



EASY INSTALL GUIDE

HAWK

I 'm MAC...
No Kiddin' with this
guide it really is easy!



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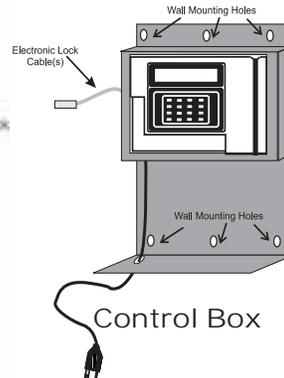
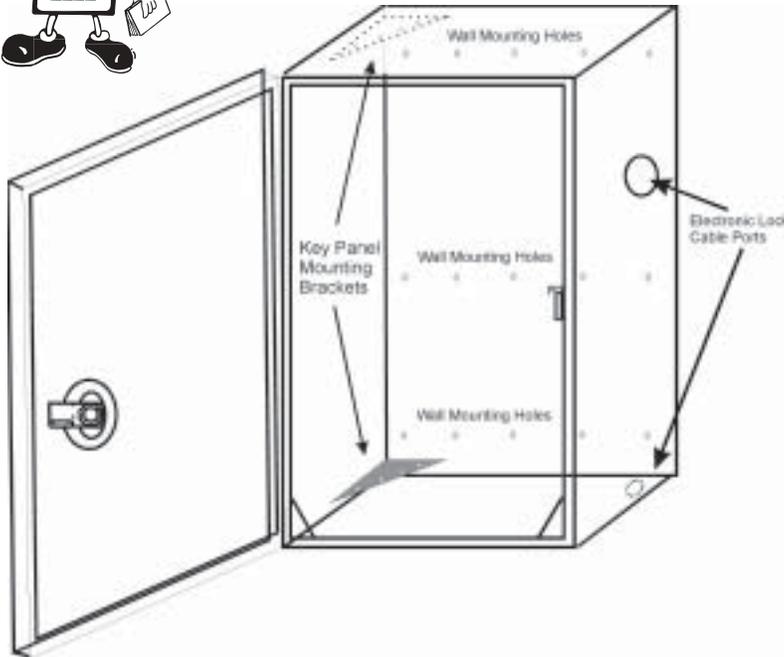
Dallas
16990 North Dallas Parkway
Suite 206
Dallas, TX 75248
(972) 380-9878
(972) 380-9978 **Fax**
info@handytrac.com

Atlanta
1600 Union Hill Road
Alpharetta, GA 30005
678-990-2305
678-990-2311 **Fax**
888-810-1499
info@handytrac.com

Florida
6620 Cortez Rd. West
Bradenton, FL 34210
(941) 795-4760
(941) 795-1716 **Fax**
(888) 458-9994
info@handytrac.com
www.handytrac.com



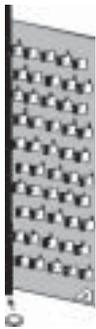
Here's What You Get.



Datalog

Control Box

1 to 4 Key Panels These hold 50 keys on each side, they are mounted inside the cabinet.
(Depending upon the number of Location / Item #s)



Here's a summary of the steps.
(Familiarize yourself with this stuff before you start!)

- 1) Mount the Cabinet on the wall.
- 2) Mount the Control Box on the wall.
- 3) Mount Key Panels.
- 4) Load Software
- 5) Install Cable
- 6) Test the Electronic Lock.
- 7) Attach Keys.



1 to 4 Plastic Washers These are used as a bushing on the bottom of the Key Panels.
(Depending upon the number of Key Panels)



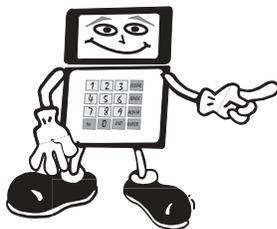
Key Map

A list of key tags and locations. Keep in a safe place.

