HandyTrac EASY GUIDE
Installation and Operation

888-458-9994

INSTALLATION
Parts include ........................................................................ 2
What you need ................................................................. 3
Mounting cabinet & checking door alignment ...... 4
Mounting control box & key panels ..................... 5
Double cabinet setup ....................................................... 6-7

PREPARING FOR SET UP
Establishing communications ................................. 8
Activating System ......................................................... 9
Moving keys into System ........................................... 9

OPERATION
HandyTrac.com ............................................................. 10-11
Accessing the system .................................................. 12
Programming fingerprints (biometric equipped). 12
Pulling a key ............................................................... 13
Using building pull ..................................................... 13
Work order number key pull ................................. 14
Returning a key ........................................................... 15
Review keys out ......................................................... 15
Show last transaction ................................................ 15
Edit key tag ............................................................... 16
Change APT/UNIT ..................................................... 17
Activity codes ............................................................ 18

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Parts Included

Congratulations on the purchase of your new HandyTrac Key Control System. This kit includes everything you’ll need to set up the system. If you have any questions regarding this process please contact a HandyTrac technician at 888-458-9994 or email service@handytrac.com.

Here is what this kit includes:

- Datalog-Key Pad & Control Box
- Key Panels
- Key Cabinet
- Master Badge / Employee Badges / KeyMap & Spare Key Tags
HERE’S WHAT YOU NEED

(Customer needs to supply)

Parts Needed:
1) An Uninterruptible Power Supply (UPS) for surge protection and backup battery power
2) Mounting Fasteners capable of holding 50 lbs. for masonry, drywall, wood or metal studs

Tools Needed:
1) Drill & Drill Bits
2) Level
3) Flat Head Screwdrivers
4) Phillips Head Screwdrivers
5) Pliers

An Internet Connection:
1) HandyTrac will supply a 7 foot network cable. If you need a longer length you will need to purchase one.
Here's a summary of the steps to install your System

Familiarize yourself with these steps before you start!

1) Mount the Cabinet on the wall
2) Mount the Control Box and Datalog-Keypad on the wall
3) Insert Key Panels

Cabinet Installation Instructions

1) Find a stud on wall. Align 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 44" 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 50 lbs. **Follow the manufacturer’s directions for wall anchors.**

7) Mounting the 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.

NOTE: A minimum of 9 screws/bolts should be used when mounting the cabinet to the wall. **ALL** 4 corner holes and side mounting holes should be used in order to securely mount the cabinet to the wall.

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 Looking 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 Cables from the Control Box. Before mounting the Control Box, gently feed the Electronic Lock Cables 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, Light, & Switch Connectors 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) Warranty will be voided if a UPS is not used.*

Mount the Key Panels

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

Here’s what you get and how to identify the various components

1. Primary cabinet left hand door open labeled “LH 2.0”
2. Secondary cabinet right hand door open labeled “RH 2.0”
3. Panels for primary cabinet labeled “Cab 1” and “LH”
4. Panels for secondary cabinet labeled “Cab 2” and “RH”
5. Control Box, Setup pack, and Datalog touchpad labeled “CB & DL”

Installation Procedure:

1) Select the location where you are going to mount the system. Remember that you will need a minimum of 42” of wall space for the system.

2) Mount the cabinet marked “LH 2.0” to the far left of the space provided. Make sure to leave enough space for the door to swing open.

3) Mount the control box flush against the primary cabinet making sure to route all cables through the hole provided in the cabinet. Leave lock and light cables loose at this time.
4) Mount secondary cabinet labeled “RH 2.0” flush to the right side of the control box. Route the light, lock, and switch cables coming from the right hand side of the control box through the hole provided in the cabinet.

5) Connect the corresponding control box light and lock cables to each cabinet’s lock and light assemblies.

6) Route and clip down all cable harnesses in the cabinets using the clips mounted inside each cabinet. Push all extra cable lengths into the control box.

7) Install the panels to the corresponding cabinets.
Activating the System & Hanging Keys on Tags

STEP ONE: Connecting the Network Cable and Establishing Communications

A) Using a flat-head screwdriver, remove the screw underneath the L-shaped cover located at the bottom of the Datalog-Keypad. Separating the L-shaped cover from the Datalog-Keypad will expose the network and power connections.

