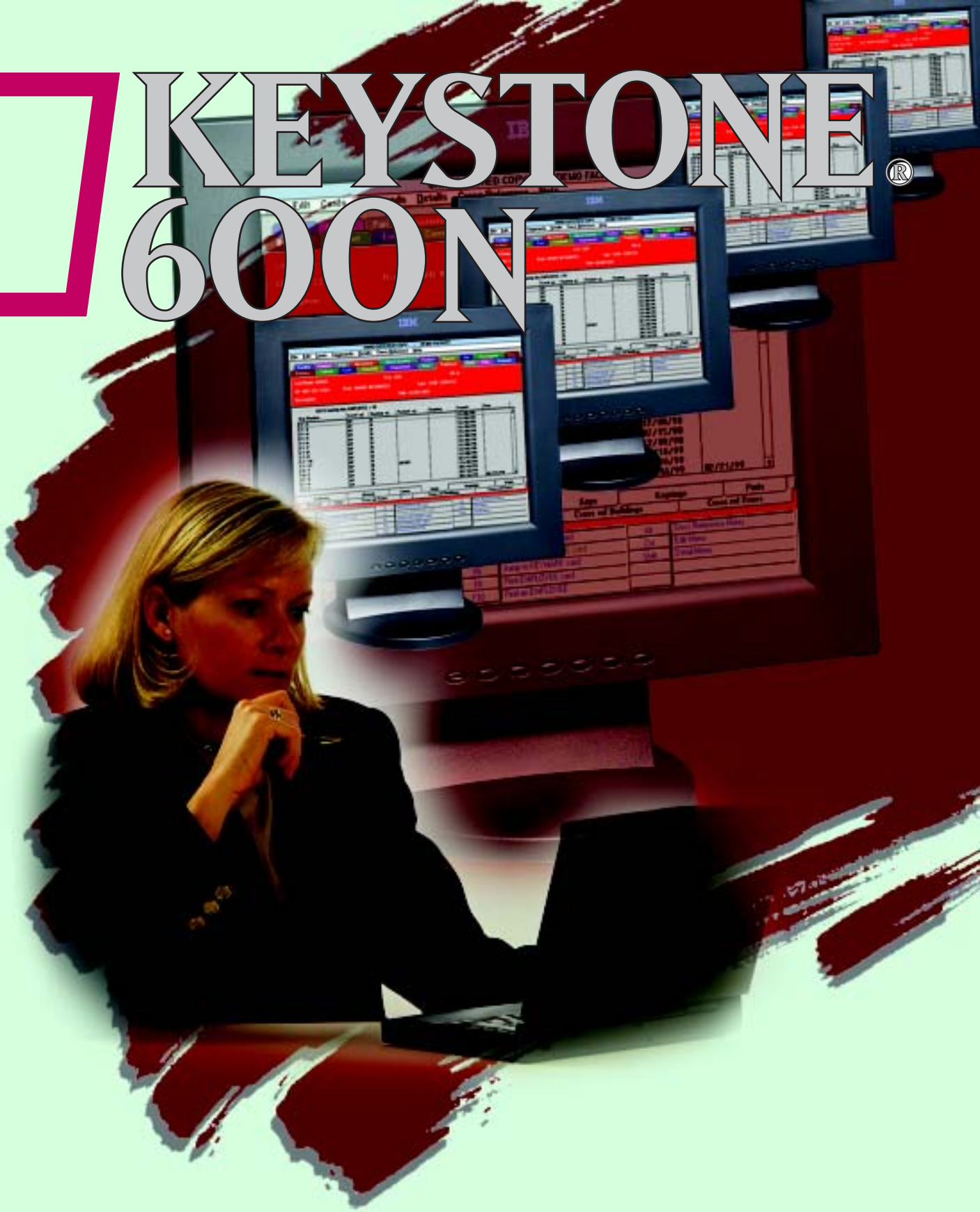
KEYSTONE® 600N



Getting Started with Keystone® 600N

BEST ACCESS SYSTEMS®

KEYSTONE®
600N

Getting Started with Keystone 600N

BEST ACCESS SYSTEMS™

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CODE STORAGE—SECURE YOUR DATA!

Obviously your masterkey codes are valuable assets and must be protected. Normally physical code records are locked away in file cabinets or high security vaults. But when codes exist as electronic data, too often their vulnerability is overlooked or even neglected.

Don't let the invisible nature of electronic code storage fool you! If you choose to keep your masterkey codes as Keystone 600N files, only let authorized personnel have access to those records, secure all print outs, and backup all data files often.

THE IMPORTANCE OF BACKING UP

A common saying is, "the only people who backup regularly are the ones who learned the hard way." Don't let your Keystone 600N records be zapped into oblivion by an electric storm, or hard drive failure—you never know when it might happen.

Back up your data on a regular basis. Or better yet, start a regular backup schedule and routinely follow it. For more information about how to keep your records safe and secure, see section 6 *Securing your database.*

EXTENSIVE DOCUMENTATION AVAILABLE

This book is a quick basic list of instructions on installing and getting started with the Keystone 600N program. If you wish to have a complete document on using the Keystone 600N program, see page 1–4.

It is our goal to offer the very best in customer service and support on our products. If you have questions or need help with this program or any BEST product, please contact your BEST sales and support team.

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CONTENTS

1 GETTING STARTED

This manual is designed to help you get started using Keystone® 600N. It contains information about how to install the software, how to add masterkey system records, and how to generate reports. For a complete description of all other software functions, use the Keystone 600N Online Help.

Typographical conventions

To help you locate information quickly, this manual is written with a consistent style. The following are the typographic rules used throughout.

Visual Cue	What it means
bold	Anything you type from the keyboard—exactly as it appears. For example, if you were told to type **win**, you would type the bold characters and spaces exactly as printed.
ALL CAPITALS	Directory names, file names, and button names. For example, the cancel button would appear as **CANCEL.**
Italic	Place holders for information that you must provide. For example, if you were told to type *file name*, you would type the actual name for a file, not the word shown in italic.
Note:	Indicates information that clarifies or adds to the discussion.
 **Tip**	Icon that indicates a helpful hint for performing a step or activity.
 **Caution**	Icon that indicates a warning that failure to take or avoid a specified action could result in equipment failure or loss of data.

Keyboard formats

Sometimes keystrokes are entered in certain combinations and sequences; the following is the format used:

Visual Cue	What it means
KEY1+KEY2	Press and hold down the first key while you press the second key. For example, "press **CTRL+ESC**" means to press and hold the **CTRL** key and then, while still holding the **CTRL** key, press the **ESC** key. Then release both keys.
KEY1, KEY2	Press and release the keys sequentially. For example, "press **CTRL**, **C**" means to press and release the **CTRL** key and then press and release the **C** key.

TECHNICAL SUPPORT

Support services

When you have a problem with the Keystone 600N, your first resource for help is the *Getting Started with Keystone 600N*. Your second resource for help is the complete Help program in the Keystone 600N program. If you cannot find a satisfactory answer, contact your local BEST Representative.

Telephone technical support

A factory-trained Certified Product Specialist (CPS) is available in your area whenever you need help. Before you call, however, please make sure you are at the location where the problem exists, and that you are prepared to give the following information:

- The exact wording of any error or warning messages,
- What happened and what you were doing when you encountered the problem, and
- What you have done so far to correct the problem.
- Best Access Systems representatives provide telephone technical support for all Keystone 600N products. You may locate the representative nearest you by calling (317) 849-2250 Monday through Friday, between 7:00 a.m. and 4:00 p.m. eastern standard time; or visit the web page, www.BestAccess.com.

Training seminars

BEST holds factory training sessions for its customers. If you are interested, you may contact your local Representative for the details. Your area Representative also may be holding seminars.

KEYSTONE 600N ONLINE HELP

Keystone 600N comes with a comprehensive, context-sensitive online help system with over 400 topics covering every aspect of the Keystone 600N program. To get the most out of the Keystone 600N software, take the time to get familiar with the Help system. Increase your productivity by regularly using the **F1** Help key. Then once you have the information you need, press the **CLOSE** button and go back to work.

What is Keystone 600N Online Help?

Online Help is a software program where you can go to find answers to your questions about Keystone 600N. Online Help is a compilation of topics that are electronically cross-referenced and indexed. Keystone 600N Online Help is loaded onto your computer at the same time that you install the Keystone 600N program. In fact, Keystone 600N Online Help is really a part of the program.

With Keystone 600N Online Help you can look up a term, or see how to perform any procedure. For example, if you happen to be at the masterkey system card and are not sure about what the masterkey system card is or does, or why you should even use it, press the F1 function key, and the Online Help system displays the information you need. This is called “context sensitive” Help.

How do I display Online Help?

You can display Online Help in two ways:

1. The F1 function key
2. The Help menu

The first way is probably the most useful way to get Help. The F1 function key will display the information specific to what you are doing at a particular time. That way you won’t be distracted or confused trying to find the particular piece of information you need.

The Help menu provides a way to explore and learn the Keystone 600N program as a whole. Selecting Help/Contents will display the Help system’s main menu. From that point, you can branch out to any topic that interests you.

