
GENERAL SERVICES

ADMINISTRATION

FEDERAL SUPPLY SERVICE

AUTHORIZED FEDERAL SUPPLY SCHEDULE CATALOG/PRICE LIST



Making
KeyControl[®]
simple.

SCHEDULE TITLE: ALARM & SIGNAL SYSTEMS/FACILITY MANAGEMENT SYSTEMS

FSC CLASSES: 6350 & 6685

CONTRACT NUMBER: 47QSWA18D001L

EFFECTIVE DATE: FEBRUARY 1, 2018 – JANUARY 31ST, 2023.

CONTRACT ADMINISTRATION: RYAN CARTER (303) 761-9999

INFORMATION FOR ORDERING ACTIVITIES

SCHEDULE 84

TABLE OF AWARDED SPECIAL ITEM NUMBERS (SIN's): 334290 Security and Detection Systems

Note: Ancillary Services include, but are not limited to: Services necessary to install, maintain, or train personnel in use of systems. Agencies must fully define the scope of required services and obtain price quotations from schedule contractors for that scope. Accurate definition of scope is essential to facilitate realistic quotations. The agency will determine the best value to the Government based on the quotation received.

Orders for ancillary services must be placed in conjunction with orders for systems under this schedule.

LOWEST PRICED MODEL NUMBER AND PRICE FOR THIS SIN: See pages 17 through 80 of this catalog.

MAXIMUM ORDER: SIN 334290 \$250,000

Note: If the "best value" selection places your order over the Maximum Order, identified in this catalog/price list, you have opportunity to obtain a better schedule contract price. Before placing your order, contact the aforementioned contractor for a better price. The contractor may (1) offer a new price for this requirement, (2) offer the lowest price available under this contract, or (3) decline the order. A delivery order that exceeds the maximum order may be placed under the Schedule contract in accordance with FAR 8.404.

MINIMUM ORDER: \$100

GEOGRAPHIC COVERAGE: 48 Contiguous United States & District of Columbia (inquire about special considerations for orders outside this geographic coverage).

POINTS OF PRODUCTION: Same

BASIC DISCOUNT: All prices reflected in this catalog are GSA net prices.

QUANTITY DISCOUNT(S): None

PAYMENT TERMS: 2% - 10 Days / Net 30

GOVERNMENT COMMERCIAL CREDIT CARD (GCCC): Accepted

FOREIGN ITEMS: None

TIME OF DELIVERY AFTER RECEIPT OF ORDER (ARO):

Normal: 60 Days ARO

Expedited: Orders for keys (e.g. 10 or less), cylinders (e.g. 10 or less) can be shipped "next day" for orders received prior to 12pm MST.

Urgent: Clause I-FSS-140-B of the contract applies. Agencies can contact contractor's representative to possibly effect a faster delivery.


FOB POINT: Destination for orders totaling \$100 or more.

ORDERING ADDRESS: Same as Contractor Address or Nearest Participating Dealer.

PAYMENT ADDRESS: Same as Contractor Address Only.

WARRANTY PROVISION: Standard Commercial Warranty

EXPORT PACKING CHARGES: NA

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MEDECO® is a Registered Trademark of Medeco Security Locks, Inc.

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Specifications in this catalog are subject to change at any time.

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U.S. Patents: 7,120,935 7,653,945 7,702,913 7,844,823 7,840,010 7,861,314

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POLICIES & WARRANTY INFORMATION

PRODUCT & PRICES

InstaKey® Security Systems conscientiously attempts to standardize its product line so as to maintain pricing at the lowest possible level. However, unexpected engineering requirements or increases in prices may require alterations to the product line or prices. As such all published product and pricing information are subject to change and not guaranteed. All shipments will be made at prices in effect at the time of shipment.

InstaKey® Security Systems further reserves the right to correct typographical, clerical, editorial, pricing, quantity, or any other errors in this or any of its published materials without prior written notice or disclaimer.

ORDERING PRACTICES

To minimize errors in communication, all orders should be in writing (emailed or faxed) to InstaKey® Security Systems. If you have questions regarding your order prior to submitting it, call your Client Services Representative who will be available Monday through Friday 8:00am to 5pm (Mountain Time).

All orders should contain current:

- Client Purchase Order (PO#)
- Due Date
- Requested By
- Bill To Address
- Ship To Address including Phone Number (to be verifiable via UPS)
- Requested Ship Date & Method
- Product Quantities & complete Part Numbers (i.e. color, styles, types, etc.)

Orders for assembled product (cut keys and/or pinned cylinders) shall have attached, specific definition of the work to be performed. If InstaKey® Security Systems is required to provide any of the specification services, a surcharge may be imposed.

STANDARD SHIPPING POLICY

All orders received for product in stock at the time of order acceptance will be shipped UPS Ground (freight prepaid and added to the invoice) within five (5) business days of order acceptance by InstaKey® Security Systems. Product not in stock at the time of order acceptance or orders for unusually large volumes of assembled product (pinned cylinders and/or cut keys) shall have InstaKey® Security Systems' estimated ship date posted on the Order Acknowledgement emailed upon order acceptance.

Any order requesting expedited handling outside the provisions outlined above shall be subject to an Expediting Fee equal to 10% of the order total.

MINIMUM ORDER POLICY

Orders valuing less than \$250.00 net of applicable discounts shall be subject to a \$25.00 Order Processing Fee (IKF-OPF). Exceptions to this minimum order fee are orders for pinned cylinders and/or cut keys to already installed programs.

PARTIAL SHIPMENTS

If all the items on the order are not standard (in stock) delivery items, the order must specify whether InstaKey® Security Systems is to hold all items for delivery until a complete order is assembled and ready. Orders received without this specification will be filled at the discretion of InstaKey® Security Systems.

POLICIES & WARRANTY INFORMATION

ORDER CANCELLATIONS

InstaKey® Security Systems reserves the right to accept or reject cancellation requests for standard (in stock) product subject to incurred handling fees and only prior to actual shipment. No cancellations will be accepted after shipment, or for special ordered product, or product in the process of assembly (pinning cylinders & cutting keys).

TERMS OF PAYMENT

Unless otherwise agreed to in advance by way of InstaKey® Security Systems license or other written device, payment terms for an ordering party with a “current” open account shall be **Net 30 days** from date of shipment with finance charges assessed thereafter.

PRODUCT RETURNS

All requested returns shall be subject to InstaKey® Security Systems approval and may not be returned without bearing an InstaKey® Security Systems authorized Return Goods Authorization (RGA#) provided by a Client Services Representative at the time of requested return.

All such returns will be subject to a Restocking Fee (IKF-RF) of 15% of original product purchase price. No returns will be accepted for special ordered product or cut keys.

DAMAGED OR LOST GOODS

All orders are carefully filled, checked, and packaged. However, there are occasions when a package may be damaged or lost in transit. If either situation occurs, it is the ordering party's responsibility to make note of the situation prior to signing acceptance of delivery.

If package or goods are damaged, please retain packaging for investigation. To return damaged goods, contact InstaKey® Security Systems Client Services for a Returned Goods Authorization (RGA#).

POLICIES & WARRANTY INFORMATION

LIMITED WARRANTY

Shield Security Systems, LLC ("Shield") doing business under the trade name InstaKey® Security Systems ("ISS") warrants to the original purchaser of INSTAKEY Cylinders (referred to collectively as the "Cylinder") that they will be free from defects in material, and workmanship subject, of course, to ordinary wear and tear as it pertains to particular installations, for a period of one (1) year from the date of original purchase. In the event of a defect in material or workmanship during the warranty period, ISS will repair or replace (at its option) the Cylinder under the conditions of this Warranty.

ISS disclaims liability for implied warranties of merchantability (fitness for any purpose), fitness for any particular purpose, or otherwise.

This warranty shall be void and ISS disclaims liability of any kind in the event any key blank other than a genuine INSTAKEY key has been used with the Cylinder, or in the event of faulty operation due to improper installation, failure to use ISS approved cylinder pinning and key cutting guidelines, use of other than ISS approved accessories, or failure to provide normal maintenance.

