

# CARD ORDERING GUIDE



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## SECURA KEY CARDS

Secura Key manufactures a variety of access control cards. Some of these cards are proprietary to our OEM customers. Others are special technology cards and key tags produced to exact specifications. The following information relates only to our most popular access control cards, sold under the Secura Key brand.

## CARD PART NUMBERING

Secura Key's card part numbers accurately define how each card is manufactured. For example, RKCI-02 with standard laser numbering is called RKCI-02-1, and ETCI04-1, indicates an access control RF inlay (04) and laser numbering (-1). Radio Key® proximity cards are now available in specific HID-formats: 26,34 and 37 bit. To indicate that this option has been selected, we have added an H suffix to the base part number, to differentiate these cards from regular Radio Key card orders. (RKCMH, RKCIH, RKKTH). The 3-digit Format number must still be provided with the order. Other manufacturing codes can be used to specify one or more options such as mag stripe, slot punching, and signature panels. Customer Service can answer any questions about part numbering, and they can provide you with a cross-reference table, which includes all the basic card part numbers.

## PROXIMITY CARDS

Radio Key® proximity cards are available in three form factors: molded (clamshell) wallet-size cards; ISO-thickness CR80 cards and oval key ring tags. These are available in a variety of programming and format options. See "Ordering Secura Key Proximity Cards" on the following page.

**RKCM-01, RKCM-02  
or  
RKCMH-02 Cards:**      **2.125" wide  
3.375" long  
0.065" thick**



**RKCI-01, RKCI-02  
or  
RKCIH-02 Cards:**      **2.125" wide  
3.375" long  
0.033" thick**

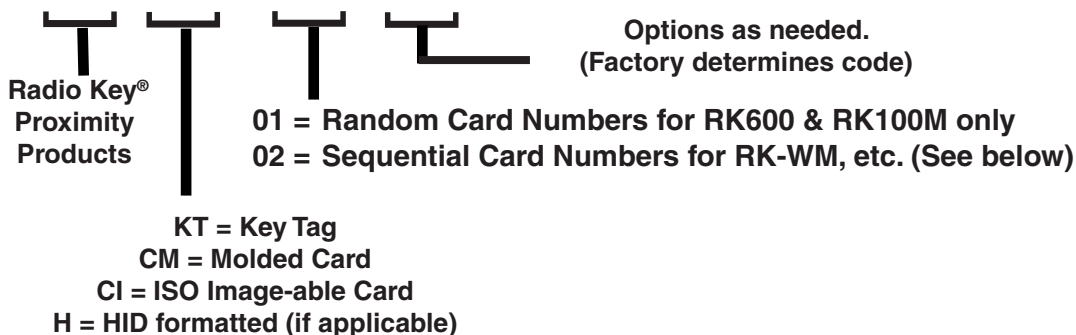


**RKKT-01, RKKT-02  
or:  
RKKTH-02 Key Tags:**      **1.260" wide  
2.000" long  
0.200" thick**



**Example:**

**RK CMH -02 - 1**



ORDERING PROXIMITY CARDS AND TAGS WITH SEQUENTIAL NUMBERS		
	WIEGAND FORMAT	
SPECIFY:	26-bit	STANDARD SECURA KEY 32-bit
Format Number	201	303
Facility Code	0-255	(Specify a New Code or Secura Key Code Number)
Sequential Number Range	1-65,535	1-65,535

## PHOTO ID OPTIONS:

- RKCI-01/02 –2** These cards are designed to work with most dye-sublimation plastic card printers on the market. We stock these cards with no printing, white/glossy on both sides. They also have the facility code, card ID numbers and the Sales Order number laser-engraved on the front. Read “Information on Dye-Sublimation Printing of Secura Key Cards” below.
- RKCM-IDL** These adhesive-backed labels are CR80 card sized and may be printed in most dye-sublimation plastic card printers. The paper backing can then be removed from the label, which is then applied to the RKCM-01/02-2 cards. Read “Information on Dye-Sublimation Printing of Secura Key Cards” below.

## SALES ORDER (SO) NUMBER:

The Sales Order (SO) Number is now laser-engraved on all encoded Secura Key Cards, except for OEM cards. The SO number allows Secura Key customer service to refer end-user customers to their dealer for card re-orders, and it can help determine the format, encoding and other ordering information associated with the cards.

