

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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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

2

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

cabinet key in a safe place.

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



Here's What You Get



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



UPS (Uninterruptible Power Supply) for surge protection and backup battery power
 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 the 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.

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.



panels.

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

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.



Test The Electronic Lock.

Test the system now to ensure all connections are made correctly. If you receive error messages during this process, check page 24. Remove a handful of the key tags from one of the panels in the cabinet. Close the cabinet door and plug in the system before proceeding.

- 1) Manually enter or swipe your Master Property Badge on the data log. You will hear a beep, and the system will prompt you to enter the PIN#.>>>>
- 2) Enter PIN# for Master badge, which is the last four digits of the badge number. You will be prompted to enter an activity.>>>>

ACTIVITY?

TRANS#:

ENTER PIN

MAX: 830

MON

1-13-03

:30

- 4) Scan with bar code towards the cabinet. You will hear electronic lock pop and door will open.

SCAN KEY TAG

4

PLACE ON HOOK: B12 SCAN ANOTHER OR OUT

YOU MUST PRESS ''CLEAR'' AND ''IN'' AND CLOSE THE DOOR FIRMLY AFTER EACH TAG IS SCANNED!

8) If the system does not function properly check all connections (page 5) and door alignment (page 4).

If you cannot locate the problem call HandyTrac Tech Support at 888-458-9994 (toll free).



Make sure the bar code on the tag faces in toward the data log when you slide it through the reader!

Enter Employee Names Add / Delete

If you have a *Cardinal System* your employees have been personally programmed for you.

If you have a Key Manager you will need to add your employees.

In this example we will add a fictional employee, a leasing agent named MOM.

- 1) Access the system by using your Master Property Badge.

- 4) Screen prompts you to enter employee's name



Follow along on your system for practice... we will fire MOM, and delete her later!

ACTIVITY 03

FRANS#:

MAX: 830

EDIT EMPLOYEE INF 1=ADD 2=DELETE

9

EMPLOYEE'S NAME:

We will now enter the employee named "MOM". Please follow these instructions in exact order.

oz	ABC	DEF	CLEAR
1	2	3	
GHI	jkl	MNO	BACK
4	5	6	SPACE
PRS	TUV	WXY	ALPHA
7	8	9	
IN	-SP 8	OUT	ENTER

- 1 Press "Alpha" so the data log will know you want to enter *letters*. 2 Press MNO key once for M
- 3 Press ENTER- only once to accept the M
- 4 Press "ALPHA" again
- 5 Press MNO key 3 times to get O
- 6 Press ENTER only once to accept the O
- 7 Press "ALPHA" again
- 8 Press MNO key once for M

9 Press ENTER - only once - to accept the M

10 Press ENTER again to accept MOM as the new employee name

An employee name is limited to 10 characters (letters, punctuation & spaces included).

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 only once to accept the "."



- WE STRONGLY RECOMMEND THAT YOU PLACE YOUR MASTER BADGE IN A SAFE, SECURE LOCATION FOR MANAGER ONLY!!!
- A

Type in 8888. For actual employees you will use their real badge number. (See Note Below)

5) When you enter MOM The screen will then look

- 8) Now you may begin entering your employees or you can press CLEAR and then OUT to exit this menu

NOW LET'S DELETE MOM

- 1) Access the system as explained earlier (151111 & 1111)
- 2) Enter Activity Code 03 (Change Employee Info)

- 5) Press ENTER to confirm you want to delete MOM. Display returns to employee list. Press CLEAR when you are finished to exit this menu. You may now enter another activity code or press OUT.>>>

BADGE NUMBER:

PIN NUMBER:

1= MASTER BADGE 2= EMPLOYEE BADGE



OUT=NO ENTER = YES



Use this same procedure to enter all your real employees into the system. At least one employee <u>MUST</u> have a master badge! <u>ONLY</u> a Master Badge can perform certain administrative functions. You will not be able to maintain your system properly without at least one Master Badge!!!

Enter Location / I tem Numbers

If you have a *Cardinal System* your key location/item numbers have been programmed personally for you.

