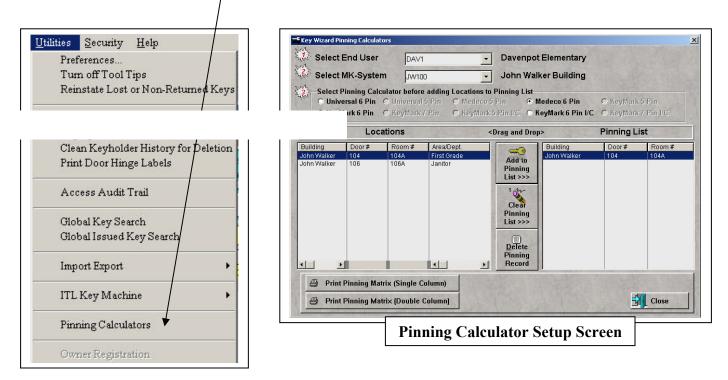
### **Version 4.0 Enhancements**

New Pinning calculators have been added. Calculators included are Universal 5 & 6 pin, Medeco 5 & 6 pin, KeyMark 5, 6 & 7 pin conventional and KeyMark 5, 6 & 7 pin interchangeable core. The pinning calculator is setup from the "Utilities" menu.



/ Pinning sheets are created by clicking "Locations", "Add New Location" or "Modify Existing Location", clicking "Pin Cylinder", selecting the proper pinning calculator, clicking "Print Pinning Matrix" and then clicking "Printer Icon".

Sys Loc I.D. 8	Service Maintenance Schedule
MK-System ID: L2565	Service Start Date:
Building:	Total # of Occurrences: 0 ♣
Door#:	
Room#:	C Single Service C Weekly C Monthly C Quarterly C Yee
Department:	Service Description
Туре:	
Description:	
Comments:	Create Schedule 🔄 View Schedule
	s to Location by Either Typing Symbols or Pressing the Select Button.
Assign Operation Keys Reuse ON Operated by:	Clean Up Key Symbols
	1 Clean Up Key       Symbols       1 Clear All Key Symbols       I clear All Key Symbols

<b>°</b> Medeco "6" Pin Pinning Ca	lculator					
	d <mark>eco "6" Pin Pin</mark> <sup>Operated By</sup>		<b>ulator</b> Pinning Ma	trix***		
Lvi 8 Lvi 7 Lvi 6 Lvi 5 Lvi 4 Lvi 3 A Lvi 2 AA Lvi 2 AA	446222 446244 446246	ANG: TP: MP: MP: BP:		D D 6 2  6 2	S 4 - 2 2	D 6 2 2 2
MK-System ID: L2565 Building: John Walker	Room #. Area/	'Dept:	Door #:			
Abbreviation Key: BP = Bottom Pin MP = Master Pin (Wafer) Ctrl = Control or Build Up Pin TP = Top Pin (Driver) ANG = Medeco Angles		Cylinde	er pinned fr	om Bov	v to 1	<u>Cip</u>
🚔 🛛 <u>P</u> rint Pinning N	1atrix		×	Clo	se	
	<b>Example of Pinn</b>	ing Screen				

 Key bittings can now be downloaded to an ITL 9700 key machine. This feature can be accessed by clicking the "Utilities" menu, selecting "ITL Key Machine" and then selecting "Cut Keys with ITL Key Machine".

Preferences	Select En	d User :	DAV1		- Select ITL	Mfg. #: [	033 🔽	🛨 New	Mfg
Turn off Tool Tips	Select MK	-System :	L2565	And the second second second	- Arrow			🙆 <u>C</u> har	nge Mfg
Reinstate Lost or Non-Returned Keys	MK-Syste	m ID:	L2565					Dele	te Mfg
 -	MK-Syste	m Name:	Elementa	ary Office Comp	lex	Service Services		☐ Start Ke When K	
File Manager	and the second s	(ey Inventory		_		Key Cut L		Is Sent	
Key Symbol Sort Order Table	Key Sym	bol Angles DSDDSD	Bitting 446222		Key Symbol	Angles DSDDSD	Bitting 446222		120
Clean Keyholder History for Deletion	AA	DSDDSD	446244		AA	DSDDSD	446244	Cond C	elected
Print Door Hinge Labels	AA1	DSDDSD	446246		AA1	DSDDSD	446246	Key	to ITL
Access Audit Trail								Ren	nove ected
Global Key Search								1	su-
Global Issued Key Search				Add to Key Cut					Key Cut ist
Import Export				List >>				1	æ
ITL Key Machine								Ŧ	Ŧ
-									rint Key Cut List
Pinning Calculators				) Fop Keys to Ke	v Cut Lietsss			c 🕄	lose