B) Plug the end of the network cable into the top jack on the left side of the Datalog-Keypad.

C) One solid and one flashing Green light next to the network plug on the Datalog-Keypad will confirm an active connection.

D) Plug the power cable for your new Datalog-Keypad into a UPS Battery Backup. Time/date should appear on the display, and you can test your connection by pressing the ENTER button on the Datalog-Keypad.

E) When the ENTER button is pressed the Datalog-Keypad will display "Data transfer successful". This indicates that communication is established with the HandyTrac server.

NOTE: It is crucial to connect your HandyTrac system to a UPS (Uninterruptable Power Supply) which serves as your battery backup and surge protection device. Without a UPS, valuable information can be lost in the event of a power outage. Warranty will be voided if a UPS is not used.
STEP TWO: Activating your System

A) Call HandyTrac for activation at 888-458-9994. During activation you will be given your User Name and Password for HandyTrac.com.

B) Your HandyTrac system is now ready for you to attach your keys to the bar coded key tags.

**NOTE:** The proper way to hang the keys is by the key tag’s center punch hole. This will hold the keys correctly spaced and organized so that they are easy to find during use.
During the activation of your HandyTrac system you will be issued a User Name and Password for HandyTrac.com.

Once logged in, you are able to view various reports such as the keys out report, reports by unit, employee and activity.
The Key Map shows the current location of the keyset. This information needs to be kept confidential. Remember to keep it in a **SAFE** or other **SECURE PLACE**.

### To Add an Employee

A) Click on the "EMPLOYEES" link located on the gray task bar (pictured on previous page)

B) Enter the employee’s "First Name" & "Last Name" in respected fields

C) Enter the "Badge Number" (the "15" barcode number)

D) Fill in "PIN Number" (you may choose any 4-digit PIN number you like)

E) Choose an "Access Level" for this employee

   **Employee** - Employees who are just going to pull and put keys back in

   **Master** - Full administrative rights to the HandyTrac system

F) Place a checkmark in the "Active" box to activate this employee

G) Click on "Add/Update Employee"

H) Press the blue enter button on the Datalog-Keypad to run the EOP update.

### To Edit an Employee

A) Click on "EMPLOYEES" located on the gray task bar

B) Click on the drop down arrow in Active Employees field

C) Highlight then click on the employee you wish to edit

D) Enter edits to employee information

E) Click on "Add/Update Employee"

F) Run EOP

### To Deactivate an Employee

(Employees cannot be deleted, only deactivated once added)

A) Follow directions to Edit an Employee

B) Remove checkmark in the active box

C) Click "Add/Update Employee" button and run the EOP.

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**NOTE**: It is critical that all employees using the HandyTrac system have their own Badge and PIN number associated with it. If badges or PIN numbers are shared, the audit trail will not be valid.
OPERATION

Accessing the System
This procedure is required for all activities.

1) The system must be at the Time/Date screen for a user to gain access.
2) Scan your employee 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.
3) Enter your 4 digit PIN#. You have now identified yourself as an authorized user.
4) The screen prompts you to enter an activity.

Programming Fingerprints to Badges (Biometric ONLY)

1) Scan into the datalog-keypad using any “Master” access badge.
2) Select activity code “03” Scroll through the list of employees using the “Enter” button.
3) Press the number “1” to program the fingerprint once you have reached the correct employee badge. Datalog will prompt you to touch finger to Biometric reader.
4) Place finger firmly on the biometric reader so that the crease of your finger is on ridge of the reader.
5) The Datalog keypad will instruct you to keep your finger on the reader
6) The Datalog keypad will beep when it gets a good read.
7) Press “Enter” button to proceed with the next Employee badge or “OUT” if finished
How to Pull a key

1) Access the system using your badge and PIN. (Biometric users can use fingerprint reader)
2) Enter the 2 digit Activity Code – referring to list you have posted near the Data Log.
3) Enter Apartment/Unit# and press the ENTER key.
4) The screen displays hook location, in this example, it’s A46. When the electronic lock disengages, scan keyset through the bar code reader with the bar code facing toward the Datalog.
5) You may enter another location if you need more than one key or press OUT to end your activity.
6) If the key is out of the system, press 1 to find out who has it. Press 2 to pull another key. Press OUT to end your activity.

