

RELEASE LOCATION (Level 1 Users Only)

This function allows the user to release keys by the number of the location it is stored in rather than by the number of the key. This function can be used to release a location that is not recognising the key. To release a key by location, follow these steps:

Note: You must know the number of the Box and Slot prior to performing the Release Location function. Each Box Starts from Location 1 to 48 and are made up of 16 locations per module starting from left to right (refer to diagram below)

- 1) Access the KeyWatcher and select Main Menu item **Utilities** The following will be displayed:

```
↓ CLEAR LIST OF
TRANSACTIONS
```

- 2) Press the down arrow key until the following is displayed:

```
↑ RELEASE
↓ LOCATION
```

- 3) Press **ENT**. The following will be displayed: (If your system has only one box, skip to step 5)

```
WHICH BOX
[1-17]: _
```

- 4) Enter the number of the box you wish to release the location in and press **ENT**. The following will be displayed

```
WHICH SLOT
[1-60]: _
```

- 5) Enter the number of the slot (location) you wish to release and press **ENT**. The following will be displayed.

```
OPEN DOOR
BOX ??
```

- 6) Open the door to the box number indicated and the location selected will release just as if the key were being removed. The following will be displayed:

```
RELEASE
LOCATION ??
```

- 7) Remove the key to the location number specified. The following will be displayed:

```
CLOSE DOOR
BOX ??
```

- 8) Close the door and the display will return to step 3. Press the CLR button to escape back to Date/Time.