## ORDERING SECURA KEY PROXIMITY CARDS

### 1. Determine Card / Tag Type.

- RKCM-Standard molded card. Lowest cost, most durable and best read range.
- RKCI- ISO-standard thin card. Used with dye-sublimation printers. Custom printable.
- RKKT- Key ring tag.

### 2. Random or sequential numbering.

- 01-2 Random numbers, no facility code, laser engraved numbering. Used with standalone access control units, RK600 and RK600e.
- 02-2 Sequential numbers, with facility codes, laser engraved numbering. Used with Wiegand output proximity readers: RK-WM, RK-WS and RK-WL and with RK-65K, and SK-ACP-LE access control units.

### 3. Format (applies to –02 cards/tags only).

**Format 201** - 26-Bit Wiegand. Use this when connecting Secura Key readers to control panels by others. Format 201 is also stocked by some distributors for quick delivery. Many end users will share each facility code.

**Format 303** - 32-Bit Wiegand. Recommended when using Secura Key readers with SK-ACP. Format 303 allows over 16,000 different facility codes. Each job can be issued a unique blind facility code.

The following formats can be used with HID® Proximity Readers or RKDT Dual Technology Readers.

- **Format 701**, 26-bit Wiegand. (HID Format: H10301)
- **Format 702**, 34-bit Wiegand. (HID Format N10002) Used in Honeywell Northern Computers Systems. Card numbers and facility codes are available up to 65535
- **Format 703**, 37-bit with Facility Code, (HID Format H10304) Card numbers are available up to 500,000 and facility codes up to 65000 are available. Many panels cannot handle ID numbers or facility codes this long. Secura Key does not guarantee unique numbering.
- **Format 704**, 37-bit without Facility Code, (HID Format H10302). ID numbers are available up to 6 billion - Most panels cannot handle a card ID number this long. Secura Key does not guarantee unique numbering.

HID® is a registered trademark of HID Global Corp.

#### 4. Facility Code (applies to –02 cards/tags only).

If you want cards with a specific facility code, you must state this on your order. If you are ordering Format 201 cards and do not need to match an existing code, say “NEW FACILITY CODE” and we will furnish card numbers from stock. If you are ordering Format 303 cards you must either specify a facility code or state “NEW FACILITY CODE” for a new installation. Format 201 facility codes are designated by a letter and a number (i.e. A3, C6). (This is a reference code, which refers to the actual 3-digit facility code.) Format 303 facility codes are designated by five digit numbers (blind codes, not the actual encoded facility code).

#### 5. Sequential Card Numbers (applies to –02 cards/tags only).

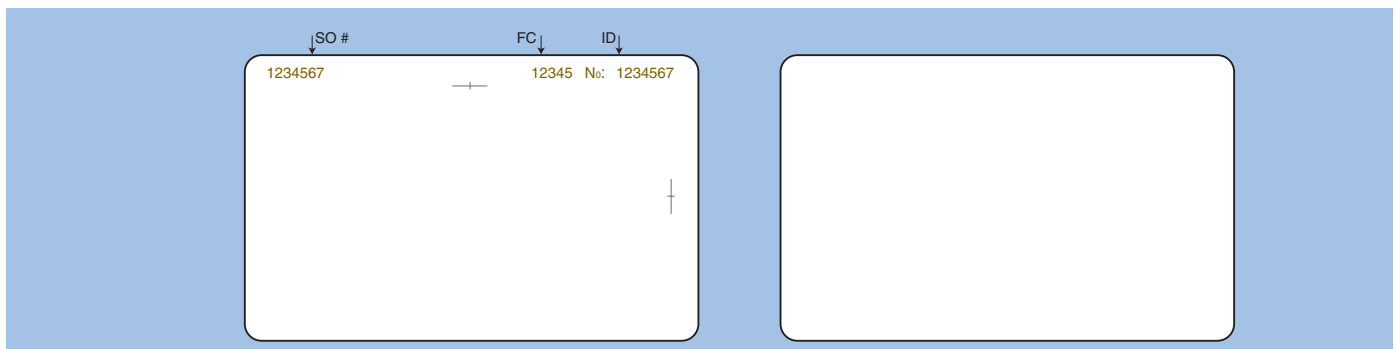
If you are adding cards to an existing system, specify the starting card number for the new set. Usually this will be one number higher than the highest card currently in use. New Format 303 projects usually begin with card #1. Card numbers must be sequential with no gaps.

