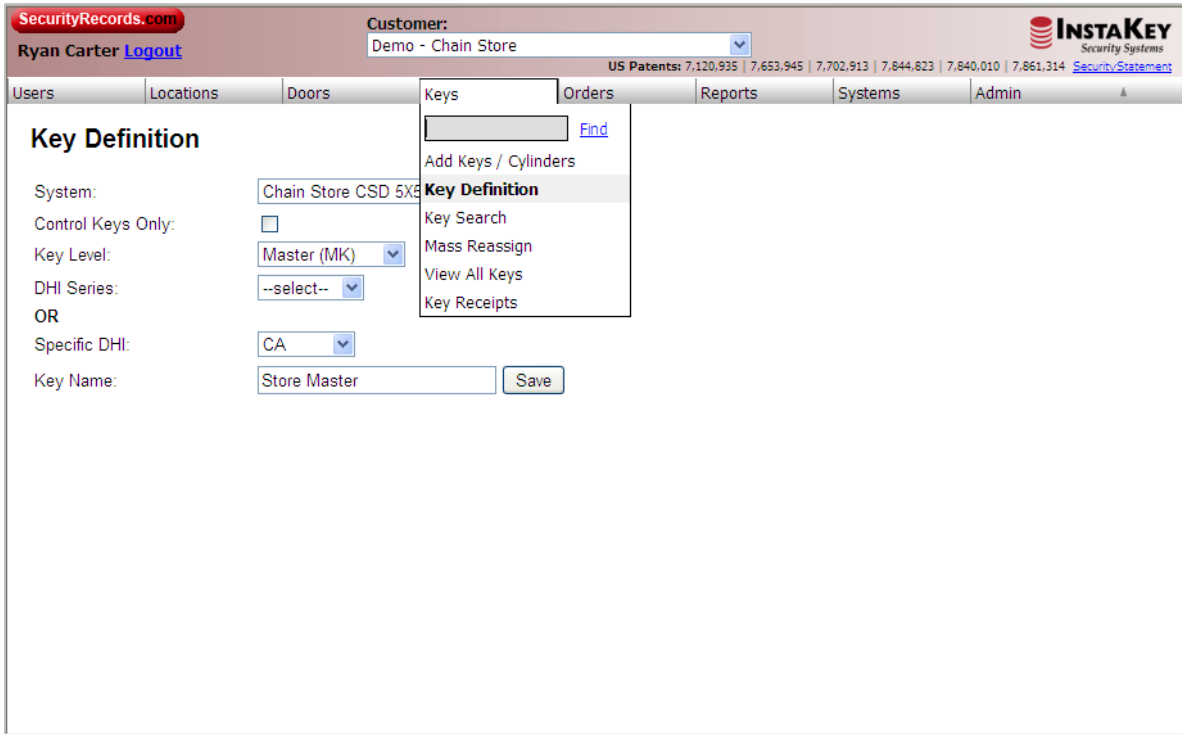


## Key Definition



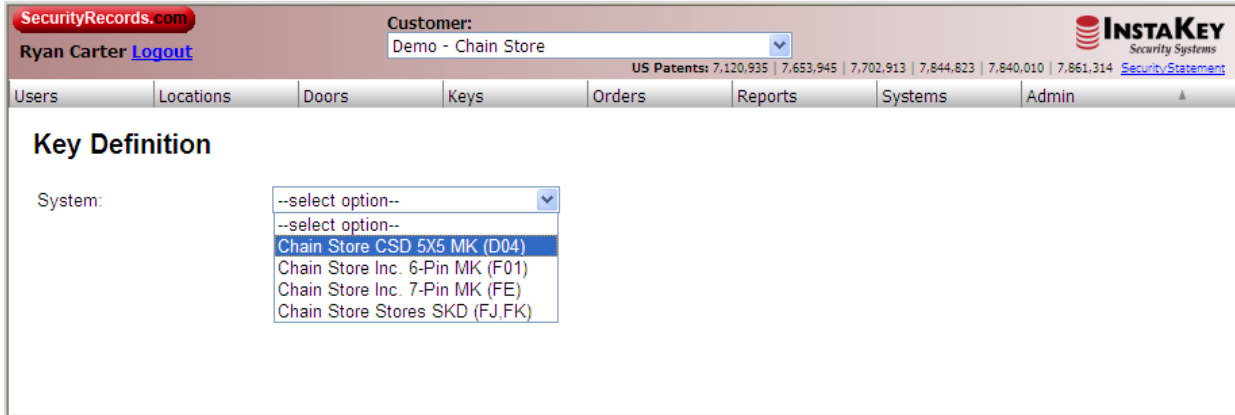
The screenshot shows the INSTAKEY Security Systems web application interface. At the top, there is a navigation bar with the INSTAKEY logo and "SecurityRecords.com". Below this, a header section displays the user name "Ryan Carter" with a "Logout" link, the customer name "Demo - Chain Store", and a list of US Patents. A main navigation menu includes "Users", "Locations", "Doors", "Keys", "Orders", "Reports", "Systems", and "Admin". The "Keys" menu is currently open, showing options: "Find", "Add Keys / Cylinders", "Key Definition", "Key Search", "Mass Reassign", "View All Keys", and "Key Receipts". The "Key Definition" option is highlighted. The main content area shows the "Key Definition" form with the following fields: "System" (Chain Store CSD 5X5), "Control Keys Only" (checkbox), "Key Level" (Master (MK)), "DHI Series" (--select--), "OR" (CA), and "Key Name" (Store Master). A "Save" button is located at the bottom right of the form.