ISS disclaims liability of any kind in the event of substitution of non-original parts to the Cylinder. ISS is responsible only for warranties of parts manufactured and/or approved by ISS.

ISS is not responsible for damage to the Cylinder caused by accident, and is not responsible for damage caused by non-ISS approved lubricants or other foreign matter.

Products will not be accepted for repair or replacement under this warranty unless done so under ISS's Returned Goods Policy as listed in Catalog. Upon receipt of products returned for repair or replacement, ISS will determine whether products qualify for repair or replacement under this warranty. If they do not, ISS will notify its customer of estimated costs of repair or replacement involved and will obtain authorization prior to proceeding.

ISS has no liability to pay any costs of repairs performed by anyone other than ISS, unless in each instance ISS has given prior written approval of such repair in which case ISS will pay what it considers to be the reasonable cost thereof.

THIS WARRANTY IS EXPRESSLY IN LIEU OF ALL OTHER WARRANTIES. IMPLIED WARRANTIES SHALL BE LIMITED TO THE DURATION OF THE WARRANTY PERIOD OF THIS EXPRESS WARRANTY. ISS SHALL UNDER NO CIRCUMSTANCES BE LIABLE FOR INCIDENTAL OR CONSEQUENTIAL DAMAGES. THIS WARRANTY GIVES YOU SPECIFIC LEGAL RIGHTS AND YOU MAY ALSO HAVE OTHER RIGHTS WHICH VARY FROM STATE TO STATE.

SPECIAL NOTES APPLICABLE IN THIS CATALOG

ASSEMBLED (“PINNED”) CYLINDERS

-A appended to a listed product number is the designation for “Assembled” (pinned to client specification). All cylinders listed in this catalog can be ordered as assembled but must be accompanied with instructions (i.e. system pinning charts) or other agreed upon communication that clearly indicates your specification for how each cylinder is to be pinned.

STANDARD CYLINDER/LOCK FINISHES

InstaKey stocks most of its hardware in the three (3) dominant industry standard colors:

626 = Satin Chrome Finish

606 = Satin Brass Finish

613 = Dark Oxidized, Satin Bronze, Oil Rubbed Finish

Finishes other than those listed above may be available as special order – contact a Client Services Representative for more information.

SPECIAL ADAPTATIONS (CYLINDER TYPES, COLORS/FINISH, SPECIAL CAMS, ETC.)

Not every cylinder or core is available in every color/finish and every adaptation for an equal price. Pay special attention to the notes pertaining to the desired cylinder type, available finishes, and any special charges for non-standard finishes and or adaptations such as cams or tailpieces.

STANDARD “STOCKED” PRODUCT VS NON-STANDARD


InstaKey® Security Systems has attempted to define which products in this catalog are considered Standard “Stocked” Product and thus anticipated to be shippable within published guidelines. Products not considered standard have their respective **PART # SHADED IN GRAY** typically indicating that lead times will vary and be noted on order acknowledgements provided by a Client Services Representative.


In the event that items considered standard are not available for shipment within published time frames, InstaKey® Security Systems Client Services shall use its “best efforts” to notify of anticipated ship date.

SPECIAL PRODUCT CONFIGURATIONS

This catalog attempts to list the most commonly used parts and configurations utilized. It by no means lists every configuration possible or product available. If the item configuration is not found, contact a Client Services Representative for options available, pricing applicable, and lead times in effect.


PROGRAM ADMINISTRATION DISCOUNTS

End User Clients own all of their  **KeyControl®** data and select a Program Administration Type, Software Access License Package, and Program Management Size Package to receive defined Product discount off indicated “Program” Prices throughout this catalog. **If Program Administration is not selected, End User Client price is the “MSRP” listed price.** As noted throughout a separate Component Price List, some Products & Services are considered **not** subject to discount where the **PART # is listed as “NET PRICE ONLY (no discounts apply)”**.


Licensed InstaKey Dealers (LID) or Authorized InstaKey Resellers (AIR) providing Program Administration Services (as outlined in the License Agreement Exhibit A) automatically receive a contracted annual discount off indicated “Program” Prices unless noted in a separate Component Price List as **“NET PRICE ONLY (no discounts apply)”**. LID or AIR also provides Software Access Licenses and Program Management Package pricing utilizing the  **KeyControl®** Program Administration Services section in this catalog.

MAKING KEYCONTROL® SIMPLE

Every business and organization is challenged by increasing costs, shrink loss, employee turnover, and the need for better security. All businesses and organizations utilize some kind of key control which is based upon four primary security cornerstones. Without all of these cornerstones in place, the foundation for any security and safety program can be compromised.

InstaKey® Security Systems is a proven leader specializing in collecting and maintaining key control information for multi-site operations, campus environments, and institutional organizations. InstaKey® Security Systems'  KeyControl® Programs are designed to save companies and organizations time, money, and improve their location's security and safety programs. This solution being a "first line of defense" security program reduces operating expenses associated with locksmith services or re-coring necessities when a key is lost or stolen, eliminates the need to rekey when keys are returned, improves key holder responsibility, and minimizes overall key management program costs.

KEYCONTROL® CORNERSTONES

Through the development of  KeyControl®, InstaKey® Security Systems provides simple, cost effective products and services for each of the four security cornerstones.



Question 1: Do you have control over your Key Duplication and Distribution?

Solution: Individually Serialized, Restricted Keys for Enhanced Tracking

Question 2: Do you have an economical Rekey Avenue?

Solution: Simple, Cost-Effective Rekey Avenue from Rekeyable Lock Technology


Question 3: Do you have "real time" access to your Keying System Records?

Solution: Easily Accessible "real time" Information from a cloud-based SecurityRecords.com® Software

Question 4: Do you have defined Administration for your Key Program Policies?

Solution: An Administered Program Partnership Service for Policy Enforcement

CORNERSTONE: INDIVIDUALLY SERIALIZED, RESTRICTED KEYS

InstaKey® Security Systems  KeyControl® Program eliminates concern for unauthorized key duplication. Key blanks themselves are not available in the open marketplace, only sold under strict InstaKey® Security Systems licensing agreements, and tracked in a secure, cloud-based SecurityRecords.com® software.

Each client can now be assured that five (5) keys cannot turn into six (6) without proper authorization, that all InstaKey® Security Systems key blanks produced bear the InstaKey® trademark on one side of the key blank, and individually serialized number on the other.

By serializing each key blank, InstaKey® Security Systems can track the history of all keys from birth to issuance to discard/deactivation.

Historical Program results have reflected that with documented assignment of this unique serial numbered key to the key holder, the key holder's accountability improves for the security of "that" specific key and control is better maintained.



CORNERSTONE: SIMPLE, COST-EFFECTIVE REKEYABLE CYLINDERS

InstaKey® Security Systems rekeyable lock cylinders can be rekeyed up to twelve (12) times with just a "single key turn". This simple on demand solution results in meaningful reductions in cost and time required for lock changes. There is no need for a locksmith call out or additional lock hardware. With a simple 180° degree turn of a specialized Step Change key, the lock cylinder is rekeyed, deactivating the original keys, and reconfiguring the cylinder to fit new keys.



This rekeying technology also incorporates a revolutionary independence between the need to rekey Master and User level keying series, resulting in only having to replace the key level that was lost or unaccounted for (see Appendices, page 64 for Technical Hardware Overview). The specific number of times a cylinder can be reconfigured varies based on the use of master and sub-master keying systems.

Management can now control facility access while providing a cost effective rekeying solution.

InstaKey® Security Systems provides four different lock cylinder types: small format interchangeable core (SFIC), Conventional (CONV), High Security (HSEC), and European Profile (EURO) allowing for retrofit capability into over 90% of existing lock hardware.





CORNERSTONE: EASILY ACCESSIBLE “REAL TIME” INFORMATION

InstaKey® Security Systems’ patented, cloud-based SecurityRecords.com® software is designed to provide highly secure “real time” access to all  KeyControl® Program data. End User Clients own their  KeyControl® Program data and can designate any licensed servicing partner or agent to facilitate management of their program.






