

# Instructions on how to add a new CLIQ group as trusted in the cylinders and changing the access rights on a flexible user key

Dear customer,

We have supplied you with the new type of CLIQ user key. It is called **flexible user key** (but is also known as **programmable user key** or **temporary user key**). This new type of user key is much more flexible in terms of access rights since it is possible to add or delete access to a particular cylinder by only programming the key. This is achieved by explicitly programme the access rights to the cylinders in each individual key.

In order to create those new keys we needed to create a new CLIQ key group since it is not possible to mix the two types of user keys in a single CLIQ user key group. This new group is unknown to your existing cylinders at the moment so what you need to do is to add this new group as trusted in each cylinder so that the new keys are trusted by the cylinders.

I have provided a step by step guide below on how add the new CLIQ key group as trusted in the cylinders.

**Note**, if you order more flexible user keys later on you don't need to programme the cylinders once more since the new CLIQ key group will then already been programmed into the cylinders.

**Note**, if you order additional cylinders later on we will by default add this new CLIQ key group as trusted in the cylinders from the factory. You can change which CLIQ key groups that are trusted in the cylinders at any time once installed. You can also inform us we you order the additional cylinders which CLIQ key groups you would like to be trusted in the cylinders when being delivered and we will set those access rights in the factory.

## Step 1

Import the \_2.bak file we have sent you. You need the Master Programming key, stamped 65535.X (where X usually is 1) on one side of the key, in order to import the .bak file. See the user manual for instructions on how to import the \_2.bak file unless you already know how to do it.



Open the lockchart.

Expand the new CLIQ key group. In the example below it is "2".

Lock chart

File Edit Show Functions Help

CLIQ Tasks

Lock chart

Locking site Shortcuts

Hand out... Find key...

CLIQ - Tasks

Send Read

0 CLIQ tasks

CLIQ - Time functions

Time functions

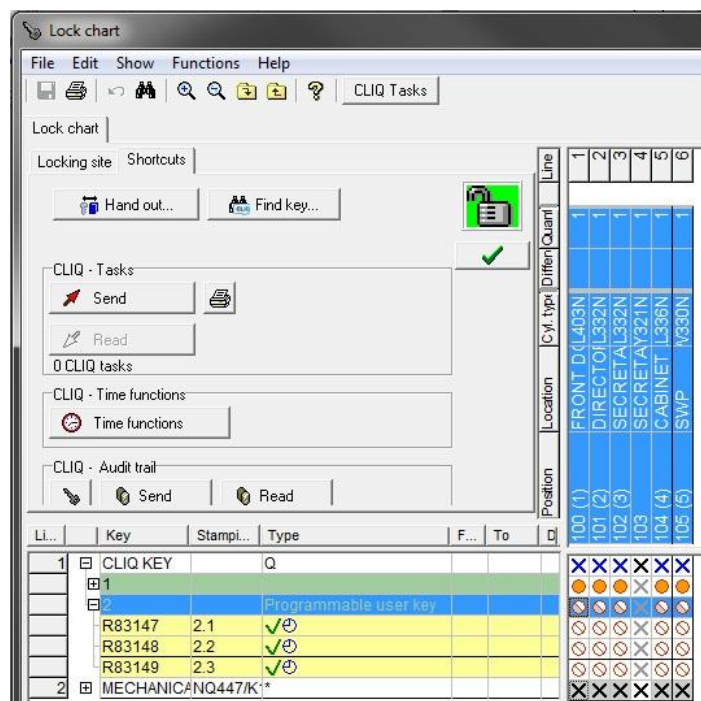
CLIQ - Audit trail

Send Read

Line	Position	Location	Cyl. type	Differ	Quant
1	100 (1)	FRONT D(L403N			1
2	101 (2)	DIRECTOIL332N			1
3	102 (3)	SECRETAL332N			1
4	103	SECRETAY321N			1
5	104 (4)	CABINET L336N			1
6	105 (5)	ISWP N330N			1

Li...	Key	Stampi...	Type	F...	To
1	CLIQ KEY		Q		
	1				
	2		Programmable user key		
	R83147	2.1	✓⊕		
	R83148	2.2	✓⊕		
	R83149	2.3	✓⊕		
2	MECHANICANQ447/K*				

Highlight all the cells on row "2" (see picture below). You highlight the cells by clicking on the most left cell in the lock chart and then hold and drag the mouse to the last cell on the right on the row.