How do I print the Help "manual"

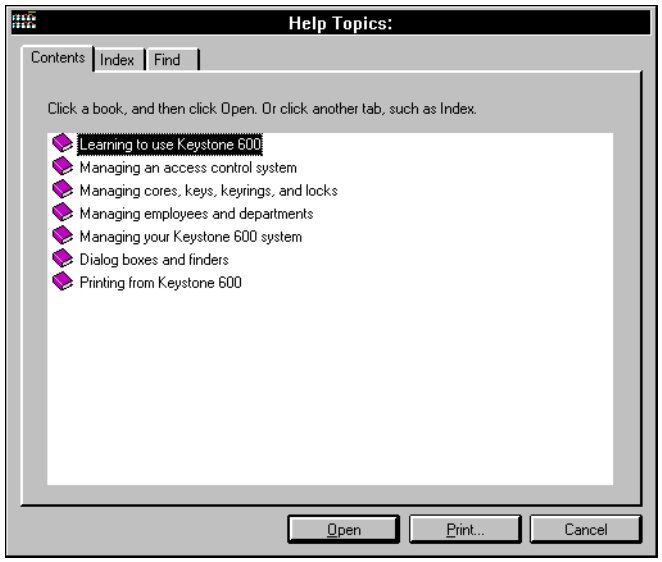
The Keystone 600N Help system includes over 500 help topics covering every aspect of the Keystone 600N program. Since these 500+ topics are organized as a hypertext document, the Help topics may seem to be disorganized when they print. Each topic takes one sheet of paper.

Although it is possible to print the entire Help "manual," you may want to make sure that you really need to print it all at one time. Printing all Help topics may tie up the printer for an extended time (perhaps more than an hour) and will require over 500 sheets of paper.

To print all topics in a book:

1. Select the Help pull down menu and then select Help Topics.

   The Help Topics window displays:



2. Select the Contents button if not already selected.
3. Select the book that you want to print. You can only print one book at a time, but all topics under the selected book print in the order that they appear in the menu.
4. Select the Print button.

   All topics in the book print.
5. To print another book repeat steps 3 and 4.

How do I close Help and go back to Keystone 600N?

In the Online Help window, press the **CLOSE** button, or choose Exit from the File menu.

Installing the software

For complete software installation instructions for all network configurations, see the instructions that came with the software.

2 WHAT'S NEW TO KEYSTONE 600N?

Many new features have been added to Keystone 600N. For a complete list of these features and a demonstration of the Keystone 600N program, please contact your local BEST Representative. Three major features of note are:

CABINET CARD

With the G600–DOS version, keys were issued from and returned to an unknown source. There was no detailed accounting of *where* keys came from or where they were after their return. The new cabinet card (or Unassigned card) is now that place where keys are issued from and returned to.

This new feature gives you the ability to know exactly where all of your keys are (that is, on what hooks) if keys are not issued to an employee.

But keys are not the only item you can issue from a cabinet—you can also issue (to people) key rings, cores, or padlocks.

PIN SEGMENT CALCULATOR

The pin segment calculator automates the otherwise manual task of calculating what Best pin segments should be used to pin a Best core. As long as your Best code information has been recorded and linked into the Keystone 600N database, you're free from the effort of figuring pin segments. Keystone 600N calculates the segments and displays the pinning information on screen automatically.

BEST MASTERKEY CODE STORAGE

Now you can enter your Best masterkey code information in the Keystone 600N program, thereby reducing or eliminating excessive paperwork.

Note: If your facility uses multi-keyway milled keys, please contact your Best sales person for special instructions on implementing this logic into the Keystone 600N program.

3 OVERVIEW OF A MASTERKEY SYSTEM

In this section we will look at several areas pertaining to a masterkey system. First, we want to define what a masterkey system is and is not. We will then discuss some of the components of a masterkey system such as interchangeable cores, keys, and codes. Finally, there will be a short discussion on the topic of protecting a masterkey system.

DEFINITION OF A MASTERKEY SYSTEM

Because a masterkey system is not a product, but an intangible thing that must be created it is often misunderstood. Much of the confusion arises because of the concept of locks being "keyed-alike." This is a practice in which all locks have the same combinations and can be operated by one key. Hence the confusion, because on the surface this one-key concept is the same as a masterkey system. However, in a true masterkey system this concept is much more complex.

Several security levels of keys are usually able to operate a single lock in a masterkeyed system. This offers flexibility as well as control to your keying system. Careful planning and consultation with your BEST staff can help you maximize the benefits and avoid common pitfalls of a masterkey system.

COMPONENTS OF A MASTERKEY SYSTEM

Interchangeable core

The standard figure-eight core that is interchangeable throughout the entire product line is a major feature of the Best locking system. This interchangeability permits Best locks of any type, size, or style to be masterkeyed into one system. This means your system can easily expand to include new facilities. And no Best core needs alterations to fit any other Best lock. You simply remove the core with the control key and insert a new core that operates by different keys. This unique feature lets you change any lock in seconds.

Keys

It's important to understand several terms to more fully comprehend the concepts of masterkeying. For a sample Best masterkey schematic diagram, see Figure 3.1.

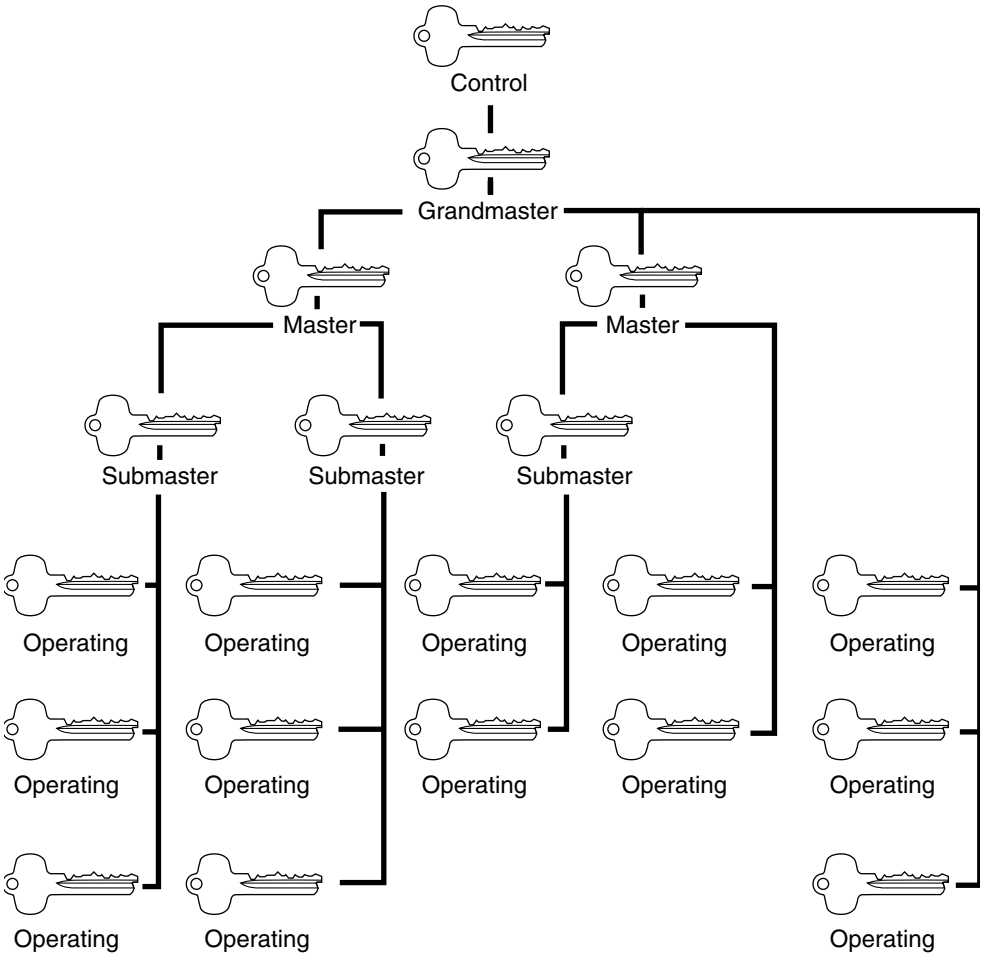


Figure 3.1 A sample Best masterkey schematic showing how operating keymarks can be related to submaster, master, or grandmaster keymarks.

Control key

The control key inserts and removes the interchangeable core in your Best system. Unique to each organization, the control key has the same security level as a grandmaster and must receive the same level of protection.

Grand master key

Operates all locks in a masterkey system (unless locks are specifically excluded from the grandmaster, for example a cash boxes, hazardous waste areas, drug cabinets, etc.).

Master key

Operates a large group of locks such as a building, floor, or department.

Submaster key

Operates a smaller group of locks under a master group.

Individual keys

The lowest level key. Operates only one lock or keyed alike group of locks. (Also called “change key” in the locksmith industry.)

It is important to note that keying is not limited to just the organization of the keys listed above. More levels such as sub-submaster keys, etc. may be created if further levels of the key system are needed.

Codes

One of the most significant elements of a masterkey system is the codes on which the entire system is based. Codes are the number sequences that directly relate to keycuts and indirectly relate to the pin segments or combinations within the interchangeable core. Codes originate at corporate headquarters and are used by the Best Locking Systems’ offices to establish systems around the world.

Once generated, the codes arrive in the form of a code sheet or bitting list. This sheet then becomes a printed record of your keying system. It

contains information about your system that is highly confidential. See Figure 3.2 for one example of a code sheet.

