



Generation 9

# HandyTrac EASY GUIDE

## Installation and Operation

Hi, I'm MAC  
I'll be here to help you.  
No Kiddin' with this  
guide it really is easy!



# 888-458-9994

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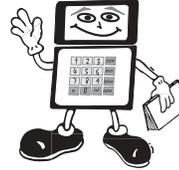
[www.handytrac.com](http://www.handytrac.com)  
[info@handytrac.com](mailto:info@handytrac.com)

**888-458-9994**

# INSTALLATION

## *The HandyTrac Key Control System*

- \* Tracks, controls, reports key usage by who, why, when and where
- \* Supplies detailed activity status for non returned key sets
- \* Access to keys immediately, via data log
- \* Limits access to authorized persons
- \* Generates management reports for audit and legal purposes
- \* Password security for all menu options
- \* Stores key usage history by employee and location



### **Key Manager & Cardinal Systems -**

Key Control information is easily entered and accessed at the Data log.

### **HandyTrac Online Systems -**

Ensures all your vial data is automatically backed up, off site and gives you the ability to access your property's status & reports via our secure website. Continuous warranty on your system.

**Time & Attendance Program -** New feature available soon.

## System Features

### Authority Levels

A master badge has access to all key tag and location information, and should only be granted to trusted, management level employees. It also has full rights to add/delete employees, change key tags, and print reports. An employee badge does not have access to those activities. For those customers utilizing HandyTrac Time & Attendance Program there is a third badge level limited to badging In & Out.

### Printed Archives

A printer is optional, but recommended. This system memory will hold a maximum of 830 transactions before it starts to overwrite previous transactions. Printed archives will enable you to retain a printed record of all transactions for later reference if needed.

### Reports Policy

It is recommended that management establish as policy a set day to print reports; for example, every Friday or Monday when other reporting is done.

HandyTrac suggests management establish specific reports to be printed and filed; for example, Report by Loc/Item#, Report by Employee and EOP (End Of Period) Report. This should provide a good audit trail.

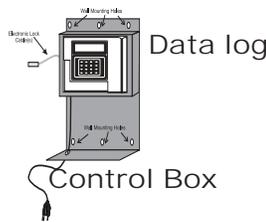
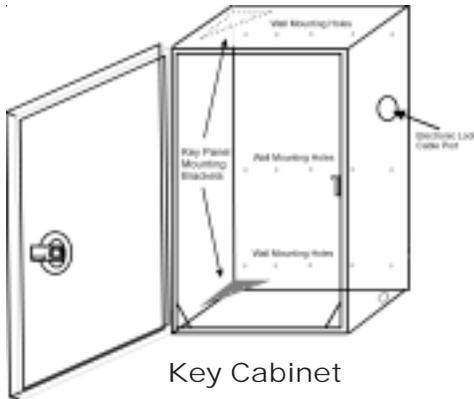
### Transaction Counter

The bottom line of the "Activity" Screen shows a running count of the number of transactions in the memory. This is a reminder to print and save your End Of Period report.

### Emergency Backup Procedure

A good UPS (Uninterruptible Power Supply - see page 23) should provide up to 8 hours of battery back up power. In the event of a long term power outage or other system problem, a printout of the Loc/Item# report will serve as a temporary manual sign out log. Keep a current Loc/Item# report and your manual cabinet key in a safe place.

# Here's What You Get



**1 to 4 Key Panels**  
 These hold 50 keys on each side  
 They are mounted inside the cabinet  
 (Depending upon the number of Location / Item #'s)

HANDYTRAC LOC/ITEM# REPORT ON 3/10/2003  
 CONFIDENTIAL! Keep in SAFE or other SECURE Place

UNIT	HOOK	TAG#
1	J21	0912
10	F34	3421
100	D1	8743
101	C45	6709
102	D20	5098
103	G50	
104		



Key Tags



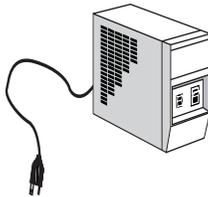
Employee Key Ring Badges

## Key Map

A list of key tags and locations. Keep in a safe place.

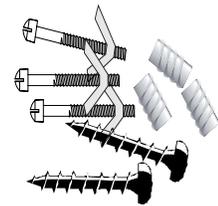
# Here's What You Need

(Customer needs to supply)



## PARTS NEEDED

- 1) UPS (Uninterruptible Power Supply) for surge protection and backup battery power
- 2) Mounting Fasteners capable of holding 50 lbs for masonry, dry wall, wood or metal studs

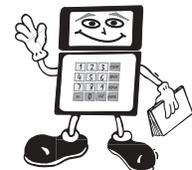


**TOOLS NEEDED:** Drill & Drill Bits, Level, Pliers, Phillips Head Screwdriver

# Here's a summary of the steps to install your System

(Familiarize yourself with these parts before you start!)