HANDYTRAC LOC/ITEM REPORT ON 05/28/2000						
CONFIDENTIAL						
Keep in SAFE or other SECURE Place						
Default	User	User				
LOC/ITEM#	LOC/ITEM#	LOC/ITEM#	HOOK	TAG	TAG	
1	MS	J21		0912		
2	S	F34		3421		
3	F	D1		8743		
4	IDA	C45		6709		
5	IBB	D20		5098		
6	IDA	G50		4909		
7	IBB	G32		3535		
8	IDA	B16		6978		
9	IBB	C49		4509		
10	IDA	D34		7124		
11	IBB	A5		4653		
12	IDA	C56		3900		
13	IBB	D34		6801		
14	IDA	E45		7878		
15	IBB	B18		6690		
16	IDA	E25		4832		
17	IBB	A34		7494		
18	IDA	D12		8294		
19	IBB	A32		1671		
20	IDA	F48		4597		
21	IBB	C18		1956		
22	IDA	D40		4259		
23	IBB	A21		6900		
24	BIS	F21		6340		
25		A41		9462		

Key Tags And Employee Badges

There will be some extras. Keep them for future use.



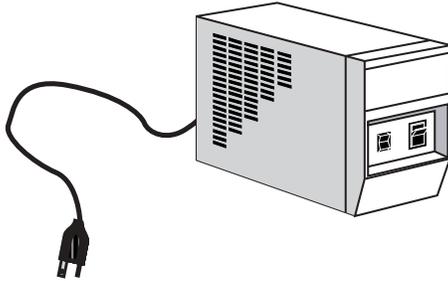


Here's What You Need.

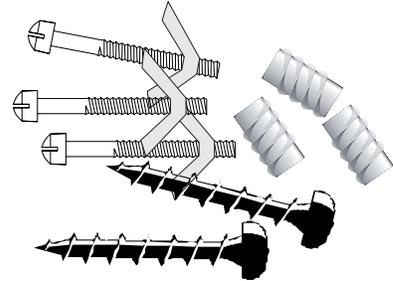
PARTS NEEDED

(Customer needs to supply)

UPS (Uninterruptible Power supply) for surge protection and backup battery power.



Mounting Fasteners capable of holding 50 lbs. for masonry, dry wall, wood or metal studs.

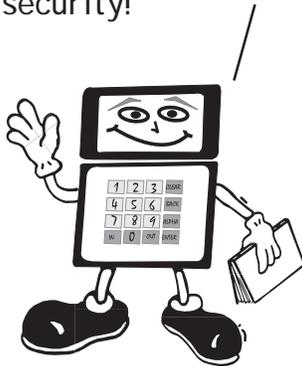


TOOLS NEEDED

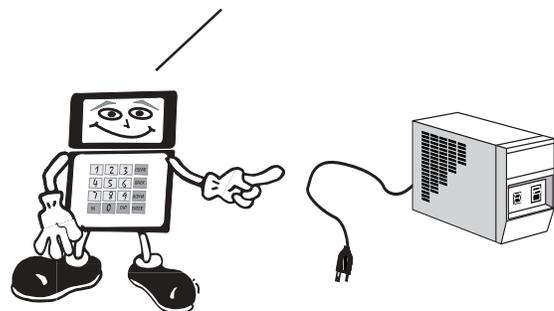
- Drill
- Drill Bits
- Level
- Phillips Head Screwdriver
- Pliers



It's always a good idea to keep **ANY** key cabinet behind 2 locked doors for extra security!



Don't forget to charge up your UPS according to the manufacturers instructions!





System Features.

Printed Archives

A printer is optional, but recommended. The system memory will hold a maximum of 830 transactions before it starts to overwrite previous transactions. Printed archives will enable you to retain a printed record of all transactions for later reference if needed. The computer will also store this information on its hard drive.

Reports Policy

It is recommended that management establish as policy a set day to print reports; for example, every Friday or Monday when other reporting is done. HandyTrac suggests management establish specific reports to be printed and filed; for example, Report by Unit, Report by Employee and Exception Report. This should provide a good audit trail.

Emergency Backup Procedure

Your UPS should provide up to 5 hours of battery back up power. In the event of a long term power outage or other system problem, a photocopy of the Key Map will serve as a temporary manual sign out log. Keep a current Key map and your manual cabinet key in a safe place.



Here's Where it Goes.