### Sample Order Form

Quantity	Type	01/02	Format	Facility Code	Card #s
100	RKKT	-01-2	N/A	N/A	N/A
250	RKCM	-02-2	201	A3	251-500
1000	RKKT	-02-2	201	ANY	ANY
500	RKCI	-02-2	303	NEW	1-500
10,000	RKCM	-02-2	303	15783	15001-25000
500	RKCIH	-02	701	256	5000-5500

### STANDARD PRINTING OPTIONS (RKCI CARDS):

Unless otherwise specified all RKCI cards will be blank (white) on both sides with a glossy finish. They can also be ordered with Secura Key standard artwork printed on both sides (AF 7724). Custom artwork can also be provided, at an additional charge. Unless otherwise specified, sales order number, the facility code and card number will be printed on the front of the card. Laser Engraved Numbering is standard. See Card Options on Page 12.



## BARIUM FERRITE CARDS

Our most popular barium ferrite cards are those used with the 26SA and the 28SA-PLUS access control units. These cards are factory-encoded with a facility (site) code and a unique card ID number. When re-ordering these cards it is necessary to specify the existing facility code and to provide the starting card number (generally one number higher than the highest existing card).

SKC-06 Cards: 2.125" wide  
3.375" long  
0.044" thick



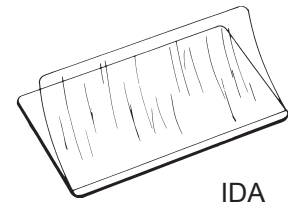
SKK-06 Key Tags: 1.31" wide  
2.94" long  
0.044" thick



Small eyelet hole at end of card - Optional

### PHOTO ID OPTIONS:

**Dual Bond Cards:** SKC-06-6 cards have a clear plastic overlay flap with a strong adhesive for making self-laminated ID cards. Peel away the backing sheet and attach the photo or other document to the face of the card. Press down the clear flap and you have a permanent ID card.



**Direct Image:** Order SKC-06-2 cards with Art File 7728 or SKC-03-2 cards with Art File 7729. This preprinting is limited to the top-front face of the card and leaves ample space for a photo, etc. Standard card thickness is 0.044", so be sure your card printer can accept this thickness before ordering cards. Laser engraved numbering is included. Read "Information on Dye-Sublimation Printing of Secura Key Cards" below.

### STANDARD PRINTING OPTIONS:

Unless otherwise specified, SKC-06-2 cards will be printed with a blue Secura Key logo, Art File 7728, and SKC-03-2 cards will be printed with Art File 7729. Standard printing options are available at no extra charge.

Unless otherwise specified, the Sales Order number, facility code and card number will be printed on bottom edge of the back of the card. Laser Engraved Numbering is standard.

### CUSTOM PRINTING OPTIONS:

Secura Key can pre-print your cards with custom graphics. One-time tooling charges (per color, per side) are incurred for initial setup. Printing charges (per color, per side) are incurred for each run. Other special services and accessories are available. Read "Guide To Ordering Cards With Custom Artwork" on Page 10.

See additional card options on Page 12.



## CARDS FOR TOUCH CARD® READERS

### SKC-06

AF 7728  
Standard  
Numbering on  
Back



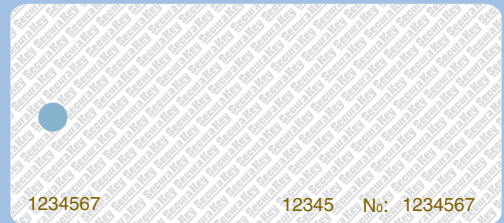
↑SO #

FC↑

ID↑

### SKK-06

AF 7735  
Standard  
Numbering on  
Back



↑SO #

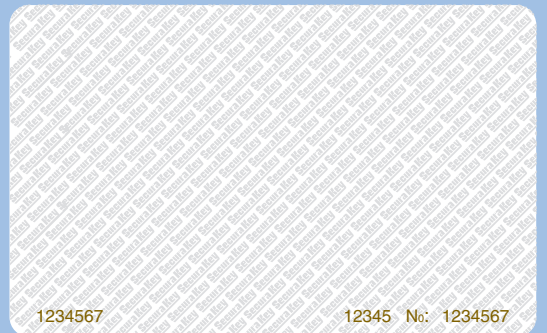
FC↑

ID↑

## CARDS FOR INSERT READERS

### SKC-03

AF 7729  
Standard  
Numbering on  
Back



↑SO #

FC↑

ID↑

## COMMON CODE CARDS

The SKL-03P insert reader uses SKC-03-2 cards. (The -2 indicates standard laser engraved numbering.) These cards have a facility code that is common to all of the cards. The cards do NOT have individual ID numbers, but may be ordered with sequential numbering to aid the customer in card accounting.

