



## New Key Card Software

### USER'S MANUAL

**Key Card New**

File Display Tools Actions ?

Information key

Function code	Vend	Vend
Key number	000001	000001
Credit	€ 5,00	500
Customer code	Ade Elettronica	Ade Elettronica
Department code	Progettazione	Progettazione
Discount level	0	0
Operator code		

Key stored in the database

Bonus and reward Information

Reward

Point:

Number of free vends Day Month

Bonus 1

Bonus 2

Information user

Last Name

Name

Telephone

E-Mail

Program key

Key inserted € 5,00

**Release 1.7 – July 2007**

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## 1. FUNCTIONS OF THE KEYCARD SOFTWARE

The Key Card software makes it possible to:

- Program keys so that they may subsequently be used in Zip systems.
- Create special keys: key to reset historical data, programming key and free sale key.
- Match each key with user's personal information (name, last name, photo-id, etc.).

### **Important**

1. If you are connecting the Pc Interface using a USB port, you must select the serial port available in your pc. Procedure:
  - Enter in Start/Control Panel/System/Hardware/Device Manager/Port (COM &LPT) and check the serial port available;
  - Select the above serial port in the menu System Configuration of the Key Card software.
2. If you are connecting the Pc Interface using a standard serial port, you must select the serial port connected to the Pc Interface in the Key Card software
3. Before launching the Key Card software it is necessary to close all softwares that are using the chosen port (also the Box32 software).

### **1.1 REQUIREMENTS FOR USING THE SOFTWARE**

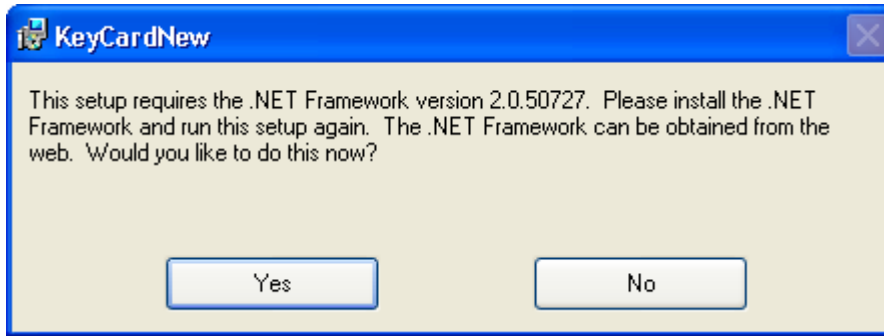
- PC interface with firmware PSCP 1.2.0 or higher.
- PC with the following minimum characteristics:
  - Processor 400MHz
  - Ram 96 MB
  - 280MB space on the hard disk
  - Operating system
    - Microsoft® Windows® 98
    - Windows 98 Second Edition
    - Microsoft Windows 2000 Professional with SP4
    - Windows 2000 Server with SP4
    - Microsoft Windows XP Professional with SP2
    - Windows XP Home Edition with SP2
    - Microsoft Windows Millennium Edition
  - Serial port or certified serial port/USB converter

### **1.2 SOFTWARE INSTALLATION**

A prerequisite for software installation is the presence of *Microsoft ".NET Framework ver 2.0 redistributable package (x86)"*. This is a Windows additional component which can be downloaded free of charge from the Microsoft website.

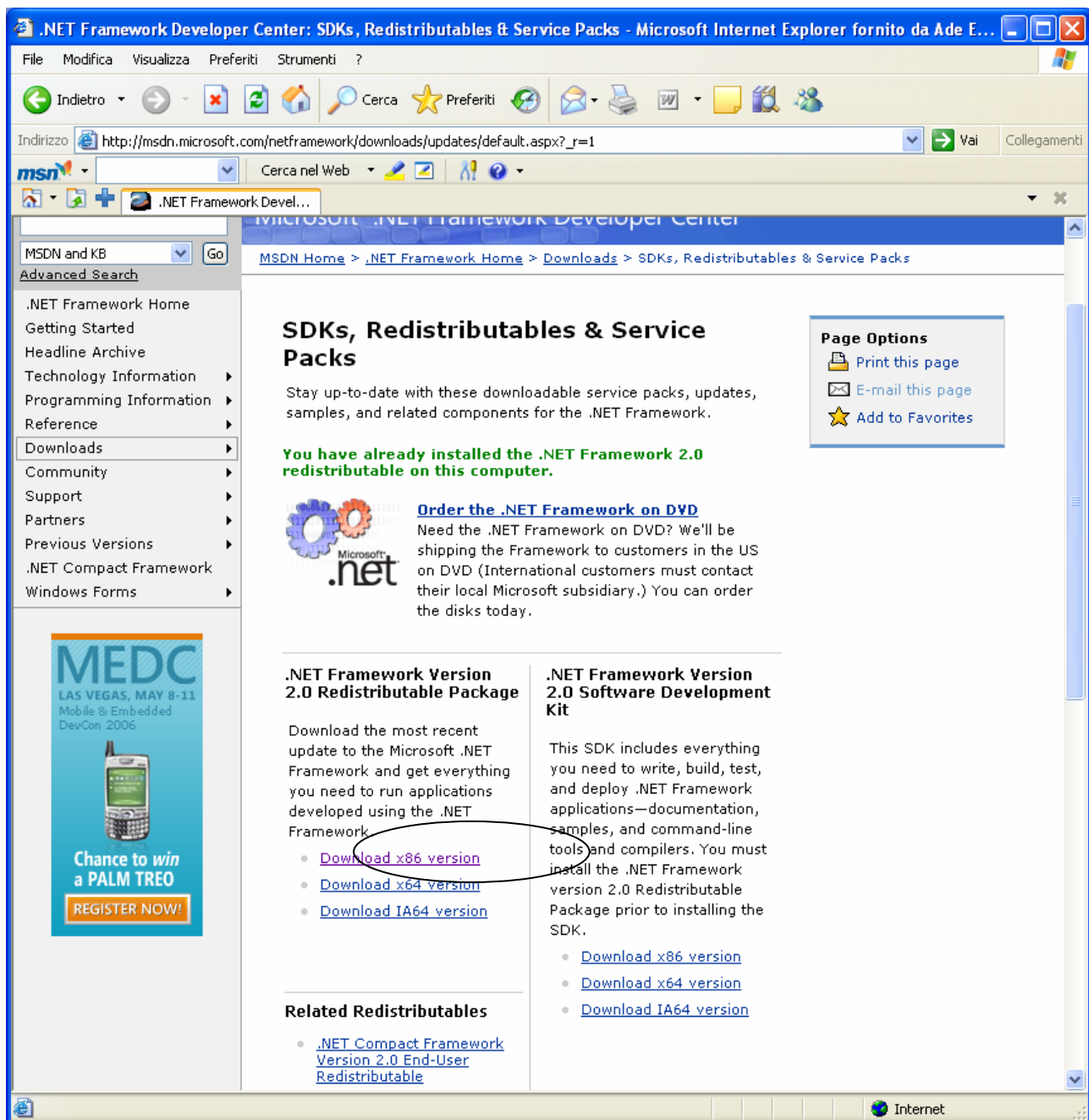
To install the software Key Card, you just need to run the file "KeyCardNew100Setup.msi" contained in the installation CD-ROM.

The installation program for the Key Card software checks that the component *".NET Framework vers 2.0 redistributable package (x86)"* has been installed on the PC. If it has not, a message to this effect appears, indicating that the component is not present.



In this case you have the following options:

1. Select Yes and download the component “.NET Framework vers 2.0 redistributable package (x86)” from Microsoft website (<http://msdn.microsoft.com/netframework/downloads/updates/default.aspx>).



2. Run the file dotnetFX .
2. Repeat the installation of Key Card software by running the file "KeyCardNew100Setup.msi" contained in the installation CD-ROM.

Or:

3. Exit the installation program.
4. Run the file dotnetFX which is included on the installation CD-ROM.
5. Repeat the installation of KeyCard software by running the file "KeyCardNew100Setup.msi" contained in the installation CD-ROM.

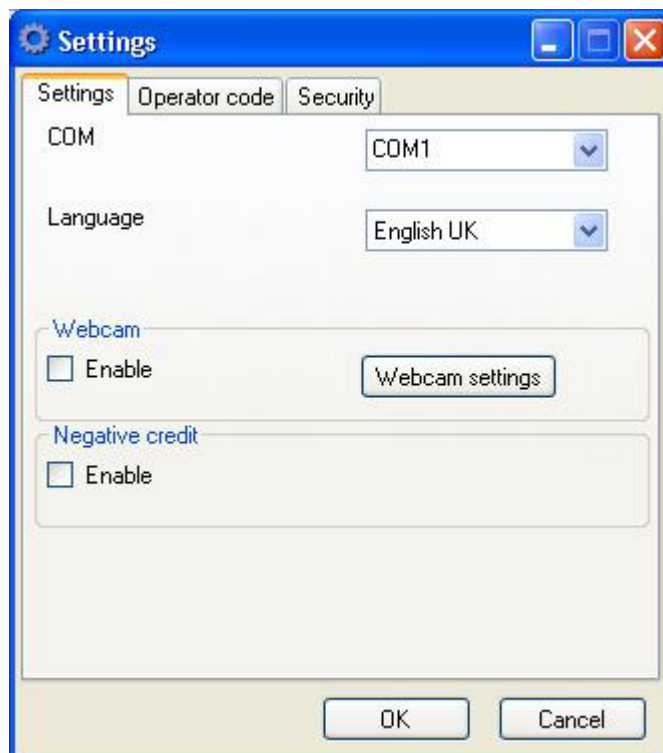
### 1.3 SOFTWARE CONFIGURATION

Before you start to use the software, you will need to configure it by selecting the menu File→Settings.

#### 1.3.1 SETTING LANGUAGE AND SERIAL PORT

From the Settings screen you can set:

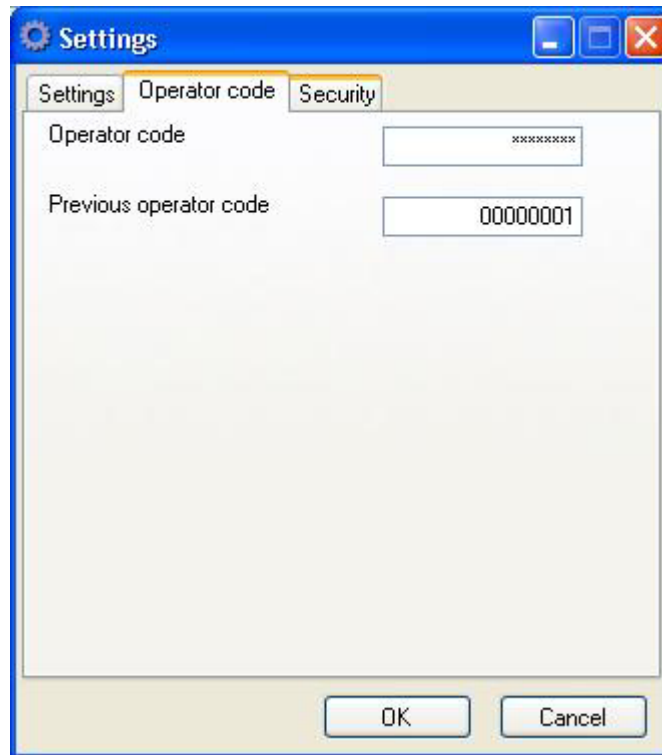
1. Serial port where the PC interface is connected. The pull-down menu automatically shows all serial ports available in the system.
2. Program operating language.