Instructions for Work Order Number Key Pull

1) Scan your employee badge and enter your 4 digit PIN number (Biometric users can use fingerprint reader)
2) The system will prompt you for an “Activity Code”
3) Type in Activity Code “40” to activate Work Order Number Key Pull
4) The Unit will prompt you to enter the work order number associated with this key pull
5) Type in the work order number and press the Blue “ENTER” button (Example work order #1234)
6) The system will now prompt you to enter the unit number associated with this key pull and press the Blue “ENTER” button
7) Enter the unit number and press the Blue “ENTER” button

If there are multiple keys that need to be pulled for the associated work order you may continue to request keys for it in this manner until complete and then press the Red “OUT” button to log out of the system and close the cabinet door.

If you need to pull keys for multiple different work order numbers then press the “CLEAR” button after pulling keys for the first work order and type activity “40” again to enter the next work order number and continue.
Instructions for Using Building Pull

2) Scan your employee badge and enter your 4 digit PIN number (Biometric users can use fingerprint reader)
3) The system will prompt you for an “Activity Code”
4) Type in Activity Code “10” to activate Building Pull
5) The system will prompt you for an “Activity Code” again. This time enter the exact activity that will be performed (Example: “27” for Pest control)
6) The screen will now prompt you to enter the building number for the units you wish to pull (Example building “1”) then press the Blue “ENTER” button
7) The unit will now prompt you to pull the first bar coded key tag for that building and also display the unit number that is being pulled
8) Pull the bar coded key tag and scan it through the scanner
9) The unit will then prompt you to pull the next unit’s key tag in that building until all key tags for the building have been pulled
10) When the entire building’s keys have been pulled the unit will prompt you to enter another building number
11) At this point you can do one of two things: Request another building’s bar coded key tags and continue to pull keys for another building or press the Red “OUT” button to log out of the system and close the cabinet door
How to Return a Key

1) Access the system using your badge and pin. 
   (Biometric users can use fingerprint reader)
2) Press the green "IN" key or enter activity code 01 - Return Key.
3) Scan key tag through Data Log as prompted by the screen.
4) The screen will display the correct hook number and the cabinet will unlock. Place the keyset on the hook indicated on the screen.
5) 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 using your badge and pin. 
   (Biometric users can use fingerprint reader)
2) Enter Activity Code 06 - Audit Keys Out.
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).
4) Press enter to scroll through the list.
5) When last unit is displayed you receive the message: END OF LIST – PRESS CLEAR OR OUT.

How to Show Last Transaction

1) Access the system using your badge and pin. 
   (Biometric users can use fingerprint reader)
2) Enter Activity Code 08 - Last Transaction; the screen will display the last successful transaction you completed.

   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.
Edit Key Tags
If a key tag gets lost or damaged, you will need to EDIT the old tag out of the Datalog-Key Pad.

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 old key tag number. If you don't have the old tag you'll need to look it up on the Key Map.

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 3. Enter the next unit number you want to replace or press OUT.

NOTE: If a key tag is lost, you'll need to login to HandyTrac.com and look it up on the Key Map.
Change APT / UNIT #

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 APT/UNIT#1 could stand for "Storage". It will make the process go much faster and make it easier to pull keys when you need them.

1) Scan your employee badge and enter your 4 digit PIN.
2) Enter Activity Code 02 (Change APT/UNIT#). The system will beep, and prompt you to enter the old unit #. Type the APT/UNIT # you want to change and press ENTER.
3) System will prompt you to enter new APT/UNIT#. Type new APT/UNIT # and press ENTER to replace APT/UNIT #.
4) The system confirms replacement is complete. Press ENTER to replace APT/UNIT #. Press CLEAR to change to another activity, or press OUT to end this session.

