

# InstaKey Request & Key Control

To streamline the store re-keying process and improve the safety of our sites, all locations will install InstaKey for exterior/interior door locks.

InstaKey is a comprehensive key control management tool for sites that will improve the physical security of our team members, lessen the time spend in managing locks and keys, and mitigate key control costs.

As part of this initiative, sites will request this service in Maintenance Portal.

**Create a New Workorder following the below path:**

Keyword Search

ENTRY / Locks and Keys / Exterior Door / Require new core

Area      Problem Type      Equipment      Problem Code

Store Number

T038

Full Name / Title

Baumeister, Karen

Area

ENTRY

Problem Type

Locks and Keys

Equipment

Exterior Door

Problem Code

Require new core

**Provide the below details to complete the request:**

Please include all necessary details below of the issue then proceed with this service request. Thank you.

Enter Complete Problem Description, Referencing Troubleshooting Scripts Above:

New site for TeamVision. Need InstaKey installed.

Previous

Cancel

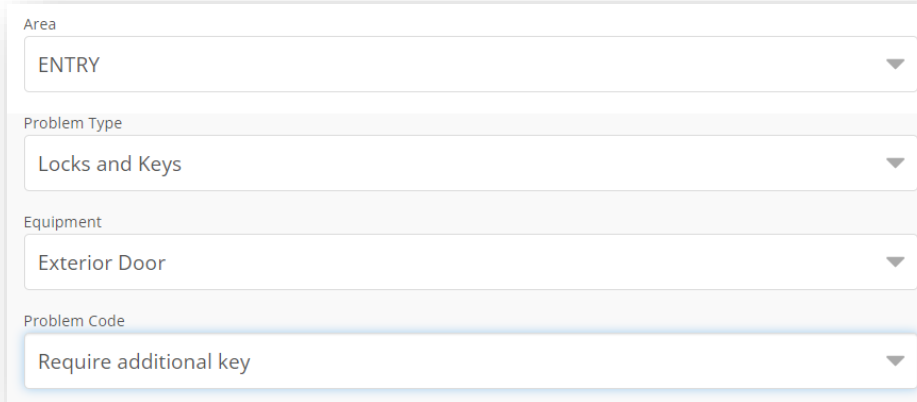
Next



# InstaKey Request & Key Control

The standard number of keys provided with InstaKey is 5. If your site requires additional keys, request additional keys in Maintenance Portal.

Create a New Workorder following the below path:



Area  
ENTRY

Problem Type  
Locks and Keys

Equipment  
Exterior Door

Problem Code  
Require additional key

Reminder that all key holders, including vendors, will need to complete **Key Holder Agreements or Issuance forms**. The Practice Manager is required to retain the completed documents and follow all Policy & Procedures pertaining to Key Control.

Forms can be found in Toolkit > Documents > Asset Protection > Key Holder Agreements. Additional information can be found in TeamVision Policy & Procedures.



**LUXOTTICA RETAIL KEY HOLDER'S AGREEMENT**  
PLEASE READ, SIGN AND PLACE IN ASSOCIATE'S PERSONNEL FOLDER

Store # \_\_\_\_\_  
Employee Name \_\_\_\_\_  
Title \_\_\_\_\_  
Exception Yes No  
Temporary Keyholder? Beginning Date \_\_\_\_\_ Ending Date \_\_\_\_\_

I, the undersigned, acknowledge receipt of the store key.  
I also agree not to lend, transfer, give possession of, misuse, modify or alter the above key.  
I further agree not to cause, allow or contribute to the making of any unauthorized copies of the above key.  
I agree not to share or divulge any alarm codes or CIAO passwords.  
I understand and agree that violation of this agreement may result in disciplinary action up to and including termination.

Printed \_\_\_\_\_  
Name \_\_\_\_\_  
Signature \_\_\_\_\_  
Lux ID# \_\_\_\_\_  
Date \_\_\_\_\_

**LUXOTTICA**  
**TeamVision Practice Owner Employee Key Issuance Form**  
(For use only for practice use - Item is sold)

Name \_\_\_\_\_ Position \_\_\_\_\_  
Key Number \_\_\_\_\_ Key Description / Usage \_\_\_\_\_

**Key Issuance Agreement:** In return for the issuance of this key, I agree I will not give or loan the key to others. It is not to make any attempts to copy, alter, or otherwise use the key. It is to be used for the intended purpose only. It is to be safeguarded and used in the store only. It is to be returned upon the loss or damage to the key. It is to be replaced or repaired at the key owner's expense. It is to be replaced or repaired at the key owner's expense. It is to be replaced or repaired at the key owner's expense. It is to be replaced or repaired at the key owner's expense.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Issue Type: ☐ Standard ☐ Temporary ☐ Reissue  
Due Date \_\_\_\_\_ Reason \_\_\_\_\_  
Authorizer's Signature \_\_\_\_\_ Date \_\_\_\_\_  
Print Name \_\_\_\_\_ Position \_\_\_\_\_  
Issued By \_\_\_\_\_ Date \_\_\_\_\_  
Print Name \_\_\_\_\_ Position \_\_\_\_\_

**KEY RETURN**  
Return Date \_\_\_\_\_ Returned By \_\_\_\_\_  
Reason \_\_\_\_\_  
Key Not Returned: ☐ Lost ☐ Broken ☐ Damaged ☐ Other  
Explain Circumstances: \_\_\_\_\_  
Manager Signature \_\_\_\_\_

**LUXOTTICA**  
**TeamVision External Key Issuance Form (Vendor)**

Name \_\_\_\_\_ Position \_\_\_\_\_  
Key Number \_\_\_\_\_ Key Description / Usage \_\_\_\_\_

**Key Issuance Agreement:** In return for the issuance of this key, I agree I will not give or loan the key to others. It is not to make any attempts to copy, alter, or otherwise use the key. It is to be used for the intended purpose only. It is to be safeguarded and used in the store only. It is to be returned upon the loss or damage to the key. It is to be replaced or repaired at the key owner's expense. It is to be replaced or repaired at the key owner's expense. It is to be replaced or repaired at the key owner's expense. It is to be replaced or repaired at the key owner's expense.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Issue Type: ☐ Standard ☐ Temporary ☐ Reissue  
Due Date \_\_\_\_\_ Reason \_\_\_\_\_  
Authorizer's Signature \_\_\_\_\_ Date \_\_\_\_\_  
Print Name \_\_\_\_\_ Position \_\_\_\_\_  
Issued By \_\_\_\_\_ Date \_\_\_\_\_  
Print Name \_\_\_\_\_ Position \_\_\_\_\_

**KEY RETURN**  
Return Date \_\_\_\_\_ Returned By \_\_\_\_\_  
Reason \_\_\_\_\_  
Key Not Returned: ☐ Lost ☐ Broken ☐ Damaged ☐ Other  
Explain Circumstances: \_\_\_\_\_  
Manager Signature \_\_\_\_\_

Click [here](#) to view an instructional video on the re-key process for InstaKey locks.

The objective with this process is to improve the safety of our stores, while streamlining and reducing costs associated with the store re-keying process.

Questions? Contact your RMAP or Regional Manager