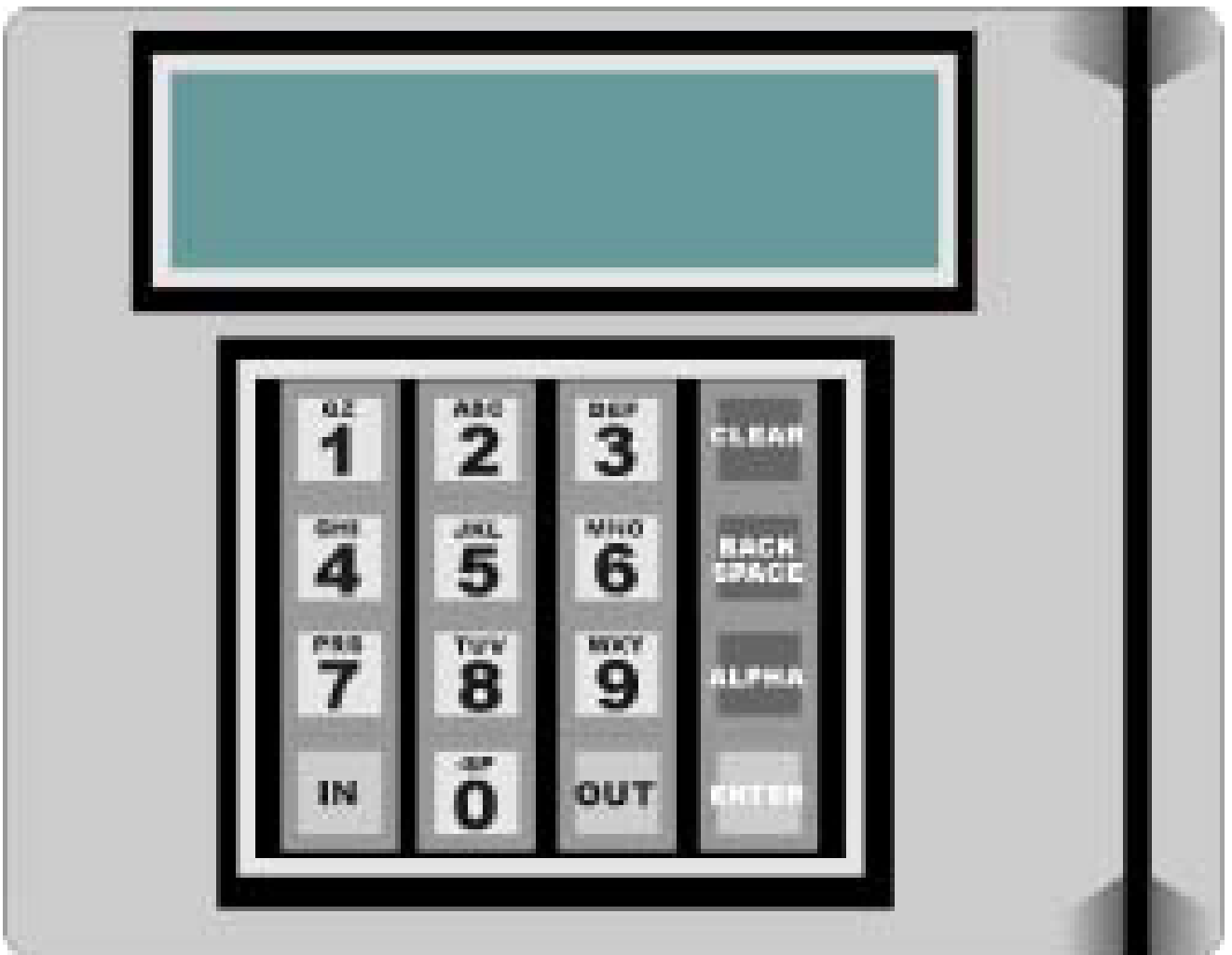**HandyTrac®**
Key Control Systems

HandyTrac Hawk
DATA LOG INSTRUCTIONS

HandyTrac Systems Inc.
1-888-458-9994
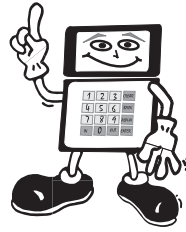
Key Control is Easy
with Easy Users Guide!

Table of Contents

INTRODUCTION

Welcome to HandyTrac Key Control for Windows. This software was designed using all of the standard windows controls to make using this program as simple as possible. It is an easy and reliable way to perform the following:

* 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 touch pad
* 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

All of the key control information is easily entered and accessed at your computer, and downloaded to the Key Cabinet Touch Pad at the touch of a button. Your system has been delivered with software and data loaded.

This guide is divided into two sections. The Windows User's Guide will guide you through the activities performed in the Windows program on the computer. The Data Log Section will guide you through the activities performed on the Data Log at the Key Cabinet.

