Manuals+ — User Manuals Simplified.

Handytrac Trac Biometric Key Control User Guide

HandyTrac®
Key Control

Handytrac Trac Biometric Key Control User Guide

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:

Here is what this kit includes:

Datalog-Key Pad & Controller Box   Key Panels   Key Cabinet

Master Badge / 5 Employee Badges / Key Tag & 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, dry wall, wood or metal studs.
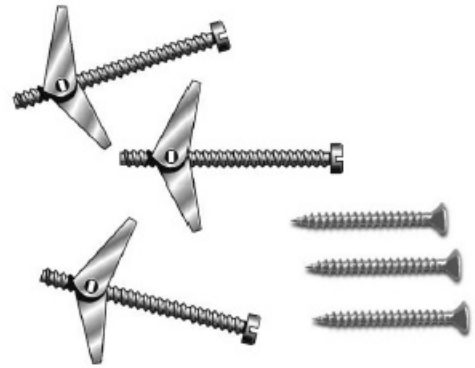
Tools Needed:

1. Drill & Drill Bits
2. Level
3. Flat Head Screwdrivers
4. Phillips Head Screwdrivers
5. Pliers

An Internet Connection:

1. HandyTrac will supply a 6 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

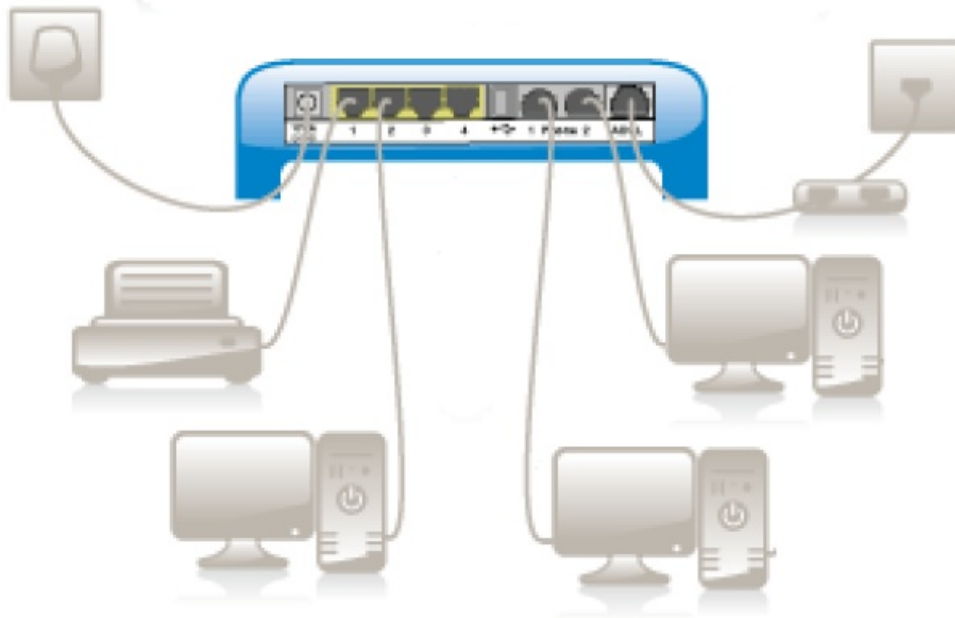**Familiarize yourself with these steps before you start!**

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- 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 42″ 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. Mount 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.