NOTE: If you are using Alpha letters in your APT/UNIT# names, press the “Alpha” button, type the letter you want, and press the “Enter” button for each individual letter. Abbreviate as much as possible. For example: storage unit 1 could be "S1".
**ACTIVITY CODES**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
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<tbody>
<tr>
<td>00</td>
<td>RESERVED</td>
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<tr>
<td>01</td>
<td>Return Key</td>
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<tr>
<td>02</td>
<td>Edit Apt/Unit # *</td>
</tr>
<tr>
<td>03</td>
<td>RESERVED</td>
</tr>
<tr>
<td>04</td>
<td>Edit Key Tag*</td>
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<tr>
<td>06</td>
<td>Audit Keys Out *</td>
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<tr>
<td>07</td>
<td>RESERVED</td>
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<tr>
<td>08</td>
<td>Last Transaction*</td>
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<td>11</td>
<td>Show Unit</td>
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<td>12</td>
<td>Show Unit/Ad 1</td>
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<td>13</td>
<td>Show Unit/Ad 2</td>
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<tr>
<td>14</td>
<td>Show/Apt Guide</td>
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<tr>
<td>15</td>
<td>Show/For Rent</td>
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<tr>
<td>16</td>
<td>Show/Res Referral</td>
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<td>Show/Other Referral</td>
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<td>18</td>
<td>Show/Locator</td>
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<tr>
<td>19</td>
<td>Show/Sign</td>
</tr>
<tr>
<td>20</td>
<td>Activity 20</td>
</tr>
<tr>
<td>21</td>
<td>Mgmt Inspection</td>
</tr>
<tr>
<td>22</td>
<td>Owner/Lender Inspect</td>
</tr>
<tr>
<td>23</td>
<td>Utilities: Gas</td>
</tr>
<tr>
<td>24</td>
<td>Utilities: Electric</td>
</tr>
<tr>
<td>25</td>
<td>Media/Cable</td>
</tr>
<tr>
<td>26</td>
<td>Telcom</td>
</tr>
<tr>
<td>27</td>
<td>Pest Control</td>
</tr>
<tr>
<td>28</td>
<td>Safety/Security</td>
</tr>
<tr>
<td>29</td>
<td>Preventative Maint</td>
</tr>
<tr>
<td>30</td>
<td>Resident Lockout</td>
</tr>
<tr>
<td>31</td>
<td>Resident Move In</td>
</tr>
<tr>
<td>32</td>
<td>Unit Lock Change</td>
</tr>
<tr>
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<td>Trash Out Unit</td>
</tr>
<tr>
<td>34</td>
<td>Ready Unit/Turnkey</td>
</tr>
<tr>
<td>35</td>
<td>Paint Unit</td>
</tr>
<tr>
<td>36</td>
<td>Clean Unit</td>
</tr>
<tr>
<td>37</td>
<td>Clean Carpet</td>
</tr>
<tr>
<td>38</td>
<td>Punch Out Unit</td>
</tr>
<tr>
<td>39</td>
<td>Blinds/Drapes</td>
</tr>
<tr>
<td>40</td>
<td>Work Order</td>
</tr>
<tr>
<td>41</td>
<td>Plumbing</td>
</tr>
<tr>
<td>42</td>
<td>Plg Kitchen Faucet</td>
</tr>
<tr>
<td>43</td>
<td>Plg Kitchen Sink</td>
</tr>
<tr>
<td>44</td>
<td>Plg Disposal</td>
</tr>
<tr>
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<td>Plg Bath Faucet</td>
</tr>
<tr>
<td>46</td>
<td>Plg Bath Lavatory</td>
</tr>
<tr>
<td>47</td>
<td>Plg Tub/Shower</td>
</tr>
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<td>Plg Toilet</td>
</tr>
<tr>
<td>49</td>
<td>Hot Water Heater</td>
</tr>
<tr>
<td>50</td>
<td>Activity 50</td>
</tr>
<tr>
<td>51</td>
<td>HVAC</td>
</tr>
<tr>
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<td>HVAC No Cool</td>
</tr>
<tr>
<td>53</td>
<td>HVAC Leaks</td>
</tr>
<tr>
<td>54</td>
<td>HVAC Fan</td>
</tr>
<tr>
<td>55</td>
<td>HVAC Thermostat</td>
</tr>
<tr>
<td>56</td>
<td>HVAC Filter</td>
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<tr>
<td>57</td>
<td>HVAC No Heat</td>
</tr>
<tr>
<td>58</td>
<td>Vendor 1</td>
</tr>
<tr>
<td>59</td>
<td>Vendor 2</td>
</tr>
<tr>
<td>60</td>
<td>Vendor 3</td>
</tr>
<tr>
<td>61</td>
<td>Appliances</td>
</tr>
<tr>
<td>62</td>
<td>Refrigerator</td>
</tr>
<tr>
<td>63</td>
<td>Stove</td>
</tr>
<tr>
<td>64</td>
<td>Oven</td>
</tr>
<tr>
<td>65</td>
<td>Dishwasher</td>
</tr>
<tr>
<td>66</td>
<td>Vent Hood</td>
</tr>
<tr>
<td>67</td>
<td>Microwave</td>
</tr>
<tr>
<td>68</td>
<td>Trash Compactor</td>
</tr>
<tr>
<td>69</td>
<td>Washer</td>
</tr>
<tr>
<td>70</td>
<td>Dryer</td>
</tr>
<tr>
<td>71</td>
<td>Electrical</td>
</tr>
<tr>
<td>72</td>
<td>Power Out</td>
</tr>
<tr>
<td>73</td>
<td>Switch</td>
</tr>
<tr>
<td>74</td>
<td>Outlet</td>
</tr>
<tr>
<td>75</td>
<td>Light</td>
</tr>
<tr>
<td>76</td>
<td>Fan</td>
</tr>
<tr>
<td>77</td>
<td>Interior</td>
</tr>
<tr>
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<td>Interior Paint</td>
</tr>
<tr>
<td>79</td>
<td>Interior Leak</td>
</tr>
<tr>
<td>80</td>
<td>Interior Flooring</td>
</tr>
<tr>
<td>81</td>
<td>Carpenter</td>
</tr>
<tr>
<td>82</td>
<td>Crp Lock</td>
</tr>
<tr>
<td>83</td>
<td>Crp Door</td>
</tr>
<tr>
<td>84</td>
<td>Crp Window</td>
</tr>
<tr>
<td>85</td>
<td>Crp Screen</td>
</tr>
<tr>
<td>86</td>
<td>Crp Cab/Counter Top</td>
</tr>
<tr>
<td>87</td>
<td>Building Entry/Halls</td>
</tr>
<tr>
<td>88</td>
<td>Building Stairs</td>
</tr>
<tr>
<td>89</td>
<td>Building Elevators</td>
</tr>
<tr>
<td>90</td>
<td>Basement/Storage</td>
</tr>
<tr>
<td>91</td>
<td>Exterior</td>
</tr>
<tr>
<td>92</td>
<td>Roof</td>
</tr>
<tr>
<td>93</td>
<td>Gutter/Downspouts</td>
</tr>
<tr>
<td>94</td>
<td>Exterior Light</td>
</tr>
<tr>
<td>95</td>
<td>Special In</td>
</tr>
<tr>
<td>96</td>
<td>Special Out</td>
</tr>
<tr>
<td>97</td>
<td>Employee IN</td>
</tr>
<tr>
<td>98</td>
<td>Employee OUT</td>
</tr>
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**HOW TO PULL A KEY**
1. Scan badge at the Data Log / enter PIN #
2. Enter Activity Code from above list
3. Enter the Apt/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