TIPS & HINTS

Run an EOP once a week, and file in a secure place! It's an important record of key use.
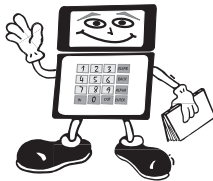
Keep your MAC (Master Access) Badge, your Key Map, and Authorized user forms in your **safe** or other secure place too!

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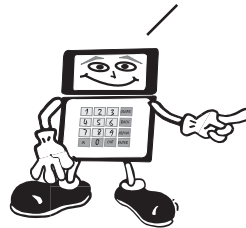
Use the training guidelines on page 21 to get your employees up to speed!
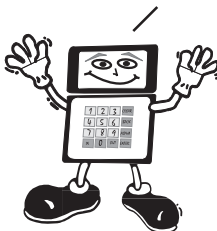
GLOSSARY OF TERMS

Keymap: A form/worksheet which gives the hook location of the key for each unit and common area. This worksheet must be updated as key tags are replaced or changed. It should also be stored in a **safe**, or other secure place.

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.

Touch Pad: The micro computer input terminal including the keyboard, badge/key tag reader and display screen.

Data Log: The micro computer. It stores the program and the data, and controls the electronic lock and printer.

Key Commands: Some of the touch pad 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 the correct information.

The *ENTER* button is used to tell the computer to act upon the information you have entered. You will usually be prompted on the screen when you should press ENTER.

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

MNO
6

Shown to the left is the (6) MNO button located on the Touch Pad.
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 to accept the letter.

NOTE: To leave a space between letters or numbers do the following:
* Press Alpha
* Press -SP
* Press -SP again
* Press Enter

SYSTEM FUNCTIONS

ACCESSING THE SYSTEM

The system must be at the Time/Date screen for a user to gain access. >>>>>>>>>>>>>>>>>>>>> To use the system, you must gain access by logging on with your bar coded badge and pin#.

```
A 9:00:30    MON
             1-13-96
```

1. Scan employee ID badge through data log with the bar coded side facing toward the data log. You will hear a beep, and the screen will change to look like this>>>>>>>>>>>>>>>>>>

```
ENTER PIN
```

2. Enter your 4 digit PIN#. You have now identified yourself as an authorized user. The screen prompts you to enter an activity.>>>>>>

```
ACTIVITY?
```

The access procedure above is required for all activities.

HOW TO GET A KEY

The system must be at the Time/Date screen.
1. Access the system as explained above. The screen will look like this>>>>>>>>>>>>>>>>>>>

```
ACTIVITY?
```

2. Enter the 2 digit Activity Code– referring to the list you have posted near the Data Log . The screen will look like this>>>>>>>>>>>>>>>

```
ENTER LOCATION OR
PRESS OUT
```

3. Enter the rent roll location you want and press enter. The screen displays the hook location, in this example, it's A46. When the electronic lock disengages, scan the keyset through the bar code reader with the barcode facing toward the Data Log. (See Note)

```
A46 SCAN KEYSET    OR
ENTER IF NOT FOUND
```

4. You may then enter another location if you need more than one key, or press OUT to end your activity.

```
ENTER LOCATION
OR PRESS OUT
```

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

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

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

HOW TO RETURN A KEY

1) Access the system as explained on page 6

2) Enter Activity Code 01 (Return Key), or Press the "IN" key.

```
ACTIVITY?
```

3) Scan key tag through Data Log as prompted by the screen>>>>>>>>>>>>>>>>>>>>>>>>>>>>>

```
SCAN KEY TAG
```

4) The screen will display the correct hook number and the cabinet will unlock. Place the keyset on the hook indicated on the screen.>>>

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.

```
PLACE ON HOOK:   A46
SCAN ANOTHER OR OUT
```

HOW TO REVIEW KEYS OUT

1) Access the system as explained on page 6

2) Enter Activity Code 06 (Audit Keys Out)

```
ACTIVITY?
```

3) The screen will display a list of all of the keys out, one at a time. It will give the unit #, person, date and time the key was taken. Press enter to scroll through the list>>>>>>>>>>>>>

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

4) When the last unit is displayed you receive the message "End of List" CLEAR takes you back to the activity screen. Press "OUT" when finished >>>>>>>>>>

```
END OF LIST
PRESS CLEAR OR OUT
```

HOW TO SHOW
LAST TRANSACTION

1) Access the system as explained on page 6

```
ACTIVITY?
```

2) Enter Activity Code 03 (Last Transaction YOU successfully completed) The screen will display your last successfully completed transaction. This example indicates 01 (return key) for unit #3 and the time (11:50:52) Press ENTER if you want another activity or press OUT.

```
01 - 3                -115052
PRESS ENTER OR OUT
```

ERROR MESSAGES

1. "Invalid Location" message on the Screen
Solution: The incorrect apartment number was typed into the Data Log. Wait 5 seconds for the screen to revert back to "ENTER LOCATION OR PRESS OUT" then type in the correct number.