### Glossary Definition:

The **Key Definition** function allows an End User to define their keys by specific English Key Names. Many of us don't memorize the Lock Industry's DHI acronyms (core/key series like AA1), so this procedure and resulting stored information can now be used in place of DHI's.

## Procedure:

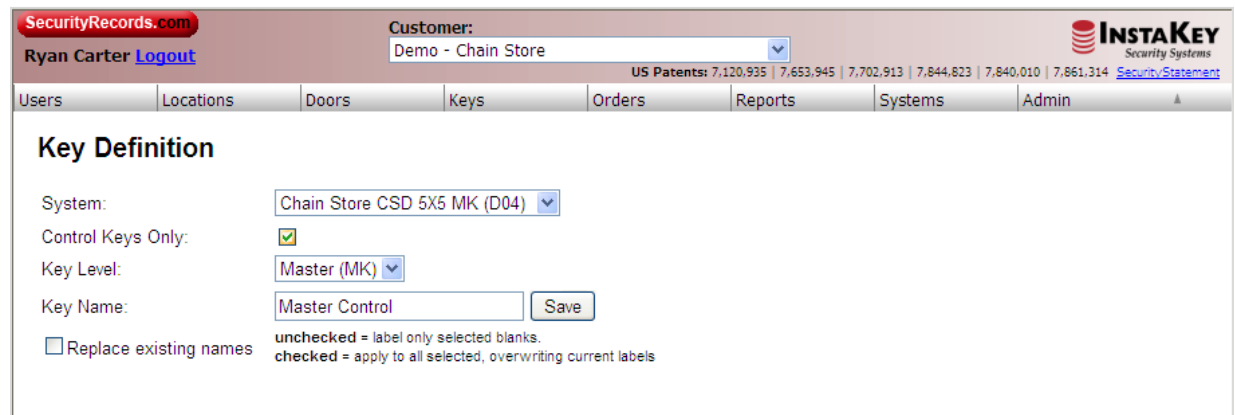
**Step 1:** Select the **System** from the available drop down box listing.



**Step 2:** Select the **Key Level** for which you want to name. For example, Great Grand Master (GGMK), Grand Master (GMK), Master (MK), or User (UK).

NOTE: If you want to name only Control Keys, please check the **Control Keys Only** toggle box. This selection will default the **Key Level** automatically to match the available Control Key Level for naming.