Location Requirements:

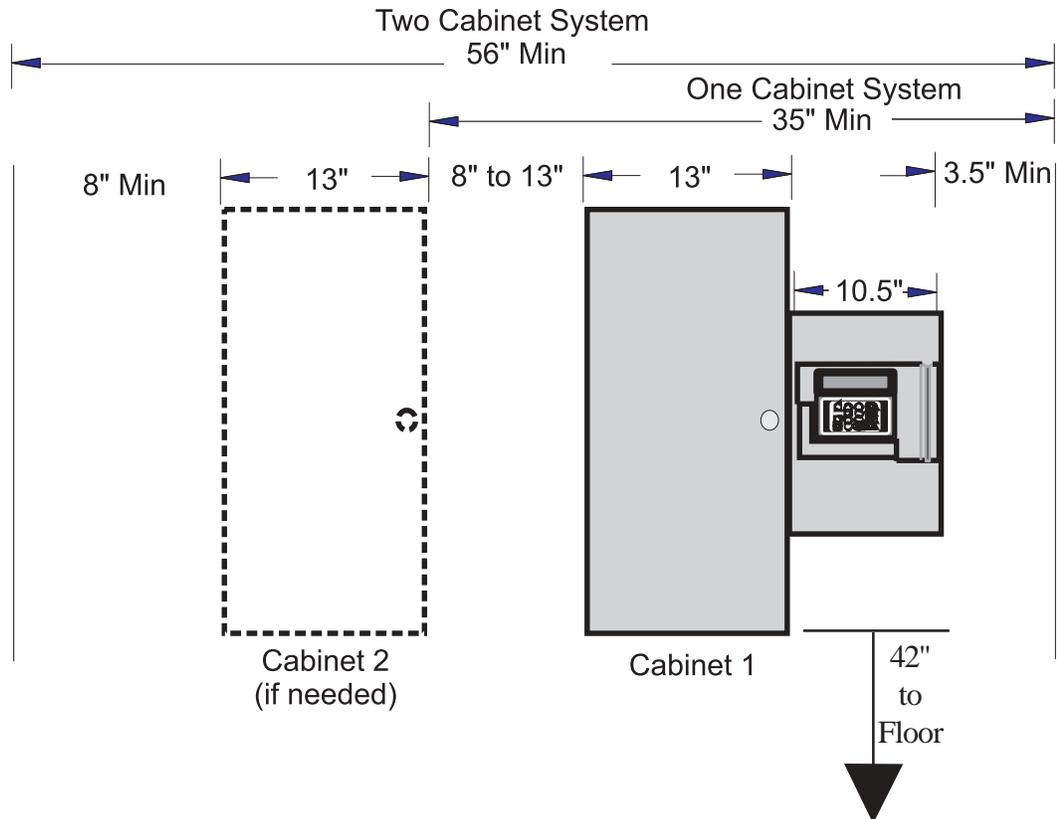
Flat Surfaced Wall

No More than 4 ½' from an un-switched 110V AC Outlet

Clean environment - Free from dust & airborne

particles. Should be in a separate room from key cutting machine, wood cutting or similar activity.

Provide an un-switched AC wall outlet within 6 feet of the Key Control System. Plug your (customer supplied) UPS (Uninterruptible Power Supply) system into the wall outlet. After the UPS is charged (usually 24 hours), the Key Control System can be plugged into the UPS.

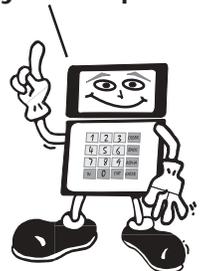


Don't forget about your UPS!!! (Uninterruptable Power Supply)

It is **very** important to have an Uninterruptible Power Supply (UPS) for your HandyTrac system. Without a battery backup, valuable information can be lost.

UPS battery backup systems are designed to provide power to all computer systems and peripherals with maximum protection. It integrates surge protection and power backup capabilities, protecting your datalog, micro processor, communications and other equipment from power problems like blackout, brownout, surge, spike and line noise. An information sheet on a UPS system tested by HandyTrac is inclosed in your set up packet. While we can not recommend any UPS system, it did meet Handytrac's specifications.