All ID and artwork options available with the SKC-06-2 cards are also available with SKC-03-2 cards.

## e\*TAG® CARDS AND TAGS

### STANDARD PRODUCTS

Secura Key manufactures a variety of plastic cards and tags with 13.56 MHz transponder inlays. Certain standard shapes and inlay types are available.

#### PACKAGE DIMENSIONS

ETCI04-1	ISO Standard thickness, CR80 dimensions; looks like a credit card. Laser numbering, standard	0.033 " thick 3.375 " long 2.125" wide
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ETCI04-4	Same as ETCI04-1, with Hi-Co Mag Stripe, unencoded	
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Diagrams To  
Scale, but  
Not Actual Size

ETST03-1	Standard; designed to hang on a key ring. Laser numbering, standard	0.067" thick 2.205" long 1.102" wide
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ETKT03-2	Special; designed to hang on a key ring. Laser numbering, standard (Hole shape: half moon (Std.), round (optional))	0.067" thick 2.125" long 1.102" wide
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ETAT03-1	Adhesive Label Laser Numbering, Standard	0.015" thick 1.49" long 0.885" wide
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### ENCODING

All cards, tags and labels can be ordered encoded with either 26 or 32-bit Wiegand data format. You can specify the bit format together with the Facility Code and ID Range, when ordering. (Card format is no longer part of the card model number).

### CUSTOM PRODUCTS

Secura Key can quote on any type of transponder packaging requirements:

- Special form factors
- Packaging inlays by various manufacturers
- Special encoding, with or without encryption
- Custom graphics and printing
- Variable data (i.e. bar codes, sequential numbering, etc.)
- Magnetic stripes, multi-technology, signature panels, etc

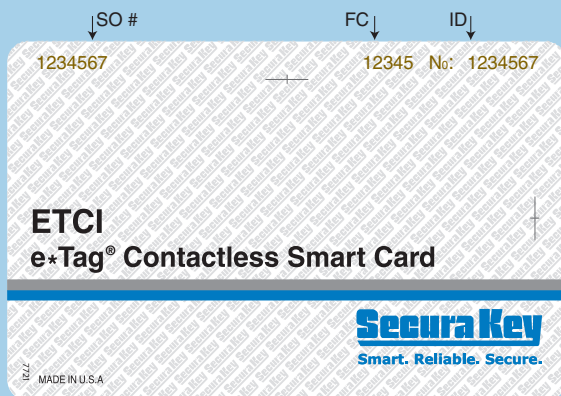
See Complete Card Options on Page 12.



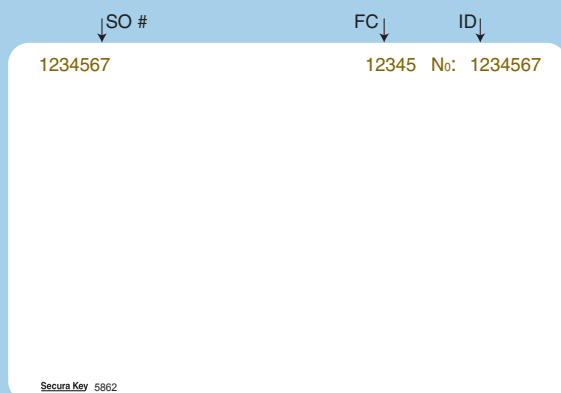
# E\*TAG® CARDS AND KEY TAGS

## ETCI

AF 7721  
Standard  
(Numbering  
on Front)



