Quick Start Guide for AMC Hotel Keycard Information System

To Make A Parking Key:

1.Enter Room Number

- 2. Choose Key Type
- 3.Select a Check Out Date
- 4.Click 'Make Parking Key' Button

ACS Encode Room Ke	y For Parking			- • ×
COURTVARD*	8:20:10 AM Room Number		Checkout Date 02/11/2014	Exit Program
	Key Type New Key Duplicate Key Make Parking Key]	↓ February, 2014 ↓ Sun Mon Tue Wed Thu Fri Sat 26 27 28 29 30 31 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 24 25 26 27 28 1 2 3 4 5 6 7 8 1 12 13 14 15 16 17 18 19 20 21 22 24 25 26 27 28 1 2 3 4 5 6 7 8 1 2 3 4 5 6 7 8 1 2 2 24 2 2 7 8 1 2 3 4 5 <	Next Card 5677 Active -1 Read Card
Credential ID 000 Data	0000000545363523	Clear	Change Expiration Only 🔲 18 👘 0 👘	Setup
No Card Present at reader: ACS ACR122 0 >Credental: 545363523 Room Number: End Date/Time: 02/11/2014 at 1800				

Operstions:

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.

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

<u>Change Expiration Only</u>: 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

<u>Make Parking Key</u>: Before clicking this button, make sure the room key is on the Smartcard pad. When clicked the program verifies entered data then encodes room keys for parking. After the key is made, the program either sets up or modifies the credential record in the parking FMS database.