42" Min

Mounting Holes

Wall   Wall

42" To Floor
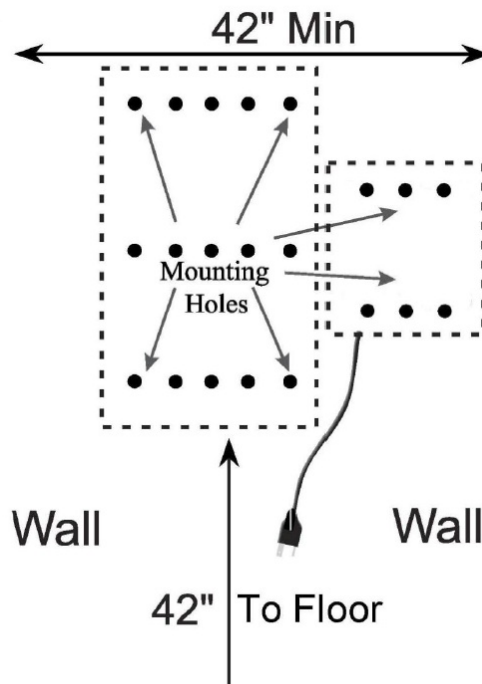
Door Alignment

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!
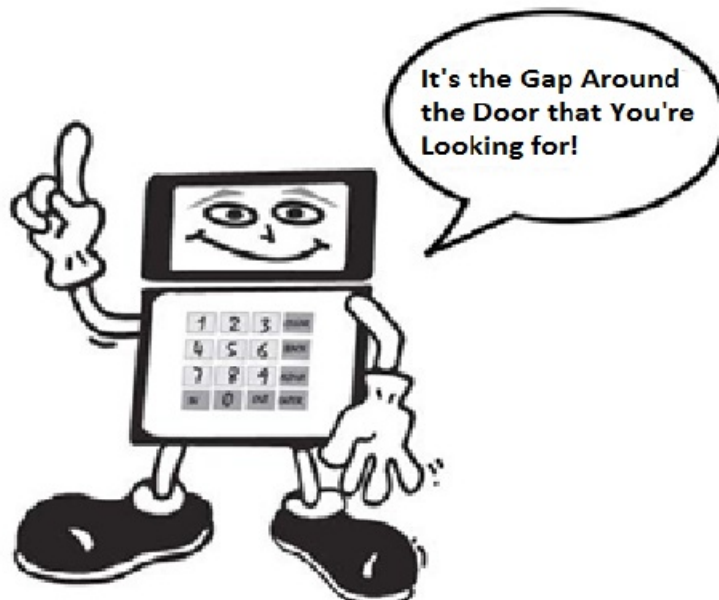
Mount the Control Box