An audit trail is now created anytime a keyholder has been added, modified or deleted from the system or anytime a key has been issued to a keyholder, lost, broken or returned to inventory. Only users with administrative security rights can access this file.

elect Ei	nd User :	DAV1	→ Davenp	ot Elementary	n Dagasintian
					n Description
	cord Date 2,2003	(-) Record Time 4:53:54PM	(-) Record Type Key Return	Keyholder: Dave G Key Issue #.	Beeks (10)
SEP		4:54:22PM	Key Return	Key Symbol: AA Copy # 1 Serial # N/A Blind Code: 23/19 Issue Type: P Issue Date: SEP 2 Key Returned: SEI Days Late: Returned Reason: N Reissue Reason: N Reissue Reason: N Facility Name: Day MK System: John Authorized by: N/A	P 2,2003 0 T on: N/A √A venpot Elementary Walker Building
<ul> <li>I</li> </ul>	ag	🎸 Tag <u>A</u> ll	🚫 <u>U</u> ntag All	<u>R</u> ev Tags	🕀 Show All
of s	earch	F	Purge Records		
🖨 P	rint List	F	leset Search View		Exit
rowsing R	ecords				

The key Serial # field has been changed to System Copy #. The Optional Label ID # field has been changed to Serial #. The System Copy # is automatically assigned by Key Wizard and cannot be changed. The Serial #, sometimes called a key stamp, sequential number or serialization, allows each key to have it's own unique number. For example, there may be 4 copies of the AB1 change key. To assign a unique number to each key, the keys would be "serialized" by stamping them AB1-1, AB1-2, AB1-3 and AB1-4. Information in the Serial # field can be entered by the person using the software. These fields can be seen by clicking "Keyholders", "Issue Key" and "Select Key Symbol".

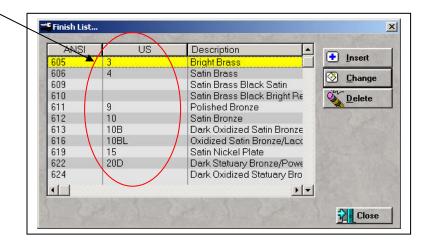
Key Symbol: 🚺	V.	🧧 营 Select Key Symbol	Contra States	Mfg: MEDEC	:0
Location(s)	- Here	- The second	ANY LANG	JUILDEC	
Door #	Room #	Building	Area/Dept.		Туре
101 103		Main Main	Maintenand Emergency		Exterior
R I					
Blind Code:		1	Key Issue Author	izer List:	
Optional Label ID				and the second	
Assigned Serial #	1	1000			10 6 2
Pre-Issued	N		Кеу	Deposit Collected	\$0.00
Date	Oct 21, 200	2 🔲			
Issue Type:	Permanent	•			
- States Sta	5.				
Is This a Re-Iss	ue	-			🧹 Save
OYON	Reason for Re-Is	sue:			🗙 Canc
Issuing Kor	To Rhon	de Lord	and the state of the second	and show white	
		ua Lloyu			
Key Register St Cabinet	atus Hook# H	look Qty Qty Issued	Lost Broken Loa	n Non-Return	ed Destroye
Camillet	HUON W I		0 0 0	n non-keturn ()	ieu Desitoyo 0
1 m m		/ U	0 0 0	U	

and the second s	: <b>[A</b> ]	Sele	ct Key Symbol		Mfg: MEDEO
Blind Code:	ZB			Key Issue	Authorizer List:
Serial #:					A Starter
System Copy		1			K D
Pre-Issued Co					Key Deposit Collecte
Date:	Sep 2, 20				
Issue Type:	Permanen	it 🗾			
Is This a Re	e-Issue N Reason for Re				-
	N measonnoime	nooud.			A State of the second s
	Key To Da	e G Beeks			
Issuing I Key Regist	er Status				
Issuing I	er Status	ve G Beeks Hook Qty Q	ty Issued (	Lost Broken	Loan Non-Retur