## Step 2

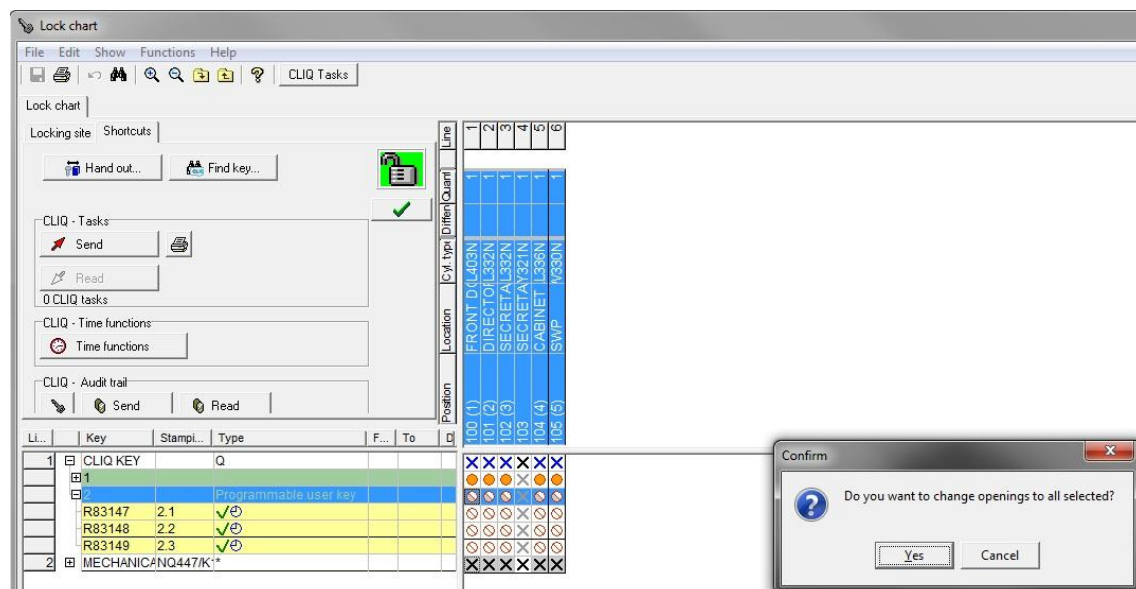
Once all the cells on row "2" are highlighted click "space" on the keyboard.

Then click OK (see picture below) if the question pops up.



## Step 3

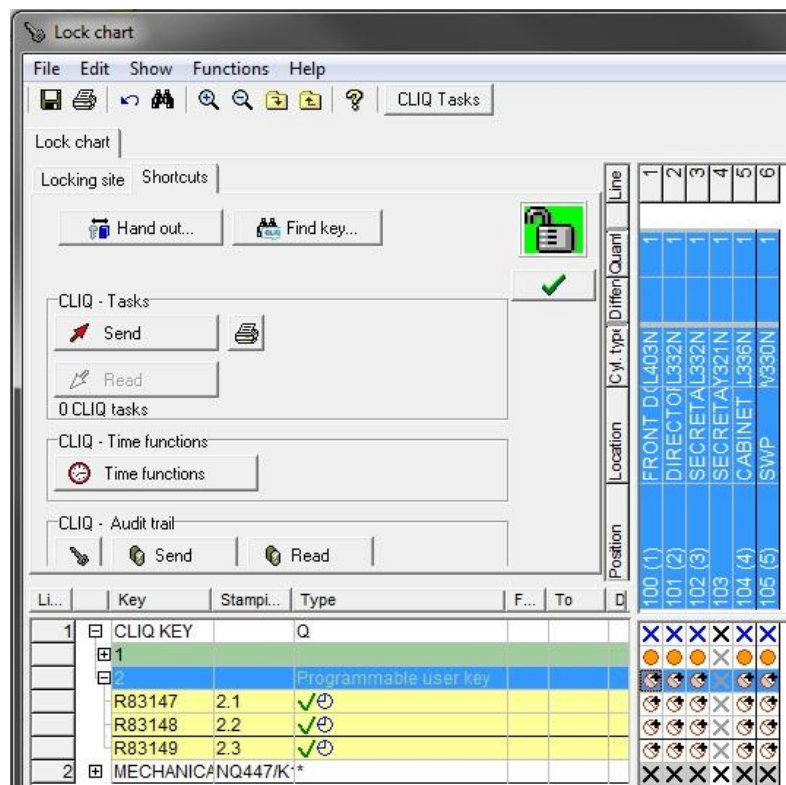
Click Yes (see picture below)