- 1) Mount the Cabinet on the wall
- 2) Mount the Control Box on the wall
- 3) Mount Key Panels
- 4) Test the Electronic Lock
- 5) Enter Employees and Locations
- 6) Attach Keys





## Mount the Cabinet to the Wall.

Read our cabinet installation instructions below for help with hanging the cabinet on the wall. Drill or mark the holes needed to mount the Key Cabinet and Control Box to the wall so they are level and plumb. Be sure that at least 3 of the mounting fastener holes align with a stud. Mount the cabinet on the wall. Place your level on top of the cabinet. Check it as you tighten all fasteners. It must be level to operate properly.

### Location Requirements:

Flat Surfaced Wall

No More than 5' from an un-switched 110V AC Outlet

Clean environment - Free from dust & airborne particles.

Should be in a separate room from key cutting machine, wood cutting or similar activity.

### Cabinet Installation Instructions

1) Find a stud- align a stud with at least one of the six drilled stud holes at the top of the cabinet.

**We strongly recommend attaching the cabinet to a stud, if possible**

2) Stack box cabinet came in and box that control box came in on top of each other.

3) This will give you a platform that is 42" high.

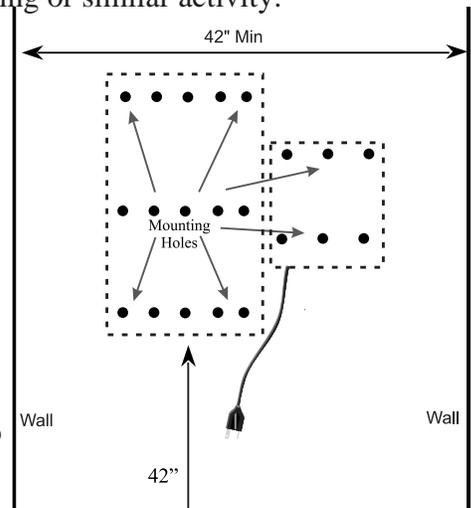
4) Place cabinet on top of these two boxes and a level on top of cabinet.

5) Upon leveling the cabinet, use a pencil to mark your holes.

6) When all holes are marked, use screws that penetrate at least 2 inches into stud and wall anchors that are capable of holding at least 50lbs.

Follow the manufacturer's directions for all wall anchors.

7) Mount Cabinet- Lift the cabinet into place. Tighten all fasteners snug, but not too tight. Place your level on top of the cabinet and check repeatedly as you tighten all of the fasteners.



**It is essential that the cabinet be plumb, flush, level and securely fastened to the wall!**



If your wall is not plumb and flat, we recommend mounting a piece of 3/4" plywood to the wall, and then mounting the cabinet to the plywood.

### Door Alignment

Check the gap between door and door frame at the top, bottom and side. If gap is not uniform all the way around, the cabinet will have to be shimmed to compensate for the uneven wall surface.

Tips when shimming:

- 1) Use metal or plastic - wood and rubber don't hold their shape well.
- 2) If gap at top is greater than gap at bottom, Shim top of cabinet at the right hand corner.
- 3) If gap at bottom is greater than gap at top, Shim bottom of cabinet at the right hand corner.



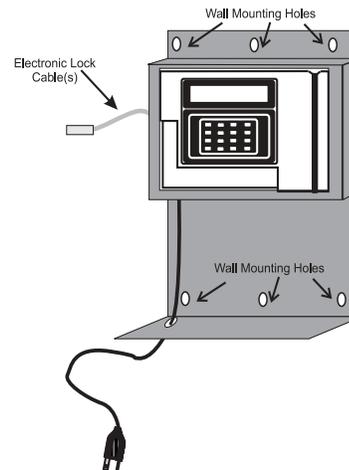
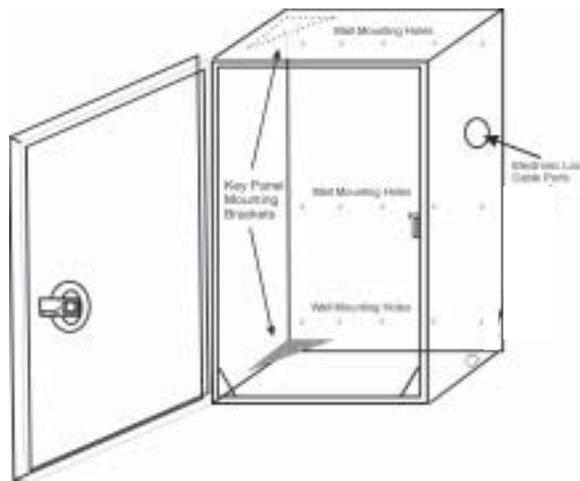
It's the gap around the door that you're lookin' for!





## Mount the Control Box.

Hold the Control Box flush against the side of the cabinet. The Electronic Lock port on the side of the cabinet must be aligned with the Electronic Lock cable(s) from the Control Box.. Before mounting the Control Box, gently feed the Electronic Lock Cable(s) through the Electronic Lock Cable port on the right side of the Key Cabinet. Fasten the Control Box to the wall.



Connect the Electronic Lock Cable to the Electronic Lock Connector inside the Key Cabinet. Snap the cable into the retaining clips on the inside of the cabinet to prevent contact with the Key Panels during operation.