CODE PAGE **PROPERTY OF BEST LOCK CORPORATION** PAGE 1

SYSTEM ID 7801 ORDER NO: _____ **ACCT. NO:** 29003
DATE: 13-APR-1995 **LOC. ID:** 1

PINS: 7 **TYPE:** A2 **MARK ON:** S **KEYWAY:** A **KEYSTAMP:** 208

CONTROL: 41 89 25 0
GM: 83 01 83 6
M: 67 01 83 6
SM: 67 83 83 6

CORE MARK	KEY CODE	OP BY	CORE MARK	KEY CODE
BA-1	67 83 05 8		BA-35	67 83 25 2
BA-2	67 83 25 8		BA-36	67 83 45 2
BA-3	67 83 45 8		BA-37	67 83 65 2
BA-4	67 83 65 8		BA-38	67 83 07 2
BA-5	67 83 07 8		BA-39	67 83 27 2
BA-6	67 83 27 8		BA-40	67 83 47 2
BA-7	67 83 47 8		BA-41	67 83 67 2
BA-8	67 83 67 8		BA-42	67 83 09 2
BA-9	67 83 09 8		BA-43	67 83 29 2
BA-10	67 83 29 8		BA-44	67 83 49 2
BA-11	67 83 49 8		BA-45	67 83 69 2
BA-12	67 83 69 8		BA-46	67 83 01 2
BA-13	67 83 01 8		BA-47	67 83 21 2
BA-14	67 83 21 8		BA-48	67 83 41 2
BA-15	67 83 41 8		BA-49	67 83 61 2
BA-16	67 83 61 8		BA-50	67 83 05 4
BA-17	67 83 05 0		BA-51	67 83 25 4
BA-18	67 83 25 0		BA-52	67 83 45 4
BA-19	67 83 45 0		BA-53	67 83 65 4
BA-20	67 83 65 0		BA-54	67 83 07 4
BA-21	67 83 07 0		BA-55	67 83 27 4
BA-22	67 83 27 0		BA-56	67 83 47 4
BA-23	67 83 47 0		BA-57	67 83 67 4
BA-24	67 83 67 0		BA-58	67 83 09 4
BA-25	67 83 09 0		BA-59	67 83 29 4
BA-26	67 83 29 0		BA-60	67 83 49 4
BA-27	67 83 49 0		BA-61	67 83 69 4
BA-28	67 83 69 0		BA-62	67 83 01 4
BA-29	67 83 01 0		BA-63	67 83 21 4
BA-31	67 83 21 0		BA-64	67 83 41 4
BA-32	67 83 41 0			
BA-33	67 83 61 0			
BA-34	67 83 05 2			

Figure 3.2 An example of a Best system code sheet

The science of masterkeying demands that BEST personnel be extensively trained to guarantee the integrity of codes. A system lacks integrity when keys operate locks that they should not operate. This condition is known as the “crossover effect” or “ghost keys.” To guard against this breach of security, all codes are checked and recorded at corporate headquarters.

The integrity of a lock system depends on two basic “building blocks”:

- The expertise of the lock representative establishing the system.
- A lock with exacting tolerances in the pin segments and chambers.

A failure in either of these areas will jeopardize the integrity of your system. To ensure that your system is not corrupted, BEST masterkey experts are responsible for creating all codes.

System organization and size

The size of your system is simply the total number of codes you have available to use at your facility. You need to consider the following factors to help you make this determination:

- the number of individual locks you need
- the pin size of your cores
- the code system you need

The number of actual locks you require is taken from the information you received from the site survey. A general rule-of-thumb is to take this total and double that number. This will allow you to have codes available when you need to rekey a lock because someone lost their key. It will also let you expand your system if you add an additional building or wing that needs to be on the same system. Of course, this is merely a general rule and may vary according to your needs.

The pin size refers to the number of barrels in a core. BEST uses seven-pin cores as a standard in order to provide greater flexibility in the number of combinations generated. However, you may have an existing system that uses five or six pin cores to which you are trying to adapt. BEST does offer these other pin sizes, but with each decrease in the number of barrels in the core, the less total combinations you have available.

The code system refers to one of three systems used to establish your facility's codes. The three systems are:

- A2 system
- A3 system
- A4 system

Although each system offers a different total number of available codes, that is not the only criteria to apply in selecting the system you need. Each system has benefits and limitations which need to be considered before the selection is made.

Your BEST staff can help you determine which options are not only right for your facility, but also those that will give maximum life and efficiency to your system.

System Protection

To increase the level of security within your system, you need to protect sensitive security products or information. These may include:

- Code sheets
- Service equipment
- Authorized security personnel contacts
- Key/core inventory

BEST will assist you in these procedures by maintaining code records at local Best Locking Systems' offices and at corporate headquarters. In addition, authorized security contacts are kept on file. These contacts are people who are responsible for receiving all products and information. Security policies and procedures such as these assure the integrity of your keying system.

4 OVERVIEW OF KEYSTONE 600N

Keystone 600N gives you complete control over your masterkeying system information. With Keystone 600N you can track what keys your employees have, what keys they carried in the past, and what doors those keys will operate. You can also generate detailed reports, lock pinning information, and much more.

INTRODUCTION

Screen anatomy

When you first start Keystone 600N you should see a screen similar to the illustration on page 4-3. This illustration describes the different parts of the screen. Take the time to familiarize yourself with the names of the screen parts.

What is a database?

A database is a collection of bits of information, organized so that you can get the information you need as quickly as possible. Keystone 600N is a database application. This gives you the ability to retrieve the information to meet your needs, and gives it to you faster than ever before.

Card descriptions

You record database records by entering information on “cards” that resemble tabbed index cards. These cards provide a simple way to keep track of

practically every kind of mechanical access control item and function. Here is a list of the cards and what information each card tracks.

Card name	What the card tracks
Building	All building information including doors, and facility zones.
Cabinet	The key cabinet name, hooks, and items in the cabinet.
Core	The coremark and where the core is installed.
Coremark	The coremark and corresponding keymark.
Department	The department name, description, and the people in the department.
Door	The door name or number, description, and the building and area where the door is located.
Employee	The employee's name, ID, title, department, and type. The type of employee lets you categorize employees. For example, executive, management, supervision, etc.
Facilities	The facility name, which is a separate database containing information for one location. More facilities can be added.
Hook	The hook name or number, hook description, and the cabinet where the hook is located.
Key	The keymark, key serial number, description, and key location.
Keymark	The keymark, level (grandmaster, master, submaster, etc.), system (the masterkey system that the keymark is part of), keymark series (the masterkeying level that the keymark is under), status (in use, not used, do not use, or other), and keycut.
Keyring	The keyring ID and description.
Lock	The lock nomenclature, serial number, manufacturer, and description.
Masterkey	The system name, system type (A2, A3, or A4), the number of pins, keyway, mark (die stamp marking on the front or side of the core), and keystamp.
Out of service	With this card you can see all cores, keyrings, keys, and locks that are currently out of service—that is, reported destroyed, lost, or stolen.
Product	The product name, description, manufacturer, and product type.
Report	With this card you can generate, display, and print various standard reports. Standard reports include "Employee list by department," "Keys due by department," "Lost, stolen, or destroyed items."
Site	With this card you can see the number of facilities at your site. If you have more than one facility at your site, you can also choose which facility database you want to work with.

Card name	What the card tracks
Unassigned	With this card you can see unassigned cores, keyrings, keys, and locks. If an item is not issued to an employee, installed in a lock or door, attached to a keyring, on a cabinet hook, or out of service, it is considered unassigned.
Users	The user's login name and password are displayed or modified here. Also at this card, you can define the user's permissions, such as whether they have access to masterkey codes, pin segment calculator, etc.

INSTANT ON-SCREEN INFORMATION

Now you don't have to wait for a report utility to generate a report. You can display the data that you want to see right on the screen. Of course, Keystone 600N still generates reports such as "Employee list by department," and "Keys due by department," but you probably won't need as many formal reports when you see all the data displayed on screen, in real time.

Here's an example of the type of on-screen information you can get with Keystone 600N:

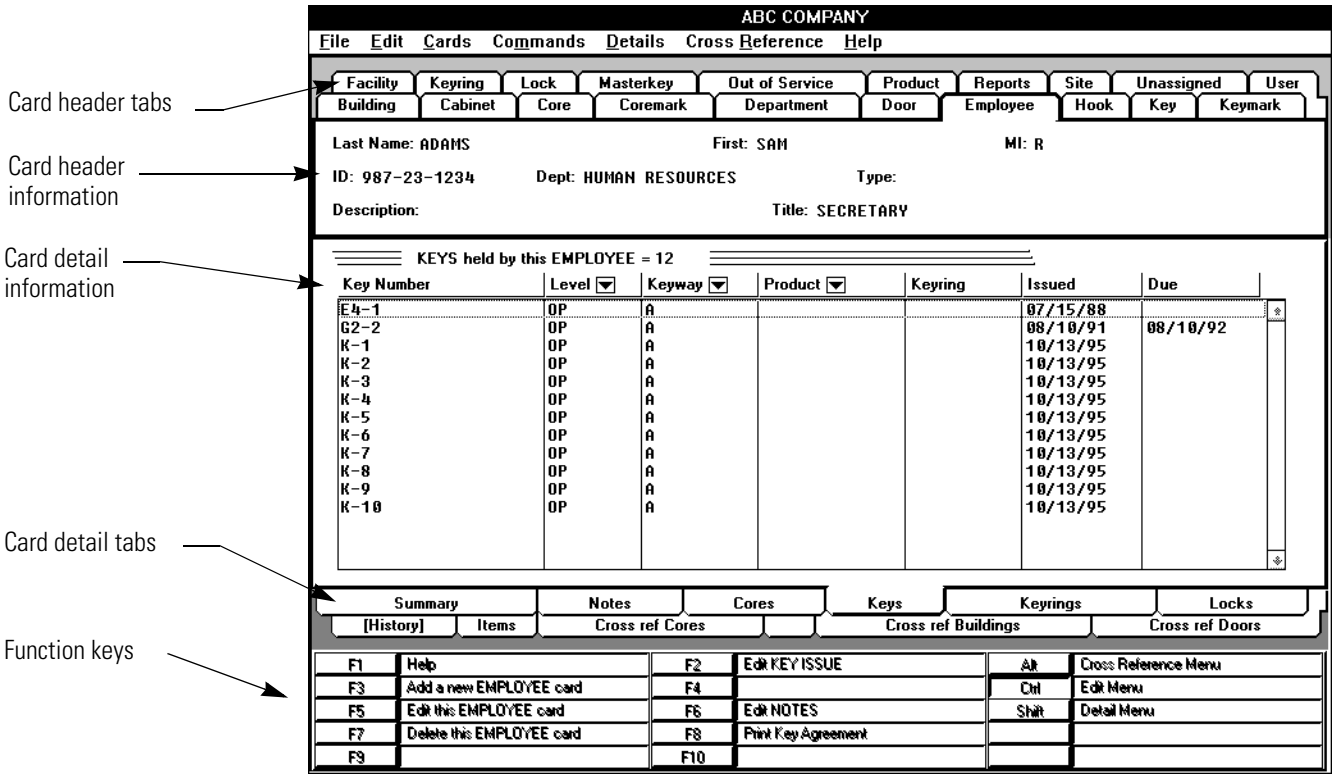


Figure 4.1 "Keys held by this employee" screen

5 ADDING RECORDS

WHERE DO I START?