## Step 4

The lock chart will now look as the picture below.

The plus signs are indicating that we are about to add the CLIQ user key group "2" (including all the individual keys in that group) as trusted in (all) the cylinders.

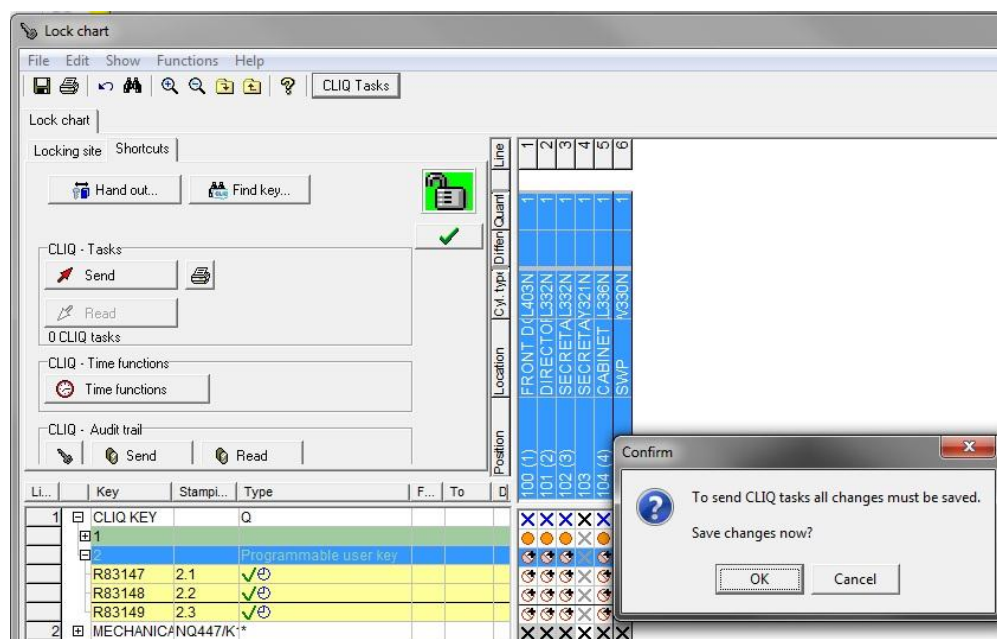


## Step 5

Click on the "CLIQ Tasks" button.

Click "OK" to confirm that you would like to save the changes.