If you have a *Key Manager System* you may wish to change the numbers to match the locations or items associated with your keys. They may be apartment residences, maintenance buildings, offices, golf carts or lawn equipment. Your loc/item# may be all numbers, all letters, or a combination of both. Each loc/item# may be up to 10 characters long, including all numbers, letters, punctuation, and spaces.

Make a List of Abbreviated Locations.

Use the original Loc/Item Report shipped with your system to make a list of the locations and/or items with keys you intend to keep in your cabinet. *The system default for the Loc/Item list is numerical. If your numbers match the ones on the list, do not change them. The order of your list is not important. The system will rearrange the list to match.* Abbreviate the names as much as possible. (on the example list, GC could be "Golf Cart", MS - "Maintenance Shed" and S - "Sauna".) It will make the process go much faster and make it easier to pull keys when you need them.

HANDYTRAC KEY CONTROL REPORT BY LOC/ITEM ON 3/10/03 EMPLOYEE LOC/ITEM ACTIVITY DATE TIME B Smith 47 03/10/03 17 Mgmt Inspection 08:32 B Smith 47 01 Return Key 03/10/03 08:58 Mac Jones 47 10:03 22 Safety/Security 03/10/03 Mac Jones 47 01 Return Key 03/10/03 10:45 Mac Jones 47 23 Preventative Maint 03/10/03 12./3 - - END OF REPORT -

Enter Your List.

Now you can replace the numerical list in the system with your own. *A master badge is required*.

- 3) At Activity Screen, enter activity 02. System will beep, and prompt you to enter old loc/item #.>>>>
- - 10 NOTE: If you have problems switching from numbers to letters, refer back to page 8.



REPLACED. PRESS ENTER





Attach Keys to Tags.

When transferring your keys to the new tags, it is critical that you stay organized! You must be certain that the key for Location / Item # 105 is attached to the tag in the cabinet assigned to Location / Item # 105! We suggest you attach 10 keys at a time. Leave the old key tag on until you are certain that all keys are on the right tags!

To attach your keys to the empty key tags now hanging in your new cabinet, you will request the key tag, attach the key, and return the key tag and key to the cabinet You will need your Loc/Item# list, and a handful of keys from your old key system. Follow these steps:

- 3) Enter the HandyTrac Loc/Item # for one of the keys from your old system and press ENTER.
- 4) Remove the key tag from the hook indicated on the screen (in this example it is hook A3), and scan keyset as prompted by the screen. Attach the key for that loc/Item# to key tag. *Leave your old key tag in place until all keys have been transferred to new system, and you are sure they are all correct.* Place key set on the shelf under the data log.

A 9:00:30 MON 1-13-03

ACTIVITY 11

TRANS#: 29

MAX: 830

ENTER LOC / ITEM# OR PRESS OUT

A3 SCAN KEYSET OR ENTER IF NOT FOUND

ENTER LOC / ITEM# OR PRESS OUT

6) Press CLEAR, then Press IN to scan and return all 10 keysets to the cabinet. Continue with this procedure until all keys are in the cabinet.

NOTE: The system has a security "Time Out" function that will automatically end your session if you do not press a key within one minute. If this happens while you are attaching a key to a tag, simply badge back in and continue.

In a week or so, once you are sure that all keys are attached to the correct tags and everything is operating smoothly, cut and remove the old key tags from the new HandyTrac Tags.



OPERATION

Accessing the System

To use the system, you must gain access by logging on with your bar coded badge and pin #.

A 9:00:30 MON 1-13-03

ENTER PIN

ACTIVITY?

TRANS#: 19 MAX: 830

The access procedure above is required for all activities.

How to Pull a key

NOTE: If the Keyset is not available, the screen will prompt you to find out who has the Keyset

0,0

Press 1 to find out who has it! Press 2 to pull another key Press OUT to end your activity ACTIVITY?

TRANS#: 23 MAX: 830

ENTER LOCATION OR PRESS OUT

A46 SCAN KEYSET OR ENTER IF NOT FOUND

ENTER LOCATION OR PRESS OUT

NO KEYS ON HOOK A46 1- FIND 2-NEXT OR OUT

How to Return a Key

- 1) Access the system as explained on page 12

You now have 2 options... scan another key tag (if you are returning more than one key) OR, Press OUT to end your activity. Close cabinet securely.

