

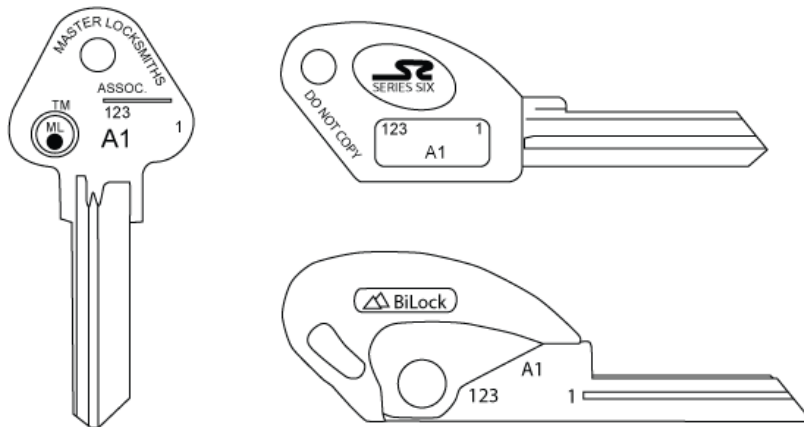


## Getting Restricted Keys Cut

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### Identifying Which Key

The first step is to identify which key you need cut. In the example diagram below there are 3 different key types, each key has the same identifying marks. "123" is the unique code that links your key to your system. "A1" is the key code of your key, this will determine which locks it is allowed to operate. "1" is the issue number of your key, each key for each key code will have a unique issue number, this is to assist you in keeping track of who has which key.



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## Applying For Additional System Keys

After identifying which key you need, you are required to request the additional system keys by writing a letter. On the letter we require your name, the quantities of keys to be cut, and the key code of each key. What is **MOST** important, is that you have a signature on the letter from a person who is authorised to get additional keys cut.

A letter head is preferable.

John Smith Pty Ltd.

I John Smith request three (3) A1 keys to be cut.

Kind regards,

*JOHN SMITH*

John Smith