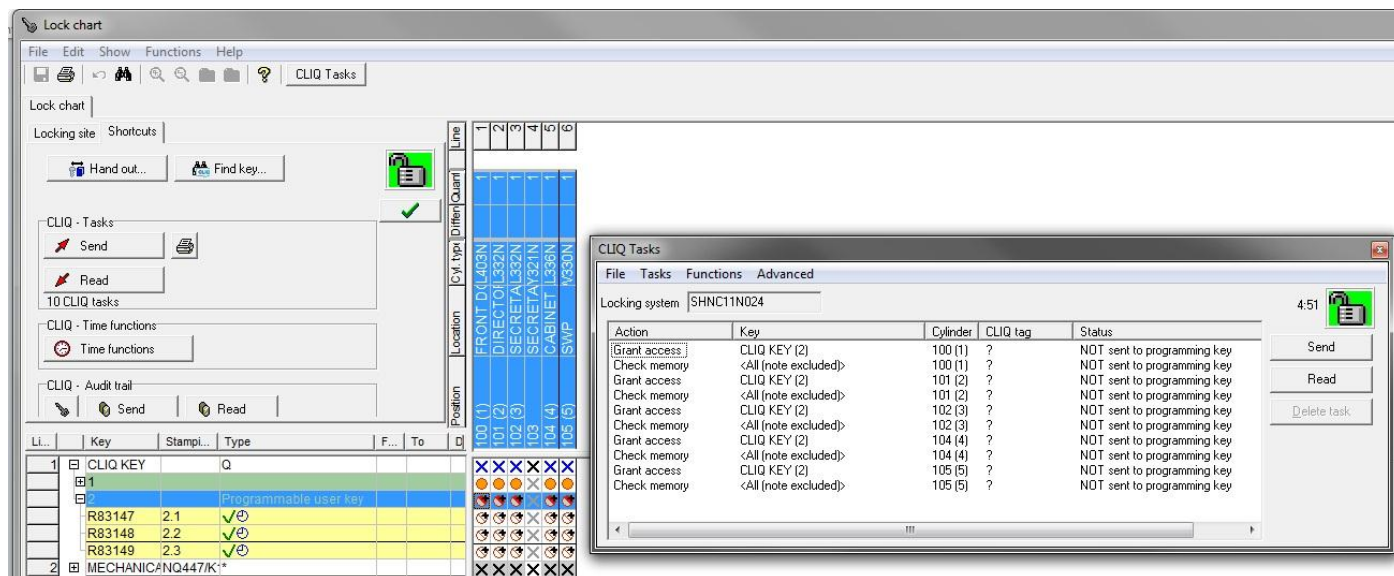
CLIQ tasks are now being created.



## Step 6

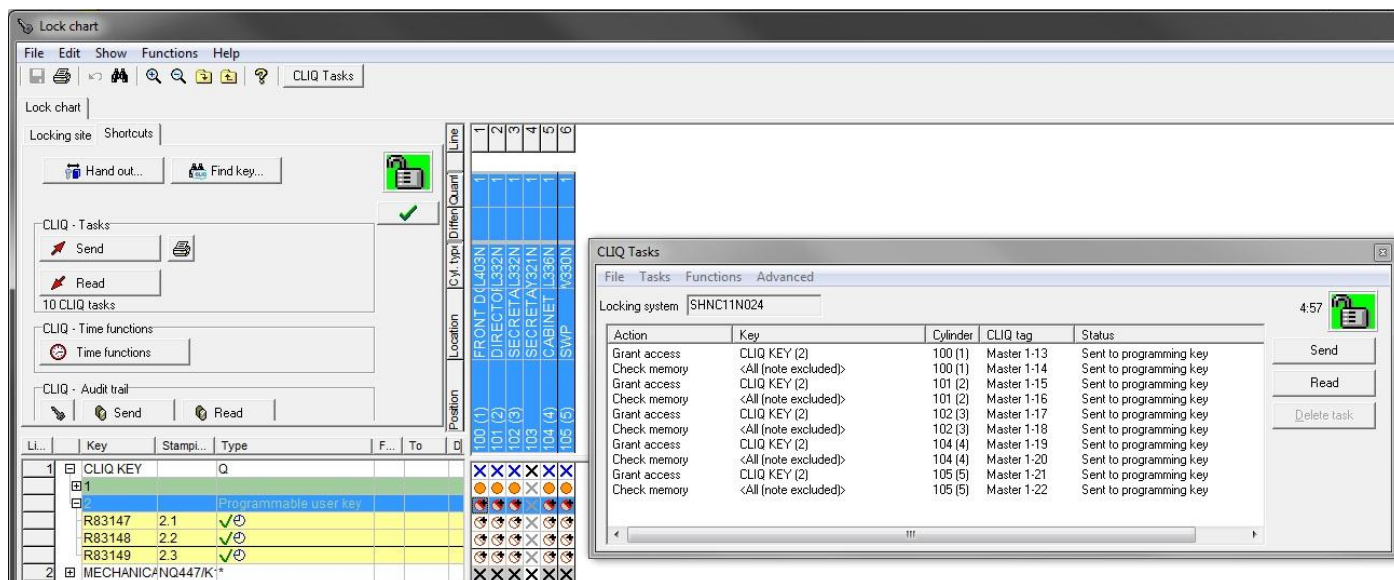
Make sure that you have a programming key inserted in the left port of the Programming Device. You can use the Master Programming key (stamped 65535."X").