#### 1.3.2 SETTING OF OPERATOR CODE

The Operator Code window makes it possible to set your operator code and eventually the previous operator code.

The default setting for these values is 00000001.



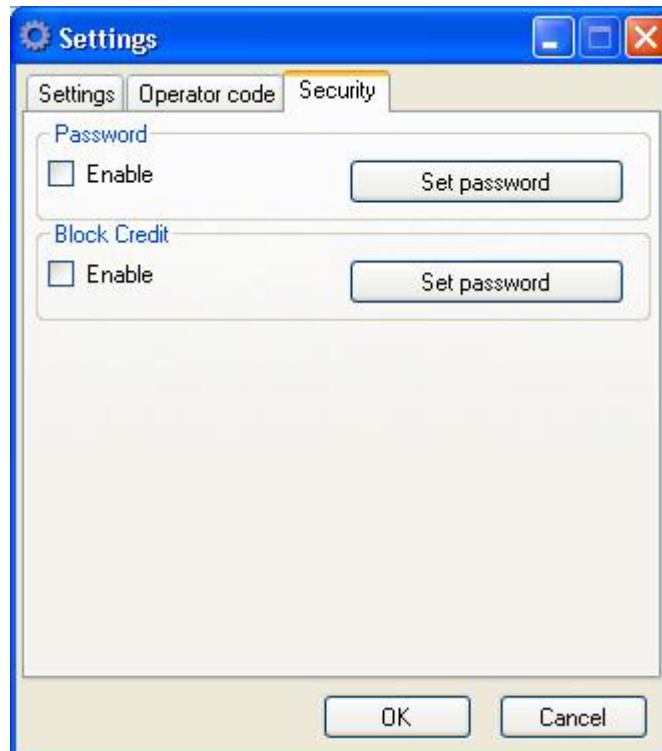
### Important

Do not leave the operator code set to the default value of 0000001.

### 1.3.3 SETTING PROTECTIONS

From the Security window you can:

1. Insert a password to enter the Key Card software.
2. Block the revaluation of the keys.



To enable each of these functions, the following is necessary:

1. Set the password by pressing the set password key.



The screenshot shows a dialog box titled "Password to block credit" with a lock icon and a close button (X). The dialog has a blue header bar and a light beige body. It contains three text input fields: "Password", "New password", and "Confirm Password". At the bottom, there are two buttons: "OK" and "Cancel".

2. Insert the password and confirm it.
3. Tick the field  Enable .
4. Re-insert the password.



The screenshot shows a dialog box titled "Enter password to modify credit" with a lock icon and a close button (X). The dialog has a blue header bar and a light beige body. It contains one text input field labeled "Password". At the bottom, there are two buttons: "OK" and "Cancel".

To disable the function, remove the tick mark and re-insert the password.

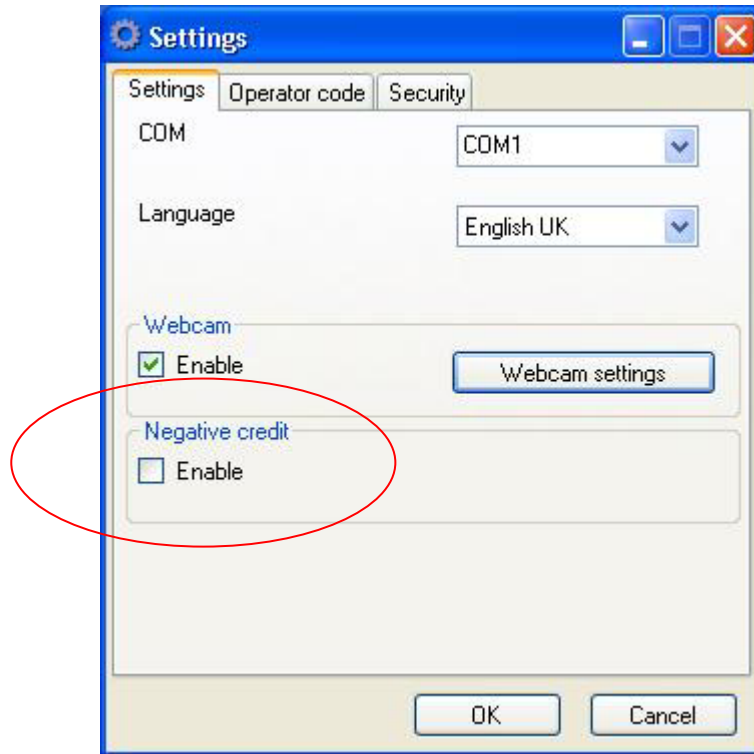


It is advisable to select two different passwords to enter the Key Card software and to block the revaluation of the keys.



### 1.3.4 SETTING NEGATIVE CREDIT

To set the negative credit function, you will need to tick the field  Enable .



When this function is enabled, the symbol  will appear in the main window, as shown in the below figure.



For further information of this function read the Manual "Negative credit".

### 1.3.5 SETTING DEPARTMENT AND CUSTOMER CODE

In order to speed up the programming of the keys, you may memorize your department and customer codes so that they can be automatically recalled in the pull-down menu of the main window and of the automatic programming function.

Automatic programming

Information key

Function code: Vend

Key number: 000001

To: 000010

Credit: 0

Customer code: [dropdown]

Department code: [dropdown]

Discount level: 0

Start

Procedure:

1. Select Tools → Users database.


Users database

File Tools

Customers database

Users database

Key number	Department code	Key status	Name	Last name	Telephone	E-mail

2. Select Tools → Customers → Add or press the key add customer code .

3. Insert the customer code, the customer name and the address (optional) and press the "OK" key to save.



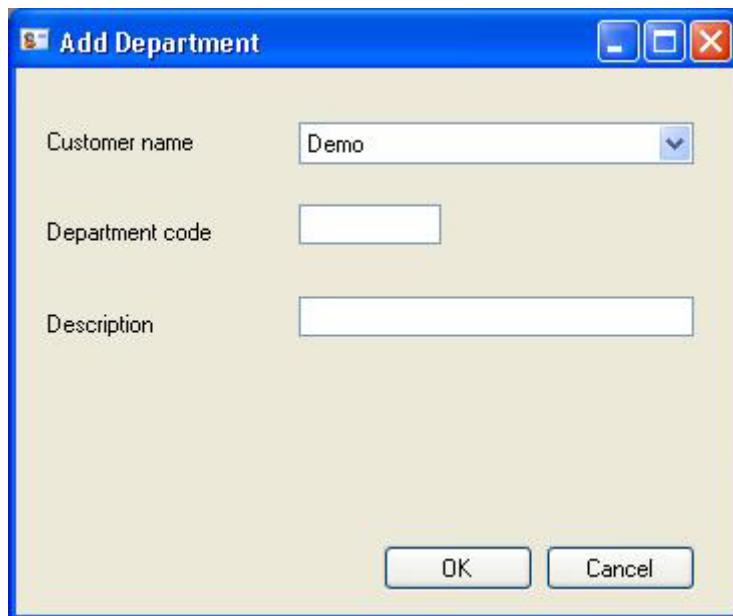
The 'Add Customer' dialog box contains the following fields and controls:

- Customer code:
- Customer name:
- Address:
- Buttons: OK, Cancel

4. Repeat the operation to insert all customer codes that you want to memorize.

To store the department codes:

1. Select Tools → Departments → Add
2. In the pull-down menu, select the customer code to which the department code belongs.

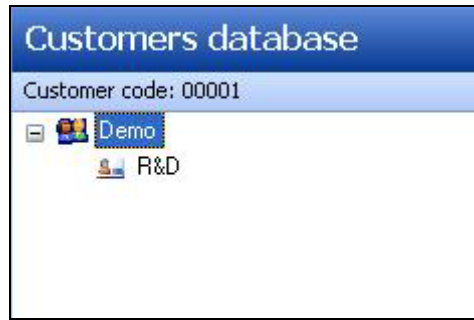


The 'Add Department' dialog box contains the following fields and controls:

- Customer name:
- Department code:
- Description:
- Buttons: OK, Cancel

3. Insert the department code and the description, and press OK to memorize,
4. Repeat the operation for all the department codes that you want to memorize.

In the section "Customers database" in the window "Users Database" you can view a tree diagram of the customer codes and department codes.



You can modify or delete customer/department codes by choosing the code to modify/delete and selecting Tools→ Customers (or Departments)→ Edit/Delete.  
Or you can select the customer/department code with the right button of your mouse.

Department and customer codes which were previously inserted in the Users Database can be recalled automatically in the pull-down menu of the main window.  
It is, however, possible to insert a different code (not stored in the Users database) for the department and customer code.

Information key		
Function code	Vend	Vend
Key number	425432	425432
Credit	€ 0,00	0
Customer code	00021	00021 Demo 002
Department code	002	002
Discount level	0	0
Operator code		

It is also possible to recall customer/department codes which were previously memorized in the Users database using the function “Automatic Programming”:

Automatic programming

Information key

Function code: Vend

Key number: 000001

To: 000000

Credit: 0

Customer code: Demo

Department code: R&D

Discount level: 0

Start



The option of recalling customer/department codes which were previously memorized in the Users Database is available only when you are using sale keys.

## 2. PROGRAMMING THE KEYS

The screenshot shows the 'Key Card New' application window. It features a menu bar (File, Display, Tools, Actions, ?) and a toolbar. The main interface is split into two sections:

- Information key:** Contains input fields for Function code, Key number, Credit, Customer code, Department code, Discount level, and Operator code. A dropdown menu for 'Vend' is also present.
- Information bonus and reward:** Contains input fields for Reward, Point (with a value of 00000), Number of free vends, Day, Month, Bonus 1, and Bonus 2 (with a value of 000).

At the bottom of the window, there is a status bar displaying 'Insert Key', a balance of '€ 0,00', and a 'Program key' button.