How to Review Keys Out

- 1) Access the system as explained on page 12

How to Show Last Transaction

- 1) Access the system as explained on page 12>>>>>

ACTIVITY 01

TRANS#: 29 MAX: 830

SCAN KEY TAG

PLACE ON HOOK: B10 SCAN ANOTHER OR OUT

ACTIVITY 06

TRANS#: 34 MAX: 830

UNIT: 5 S. JOHNSON 9/22 11:26

END OF LIST PRESS CLEAR OR OUT

ACTIVITY?

TRANS#: 38 MAX: 830

01 - 3 -115052 PRESS ENTER OR OUT

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

Access the system using your badge and pin.
 Badge must have Master Access to edit keytags!

- 2) Enter Activity Code 04 (Edit key tag).

- 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.



Change Time and Date

- 1) Access the system as explained on page 12
- 2) Enter Activity Code 05 (Change Date / Time).
- 3) Enter correct month, day and year. Two digits for month and day is required, four digits for the year. Make sure if it is a single digit, it is proceeded by a zero. DO NOT enter any spaces or punctuation. For example, September 5th 2001 would be entered as 09052001.
- 4) Enter the correct time, in hours and minutes. The system recognizes military time. The screen then automatically returns to the Time / Date Screen as standard time.

Change Location / I tem

This system allows you to change the name of a Location or Item that has keys stored in the cabinet. Abbreviate the names as much as possible. For example Loc/Items #1 could stand for "Storage". It will make the process go much faster and make it easier to pull keys when you need them.

Remember! A maximum of 10 characters in your abbreviations, including all letters, numbers, spaces, and punctuation.

- 1) Access the system as explained on page 12

NOTE: If you are using Alpha letters in your Loc/Item# names, refer back to page 8 for assistance. Abbreviate as much as possible; for example: storage unit 1 could be "S1".

ACTIVITY 05

TRANS#: 231 MAX: 830

ENTER DATE (MMDDYY)

ENTER TIME (HHMM) (MILITARY):

ENTER OLD LOC/ITEM#

ENTER NEW LOC/ITEM#

REPLACED. PRESS ENTER



Change Activity Codes

- 1) Access the system as explained on page 12
- 2) Enter Activity Code 10 (Change Activity)>>>

- 6) When you finish typing the code press ENTER The system will then prompt you to change an additional code or press out to finish.>>>>>

ACTIVITY? 10

TRANS#: 231 MAX: 830

EDIT ACTIVITY CODE ACTIVITY? 12

ACTIVITY 12 SHOWUNIT / AD 1

ACTIVITY 12

ACTIVITY 12 SHOWUNIT AD/TIMES

Erase all Activity Codes

- To Erase all activity codes enter activity code
 99 for the code you would like to edit.>>>>>
- 2) System will prompt you to ENTER 1 for yes to erase all activity codes or 2 for no to cancel.>>>>

EDIT ACTIVITY CODE ACTIVITY? 99

CLEAR ALL ACT CODES 1 = YES 2 = NO

ARE YOU SURE ? OUT = NO ENTER = YES

This is your last chance to back out !



Print Reports A DOS compatible printer is required.

Most dot matrix printers are DOS compatible. Plug the printer cable into the right side of the Data log.

Before printing reports, make sure the printer has paper, is plugged in and turned on. Be patient, the data log may take a few seconds at first and between pages to sort data. To print reports:

- 1) Access the system as explained on page 12
- 2) Enter Activity Code 07 (Print Reports).>>>>>

IMPORTANT- System will retain up to 830 transactions. If you do not clear the memory your system will begin to overwrite previous transactions. It is important that you print the EOP report regularly, archive the printed reports in a safe place for permanent records of key activity, and clear the memory.

ACTIVITY 07 TRANS#: 333 MAX: 830

1= KEYS OUT 2= EOP 3= OTHER REPORTS

1 = BY EMP. 2 = BY UNIT3 = BY ACTIVITY

1 = SINGLE EMPLOYEE 2 = ALL EMPLOYEES

PRESS ENTER TO PRINT REPORT OR PRESS OUT

GENERATING REPORT >> PRESS OUT TO CANCEL

DID REPORT PRINT OK? OUT=NO ENTER=YES

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	C KEY CONT	ROL REPORT BY LOC/	ITEM ON 3/10/0	3
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	12.13
	DODT		~////////	///////////////////////////////////////
END OF RE	PORT	///////////////////////////////////////		
\///////	[[[]]].			