AF 5862  
Optional

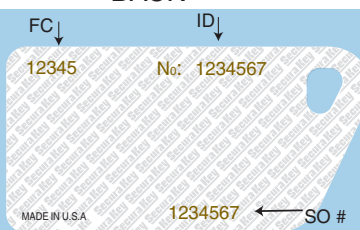


FRONT

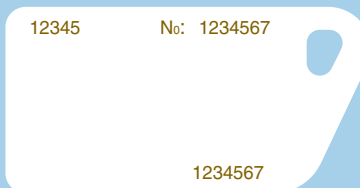
BACK

## ETST

7732  
Standard

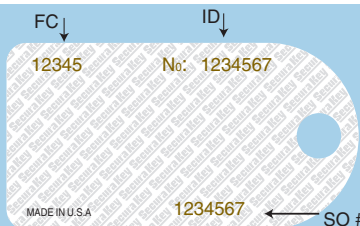


5867  
Optional

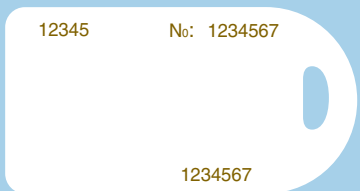
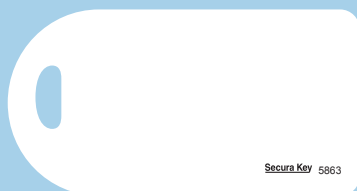


## ETKT

7734  
Standard



5863  
Optional



## e\*Tag® Cards and Key Tags

e\*Tag® products are available as standard wallet cards and in two key tag designs (shown actual size).

Unless otherwise specified, standard artwork will be used. (AF 7721 for cards, AF 7732 or AF 7734 for key tags).

You may also specify all-white cards and tags, as shown. AF 5862 for cards, or for key tags, AF 5867 for ETST tags or AF 5863 for ETKT with moon shaped hole, all at no extra charge. Also available, AF 5987 with round hole (not shown), with or without optional eyelet.

Custom artwork can also be provided, at an additional charge.

Cards and key tags for use with access control systems should be ordered in 26-bit or 32-bit DES-encrypted formats. These formats have a facility code (common to a particular site) and individual card ID numbers.

## WIEGAND CARDS

Secura Key is one of the few remaining sources for Wiegand Swipe Cards. These cards work with Wiegand Swipe readers manufactured by HID and Sensor Engineering. Secura Key offers Wiegand Cards in formats up to 40 bits. To order 26-bit cards, just provide the facility code and the number range; for other formats contact the factory, as one or more sample cards may be required.

Secura Key does not provide “zero-gap” Wiegand cards. If cards within the requested number range fail to pass quality testing, additional cards immediately above the range will be provided to complete the order. Wiegand modules are manufactured prior to lamination and die cutting of the cards, and 15 cards are laminated in a single sheet, so it is not practical to replace an individual card that fails. Wiegand cards are not returnable, because every order is custom manufactured, so be certain about encoding and printing information prior to placing the order.

Wiegand Cards are available with many different options, including the following:

- Artwork: Standard, Custom, or Glossy White
- Laser Numbering: Match or Non-Match internal encoding
- Facility Code: External Laser Engraved, or not engraved
- Mag Stripe: High Coercivity or None
- Combo Card: Add e\*Tag® 2k bit inlay, 10K bit inlay, or other type of inlay (contact factory)

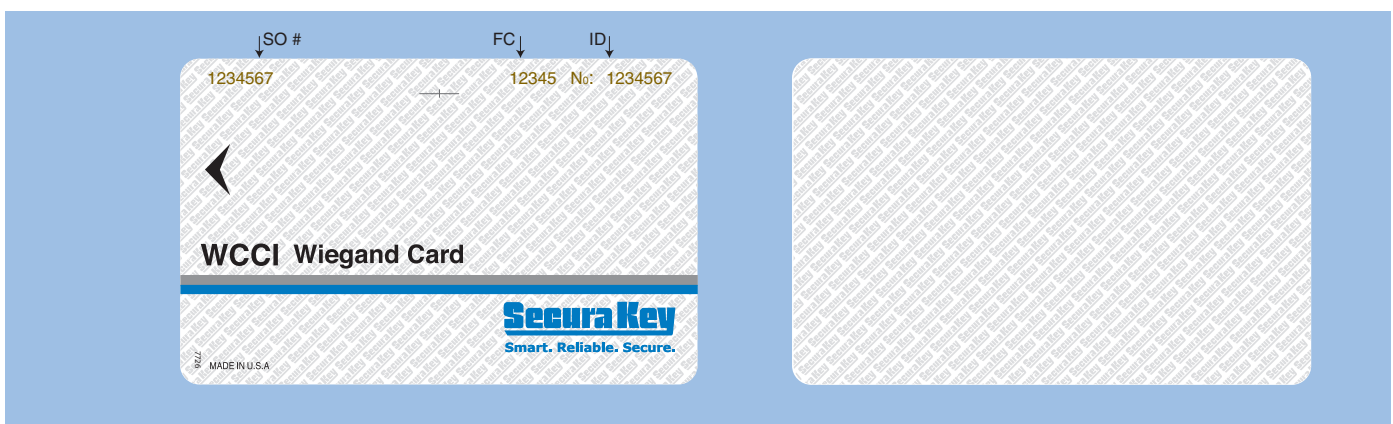
Secura Key also manufactures Cardkey compatible Wiegand cards – these are sold exclusively through Johnson Controls.