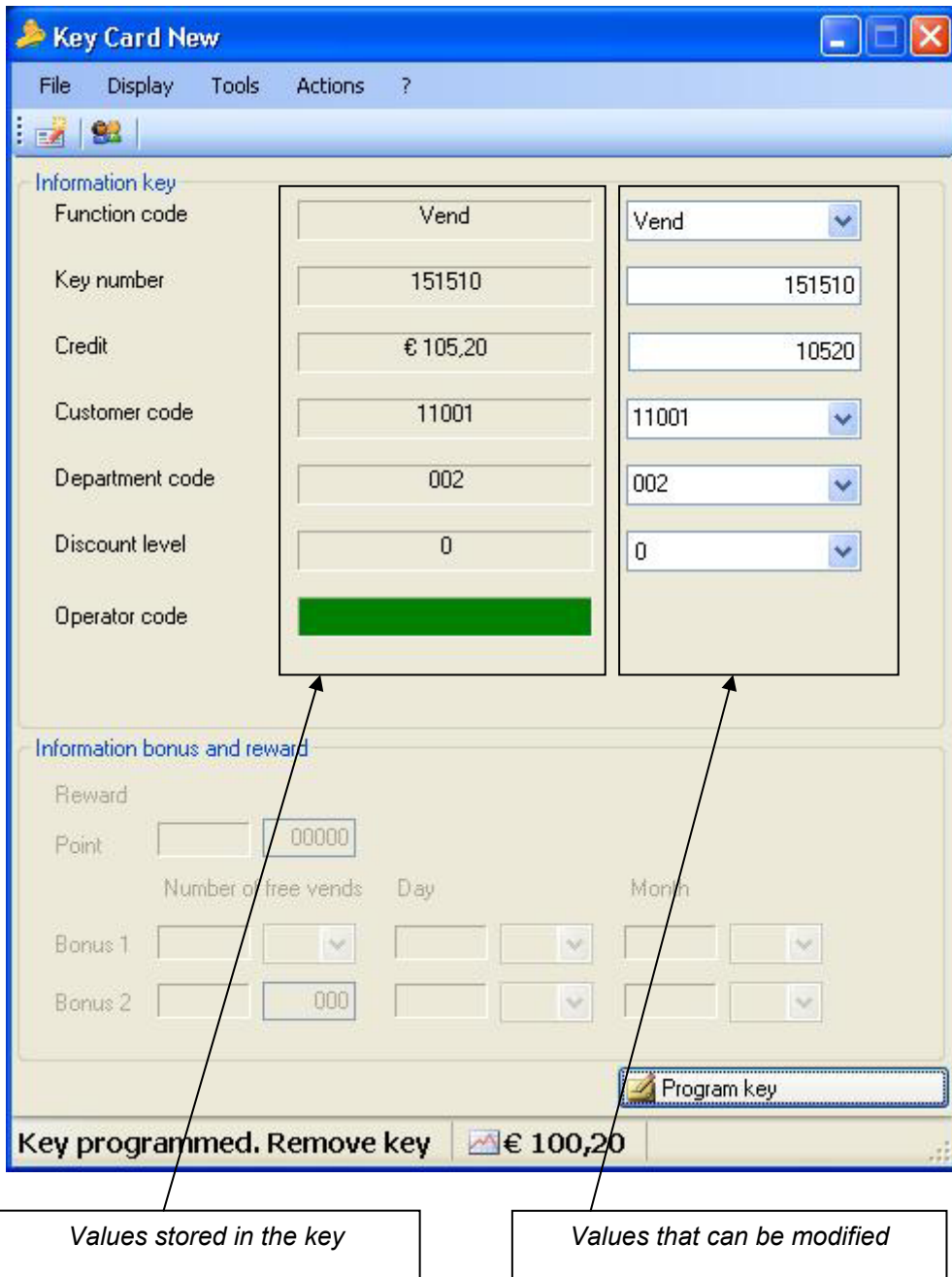
When the PC interface is properly connected, the message **Insert Key** appears.

In the event of problems in the communication, the message **(NO COMMUNICATION)** appears.

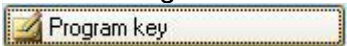
The window is divided into two sections:

1. Information key: this shows the key number, credit and codes belonging to the key inserted in the PC Interface.
2. Information bonus and reward: this shows bonus and reward points for the key inserted in the PC Interface. By default, this data is not read. To enable this function, activate the option "Bonus information" by entering the menu Display→ Bonus information.

When a key is inserted into the PC interface, the main window shows the data stored in the key and enables the editing of other fields.



After setting the data to be written into the key, press the program key button



**Important**

Do not remove the key until the following message appears:



If the key is removed before the key has been programmed, the key may be damaged.

## 2.1 DESCRIPTION OF THE FIELDS WHICH CAN BE VIEWED IN THE KEY


- Function Code: lets you programme:
  - Sale key
  - Free sale key
  - Programming key
  - Key to reset historical data
  - Key to turn the machine on free vend (auto free key)
  - Key to deliver tokens (token key)
- Key number: it is advisable to assign a different number to each key.
- Credit
- Customer code
- Department code
- Discount level
- Operator code: the colours have the following meanings:
  - Green: the operator code programmed in the key is the same one set in the Key Card software. Therefore, it is possible to read and write the key.
  - Yellow: the operator code in the key is at the default value of 00000001. It is possible to read and write the key. When the key is written, the operator code in the key will be updated to the one set in the Key Card software.
  - Blue: the operator code in the key is the same as the previous operator code set in the Key Card software. It is possible to read and write the key. When the key is written, the operator code in the key will be updated to the one set in the Key Card software.
  - Red: the operator code in the key does not match any of the above requirements. It is not possible to read or modify the key.

When you programme the function code of the key, the Key Card software enables only the fields as shown in the below figure:





When data is inserted in the fields, the software checks that the data is correct. Otherwise, the error is indicated as shown in the below figure.

Roll the cursor over the symbol  for an explanation.



When you convert a sale key to a key with different function, the credit in the key is set to zero.

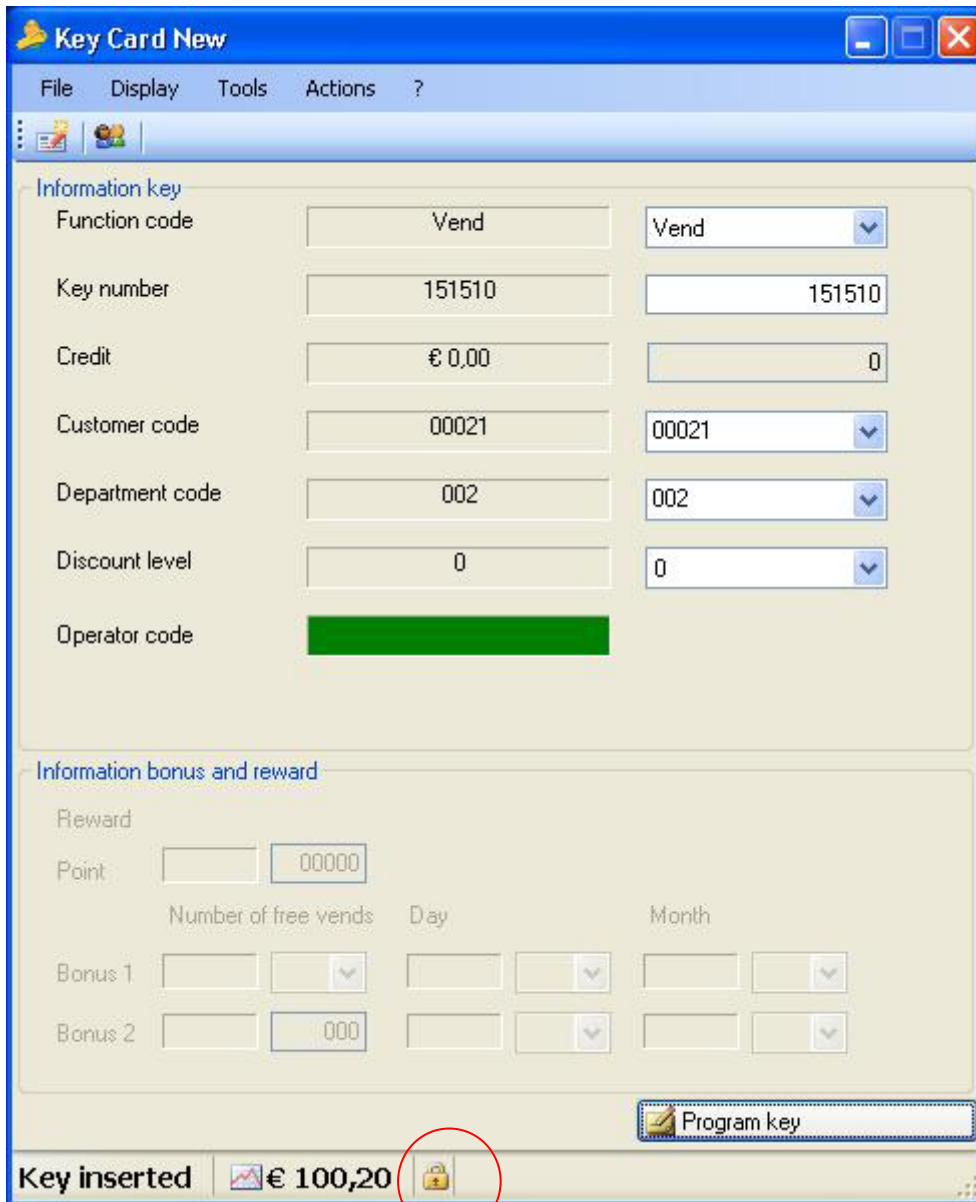
## 2.2 CREDIT COUNTER

In the lower part of the window there is a counter which indicates the credit transferred into the keys using the Key Card software. This counter cannot be reset.

 € 100,20


## 2.3 BLOCKING THE REVALUATION OF THE KEYS

If you enable the “Block credit” function, it is not possible to revalue the key. This condition is indicated by the presence of an icon with a lock in the lower part of the window.



The screenshot shows the 'Key Card New' application window. The title bar includes a yellow key icon and the text 'Key Card New'. The menu bar contains 'File', 'Display', 'Tools', 'Actions', and '?'. Below the menu bar is a toolbar with several icons. The main area is divided into two sections: 'Information key' and 'Information bonus and reward'.

**Information key section:**

Function code	Vend	Vend
Key number	151510	151510
Credit	€ 0,00	0
Customer code	00021	00021
Department code	002	002
Discount level	0	0
Operator code		

**Information bonus and reward section:**

Reward

Point:

Number of free vends:  Day:  Month:

Bonus 1:

Bonus 2:

At the bottom right of the main area is a 'Program key' button with a key icon.

The status bar at the bottom of the window displays 'Key inserted', a credit counter icon, '€ 100,20', and a lock icon circled in red, indicating that the credit counter is locked and cannot be reset.

## 2.4 SPECIAL KEYS

### 2.4.1 FREE SALE KEY

The free sale key is a sale key which is transformed using the Key Card New software into a key that allows you to make purchases free of charge.

When a sale key is transformed in a free sale key, the software disables the field of the credit and writes on the key a fictitious credit (5,00€).

This fictitious credit (5,00€) is visualized in the display of the machine when the free sale key is used.

The screenshot shows the 'Key Card New' software interface. The window title is 'Key Card New'. The menu bar includes 'File', 'Display', 'Tools', 'Actions', and '?'. The main area is divided into two sections: 'Information key' and 'Information bonus and reward'.

**Information key section:**

- Function code: Vend
- Key number: 151510
- Credit: € 105,20 (highlighted with a red circle, showing 10520)
- Customer code: 11001
- Department code: 002
- Discount level: 0
- Operator code: (green bar)

**Information bonus and reward section:**

- Reward Point: 00000
- Number of free vends: (empty)
- Day: (empty)
- Month: (empty)
- Bonus 1: (empty)
- Bonus 2: 000

At the bottom right, there is a 'Program key' button. The status bar at the bottom shows 'Key programmed. Remove key' and '€ 100,20'.

### 2.4.2 PROGRAMMING KEY

The programming key is a sale key which is transformed using the Key Card software into a key to be used to fill the tubes of a coin mech MDB, when using the MDB Plus module (959885 or 959886).

### 2.4.3 KEY TO RESET HISTORICAL DATA

The key to reset historical data is a sale key which is transformed via the Key Card software into a key that resets the historical data of a Zip system.