Since keying information such as employee names, keys, cores, etc., are related and overlap, the process of entering the data can be confusing. Questions such as—"Where do I start?" and "How can I issue keys to an employee until I have the key information entered?"—can be confusing.

So, if you're just beginning the data entry process, what's the most efficient way to enter information with the least hassle? There are basically two ways:

Note: The Keystone 600N program is structured around the Masterkey Card. No matter which data entry method you use, **it's important that the Masterkey Cards be structured *first* before adding other card records.** Contact your BEST Representative for assistance if you have questions on this point.

Converting an existing G600 database

If you have an existing G600 database, Best Lock will convert it for you into a Keystone 600N database and get you up and running. Contact your Best Representative to convert an existing G600 database.

Logging in for the first time

After installing Keystone 600N, you're ready to login by using the default user ID and password.

To login the first time:

1. Start Windows (if not already running) and go to Program Manager.
2. Double-click on the Keystone 600N icon.

3. Type **BEST.** Press **ENTER**.
4. Type **BEST** again and press **ENTER**.

Changing the default password

To maintain the security of your records, you should change the default password. A password is a string of numbers and/or letters that allow you to enter the software. The password must be memorized. Make the password something no one else would guess, but don't make it so obscure that you might not be able to remember it.

To change the password:

1. Select the Cards pull down menu and select User, or click the mouse on the User card tab.
2. Press **CTRL +F5**.
3. Type the new *password*. Passwords can be a series of up to eight characters. Do not use spaces.

   The login will now be BEST and the password will be the new password.
4. Press the **F10** function key to save the new password.

SELECTING THE CUSTOMER FACILITY

Two facility databases are shipped with every copy of Keystone 600N:

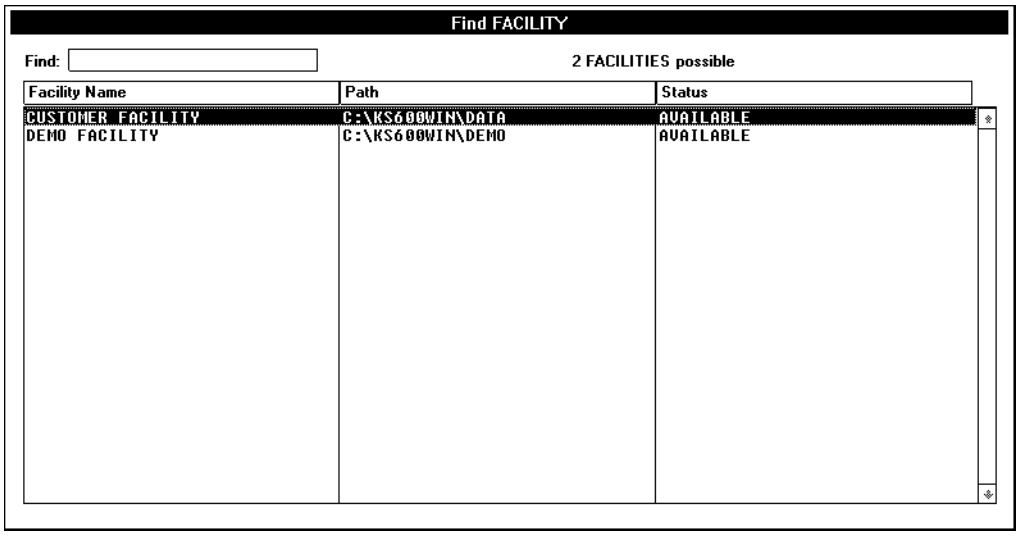
- A demo database that has sample records. Use this database to browse and learn more about the Keystone 600N program.
- A Customer database with no records. You must select this database before you start entering records.

Selecting the Customer facility

To select the Customer facility:

1. Select the Cards pull down menu and select Facility, or click the mouse on the Facility card tab.
2. Press the **F10** function key.

   The Facility Finder displays:



3. Click with the mouse on the Customer Facility database.
4. Press **ENTER** to select it.

Note: The Keystone 600N program is capable of handling multiple facilities. Each new Facility Card that is created is a separate database with its own unique set of records. No reports or screens combine facility information. See online help for further information on creating additional Facility Card records.

MASTERKEY SYSTEM CARD

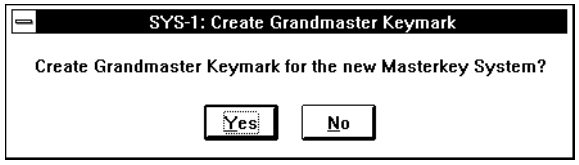
Adding the masterkey card

The masterkey system itself is the first thing to be recorded in any Keystone 600N database. The minimum masterkey system consists of a control keymark (for interchangeable core systems) and a grandmaster keymark. Also, if you want to track codes and use the pin segment calculator, you must also enter the keycut codes when you add the keymarks.

To add a masterkey system:

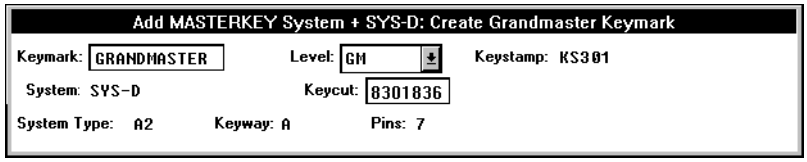
1. Select the Cards pull down menu and select Masterkey, or click the mouse on the Masterkey card tab.
2. Press the **F3** function key.
3. Enter the system name, type, number of pins, keymark, mark, and any keystamp. *See the Glossary for a complete description of these terms.*
4. Press the **F10** function key to save the information.

   The Create Grandmaster Keymark window now displays:



5. Click **YES** to create the grandmaster keymark.

   The Add grandmaster keymark window displays. This window shows how a typical Grandmaster Keymark window would look like when completed.

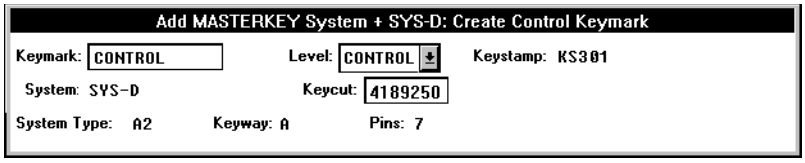


6. Complete the keymark and keycut fields. Enter the keycut information from your Best code sheets.

Note: In many cases the name of the grandmaster keymark can be called "**GRANDMASTER**," "**GMASTER**," or "**GM**."

7. Press the **F10** function key.
8. Click **YES** to create the control keymark.

   The Create Control Keymark window displays. This window shows how a typical Create Control Keymark window looks like when completed.



9. Complete the keymark, level, and keycut fields. Enter the keycut information from your Best code sheets.

Note: In many cases the name of the control keymark can be called "**CONTROL**," "**CONT**," or "**C**." If you have a master "C" in your system, do not use "C" for the control keymark.

10. Press the **F10** function key.

Adding master and submaster level keymarks

After the basic Keystone 600N masterkey system is recorded, you should record all other master and submaster level keymarks. This provides a foundation for every other kind of system object such as operating level keymarks and coremarks. It also makes data entry simpler and more efficient.

To add a master or submaster level keymark:

1. If the Masterkey Card is not already displayed, select the Cards pull down menu and select Masterkey, or click the mouse on the Masterkey card tab.
2. To add a master level keymark, click on or highlight the "GRANDMASTER" keymark in the body of the card. To add a submaster level keymark, click on or highlight the appropriate "MASTER" keymark in the body of the card. (Always click on the level above what you are adding.)
3. Press the **F7** function key.

   The Add Keymark window displays. This window shows how a typical Add Keymark window looks like when completed. The level and series fields will default to the correct items if you highlight the correct item on the Masterkey Card.

4. Enter the Keymark. Press **ENTER**.
5. Enter the keycut code. Press **ENTER**.
6. Enter the status of the keymark (if needed). Press **ENTER**.

Note: The status of an item refers to its condition or use. Keymarks can be either used, not used, or not to be used.

7. Press the **F10** function to save.
8. Repeat steps 2–7 for every master or submaster level keymark.

Operating level keymarks and corresponding coremarks

After you've added all of the master and submaster level keymarks for the masterkey system, you are ready to add the operating level keymarks and corresponding coremarks.

You can link a keymark directly to the control keymark. For example, the keys based on the keymark might access an area, such as a narcotics cabinet in a hospital, that no other keys except the control key can access.

Note: You can link a coremark to any level keymark, including the control keymark.