2. "Invalid Employee See Manager" message on the Screen
Solution: The bar code on your badge may be scratched or damaged in some way, or your badge may have accidently been deleted from the system. Type in the six numbers shown on your badge. If you gain access, you need a new badge, the manager will have to delete you, then add you back in with a new badge. If you get the same message, your badge has been deleted, see the manager.

If **ALL** employee Badges give the same message, you may be having a problem with your data log. Call HandyTrac at 1-888-458-9994 (toll free).

3. "URGENT! DO EOP ASAP" message on the Screen
Solution: This indicates that the Data Log is 90% full with transactions. Do the EOP report procedure. NOTE: If you don't do the EOP procedure, the memory will become full and you will lose key activity data.

4. "DATA LOSS - DO EOP NOW" message on screen
Memory is full, Do EOP Procedure immediately or data loss will occur. As you perform each new transaction, the oldest transaction will be lost.

5. "Give Keyset to MGR Press Enter" message on the screen
Solution: The key tag is probably damaged. Use activity 04 (add/edit key tag) to remove the old key tag and replace it with a new one.

6. "ACCESS DENIED SEE MANAGER" message on the screen
Solution: The employee has used the wrong PIN number 3 times. The system has locked the employee out. The manager must delete the 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 the employee to remember.

7. You press an incorrect number or letter while entering information
Solution: Just press BACKSPACE on the Touch Pad to erase the incorrect character and reenter.

Call HandyTrac for more information:

1-888-458-9994 (toll free)

TROUBLESHOOTING

1. The electricity goes out and the Screen goes blank
Solution: A UPS power back up should be connected to the Data Log at all times to afford you at least 24 hours of backup power. Otherwise, use the key map and manual key log sign out sheet, and the manual cabinet key provided with this system to determine key locations, pull and track keys until power is restored.

2. The Data Log frequently does not respond when scanning badge or key tag.
Solution: The scanning device is sensitive and should be cleaned regularly with "canned air cleaner" supplied by HandyTrac. Do not use other cleaning agents or solutions.

3. What if I find a key and don't know where it belongs?
Any time you find any key where it doesn't belong... on the wrong hook, on the floor, or out on the property... Use the return key function. Press IN, and scan the tag. The screen will display where to hang it.

4. What are my backup procedures?
By filing the EOP reports, and keeping the Key Map, and MAC Badge in a **safe** or other secure location.

**5. How do I handle move in keys?**
With the use of Temporary Storage Bands included with this system. You can temporarily fasten dispersal keys to the tag for the duplicate set until needed.

6. How do I get technical support?
There is no charge for up to 5 hours of telephone tech support while your system is still under warranty (1 year), and extended warranties are available. After your warranty has expired, there will be a charge for tech support. Call HandyTrac for more information:

1-888-458-9994 (toll free)

Don't Worry... Be Happy!
I've got all the answers
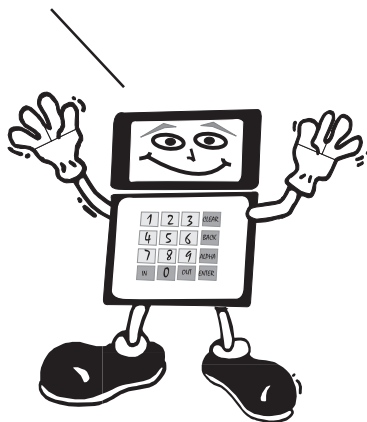
ACTIVITY CODES

IN	Return Key Set		24	Carpet Unit
CLEAR	Change Activity Code		25	Maintenance Punch Out
02	Locate Hook for Key Set		30	Pest Control
03	Last Transaction		31	Pest Control
04	Key Rotation		35	Utilities: Gas
06	Review Keys Out		36	Utilities: Electric
10	Show Unit		40	Media/Cable
11	Show Unit		50	Work Order
12	Show Unit		51	Work Order: HVAC
13	Show Unit		52	Work Order: Plumbing
14	Management Inspection		53	Work Order: Appliance
15	Owner Inspection		54	Work Order: Electrical
16	Lender Inspection		55	Work Order: Carpentry
17	Safety Inspection		56	Work Order: Interior
18	Resident Lock Out		57	Work Order: Paint
19	Resident Move In		60	Security Check
20	Unit Lock Change		61	Utilities: Gas/Elec.
21	Turnkey		89	Preventative Maintenance
22	Paint Unit		90	Employee In
23	Clean Unit		91	Employee Out

(Activity Codes 10 – 98 may be edited by Customer)

Don't worry... I've already programmed these in!