This may be useful when you decide to transfer a payment system from one machine to another and you want to start with brand new statistics.

### 2.4.4 KEY TO TURN THE MACHINE ON FREE VEND (AUTO FREE KEY)

The auto free key is a sale key which is transformed using the Key Card New software into a key that allows you to turn the machine on free vend.

When a sale key is transformed in auto free key, the software disables the field of the credit and writes on the key a fictitious credit (10,00€/10.00\$).

The machine stays on free vend till you disable this function by re-inserting the auto free key in the reader.

### 2.4.5 KEY TO DELIVER TOKENS (TOKEN KEY)

The token key is a sale key which is transformed using the Key Card New software into a key that when you insert into the reader, can transfer tokens into the sale keys (maximum 7 tokens).

### 2.4.6 CHARGE KEY

The charge key is a special key that makes it possible to transfer into the sale keys charges previously programmed with the Key Card software.

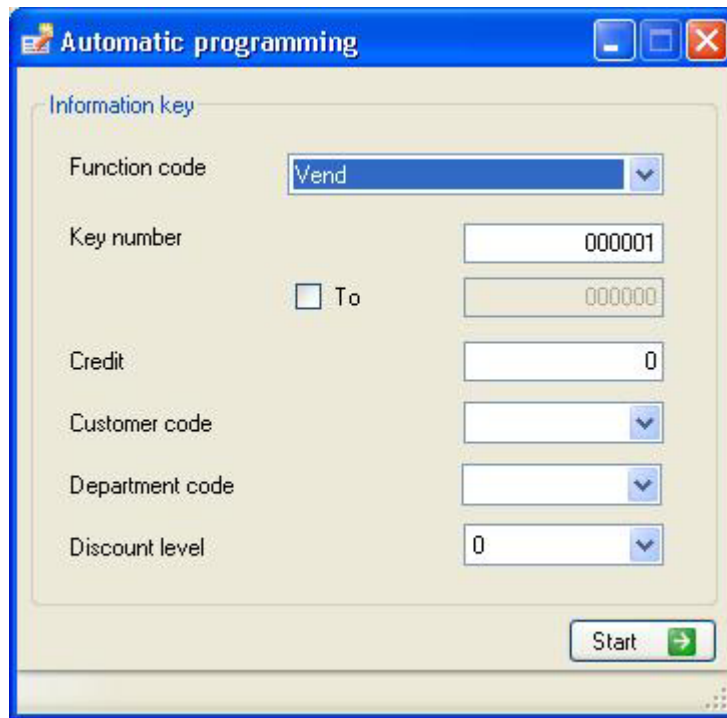
When a recharge key is inserted in the PC interface, the main window shows the following data:

- Function code: Charge key
- Key number
- Customer code
- Recharging value
- Number recharges
- Operator code




### 3. AUTOMATIC PROGRAMMING OF THE KEYS

This function lets you program quickly and easily the keys.  
Select the menu Tools→ Automatic programming.



Procedure:

1. Set the starting key number. This number will be automatically increased by the system each time a key is programmed.
2. Set the credit, the Customer code, the Department code and the discount level.
3. Press the Start  Key. From now on, all the keys inserted into the PC interface will be programmed with the values previously set.
4. Insert the key in the PC interface. The key will be programmed automatically.

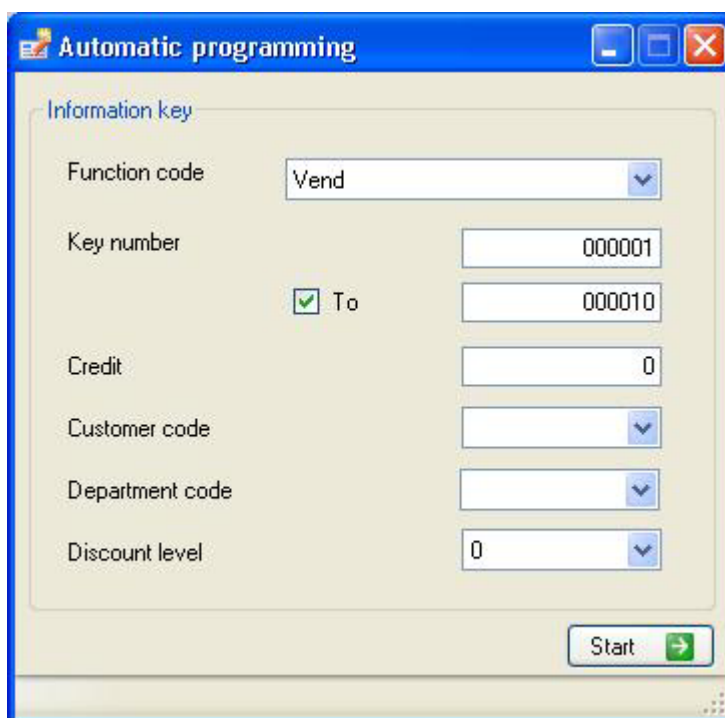
**Programming key** 

5. Remove the key only when you see the message:

**Key programmed. Remove key** 

6. Insert a new key.
7. To end, close the Automatic programming window.

It is possible to set the key number to be reached by ticking the box "To" and inserting the desired number.



Automatic programming

Information key

Function code: Vend

Key number: 000001 To 000010

Credit: 0

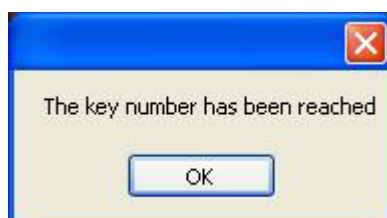
Customer code: [dropdown]

Department code: [dropdown]

Discount level: 0

Start

When you reach the desired number, the following message will be shown:



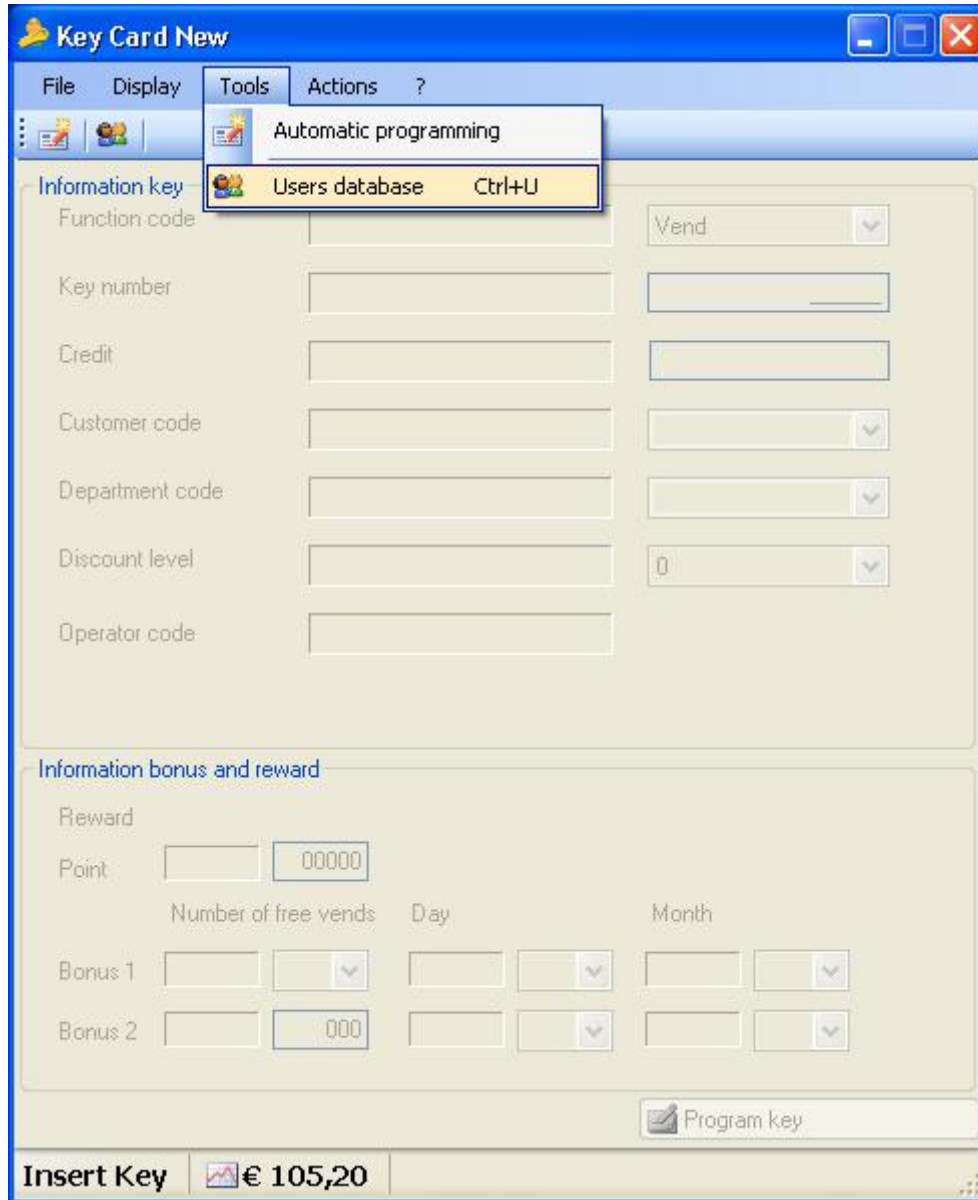
Automatic programming can be used only to program sale keys and free sale keys.

## 4. USERS DATABASE

This allows you to:

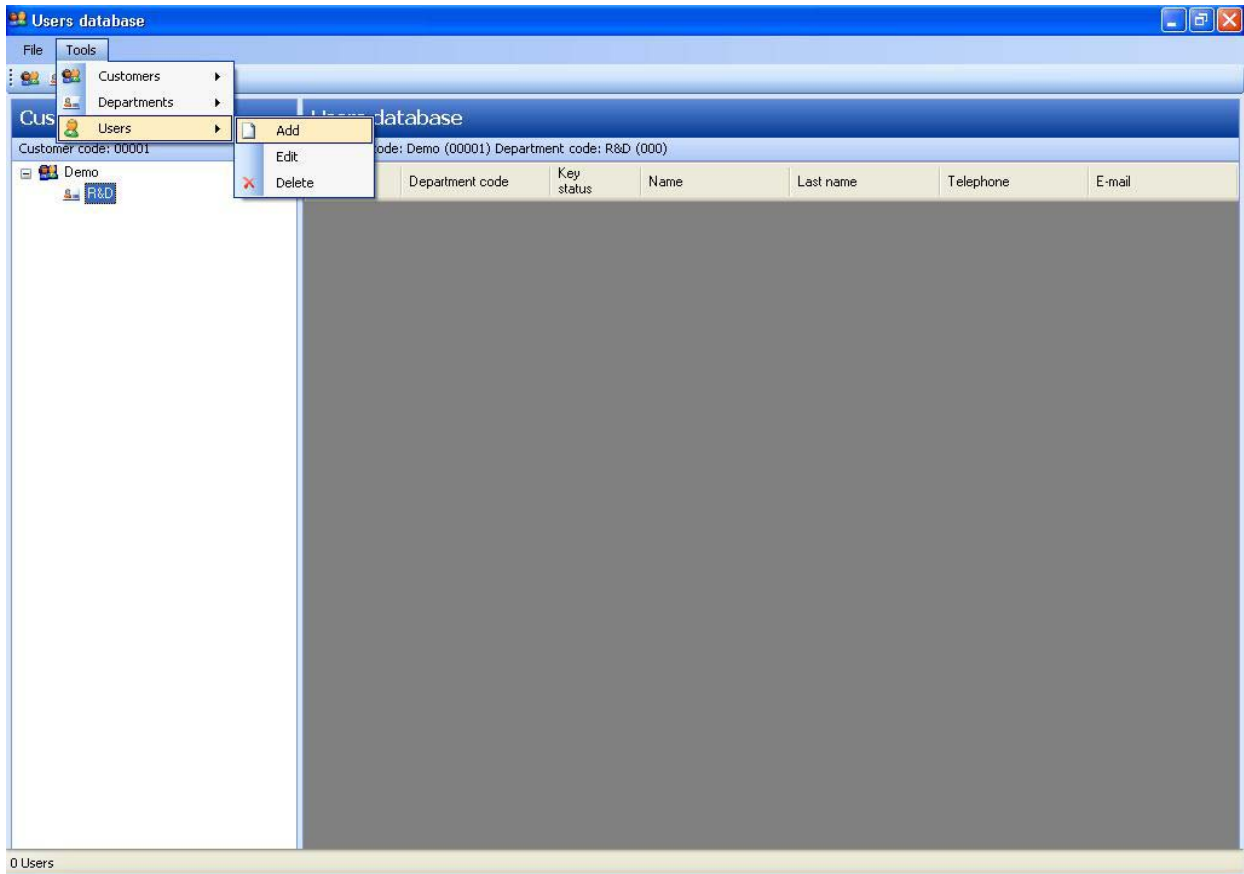
- Memorize department and customer code, as described in the previous section.
- Match each key with user's personal information (name, last name, photo id, etc.).

Select from the main window: Tools → Users database.

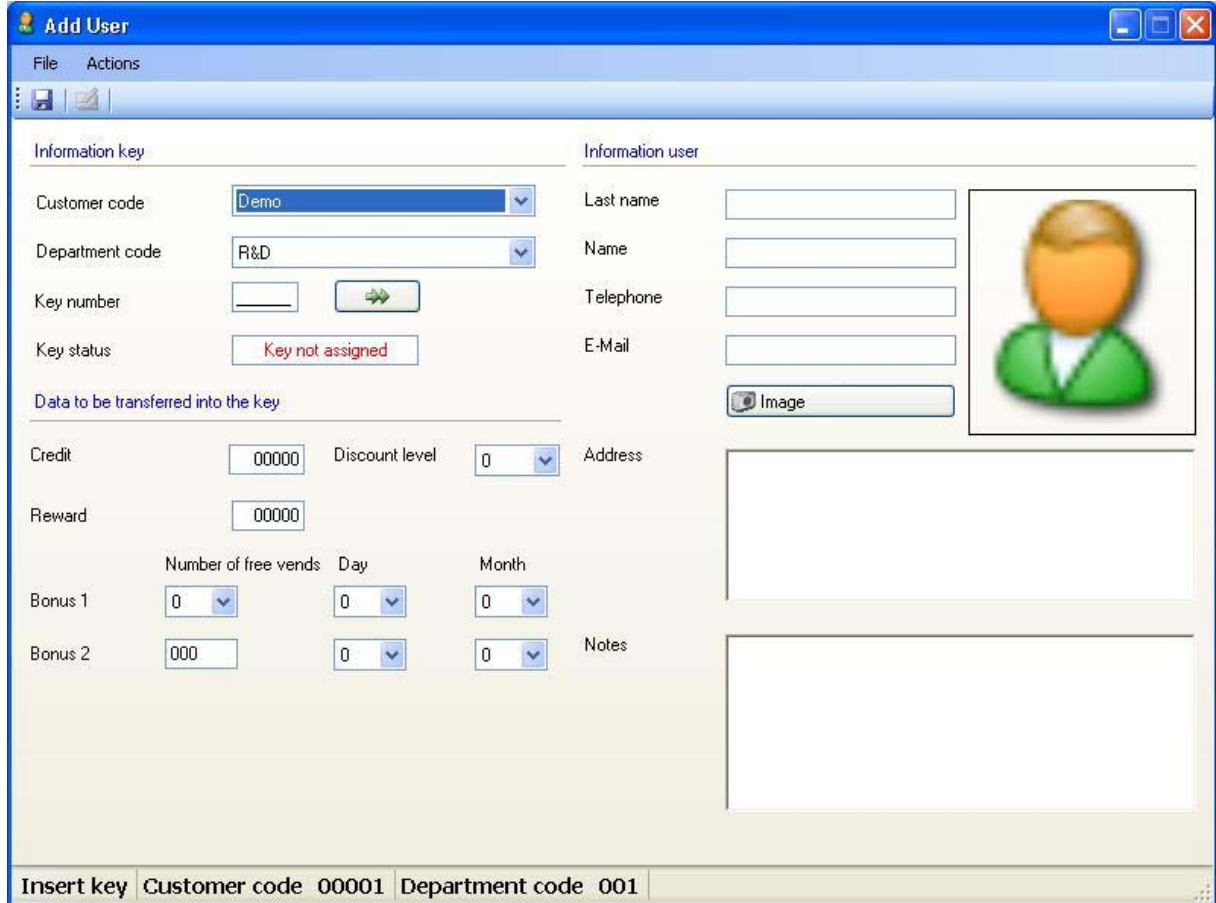


After inserting at least a customer code and a department code, select a customer of department and click Tools→ Users→ Add.






A window will appear where the information of the user can be inserted:



#### 4.1 SAVE USER DATA IN THE DATABASE, THEN ASSIGN A KEY AT A LATER TIME

Fill out the fields Information key, Information user and Information bonus and reward, and save the data by selecting File → Save or pressing the key 


When the user data is saved, the key status will be “Key not assigned”:

Key not assigned



The data is not saved if the “Information key” section has not been filled out.


To programme a key assigning data previously saved:

1. Double click on the user's name to recall, or select the user and with the right button of the mouse select “Edit”.
2. Insert a key in the PC interface.
3. Select Actions→ Programme key (or press the programme key button )
4. When a key is assigned, the key status will change to “Key Assigned”, as shown in the figure below.

Key assigned


This procedure is very useful if keys are assigned to a large number of users.

If you need to deliver the keys personally to each user, here is the simplest way of doing so:


1. Insert all users in the database.
2. When a user come to pick up his/her key, recall the user data from the Users database, insert a key in the PC interface and press the programme key button  to program the key.

#### 4.2 SAVE USER DATA AND AT THE SAME TIME ASSIGN A KEY

Procedure:


1. Open the user: Tools → Users database.
2. Select the department and/or customer code and click on the key “Add user”.
3. Fill out the fields: Information key, Information user and Information bonus and reward.
4. Insert a key in the PC interface.
5. Select Actions → Programme key (or press the programme key button .
6. The key is programmed and user data is automatically saved in the Users database.

#### 4.3 AUTOMATICALLY ASSIGNING A PROGRESSIVE KEY NUMBER

By pressing the button  (or CTRL+N), the software will automatically insert the first available key number for the customer and department selected.

#### 4.4 SEARCH FUNCTION

With the Key Card software you can make searches in the database.

Parameters to help you search can be chosen by pressing the  button. The parameters that can be utilised for your search are:

- Key number
- Name
- Last name

## 4.5 WITHDRAW A KEY

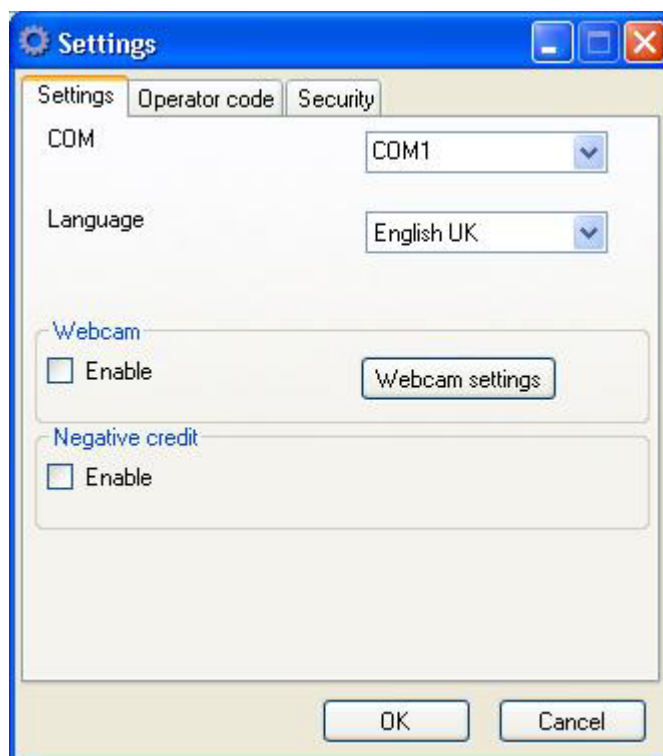
To reset key status to “Not assigned” (for example if the user has returned the key) select Actions → Withdraw key.

## 4.6 USER'S PHOTO ID

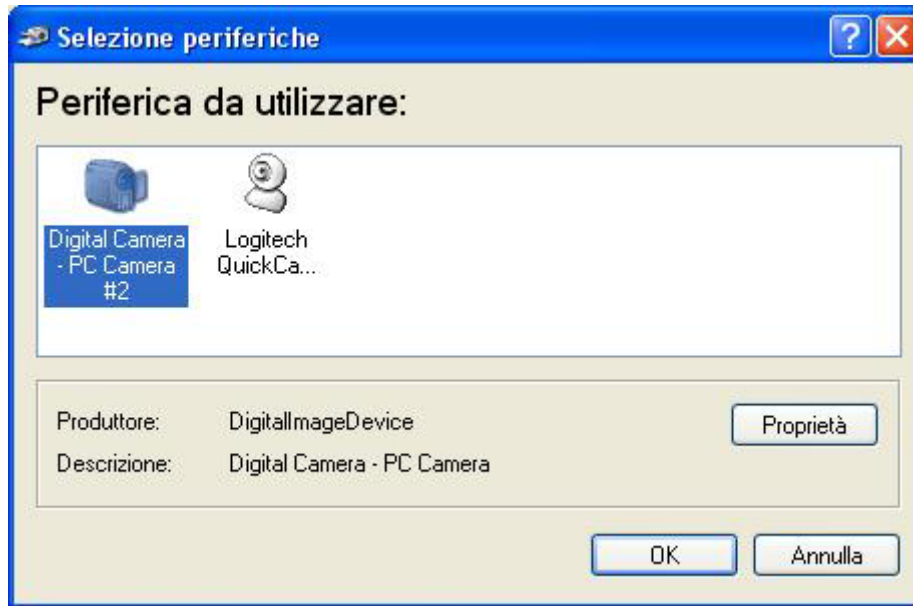
In the Users database, it is possible to match each user with a photo id. The photo can be captured directly by a webcam (only if you use Windows XP) or it can be inserted from a pre-existing file.

