

# Quick Start Guide for AMC Standalone Hotel Keycard System

## To Make A Parking Key

1. Enter Room Number
2. Choose Key Type
3. Enter Number of Keys to Make
4. Select a Check Out Date
5. Click 'Make Parking Key' Button

The screenshot displays the 'Encode Room Key For Parking' software interface. The window title is 'Encode Room Key For Parking'. The interface includes a 'Room Number' input field, a 'Key Type' dropdown menu with 'New Key' selected, and a 'Number of Keys' spinner set to 1. A 'Checkout Date' calendar is open, showing December 10, 2013. There are buttons for 'Make Parking Key', 'Exit Program', 'Next Card', 'Active', 'Encoder OFF', 'Read Card', 'Eject Card', and 'Setup'. A 'Credential ID' field contains 'ScanNet Credential' and a 'Data' field is empty. The time is 03:33:31 PM and the version is Element Version 11/08/2013.

## **Operations:**

This program encodes room keys to be used for parking and sets up the associated credential in Enterprise FMS.

**Room Number:** This value is used for reporting purposes.

**Please Note:** To issue keys to a room with more than one vehicle, use the room number plus a "counter" for each vehicle. Each key needs to be encoded separately. For example, if room number 614 has guests with two vehicles: the key for vehicle one has a room number of 614-1 and key for vehicle two has a room number of 614-2. Each key will have a unique credential for parking.

**Key Type:**

**New Key:** New credential created for parking. Use this option for all check-ins and reissuing lost room keys.

**Duplicate Key:** Used for making additional keys for a guest or to replace a non functioning key. Program looks for current unexpired credential issued for specified room and reuses the credential number.

**Number of Keys:** Based on assigned value, the program will prompt user for each key to encode.

**Checkout Date:** This date is combined with the setup value of TOD to set the expiration time for parking.

**Change Expiration Only:** Mark this box when a guest is extending their stay. Do not re-encode the key. The program automatically updates the expiration time for the credential

**Make Parking Key:** Verifies entered data then encodes room keys for parking. When the key is made, the program either sets up or modifies the credential record in the parking FMS database. All keys will be encoded identically.