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.
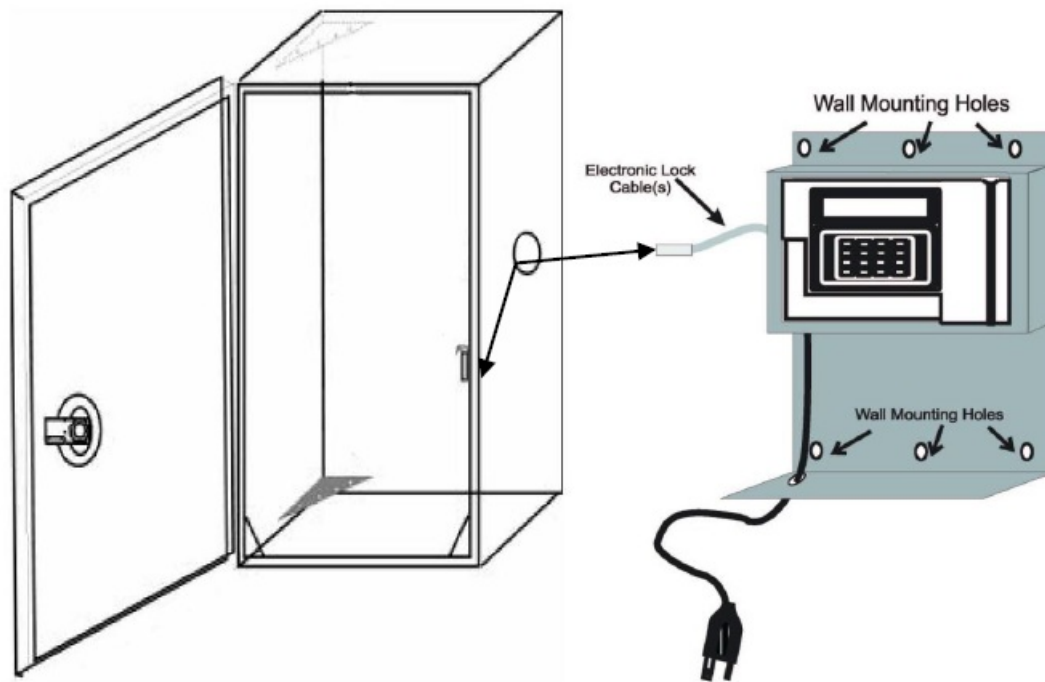
Connect the Electronic Lock Cable to the Electronic Lock Connector inside the Key Cabinet. Snap the cable into the retaining clips on the inside of the cabinet to prevent contact with the Key Panels during operation. Don't forget about your UPS!!! (Uninterruptable Power Supply) Warranty will be voided 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.
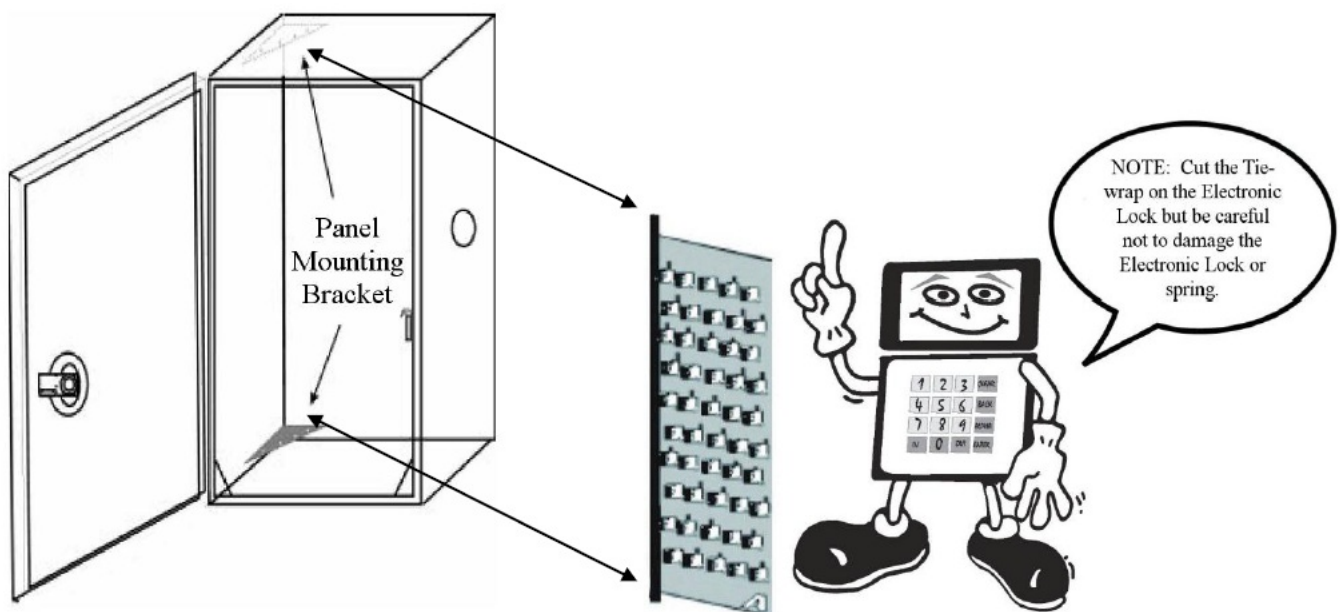
Preparing for set up

Scanning your key tags

Locate the bag/s of bar-coded key tags for scanning. When you scan them into the system, the Datalog-Keypad will ask for the keys in numerical order according to Apartment number. You do not need to keep track of the key tags during this step. HandyTrac recommends attaching keys after all tags are scanned into the system. NOTE: You may want to leave your old Key Tags on for a couple of days until you fully understand the HandyTrac system.

STEP ONE: Connecting the Network Cable and Establishing Communications

- 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.
- Feed the free end of your network cable through the hole cut into the frame below the Datalog-Keypad.
- Plug the end of the network cable into the top jack on the left side of the Datalog-Keypad.
- A solid green light next to the network plug on the Datalog-Keypad will confirm an active connection.
- 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 number 5 button on the Datalog-Keypad.
- When the number 5 button is pressed the Datalog-Keypad will prompt you to begin scanning your keys. This indicates that communication is established with the HandyTrac server.

IMPORTANT: If communications fail the Datalog-Keypad will display "COM CHECK FAILED PLEASE CALL 888-458-9994". Pressing the "Enter" button on the Datalog-Keypad will return it to the "time/date" display to troubleshoot communications.