To add an operating level keymark and corresponding coremark:

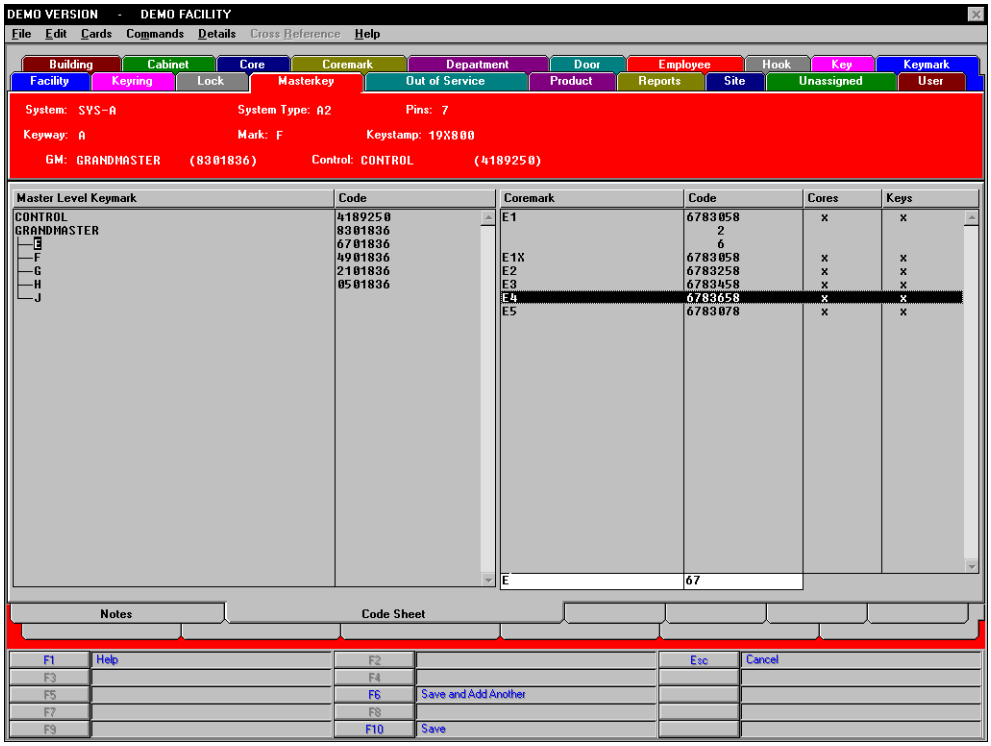
1. On the left side of the masterkey system Code sheet detail, highlight the master or submaster level keymark that is immediately above the operating coremarks and keymarks that you want to add.

Note: Coremarks are sequences of letters and numbers that indirectly correspond to a pin segment configuration for a core in a masterkey system.

2. Select Add OP Keymark/Coremark (press **F9** or click the mouse on Add Coremark).

   The Add Coremark window appears at the bottom of the right side of the detail, as shown below. The submaster level keymark automatically appears in the Keymark/Coremark field so that you only have to enter the number for the coremark.

Also, Keystone 600N automatically completes the first part of the keymark/coremark you are adding and its code, based on the highlighted submaster keymark.



3. Type the first operating level keymark/coremark for the corresponding keymark.


Tip

If you make a mistake entering the Coremark information, select the Coremark card and find the Coremark that is incorrect. Then edit the Coremark information. Next, edit the Keymark card and make the correction there, also. If you enter the incorrect code, edit the Keymark card and correct the Keycut field. Save (**F10**) saves the current coremark. **Only use this method to change Coremarks, never use it to add Coremark information.**

4. Press **TAB** so that the cursor moves to the Code field. Then type the remainder of the code for the keymark/coremark.

   The code should appear as a six or seven digit number, for example, 6783978, as shown above. The keymark/coremark is added to the right side of the detail.

5. Select Save and Add Another (press **F6** or click the mouse on Save and Add Another).

   The Coremark and keymark are added and the program returns to the position where you can enter the next coremark/keymark.

6. Add the next operating level keymark and corresponding coremark.

   After each entry, check that the information is correct, then select Save and Add Another to add the next operating level keymark and corresponding coremark.

7. When you have completed the last keymark and corresponding coremark, press the **F10** function key.

You need to add only the operating level keymarks and coremarks you will be using and possibly a few extras.

You are now ready to start adding people and keys and doors and cores.

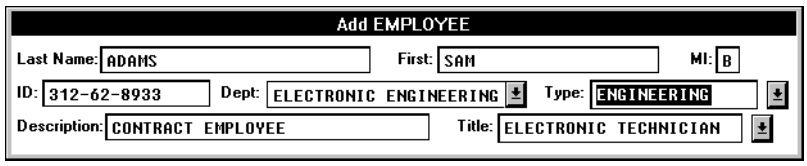
EMPLOYEES

Adding employee cards

To add an employee record:

1. Select the Cards pull down menu and select Employee, or click the mouse on the Employee card tab.
2. Press the **F3** function key.

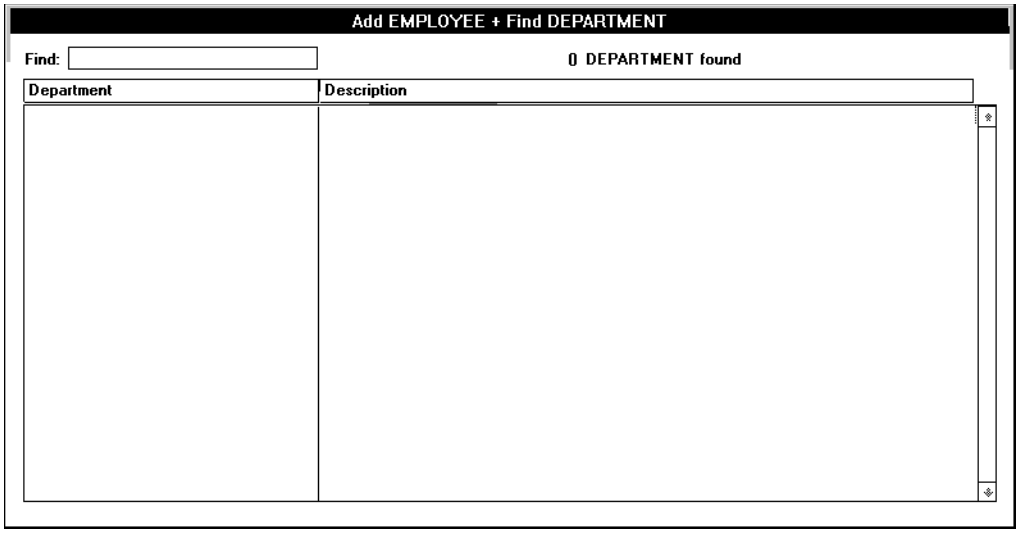
   The Add Employee window displays. This window shows how a typical Add Employee window looks like when completed.



Note: Only enter the information that is appropriate for your business. Information can be added or edited later.

3. Enter the employee's last name. Press **ENTER.**
4. Enter the employee's first name. Press **ENTER.**
5. Enter the employee's middle initial. Press **ENTER**.
6. Enter the employee's identification number. This number can be an internal employee number, social security number, or any number that is used to identify an employee. Press **ENTER.**
7. Click on the department field down arrow (red).

The Department finder displays.



8. Press the **F3** function key to add a department.
9. Enter the department name (and description, if needed). Press the **F10** function key to save the department.
10. Enter the employee type. This field allows you to categorize employees by function, salary, etc. Press **ENTER.**
11. Enter the employee description. This field allows you to enter any additional employment information. Press **ENTER.**
12. Enter or select the employee title. Press **F10** to save or press **F6** to save and add another employee**.**

Tip

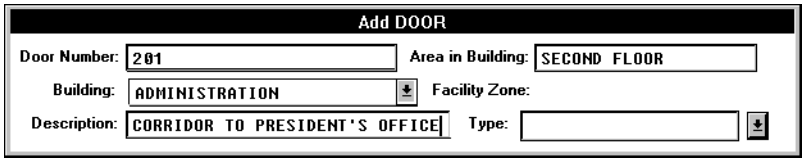
If you press the **F6** function key to save the employee and add another employee, all field information remains unchanged except that the employee name and ID fields are blank and ready to be changed. This provides an efficient way to enter multiple employees.

Adding door cards

To add a door record:

1. Select the Cards pull down menu and select Door, or click the mouse on the Door card tab.
2. Press the **F3** function key.

   The Add Door window displays:



3. Enter the door number.

4. Optional: Enter the area in the building.
5. Optional: Select the building where the door is located. Do this by clicking on the red down arrow, selecting the door, and then pressing **ENTER**.
6. Optional: Enter the door description.
7. Optional: Enter or select the door type.
8. Press the **F10** function key to save the record, or press the **F6** function key to save and add another door record.

Issuing new keys to employees

When you want to give a key, core, keyring, or lock to an employee, use Keystone 600N to issue the key. Then Keystone 600N can track who has the key and what access it provides.

Tip

You can also issue other items such as cores, locks, or keyrings. To issue other items simply select that item's tab. For example, to issue a padlock, click on the lock tab and press **F5**.

To issue a key to an employee:

1. Find the card for the employee.
2. Select the Keys detail. (This is the default display.)

   The Keys held by this employee detail shows any keys currently issued to this employee.
3. Select Issue a New Key by pressing the **F5** function key.

   The Keymark finder appears, showing all keymarks.
4. Highlight the keymark you want to create a key for and then press **ENTER**.

   The Add Key window displays showing the keymark you selected along with the serial number that was generated. You can change the serial number if you wish.
5. Press the **F10** function key.

   The number of keys window is displayed.
6. Type the number of keys that you want to issue and then press the **F10** function key.
7. Complete the fields as shown below.

Field	Information to enter
Issue date	Today's date
Due Date	The date that the key should be returned.
Agreement	EMPLOYEE AGREEMENT

8. Select Confirm issue or press the **F10** function key.

The keys held by this employee detail shows the keys that you just issued.

Returning keys from employees

When an employee no longer needs a key, core, keyring, or lock, use Keystone 600N to return the item. Use Keystone 600N to return an item if the item is lost, stolen, or destroyed. You also can return the item to its prior location, shown in the Prior Location column on the Return Key list.

To return a key from an employee:

1. Find the card for the Employee.
2. Select the Keys detail. (This is the default display.)
3. Select Return a Key by pressing the **F7** function key.