Remember the importance of a battery backup!



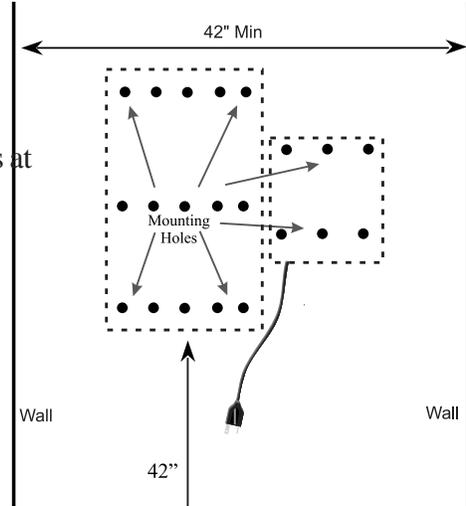


Mount the Cabinet to the Wall.

Read our cabinet installation instructions below for help with hanging the cabinet on the wall. Drill or mark the holes needed to mount the Key Cabinet and Control Box to the wall so they are level and plumb. Be sure that at least 3 of the mounting fastener holes align with a stud. Mount the cabinet on the wall. Place your level on top of the cabinet. Check it as you tighten all fasteners. It must be level to operate properly.

Cabinet Installation Instructions

- 1.) Find a stud- align a 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 the box that the cabinet came in and the box that the control box came in on top of each other.
- 3.) This will give you a platform that is 42" high.
- 4.) Place the cabinet on top of these two boxes and a level on top of the 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 the stud and wall anchors that are capable of holding at least 50lbs. Follow the manufacturer's directions for all wall anchors.
- 7.) Mount Cabinet- Lift the cabinet into place. Start 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. **It is essential that the cabinet be plumb, flush, level and securely fastened to the wall!**



If your wall is not plumb and flat, we recommend mounting a piece of 3/4" plywood to the wall, and then mounting the cabinet to the plywood.

Door Alignment

Check the gap between the door and the door frame at the top, bottom and side. If the 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 the gap at the top is greater than the gap at the bottom, Shim the top of the cabinet at the right hand corner.
- 3) If the gap at the bottom is greater than the gap at the top, Shim the bottom of the cabinet at the right hand corner.



It's the gap around the door that you're lookin' for!

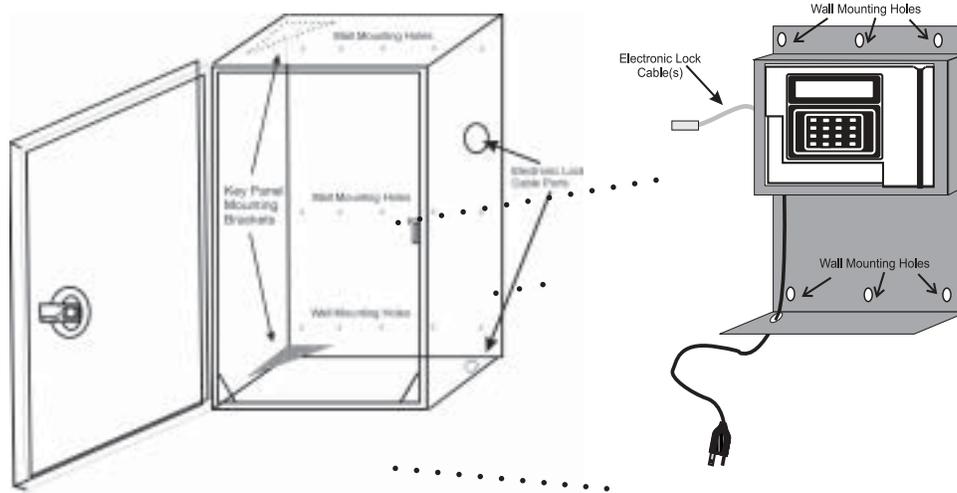




Mount the Control Box.

