

Quick User Guide for Key Removal with Group Removal / Return of Keys / Changing PIN

Key Removal with USER I.D/PIN Number:

- 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**
- 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 random illuminated position.
- Note: Each keytag will release individually. 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 Removal Via Emergency Release

- 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 + 9** – then press **ENT**
- i.e 0001 – 12349 + ENT
- KeyWatcher will now prompt you to **open the door**.
- Remove all KeyTags from the random illuminated position.
- Once completed, **close the door** immediately to prevent the **door alarm** from sounding.

Key Returns with USER I.D/PIN Number:

- 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**
- Keywatcher will now prompt you by beeping to **open the door** after is has checked available slots.
- Return the keytags with the straight edge facing up into **any vacant slot**.
- As the keys are being returned it will beep and display the key number that you just returned. I.e. Key 1 Returned.
- 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.)

User instructions for Changing PIN

- 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** i.e. (1234) – then press **ENT**
- At the Remove Key prompt – Press the **8 button** ↓ to cursor down to **Change PIN** Prompt then press **ENT** to select this function.
- Type in your new **4 digit PIN Number + ENT**
- Type in and verify again your **4 digit PIN Number + ENT**
- PIN number changed.