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: Scanning Keys Into Datalog-Keypad

- With the Datalog-Keypad ON, press the number 5 button. Then, scan a bar coded key tag for the Unit/Apartment number displayed (i.e. #101).
  Note: When scanning Key Tags remember to take your time. Occasionally there is a pause between scanning a tag and then seeing information appear on the screen. If this happens and you have inadvertently scanned the same key tag twice, the Datalog-Keypad will display the "Duplicate Tag" error message. Set the tag aside and continue to scan the next Unit/Apartment listed on the display. You can then scan the "Duplicate Tags" in after scanning is completed by using the "return key" IN or 01 activity code.
- The Datalog-Keypad displays actual bar codenumber of the unit scanned (i.e. 7044) and tells you what hook to place it on (i.e. A5). It also tells you the next Unit/Apartment to scan (i.e. #102).
- Continue this process until all key tags have been placed on their appropriate key hooks.
- When scanning is completed, your Datalog-Keypad will display the message "DONE PRESS ENTER".

- Call HandyTrac for activation at 888-458-9994. During activation you will be given your User Name and Password for HandyTrac.com.
- Your HandyTrac system is now ready for you to attach your keys to the bar coded key tags.

After all key tags have been scanned into the system, print a keymap to transfer all the keys into your system. Remember to verify each tag, hook, and Apt/unit assignment to insure proper initial setup of your system.
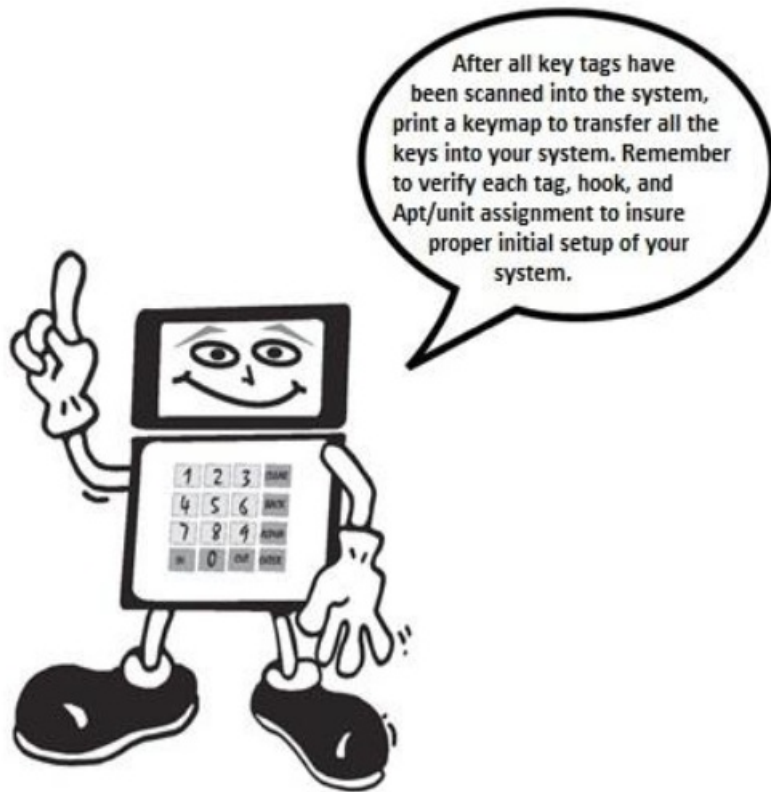
NOTE: The proper way to hang the keys is by the key tag's center punch hole. This will hold the keys correctly spaced and organized so that they are easy to find during use.

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.

