

Contents [[hide](#)]

1 ALLEGION Master Key System Summary Form

2 Product Specifications

3 Product Usage Instructions

4 System Overview

5 Select Cylinder Stamping

6 Instructions and Compatibility

7 Frequently Asked Questions

8 Documents / Resources

8.1 References



ALLEGION Master Key System Summary Form




MASTER KEY SYSTEM SUMMARY FORM

Quick-Start Guide

WHAT IS IT?

The Master Key System Summary Form is a one-stop-shop to accommodate all Master Key system types including **Schlage**, **Falcon**, **Dealer Specified**, **Residential**, and **Construction Keyed**.

The form is built to reduce the complexity of ordering a Master Key system to a step-by-step series of questions covering the following: keyway family, change key quantities, master key quantities, key stamping, cylinder stamping, construction keying components, future expansion, and cross key operating notes.

WHAT DOES THE FORM DO?

- **Gathers** all relevant associated information for a Master Key system
- **Lessens** clarifications that are sent to the customer making ordering easier by ensuring frequently forgotten items are not missed
- **Educates** the customer on what information is needed for the Master Key Orders
- **Guides** the customer in gathering all pertinent information for their End User's Master Key system
- **Moves** orders more efficiently through the process, decreasing processing times for order entry
- **Enables** Allegion to have a comprehensive understanding of future scope of the key system

HOW TO ACCESS THE FORM

To access the Master Key System Summary Form, visit <https://kss.allegion.com> or scan the code below.




Product Specifications

- **Product Name:** Master Key System Summary Form
- **Access Method:** Online at <https://kss.allegion.com> or by scanning a QR code

Product Usage Instructions

Accessing the Master Key System Summary Form

To access the Master Key System Summary Form, follow these steps

1. Open a web browser on your device.
2. Enter <https://kss.allegion.com> in the address bar and press Enter.
3. Alternatively, scan the provided QR code using a QR code scanner app on your device.

This form must be attached to the Master Key Order form and P.O. Please provide as complete and accurate information as possible so we can provide what you need for your Key System.


- Job Name
- Address
- City / State Country
- Account No.
- P.O.#

System Overview






- New
- Attached Dealer-Specified Combinations
- Existing (provide info below) Registry #
- Structure or Factory Order #

Select System






Schlage

-  Classic
-  Classic Primus *

Everest®

-  B (Small Format IC, Restricted *)
-  C (Open)
 -  Primus® *
-  D (Restricted *)
 -  Primus® *

Everest 29™

-  R (Small Format IC, Restricted *)
-  S (Open)
 -  Primus® *
-  T (Restricted *)
 -  Primus® *

Falcon

- Standard
- Schlage C
- Restricted *
- Interchangeable Core A2
- Interchangeable Core A4

Everest 29 key sections are backwards compatible with Everest keyways and have the following relationships:

- R family sections > B family keyways
- S family sections > C family keyways
- T family sections > D family keyways

Type <input type="checkbox"/> 5-pin <input type="checkbox"/> 6-pin <input type="checkbox"/> 7-pin <i>See compatibility chart on page 5</i> Keyway <input type="text"/> Specified**: <input type="text"/> ** = The Commercial Master Key Department makes the final decision in the selection of key sections	<u>Construction Keyed</u> <input type="checkbox"/> Yes <input type="checkbox"/> No <u>Full Size Construction Cores</u> <input type="checkbox"/> ICA <input type="checkbox"/> ICB <input type="checkbox"/> ICC (Schlage Only) <u>Small Format Construction Cores</u> <input type="checkbox"/> Brown <input type="checkbox"/> Green <u>Construction Keyed Type</u> <input type="checkbox"/> Falcon <input type="checkbox"/> CK (BOK) <input type="checkbox"/> Lost Ball <input type="checkbox"/> Schlage <input type="checkbox"/> CK (Split) <input type="checkbox"/> RCK (5-Pin C only)
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Select Keys & Key Stamping

Change Keys

No. Of Keys per Symbol

No. Of Keys per Cylinder

Type

☐ Standard Bow

☐ Standard Bow
(Unembossed)

☐ Access Bow
(Schlage Only)

☐ Large Bow

Key Stamp Details

☐ Keyset Symbol

☐ Do Not Duplicate
(DND)

☐ With Custom Die
(Specify)

☐ Non-standard Code (Specify)

Change Key Packaging and Shipping Instructions

Pack Keys Independently (PKI) of Lock or Cylinder***

☐ Yes ☐ No

If PKI, ship change keys to:

☐ Dealer ☐ Other

☐ See Primus Facesheet

*** = Furnished standard at no charge with Split-Key construction keying

Select Cylinder Stamping

Cylinder Stamp Details

- With Industry Standard Key Symbol
- Non-Standard Code (Specify)

Cylinder Stamping Location

- Plug Face (N/A in Primus) – VKC
- Concealed (N/A in Falcon STD) – CKC

Select Key Quantities

Level		Qty. Per	Master Key Symbol (s)	Total Quantity
GGM				
GM				
MK or RMK				
Control				
Emergency				
Others				