If the “Replace Existing Names” field populates, then you have already input an English name for this selection. Check the toggle box to replace the current English name and click **Save**.

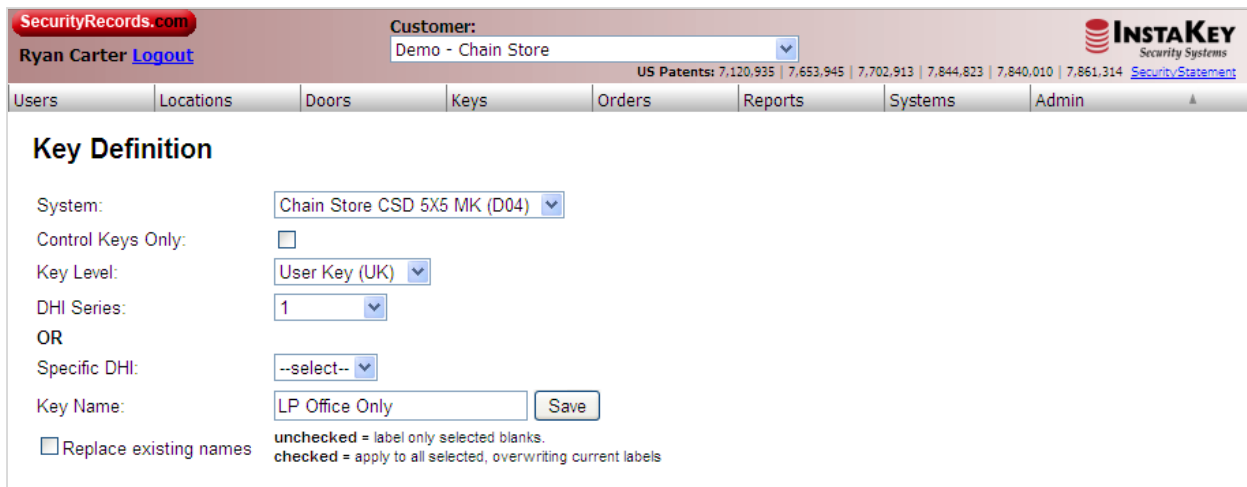


**Step 3:** Once the **Key Level** has been selected, you can either name by **DHI Series** or by **Specific DHI**.

The **DHI Series** selection will allow an End User to choose “*All in Level*” which allows the End User to template group key names (i.e. Master Keys AA-BB = Store Master). This selection would rename all Masters to “Store Master”. Secondly, if “*Level #*” is selected, this group of keys would be renamed (i.e. AA1 or 1AA = level “1”, and would then all DHI’s in the keying chart = Front Door Only).

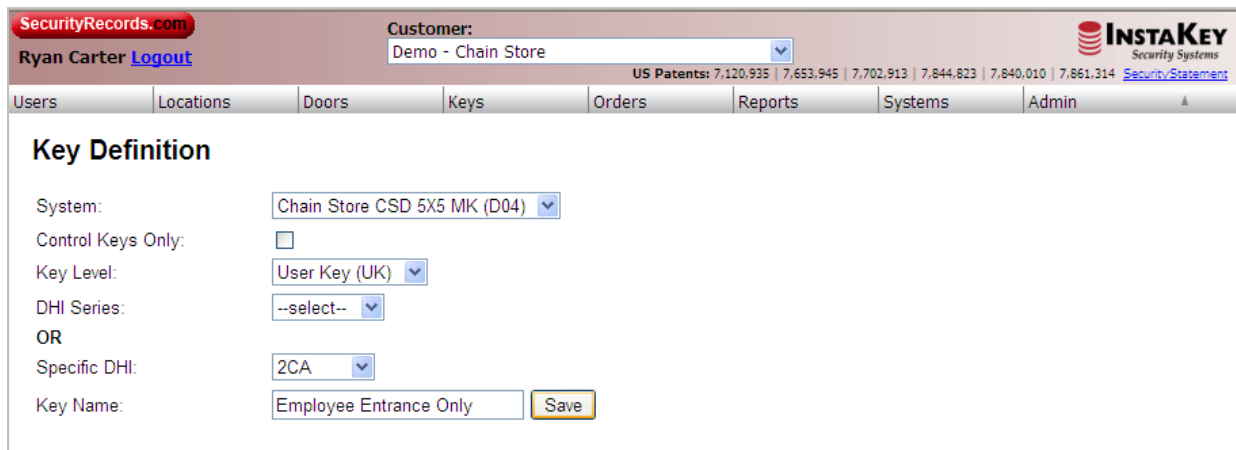
Note: Again, if the “*Replace Existing Names*” field populates, then you have already input an English name for this selection.