HandyTrac Online

KeyMap: Confidential

Keep in SAFE or other SECURE place

Unit Number	Hook	Tag	Unit Number	Hook	Tag	Unit Number	Hook	Tag	Unit Number	Hook	Tag	Unit Number	Hook	Tag
1	F34	9010	81	B35	5583	161	B36	5580	241	A41	5541	321	B9	5600
2	F37	9013	82	B48	5591	162	G19	9055	242	D37	5681	322	H50	9136
3	C26	5619	83	A6	5506	163	B40	5585	243	B21	5564	323	A28	5528
4	F7	9034	84	G38	9074	164	E4	5734	244	F11	5753	324	G33	9069
5	F45	9021	85	C16	5808	165	B34	9031	245	A31	5531	325	D46	5891
6	A45	5545	86	B33	5677	166	E12	5704	246	D39	5683	326	A44	5544
7	E39	5733	87	G11	9047	167	A47	5547	247	E47	5742	327	D7	5698
8	B20	5583	88	E1	5701	168	D28	5871	248	A34	5534	328	D45	5890
9	C34	9060	89	E3	5723	169	D23	5886	249	B37	5581	329	H44	9130
10	A37	5537	90	A35	9030	170	G2	9038	250	F26	9002	330	A48	5546
11	H22	9108	91	B24	5567	171	C43	5838	251	B12	5554	331	E33	5727
12	D35	5679	92	F23	5766	172	B27	5570	252	G8	9044	332	A22	5522
13	C5	5645	93	E48	5743	173	H7	9093	253	F16	5758	333	A33	5533
14	H35	9121	94	A43	5543	174	F1	5751	254	G5	9041	334	G41	9077
15	B42	5587	95	H37	9123	175	H2	9088	255	F24	5767	335	F8	5773
16	H11	9097	96	E5	5745	176	F21	5764	256	A39	5539	336	G4	9040
17	B28	5571	97	B17	5559	177	B25	5568	257	H8	9092	337	D21	5864
18	G8	9042	98	H20	9106	178	C40	5635	258	G1	9037	338	D26	5869
19	E13	5705	99	H43	9129	179	D34	9028	259	D47	5892	339	F20	5763
20	G26	9062	100	E19	5711	180	B43	5588	260	D27	5670	340	C1	5601
21	E27	5720	101	A1	5501	181	E37	5731	261	E28	5721	341	C49	9085
22	C27	5620	102	F4	5769	182	B45	5590	262	E8	5749	342	E17	5709
23	C4	5634	103	G47	9083	183	A26	5526	263	H24	9110	343	A8	5508
24	F25	9001	104	H19	9105	184	C18	5610	264	C34	9036	344	D1	5651
25	H40	9126	105	F49	9025	185	D50	5896	265	B22	5565	345	C10	5602
26	C3	5623	106	G48	9084	186	F47	9023	266	D18	5660	346	E9	5750
27	F46	9022	107	H36	9122	187	H3	9089	267	B26	5569	347	C31	5625
28	G20	9058	108	E14	5706	188	B15	5557	268	C12	5664	348	D13	5655
29	A12	5512	109	A50	5550	189	G7	9043	269	G23	9059	349	D41	5686
30	C2	5612	110	B2	5502	190	A49	5549	270	A25	5525	350	F41	9017
31	E22	5715	111	F9	5774	191	E29	5722	271	D10	5652	351	D9	5700
32	H14	9100	112	A2	5502	192	D14	5856	272	B46	5593	352	C41	5838
33	D15	5657	113	E26	5719	193	C29	5622	273	F48	9024	353	H38	9124
34	A18	5518	114	H29	9115	194	G42	9078	274	G16	9052	354	G37	9073
35	H42	9128	115	A11	5511	195	E8	5747	275	E31	5725	355	G45	9081
36	A40	5640	116	E50	5746	196	E2	5712	276	H21	9107	356	F17	5769
37	G31	9067	117	C36	5630	197	D5	5895	277	F28	9004	357	G50	9086

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

- Click on the "EMPLOYEES" link located on the gray task bar
- Enter the employees "First Name" & "Last Name" in respected fields
- Enter the "Badge Number" (the "15" barcode number)
- Fill in "PIN Number" (you may chose any4 digit PIN number you like)
- 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
- Place a checkmark in the "Active" box to activate this employee
- Click on "Add Update Employee"
- Press the blue enter button on the Datalog-Keypad to run the EOP update.

To Edit an Employee

- Click on "EMPLOYEES" located on the gray task bar
- Click on the drop down arrow in Active Employees field
- Highlight then click on the employee you wish to Edit
- Type edits to employee information
- Click on "Add Update Employee"
- Run EOPA)

To Deactivate an Employee
(Employees cannot be deleted, only deactivated once added)

- Follow directions to Edit an Employee
- Remove checkmark in the active box
- Click "Add/Update Employee" button and run the EOP.

OPERATIONS

Accessing the System
This procedure is required for all activities.
(If you have the HandyTrac Biometric system please refer to the HandyTrac EASY GUIDE – Biometric System.)

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.

