<u>**Emergency Release Function:**</u>

In the event of an emergency that requires all keys to be removed from the KeyWatcher, there is a function that allows for quick removal of all keys. Only users authorised with the Emergency Release feature may perform this function.

0000 + 0000 + 9 + ENT

<u>**ALARMS**</u>

The KeyWatcher is equipped with many types of alarms that will be triggered for a variety of reasons. These alarms, when activated, will cause the KeyWatcher to begin sounding an internal alarm if the alarm sound is turned on.

The quickest way to demonstrate and alarm condition would be to activate and enable the door sensor. Once this alarm has been enabled you will be able to use the key to cause a "Illegal Entry Alarm" or by not closing the door when in the open mode will cause a "Door left Open Alarm". This will log the last user that had the door left open too long.

<u>**Turning Door Sensor ON**</u>

1. Log on to KeyWatcher using the 0000/0000 code + Enter
2. Cursor Down to Setup Menu – Press Enter
3. Cursor Down to General Menu – Press Enter
4. Cursor Down to Door Sensor – Press Enter
5. Select Y for Yes to enable.

The alarm sound can be set to 3 different preferences:

On / Off or On for 5 minutes only. If alarm sound is not turned on only a visual alarm will show on the display.

<u>**To Turn Alarm sound ON:**</u>

1. Log on to KeyWatcher using the 0000/0000 code + Enter
2. Cursor Down to Setup Menu – Press Enter
3. Cursor Down to Alarms – Press Enter
4. Cursor Down to Alarm Sounds – Press Enter
5. Cursor Down to Select on for 5 minutes only

Here is a list of the most common alarms that might occur.

Overdue Key

Activated if a key is not returned to the KeyWatcher prior to the programmed restriction time. If the alarm is cancelled and the key is still not returned within **24 hours from the original overdue time**, it will activate the alarm again.

Illegal Entry

Activated when the KeyWatcher's door is opened without a valid user code being entered. This alarm will only be triggered when the door sensor is Enabled. (see page 21 of the KeyWatcher Manual)

Door Left Open

Activated when the door is left open after the removal or return of a key. This alarm will only be triggered when the door sensor is Enabled. (see page 21 of your KeyWatcher Manual.)

AC Power Loss

Activated if the KeyWatcher loses AC power. This alarm is automatically cancelled by the system when AC power is restored.

Problem Key

Activated when a key is removed from the KeyWatcher without a valid user code request. This can also be triggered if the Smart Key is not being recognized by the system because it is not making contact inside the location. See the maintenance section for more information.

Invalid Key Return

Activated if a key that is not added to the system is returned. Please note that the invalid key return will sound an alarm, but will *NOT* trigger the relay alarm output. See the Add Key section for information about adding keys.

Shorted Key Return

Indicates that a shorted key (BAD KEY) has been returned to the system. Please note that the shorted key return will sound an alarm but will *NOT* trigger relay the alarm output.

Archive Warning

Activated when the transactions in the KeyWatcher have not been collected by the software. This alarm is automatically cancelled by the system when transactions are gathered by the software or the Archive Warning feature is disabled.

Illegal Access

Activated when 3 consecutive unsuccessful attempts are made at entering a user code. This alarm will only be triggered if the Access Enable feature is Enabled.(see page 22 of your KeyWatcher Manual).
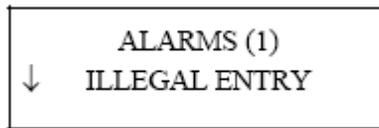
Box Battery Low

Activated when AC power has been lost and the backup battery is at a low voltage. Restore AC power and allow the battery to charge. If the alarm keeps reoccurring, the battery may need to be replaced in that box. This alarm is automatically cancelled by the system when the box battery low problem is corrected. Battery life is approx 3-4 years from installation date and should be replaced.

<div align="center">

CANCELLING ALARMS

</div>

When an alarm is triggered, the KeyWatcher's display will read **ALARMS**. Upon accessing the KeyWatcher when it is alarming with an access level 1 or 2 user, they will be prompted "ALARMS EXIST CANCEL NOW?".
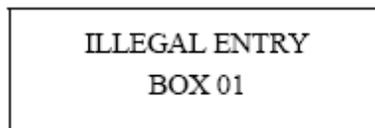
If 'N' is selected or the user has access level 3 - 5, the system will operate as normal.