When the programming key is inserted in the Programming Device click the "Send" button in the CLIQ Tasks window. (You might be requested to type the PIN code for the programming key before sending the tasks to the programming key).



## Step 7

The CLIQ Tasks window should now look as below. The status should be "Sent to programming key". You will now have to take the programming key around to all the cylinders. Insert the programming key and wait for the programming to finish. This process should only take a couple of seconds per cylinder.



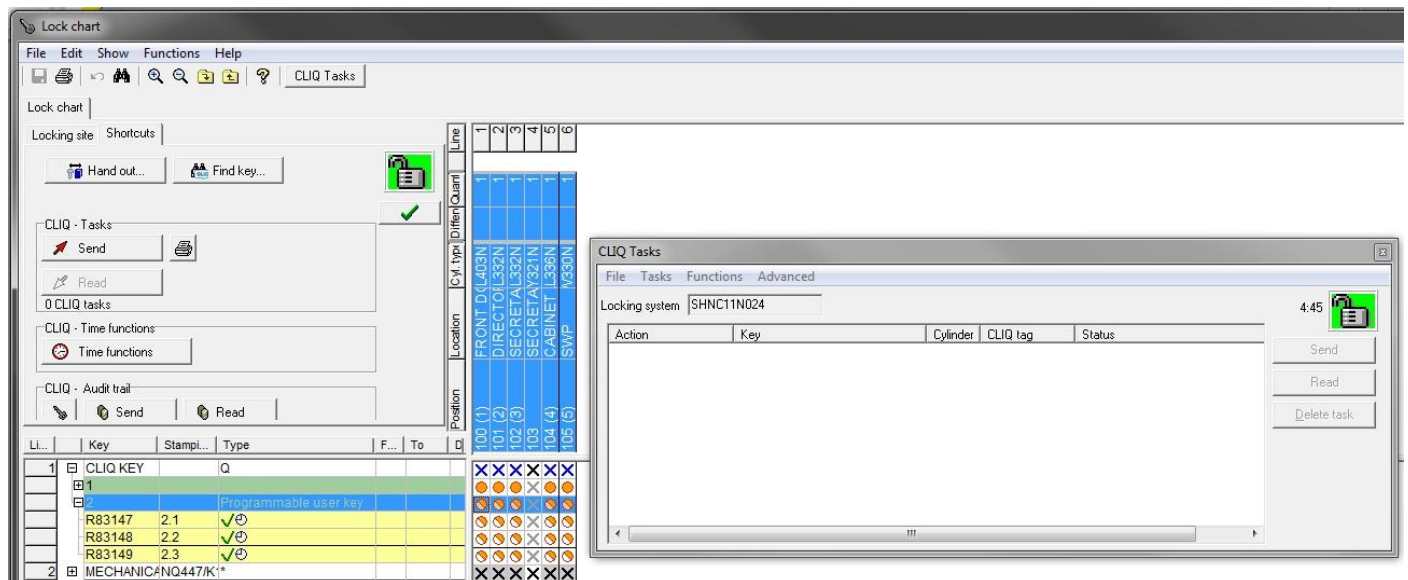


## Step 8

Once step 7 is done insert the programming key in the Programming Device again and click "Read".

**You have now added the new CLIQ key group (and thereby all the individual keys in that group) as trusted in all the cylinders.**

The lockchart will now look as below.



If the finished programming tasks are still seen in CLIQ Tasks window then the status should have changed to "Completed" (instead of "Sent to programming device").

Completed task could then be deleted from the programming key (clear the programming key from the File menu in the CLIQ Tasks window).

## Step 9

The last step is related to the keys. With this type of key you must specify which cylinders each key will be able to open and then write those access rights to the key.