By use of this cloud-based software, any authorized user can easily account for each key cut, know who has it, identify what specific locations/doors it opens, who is responsible, and what it affects. This capability can be decentralized between corporate departments, regional staff, and servicing partners as necessary; providing powerful, controlled shared access and visibility.

The software also displays a graphical  KeyControl® dashboard to help quickly maintain program compliance, analyze trending, and manage associated costs.



Whether conducting key holder audits, sharing security audit information, or measuring program productivity; SecurityRecords.com® software provides the flexibility and integration potential to meet all  KeyControl® Program needs from any smart mobile device technology.

CORNERSTONE: ADMINISTERED PROGRAM PARTNERSHIP

InstaKey® Security Systems’  KeyControl® Programs become solidified through the standardization of policies, procedures, and administrative responsibilities. InstaKey® Security Systems’ development teams work step by step with clients and licensed servicing partners and agents to develop policy, administrative practices, field education techniques, and best practice implementation.


Each  KeyControl® Program is developed and customized to fit the client’s business needs and environment. InstaKey® Security Systems helps to define who is responsible for what information, how the  KeyControl® Program is to be administered, and who is doing that administration.

InstaKey® Security Systems’ dedicated team works to help develop and realize optimal program efficiency, simplicity, and cost savings.

The Program Administration partnership, from key system design, program consultation, project management, installation, ongoing maintenance, through audit compliance, is InstaKey® Security Systems’ commitment to help maintain and manage  KeyControl®. Whether it’s as simple as rekeying one door or implementing an entire facility, InstaKey® Security Systems wants to insure a successful, efficient, and simple  KeyControl® program partnership with every client.



PROGRAM DEVELOPMENT

 KeyControl® Program development must include all individuals impacted by the overall scope of the client's needs. InstaKey® Security Systems recommends that an organizational meeting be coordinated with the end user client and licensed servicing partner or agent to determine project timing, required lock hardware components, keying system design, administrative responsibilities, and potential policy revisions. InstaKey® Security Systems' development team utilizes this collaborative "best practice" approach with clients and licensed servicing partners or agents to produce tailored long-term solutions and business partnerships. Items reviewed during the key design development and implementation planning phase include:




- Key System Design training
- Straightforward lock hardware evaluation and education
- SecurityRecords.com® software webinar training
- Simple, customizable educational materials for personnel
- Recurring program evaluation expectations

The Program Development team focuses on simple and smooth line-by-line implementation practices. They evaluate, audit, and revise the program to provide "best practice" recommendations for determining responsibilities for each action item prior to test implementation, as needed conversions, and full roll-out opportunities.

Prior to implementation, the Program Development team confirms specific program guidelines with each End User Client and licensing servicing partner or agent. These guidelines detail the personnel responsibilities and product/service deliverables:

- Key System Design Summary – a graphical representation of the keying
- Estimated Lock Hardware Requirements – types, description, and costs
- Communication Practices – how information is utilized
- Projected Timelines – when it can be accomplished
- Delivery & Installation Requirements – who and how it gets installed
- Project Evaluation – termination analysis and reporting

InstaKey® Security Systems' Program Development team also conducts quarterly analyses of active programs to verify accuracy, consistency, and best practice utilization. It is a recurring goal to consistently improve and enhance all  KeyControl® programs for maximum return and cost savings.

LEGACY KEYING SYSTEMS INTEGRATION

Traditional lock and key systems (such as Assa-Abloy®, BEST®, Corbin-Russwin®, Falcon®, Medeco®, Schlage®, Yale®, etc.) utilize routines and management practices like archival paper systems or stand-alone software solutions that can be challenging to maintain, time consuming, and require unique expertise to use.




InstaKey® Security Systems provides a digital conversion process specifically designed to help protect the sensitivity of client's legacy keying system charts while maximizing the benefits of the cloud-based, SecurityRecords.com® software.

To develop and digitize legacy keying system charts, an initial review of chart authenticity and digitization capabilities is provided by InstaKey® Security Systems to determine time and expense. Due to the sensitive nature of the data analysis, all parties execute a mutual non-disclosure agreement designed to protect the analysis of the sensitive and confidential data for all information, processes, and discussions between parties.

InstaKey® Security Systems requests copies (manual or digital) of the legacy keying system chart, including key biting and cylinder pinning data, and begins a forensic analysis. The forensic analysis determines chart type, data sizing, and specific conversion requirements to estimate Conversion costs and Program Administration. This analysis includes the number of SecurityRecords.com® Seat License accesses, Administration Type, Program Sizing, and a preliminary completion timelines.

End User Clients and/or licensed servicing partners or agents can also request InstaKey® Security Systems to populate any traditional system's historical data: cylinder/key level hierarchies, locations, doors, cylinders, or key holders.


InstaKey® Security Systems believes in ongoing partnerships, program growth, and value-add services, so legacy keying systems also receive periodic reviews of the

 KeyControl® Program performance, data accuracy, usage evaluations, and industry best practices as they arise in the marketplace.


SecurityRecords.com® is the key tracking software that provides security and facility administrators with a secure and convenient, cloud-based portal to track and monitor all areas of any keying system.

END USER CLIENT (EUC) PROGRAM DEFINITION


InstaKey® Security Systems' End User Client (EUC) Purchasing Program is based upon the End User Client utilizing InstaKey® hardware technology and/or the SecurityRecords.com® software services.

An End User Client's  KeyControl® Program is developed by defining who is responsible for what, how the program is to be administered, who is doing that administration, etc. These defined programs culminate in a Program Services Agreement reflecting the Program Administration Expense between the End User Client and InstaKey® Security Systems and consists of the following three defined elements: Administration Type, Database Users/Seat Licenses, and Program Management Size.

End User Clients have the option to subscribe to Administration services (known as "Program Administration"). Those who elect to "subscribe" are then entitled to an additional discount off InstaKey® hardware list prices. If the End User Client elects the "non-subscriber" option, no hardware discounts become available and they shall receive manufacturer list pricing.


End User Clients own their  KeyControl® Program data and can utilize any licensed servicing partner or agent to facilitate management of their program.

EUC PROGRAM ADMINISTRATION SERVICES


 KeyControl® Program Administration Services is the "real time" management, history, and control of all aspects of a key system:

- **LOCATIONS** (Campus, Building, Floor, etc.)
- **DOORS** (Access Points, Locks, etc.)
- **CYLINDERS** (Type and How They Are Pinned)
- **KEYS** (Uncut and Cut Keys)
 - uncut blanks (by Serial Number or unique marking)
 - cut keys (by Serial Number or unique marking) and how they are cut
 - to whom or where those cut keys are assigned
- **USERS** (Holders of Keys)
 - to whom cut keys are assigned
 - Database Users are individuals granted access to the SecurityRecords.com® software
- **ORDERS** (every historical transaction used to create new cylinders or keys)

InstaKey® Security Systems, Licensed InstaKey Dealer (LID), Authorized InstaKey Reseller (AIR), and/or End User Client (EUC) utilize the patented, cloud-based software platform called SecurityRecords.com® to manage all of the above data on a "real time" basis and thus provide the knowledge needed to effectively manage programs as events unfold.

For each End User Client, a  KeyControl® program is developed that defines who is responsible for what, how the program is to be administered, who is doing that administration, etc.


These defined programs culminate in a Program Services Agreement between the End User Client and InstaKey® Security Systems, a Licensed InstaKey Dealer, or an Authorized Instakey Reseller and consist of the following three defined elements:


 **ADMINISTRATION TYPE** – individual or group primarily responsible for the data integrity of the “real time” information. These Administrative Types are fundamentally categorized as:

Full Service: End User Client desires to have InstaKey® Security Systems, Licensed InstaKey Dealer, or Authorized Instakey Reseller completely manage the integrity of the data based on input received from the End User Client. Client then has access to the data (View Only Privileges) using contracted seats to access the software.