**DHI Series** Example:



The screenshot shows the 'Key Definition' form in the SecurityRecords.com interface. The 'System' dropdown is set to 'Chain Store CSD 5X5 MK (D04)'. The 'Control Keys Only' checkbox is unchecked. The 'Key Level' dropdown is set to 'User Key (UK)'. The 'DHI Series' dropdown is set to '1'. Below this, there is an 'OR' label and a 'Specific DHI' dropdown set to '--select--'. The 'Key Name' text input field contains 'LP Office Only' and is followed by a 'Save' button. At the bottom left, there is a checkbox for 'Replace existing names' which is unchecked. To the right of this checkbox, there is explanatory text: 'unchecked = label only selected blanks' and 'checked = apply to all selected, overwriting current labels'.

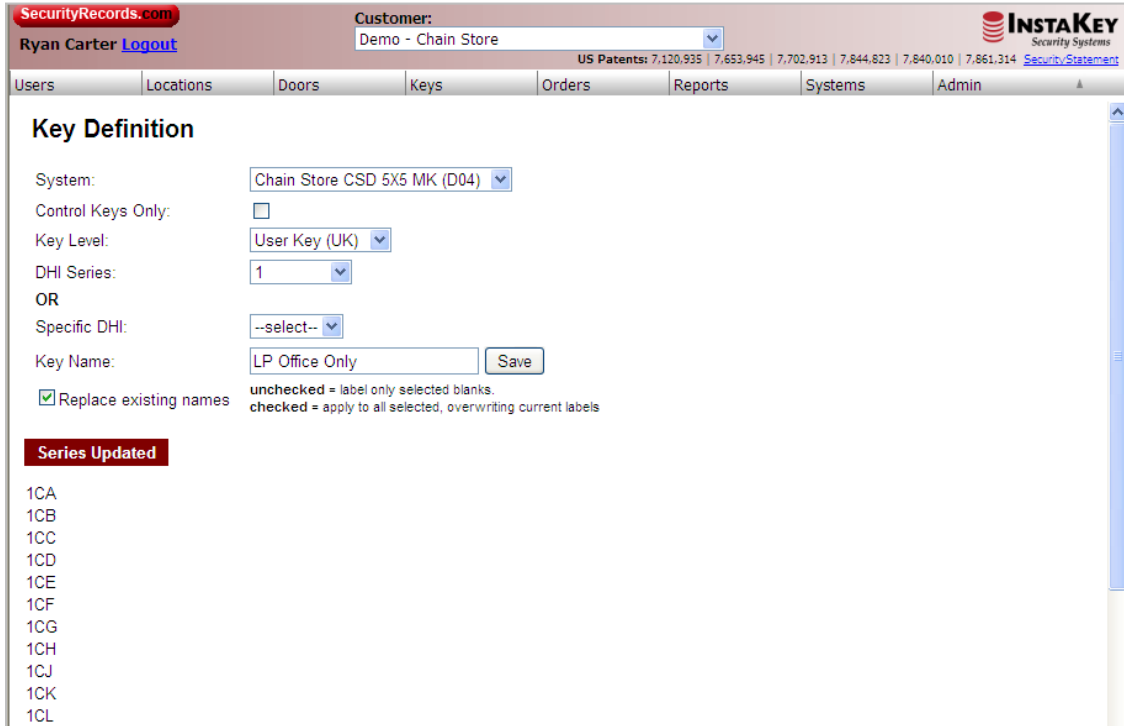
**Specific DHI** Example:



The screenshot shows the 'Key Definition' form in the SecurityRecords.com interface. The 'System' dropdown is set to 'Chain Store CSD 5X5 MK (D04)'. The 'Control Keys Only' checkbox is unchecked. The 'Key Level' dropdown is set to 'User Key (UK)'. The 'DHI Series' dropdown is set to '--select--'. Below this, there is an 'OR' label and a 'Specific DHI' dropdown set to '2CA'. The 'Key Name' text input field contains 'Employee Entrance Only' and is followed by a 'Save' button.

**Step 4:** Input the English name you'd like to call your Key(s) and click **Save**. It will display the "Series" or "DHI's" updated.

**DHI Series** Example:



SecurityRecords.com Customer: Demo - Chain Store

US Patents: 7,120,935 | 7,653,945 | 7,702,913 | 7,844,823 | 7,840,010 | 7,861,314

Users | Locations | Doors | Keys | Orders | Reports | Systems | Admin

### Key Definition

System: Chain Store CSD 5X5 MK (D04)

Control Keys Only:

Key Level: User Key (UK)

DHI Series: 1

OR

Specific DHI: --select--

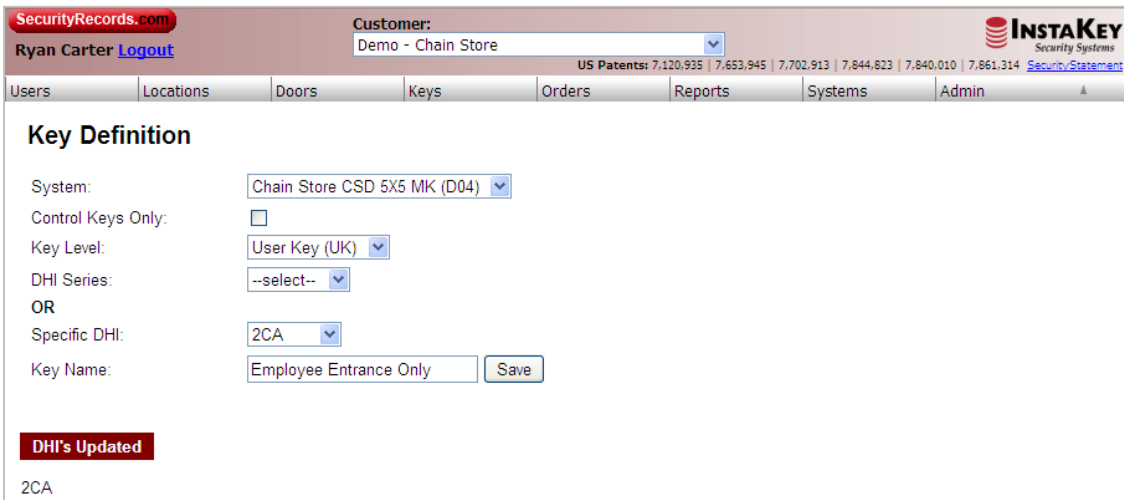
Key Name: LP Office Only

Replace existing names unchecked = label only selected blanks.  
checked = apply to all selected, overwriting current labels

**Series Updated**

- 1CA
- 1CB
- 1CC
- 1CD
- 1CE
- 1CF
- 1CG
- 1CH
- 1CJ
- 1CK
- 1CL

**Specific DHI** Example:



SecurityRecords.com Customer: Demo - Chain Store

US Patents: 7,120,935 | 7,653,945 | 7,702,913 | 7,844,823 | 7,840,010 | 7,861,314

Users | Locations | Doors | Keys | Orders | Reports | Systems | Admin

### Key Definition

System: Chain Store CSD 5X5 MK (D04)

Control Keys Only:

Key Level: User Key (UK)

DHI Series: --select--

OR

Specific DHI: 2CA

Key Name: Employee Entrance Only

**DHI's Updated**

- 2CA