   The Return Key window displays showing all keys currently issued to this employee.
4. Highlight the key or keys this employee is returning.
5. Select where the key is being returned to (lost, stolen, etc.)
6. Select Confirm Return.

Tip

If you select Cabinet in the To field, use the cabinet finder to select the cabinet you want. Also, use the hook finder to select the hook in the cabinet.

To return an item to its prior location, don't change the To field.

Installing cores in doors

When you want to install a core in a door, use Keystone 600N to install the core. Then Keystone 600N can track the location of the core, and who has access to the core and door.

To install a core in a door:

1. Find the card for the door.
2. Select the cores detail. (This is the default display.)
3. Select Install a New Core by pressing the **F5** function key.

   The Coremark finder displays showing all coremarks available to create a core for.
4. Highlight the coremark you want, then press **ENTER**.
5. Press the **F10** function key.
6. Press the **F10** function key for one core.

   The Install Core in Door window displays.
7. Complete the Issue Date and Due Date fields.
8. Press the **F10** function key to confirm the installation.

Removing cores from doors

You can remove cores and locks from doors. For example, if you need to change a core in a door, first remove the core currently installed in the door. Then install the replacement core in the door.

When you want to remove a core from a door, use Keystone 600N to remove the core. This way Keystone 600N can keep track of the core.

You can return the core to its prior location. The Prior location column in the Remove Core dialog box (window) shows the location of each core before it was installed. If a core was previously out of service or held by an employee, this column shows the location prior to that location.

To remove a core from a door:

1. Find the card for the door.
2. Select the Cores detail. (This is the default display.)

   The Cores installed in this door shows all cores currently installed in the door.
3. Select Remove a Core by pressing the **F7** function key.

   The Remove Core window displays showing all cores currently installed in the door.
4. Highlight the core or cores.
5. Select where the core is being returned to (destroyed, unassigned, etc.)
6. Press the **F10** function key to confirm the installation.

Tip

To return the core to its prior location, shown in the Prior Location column, don't change the To field.

To assign the core to a hook in a cabinet, select Cabinet in the To field. If the core was lost, stolen, or destroyed, select the appropriate status. To leave the core unassigned, select Unassigned.

RESTRICTING DATABASE VIEWING

The Global Restrictions feature allows you to view only the parts of the database that you need to see. This is especially helpful if you have a very large database and would otherwise have to wade through long lists of employees, buildings, doors, etc., to find the item that you need to update or transact. This feature also allows the database to move quicker and more efficiently.

For example, let's say your database has records for 50 large buildings, but you only want to install cores in the doors in buildings one and two. Using the Global Restrictions feature, Keystone 600N limits the database to show only the doors in buildings one and two, and steps

you through the installing cores routine as if the other 50 buildings did not exist. When finished installing the cores, you can clear the global restrictions feature and again see the entire database of all 50 buildings.

To globally restrict the database:

1. Select the File pull down menu and select Edit Global Restrictions.
2. Select one global restriction from the submenu.

   The List Restriction window displays.
3. Click the "Restrict the list to the following" button.
4. Select the item(s) that you want the database to be restricted to.
5. Click OK.

   The F12 function key becomes active and displays "GLOBAL RESTRICTIONS ACTIVE" in red.

MAINTAINING STANDARDIZED LISTS

Before you get started with database entry, you may want to enter information into the list maintenance fields listed below.

Some Keystone 600N fields let you select entries from a list in addition to typing the entry. These lists help to make sure field entries are standardized. Standardization is especially helpful when you want to restrict a list.

Lists that can be maintained include:

- Employee types
- Employee titles
- Keyways
- Door types
- Product manufacturers
- Facility zones

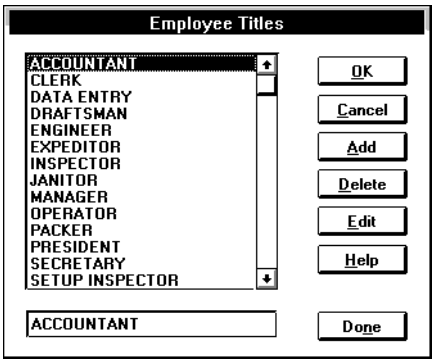
If you type into a list field when you're adding a card, the entry you type is added to the list for that field. However, it's safer and more efficient to add entries to the list using the list maintenance feature.

Adding a field list entry

To add an entry on a field list:

1. Select the File pull down menu and select Maintain Lists.

   The Maintain List window displays. This window shows how a typical Maintain List window would look like when completed.



2. Select the list you want to change. A list maintenance box appears showing all current entries in the list.
3. Press the **ADD** button.
4. Type the entry you want to add. For example, to add an entry to the employee titles list, you might type, "**EXECUTIVE SECRETARY**."
5. Press the **OK** button.
6. To add more entries, repeat steps 3–5.
7. Press the **DONE** button to close the list maintenance box and save your changes.

6 GENERATING REPORTS

Keystone 600N offers 28 base reports to help you manage your masterkey system. Reports that you can generate include, “Employees with access to doors,” “Key history by employee,” and “Lost, stolen, or destroyed items.”

You can generate full reports that include all data for every report field, or—to target a specific range—you can limit the ranges of some data fields.

You can also generate a custom report by modifying a standard report that includes the fields that you need. After modifying the standard report, you can save the report under another name that suits its new purpose.

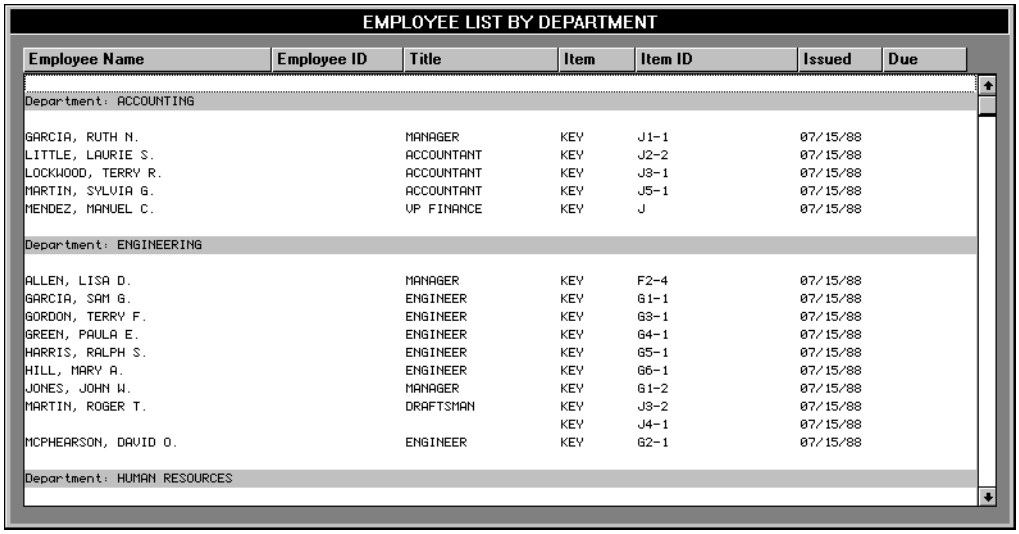
GENERATING AND PREVIEWING A STANDARD REPORT

Before you commit a report to print you can generate the report and see it on screen. Then, if needed, the report can be printed.

To generate and preview a report:

1. Select the Cards pull down menu and select Reports, or click the mouse on the Reports card tab.
2. Press the **F10** function key.
3. Click on the report that you want to generate and press **ENTER** (or double-click on the report).
4. Press the **F9** function key to generate the report.

   Keystone 600N generates the report and displays the report on screen. Here is an example of an employee list by department report:



EMPLOYEE LIST BY DEPARTMENT

Employee Name	Employee ID	Title	Item	Item ID	Issued	Due
Department: ACCOUNTING						
GARCIA, RUTH N.		MANAGER	KEY	J1-1	07/15/88	
LITTLE, LAURIE S.		ACCOUNTANT	KEY	J2-2	07/15/88	
LOCKWOOD, TERRY R.		ACCOUNTANT	KEY	J3-1	07/15/88	
MARTIN, SYLVIA G.		ACCOUNTANT	KEY	J5-1	07/15/88	
MENDEZ, MANUEL C.		VP FINANCE	KEY	J	07/15/88	
Department: ENGINEERING						
ALLEN, LISA D.		MANAGER	KEY	F2-4	07/15/88	
GARCIA, SAM G.		ENGINEER	KEY	G1-1	07/15/88	
GORDON, TERRY F.		ENGINEER	KEY	G3-1	07/15/88	
GREEN, PAULA E.		ENGINEER	KEY	G4-1	07/15/88	
HARRIS, RALPH S.		ENGINEER	KEY	G5-1	07/15/88	
HILL, MARY A.		ENGINEER	KEY	G6-1	07/15/88	
JONES, JOHN W.		MANAGER	KEY	G1-2	07/15/88	
MARTIN, ROGER T.		DRAFTSMAN	KEY	J3-2	07/15/88	
			KEY	J4-1	07/15/88	
MCPHEARSON, DAVID O.		ENGINEER	KEY	G2-1	07/15/88	
Department: HUMAN RESOURCES						

CREATING A CUSTOM REPORT

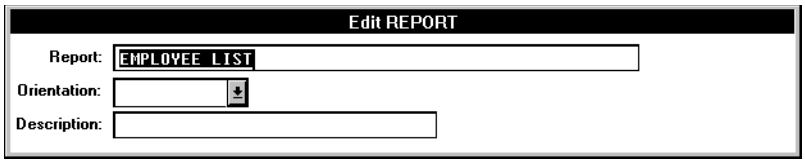
Keystone 600N comes equipped with 28 base reports. By modifying any one of these reports you can create a custom report tailored to your organization's needs. Then you can use the custom report just as you would a standard report.