Split Service: End User Client has elected to share responsibility for the “real time” management of the data with InstaKey® Security Systems, Licensed InstaKey Dealer, or Authorized Instakey Reseller (e.g. InstaKey Security Systems may be responsible for the management of cylinders and keys, but End User Client may be responsible for assignment of keys to key holders).

Self Service: End User Client has elected to entirely maintain the data integrity of the system utilizing InstaKey® Security Systems, Licensed InstaKey Dealer, or Authorized Instakey Reseller for program support, fulfillment of End User placed orders, etc.

 **DATABASE USERS / SEATS** – Database Users are End User Client designated personnel who are authorized to access SecurityRecords.com® software. Each Database User is granted End User Client specified data access, authorization, and privileges unique to each Database User’s login credentials.

 **PROGRAM MANAGEMENT SIZE** – the program size of the anticipated data structure (i.e. Locations, Doors, Cylinders, Keys, Users, Orders and History).

PROGRAM ADMINISTRATION SERVICES AGREEMENT

The Program Administrative Services Agreement is a documented multi-year agreement between the End User Client and InstaKey® Security Systems, Licensed InstaKey Dealer, or Authorized Instakey Reseller. The annual cost of the Agreement is comprised of two elements: 1. Administrative Seat Types and Quantity; and 2. Administrative Package (Size) (*see charts below*)

Prices represented in the charts below are Annual Fees at Net Price Only (not subject to any discounts). End User Client has the option to select payment frequency for contracted annual fees:

- IKF-MONTHLY** Administration Fee, divided by 12, paid monthly in advance of rendered services
- IKF-QUARTERLY** Administration Fee, divided by 4, paid quarterly in advance of rendered services
- IKF-ANNUAL** Administration Fee, paid annually in advance of rendered services

Note: InstaKey® Security Systems, Licensed InstaKey Dealer, or Authorized Instakey Reseller have the right to measure Program Administration Services being rendered on a quarterly basis and adjust future Program Administrative Services' fees and ancillary support services, as necessary.

SEAT LICENSES / ADMINISTRATION TYPE

Seat License Packages	Program Administration Type
Individual By Seat (1 - 9 Seats.)	Full
	Split
	Self
Group A (10-24 Seats)	Full
	Split
	Self
Group B (25-49 Seats)	Full
	Split
	Self
Group C (50-99 Seats)	Full
	Split
	Self
Group D (100-149 Seats)	Full
	Split
	Self
Group F (150-200 Seats)	Full
	Split
	Self

ADMINISTRATION PACKAGE COMPONENT DEFINITIONS

PROGRAM AGREEMENT – an authorized Agreement in place between the parties

KEYING RECORDS OWNERSHIP – End User Client owns the data records

KEY DESIGN & PROGRAM DEVELOPMENT – annual hours contracted for InstaKey® Security Systems, Licensed InstaKey Dealer, or Authorized Instakey Reseller to design and develop the program requirements

PROGRAM CONSULTATION & DOCUMENTATION – annual hours contracted for InstaKey® Security Systems, Licensed InstaKey Dealer, or Authorized Instakey Reseller for ongoing consultation and/ or program documentation

SOFTWARE CUSTOMIZATION & INTEGRATION – annual hours contracted for InstaKey® Security Systems, Licensed InstaKey Dealer, or Authorized Instakey Reseller for software customization and/or data manipulation

PROGRAM SIZE (DATA SET VOLUME) – size estimate of data structure being managed in SecurityRecords.com®

SECURITYRECORDS.COM® ACCESS – access to the software/data in accordance with seats under Agreement

HARDWARE PRICING PROGRAM – End User Client's hardware pricing as represented in Catalog, Component Listings, and provided Estimates (i.e. MSRP = MSRP; Program = Published Program Prices; Program – xx% = Published Program Pricing less xx% discount)

PROGRAM TRAINING – annual hours contracted for InstaKey® Security Systems, Licensed InstaKey Dealer, or Authorized Instakey Reseller for software training

EXPENSE REPORTING & ANALYTICS – statistics available to End User Client for monitoring of program expenses and other data manipulation

ADMINISTRATION PACKAGES (BASIC – SILVER)

The following chart indicates the Administration Package sizes, related service features, and annual fees for the initial six (6) base-tier thresholds.

Features	Basic	Iron	Copper	Nickel	Bronze	Silver
Program Agreement	N/A	Yes	Yes	Yes	Yes	Yes
Keying Records Ownership	Yes	Yes	Yes	Yes	Yes	Yes
Key Design & Program Development	N/A	1 Hr.	1 Hr.	2 Hrs.	4 Hrs.	8 Hrs.
Program Consultation & Documentation	N/A	1 Hr.	1 Hr.	2 Hrs.	4 Hrs.	8 Hrs.
Software Customization & Integration	N/A	1 Hr.	1 Hr.	2 Hrs.	4 Hrs.	8 Hrs.
Program Size (Data Set Volume)	N/A	< 1k	1k < 3k	3k < 15k	15k < 50k	50k < 125k
SecurityRecords.com® Access	N/A	Yes	Yes	Yes	Yes	Yes
Hardware Pricing Program	MSRP	Program	Program - 10%	Program - 15%	Program - 20%	Program - 25%
Program Training	1 Hr. / yr.	1 Hr. / yr.	4 Hrs. / yr.	8 Hrs. / yr.	16 Hrs. / yr.	24 Hrs. / yr.
Expense Reporting & Analytics	N/A	N/A	N/A	Yes	Yes	Yes

ADMINISTRATION PACKAGES (GOLD – PLATINUM IV)

The following chart indicates the Administration Package sizes, related service features, and annual fees for the five (5) upper-tier thresholds.

Features	Gold	Platinum I	Platinum II	Platinum III	Platinum IV
Program Agreement	Yes	Yes	Yes	Yes	Yes
Keying Records Ownership	Yes	Yes	Yes	Yes	Yes
Key Design & Program Development	12 Hrs.	16 Hrs.	20 Hrs.	24 Hrs.	28 Hrs.
Program Consultation & Documentation	12 Hrs.	16 Hrs.	20 Hrs.	24 Hrs.	28 Hrs.
Software Customization & Integration	12 Hrs.	16 Hrs.	20 Hrs.	24 Hrs.	28 Hrs.
Program Size (Data Set Volume)	125k < 200k	200k < 300k	300k < 500k	500k < 1m	> 1m
SecurityRecords.com® Access	Yes	Yes	Yes	Yes	Yes
Hardware Pricing Program	Program - 30%	Program - 35%	Program - 35%	Program - 35%	Program - 35%
Program Training	32 Hrs. / yr.	40 Hrs. / yr.	48 Hrs. / yr.	56 Hrs. / yr.	64 Hrs. / yr.
Expense Reporting & Analytics	Yes	Yes	Yes	Yes	Yes

New End User Clients shall begin at the base “Iron” Program Size, receiving one seat license, and escalate to the next Program tier as the Program Size thresholds are achieved.

New End User Clients are also eligible to negotiate future Program Size Package hardware discounts based upon their Seat License requirements, projected Program Administration Services Summary calculation, and future purchase commitments.

Once the EUC Program Administration has been agreed upon, the following chart illustrates the eligible Administration Package sizes, related service features, and annual Program Administration fees for all available tiers.

The Program Administration Service Summary is utilized for estimating Commercial (COMM) and Government (GSA) End User Client Program Administration Program Expenses.