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	C KEY CONT	ROL REPORT BY EM	PLOYEE 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 R	EPORT			
///////////////////////////////////////	///////////////////////////////////////	///////////////////////////////////////		

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.

HANDYTRAG	C KEY CONT	ROL REPORT BY ACT	IVITY 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 RE	EPORT		/////	
	()//////	///////////////////////////////////////		

Keys Out Report - Shows all keys out at the

time the report was run.

HANDYTRA	C KEY C	ONTRO	OL REPORT ON 3/10/	03	
THESE KEYS	AREOU	JT			
EMPLOYEE	LOC/I	TEM	ACTIVITY	DATE	TIME
Mac Jones	47	23 P	reventative Maint	03/10/03	12:43
Mac Jones	14	23 P	reventative Maint	03/10/03	14:21
Mac Jones	15	27 W	Vork Order/Svc Req	03/10/03	15:14
B Williams	27	23 P	reventative Maint	03/10/03	. 15:47
					//////////////////////////////////////
END OF RE	EPORT -		///////////////////////////////////////	/////	
	/////	////.	///////////////////////////////////////		

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.

HANDYTRAG	C KEY CONT	ROL REPORT ON 3/10/0	3	
THESE KEYS	ARE OUT:			
EMPLOYEE	LOC/ITEM	ACTIVITY	DATE	TIME
Mac Iones	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 Reg	03/10/03	15.14
R Williams	27	27 Work Order/Sverkeq 23 Preventative Maint	03/10/03	15:47
2	_,	25 11010111110	00,10,00	10117
TRANSACTIO	ON LIST:			
EMDI OVEE			DATE	TIME
ENIFLOTEE	LOC/ITEM	ACTIVITI	DATE	TIME
Mac Jones	LOC/ITEM	11 Employee In	03/10/03	08:01
Mac Jones J Diaz	LOC/ITEM	11 Employee In 11 Employee In	03/10/03 03/10/03	08:01 08:01
Mac Jones J Diaz B Williams	LOC/ITEM	11 Employee In 11 Employee In 11 Employee In	03/10/03 03/10/03 03/10/03	08:01 08:01 08:01
Mac Jones J Diaz B Williams J Diaz	32	11 Employee In 11 Employee In 11 Employee In 23 Preventative Maint	03/10/03 03/10/03 03/10/03 03/10/03	08:01 08:01 08:01 08:01 08:15
Mac Jones J Diaz B Williams J Diaz J Diaz	20C/TEM 32 34	11 Employee In 11 Employee In 11 Employee In 23 Preventative Maint 23 Preventative Maint	03/10/03 03/10/03 03/10/03 03/10/03 03/10/03	08:01 08:01 08:01 08:15 08:16
Mac Jones J Diaz B Williams J Diaz J Diaz B Smith	32 34 47	11 Employee In 11 Employee In 11 Employee In 23 Preventative Maint 23 Preventative Maint 17 Mgmt Inspection	03/10/03 03/10/03 03/10/03 03/10/03 03/10/03 03/10/03	08:01 08:01 08:01 08:15 08:16 08:32
Mac Jones J Diaz B Williams J Diaz J Diaz B Smith B Smith	32 34 47 47	11 Employee In 11 Employee In 11 Employee In 23 Preventative Maint 23 Preventative Maint 17 Mgmt Inspection 01 Return Key	03/10/03 03/10/03 03/10/03 03/10/03 03/10/03 03/10/03 03/10/03	08:01 08:01 08:01 08:15 08:16 08:32 08:58
Mac Jones J Diaz B Williams J Diaz J Diaz B Smith B Smith B Williams	32 34 47 47 78	11 Employee In 11 Employee In 13 Preventative Maint 23 Preventative Maint 17 Mgmt Inspection 01 Return Key 30 Vehicle Use	03/10/03 03/10/03 03/10/03 03/10/03 03/10/03 03/10/03 03/10/03	08:01 08:01 08:01 08:15 08:16 08:32 08:58
Mac Jones J Diaz B Williams J Diaz J Diaz B Smith B Smith B Smith B Williams Mac Jones	32 34 47 47 78	11 Employee In 11 Employee In 11 Employee In 23 Preventative Maint 23 Preventative Maint 17 Mgmt Inspection 01 Return Key 30 Vehicle Use	03/10/03 03/10/03 03/10/03 03/10/03 03/10/03 03/10/03 03/10/03	08:01 08:01 08:01 08:15 08:16 08:32 08:58