Customized company logo's can now be added to the Key Issue Authorization Form. This is done by selecting "Add New End User" or "Modify Selected End User" and clicking the next button till step # 10 appears on the screen. Then click "Select Image" and find JPEG type file that contains the company logo, click "Open" & then "Save".

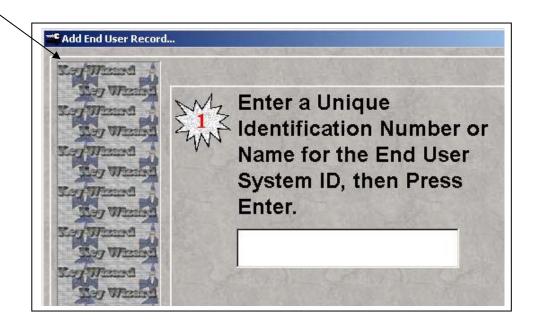


- U.S. Finishes have been added to the finish list. To access finish list, click "Setup/Maintenance" and then select "Finish List" from drop down menu.

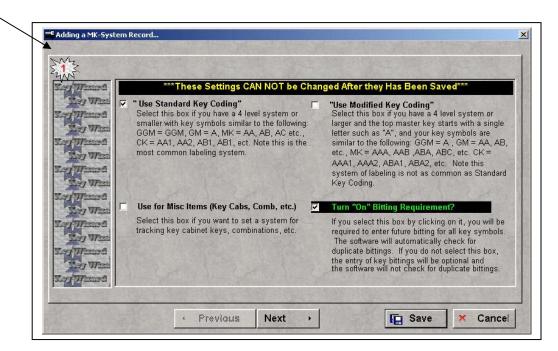


Complete Location / Door / Hardware	m
Location Hardware Schedule Sys Loc I D. 8 MK-System ID: L2565 Building: Door #: Room #: Department: Type: Description: Comments:	Service Maintenance Schedule Service Start Date: Total # of Occurrences: 0 🚖 Single Service Single Service Service Description Service Description Service Schedule
Assign Operation Keys Reuse ON Operated by: GMK MK	to Location by Either Typing Symbols or Pressing the Select Button.      Clean Up Key     Symbols     Clear All Key Symbol     Pin Cylinder     Select     Select

Entering end user information has been made easier through the use of wizard forms.



- Entering MK System information has been made easier through the use of wizard forms.



- Assigning key symbols to locations is now faster and easier with the new reuse feature. This feature is turned on by clicking "Utilities" then selecting "Preferences" and checking the box in front of "Reuse Key Symbols when assigning symbols to locations".

1.	urn On Quick Start Screen on Startup			
00 I	urn On Printing of Key Issue and Return	Receipts		
EV	urn On Use Key Cabinets for Key Storage			
EL	urn On Enforce Key Issue Authorization			
2 7	urn On Location/Hardware Service Maint	enance Scheduler		
eck to Turn	urn On Due and Overdue Key Reminder			
	urn On Backup Reminder when Shutting	Down		
	leuse Key Symbols when assigning Symbo	ls to locations		
6	Starting Keyholder ID Number, 1	nat the ID Generator Button will	start with. If left	
19-6-1	Starting Keyholder ID Number, t at "0", then the first number will Printer Setup	nat the ID Generator Button <del>wi</del> ll start at "1".	start with. If left	
Large Form	at "0", then the first number will Printer Setup	nat the ID Generator Button <del>wi</del> ll start at "1".		
Large Form Form Print	at "0", then the first number will Printer Setup	nat the ID Generator Button <del>wi</del> ll start at "1".	start with. If left	
Large Form	at "0", then the first number will Printer Setup	nat the ID Generator Button <del>wi</del> ll start at "1".		1
Large Form Form Print Copies:	at "0", then the first number will Printer Setup er: 1	nat the ID Generator Button <del>wi</del> ll start at "1".		1
Large Form Form Print Copies: Small Rec	at "0", then the first number will Printer Setup ar: [ 1 bipt Printer Setup	nat the ID Generator Button <del>wi</del> ll start at "1".	Printer	1
Large Form Form Print Copies:	at "0", then the first number will Printer Setup ar: [ 1 bipt Printer Setup	nat the ID Generator Button will start at "1".		1