KeyControl®
Program Administration Services Summary (COMM)

Client Name: XYZ Corporation Date: 6/12/2017

PROGRAM ADMINISTRATION TYPE & SOFTWARE ACCESS LICENSING

Input the Program Administration Type and Estimated Quantity of SecurityRecords.com Licenses and Mobile Accesses:

Program Administration Type	Select	Administration Type	Individual Seat Price
	<input type="text" value="FULL"/>	<input type="text" value="Outsourced"/>	\$ 300.00
		Quarterly	\$ 75.00
		Monthly	\$ 25.00

SecurityRecords.com	Input Quantity	Seat License Package	Package Price Per Seat	Annual Seat License Package Pricing
	<input type="text" value="1"/>	<input type="text" value="Individual"/>	\$ 300.00	\$ 300.00
	# Software Licenses		Quarterly \$ 75.00	Monthly \$ 25.00

	Select	Administration Type	Individual Access Price
	<input type="text" value="YES"/>	<input type="text" value="Mobile"/>	\$ 60.00
		Quarterly	\$ 15.00
		Monthly	\$ 5.00

	Input Quantity	Access License Package	Package Price Per Access	Annual Mobile License Package Pricing
	<input type="text" value="1"/>	<input type="text" value="Individual"/>	\$ 60.00	\$ 60.00
	# Mobile Licenses		Quarterly \$ 15.00	Monthly \$ 5.00

PROGRAM ADMINISTRATION & SOFTWARE ACCESSES ESTIMATE \$ 360.00

PROGRAM MANAGEMENT SIZING

Input Known Quantities to Estimate Program Size & Discounts:

Known Totals	Size Estimator	Data Points	Output Size
	<input type="text" value="200"/>	Locations	<input type="text" value="200"/>
	<input type="text" value="2"/>	Entry Points	<input type="text" value="400"/>
	<input type="text" value="2"/>	Cylinders	<input type="text" value="400"/>
	<input type="text" value="5"/>	Keys	<input type="text" value="1000"/>
	<input type="text" value="5"/>	Users (Key Holders)	<input type="text" value="1000"/>
	<input type="text" value="1"/>	Orders	<input type="text" value="200"/>

Estimated Program Size	<input type="text" value="3200"/>	Current Program Package	<input type="text" value="Nickel"/>
% of Program Size Capacity	<input type="text" value="21.33%"/>	Data Set Threshold	<input type="text" value="3K<15K"/>
		Hardware Pricing	<input type="text" value="Program - 15%"/>

Next Available Program Package		Program Size Package Pricing	
Program Size	<input type="text" value="3200"/>	Annual	\$ 2,000.00
Threshold	<input type="text" value="15K<50K"/>	Quarterly	\$ 500.00
Hardware Discount	<input type="text" value="Program - 20%"/>	Monthly	\$ 166.67

PROGRAM MANAGEMENT SIZE ESTIMATE \$ 2,000.00

DEVELOPMENT & SUPPORT HOURS

Input additional projections for Seats, Development, or Support Hours:

Included Program Development Hours	<input type="text" value="4"/>	Additional Program Development Hours	<input type="text" value="0"/>	\$ 90.00	\$ -
Included Customer Support Hours	<input type="text" value="8"/>	Additional Program Support Hours	<input type="text" value="0"/>	\$ 80.00	\$ -
Program Administration Account Reviews	<input type="text" value="Quarterly"/>				

Above Development & Support Hours reflect standard business hours (M-F 8-6 MST)

TOTAL ESTIMATE \$ 2,360.00

PROGRAM SELECTION NOTES

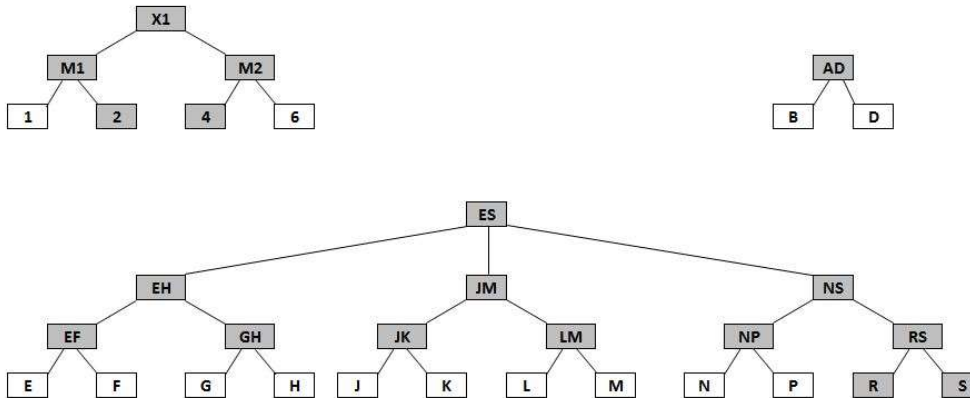
Input Comments:
 Full Service - Nickel Program Administration = \$2,360.00 Annual
 Hardware Discount - Nickel Package = 15%

INSTAKEY
 Security Systems
1000 W. 17th Street, Suite 1000
 Denver, CO 80202
 303.733.8337

End User Client Initials: _____

KEYS

All InstaKey® Security Systems' Small Format Interchangeable Core (SFIC) key blanks produced bear the InstaKey® trademark on one side of the key blank, and individually serialized number on the other. InstaKey® Security Systems' supplies a family of sixteen (16) restricted keyways that can be provided uncut or cut to match client specifications.



InstaKey Security Systems supplies two different types of key blanks: standard Operating Keys and unique Step Change Keys. Operating Keys are standard, restricted key blank sections cut to client specifications, whereas, Step Change Keys are supplied with a notch removed from the bottom of the keyway and marked with a red dot.



To conduct the rekeying of an SFIC Core, a Rekeying Kit is utilized and includes:

- Tamper-Resistant Rekeying Kit Bag
- Instruction Card with Step Change Key
- Insert Card with Operating Keys
- Dry Graphite Bottle



CORES

InstaKey® Security Systems' Small Format Interchangeable Cores (SFIC) are figure 8 style cylinders that can be removed from lock hardware with the use of a control key. These SFIC cores are designed to be rekeyed in the hardware without the need of additional hardware to remove, swap, or re-pin them. They are compatible with all SFIC manufacturer lock hardware and are available assembled or unassembled in both 6-pin and 7-pin configurations with Capping style chambers or Slide Cover style chambers.



AVAILABLE COLORS:

606 = Satin Brass

613 = Oil Rubbed Bronze

626 = Satin Chrome

Adding “-A” to part number reflects a pinned core

Adding “-C” to part number reflects unpinned cores with Capping style chambers.

Adding “-S” to part number reflects unpinned cores with Slide Cover style chambers

SLIDING GLASS PANEL CORES

All available SFIC core styles can be configured to matching pinning requirements for all SFIC core systems and can utilize differing cam styles and designs to meet various configurations.

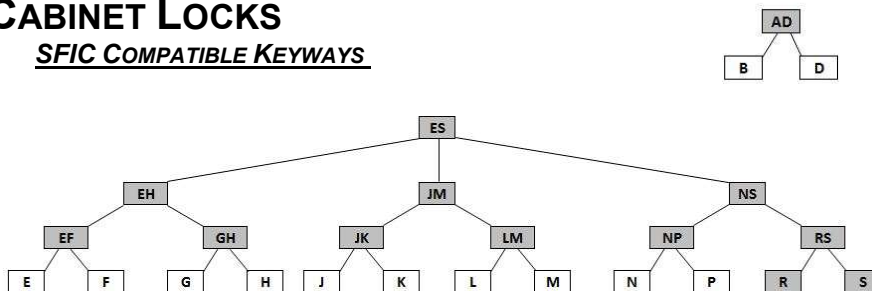


Each Glass Panel Core **includes** a rear Locking Lug, one (1) Locking Lug washer, and two (2) Allen wrench Shoulder bolts.

Note: Only available in 626 color.

CABINET LOCKS

SFIC COMPATIBLE KEYWAYS



Note: Only available in 626 color.

Each unpinned Cabinet Lock **does not include:** rear Assembly Materials, Spacer Rings, and Cam Types which are to be ordered separately.

Each pinned Cabinet Lock **includes:** rear Assembly Materials, one (1) Spacer Ring and one (1) Cam Type.

InstaKey® Security Systems' provides numerous SFIC compatible lock hardware and supplies such as: mortise housings, rim housings, deadbolts, drawer housings, cipher locks, leversets, knobsets, actuators, and padlocks for all installation requirements.