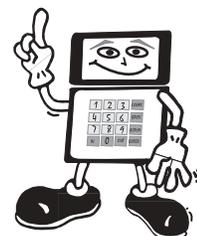
## Don't forget about your UPS!!! (Uninterruptable Power Supply)

Provide an un-switched AC wall outlet within 5 feet of the Key Control System. Plug your (customer supplied) UPS (Uninterruptible Power Supply ) system into the wall outlet. After the UPS is charged (usually 24 hours), the Key Control System can be plugged into the UPS.

It is **very** important to have an Uninterruptible Power Supply (UPS) for your HandyTrac system. Without a battery backup, valuable information can be lost.

UPS battery backup systems are designed to provide power to all computer systems and peripherals with maximum protection. It integrates surge protection and power backup capabilities, protecting your data log, micro processor, communications and other equipment from power problems like blackout, brownout, surge, spike and line noise.

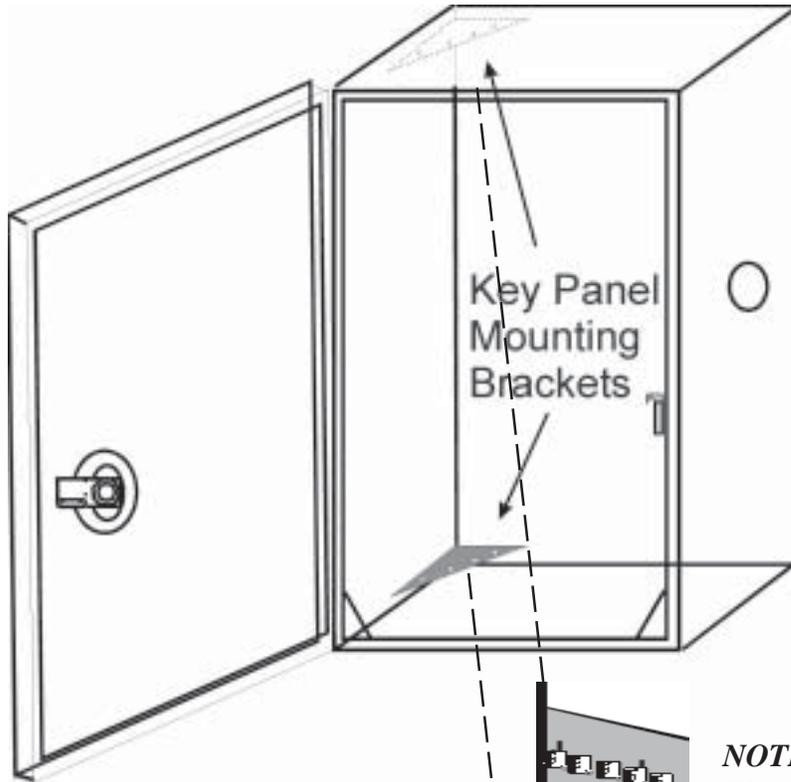
**Remember the importance of a battery backup!**





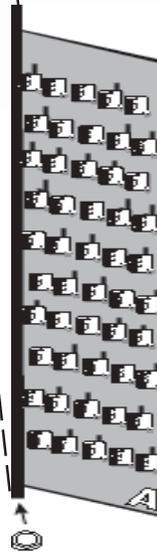
## Mount the Key Panels.

Depending upon the number of Location / Item Numbers at your property, the cabinet in your system came with from 1 to 4 moveable key panels. Each panel holds 50 keys per side. Each Panel is labeled with a letter in the lower outside corner, and each hook has a number. The panels should be placed in alphabetical order from front to back in the cabinet.



**NOTE:** If key tags fall off during shipping, use "IN" function after installation and place on the correct hook.

Slip top panel mounting pin into hole on top key panel mounting bracket. Raise the panel as far as it will go and rotate the bottom mounting pin into the corresponding hole in the bottom panel mounting bracket. Lower the panel into place. Repeat for all panels.



**NOTE:** System was shipped with Electronic Lock tied down to prevent damage during shipping. Cut Tie-wrap on the Electronic Lock, but be careful not to damage the Electronic Lock or spring.



## Printer Set Up

If you plan to print reports, you must use a printer that is compatible with the Data log's DOS format; for example, **HP (Hewlett Packard) printers with a parallel port (25 pin) will work or any Dot Matrix.** You will also need to purchase a printer cable - just plug it into the right side of the Data log.