- When this box is selected, the key symbols that were entered for the preceding location, for all keys above the change key level, will automatically appear in the "Operated By" portion of the "Locations" screen.

Location Hardware Schedule	
Sys Loc I.D. 10	Service Maintenance Schedule
MK-System ID: L2565	Service Start Date:
Building:	Total # of Occurrences: 0 4
Door#:	
Room#:	C Single Service C Weekly C Monthly C Quarterly C Year
Department:	
Type:	Service Description
Description:	
Comments:	Create Schedule 🔄 View Schedule
	reation by Either Typing Symbols or Pressing the Select Button.
Assign Operation Keys to Lo Reuse ON Operated by:	Clean Up Key Symbols
	Clean Up Key Symbols
Rouse ON Operated by:	Clean Up Key Symbols Clear All Key Symbol Pin Cylinder
Reuse ON Operated by: GMK	Clean Up Key Symbols

Multiple sort order tabs have been added to the "Key Issue Audit" report. This report is accessed by clicking "Keys", "Key Register Report" then "View/Print Key Issue Audit".

Keyholder	Keyholder ID	Key Symbol	ued Keys Audit List Date Issued	Issue #	Blind Code	Authorized by
Date Returned	Reason		Deposit Returned	Copy#	Serial #	Days Late, when Ret
Dave G Beeks	10	AA \$0.00	SEP 21,2001 \$0.00	1	23/19	
Dave G Beeks JUN 17,2003	10 0	A \$0.00	SEP 21,2001 \$0.00	2	ZB N/A	Dave G Beeks
Dave G Beeks	10	AA1 \$0.00	JUN 17,2003 \$0.00	4	ZB1 N/A	N/A
Janet D Dorsey	16	AA1 \$0.00	SEP 21,2001 \$0.00	3 1	ZB1	Dave G Beeks
T - Terminated R - Resigned L - Lost LO - Loan/Tem	D - Dest	A REAL PROPERTY AND A REAL				

## Key Wizard 4.0 System Requirements

Key Wizard 4.0 requires a minimum of a 350 MHz processor or faster, 60 MB hard disk space, Windows 98, 2000, ME, NT or XP, 16 MB RAM, CD drive and a mouse pointing device. For better performance a 500 MHz processor or faster, 70MB hard disk space and 64 MB RAM is recommended.

Before installing the upgrade version, it is suggested that the data files (keys, keyholders, locations and master key system information) be backed up by completing the following steps:

- A. Click Windows Start
- B. Select Programs
- C. Select Key Wizard
- D. Select Key Wizard Backup
- E. Click Backup
- F. Select **Drive Letter** where backup files are to be stored

A restore from the backup file only needs to be done if there is a problem with the installation of the new version of the software.

#### **Installing Version 4.0**

To install the upgrade, insert the CD into the CD-ROM drive. If the CD doesn't start automatically, click **Start** on the taskbar and then click **Run**. Type: **D:\SETUP** (where D is the letter of your CD-ROM drive). Click **OK** or press the **Enter** key. Follow the on-screen prompts.

The data files (keys, keyholders, locations and master key system information) will automatically be retained and will be transferred to the new version of the software.

The login, password and registration information will all remain the same.

For assistance contact Key Wizard Technical Support at 800-610-1706.

## **Version 3.5 Enhancements**

An office phone number field has been added to the Key Authorization Agreement.