1)   When "Y" has been selected to cancel the alarm(s), the following will be displayed.
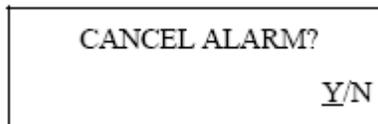
```
  ┌────────────────────────────┐
  │      ALARMS (1)            │
  │  ↓   ILLEGAL ENTRY         │
  └────────────────────────────┘
```

2) At this point, you can either cancel each individual alarm by scrolling up and down, or cancel all the alarms at the same time with no other description of the alarm (s).

```
  ┌────────────────────────────┐
  │      ILLEGAL ENTRY         │
  │         BOX 01             │
  └────────────────────────────┘
```

3) Press ENT to acknowledge the alarm, the following will be displayed:

```
  ┌────────────────────────────┐
  │   CANCEL ALARM?            │
  │                    Y/N     │
  └────────────────────────────┘
```

When all of the alarms have been cancelled, the display will show NO ALARMS EXIST and return to the title screen.

Types of Report:

User Report: This item allows a report to be generated based on a user. The report may be generated on; all users, a specific user, all events, or specific events. Any event that pertains to a user may be selected. This report can also be generated for a specific time/date period.

Audit Key: This item allows a report to be generated based on the Keys / Users. The report may be generated on;

all keys / users or a specific key / user, or any combination. Keep in mind that you must select key(s) and user(s) when generating this report.

Inconsistent Key: This item allows a report to be generated based on Keys that are removed by a user and returned by a different user.

Live Keys: The Live Keys reports are sorted by key # unless Sort by Box and Slot is selected.

System Status: This item allows a report to be generated based on a Key Inventory, Keys In Use, and Existing Alarms. It will also indicate if a key that is out of the system is overdue.

Key Inventory Report: This item allows a report to be generated based on Keys that are currently in the KeyWatcher. This report will show each key currently in the KeyWatcher and the location the key is in.

Key In Use Report: This item allows a report to be generated based on Keys In Use. It will also indicate if a key that is out of the system is overdue.

Transaction Report: This item allows a report to be generated based on Transactions in chronological order. The report may be generated on all transactions or specific transaction(s). This report can also be generated for a specific time/date period.

Alarm Report: This item allows a report to be generated based on Alarms. The report may be generated on all alarms or specific alarm(s). This report can also be generated for a specific time/date period.

Database Report: This tab allows the user to generate Database Listings for all items programmed.

Summary List of Users: This item allows a report to be generated that shows the users in a list format. The report may be generated on all or specific users. You may also select certain access levels to generate the report.

Detailed List of Users: This item allows a report to be generated that shows the users and all the keys that each user can access. The report may be generated on all or specific users. You may also select certain access levels or specific time zones to generate the report.

Summary List of Keys: This item allows a report to be generated that shows the keys. The report may be generated on all or specific keys. You may also limit the report to generate only Dual or Triple Access keys.

Detailed List of Keys: This item allows a report to be generated that shows a list of keys. This report will also indicate which users have access to each key. The report may be generated on all or specific keys.

List of Individual Keys: This item allows a report to be generated that shows the keys that have been assigned individual keys to rings.

List of Notes: This item allows a report to be generated that shows the notes added on the software.

List of Group Keys: This item allows a report to be generated that shows the groups and the keys in them.

List of Group Users: This item allows a report to be generated that shows the users who have access to groups.

List of Time Zones: This item allows a report to be generated that shows the time zones.

Notes Report: This section allows the user to generate a report based on the "Notes".

LIVE KEY IN USE/OVERDUE REPORT
Morse Watchmans Inc.

DATABASE NAME: J-Bar(002628)