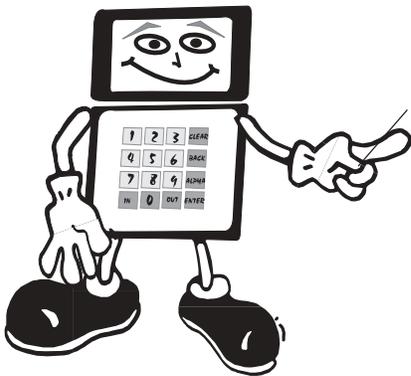
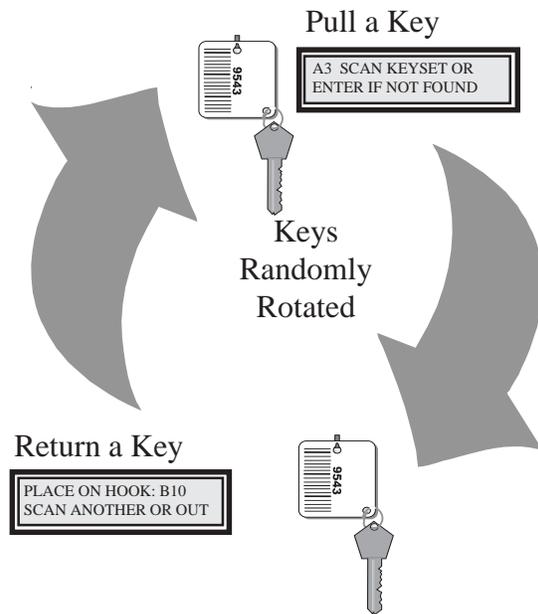


# RANDOM ROTATION OF KEYS - Gen 9

HandyTrac's new Generation 9 Key Control System automatically rotates the location of the keys within the cabinet. When a key is returned, it is randomly rotated to a different location inside the cabinet

HandyTrac developed the randomization function as an added security feature. In prior versions the Data log would instruct the manager to place the key on a certain hook which was always the home hook for that key. Now the computer will rotate the key to an open hook somewhere else in the cabinet.

So, if you have used HandyTrac before, don't be confused because the key goes to a different hook.



Remember - When a key is returned, it is randomly rotated to a different location inside the cabinet

**HandyTrac Tech Support**  
**888-458-9994 (toll free)**

# Edit Key Tags

If a key tag gets lost or damaged, you will need to EDIT the old tag in the Data Log.

## TO EDIT A KEY TAG

- 1) Access the system using your badge and pin.  
**\*Badge must have Master Access to edit keytags!\***
- 2) Enter Activity Code 04 (Edit key tag).
- 3) Enter the number found on the back of the old tag. If you don't have the old tag, use the Add Function to read the tag numbers assigned to the unit. By process of elimination you can determine the number of the missing tag.>>>>>>>>>>
- 4) SCAN the new tag to enter it >>>>>>>>>>>>>>>>
- 5) The screen confirms the tag has been replaced. When you press ENTER, the screen will return to ENTER OLD TAG screen in step 4. Enter the next unit number you want to replace or press OUT.

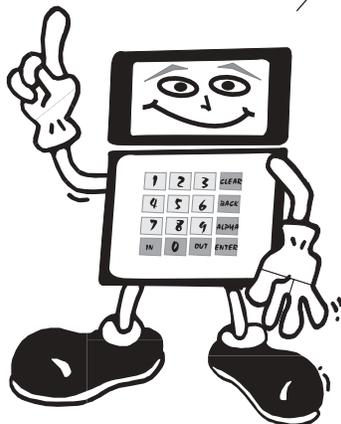
ACTIVITY 04  
TRANS#: 126 MAX: 830

ENTER OLD TAG

ENTER NEW TAG

REPLACED  
PRESS ENTER

If a tag is lost, look up the tag assigned to that unit on the key map. then go to the Edit function to replace it with a new tag.









# Reports

**Loc/Item Report** - Shows all keys and the Loc/Item # they are assigned to. This report should be run after Adding or Editing key tags. It is an important part of your emergency procedures in the event of a power outage. It is critical that this report be kept in your **safe** or other secure place. *NOTE: Extra key tags have been assigned a Loc/Item#. They will appear as on this report as ADMIN followed by a number.*

## HANDYTRAC KEY CONTROL REPORT BY LOC/ITEM ON 3/10/03

EMPLOYEE	LOC/ITEM	ACTIVITY	DATE	TIME
B Smith	47	17 Mgmt Inspection	03/10/03	08:32
B Smith	47	01 Return Key	03/10/03	08:58
Mac Jones	47	22 Safety/Security	03/10/03	10:03
Mac Jones	47	01 Return Key	03/10/03	10:45
Mac Jones	47	23 Preventative Maint	03/10/03	12:43

-- END OF REPORT --

**Report by Employee** - shows all activities sorted by employee name since last EOP report run and memory cleared. This example shows all employees. A selection to show a single employee is also available

## HANDYTRAC KEY CONTROL REPORT BY EMPLOYEE ON 3/10/03

EMPLOYEE	LOC/ITEM	ACTIVITY	DATE	TIME
Mac Jones		11 Employee In	03/10/03	08:01
Mac Jones	47	22 Safety/Security	03/10/03	10:03
Mac Jones	47	01 Return Key	03/10/03	10:45
Mac Jones		12 Employee Out	03/10/03	12:02
Mac Jones		11 Employee In	03/10/03	12:37

-- END OF REPORT --

**Report by Activity** - shows all activities sorted by activity code since last EOP report was run and memory cleared. This example shows a single activity. A selection to show all activities is also available.