To order Wiegand cards, please contact customer service.

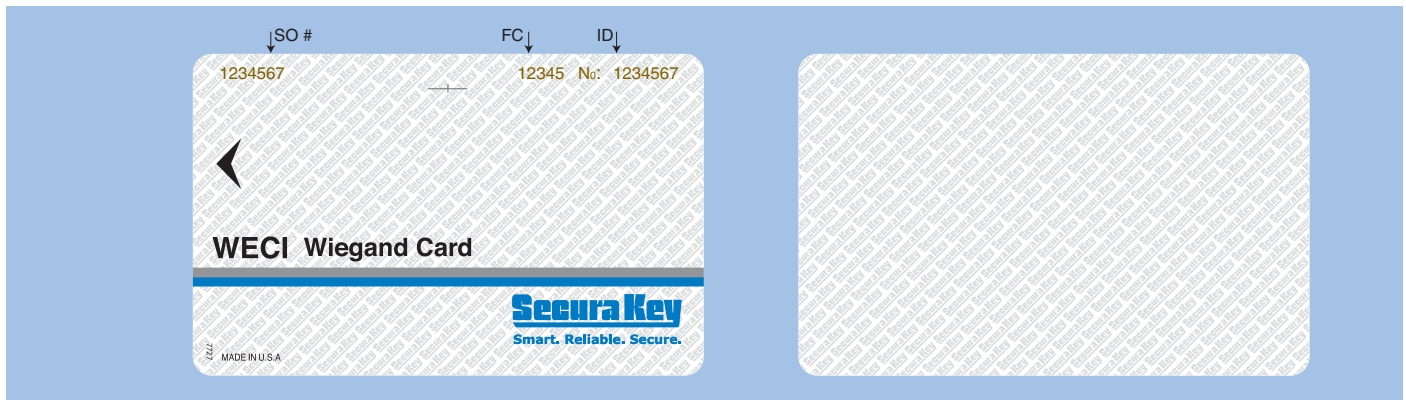
### STANDARD PRINTING OPTIONS (WIEGAND CARDS):

Unless otherwise specified, the standard artwork will be used on all Wiegand cards (Art File 7726 for WCCI and 7727 for WECI). You may also specify all-white cards at no extra charge.

Custom artwork can also be provided, at an additional charge. Unless otherwise specified, the facility code and card number will be printed on the front of the card. Laser Engraved Numbering is standard. See Complete card options on Page 12.



ART FILE #7726



ART FILE #7727

## INFORMATION ON DYE-SUBLIMATION PRINTING OF SECURA KEY CARDS

Most dye sublimation card printers are designed to print magnetic stripe cards, which may be either solid PVC or PVC with a Polyester core. Access Control cards are also made of PVC, but they contain embedded electronic or magnetic components, which are laminated into the card. Surface imperfections caused by these embedded components may cause color variations or printing voids. BEFORE purchasing a card printer (or deciding on your card artwork design), it is very important to print some sample access control cards of the type you will be using, with an artwork design similar to the one you plan to use. While no printer can achieve perfection on an uneven surface, higher-end printers usually produce better output with access control cards, and they also offer features such as full-bleed (edge-to-edge) printing, dual sided printing, mag stripe encoding, and clear overlay lamination.