Creating and defining a custom report

To create a custom report:

1. Select the Cards pull down menu and select Reports, or click the mouse on the Reports card tab.
2. Press the **F10** function key.
3. Click on the report that most closely matches the custom report that you want to generate and press **ENTER** (or double-click on the report).
4. Press **CTRL+F5** to create a new custom report.

   The Edit Report window appears.

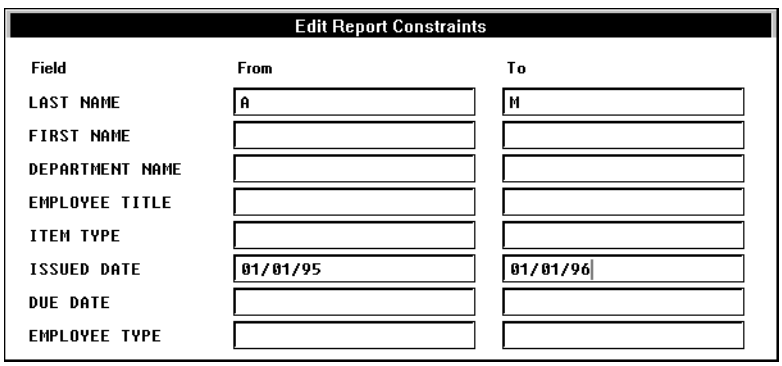


5. Type the name of the new custom report.
6. Optional: Select the page orientation (or leave it blank to allow the Windows control panel defaults to control it).
7. Optional: Type a description of the report.
8. Press the **F10** function key to save the new report.

To constrain a field in the custom report:

1. Select the Constraints tab (if not already selected).
2. Press **CTRL+F2**.

   The Edit Report Constraints window appears.



3. Type the constraints that indicate where you want the data for that field to start and end.

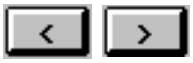
   For example, to constrain the last name data to include only those names that begin with the letters A through M, type **A** in the From column and **M** in the To column.

   For calendar dates the format is MM/DD/YY—for example, **12/31/97**.

4. Press the **F10** function key to save.

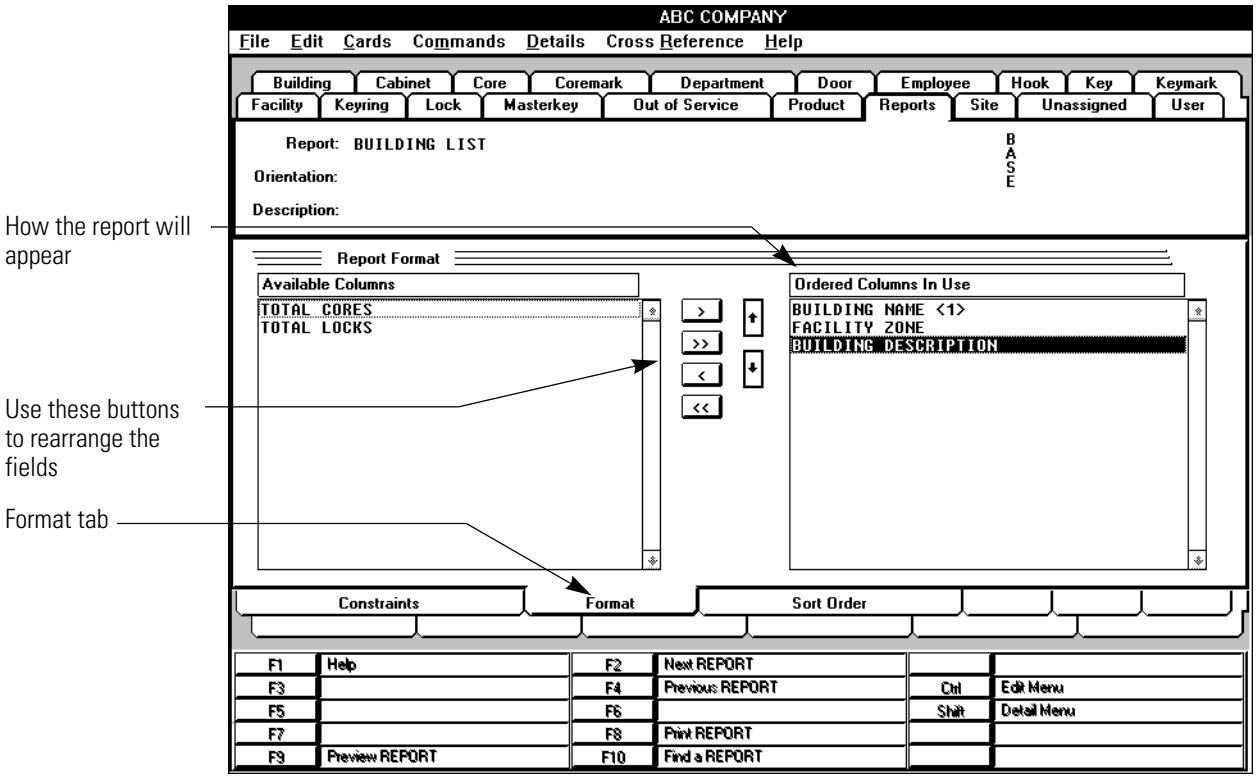
To rearrange the columns in a custom report:

The following table describes the operation of the buttons in the Report Format and Sort Order tabs.

Button	Description
	Moves a selected field in one list to the other list.
	Moves all fields in one list to the other list.
	Moves a selected field up one line. In the Format tab, this results in the data for that field moving one column to the left. In the Sort Order tab, this results in that field taking a higher priority in sorting the data.
	Moves a selected field down one line. In the Format tab, this results in the data for that field moving one column to the right. In the Sort Order tab, this results in that field taking a lower priority in sorting the data.

1. Select the Format tab (if not already selected).

   The Report Format window appears.



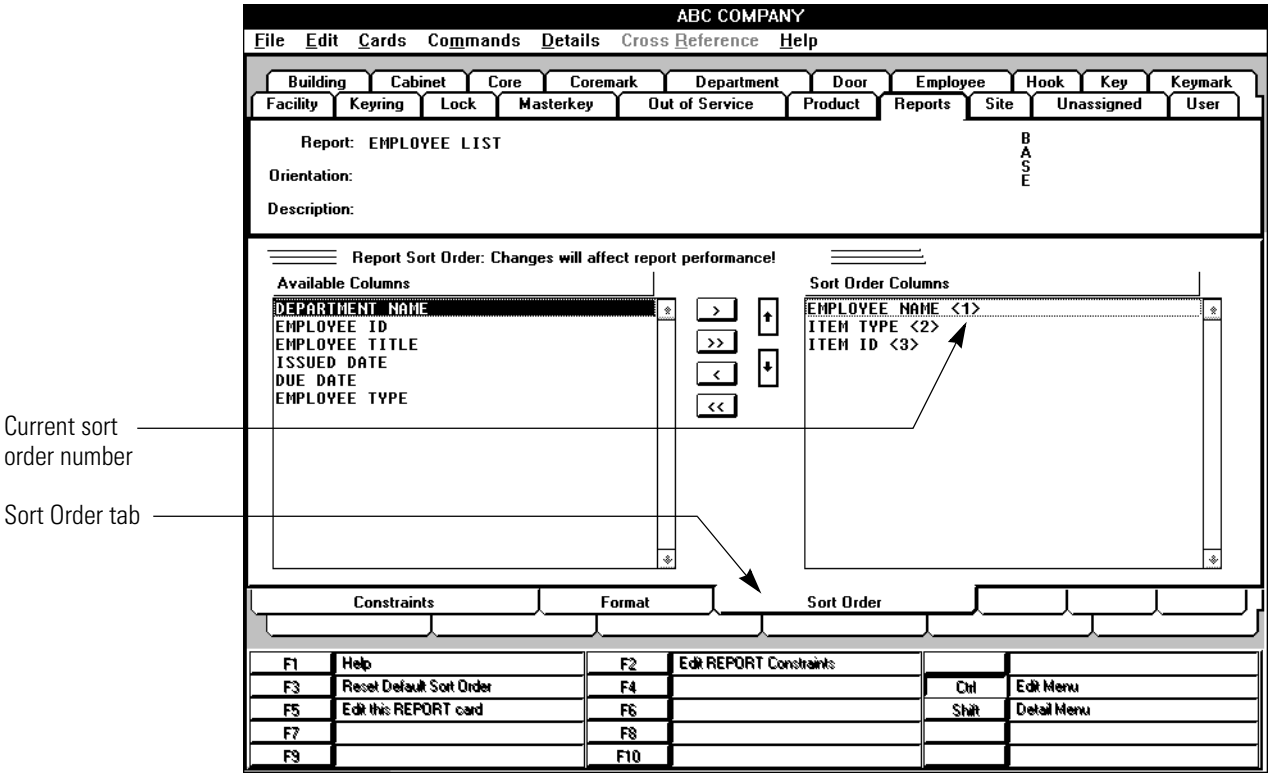
- ▲ The columns currently selected to be included in the report are in the "Ordered Columns in Use" list.
- ▲ The top-most column in the "Ordered Columns in Use" list appears as the left-most column when you preview or print the report. The second column from the top of the list appears as the second column from the left in the report, and so forth.
- ▲ The other columns that are available to be included in the report are in the left "Available Columns" list.
- ▲ The numbers to the right of the columns in the lists indicate the current sort order for the report. In other words, if <1> appears next to a column, the information that appears in the report first is sorted using this column. If <2> appears next to a column, the information next is sorted using this column, and so forth.
- ▲ If "desc" appears next to a number (for example, <1 desc>, it means that the column is sorted in descending order—from Z to A, from highest to lowest number, from latest date to earliest date. If only the number appears (for example, <1>), the column is sorted in ascending order.