The date field, on Key Authorization Agreement, has been extended to prevent characters from being cut off.

General				MK-System I.D.:	KEYWIZ3
Kan Letter N	umber Ltr &/or#	Key Bitting In	formation		
Symbol:		Cyl Pins	Double Cu	ds	
Mfr:	-				
Keyway:		6 6-Pin		1 2 3 4	4 5 6
Blind Code:	R Paste	C 7-Pin	Main Angles:		
Key Cabinet #:			Bitting:		
Hook#:				- die 21	
Key Description:			Comments:		3
a state of the second se	13			a?	
a state of the state of the	HE LINK ST.			status to an	to assign authoriz i existing keyholde
Active O In-Active				12 Press to ad	d a new keyholde
				with authori	
Previous Updated Record		19-11-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1	e		1 was all
			Autorizer Na	and the second sec	
Hot Keys	- Calant Anthronizan		Authorizer Na		
F5 = Select # 1 Bitting F/	= Select Authorizer	I. Contraction	Authorizer Na	ame 3:	
	Key Lette: X Symbol: 1 2 3 Mfg: 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	Key Letter Number Liveller# Symbol:   Keyway: Blind Code: Key Cabinet#: Key Description: Date: Feb 17, 2003  Active In-Active Previous Updated Record Ho Keys	Key Letter Munder Ltr. 6507 # Symbol:	Key     Letter     Number     Let door#       Symbol:     Image: Im	Key       Letter       Nember:       Let delay#         Key       Symbol:       Image: CylFins       Double Gurs         Mig:       Image: CylFins       Double Gurs       Image: CylFins         Bind Code:       Image: CylFins       Image: CylFins       Image: CylFins         Bind Code:       Image: CylFins       Image: CylFins       Image: CylFins         Key Cabinet #:       Image: CylFins       Image: CylFins       Image: CylFins         Key Cabinet #:       Image: CylFins       Image: CylFins       Image: CylFins         Key Cabinet #:       Image: CylFins       Image: CylFins       Image: CylFins         Comments:       Image: CylFins       Image: CylFins       Image: CylFins         Previous Updated Record       Image: CylFins       Image: CylFins       Image: CylFins         Hol Keys       Image: CylFins       Image: CylFins       Image: CylFins       Image: CylFins         Hol Keys       Image: CylFins       Image: CylFins       Image: CylFins       Image:

- Added "hot keys" to the Key entry form.

 $\sum$ 

# **Version 3.4 Enhancements**

A new keyholder "Key Issue Screen" has been added to make it easier to select the key symbol that will be issued to a keyholder.

	nbol Blin	d Code Key Desc	ription Cabinet	Hook #	Hook Qty
A AA AA1 AA2 AA3 GGM					7 9 3 5 4
<u>.</u>					
	Room #	Building Main	Area/Dept. Maintenance	Typ Exte	
Door # 101 103		Main	Emergency Roor		

The blind code number has been added to the "All Current Keyholders Access" report, "Keyholders by Department" report and "Keyholder/Issued Keys by Department" report. These reports are accessed from the "Keyholder" screen by clicking the "Print Keyholders Reports" button.

A "Clean Up" button has been added to the "Locations" screen. Clicking this button will remove any key symbols that have been assigned to the selected location.