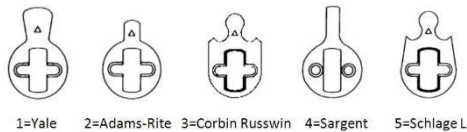
MORTISE HOUSINGS

Select Color and specify Cam type when ordering:

Available Colors

606 = Satin Brass
613 = Oil Rubbed Bronze
626 = Satin Chrome

Mortise CAM Types



NOTE: INSTAKEY SECURITY SYSTEMS UTILIZES TWO SOURCES OF SUPPLY FOR MORTISE HOUSINGS. ONE SOURCE UTILIZES CAMS WITH "STRAIGHT" SET SCREWS AS DEPICTED ABOVE (3 O'CLOCK & 9 O'CLOCK). THE OTHER USE CAMS WITH "OFFSET" SET SCREWS AT (2 O'CLOCK & 8 O'CLOCK). IF ORDERING HOUSINGS TO MATCH SOMETHING SPECIFIC, PLEASE NOTE ON ORDER.

RIM HOUSINGS

Select Color (**xxx**) and specify Type (1-Rigid or 2-Lazy) when ordering:

Available Colors

606 = Satin Brass
613 = Oil Rubbed Bronze
626 = Satin Chrome



DEADBOLTS

Select Color (**xxx**) when ordering:

Single Sided Deadbolts are configured with Thumb-Turn.

Available Colors

606 = Satin Brass
613 = Oil Rubbed Bronze
626 = Satin Chrome



MISCELLANEOUS HOUSINGS

Sequence Box Key Traps:

Secure Key A until releasing with Key B and vice versa

Sliding Panel Lock Housings:

Ratchet Lock Housing for SFIC cores

Cabinet Door Housings:

Housing and Latch Assembly for SFIC Cores



CIPHER LOCKSETS

Specify Type and Handing (RH or LH) when ordering:

Note: Only available in 626 color, unless custom ordered.



KNOBS & LEVERSETS

Available Functions (ff):

- 75 = Passage
- 76 = Privacy
- 81 = Office/Entrance
- 84 = Classroom
- 86 = Storeroom
- 87 = Intruder/Asylum

Available Colors (xxx):

- 605 = Bright Brass
- 606 = Satin Brass
- 613 = Oil Rubbed Bronze
- 626 = Satin Chrome

Available Lever Styles:



Configured for SFIC cores:

- **do not** include the core itself;
- **do** contain the proper InstaKey tailpiece assembly for interface with IC cores; and
- **are** configured with 2-3/4" deadlatch backsets.

Note: 2-3/8" backsets are available as special order below.

KNOBS & LEVERSETS - LAZY ACTION TAILPIECES
“ACCOMMODATES MINIMUM 180° ROTATION”

Tailpieces are priced as single units:

- are automatically included at No Charge with purchased knobsets or leversets
- are available for purchase as single units if purchased in conjunction with cores.

Each lazy action tailpiece’s last digit of the part # refers to the degree of Twist (looking from rear):

- 1 = 20° Counterclockwise Twist
- 2 = No Twist
- 3 = 20° Clockwise Twist



Notes: The above lazy action tailpieces are also available with a starting digit of “2” (e.g. SF-LT-112 would be SF-LT-212). Such tails would be oriented 90° different from the versions listed above - useful for lazy action in the opposite direction - typically used with knobsets or other locks where a counter clockwise lazy action would be preferred.

PADLOCKS

Available padlock options such as type and shackle length are listed below and in the associated price list.

Available Options

Type	Shackle Length
-B = Brass	1.0”
-S = Steel	1.5”
-HD = Heavy Duty	2.0”
-KR= Key Retaining	4.0”



PINNING KIT & REFILLS

All SFIC Pins are packaged in quantities of 100 unless otherwise noted in the price list. InstaKey® Security Systems also supplies unique “spooled” Bottom Pins, Master Pins, Stack Drivers, and Pin Stacks differing from standard A2 pin systems.



KEYS

All InstaKey® Security Systems' conventional (CONV) restricted key blanks produced bear the InstaKey® trademark on one side of the key blank, and individually serialized number on the other. InstaKey® Security Systems' supplies a single family of restricted keyways that can be provided uncut or cut to match client specifications.

76D1



InstaKey Security Systems supplies two different types of key blanks: standard Operating Keys and unique Step Change Keys. Operating Keys are standard, restricted key blank sections cut to client specifications, whereas, Step Change Keys are supplied with a notch removed from the bottom of the keyway and marked with a red dot.



To conduct the rekeying of a CONV Cylinder, a Rekeying Kit is utilized and includes:

- Tamper-Resistant Rekeying Kit Bag
- Instruction Card with Step Change Key
- Insert Card with Operating Keys
- Dry Graphite Bottle



CYLINDERS

InstaKey® Security Systems' standard conventional cylinders are circular shaped and referred to as industry "standard" cylindrical. The CONV cylinders are designed to retrofit into an assortment of manufacturer's locksets and housings (i.e. Corbin-Russwin, Falcon, Medeco, Sargent, Schlage, Yale, etc.). Key-n-Knob cylinders are designed for standard cylindrical knobsets and leversets.



InstaKey® Security Systems' provides CONV compatible lock hardware and supplies such as: mortise housings, rim housings, deadbolts, drawer housings, cipher locks, leversets, knobsets, actuators, and padlocks for all installation requirements.

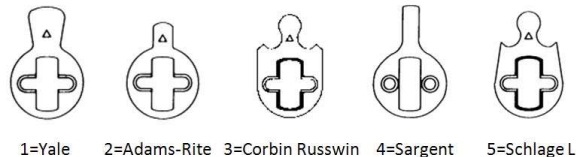
MORTISE CYLINDERS

Select Color and specify Cam type when ordering:

Available Colors

605 = Bright Brass
606 = Satin Brass
613 = Oil Rubbed Bronze
626 = Satin Chrome

Mortise CAM Types



RIM CYLINDERS

Select Color (**xxx**) and specify Tailpiece style (1-Rigid or 2-Lazy) when ordering:

Available Colors

605 = Bright Brass
606 = Satin Brass
613 = Oil Rubbed Bronze
626 = Satin Chrome



KNOB & LEVER CYLINDERS – STANDARD (6-PIN)

Select Color and specify Tailpiece style when ordering:

Available Colors

606 = Satin Brass
626 = Satin Chrome

Tailpiece Alignment

V = Vertical (Leversets)
H = Horizontal (Knobsets)



Tailpieces available for 76D1K6 cylinders:

- 0 - Rigid Tail
- 1 - Deadbolt Style Lazy Tail
- V.75 - 3/4" long for Schlage or Sargent 10 Line leversets
- V1.0 - 1" long for Schlage (thick door), Corbin CL3400/CL3600, or PDQ leversets
- V1.25 - 1-1/4" long for Sargent 6 Line knob or general purpose (cut off) leversets
- VM - for Marks leverset or Trilogy 2700
- H.75 - 3/4" long for Schlage size knobset
- H1.0 - 1" long for Schlage (thick door) or Orbit style knobset
- H1.25 - 1-1/4" long for general purpose (cut off) knobsets

KNOB & LEVERSETS

Available Functions (ff):

- 75 = Passage
- 76 = Privacy
- 81 = Office/Entrance
- 84 = Classroom
- 86 = Storeroom
- 87 = Intruder/Asylum

Available Colors (xxx):

- 605 = Bright Brass
- 606 = Satin Brass
- 613 = Oil Rubbed Bronze
- 626 = Satin Chrome

Available Lever Styles:



Configured for Conventional KNK cylinders:

- **do not** include the cylinder itself;
- **do** contain the proper InstaKey tailpiece assembly for interface with KNK cylinders; and
- **are** configured with 2-3/4" deadlatch backsets.

Note: 2-3/8" backsets are available as special order below.

KNOB & LEVER CYLINDERS – TAILPIECES

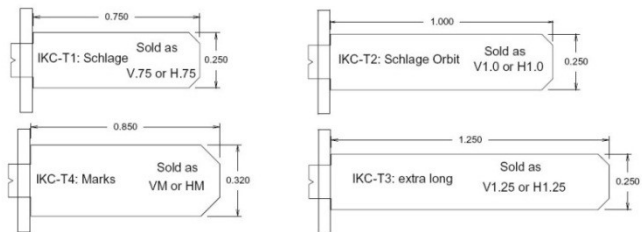
“ACCOMMODATES MINIMUM 180° ROTATION”

Tailpieces below are priced as single units:

- are automatically included at No Charge with purchased leversets.
- are available for purchase as single units if purchased in conjunction with KNK cylinders.