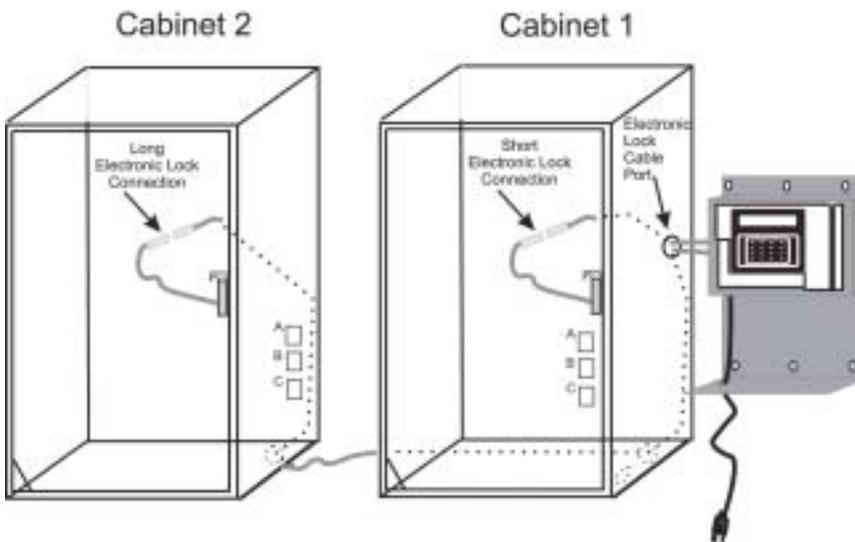
One Cabinet Systems

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 cable(s) from the Control Box.. Before mounting the Control Box, gently feed the Electronic Lock Cable(s) 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.

Two Cabinet Systems



Cabinet 1 is the one closest to the control box and Data Log. It is connected via the short cable.

Cabinet two connects via the longest cable.

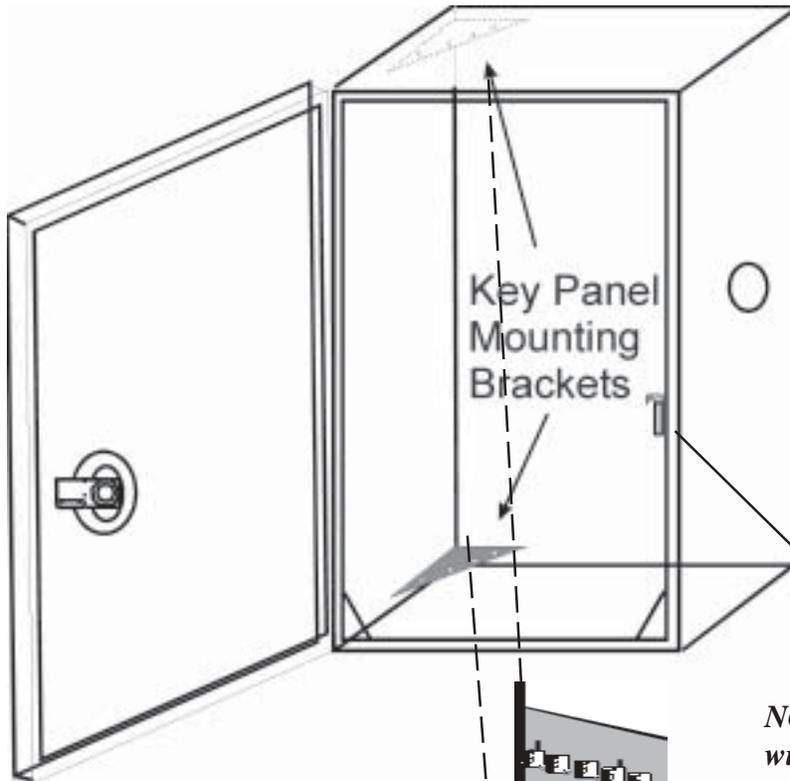
For two cabinet systems, feed the long Electronic Lock Cable one through Cabinet 1 and down through the hole in the bottom of the cabinet... over to Cabinet 2... and up through the hole in the bottom. Secure the 3 retaining clips "A", "B" and "C" to the right rear side of both cabi-



Mount the Key Panels.