### 4.6.1 USING A WEBCAM

1. Install the webcam correctly.
2. Select File → Settings.



3. Press the button "Webcam settings"



4. Select the device you plan to use and press OK.
5. Enable use of the webcam by ticking the enable field  Enable .

### Important

*In order to use a webcam to take photo, the Windows XP operating system is required.*

### 4.6.2 INSERTING A PHOTO ID

To insert a photo in the Users database:

1. Press the Image key:

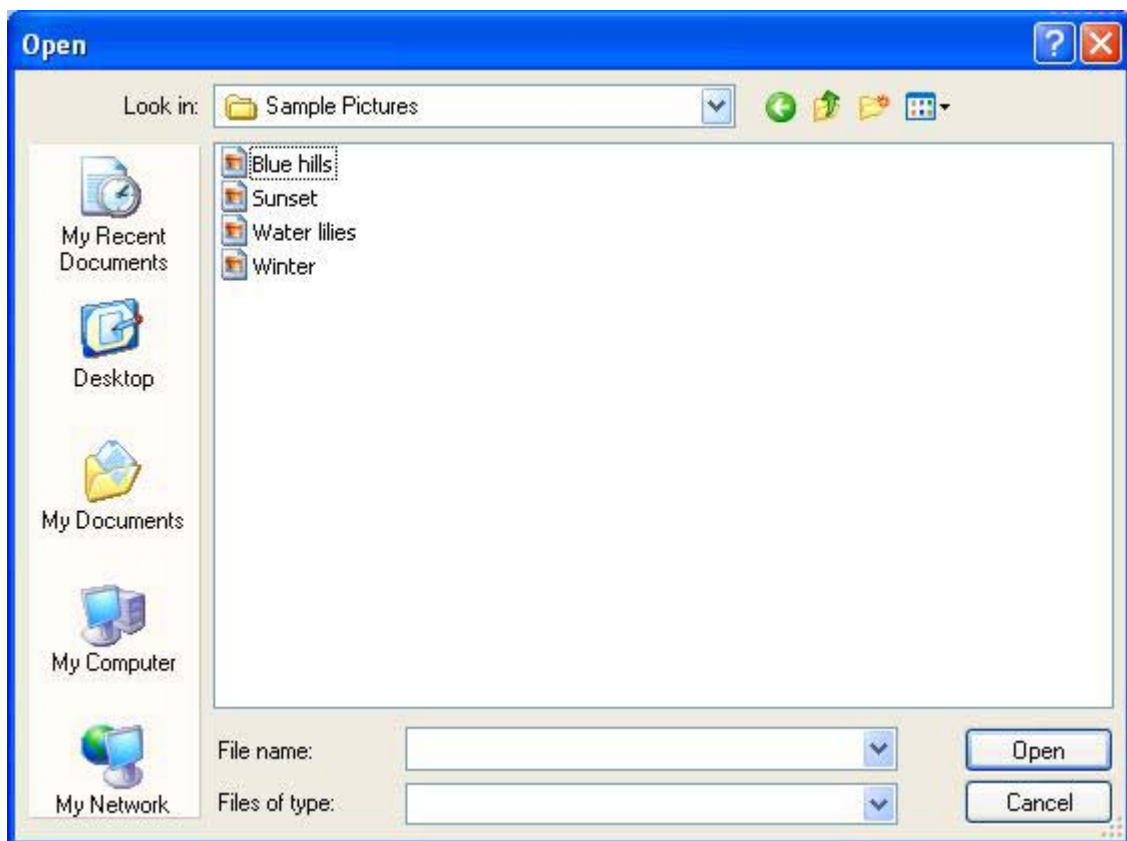
Information user

Last name	<input type="text"/>	
Name	<input type="text"/>	
Telephone	<input type="text"/>	
E-Mail	<input type="text"/>	
	<input type="button" value="Image"/>	

- a. If the webcam use option is enabled:
  - Focus on the subject and press OK.



2. If the webcam use option is not enabled and you want to insert a photo from an existing file:
  - a. Select the photo to insert and press OK.



3. The photo will appear in the assigned space.

**Edit User: Test User Test**

File Actions

**Information key**

Customer code: Demo

Department code: R&D

Key number: 000001

Key status: Key assigned

**Information user**

Last name: Test User

Name: Test

Telephone: 123456

E-Mail:

Image

**Data to be transferred into the key**

Credit: 00000 Discount level: 0

Reward: 00000

Bonus 1: Number of free vends: 0 Day: 0 Month: 0

Bonus 2: 000 Day: 0 Month: 0

Address:

Notes:

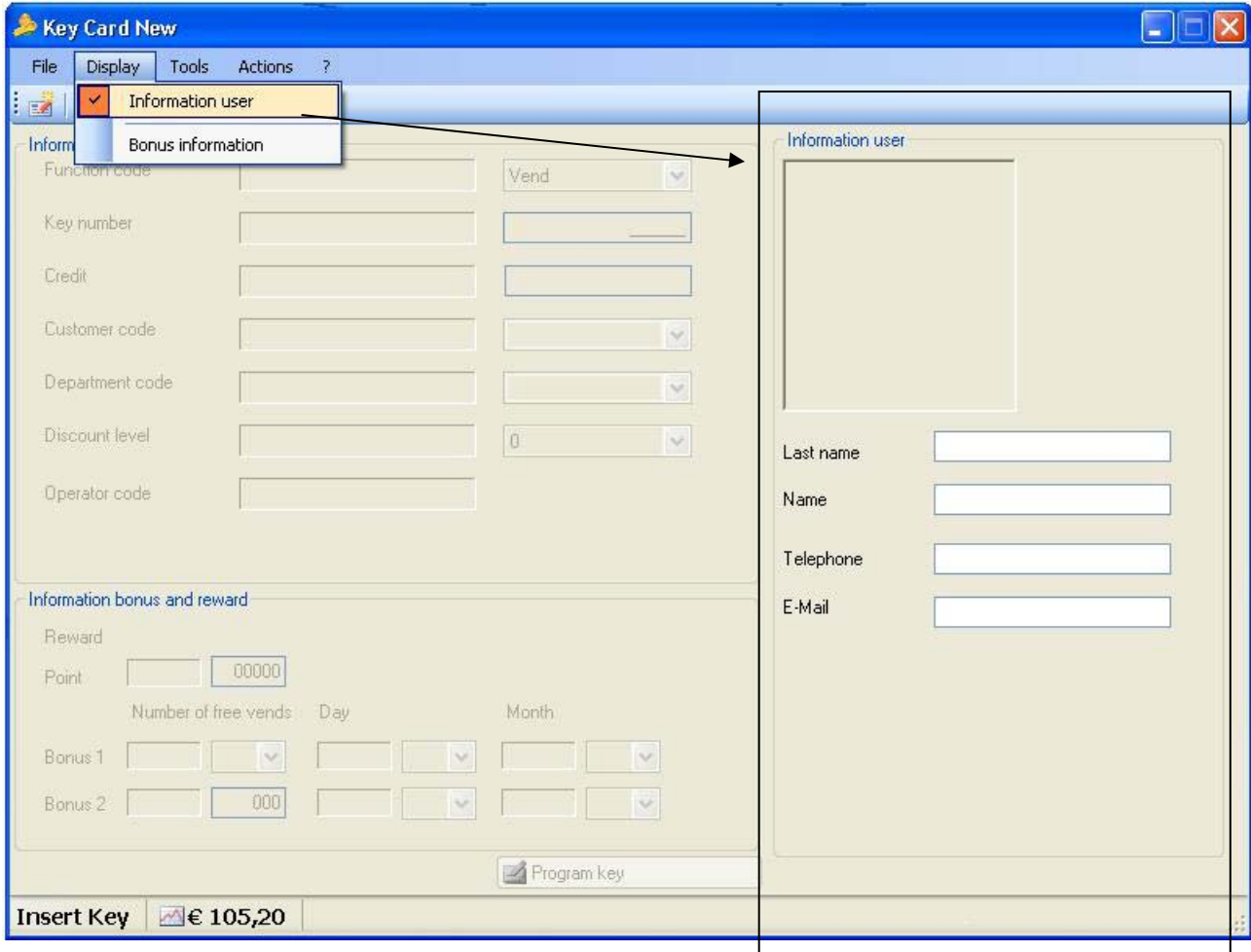
Key inserted Customer code 00001 Department code 001




It is possible to insert a photo from an existing file. Select the menu Actions → Insert Image file. By means of this file, the photo will be loaded regardless of whether the webcam is enabled.

## 4.7 DISPLAY USER DATA IN THE MAIN WINDOW

To display the user data in the main window of the software select Display → Information user.




When a key, belonging to a user previously recorded in the Users database, is inserted in the PC Interface, the message Key stored in the database  will appear and the data of the key will be displayed as shown in below figure.





When a key, belonging to a user previously inserted in the Users database, is inserted in the Pc Interface, it is possible to modify only the credit, the discount level and bonus and reward information.

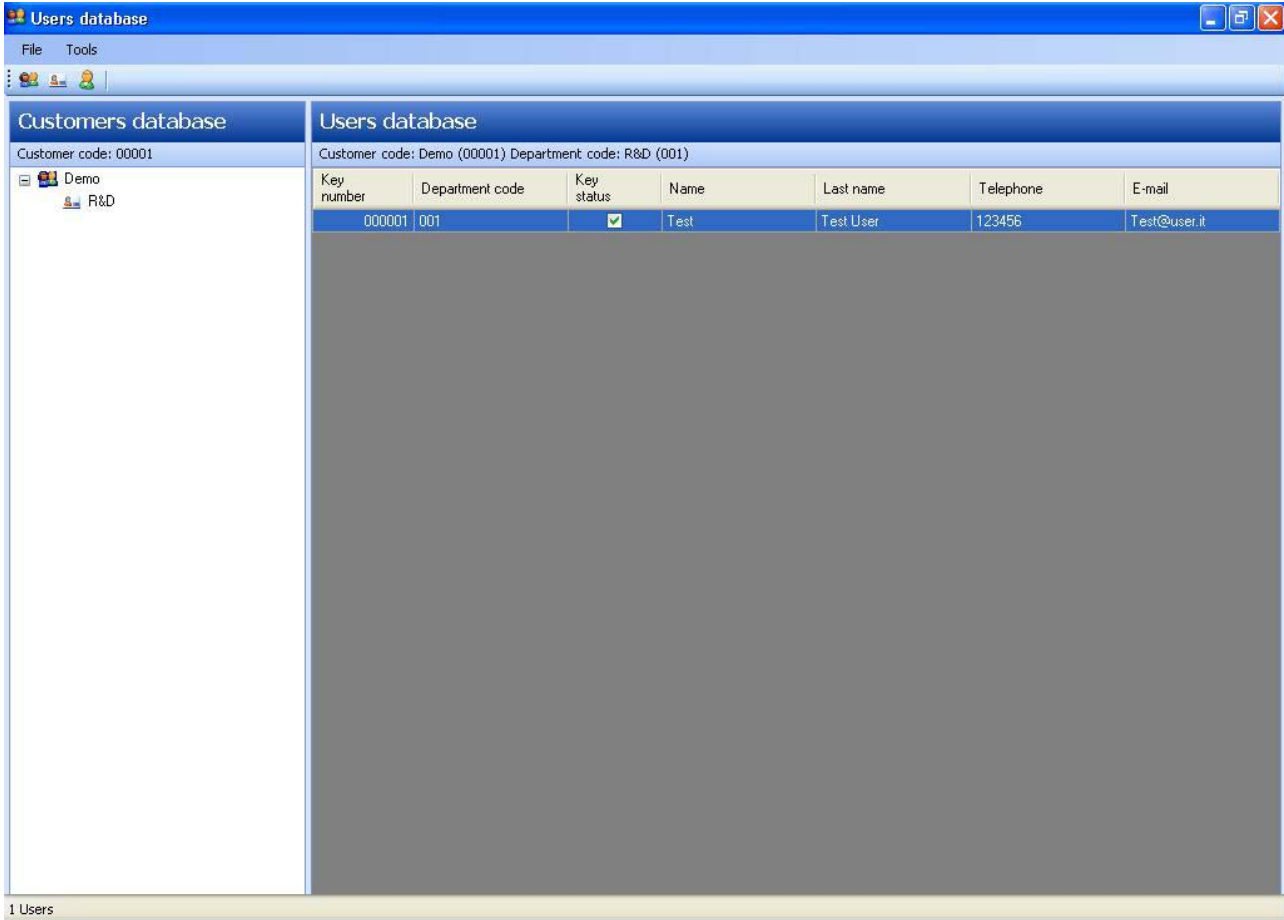
If you need to modify other data, do as follows:

1. Access the "Users database".
2. Select the user you want to modify.
3. Select File → Save (or press ) to save the modifications.
4. If you modify the customer code, the department code or the key number, the key status will automatically change to "Not assigned".
5. Re-assign the key as described before.