CREATED BY: Unknown
Report Date/Time: 13/12/2012 11:18:2{

BOX#	KEY#	KEY NAME	TIME OUT	DATE OUT	TAKEN BY	OVERDUE
2	0012	PA TAB Term # 3	10:32:36 AM	13/12/2012	Rees, Joel	No
2	0013	PA TAB Term # 2	10:32:37 AM	13/12/2012	Rees, Joel	No
2	0014	PA TAB Term # 1	10:32:39 AM	13/12/2012	Rees, Joel	No
2	0015	PA TAB Float # 2	10:32:34 AM	13/12/2012	Rees, Joel	No
2	0016	PA TAB Float 131	10:32:43 AM	13/12/2012	Rees, Joel	No
1	0032	PA Pub B	10:04:09 AM	13/12/2012	Goldie, Andrea	No
1	0033	P.A.Pub	3:29:39 AM	13/12/2012	Popov, Paul	No
1	0040	Showroom Bar	5:43:21 PM	12/12/2012	Roper, Corine	Yes
2	0043	Bite Restaurant2	10:38:14 AM	15/08/2012	Allen, John	No
2	0050	MGF Keys # 1	10:56:21 AM	13/12/2012	Somerville, James	No
1	0051	MGF Keys # 2	3:16:46 AM	13/12/2012	Vasilieff, Alexandra	No
1	0052	MGF Keys # 3	7:19:15 AM	13/12/2012	Cannon, Tony	No
1	0080	Club Conrad # 1	3:10:50 AM	13/12/2012	Adamson, Richard	No
2	0081	Club Conrad # 2	11:13:47 AM	13/12/2012	Rickards, Glenn	No
2	0082	Club Conrad # 3	5:18:55 AM	12/12/2012		No
1	0083	Club Conrad # 4	3:17:00 AM	13/12/2012	Hassall, Michelle	No

Total Records:16
Total Pages: 1
END REPORT

INCONSISTENT KEY RETURN REPORT

CREATED BY: Unknown
Report Date/Time: 06-Jun-14 10:54:17 AM

DATABASE NAME: KSQDEMO(12715)
TRANSACTION DATE: 01-Nov-13-06-Jun-14
TRANSACTION TIME: 12:00:00 AM-11:59:59 PM

Key No.: 1   (KEY00001)

DATE & TIME OUT	BY USER	DATE & TIME IN	BY USER
03-Dec-13 14:21	WATCHMAN, MORSE	03-Mar-14 04:33	** SYSTEM **
04-Mar-14 13:28	RAMM, KELVIN	20-May-14 11:27	WATCHMAN, MORSE

AUDIT USER TRANSACTIONS REPORT

CREATED BY: Unknown
Report Date/Time: 06-Jun-14 10:55:24 AM

DATABASE NAME: KSQDEMO(12715)
TRANSACTION DATE: 01-Nov-13-06-Jun-14
TRANSACTION TIME: 12:00:00 AM-11:59:59 PM
TRANSACTION DOW: SUN, MON, TUE, WED, THU, FRI, SAT
DAILY TIME FILTER: NONE
USER(s): 0000
REPORT TYPE: ALL

USER ID: 0   USER NAME: WATCHMAN, MORSE

DATE & TIME	TRANSACTION	BOX	KEY#	KEY NAME	BY USER
10-Nov-13 10:55	User Logon				WATCHMAN, MORSE
10-Nov-13 10:55	Key Removal	1	0005	KEY00005	WATCHMAN, MORSE
10-Nov-13 10:56	User Logon				WATCHMAN, MORSE
10-Nov-13 10:56	Key Return	1	0005	KEY00005	WATCHMAN, MORSE
15-Nov-13 07:10	User Logon				WATCHMAN, MORSE
15-Nov-13 07:10	Key Removal	1	0005	KEY00005	WATCHMAN, MORSE
15-Nov-13 07:11	User Logon				WATCHMAN, MORSE
15-Nov-13 07:11	Key Return	1	0005	KEY00005	WATCHMAN, MORSE
27-Nov-13 03:13	User Logon				WATCHMAN, MORSE
27-Nov-13 03:13	Key Add	1	0010	KEY00010	WATCHMAN, MORSE
27-Nov-13 03:13	Key Add	1	0011	KEY00011	WATCHMAN, MORSE
27-Nov-13 03:13	Key Add	1	0012	KEY00012	WATCHMAN, MORSE
27-Nov-13 03:28	User Logon				WATCHMAN, MORSE
27-Nov-13 03:29	Key Removal	1	0001	KEY00001	WATCHMAN, MORSE
27-Nov-13 03:29	User Logon				WATCHMAN, MORSE
27-Nov-13 03:29	Key Removal	1	0002	KEY00002	WATCHMAN, MORSE
27-Nov-13 03:33	User Logon				WATCHMAN, MORSE
27-Nov-13 03:34	User Logon				WATCHMAN, MORSE
27-Nov-13 03:41	User Logon				WATCHMAN, MORSE
27-Nov-13 03:42	Key Return	1	0001	KEY00001	WATCHMAN, MORSE
27-Nov-13 03:55	User Logon				WATCHMAN, MORSE