## HANDYTRAC KEY CONTROL REPORT BY ACTIVITY ON 3/10/03

EMPLOYEE	LOC/ITEM	ACTIVITY	DATE	TIME
J Diaz	32	23 Preventative Maint	03/10/03	08:15
J Diaz	34	23 Preventative Maint	03/10/03	08:16
Mac Jones	47	23 Preventative Maint	03/10/03	12:43
Mac Jones	14	23 Preventative Maint	03/10/03	14:21
B Williams	27	23 Preventative Maint	03/10/03	15:47

-- END OF REPORT --

**Keys Out Report** - Shows all keys out at the time the report was run.

## HANDYTRAC KEY CONTROL REPORT ON 3/10/03

THESE KEYS ARE OUT

EMPLOYEE	LOC/ITEM	ACTIVITY	DATE	TIME
Mac Jones	47	23 Preventative Maint	03/10/03	12:43
Mac Jones	14	23 Preventative Maint	03/10/03	14:21
Mac Jones	15	27 Work Order/Svc Req	03/10/03	15:14
B Williams	27	23 Preventative Maint	03/10/03	15:47

-- END OF REPORT --

**EOP Report** - Shows all keys out and all activities in chronological order since the last time the EOP report was run and the memory was cleared.

## HANDYTRAC KEY CONTROL REPORT ON 3/10/03

THESE KEYS ARE OUT:

EMPLOYEE	LOC/ITEM	ACTIVITY	DATE	TIME
Mac Jones	47	23 Preventative Maint	03/10/03	12:43
Mac Jones	14	23 Preventative Maint	03/10/03	14:21
Mac Jones	15	27 Work Order/Svc Req	03/10/03	15:14
B Williams	27	23 Preventative Maint	03/10/03	15:47

TRANSACTION LIST:

EMPLOYEE	LOC/ITEM	ACTIVITY	DATE	TIME
Mac Jones		11 Employee In	03/10/03	08:01
J Diaz		11 Employee In	03/10/03	08:01
B Williams		11 Employee In	03/10/03	08:01
J Diaz	32	23 Preventative Maint	03/10/03	08:15
J Diaz	34	23 Preventative Maint	03/10/03	08:16
B Smith	47	17 Mgmt Inspection	03/10/03	08:32
B Smith	47	01 Return Key	03/10/03	08:58
B Williams	78	30 Vehicle Use		
Mac Jones				



# Sample Lists

**Activity Code List** - Shows all the activity codes in the system. User can add or change Activity Codes. see page 17 of this User Guide.

HANDYTRAC MANAGEMENT AND ACTIVITY CODES		
Management Codes		
CLEAR Change Activity Code	32	64
01 or IN Return Key	33	65
02 Edit Loc/Item # *	34	66
03 Edit Employee Info*	35	67
04 Add/Edit Key Tag*	36	68
05 Change Date/Time*	37	69
06 Audit Keys Out	38	70
07 Print Report*	39	71
08 Last Transaction	40	72
09 Print Lists*	41	73
10 Edit Activity Codes*	42	74
	43	75
	44	76
Activity Codes		
11 Employee In	45	77
12 Employee Out	46	78
13	47	79
14	48	80
15	49	81
16 Maintenance	50	82
17 Mgmt Inspection	51	83
18 Utilities: Gas	52	84
19 Utilities: Electric	53	85
20 Telephone	54	86
21 Pest Control	55	87
22 Safety/Security	56	88
23 Preventative Maint	57	89
24 Paint	58	90
25 Clean	59	91
26 Lock Change	60	92
27 Work Order/ Service Rq	61	

## Key Map

A list of key tags and locations. Keep in a safe place.

HANDYTRAC LOC/ITEM# REPORT ON 3/10/2003		
CONFIDENTIAL! Keep in SAFE or other SECURE Place		
UNIT	HOOK	TAG#
1	J21	0912
10	F34	3421
100	D 1	8743
101	C45	6709
102	D20	5098
103	G50	4909
104	G32	3535
105	B16	6978
106	C49	4509
107	D34	7124
108	A 5	4653
109	C56	3900
109	A19	2020
11	D34	6801
110	E45	7878
111	B18	6090
112	E25	4832
113	A34	7494
114	D12	8294
115	A32	1671
116	F48	4602
117	C18	
118		

**Employee List** - Shows all active employee's and the security level of each employee.

HANDYTRAC EMPLOYEE LIST ON 3/10/03		
CONFIDENTIAL! Keep in SAFE or other SECURE Place		
EMPLOYEE	BADGE#	MASTER
B Smith	152188	
Mac Jones	151485	MASTER
J Diaz	151498	
B Williams	152089	

--- END OF REPORT ---

## NEW WEBSITE FEATURES and ONLINE SERVICE REQUESTS

You can now log your own service requests online at [www.handytrac.com](http://www.handytrac.com)! You can:

- Log Service Requests and check the status
- View Trouble Shooting Tips

If you don't have your user name and password, call HandyTrac today so you can access the many benefits, 888-458-9994 (toll free).



# Troubleshooting



## 1. Printer does not work

Solution: Check your printer to make sure it is a supported printer and that it is plugged in, turned on, properly loaded with paper and on line. A DOS compatible printer is required.

