Key Wizard Factory Master Keys System Importing Instructions for Version 4.0

Initial Key Wizard Software Install

1. If you have not already installed the Key Wizard software, install the software using the instructions contained on the CD label.
2. Follow the **"Quick Start Guide",** that came with the Key Wizard software CD, and complete Step # 1 to set up **"System Preferences"**. System preferences are set by going to **"Utilities"** on the top menu bar and then selecting **"Preferences"**.
3. From the opening screen, click **"Add New End User"**. Your company, facility or institution is considered the End User Name. Enter an **"End User ID #"** of your own choosing. It can consist of letters or numbers. Enter your facility or company as the End User Name. The other fields, on the Add End User Record screen, are optional. Click **"Save"** when you are done.
4. Click on the **"MK-System"** button on the lower left-hand side of the screen.
5. Click **"Add New MK System"** button.
6. Check the following boxes by clicking the box with the mouse button (toggle action).
    ☐ **"Use Standard Key Coding"** Select this box if you have a 4 level system or smaller with key symbols similar to the following: GGM = GGM, GM = A, MK = AA, AB, AC etc., CK = AA1, AA2, AB1, AB2 etc. Note this is the most common labeling system.
    ☐ **"Use Modified Key Coding"** Select this box if you have a 4 level system or larger and the top master key starts with a single letter such as "A", and your key symbols are similar to the following: GGM = A, GM = AA, AB, etc., MK = AAA, AAB, ABA, ABC. etc., CK = AAA1, AAA2, ABA1, ABA2, etc. Note this system of labeling is not as common as Standard Key Coding.
    ☐ **"Tun On Bitting Requirement"** If you select this box by clicking on it, you will be required to enter future bittings for all key symbols. The software will automatically check for duplicate bittings. If you do not select this box, the entry of key bittings will be optional and the software will **not** check for duplicate bittings.
7. Enter the MK System ID#. Note this number must match the MK System ID# (sometimes called the Master Key System Registry Number) **exactly** as it appears on the import CD or disk that you received from the factory.   The ID# may be alpha numeric and **is case sensitive.** If the factory did not tell you the Master Key ID# in advance, you will have to read the ID # by opening the file on the CD or disk. If the CD or disk appears to be empty, click **"All Files"** to view everything on the CD or disk.
8. Enter the **"MK System Name"**. You can use whatever name you want. Some examples include: "New MK System", "Primary MK System", "2nd Generation", or "Security MK System". Additional fields on this screen are optional. When done, click **"Next"**.
9. For "System Levels", click the radio button in front of number of levels of keying used in the master key system and then click **"Save"**.

Importing Factory Master Key System

10. To import a factory MK system, click **"Utilities"** from the tool bar at the top of the screen. Select **"Import/Export"**, then select **"Import"**, **"Key System"**, **"Factory Key System"**.
11. Insert the disk or CD, that contains your master key system, into the appropriate drive.
12. Step 1: Select End User to Import Key System Records to. Use the drop down menu to select your company or institution.
13. Step 2: Select MK System to Import Key Records to. Choose from the drop down menu.
14. Step 3: Maxum Records to Import. Leave this field blank to import all records.
15. Step 4: Enter/Select the Filename to be Imported. Click **"Select File"**. For **"Look in Field"**, use the drop down menu to select the drive letter of the CD or disk, that contains your MK system files. For **"Files of Type"** field select **"All"** as the file type. Highlight the master key system file you wish to import and click **"Open"**.
16. Step 5: Click **"Start Importing Key System"**. Note that large systems may take over 1 hour to import. Please be patient. As long as you see the counter advancing the import function is working properly.
17. After screen reads **"Records are Added Successfully"**, click **"Exit"**.
18. To find a particular key, click on **"Keys"** and then click on the tab **"Alpha Sort – Select to Use Locator"**. A yellow field labeled **"Key Symbol Locator"** will appear. To find a particular key symbol, just start typing in the key symbol. Note that a blinking cursor will **not** appear inside the yellow Key Symbol Locator field but the locator is active none the less. Just start typing and the key symbol will scroll into view. To find a different key symbol use the backspace key to clear the Key Symbol Locator field and then begin typing a new key symbol.

If you experience any problems, please contact Key Wizard Technical Support at 800-610-1706.