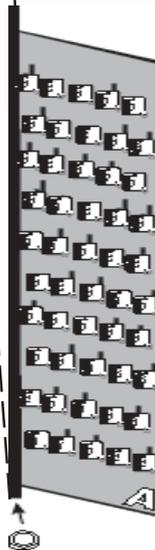
Depending upon the number of Location / Item Numbers at your property, each cabinet in your system came with from 1 to 4 moveable key panels (up to 8 for 2 cabinet systems). Each panel holds 50 keys per side. Each Panel is labeled with a letter in the lower outside corner, and each hook has a number. The panels should be placed in alphabetical order from front to back in the cabinet.

Note: For 2 Cabinet Systems, the key panel shipping cartons will identify the correct cabinet for each set of panels. The Cabinet One will be the one closest to the control box and data log. The key panels must be mounted in the correct cabinet.



NOTE: If key tags fall off during shipping, use the "IN" function after installation and place on the correct hook.

Slip the small white plastic washer over the BOTTOM panel mounting pin. Slip the top panel mounting pin into the hole on the top key panel mounting bracket. Raise the panel as far as it will go and rotate the bottom mounting pin into the corresponding hole in the bottom panel mounting bracket. Lower the panel into place. Repeat for all panels.



NOTE: The system was shipped with the Electronic Lock tied down to prevent damage during shipping. Cut the Tie-wrap on the Electronic Lock, but be careful not to damage the Electronic Lock or spring.



Configuring your Computer.

In order for the Key Control for Windows software to work on your computer, it must meet the following requirements:

1. 133 mgz processor
2. 32 megabytes of memory
3. Windows 95 or better OS
4. CD rom drive
5. 3.5" floppy drive

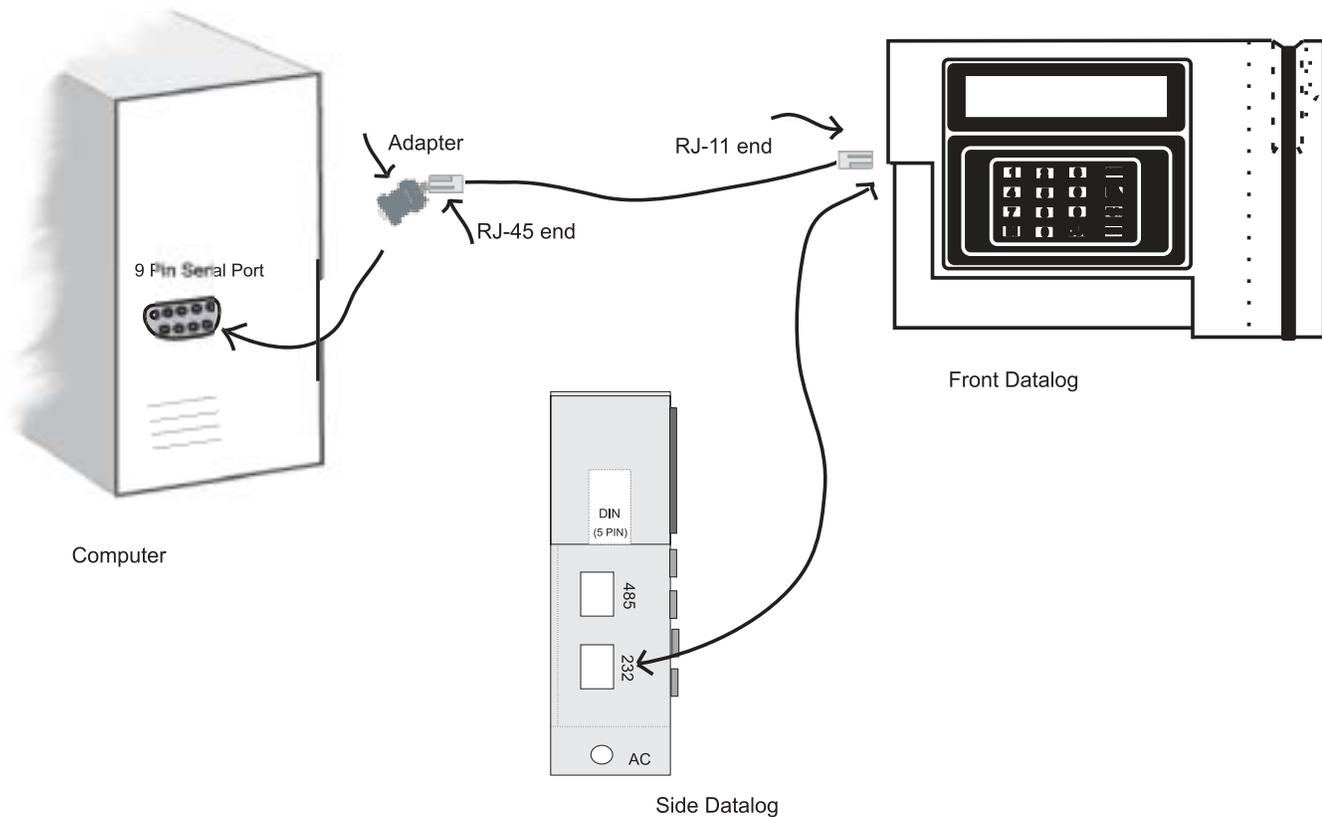
Installing the software:

1. Make sure you are at your desktop and have closed down any running programs.
2. Insert the CD labeled Key Control for Windows into the CD rom drive.
3. Wait for Key Control for Windows setup screen to appear. If the setup screen does not appear, do the following:
 - a. Click the start button
 - b. Click the run button and type D:\Setup
 - c. Click the OK button
4. Upon reaching the Key Control for Windows setup screen click the OK button.
5. Begin the installation by clicking the computer icon.
6. When the Choose program group box appears, click continue.
7. The program will begin copying files to the computer. When it finishes it will prompt you with a message stating: "Do you want to install the key control for windows database at this time?" At this point, insert the 3.5" floppy disk labeled handytrac.mdb into the floppy drive and click the "yes" button.
8. The program will begin copying the files from the floppy disk. When finished, it will prompt you with a message stating: "Database installed", click the ok button.



Installing the Cable.

1. Included with the system is a red communications cable.
2. One end of this cable is attached to a 9 pin serial port adapter. Connect this end of the cable to your computer.
3. Connect the remaining end of the cable to the datalog. The cable should be plugged into the bottom most port on the left side of the datalog. See the diagram below:



4. Attach the L-panel to the datalog.
5. It is ok to run the cable through a wall or across a ceiling or attic. However, be sure and wrap the ends of the cable as as not to damage them. Also, avoid crimping the cable as this may cause it to operate incorrectly.
6. We suggest using "hammer - in" type staples as opposed to staple guns when attaching the cable to the wall. This prevents cable crimping.



Test The Electronic Lock.

Test the system now to ensure all connections are made correctly. If you receive error messages during this process, check page 15. Remove a handful of the key tags from one of the panels in the cabinet. Close the cabinet door and plug in the system before proceeding.

- 1) Scan an employee badge. You will hear a beep, and the system will prompt you to enter the PIN#.
- 2) Enter the pin # for your badge. You will hear a beep and will be prompted to enter an activity.
- 3) Press the IN button, you will be prompted to scan a key tag.
- 4) Scan with the bar code towards the cabinet. You will hear the electronic lock pop and the door will open.
- 5) The screen will prompt you to place the key tag on a hook (B12 in this example). Hang the empty key tag on the hook as prompted.
- 6) Close the cabinet door securely.
- 7) Press the button marked "Clear" and you will return to the ACTIVITY? Screen. Press the "IN" button again and repeat this procedure 4 or 5 times to make sure the Electronic Lock pops and the door opens properly.

A 9:00:30 MON
1-13-01

ENTER PIN

ACTIVITY?

SCAN KEY TAG

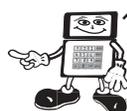
PLACE ON HOOK: B12
SCAN ANOTHER OR OUT

YOU MUST PRESS "CLEAR" AND "IN" AND CLOSE THE DOOR FIRMLY AFTER EACH TAG IS SCANNED!