## 2. The Data Log does not respond when scanning badge or key tag.

Solution: Try scanning the tag a little slower. You can also scan it up and down through the data log. If you are having trouble with just one tag, the tag may be defective. Replace it with a new one (refer to the Users Guide). If it is several tags, the scanning device might have some dust or grit on the reader. It is sensitive and should be cleaned regularly with a spray can of compressed air, available at most electronics stores. Do not use other cleaning agents or solutions.

## 3. Lock will not disengage:

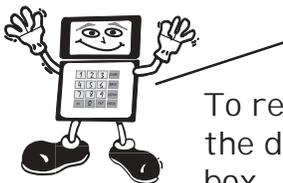
Solution: Use the manual key to open the door. While open, use badge and PIN to obtain a key. Watch the Electronic Lock mechanism. If you hear it "pop" and see the mechanism work, the door is out of alignment. Refer to the next page for alignment adjustment.

If the Electronic Lock does not pop, check the connections to the Electronic Lock and Control Box. If the Electronic Lock still does not pop, check the Electronic Lock fuses in the control box. (see below) You will need 2.5 amp Slow Blow fuses, 1 1/4" X 1/4". They are available at Radio Shack (part # 270-1024). *NOTE: If you have a 1 cabinet system, the fuse for cabinet 2 is not in use and can be used as a spare.*

## 4. Data Log will not Power Up.

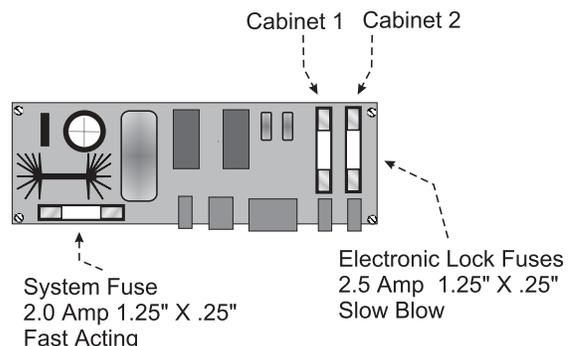
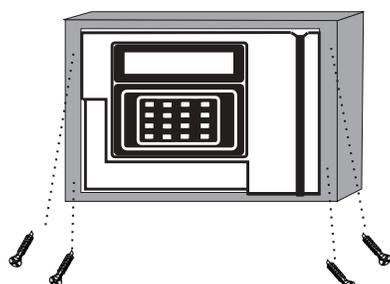
Solution: Check all plugs, switches, and connections. Try plugging the unit directly into the wall to check the UPS to see if it is fully charged. Check to see if the wall outlet you are using is on a switch. If the Data Log still will not power up, check the system fuse in the control box. (see below) You will need a 2.0 amp Fast Acting fuse, 1 1/4" X 1/4". They are available at Radio Shack (part # 270-1007)

**If all else fails, call HandyTrac Tech support at 888-458-9994 (toll free).**



**IMPORTANT - ELECTRICAL SHOCK HAZARD.  
DISCONNECT POWER BEFORE CONTINUING**

To replace fuses, remove the control box cover. No need to remove the data log first. The fuses are on the relay card inside the control box.





# Troubleshooting

## Door Alignment

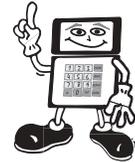
Check the gap between the door and the door frame at the top, bottom and side. If the gap is not uniform all the way around, the cabinet will have to be shimmed to compensate for the uneven wall surface.

Tips when shimming:

- 1) Use metal or plastic... wood and rubber don't hold their shape well.
- 2) If the gap at the top is greater than the gap at the bottom, Shim the top of the cabinet at the right hand corner.
- 3) If the gap at the bottom is greater than the gap at the top, Shim the bottom of the cabinet at the right hand corner.

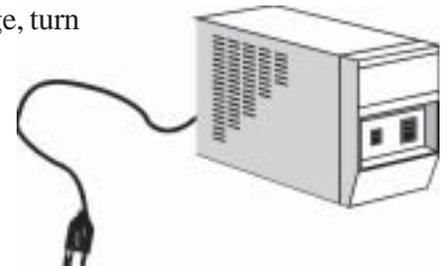


It's the gap around the door that you're lookin' for!

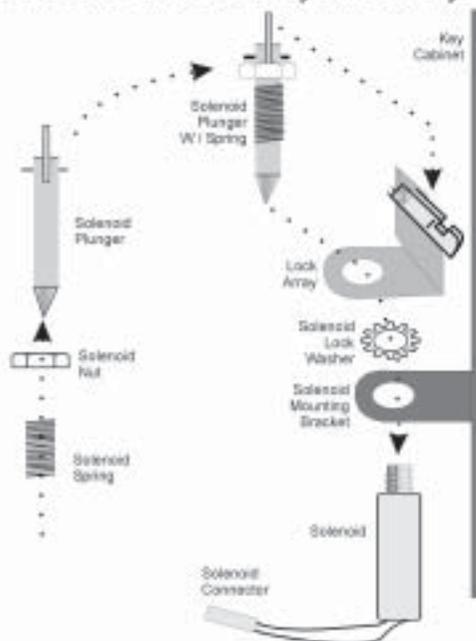


## Uninterruptible Power Supply

An Uninterruptible Power Supply (UPS) supplied by the customer is required for the system. Omission of the UPS will void your warranty. We recommend one that does NOT have an audible alarm to decrease the power drain on the UPS. They are available at most office supply or electronics stores. To prolong the battery backup life in the event of a power outage, turn the Key Control system off with the switch on the side of the system, or unplug it from the UPS when not in use.