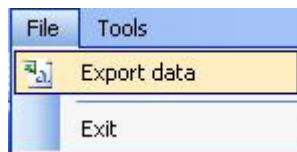
## 4.8 EXPORTING USER DATA IN CSV FORMAT

It is possible to export data in CSV format, viewable with Excel or any text editor.  
Procedure:

1. Access the window "Users database "

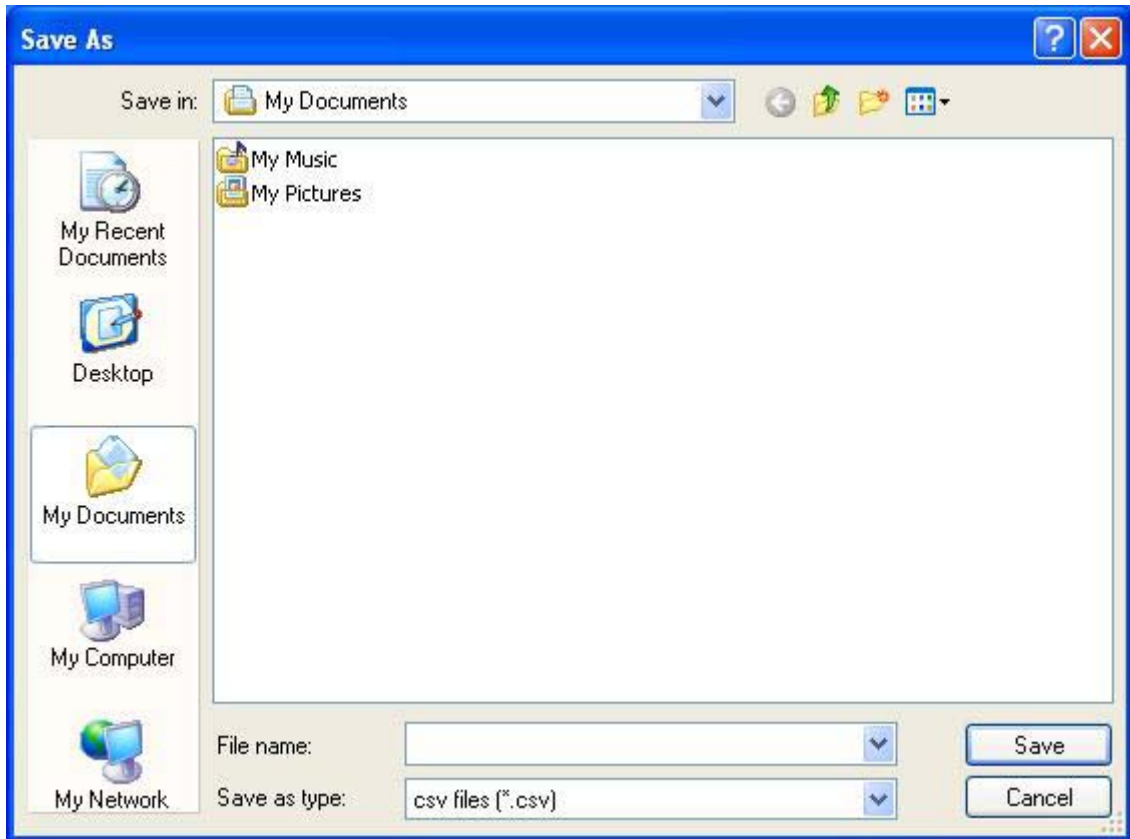


2. Select the customer or department to be exported (if you select a customer with several departments, all departments belonging to the selected customer will be exported).



3. Select File→Export Data

4. Insert the file name and press save:



For each user the following data is exported

1. Key number
2. Name
3. Last name
4. Department code
5. Description
6. Customer code
7. Customer name

## 4.9 IMPORTING USER DATA FROM AN EXCEL FILE

If you want to import users from an Excel file, do as follows:

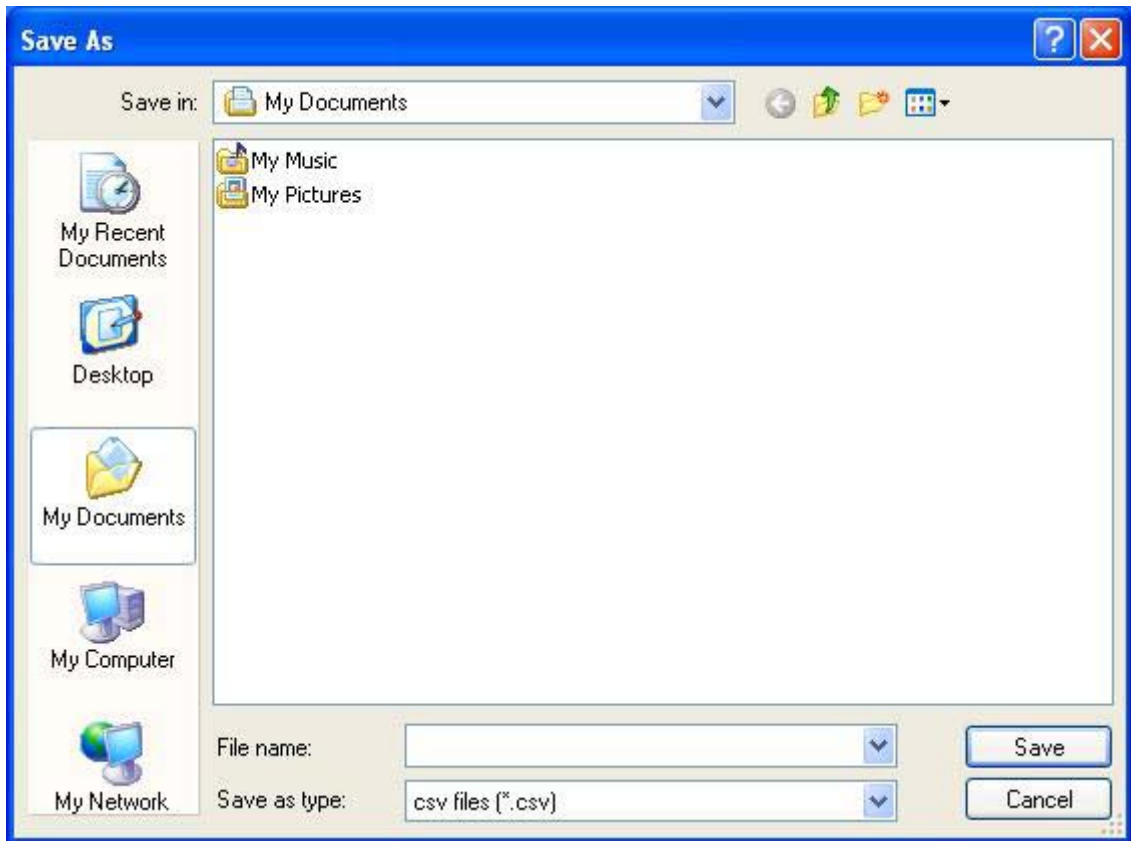
1. Create an Excel file with data ordered as follows:
  - a. Key number
  - b. Name
  - c. Last name
  - d. Telephone number
  - e. Email
  - f. Discount level
  - g. Black List: "0" key not in the Black List, "1" key in the Black List.

	A	B	C	D	E	F	G
1	15	John 1	Smith 1	123456	john@testtest.com		
2	16	John 2	Smith 2	123457	john@testtest.com		
3	17	John 3	Smith 3	123458	john@testtest.com		
4	18	John 4	Smith 4	123459	john@testtest.com		
5	19	John 5	Smith 5	123460	john@testtest.com		
6	20	John 6	Smith 6	123461	john@testtest.com		
7	21	John 7	Smith 7	123462	john@testtest.com		
8	22	John 8	Smith 8	123463	john@testtest.com		
9	23	John 9	Smith 9	123464	john@testtest.com		
10	24	John 10	Smith 10	123465	john@testtest.com		
11	25	John 11	Smith 11	123466	john@testtest.com		
12	26	John 12	Smith 12	123467	john@testtest.com		
13							
14							
15							
16							
17							
18							
19							
20							

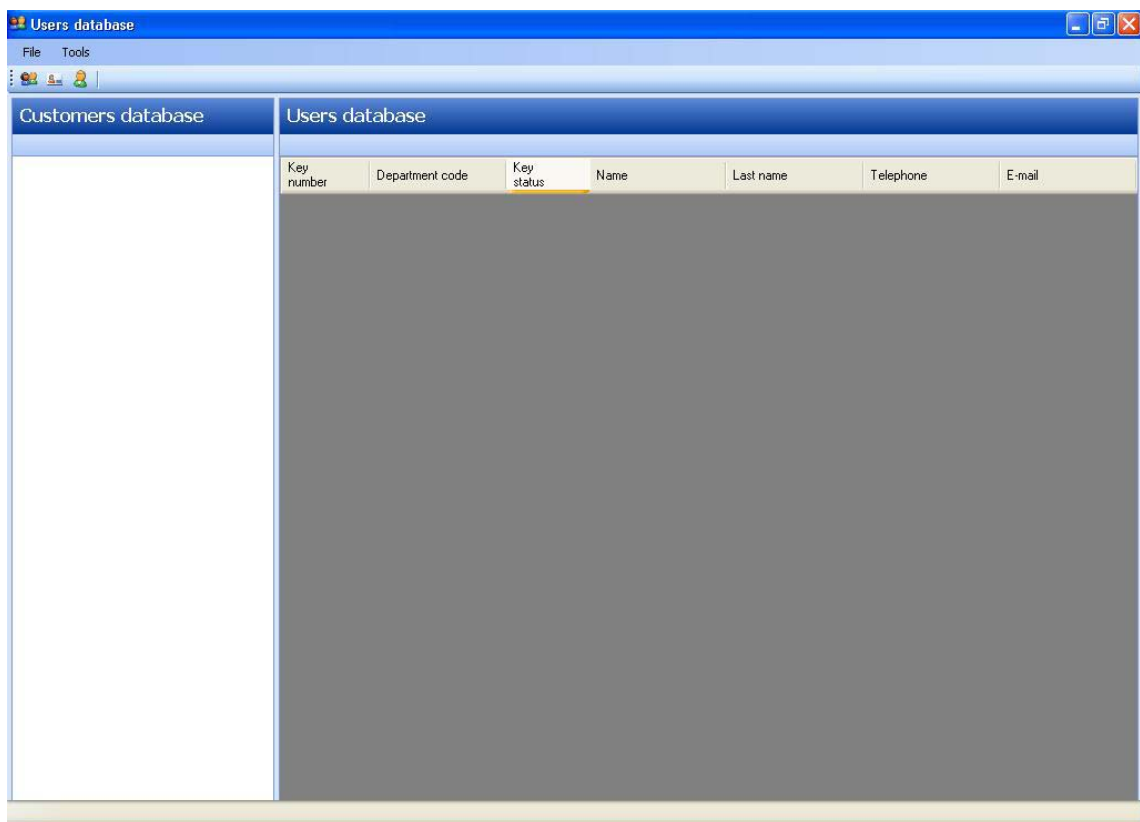
### Important

The key number is mandatory, while the other fields can be left empty.  
It is not possible to assign the same key number to different users.