Tailpiece Alignment

V = Vertical (Leversets)
H = Horizontal (Knobsets)



DEADBOLTS

Select Grade and Color (**xxx**) when ordering:

Available Colors

605 = Bright Brass
606 = Satin Brass
613 = Oil Rubbed Bronze
626 = Satin Chrome



All deadbolts are configured for standard Mortise cylinders using Adams-Rite Cams

- **do not** include the Mortise cylinder
- **are** configured with 2-3/8" to 2-3/4" adjustable backsets.

Single Sided Deadbolts are configured with Thumb-Turn.

MISCELLANEOUS HOUSINGS

Sequence Box Key Traps:

Secure Key A until releasing with Key B and vice versa

Specify pinning configuration when ordering:



PADLOCKS

Available padlock options such as type and shackle length are listed below and in the associated price list.

Available Options

Type	Shackle Length
-B = Brass	1.0"
-S = Steel	1.5"
-HD = Heavy Duty	2.0"
-KR= Key Retaining	4.0"



PINNING KIT & REFILLS

All Conventional Pins are packaged in quantities of 100 unless otherwise noted in the price list. InstaKey® Security Systems also supplies unique Bottom Pins, Master Pins, Stack Drivers, and Pin Stacks differing from standard Conventional systems.



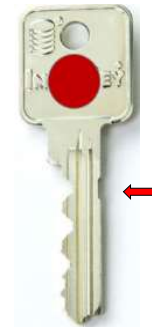
KEYS

All InstaKey® Security Systems' EURO restricted key blanks produced bear the InstaKey® trademark on one side of the key blank, and individually serialized number on the other. InstaKey® Security Systems' supplies a single family of restricted keyways that can be provided uncut or cut to match client specifications.

M01



InstaKey Security Systems supplies two different types of key blanks: standard Operating Keys and unique Step Change Keys. Operating Keys are standard, restricted key blank sections cut to client specifications, whereas, Step Change Keys are supplied with a notch removed from the bottom of the keyway and marked with a red dot.



To conduct the Rekeying of a EURO Cylinder, a Rekeying Kit is utilized and includes:

- Tamper-Resistant Rekeying Kit Bag
- Instruction Card with Step Change Key
- Insert Card with Operating Keys
- Dry Graphite Bottle



CYLINDERS

InstaKey® Security Systems' European Profile cylinders are designed to meet European style doors and lock configurations. They can be specified as single cylinder with thumb turn configurations or dual keyed cylinder configurations.



KEYS

All InstaKey® Security Systems' HSEC restricted key blanks produced bear the InstaKey® trademark on one side of the key blank, and individually serialized number on the other. InstaKey® Security Systems' supplies a single family of restricted keyways that can be provided uncut or cut to match client specifications.

M01



InstaKey Security Systems supplies two different types of key blanks: standard Operating Keys and unique Step Change Keys. Operating Keys are standard, restricted key blank sections cut to client specifications, whereas, Step Change Keys are supplied with a notch removed from the bottom of the keyway and marked with a red dot.



To conduct the Rekeying of a HSEC Cylinder, a Rekeying Kit is utilized and includes:

- Tamper-Resistant Rekeying Kit Bag
- Instruction Card with Step Change Key
- Insert Card with Operating Keys
- Dry Graphite Bottle



CYLINDERS

InstaKey® Security Systems' High Security (HSEC) cylinders are also circular shaped, but incorporate Medeco-InstaKey® Biaxial security solutions. These HSEC cylinders are designed to utilize two levels of biaxial key cutting (angled cuts), restricted keyways, and drill resistant housings. They can be supplied in industry "standard" line or removable core configurations.

The HSEC cylinders are designed to retrofit into an assortment of manufacturer's locksets and housings (i.e. Corbin-Russwin, Falcon, Medeco, Sargent, Schlage, Yale, etc.). Key-n-Knob cylinders are designed for standard cylindrical knobsets and leversets.



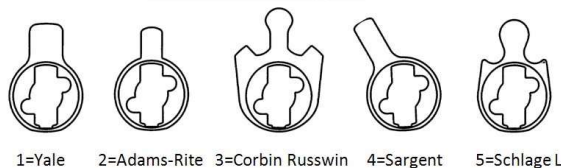
MORTISE CYLINDERS

Select Color and specify Cam type when ordering:

Available Colors

- 605 = Bright Brass
- 606 = Satin Brass
- 612 = Satin Bronze
- 613 = Oil Rubbed Bronze
- 626 = Satin Chrome

Mortise CAM Types (Offset holes)



RIM CYLINDERS

Select Color and specify Tailpiece style (1-Rigid or 2-Lazy) when ordering:

Available Colors

- 605 = Bright Brass
- 606 = Satin Brass
- 612 = Satin Bronze
- 613 = Oil Rubbed Bronze
- 626 = Satin Chrome



KNOB & LEVER CYLINDERS – MEDECO (6-PIN)

Select Color and specify Tailpiece style when ordering:

Available Colors

606 = Satin Brass
613 = Oil Rubbed Bronze
626 = Satin Chrome



REMOVABLE CORES

Available Colors

606 = Satin Brass
626 = Satin Chrome

These cylinders are designed to encompass the same level of security and rekeying capabilities as found in the Medeco-InstaKey® Biaxial product line. These removable cylinders are available in standard large format (side Lug) or Medeco-Yale (rear Lug) programs.



DEADBOLTS

Select Grade and Color when ordering:

Available Colors

605 = Bright Brass
606 = Satin Brass
613 = Oil Rubbed Bronze
626 = Satin Chrome



All deadbolts are configured for standard Mortise cylinders using Adams-Rite Cams

- **do not** include the Mortise cylinder
- **are** configured with 2-3/8" to 2-3/4" adjustable backsets.

Single Sided Deadbolts are configured with Thumb-Turn.

MISCELLANEOUS HOUSINGS

Sequence Box Key Traps:

Secure Key A until releasing with Key B and vice versa

Specify pinning configuration when ordering:



LEVERSETS

Available Functions (**ff**):

75 = Passage
 76 = Privacy
 81 = Office/Entrance
 84 = Classroom
 86 = Storeroom
 87 = Intruder/Asylum

Available Colors (**xxx**):

605 = Bright Brass
 606 = Satin Brass
 613 = Oil Rubbed Bronze
 626 = Satin Chrome

Available Lever Styles (**h**):



Q Style



D Style

Configured for Conventional KNK cylinders:

- **do not** include the cylinder itself;
- **do** contain the proper InstaKey tailpiece assembly for interface with KNK cylinders; and
- **are** configured with 2-3/4" deadlatch backsets.

Note: 2-3/8" backsets are available as special order below.

PADLOCKS

Available padlock options such as type and shackle length are listed below and in the associated price list.

Available Options

Type	Shackle Length
-B = Brass	1.0"
-S = Steel	1.5"
-HD = Heavy Duty	2.0"
-KR= Key Retaining	4.0"



PINNING KIT & REFILLS

All Conventional Pins are packaged in quantities of 100 unless otherwise noted in the price list. InstaKey® Security Systems also supplies unique Pin Stacks differing from standard Medeco Biaxial systems.



MORTISE THUMB-TURN CYLINDER

Select Color, Cam Type, and Spacers when ordering:

Available Colors

- 605 = Bright Brass
- 606 = Satin Brass
- 613 = Oil Rubbed Bronze
- 626 = Satin Chrome

Mortise CAM Types



DUMMY CYLINDERS

Select Color and Spacers when ordering:

Available Colors

- 605 = Bright Brass
- 606 = Satin Brass
- 613 = Oil Rubbed Bronze
- 626 = Satin Chrome



MISCELLANEOUS HOUSINGS

Sequence Box Key Traps:

Secure Key A until releasing with Key B and vice versa

Select Rim Cylinder Types (SFIC, CONV, or HSEC) and specify pinning configuration when ordering:



KEY SAFES

Select a combination Key Safe Lock Box type. Key Safes can also be ordered with secured key retractor key ring for additional security.