When designing card artwork, avoid large areas with solid or screened color backgrounds or halftones, do not place a logo or a photo portrait or opposite the edge of a magnetic stripe, and use art with varied color or pattern. A white background gives a professional appearance, and is most likely to yield successful results. Always print a few test cards, and be prepared to make minor adjustments to the artwork to create the best appearance. Be sure to order cards with a glossy surface, and do not slot punch cards until after they are printed (the sharp edges of the slot can damage printer ribbons and print heads). If your cards are already punched, do not print in the area near the slot. Reverse Transfer printers, such as SK-IDPTR-6 and SKIDPTR-7 can reverse print your image on a clear overlay, which is then laminated onto the card – these printers are more expensive, but they are not affected by embedded components in the card, and some models can print on clamshell-style cards such as RKCM up to 0.070 inches thick.

Prior to printing, cards should be handled carefully, as oil from a person's fingers can contaminate the printing surface. Be careful not to scratch the cards when removing them from the shrink-wrap. Cards should be handled only by the edges, preferably with powder-free gloves, and if they become dirty or are dropped or mishandled, they should be cleaned with a soft cloth using 99% pure isopropyl alcohol. Printer rollers should be checked for dirt and debris and cleaned after every 50 cards are run.

Card thickness limitations vary considerably from one printer brand/model to another. While most card printers accept cards up to 0.040 inches thick, some card printers can only accept ISO CR80 cards, which are 0.033 inch thick. Many access control cards are thicker than 0.033 inch.

BEFORE you buy a card printer for use with our cards, compare the following specifications of Secura Key cards to the limitations of the printer you are considering:

**1. Barium Ferrite Cards**

Card thickness varies widely, depending on the card. The Standard SKC-03-2 and SKC-06-2 cards are 0.044 inch thick. If your printer cannot accept 0.044" cards, you may special-order 0.037" thick cards. You may also special order 0.033 inch thickness, but is not recommended, due to its reduced durability. The standard finish is a semi-matte. Glossy finish is also available.. Be sure to specify the proper pre-printed artwork to allow room for the photo on the card. Standard Secura Key artwork on cards does not allow room for card printing. The AF7726 Secura Key artwork is recommended for most card printing applications because most of the front and back sides are blank.

**2. Proximity cards**

a. The RKCI-01/02-2 card is designed for card printing in the field. It is 0.033 inches thick, and has a glossy finish. The front is plain white while the back has the card numbering. These cards generally print very well, but be sure to test some cards in the printer of your choice.

b. The RKCM-01/02-2 card cannot be directly imaged with most card printers (except for more expensive reverse-transfer printers). You must use the RKCM-IDL plastic label. This label is designed to go through almost any card printer. The label is about 0.028 inches thick including backing, and has a glossy finish. The adhesive backing is then peeled off and the label is applied to the RKCM-01/02-2 card. Be sure to include the card number in your photo-ID image, if possible, since the RKCM-IDL label will cover up the card number engraved on the card. The RKCM-IDL can also be used to add a photo ID to any existing CR-80 sized card with any technology. It is only available in packs of 100 labels.

**3. Contactless Smart Cards**

The ETCI04 card is designed for card printing in the field. It is 0.037" thick, and has a glossy finish. You can specify Art File 5862 (white on both sides with numbering on the back) or Art File 7721 (standard art with numbering on the front and white on the back). These cards generally print very well, but be sure to test some cards in the printer of your choice. If your artwork has a full bleed (edge-to-edge printing) please note that some printers will not be able to print to the edge of the card due to slightly reduced thickness at the edges.

**Please remember that Secura Key cards cannot be returned.** Since they are encoded to your customer's facility code, we cannot re-sell the cards to anyone else. We are happy to provide some free samples of cards to try in your card printer prior to ordering encoded cards.

## GUIDE TO ORDERING CARDS WITH CUSTOM ARTWORK

Secura Key is an industry leader in the creation of access control cards with custom, four-color graphics. Custom cards may be ordered in Barium Ferrite, Radio Key® (RKCI) and e\*Tag® technologies. A minimum quantity of 250 cards is required for custom artwork.