### Solenoid & Lock Array Assembly

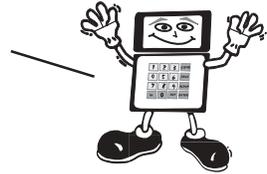


### Solenoid & Lock Array Assembly

The only mechanical moving parts in the system is the lock mechanism. In the event of a problem, contact HandyTrac Tech Support at 888-458-9994 (toll free). If the problem requires replacement parts, assemble them as shown here.

**HandyTrac Tech Support**  
**888-458-9994 (toll free)**

Oops...  
Someone made an  
error!



## Error Messages

### 1. “Invalid Location” message on the Screen

Solution: Incorrect Loc/Item# was typed into Data Log. Wait 5 seconds for screen to revert back to “ENTER LOC/ ITEM# OR PRESS OUT” then type in number carefully. If you get same message, the Loc/Item# was entered incorrectly during setup. Print a Loc/Item# report, and check it carefully to locate error, and correct it using Activity Code "02"

### 2. “Invalid Employee See Manager” message on the Screen

Solution: If this happens with only one badge, type in six numbers shown on your badge. If you gain access, the badge is probably damaged. If you get same message, there was probably a typo when entering your badge into the system. In either case, the manager will have to use Activity Code "03" to delete you, then add you back in to correct the problem. *If ALL employee Badges give the same message, you may be having a problem with your data log. Call HandyTrac at the numbers listed below.*

### 3. “Give Keypad to MGR Press Enter” message on the screen

Solution: Either key tag is damaged, or there was an error during set up. If you are setting up your system for the first time, set that tag aside, & finish scanning in all your tags. Then, look for the empty key hook and use your Loc/Item# report, to identify the key tag. Use activity 04 (add/edit key tag) to remove old key tag and replace it with a new one.

### 4. “ACCESS DENIED SEE MANAGER” message on the screen

Solution: Employee has used the wrong PIN number 3 times. The system has locked employee out. Manager must delete employee and add him/her back in. Use the same badge. You *may* use the same PIN, or you can change it to one that is easier for employee to remember.

### 5. You press an incorrect number or letter while entering information

Solution: Just press BACKSPACE on the Data log to erase the incorrect character and re-enter.

### 6. Your Printer does not work

Key Manager requires a DOS compatible printer. Most dot matrix printers are DOS compatible.

A little training now will  
save a lot of trouble later!

## Training Guide

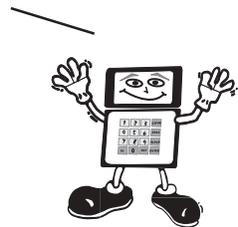
*You should perform the following with each of your employees with "employee badge" status.*

- 1) Take out 10 key sets, using several of the activity codes
- 2) Return 10 key sets
- 3) Enter the incorrect PIN # with a badge, this will demonstrate the security feature
- 4) Use the clear function on changing activity on 10 transactions
- 5) Do not press out on a transaction, this will allow them to hear the tone signal
- 6) Use the backspace function to show how to correct errors
- 7) Check location of key
- 8) Check last transaction
- 9) Review keys out

*After training your employees with "employee status", it is time to train those who have a "master badge" status.*

*Follow these tips*

- 1) Add 2 employees
- 2) Delete those same employees
- 3) Change time and date
- 4) Print and analyze a few reports.



Call HandyTrac for more information:

**888-458-9994 (toll free)**

# GLOSSARY OF TERMS

**End of Period:** A function which prints a report of the transaction activity.

This function should be performed weekly & the printed report should be stored in a safe, secured location.

**Key Set:** A set of keys for one unit or common area.

**Key Tag:** A plastic tag with a bar code that is attached to a key set.

**Data Log:** The micro computer input terminal including keyboard, badge/key tag reader & display screen. It stores the program, the data, and controls the electronic lock and printer.

**Key Rotation (Gen 8):** Activity 00 guides user through Key Rotation process.

*Call 888-458-9994 (toll free) for access code.*

**Random Rotation of Keys (Gen 9):** When key is returned to Key Cabinet, key set is assigned different location.

**Key Commands:** Some of the data log keys are programmed to perform specific functions. These include:



The **CLEAR** button is used when you would like to change to a new activity. For example, if you have chosen activity 08 and want to change to activity 06, you may press CLEAR then press the new activity.

The **BACK SPACE** button is used when you have made an error in typing. Press BACK SPACE to delete letters or numbers which you have entered. You may continue entering correct information.