Print Lists:

Employee - Location / I tem # - Activity Codes

- 1) Access the system as explained on page 12

Print Employee Lists

- 1) Enter # 1 & System will prompt you to press ENTER to print report or press OUT to cancel.>
- Print Location / I tem # List

1=EMPLOYEE 2=LOC/ITEM# 3=ACTIVITY CODES

PRESS ENTER TO PRINT REPORT OR PRESS OUT

GENERATING REPORT PRESS OUT TO CANCEL

This system allows you to print a list of Loc / Item numbers, as well as key tags and cabinet hook locations associated with each. It is intended for use as a backup procedure in the event of a power outage or some other problem that prevents the system from operating properly. Using the manual key provided with this system and the Loc/Item list, you can check keys in and out manually until the problem can be resolved.

In the wrong hands this list can defeat the security of the system.

- Enter # 2 & System will prompt you to press ENTER to print report or press OUT to cancel.>

PRESS ENTER TO PRINT REPORT OR PRESS OUT

GENERATING REPORT >> PRESS OUT TO CANCEL

<u>Always keep a current copy of this report in your safe</u> <u>or other secure location!</u>

Print Activity Code List

- Enter # 3 & System will prompt you to press ENTER to print report or press OUT to cancel.>

PRESS ENTER TO PRINT REPORT OR PRESS OUT

GENERATING REPORT PRESS OUT TO CANCEL

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.

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
Activity Codes	44	/6
11 Employee In	45	//
12 Employee Out	40	/8
13	47	79
14	48	80
15	49	81
16 Maintenance	50	82
17 Mgmt Inspection	51	83
10 Utilitian Floatnia	52	04 95
19 Utilities: Electric	55	83
20 Telephone 21 Post Control	55	80
22 Fest Control	55	8/
22 Bravantativa Maint	57	80
24 Paint	59	00
24 Faint 25 Clean	50	90
26 Look Change	59	02
20 LOCK Change 27 Work Order/Service Ra	61	· · · · · · · · / / / / /
	///////	///////////////////////////////////////

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

CONF	IDENTIAL! Keep in SAFE or other SEC	JRE Place	ľ
UNIT	HOOK	TAG1	
1	J21	0912	
10	F34	3421	Ľ
100	D 1	8743	
101	C45	6709	
102	D20	5098	
103	G50	4909	
104	G32	3535	ľ
105	B16	6978	ľ
106	C49	4509	ľ
107	D34	7124	l l
108	A 5	4653	[
109	C56	3900	
109	A19	2020	
11	D34	6801	
110	E45	7878	
111	B18	6090	ľ
112	E25	4832	l l
113	A34	7494	l l
114	D12	8294	
115	A32	1671	////
116	F48	, AFO7 , 1///////////////////////////////////	////N
117	C18 / / /		
118			

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

EMPLOYEE	BADGE#	
B Smith	152188	MASTER
Mac Jones	151485	
J Diaz	151498	
B Williams	152089	
END OF REPORT		

$\ensuremath{\textbf{NEW}}$ website features and online service requests

You can now log your own service requests online at 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).

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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 <u>Slow Blow</u> 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 <u>Fast Acting</u> 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).



I MPORTANT - ELECTRI CAL SHOCK HAZARD. DI SCONNECT POWER BEFORE CONTI NUI NG 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









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 un plug it from the UPS when not in use.







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 <u>ALL</u> 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 Keyset 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!

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.

Training Guide

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 *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 *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 *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 "."

888-458-9994



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

*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

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

www.handytrac.com Email: service@handytrac.com

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

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 KEYSET

1. Follow the RETURN A KEY function above © 2003 HandyTrac Systems LLC Patent Pending