2. Use the buttons to rearrange the column order. For example, to move the “building description” column directly after the “building name” column, select the “building description” column and press the up arrow.

To change the sorting priorities:

1. Select the Sort Order tab (if not already selected).

   The Report Sort Order window appears.



2. Use the buttons to change how the data in the report is sorted.

Note: The number in brackets is the current sort order. To reset the default sort order, press **CTRL+F3**.

PRINTING REPORTS

Before you print a report, make sure that the printer is connected, on-line, and loaded with paper. Also, make sure that the printer is set up with the correct printer driver and has the correct printer driver options. Use the File–print setup command. Refer to your Microsoft® Windows® documentation for further information.

1. Generate and preview the report that you want to print.
2. Press the **F8** function key.
3. Press **OK**.

7 SECURING YOUR DATABASE

THE IMPORTANCE OF BACKING UP

Don't let your Keystone 600N records be "zapped" by an electric storm or hard drive failure—you never know when it might happen.

Back up your data on a regular basis. Or better yet, start a regular backup schedule and routinely follow it.

Caution

Always use an Uninterruptible Power Supply (UPS) when critical data is stored on your computer. This supply immediately switches on whenever a power failure or power interruption occurs. This also allows you to work more efficiently, without interruption.

Caution

Since backups can and do fail, always maintain three separate sets of backups and rotate them so that you back up to the oldest one.

BACKING UP A FACILITY DATABASE

After each significant amount of entry or change on your facility's database, it is very important to backup the data to a diskette. Keystone 600N supports backup to floppy disk drive media only. Make sure you have several formatted, blank diskettes before you start the backup process. If your database backup file size will be larger than can fit on a single diskette, the backup utility will automatically prompt you for as many diskettes as are needed.

Tip

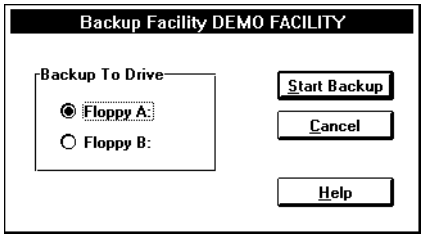
If you know your database will span several diskettes, label them "disk 1," "disk 2," etc., before you start the backup process.

Backing up a facility database

To backup a database:

1. Select the Cards pull down menu and select Facility, or click the mouse on the Facility card tab.
2. Press the **F5** function key.

   The Backup facility dialog box displays:



3. Choose floppy A: or B:.
4. Press **START BACKUP.**

   Backup disk warning displays.
5. Label a blank, formatted, DOS diskette with the facility name and today's date.
6. Insert the diskette in drive A: or B:.
7. Press **OK** and follow the on-screen prompts.

   The backup status reports the percentage backed up until finished.
8. Press **OK** when the utility finishes the backup process.
9. Store the backup diskette in a safe, secure place.

RESTORING A FACILITY DATABASE

If your computer fails, or your facility database is destroyed, you may need to restore the backup database. Follow these steps to restore your facility's database.

Caution

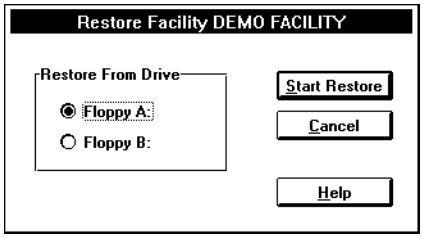
Do not perform the restore database function unless you are sure that you want to overwrite or destroy the old database information. Contact Best Lock Corporation for help in possible database recovery.

Restoring a facility database

To restore a facility database:

1. Select the Cards pull down menu and select Facility, or click the mouse on the Facility card tab.
2. Press the **CTRL + F7**.

   The Restore Facility window displays:



3. Select drive A: or B:
4. Press **START RESTORE.**

   Warning displays—"All data for this facility will be overwritten or destroyed. Continue?"
5. Press **YES** to continue the restore; press **NO** to cancel the restore.
6. Insert the facility backup disk #1 into drive A: or drive B: and press **OK.**

   A status bar shows the progress of the restore process.
7. Follow the on-screen prompts and press **OK** when the facility restore is complete.

8 GLOSSARY

Backup Copy of all records for a selected facility saved to a diskette. A backup can be used to take the records to another location or can serve as a duplicate for safekeeping.

Cabinet Place where cores, keys, keyrings, and/or locks are stored. Cabinets, closets, file drawers, and other storage areas can be considered cabinets.

Core Interchangeable device that can be installed in a lock or door and operated by a key.

Coremark Sequence of letters and numbers that identifies a particular core. A core number often is directly related to the core's coremark.

Department Functional or other division of employees at a facility. Using Keystone 600N, employees can be assigned to departments so Keystone 600N can track access provided to each department.

Description Brief information you type when creating or editing a Keystone 600N card. Descriptions can help identify people, places, and things in your records.

Destroyed One of three dispositions (in addition to lost and stolen) for an item that is out of service.

Disposition Location or condition of an item tracked by Keystone 600N. An item can be

- issued to an employee
- installed in a lock (if the item is a core)
- installed in a door (if the item is a core or lock)
- attached to a keyring (if the item is a key)
- on a cabinet hook
- out of service (lost, stolen, or destroyed)
- unassigned

Door Access point in a facility. Doors, gates, and even drawers can be considered doors. A door can be assigned to a building or to an area of a building. Locks and cores can be installed in doors.

Employee ID Number, name, or sequence of letters and numbers used to identify an employee.

Facility An independent area or database with its own unique set of records. A facility can have one or more masterkey systems. Keystone 600N can be used to manage one facility or many facilities.

Global restrictions A way to view only a limited part of the Keystone 600N database. For example, if you want to install cores in only two out of the 50 buildings in your facility, you can globally restrict the view of the database to those two buildings only. This makes finding and making transactions and updates more efficient.

Grandmaster key Key that normally operates all locks in a masterkey system. However, a masterkey system might be designed so the grand master key does not operate selected locks, such as cash boxes, hazardous waste areas, or drug cabinets.

Hook Place within a cabinet where cores, keys, keyrings, and locks are stored. Hooks, shelves, drawers, and storage boxes can be considered hooks.

Item Cores, keys, keyrings, and locks.

Key Device that operates a core or lock. A key or an electronic access device can be considered a key.

Key agreement Document describing rules for a key issued to an employee and often signed by the employee. A key agreement might indicate how the employee should treat the key, when the key must be returned, and what the employee should do if the key is lost or stolen.

Keycut Sequence of numbers indicating the keycut for a keymark. This code can be used to cut a key for a keymark. The left-most number is the cut closest to the end of the key's blade.

Keymark Sequence of letters and numbers that indirectly corresponds to a keycut pattern for a key or group of keys that operates a particular core or lock.

Keymark level Security level of a key or keymark in a masterkey system. Levels include control, grand master, master, submaster, and operating.

Keyring Device that keys are attached to so that they can be carried or stored as a group.

Keystamp Code number indicating the words stamped on all keys in a particular masterkey system. For example, "DO NOT DUPLICATE" or a company name can be keystamps.

Keyway Letter or sequence of letters that indicates the configuration of the groove(s) along a key blade.

Lock Security device that protects a door. In a Best Lock masterkey system, one or more interchangeable cores can be installed in a lock. Door locks, padlocks, cabinet locks, and other types of locks are considered locks.

Mark Location of the coremark number stamped on cores in a particular masterkey system. “F” indicates face and “S” indicates side.

Masterkey Key that operates a large group of cores or locks, such as all locks in a building, on a floor, or for a department.

Masterkey system A complete hierarchical system provided by Best Lock Corporation. A system normally consists of keymarks and coremarks that lets a single key operate many cores, and also lets each core be operated by its own key.

Number of pins The number of pins, or barrels in a core, or the number of cuts on a key. A Best system is normally a 5, 6, or 7 pin system.

Operating key Key that operates one lock or a group of locks keyed alike.

Password Sequence of one to 15 letters and/or numbers assigned to each Keystone 600N user to provide security for the Keystone 600N system. A user must type his or her password, in addition to his or her login, to access Keystone 600N. Normally a password should be known only by the Keystone 600N administrator and the user.

Pin Barrels in a core. The number of barrels in a core can vary, although standard Best Lock cores have seven barrels.

Pin segment Cylindrical-shaped part that fits into all barrels of a core. The sequence of varying length pin segments in a core, is what permits a key to operate the core.

Report Summary of selected information in a facility’s records. Keystone 600N provides a variety of formatted reports. Reports can be viewed on your computer screen or printed on a printer connected to the computer.

Status Condition of a coremark, or keymark. The status of a coremark or keymark can be “IN USE,” “NOT USED,” “DO NOT USE,” or “OTHER.”

Submaster key Key that operates part of a group of cores or locks operated by a related master key.

System, masterkey System comprised of keymarks and coremarks that lets a single key operate many cores, and also lets each core be operated by its own key.

System name The name of a masterkey system. The name can be any designator, such as “System A,” or “BEST system.”

System type The type of masterkey system, whether an A2, A3, or A4 system. Contact a local Best Representative for further information on these systems.

Unassigned Possible disposition for an item. If an item is not issued to an employee, installed in a lock or door, attached to a keyring, on a cabinet hook, or out of service (destroyed, lost, or stolen), it is considered unassigned.

When a core is installed in a lock and the lock is unassigned, the core is considered to be both installed in the lock and unassigned. When a key is attached to a keyring and the keyring is unassigned, the key is considered to be both attached to the keyring and unassigned.

When a card is created for an item, the item always is initially considered unassigned even if its disposition is immediately changed.

User Person who has access to the Keystone 600N program.

User login Name or number that identifies a person who uses the Keystone 600N program. A user must type his or her login, in addition to his or her password, to access Keystone 600N.

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