**NOTE:** Activity Codes 11 through 98 can be edited at HandyTrac.com.
HandyTrac Maintenance Guide

The HandyTrac system must be operated in a proper environment and utilize a functioning Uninterruptible Power Supply (UPS). System must be installed and operated in a room reasonably free of dust and air particles; e.g. separate from key cutting machine, wood sawing, and other adverse activity or matter. For the System to operate properly, temperature should not be over 122 degrees or below 32 degrees F.

Daily-

During standard operation observe for any components or functionality concerns and contact HandyTrac Technical Services for assistance at 888-458-9994 if needed.

1. Time and date should be moving and correct on Touchpad display
2. Ethernet cable should be connected at all times to the touchpad
3. Automatic door lock function must be in good working order

As Needed-

1. Check cabinet square and door gap for proper door operation
2. Check Cabinet level and plum for proper function with level
3. Inspect system for worn, damaged, or unserviceable key tags and replace as needed (see operations guide)
4. Review “Active Employee” list to insure only authorized users are active and inactivate any staff that is no longer at property.

Semi-annually-

1. Inspect connections to Ethernet and power for disconnection, fraying, or other conditions that may cause connection failure or risk.
2. Use lightly compressed air to removed dust particles from touchpad and scanner.
3. Audit the Active Employee list for accuracy and ensure no badges or PIN numbers are being shared
4. Audit the system for irregularities with any keytags (marked, damaged, missing) and replace as needed.