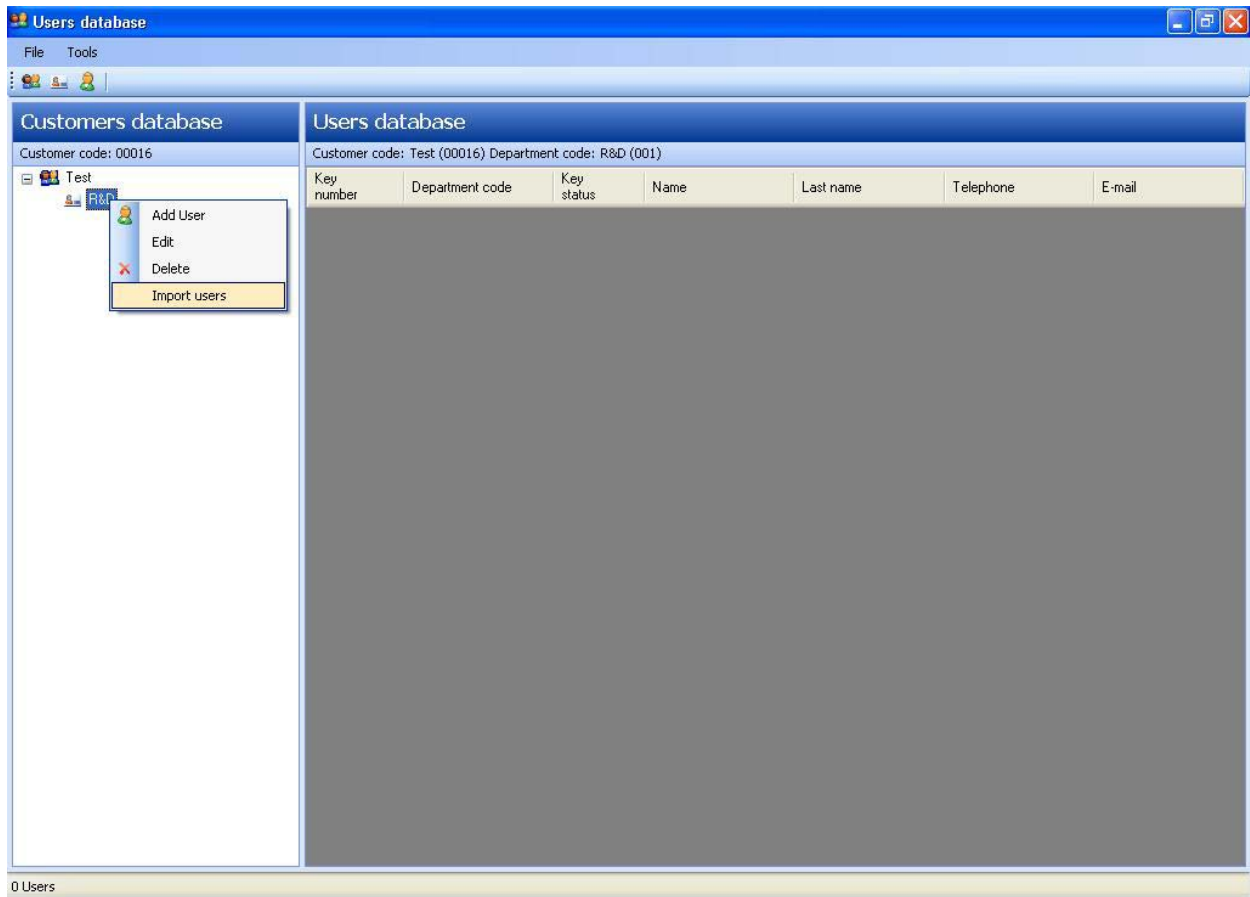
2. Select → Save As.
3. Select Save as type "CSV(MS-DOS)(\*.csv)" and press the key Save.



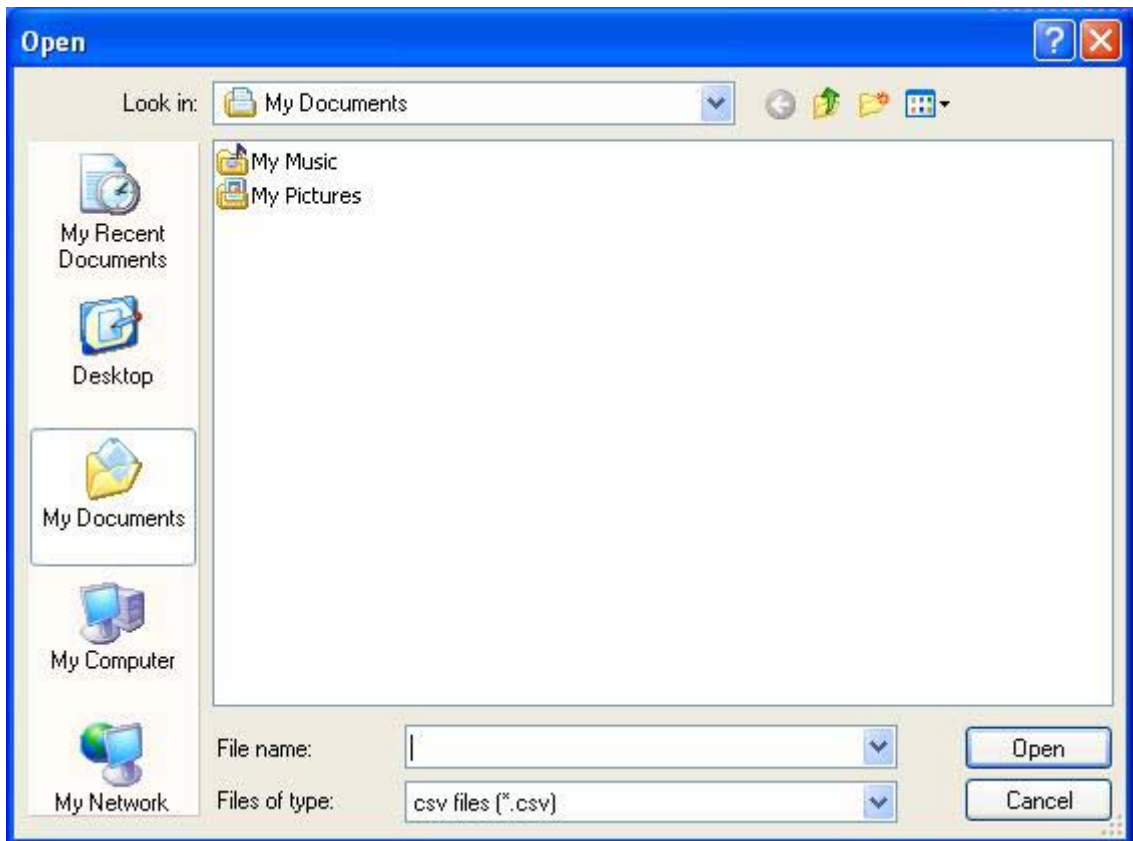
4. Open the Key Card software and enter the Users database (Tools → Users database)



5. Save customer code and department code where you want to import the users.
6. With the right button of the mouse select the department code where you want to import the users and select "Import users".

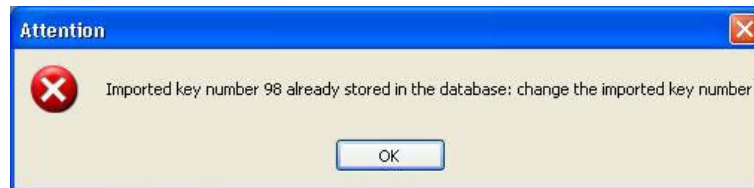


7. Select the file you want to import and press “Open” to import users.



Key number	Department code	Key status	Name	Last name	Telephone	E-mail
000015	001	<input type="checkbox"/>	John 1	Smith 1	123456	john@testtest.com
000016	001	<input type="checkbox"/>	John 2	Smith 2	123457	john@testtest.com
000017	001	<input type="checkbox"/>	John 3	Smith 3	123458	john@testtest.com
000018	001	<input type="checkbox"/>	John 4	Smith 4	123459	john@testtest.com
000019	001	<input type="checkbox"/>	John 5	Smith 5	123460	john@testtest.com
000020	001	<input type="checkbox"/>	John 6	Smith 6	123461	john@testtest.com
000021	001	<input type="checkbox"/>	John 7	Smith 7	123462	john@testtest.com
000022	001	<input type="checkbox"/>	John 8	Smith 8	123463	john@testtest.com
000023	001	<input type="checkbox"/>	John 9	Smith 9	123464	john@testtest.com
000024	001	<input type="checkbox"/>	John 10	Smith 10	123465	john@testtest.com
000025	001	<input type="checkbox"/>	John 11	Smith 11	123466	john@testtest.com
000026	001	<input type="checkbox"/>	John 12	Smith 12	123467	john@testtest.com

If you try to assign the same key number to two different users, the operation of importing the users will be cancelled. An error message will show you the key number where you have the problem.



It will take several minutes to import a large number of users.

## 4.10 BACKUP OF DATA

It is advisable to make a backup of the Users database at least once a week.

To do so, follow this procedure:

1. Exit the Key Card software
2. Access the directory where the Key Card software is installed [C:\Programs\ADE\KeyCardNew].
3. Copy the following folders into a CD-ROM or into a different folder.
  - a. Database
  - b. IMG

### 4.10.1 RESTORING DATA

If necessary, you can restore your database as follows:

1. Re-install the Key Card software.
2. Access the directory where the software is installed [C:\Programs\ADE\KeyCardNew].
3. Replace the Database and IMG directories with those saved during the backup operation.