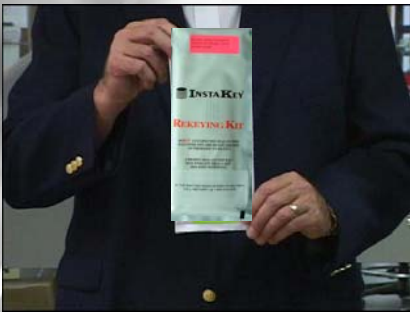


## THE INSTAKEY SECURITY SYSTEM:

...is an integrated key management program that:

- 1) eliminates unauthorized key duplication;
- 2) provides re-keying of lock cylinders with a single turn of a key; and
- 3) tracks all keying information in an Internet accessible software program.

## ONCE YOUR INSTAKEY SECURITY SYSTEM HAS BEEN INSTALLED:



- Place the tamperproof “Re-keying Kit” in a safe place immediately.  
**NOTE:** There may be more than one packet depending on your system requirements.
- Record the serial number of each key issued to an employee.
- Distribute new keys to personnel.

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## RE-KEY ONLY IF?

- You **DO NOT** receive a key back from a keyholder.  
**NOTE:** The key(s) either cannot be found (lost) or it is stolen.
- InstaKey keys **cannot** be duplicated, so when you receive the key(s) back from a keyholder, you can just redistribute to the new keyholder.

**DO NOT CALL A LOCKSMITH  
TO CHANGE YOUR LOCKS**

- If you cannot account for each key you have issued, please follow the “HOW DO I CONDUCT A RE-KEY?” section on the back of this card.

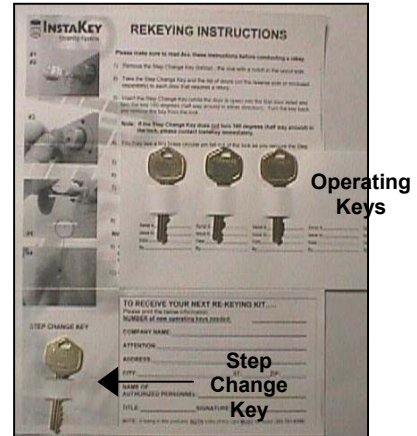
If you have any questions, please contact InstaKey Customer Service @:

**1-800-316-5397**

*Making key  
management  
simple.*

## HOW DO I CONDUCT A RE-KEY?

- Retrieve your “Re-keying Kit” and open it.
- Take the Step Change Key (the one that has a notch in the uncut side) and turn at least 180 degrees in the lock affected. Turn the key back and remove it from the lock.
- **[If the Step Change Key does not turn 180 degrees (half way around) in the lock, please contact InstaKey immediately.]**



- You may see a tiny brass circular pin fall out of the lock as you remove the Step Change Key.
- Try an old key (if available) in the lock to make sure it no longer works.
- **The lock has now been successfully re-keyed.**

## WHAT DO I DO AFTER I HAVE RE-KEYED?

- Assign the new key serial numbers to your personnel in the space provided on the enclosed Key Mailer Insert card, Key receipts, and/or Key logs.
- Place the Step Change Key back in the Mailer card and return it to a safe place.  
**NOTE:** You can use this key as an operating key on an **emergency** basis.
- Complete the postcard at the top of the Mailer and mail or fax (303-761-6359) both sides of the card to InstaKey **IMMEDIATELY**. Your new “Re-keying Kit” will be sent to you.
- Distribute new operating keys to personnel. Discard all of the old keys because they will no longer work. When your new “Re-keying Kit” arrives, PLEASE PLACE IT IN A SAFE PLACE.

If you have any questions, please contact InstaKey Customer Service @:

# 1-800-316-5397

Making **key**  
**management**  
simple.