Ship Master Keys To:

☐ Dealer
 ☐ See Primus Facesheet
 ☐ Other

Special Function	Qty. Per		Qty. Per
RCK (Lost Ball) ****		Full Size Construction Core Keys (Schlage Only)	
CK (Split Key) ****		Full Size Construction Core Control Keys (Schlage Only)	
Extractor Tools ****		Small Format Construction Core Keys	
		Small Format Construction Core Control Keys	
**** = Use with Construction Keying			

Master Key Future Expansion

List Future MK Symbols	Approx. # of Change Key Symbols Under Each Future MK	
Example: MK..... <input type="checkbox"/> ✓	BJ, BK	40 each
GGM <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GM <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MK <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MK <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MK <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MK <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Others <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. Operating Instructions
(Unless otherwise specified, all hierarchical master keys will operate cross-keyed cylinders)

Cross Keyed Cylinder	is operated by these change keys	Cross Keyed Cylinder	is operated by these change keys
X <input type="checkbox"/>	<input type="checkbox"/>	X <input type="checkbox"/>	<input type="checkbox"/>
X <input type="checkbox"/>	<input type="checkbox"/>	X <input type="checkbox"/>	<input type="checkbox"/>
X <input type="checkbox"/>	<input type="checkbox"/>	X <input type="checkbox"/>	<input type="checkbox"/>
X <input type="checkbox"/>	<input type="checkbox"/>	X <input type="checkbox"/>	<input type="checkbox"/>

Instructions and Compatibility

General Information

If you do not know the registry number (R#), structure number or the original factory order number for an existing system, contact Customer Service before placing the order:

USA

- Tel. 1-[877-671-7011](tel:8776717011)
- Fax 1-[800-452-0663](tel:8004520663)

CANADA

- Tel. 1-[800-900-4734](tel:8009004734)
- Fax1-[800-209-4734](tel:8002094734)
- Only one structure may be ordered on the same purchase order
- Classic refers to Obverse, Numbered (Paracentric), Quad, and Reverse key section families
- Classic Primus refers to Primus Obverse and Primus Quad key section families

Section 1: System

- **Full-Size Construction Cores**

- Schlage only

- **Small Format Construction Cores**

- 7-pin is only for Schlage
- 6- and 7-pin for Falcon

- **CK (Split)**

- 6-pin for Schlage and Falcon
- Split key construction keying is not available for Classic Primus or Everest 29 Primus

- **RCK (Lost Ball)**

- 5-pin (C keyway) only for Schlage
- 5-, 6-, and 7-pin for Falcon

- **System Selection**

- Refer to the compatibility chart

Section 2: Select Keys and Key Stamping

- **Stamp Details**

- Unless otherwise specified, industry standard key symbols are stamped on the Everest 29™ and Primus® keys.
- For the custom die, attach the RFQ approval for Schlage

Section 3: Select Cylinder Stamping

- **Type**

- For cylinder type, refer to the compatibility chart

- **Keyway (specify)**

- Schlage Commercial's default key section for new Master Key Systems is Everest™ S14.5.

Section 4: Key Quantities

- **Level**

- Unless otherwise specified, the control key has the same cut as the highest-level key in the system (Except SFIC systems)
- Special Function
 - Construction keys are not furnished unless specified
- **Change Keys**
 - Unless otherwise specified, DC, ed 2 change keys are furnished per lock cylinder.der

Section 5: Master Key Future Expansion

- Do not use the letters “I”, “O”, “CK”, “KA, or “KD” for any master key symbols.

Section 6: Operating Instructions Cross-keying reduces the security and expansion of key systems

- Unless otherwise specified, all hierarchical master keys will operate cross-keyed cylinders.s

Compatibility Chart

	5 Pin	6 Pin	7 Pin	Split Key	Block O-Key	Lost Ball	Temp Core	A2	A4	0.025	0.018
Schlage											
Classic	X	X		X		X	X				
Everest 29 S		X		X			X				
Everest 29 T		X		X			X				
Everest 29 R			X				X	X			

Classic Primus (XP)		X					X				
Everest 29 Primus (XP)		X					X				
Falcon											
Open	X	X	X		X	X					X
Restricted		X	X		X	X				X	
Schlage C		X		X							
SFIC Open		X	X				X	X	X		
SFIC Restricted		X	X				X	X	X		

Frequently Asked Questions

Q: Can I access the form without an internet connection?

A: No, the Master Key System Summary Form can only be accessed online at <https://kss.allegion.com>.

Q: Is the form accessible on mobile devices?

A: Yes, you can access the form on any device with a web browser or a QR code scanner app.

Documents / Resources



[ALLEGION Master Key System Summary Form \[pdf\]](#) User Guide Master Key System Summary Form, Master, Key System Summary Form, Summary Form, Form

References

- [User Manual](#)

🔑 Allegion, form, Key System Summary Form, MASTER, Master Key System Summary Form, Summary

📁 Allegion Form

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