Sys Location I D. 1       Service Maintenance Schedule         MK-System ID: 3824C       Service Start Date:         Building:       Image: Single Service         Door #:       101         Room #:       Single Service         Department:       Maintenance         Type:       Exterior         Description:       Create Schedule         Comments:       Image: Single Service         Image: Single Service       Weekly Image: Single Service         Operation Keys to Location by Using Drag & Drop before Building X-Key Table.         Operated by:       Locator:         Key Symbol       AA         AA1       AA2         AA3       GGM         GMK       GGM         MK       AA	Location Hard	ware Schedule	
Building:       Main         Building:       Main         Door #:       101         Room #:       Total # of Occurrences:         Department:       Maintenance         Type:       Exterior         Description:       Service Schedule         Comments:       Service Schedule         Assign Operation Keys to Location by Using Drag & Drop before Building X-Key Table.         Operated by:       Locator:         Key Symbol       A.A.I         AA.A       A.A.I         AA.I       A.A.I         GGGMK       GGM         GM       GM	Sys Location I.	D. 1	Service Maintenance Schedule
Building:     Image: State of the state of t	MK-System ID	: 3B24C	Carrying Start Date:
Door #: 101 Room #: Department: Maintenance Type: Exterior Description: Comments: Constant Keys to Location by Using Drag & Drop before Building X-Key Table. Operated by: Locator: Key Symbol A AA1 AA1 AA2 AA3 GGM GM GM	Building:	Main	
Room #:       Weikly Monthly Quarterly Yea         Department:       Maintenance         Type:       Exterior         Description:       Exterior         Comments:       Create Schedule         Assign Operation Keys to Location by Using Drag & Drop before Building X-Key Table.         Operated by:       Locator:         Key Symbol       A.1         AA1       AA2         AA1       AA3         GGMK       GGM         GMK       GGM	Door#:	101	
Department:       Maintenance         Type:       Exterior         Description:       Comments:         Comments:       Create Schedule         Assign Operation Keys to Location by Using Drag & Drop before Building X-Key Table.         Operated by:       Locator:         Key Symbol         AA1         AA1         AA1         AA2         AA3         GGMK         GMK         GGM	Room#:		
Type:       Exterior         Description:       Comments:         Comments:       Image: Comments:         Image: Comments:       Image: Comments: </td <td>Department:</td> <td>Maintenance</td> <td></td>	Department:	Maintenance	
Comments: Assign Operation Keys to Location by Using Drag & Drop before Building X-Key Table. Operated by: Locator: Key Symbol A AA AA1 AA2 AA3 GGM GGM GGM A A A A A A A A A A A A A	Туре:	Exterior	
Assign Operation Keys to Location by Using Drag & Drop before Building X-Key Table.  Operated by: Locator:  Key Symbol A A AA1 AA2 AA3 AA1 AA2 AA3 GOM GMK GGM 4 GMK GGM 4 GMK A	Description:		
Operated by:     Locator:     X-Key Table:       GGGMK     AA     AA       AA1     AA2       AA2     AA3       GGMK     GGM       GMK     GGM	Comments:		🖆 🎘 Create Schedule 🔄 View Schedu
	and the second s		

Hinge/door labels can be printed per individual master key systems by going to "Utilities" and selecting "Print Door Hinge Labels". Labels can be printed on Avery 8667 clear mailing labels.

	Preferences
	Turn off Tool Tips
	Reinstate Lost or Non-Returned Keys
T	File Manager
	Clean Keyholder History for Deletion
1	Print Door Hinge Labels
6	Global Key Search
	Import Export
	Owner Registration

lect MK-Syste		Mercy Hospital Medeco 5 Level	Record:	s Tagged: 0
Building	Door ID	Room #	Area/Dept	
Main	101		Maintenance	🚽 🧹 Iag
Main	102		Maintenance	
Main	103		Emergency Room	<u>R</u> ev Tags
				✓     Tag <u>A</u> II       ○     ○       ○     ○       □     □
				🛨 Show All
11				▶ € Close

The number of key cabinets that can be assigned has increased from 10 to 20. Key cabinets must first be turned on in "System Preferences" and are then assigned from the "Keys" screen.  $\backslash$ 

General						
Letter	hunder Ltr&/or#	Key Bitting Inf	ormation			
Key Symbol:		Cyl Pins C 4-Pin C 5-Pin C 6-Pin	Double Cuis	123	456	
Key Cabinet #:	Paste		Bitting:			
Hook #: Cabinet 1 Cabinet 2 Key Description: Cabinet 3 Date: Cabinet 4 Cabinet 4 Cabinet 5 CActive C In Cabinet 6 Cabinet 8 Cabinet 9		c		👊 status to 🍰 Press to	re to assign auth an existing keyh add a new keyho norizer status.	older.
Cabinet 10 Cabinet 11 PCabinet 12 Cabinet 12 Cabinet 12 Cabinet 14 Cabinet 15 Cabinet 16 Cabinet 16 Cabinet 10 Cabinet 10 Cabinet 10	Record	Clear Names	Authorizer Name Authorizer Name Authorizer Name Authorizer Name	2: <b> </b> 3: <b> </b>		• • •
Cabinet 19 Cabinet 20				Save	<u>×</u> C:	ancel

Orphan serial numbers, which can sometimes "get stuck" when a key is deleted, can now be cleared by going to the "Keys" screen and right clicking the Key Symbol that is causing a problem. Select "Adjust Serial Numbers" and a "Key Inventory Will Be Changed" screen will appear.