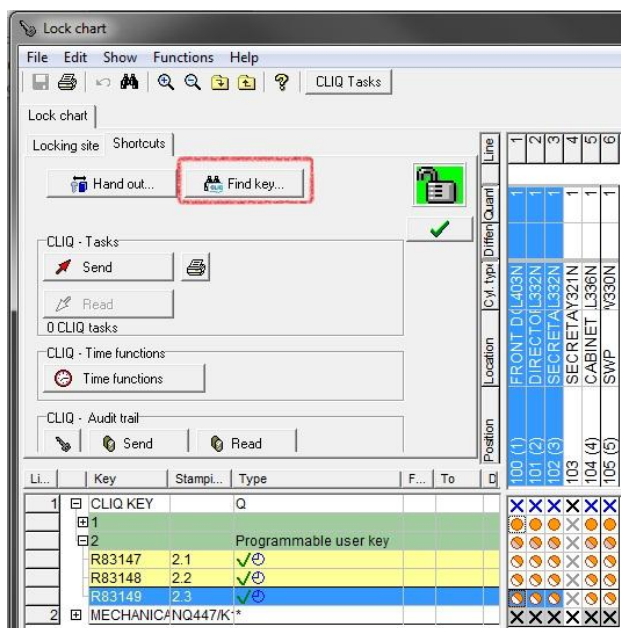
New keys are always delivered without any access rights i.e. they cannot open any cylinders.

Do the following to add the cylinders to the key.

Insert the CLIQ user key in the right port of the programming device. The programming key should be in the left port.