KEY STORAGE CABINETS

Select Key Storage Cabinet (qty. 30, 60, 80, 120, 240) keyed to an InstaKey Security Systems program



CONSULTATION & LABOR SERVICES

Program Administration Packages are automatically allocated initial and annual on-going hours of development and support to utilize as they see fit.

Non-selected Program Administration or Program Administration Subscribers exceeding allotted development and support hours shall be subject to Consultation and Labor Services Rates as they pertain to:

- Data Entry, Custom Documentation, Order Handling
- Keying System Chart Development
- Keying System Analysis
- Database Preparation
- Custom Hardware Engineering
- Hardware Requirements Analysis
- Installation Project Management
- Program Development
- Custom Software Revisions
- Technical Support
- Training & Education

SECURITYRECORDS.COM® DATA MANAGEMENT COMPLIANCE

Quarterly SecurityRecords.com® Evaluation (SRE) scorecards of all End User Client databases shall address program accuracy including: data format and accuracy, hierarchical structures, seat licenses, reporting requirements, ordering detail and compliance, and trend analysis. Each SRE scorecard shall define quality measures, appraisals, and recommended areas to be addressed. This information shall be shared with the End User Client during quarterly invoicing.

SRE SCORECARD

- Data Format and Accuracy (Location & Door Naming, Key Levels, Orphans)
- Hierarchical Structures (Users & Locations)
- Seat Licensing (Seats Activity Review & Deactivations)
- Ordering Detail (Volumes & Overdue)
- Reporting Requirements (Billing Allocations, Missing Rekeying Kits)
- Trend Analysis (Rekeying, Key Transitions, Order Type, Freight)

DATABASE ORGANIZATION & ACCESSES

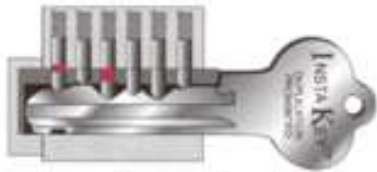
Each SecurityRecords.com® database is created to best match the End User Client requirements. Best practice management standards, such as data format, templates, naming conventions, and structures; have been established to provide the utmost in data compliance and dashboard reporting.

Each End User Client is urged to follow these best practice management standards and coordinate records management requirements, database accesses, usage, and reporting needs with InstaKey® Security Systems based upon these established templates.

Deviations from the approved practices and structures can result in inaccurate scorecard appraisals and quality control measures. Be sure to communicate any deviations to InstaKey® Security Systems to avoid inaccuracies in reporting.

TECHNICAL HARDWARE OVERVIEW

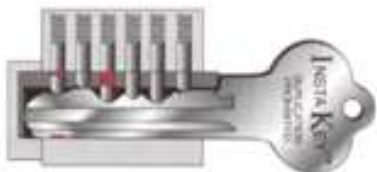
InstaKey® Security Systems KeyControl® lets you rekey your own locks by simply inserting and turning a step key 180 degrees and then removing it from the lock.



1. Step change key displaces wafer.



2. Turning key disengages and captures wafer.



3. Returning key to original position leaves modified pin.



4. Extracting key removes wafer, rendering previous keys inoperable.

How InstaKey® Works

TO REKEY: A notched step change key is inserted into the cylinder and turned 180 degrees. Removing the key brings with it the disengaged wafer, rendering all previous keys in that series inoperable.

THE SECRET: A patented method of removing glued wafer stacks from multiple chambers of a lock cylinder - one wafer at a time.

THE REKEYING PROCESS: Each computer-generated keying series allows up to 12 key steps to be loaded into the cylinder distributed among grand, master, and pass key levels.

MULTIPLE LEVEL CHANGES: The removal of wafers from different stacks in multiple chambers allows the change of any level - grand, master, pass, even interchangeable core control keys - without affecting the operation or keying structure of other levels.

REPINNING: Once all wafers have been removed, the cylinder can be reloaded with a new and totally different series of changes. No new hardware - no lapse in security.

IT'S UNIQUE: Innovative technology. Some may even say it is revolutionary. But all users of InstaKey® say "It really is that simple!"

DATA SECURITY STATEMENT

The sensitivity of actual keying records has been a mainstay of InstaKey® Security Systems for years. As such, security of those records has been a cornerstone of all software and administrative programs implemented by InstaKey® Security Systems for the past decade. When InstaKey® Security Systems began exploring the concept of using the Internet for communication of this type of information, security of that data became the number one priority.

Extensive work has been done and continues to be done to ensure the security of this data – the End User Client's data. Working collectively with many [Department of Defense](#) clients and E-commerce protocols, we chose to use their security modeling standards as collected, regularly updated and published by the IETF ([Internet Engineering Task Force](#)). Such standards currently include the use of firewalls, secure socket layers (SSL), circuit level and application gateways, proxy servers, PGP, digital certificates, etc. all working in concert with each other to ensure the data security of the particular InstaKey® Security Systems client and their particular computer system.

InstaKey® Security Systems' website (www.instakey.com) has the following three (3) data encryption/data protection features built in:

- Dual WatchGuard Firebox Firewalls [more info](#)
- 128-bit SSL Port [more info](#)
- Specific to the Digital Key Holder Update application, self-signed certificates ensuring a one-to-one relationship with each customer. This guarantees that customers using the Digital Key Holder Update program can access only their data.

InstaKey® Security Systems also engages a third-party Internet security consultant quarterly to actively scan InstaKey® Security Systems websites for flaws in the website and internal network security. This scan actively tries to break into the InstaKey® Security Systems' network, and see if it is possible to extract sensitive data in much the same way as any Internet hacker would attempt. To date, the third-party security consultant has not been able to break into any of InstaKey® Security Systems web sites, gain passwords, or acquire sensitive or proprietary data.

InstaKey® Security Systems' commitment to its clients shall be to stay at the forefront of data protection for its Software as a Service (SAAS) cloud-based solutions.

TECHNICAL SOFTWARE OVERVIEW

CLOUD-BASED KEY SYSTEM RECORDS PLATFORM

InstaKey® Security Systems' SecurityRecords.com® software is designed to command all aspects of your KeyControl® program. By providing the only patented, cloud-based platform, Administrators can quickly access and efficiently resolve what key, what specific locations and doors, who is responsible, and what is affected.



InstaKey's® SaaS key system records platform enhances your Administrators control over their key system program compliance and associated program costs. The key system information is owned by you and structured in your terminology and naming conventions.

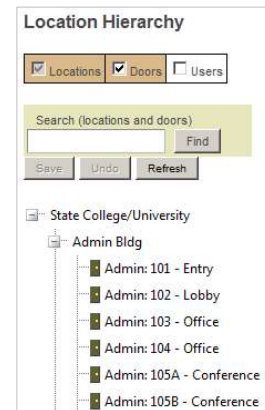
Through data integration of Keys, Key Holders, Doors, and Locations in simple Menu formats, the screen displays and functions are organized hierarchically making the information easy to locate, understand, and utilize. Any data point modification records the Administrator, date, and event time stamp.

- **Value:** Utilize the Quick Search features or data mine through more detailed searches because all data points are linked together to quickly retrieve the desired information.

Reporting can be easily exported or integrated with other data platforms to maximize “real time” information sharing.

- **Value:** Choose to administer yourself or outsource management because information is cloud-based and can therefore be distributed.

Each Administrator receives distinct access credentials manageable by specified system, location, menu, function, and field controls. The SecurityRecords.com® software requires a three-tiered login via a double-blind encryption process. A new Administrator provides a Login Name and Password and the Administration software generates your Protected ID, thus always keeping credential security at a premium.



- **Value:** Share your Key Control audit information or use to review your Internal Lock Shop's production because the software is designed for flexibility and integration to meet differing departmental business needs.

END OF U.S. PROGRAM CATALOG