The **ENTER** button is used to tell the computer to act upon the information you have entered. Press ENTER when prompted at the display screen.

The **OUT** button is used to end your transaction. It ends your activity with the computer and returns the system to the "ready" status for the next user.

The **IN** button is used to return keys. After entering your badge and pin, press the IN button and follow the screen prompts to return keys .

The **ALPHA** button is used to enter the letters rather than numbers on each button. For Example:

Shown to the left is the (6) MNO button located on the Data log.



1. Press the ALPHA Button
2. Press the button 1 time to get the letter "M"
3. Press the button a second time to get the letter "N"
4. Press the button a third time to get the letter "O"
5. Press the button 4 times to go back to the letter "M"
6. When the correct letter appears on the screen, press ENTER - only once - to accept

**NOTE: To leave a "space" between letters or numbers do the following:**

- \* Press Alpha
- \* Press -SP
- \* Press -SP again
- \* Press Enter - only once - to accept the space

**NOTE: To enter a "period" do the following:**

- \* Press Alpha
- \* Press QZ. 3 times to get " ."
- \* Press Enter to accept the " ."



## ACTIVITY CODES

### Management Codes

CLEAR Change Activity Code

- 01 or IN Return Key
- 02 Edit Loc/Item # \*
- 03 Edit Employee Info\*
- 04 Add/Edit Key Tag\*
- 05 Change Date/Time\*
- 06 Audit Keys Out
- 07 Print Report\*
- 08 Last Transaction
- 09 Print Lists\*
- 10 Edit Activity Codes\*

### Activity Codes

- 11 Show Unit
- 12 Show Unit /Ad 1
- 13 Show Unit /Ad 2
- 14 Show/Apt Guide
- 15 Show/For Rent
- 16 Show/Res Referral
- 17 Show/Other Referral
- 18 Show/Locator
- 19 Show/Sign
- 20 Mgmt Inspection
- 21 Resident Lock Out
- 22 Resident Move In
- 23 Utilities:Gas
- 24 Utilities:Electric
- 25 Media/Cable
- 26 Telephone
- 27 Pest Control
- 28 Safety/Security
- 29 Preventative Maint
- 30 Ready Unit/Turnkey
- 31 Trash Out Unit

- 32 Paint Unit
- 33 Clean Unit
- 34 Clean Carpet
- 35 Punch Out Unit
- 36 Blinds / Drapes
- 37 Wallpaper
- 38 Unit Lock Change
- 39 Work Order/ServiceRq
- 40 Plumbing
- 41 Plmg Kitchen Faucet
- 42 Plmg Kitchen Sink
- 43 Plmg Disposal
- 44 Plmg Bath Faucet
- 45 Plmg Bath Lavatory
- 46 Plmg Tub/Shower
- 47 Plmg Toilet
- 48 Hot Water Heater
- 49
- 50 HVAC
- 51 HVAC No Cool
- 52 HVAC Leaks
- 53 HVAC Fan
- 54 HVAC Thermostat
- 55 HVAC Filter
- 56 HVAC No Heat
- 57
- 58 Vehicle/Item Use
- 59
- 60 Appliance
- 61 Refrigerator
- 62 Stove
- 63 Oven
- 64 Dishwasher
- 65 Vent Hood

- 66 Microwave
- 67 Washer
- 68 Dryer
- 69
- 70 Electrical
- 71 Elec Power Out
- 72 Elec Switch/Outlet
- 73 Elec Light
- 74 Elec Fan
- 75 Interior
- 76 Interior Paint
- 77 Interior Leak/Flood
- 78 Carpet
- 79 Vinyl
- 80 Carpentry
- 81 Carp Lock
- 82 Carp Door
- 83 Carp Window
- 84 Carp Screen
- 85 Carp Cab/Counter Top
- 86 Building Entry/Halls
- 87 Building Stairs
- 88 Building Elevator
- 89 Basement/Storage
- 90 Exterior
- 91 Balcony/Patio
- 92 Roof
- 93 Gutter/Downspouts
- 94 Exterior Light
- 95 Landscape
- 96 Recreation Area
- 97 Employee In
- 98 Employee Out
- 99 Exception

\*Master Badge Required

### HOW TO PULL A KEY

1. Scan badge at the Data Log / enter PIN #
2. Enter Activity Code from above list
3. Enter the Loc/Item (unit) number
4. Remove the keyset and scan the key tag
5. Enter a new location or press OUT

### HOW TO RETURN A KEY

1. Scan badge at the Data\ Log - Enter PIN #
2. Press the IN button
3. Scan the key tag
4. Place keyset on indicated Hook #
5. Scan another keyset or press OUT

### HOW TO SHOW LAST TRANSACTION

1. Scan badge at the Data Log / enter PIN #
2. Enter Activity Code 08
3. Data Log shows your last transaction

### HOW TO REVIEW KEYS OUT

1. Scan badge at the Data Log / enter PIN #
2. Enter Activity Code 06
3. Press ENTER repeatedly to scan entire list
4. Press OUT when finished

### HOW TO CHECK LOCATION OF KEYSSET

1. Follow the RETURN A KEY function above