WK-System ID:	3B24C
MK-System:	Medeco 5 Level
Keyset Symbol:	AA3
Current	Hook Count Must be "O" to Adjust
	Current Hook/Stock Count
2 cr	- "PRESS" to Remove Orphan Serial Numbers



- Query settings for the "Search Key Register" and "Search Location" now use a pull down list format to set the search parameters.

ind Code = = ind Code = oken Qty	ved Queries Query Set	tings	and the second
nd Code Angle Code Ang	Field	Operator	Value
oken Qty stroyed Qty	Blind Code	-	A
stroyed Qty 🔤	llind Code		
	Broken Qty		
nible Angles	)estroyed Qty		
	ouble Angles/	<b>•</b>	

## **Version 3.1 Enhancements**

When the "Use Modified Key Coding" box is checked, any single letter (A-Z) can now be used to label the top level key. In previous versions, only "A" could be used as the label for the top key.

Adding a MK-System Recor	and the second second second second
This Setting CA	N NOT be Changed After it Has Been Saved
Use Industry Standar Use for Misc Items (K	d Key Coding Use Modified Key Coding tey Cabs, Comb, etc.) V Turn,"On" Bitting Requirement
MK-System ID #:	NEW REPORT DENKONIEU STELEN
MK-System Name:	
System Description:	
System Type:	
Address:	
Address:	
City / State:	Postal Code:
Contact:	Ref. or
and the second se	Ext

Key bittings are now optional. This feature is utilized when the master key system parameters are initially set up and cannot be changed once the settings have been saved. Existing master key systems that were set up in an earlier version of Key Wizard<sup>TM</sup> cannot utilize this new feature.

A "Keyholder (with issued keys) by Department" report is now available. This allows users to print reports for department heads or managers so they can view keys that have been issued to employees that are under their supervision.

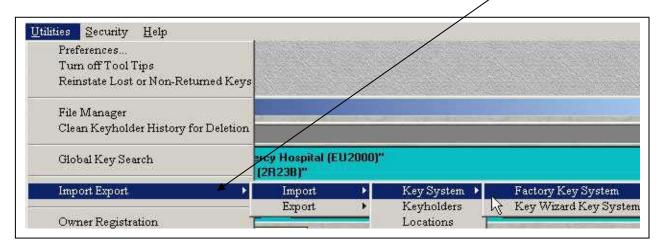
Single Keyholder Access Report	All Carrent Keyholders Access Report
Keyholders by Name Report	Keyholders by Department Report
🖨 Keyholder / Issued	I Keys by Department Report

A report on locations showing only the change keys (level 1) that operate is now available.



Keyholders and location information can now be imported. The records must first be converted to an Excel<sup>®</sup> spreadsheet format with comma-separated values and specific column headings.

Locksmith dealers can now pre-load master key system and location information into their copy of Key Wizard and then save the information to a floppy disk or CD. The files can then be imported by the end user into their copy of Key Wizard.



The installation CD now contains Acrobat<sup>®</sup> Reader, import templates and specifications for keyholders, key systems and locations and a printable help file.

Acrobat Reader	[Import Spec's]	Import Templates
		1 <del>2</del>
Printable Help File	AUTORUN.INF	Setup.exe

Broken or destroyed key quantities can now be set back to zero. To reset key quantities, go to the "Keys" screen and right click on the key symbol that you wish to modify. Select "Adjust Broken & Destroyed Key Qty" and a "Key Inventory Will be Changed" box will appear.

