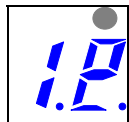


Adding a Key

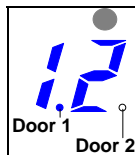
The Easikey controller stores up to 99 keys in its memory. Each key is given a number from 1 to 99. When a key is deleted from memory its number is free to be used again. When adding a key it is automatically assigned the first free number. The operator can, however, select a different number, provided it is not being used by another key.



1. Present the new key to the controller reader.
If the new key is valid then the first free number between 1 and 99 will appear with a green LED. In this example key 12 is the first free number.

2. **To select a different number:**

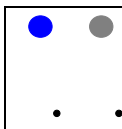
- Press both buttons together. The display will flash briefly.
- Select another number by using the grey button to increment the right hand digit and the blue button to increment the left hand digit. If a number is already used then the display will flash with the red LED lit.
- When the number required is selected press both buttons again.



3. **To Change the Access Level:**

The two small dots represent door 1 and door 2. When lit they indicate that the key has access through those doors.

- To prevent a key from gaining access to one of the doors press the blue (door 1) or grey (door 2) button. The corresponding dot will go out.
- To allow access again press the same button again - the dot will come back on. In this example key 12 will have access to door 1 only.



4. Present an Editor Key to the controller reader.

The key is now confirmed as in the controller's memory and the display will clear, except for the green LED and the access level dots.

At this point you may:

- Present the same Editor Key to clear the display.
- Allow the display to time-out after 15 seconds.
- Present another key to be added.

5. **Block Adding Keys**

Once a key has been added as above then further keys can be added by simply presenting them to the controller reader one after the other. You do not need to present an Editor key again. Each key will be given the next free number, which can be changed as described above. Also the access level will stay the same from one key to the next unless changed.

Possible Problems:

Key Already In Memory

If the key already exists in the controller's memory then its number, 01-99, will appear in the display with the red LED lit.



Memory Full

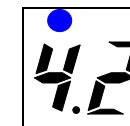
If the Easikey is full then 00 will appear, flashing, in the display.



Deleting a Key

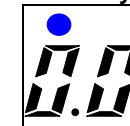
There are two ways of deleting a key:

1. **If you have the key then:**

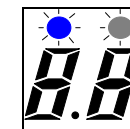


1. Present the key to the controller reader.
2. If the key is in the controller's memory then its number will appear in the display with the red LED lit. (If the key is not in memory then the next free number will be displayed with the green LED lit.)
3. Present an Editor key to the controller reader. The display will flash briefly and the display will clear. The key is now deleted.

2. **If you do not have the key:**



1. Enter the number of the key you want to delete. As soon as you press the grey button the display will change to 00 with the red LED lit. Press the blue button to increment the left hand digit, the grey button to increment the right hand digit.
2. If the number displayed is not used then the digits will flash.



3. When you have selected the key number to be deleted, present an Editor key to the controller reader. The display will flash briefly and the display will clear. The key is now deleted.

Show Last 5 Users

It is possible to see the last 5 keys used by pressing the blue button. Press the button once to see the last key used - the dot indicates which door was used, door 1 - left dot, door 2 - right dot. Press the blue button again to see the previous keys used. Once the last 5 keys have been viewed the display will clear.

Installation Details:

Location of Access Point	Type of Reader	Type of Lock	Lock Current (mA)
1	Mullion: <input type="checkbox"/> Vandal Res: <input type="checkbox"/> Panel Mount: <input type="checkbox"/>		
2	Mullion: <input type="checkbox"/> Vandal Res: <input type="checkbox"/> Panel Mount: <input type="checkbox"/>		

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