How to Pull a key

1. Access the system using your badge and PIN.
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 Data Log.
5. You may then 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.

```
┌─────────────────────────────┐
│  ┌───────────────────────┐  │
│  │                       │  │
│  │  ENTER APT/UNIT# OR    │  │
│  │                       │  │
│  │  PRESS OUT            │  │
│  │                       │  │
│  └───────────────────────┘  │
└─────────────────────────────┘

┌─────────────────────────────┐
│  ┌───────────────────────┐  │
│  │                       │  │
│  │  A46 SCAN KEYSET OR    │  │
│  │                       │  │
│  │  ENTER IF NOT FOUND    │  │
│  │                       │  │
│  └───────────────────────┘  │
└─────────────────────────────┘

┌─────────────────────────────┐
│  ┌───────────────────────┐  │
│  │                       │  │
│  │  ENTER APT/UNIT# OR    │  │
│  │                       │  │
│  │  PRESS OUT            │  │
│  │                       │  │
│  └───────────────────────┘  │
└─────────────────────────────┘

┌─────────────────────────────┐
│  ┌───────────────────────┐  │
│  │                       │  │
│  │  NO KEYS ON HOOK A46   │  │
│  │                       │  │
│  │  1-FIND 2-NEXT OR OUT  │  │
│  │                       │  │
│  └───────────────────────┘  │
└─────────────────────────────┘
```

How to Return a Key

1. Access the system using your badge and pin.
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.

```
┌─────────────────────────────┐
│ ┌─────────────────────────┐ │
│ │                         │ │
│ │  ACTIVITY 01            │ │
│ │                         │ │
│ │  TRANS#:29   MAX:3000   │ │
│ │                         │ │
│ └─────────────────────────┘ │
└─────────────────────────────┘

┌─────────────────────────────┐
│ ┌─────────────────────────┐ │
│ │                         │ │
│ │  SCAN KEY TAG           │ │
│ │                         │ │
│ │                         │ │
│ └─────────────────────────┘ │
└─────────────────────────────┘

┌─────────────────────────────┐
│ ┌─────────────────────────┐ │
│ │                         │ │
│ │  PLACE ON HOOK:  B10    │ │
│ │  SCAN ANOTHER OR OUT    │ │
│ │                         │ │
│ └─────────────────────────┘ │
└─────────────────────────────┘
```

How to Review Keys Out

1. Access the system using your badge and pin.
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.

```
┌─────────────────────────────┐
│ ┌─────────────────────────┐ │
│ │                         │ │
│ │  ACTIVITY 06            │ │
│ │                         │ │
│ │  TRANS#:29   MAX:3000   │ │
│ │                         │ │
│ └─────────────────────────┘ │
└─────────────────────────────┘

┌─────────────────────────────┐
│ ┌─────────────────────────┐ │
│ │                         │ │
│ │  UNIT:  5               │ │
│ │                         │ │
│ │  S. JOHNSON 9/22 11:26  │ │
│ │                         │ │
│ └─────────────────────────┘ │
└─────────────────────────────┘

┌─────────────────────────────┐
│ ┌─────────────────────────┐ │
│ │                         │ │
│ │  END OF LIST            │ │
│ │                         │ │
│ │  PRESS CLEAR OR OUT     │ │
│ │                         │ │
│ └─────────────────────────┘ │
└─────────────────────────────┘
```

How to Show Last Transaction

1. Access the system using your badge and pin.
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.
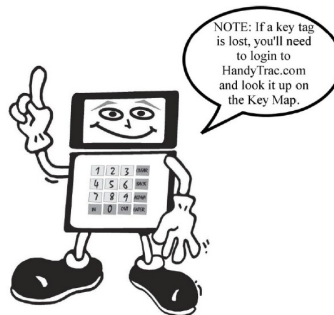
```
+--------------------------------+
|  +--------------------------+  |
|  | ACTIVITY 04              |  |
|  |                          |  |
|  | TRANS#:29   MAX:3000     |  |
|  +--------------------------+  |
+--------------------------------+
```

```
+--------------------------------+
|  +--------------------------+  |
|  |                          |  |
|  | ENTER OLD TAG            |  |
|  |                          |  |
|  |                          |  |
|  +--------------------------+  |
+--------------------------------+
```

```
+--------------------------------+
|  +--------------------------+  |
|  |                          |  |
|  | ENTER NEW TAG            |  |
|  |                          |  |
|  |                          |  |
|  +--------------------------+  |
+--------------------------------+
```

```
+--------------------------------+
|  +--------------------------+  |
|  |                          |  |
|  | REPLACED.                |  |
|  | PRESS ENTER              |  |
|  |                          |  |
|  +--------------------------+  |
+--------------------------------+
```

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.