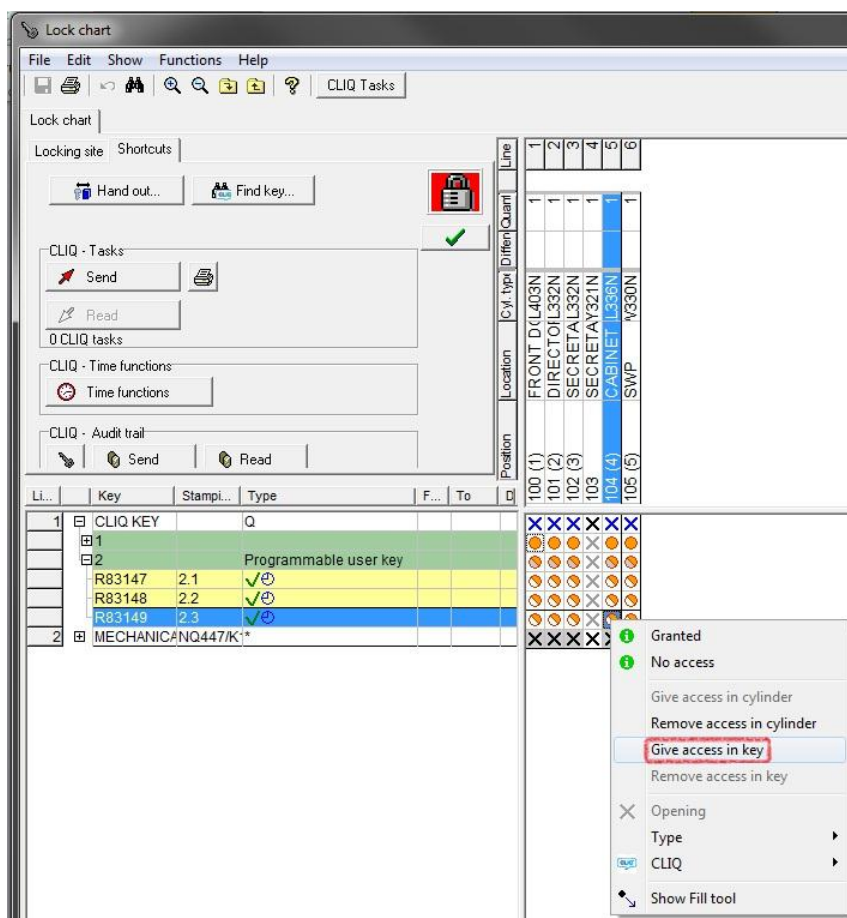


Click Find key



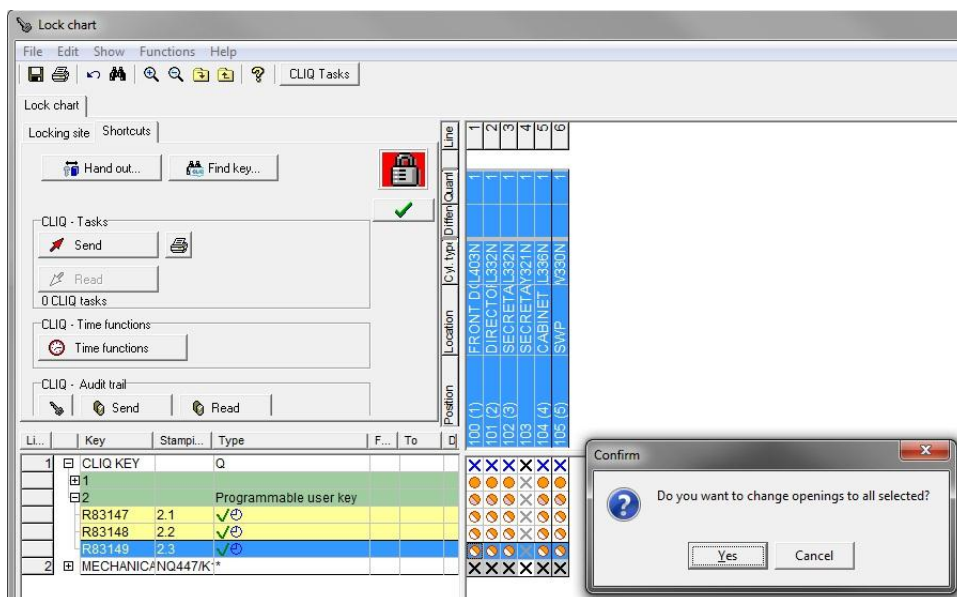
The user key which is inserted in the right port of the programming device will now be highlighted.

Specify which cylinders this key shall be able to open by right-clicking on cell in the lockchart and then "Give access in key".

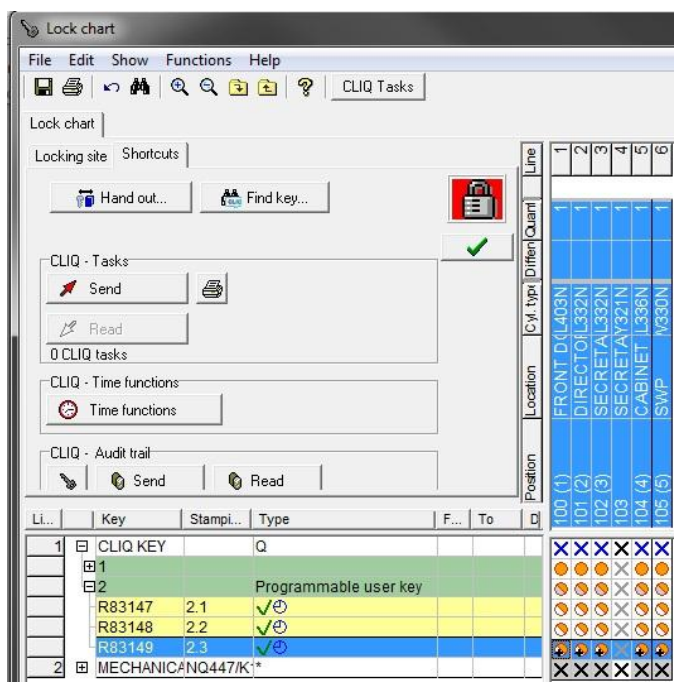


You can also do bulk changes by highlighting the cells in the lockchart that you would like to alter and then click "space" on the keyboard.

