

Quick User Guide for Key Removal / Group Release / Return of Keys Non Random Return System

Note: This system has been supplied with the Non Random Return feature enabled. Therefore, the key number must be returned to the same location key number. If a key is returned to the wrong position an alarm will trigger as invalid key return.

Key Removal:

- Press any key on keypad to start to bring up the User ID and PIN prompt.
- Type in your **4 digit User ID & 4 digit PIN** number followed by **ENT**
- At the **Remove Key** prompt – Press **ENT** to select this function
- Type in the key number/s to remove e.g. To remove key 1 press **1 ENT+ ENT**
- For additional keys simply type additional key numbers e.g. 1 ENT, 2 ENT, 3 ENT + ENT to remove keys 1, 2 & 3.
- KeyWatcher will now prompt you to **open the door**.
- Remove KeyTag from the illuminated position. (Note: The Key Number is the same as the location Number).
- Note: If you have requested for more than 1 key the next key will illuminate after you have removed the first key.
- Once completed, **close the door** immediately to prevent the **door alarm** from sounding.

Key Removal Via Groups

- Press any key on keypad to start to bring up the User ID and PIN prompt.
- Type in your **4 digit User ID** number followed by your **4 digit PIN** – then press **ENT**
- Cursor Down using the 8 button ↓ to **Remove Group** – Then Press **ENT**
- Type in the **Group Number** – Then Press **ENT**
- KeyWatcher will now prompt you to **open the door**.
- Remove KeyTag/s from the random illuminated position.
- Note: Groups will either release the next available key in that group, or alternatively release all keys in that group depending on how it has been programmed.
- Once completed, **close the door** immediately to prevent the **door alarm** from sounding.

Key Returns

- Press any key on keypad to start to bring up the User ID and PIN prompt.
- Type in your **4 digit User ID & 4 digit PIN** number followed by **ENT**
- Type in the key number you are returning i.e. 1 ENT for 1 key. The Keywatcher will automatically select the door to open.
- Make sure to return the keytags into the correct corresponding location with the straight edge facing up (see diagram below).
- As the keys are being returned it will beep and display the key number that you just returned. I.e. Key 1 Returned. If you return the key into the incorrect position the system will cause an invalid key return alarm which will prompt you to remove the key so you can return it to the correct location.
- Once completed, **close the door** immediately to prevent the **door alarm** from sounding.

(If you do not see the keytag number display on the screen as being returned then this means that you have not returned the keytag properly or the sensors on the tag are dirty.)



* (Correct way to insert key tag when returning)