Remember! There is a maximum of 10 characters in your abbreviations, including all letters, numbers, spaces, and punctuation.
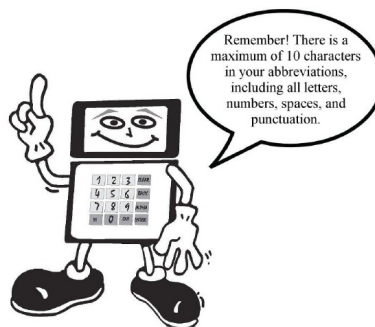
1. Scan your employee badge and enter your 4 digit PIN.
2. Enter Activity Code 02 (Change
   APT/UNIT#). The system will beep, and prompt you to enter the old unit #. Type the APT/UNIT # you want to change and press ENTER.

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.

ENTER OLD APT/UNIT#

ENTER NEW APT/UNIT#

REPLACED.
PRESS ENTER

NOTE: If you are using Alpha letters in your APT/UNIT# names, refer back to page 8 for assistance. Abbreviate as much as possible; for example: storage unit 1 could be "S1".

ACTIVITY CODES

888-458-9994
CLEAR Change Activity Code
Master Badge Required

- RESERVED
- or IN Return Key
- Edit Apt/Unit # *
- RESERVED
- Edit Key Tag*
- RESERVED
- Audit Keys Out *
- RESERVED
- Last Transaction*
- RESERVED
- RESERVED
- Show Unit

- Show Unit/Ad 1
- Show Unit/Ad 2
- Show/Apt Guide
- Show/For Rent
- Show/Res Referral
- Show/Other Referral
- Show/Locator
- Show/Sign
- Activity 20
- Mgmt Inspection
- Owner/Lender Inspect
- Utilities: Gas
- Utilities: Electric
- Media/Cable
- Telcom
- Pest Control
- Safety/Security
- Preventative Maint
- Resident Lockout
- Resident Move In
- Unit Lock Change 33 Trash Out Unit
- Ready Unit/Turnkey 35 Paint Unit
- Clean Unit
- Clean Carpet
- Punch Out Unit
- Blinds/Drapes
- Work Order
- Plumbing
- Plg Kitchen Faucet 43 Plg Kitchen Sink 44 Plg Disposal
- Plg Bath Faucet
- Plg Bath Lavatory 47 Plg Tub/Shower 48 Plg Toilet
- Hot Water Heater 50 Activity 50
- HVAC
- HVAC No Cool
- HVAC Leaks
- HVAC Fan
- HVAC Thermostat 56 HVAC Filter
- HVAC No Heat
- Vendor 1
- Vendor 2
- Vendor 3
- Appliances
- Refrigerator

- Stove
- Oven
- Dishwasher
- Vent Hood
- Microwave
- Trash Compactor
- Washer
- Dryer
- Electrical
- Power Out
- Switch
- Outlet
- Light
- Fan
- Interior
- Interior Paint
- Interior Leak
- Interior Flooring
- Carpentry
- Crp Lock
- Crp Door
- Crp Window
- Crp Screen
- Crp Cab/Counter Top 87 Building Entry/Halls 88 Building Stairs
- Building Elevators 90 Basement/Storage 91 Exterior
- Roof
- Gutter/Downspouts 94 Exterior Light
- Special In
- Special Out
- Employee IN
- Employee OUT

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

Atlanta
510 Staghorn Court
Alpharetta, GA 30004
Phone: 678.990.2305
Fax: 678.990.2311
Toll Free: 800.665.9994
www.handytrac.com

Dallas
16990 North Dallas Parkway Suite 206
Dallas, TX 75248
Phone: 972.380.9878
Fax: 972.380.9978
service@handytrac.com

Handytrac Trac Biometric Key Control User Guide

Download PDF: Handytrac Trac Biometric Key Control User Guide