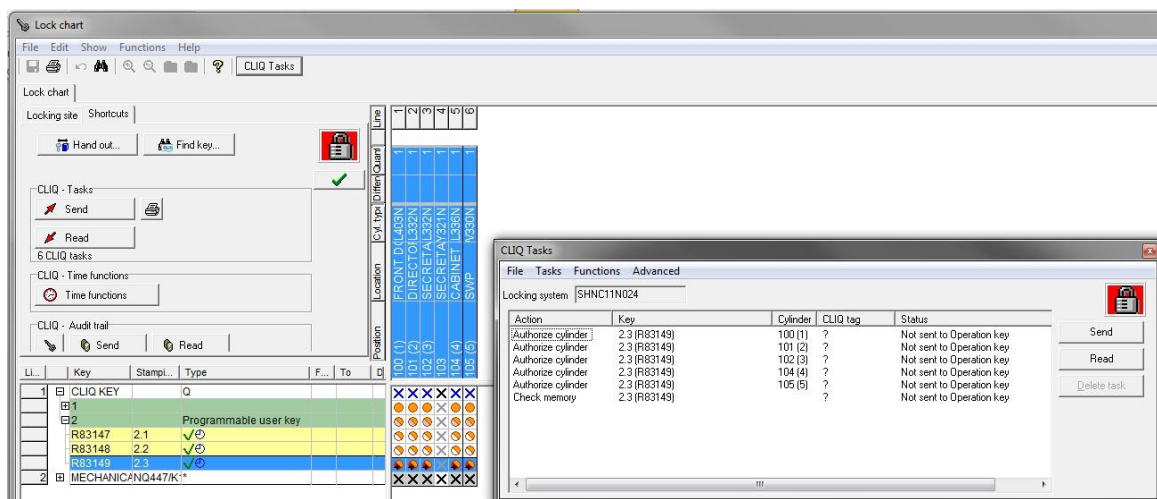
Click Yes.



The lockchart will now look like this.

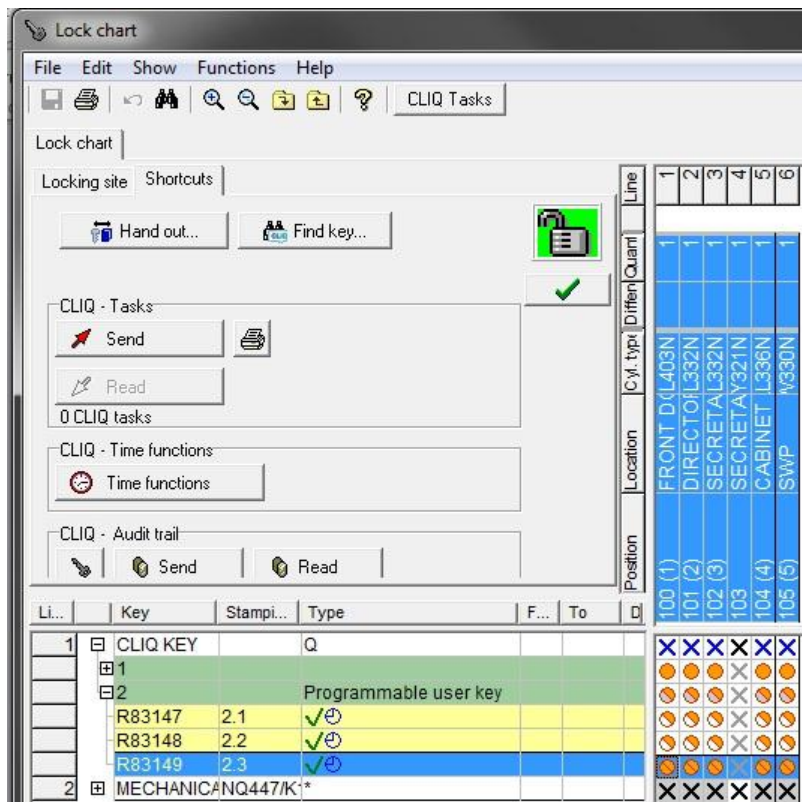


Now click on "CLIQ Tasks". Click OK to save the changes.



Make sure that the user key (2.3 in the example above) is inserted the programming device.

Click Send. You might need to type the PIN code for the programming key.



Key number 2.3 in the example above will now be able to open all the cylinders which is indicated by the filled orange circle in the lockchart.

Now programme the other user keys the same way by inserting them in the programming device and then writing your selection of trusted cylinders to the key's memory.