on all the key holders.

When a key is added, you write on the record sheet for that particular door, who it was issued to against the slot number so that if the key is lost or stolen, you can immediately select that slot number and delete the key.

The procedure for adding and issuing new keys is more easily done by putting them in an envelope with the user name and slot number on. The key code will be read through the envelope when adding a key, thus making administration much simpler.

The key itself can be marked with the slot number by scratching a mark or applying paint against the numbers on the matrix moulded on to the key. The key in slot number 21 is illustrated.

1			X
2		X	
3			
4			
5			
6			
7			
8			
9			
0			