

how to order



KeyWizard® by Yale®

Ordering Instructions:

All orders for *KeyWizard by Yale* must be submitted through the *Yale* e-business site. Distributors without an e-business account must forward the information to their local sales representative for order placement. *Yale* Customer Service Representatives will not be responsible for placing orders. Orders will not be accepted by fax, phone or mail. All required information must be completed before the order will be submitted to *Yale*.

The following steps should be followed:

1. Log on to www.yalecommercial.com and click the e-business icon.
2. Click “*KeyWizard* Order Forms” from the main menu on the left of the screen.
3. *KeyWizard* information should appear. The choices for order forms are located at the bottom of the document.
4. Choose the *KeyWizard by Yale* order form. The following screen will appear:

The screenshot shows a web form titled "KeyWizard® Order Form". Below the title, it says "Please enter your Distributor Account Number and select Continue to proceed to the order form." There is a text input field labeled "* Distributor Number". At the bottom of the form, there are two buttons: "Continue" and "Cancel". To the right of the form is the KeyWizard logo, which features a wizard figure.

5. Insert the *Yale* customer account number to which the order will be charged. When finished, click 'Continue'. The *KeyWizard by Yale* order form should appear if a valid *Yale* account number has been entered.
6. The order form has 4 sections to be completed. All items with a * must be completed before the order form will be properly submitted.

Section 1 – Order Information

- The Order Information section will look as follows:

The screenshot shows the "Order Information" section of the form. It contains the following fields:

- * Brand: KeyWizard® by Yale®
- * Software Version: Single PC Software Version (Part # 68090)
- * PO Date: 02/27/2006 (mm/dd/yyyy)
- * PO Number: (empty field)
- * Ship To: Distributor Address

- *Brand This information will automatically appear on the form and cannot be changed.

- *Software Version **This is a required field.** The Software Version to be ordered should be inserted here. There are 3 choices for Software Version. The drop down arrow will expand this section. Single PC Version (Part #68090) is the default for this section.

- *PO Date **This is a required field.** This information will automatically appear on the form as the current date. This information can be modified if necessary.

- *PO Number **This is a required field.** The Purchase Order number should be entered here. This field is limited to 20 characters.

- *Ship To **This is a required field.** The Ship To information should be entered here. There are 3 choices for the shipping information: 'Distributor Address' (as per section 2), 'Institution Address' (as per section 3), and 'Other Address' (as per section 4). The drop down arrow will expand this section. The Distributor Address is the default for this section.

Section 2 – Distributor Information

- The Distributor Information section will look as follows:

The screenshot shows a form titled "Distributor Information". On the left side, there is a list of fields: "Distributor Number", "Distributor Name", "Distributor Address", "Contact Person", "Phone", "Fax", and "E-mail Address". To the right of these labels, there are input fields. The "Distributor Number", "Distributor Name", and "Distributor Address" fields are pre-filled with text. The "Contact Person", "Phone", "Fax", and "E-mail Address" fields are empty text boxes.

- *Distributor Number The distributor account number that was previously entered will automatically appear here. This information cannot be changed.

- *Distributor Name The distributor name corresponding to the account number will automatically appear here. This information cannot be changed.

- *Distributor Address The distributor address corresponding to the account number will automatically appear here. This information cannot be changed. If this is not the 'Distributor Address' to which the KeyWizard® should ship, please choose 'Other Address' from Section 1 and complete the shipping information in Section 4.

- *Contact Person **This is a required field.** Enter the distributor contact person for questions concerning this order.

- *Phone **This is a required field.** If available, this field will be completed based upon the distributor account number. This field can be modified if necessary.

- Fax **This is a not a required field.** If available, this field will be completed based upon the distributor account number. This field can be modified if necessary.

- *E-mail Address **This is a required field.** The e-mail address where a submitted order confirmation is to be sent should be entered here.

Section 3 – Institution/End User Information

- The Institution/End User Information section will look as follows:

The screenshot shows a form titled "Institution/End User Information". It contains the following fields:

- * Institution/Facil *
- * Contact Person *
- * Address 1 *
- Address 2
- * City *
- * State/Province *
- * Postal Code *
- Country
- * Phone *
- Fax
- E-mail Address

- *Institution/Facility **This is a required field.** The Institution or End User Facility of the KeyWizard® program is entered here. This information is required for the software registration. Please be sure to correctly spell the name entered. The unlock code for the software will be exactly the same as this field.
- *Contact Person **This is a required field.** The contact person at the Institution/End User facility should be entered here.
- *Address1 **This is a required field.** The physical shipping or mailing address of the Institution/End User facility should be entered here.
- Address2 **This is a not required field.** Any alternate or additional shipping or mailing address of the Institution/End User facility should be entered here.
- *City **This is a required field.** The city of the Institution/End User facility should be entered here.
- *State/Province **This is a required field.** The state/province of the Institution/End User facility should be entered here.
- *Postal Code **This is a required field.** The postal/zip code of the Institution/End User facility should be entered here.
- Country **This is not a required field.** The country of the Institution/End User facility should be entered here.
- *Phone **This is a required field.** The phone number for the contact person of the Institution/End User facility should be entered here.
- Fax **This is not a required field.** The fax number for the contact person of the Institution/End User facility should be entered here.
- E-mail Address **This is not a required field.** The e-mail address for the contact person of the Institution/End User facility should be entered here.

Section 4 – Shipping Information


- The Shipping Information section will look as follows:

Note: This section is only required to be completed if 'Other Address' is selected for the Ship To in Section 1.

Shipping Information	
Only required if <i>Ship To Other Address</i> is selected	
Institution/Facility	<input type="text"/>
Contact Person	<input type="text"/>
Address 1	<input type="text"/>
Address 2	<input type="text"/>
City	<input type="text"/>
State/Province	<input type="text"/>
Postal Code	<input type="text"/>
Country	<input type="text"/>
Phone	<input type="text"/>
Fax	<input type="text"/>
E-mail Address	<input type="text"/>

7. Click "Submit Form" when complete. If any of the required fields have not been completed, an error message will appear indicating those items. The highlighted items can be chosen, taking the cursor to the correct section of the form for completion. The form will not submit if there is missing information.

8. When the form has been properly submitted, the following screen will appear:

<p>Your KeyWizard® Order Form has been submitted for processing.</p> <p>An e-mail confirmation of your order will be sent shortly and your order will be acknowledged when entered by order entry.</p> <p>If you have any questions or changes concerning your order, please contact your customer service representative.</p>	
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9. The KeyWizard® order has been submitted to the Order Entry department and an e-mail confirmation will be sent to the e-mail address as entered in Section 2, Distributor Information.

10. A customer order acknowledgement will be sent when the order is entered by Order Entry. If changes need to be made to the order once it has been submitted, a Yale® Customer Service Representative should be contacted immediately.

Any questions regarding ordering procedures for *KeyWizard* by *Yale* should be directed to your local ASSA ABLOY Door Security Solutions Representative.

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