**The following steps should be followed when ordering custom cards:**

**1. Submit Artwork to Secura Key**

The best way to send logos and graphics is electronically, in PC or MAC format. Preferred artwork format is Adobe Illustrator, however TIF, JPG, EPS and PDF are also accepted. All submitted artwork must be in CMYK, and if there is any text, you must include the fonts as well. PhotoShop images such as JPG, TIF, PSD must be in 300 dpi or higher at actual size. If hard copy or negatives are sent please provide camera-ready artwork. Camera-ready artwork is complete and is actual card size (or 1/8" larger for backgrounds that bleed to the edge of the card.) For Barium Ferrite cards be sure to include insertion instructions or an arrow to show which end of the card is inserted or placed on the reader.

Accompanying your graphics please send a full description of the artwork for both sides of the card, including a sample drawing to illustrate the card layout and desired type size and style. This may be done with a sketch or paste-up made with an ordinary office copier. On this document also specify the four-color process or PMS ink color(s) to be used. The standard plastic color is white. If another plastic color is desired, contact Customer Service for more information.

If you do not have camera-ready artwork, want to match a color swatch or need other design assistance, send us what you have and our professional graphic artist will create artwork to your specifications. Please be aware that hourly charges will be billed for any art services that are necessary to create usable artwork.

**2. Submit Your Purchase Order For Custom Cards**

We can only create custom card artwork when we have an actual card order for **250 or more cards**. After all questions are resolved about the card order, artwork layout, colors and encoding, our Art Department will produce a proof. This proof provides samples of the artwork and ink colors to be used. (The actual colors may vary slightly from the proof since printing colors on plastic is more variable than printing on paper.) **The proof must be sent to you, not faxed.** Fax resolution is too low and there is no way to convey actual ink colors by fax. Secura Key will send proofs overnight at no charge.

**3. Get Your Customer To Sign The Proof**

The proof should be signed with no reservations. If changes are required, a new proof will have to be made. For customer requested changes, there will be a charge for the second proof, including freight. The new proof will be completed within one week and again sent out for approval. Once the proof is approved with no changes you must return it to Secura Key. We cannot begin printing custom cards until we have a signed proof at our factory.

**4. Job Completion**

The typical lead time to complete a custom card order is four weeks after we receive the signed proof at the factory.

**5. Reorders**

Reorders of cards with the same artwork and colors is a simple matter. A four-digit artfile number appears in a corner of every card. Simply specify the artfile number and order a minimum of 250 cards. **The typical lead time for reorders of custom cards is three weeks.**



## 6. In-Stock Cards

You can order cards to be custom printed and held in stock at the factory, un-encoded. Minimum order is 250 cards, and you will be charged for the full price, less the encoding charge. If you order 250-2499 cards you will pay printing charges, but if you order 2500 cards or more, printing charges are waived. When you are ready to encode (minimum 50 cards), they will be encoded and shipped to you for the encoding charge. This effectively reduces custom card delivery time from 4 weeks to 3-5 days.

## 7. Custom Printing Charges:

SK-ART	Hourly charges for preparing your artwork for printing
SK-TOOL	Tooling, including production of negatives and printing plates. This is a one-time charge. One tooling charge is billed per color, per side. Use tax applies, as the plates are manufactured and stored in California.
SK-PRINT	The printing charge recurs every time we run a batch of custom cards. One printing charge is billed per color, per side.
SK-CLRCHG	A color change charge occurs when the same artwork is to be printed on a run of cards but a portion of the run is printed in one color and the rest is in another color. <b>There is a minimum order of 250 cards for each color change.</b>

## ADDITIONAL OPTIONS/CHARGES

### CARD OPTIONS

The following options can be specified in your card order. The options you choose will be reflected by the manufacturing code, which follows the base card part number. Customer Service can give you the complete card part number for the options that you request.

**SIGNATURE PANEL** – Strip which accepts a signature in ink.

Available on RKCI, ETCI, WCCI cards.

**SLOT** – for strap clip. Molded into RKCM. Can be punched vertically or horizontally in RKCI, ETCI, WCCI and SKC-0X cards.

**EYELET** – available on ETKT-03 keytags

**MAG STRIPE** – HiCo magnetic stripe on top/back side of card. Unencoded.

Available on RKCI, ETCI, WCCI and SKC-0X cards.

**Laser Numbering is now a standard, no-charge option on all card types.**

### OTHER CARD CHARGES:

**SK-SIGSETUP** Setup charge to apply signature panels to a run of cards.

**SK-CLIP** Strap clips for cards, each.

**SK-EYELET** Eyeleted key ring hole, per card

**There is a minimum order of 250 cards on all custom printing.**