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Tesa /Onity 20I Encoder

**To make the “Back up Key” (Spare Key System)**

Put password into encoder and press enter

Then press menu

Then Arrow down to programming key (on the 22I encoder you have to arrow right till you get to the special keys menu then arrow down& press enter)“use the CLR key to go from new to copy and some units you press CLR key a third time and it will opt. for a key without expiration.

Make 2 key put one away for safe keeping then other available for emergencies.

After that arrow down to spare cards make enough for each room put them with program card.

When needed you’ll walk up to the room you are renting

Insert program card (should light up red & green lights)

Insert spare card before lights go out.

Now the spare card is guestroom key.

When your power comes back on make new room key and insert in lock to cancel spare card.

Get spare card back form customer, because even though it has been canceled in guestroom lock it will still work on exterior doors & customer access doors.

This key still has the spare keys qualities and can be reused, as long as it is not reinserted into the encoder to make room key.