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

***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.

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: 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.