- 8) If the system does not function properly check all connections (page 7) and door alignment (page 6). If you cannot locate the problem call HandyTrac Tech Support at 1(888) 458-9994.



Make sure the bar code on the tag faces in toward the touch pad when you slide it through the reader!





Attach Keys to Tags.

IMPORTANT!

When transferring your keys to the new tags, it is critical that you stay organized! You must be certain that the key for Location / Item # 105 is attached to the tag in the cabinet assigned to Location / Item # 105! We suggest you attach 10 keys at a time. Leave the old key tag on until you are certain that all keys are on the right tags!

To attach your keys to the empty key tags now hanging in your new cabinet, you will request the key tag, attach the key, and return the key tag and key to the cabinet. You will need your Loc/Item# list, and a handful of keys from your old key system. Follow these steps:

1. Scan your ID badge and enter your PIN# to get to the Activity Screen.
2. Select an activity. It does not matter which activity, as long as it requires a key pull. We suggest you use activity 11 (Show Unit), simply because it is the easiest to type.
3. Enter the Loc/Item # for one of the keys from your old system and press ENTER. Make sure you use the abbreviated form you entered into the System.
4. Remove the key tag from the hook indicated on the screen (in this example it is hook A3), and scan the keyset as prompted by the screen. Attach the key for that loc/Item# to the key tag. ***Leave your old key tag in place until all keys have been transferred to the new system, and you are sure they are all correct.*** Place the key set on the shelf under the data log.
5. Press ENTER to proceed to the next key tag. Continue with this process until all 10 keys have been attached to the correct key tags.

A 9:00:30 MON
1-13-01

ACTIVITY?

ENTER LOC / ITEM# OR
PRESS OUT

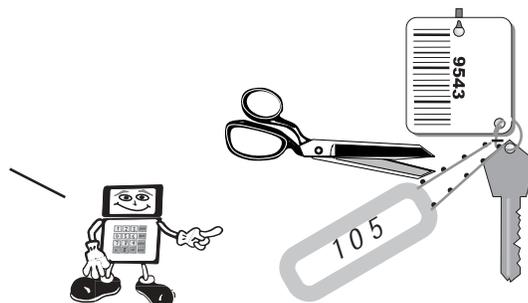
A3 SCAN KEYSER OR
ENTER IF NOT FOUND

ENTER LOC / ITEM# OR
PRESS OUT

6. Press CLEAR, then Press IN, to scan and return all 10 keysets to the cabinet. Continue with this procedure until all keys are in the cabinet.

NOTE: The system has a security "Time Out" function that will automatically end your session if you do not press a key within one minute. If this happens while you are attaching a key to a tag, simply badge back in and continue.

In a week or so, once you are sure that all keys are attached to the correct tags and everything is operating smoothly, cut and remove the old key tags from the new HandyTrac Tags.



Troubleshooting.



1. Printer does not work

Solution: Check your printer to make sure it is a supported printer and that it is plugged in, turned on, properly loaded with paper and on line.

2. The Data Log does not respond when scanning badge or key tag.

Solution: Try scanning the tag a little slower. You can also scan it up and down through the data log. If you are having trouble with just one tag, the tag may be defective. Try typing in the 4 digits on the key tag instead of scanning it. If this works, the barcode on the tag may be defective. Replace it with a new one (refer to the **Easy Users Guide**). If it is several tags, the scanning device might have some dust or grit on the reader. It is sensitive and should be cleaned regularly with a spray can of compressed air, available at most electronics stores. Do not use other cleaning agents or solutions.

3. Lock will not disengage:

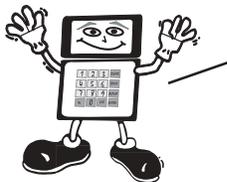
Solution: Use the manual key to open the door. While open, use badge and PIN to obtain a key. Watch the Electronic Lock mechanism. If you hear it "pop" and see the mechanism work, the door is out of alignment. Refer to page 6 of this installation guide for alignment adjustment.

If the Electronic Lock does not pop, check the connections to the Electronic Lock and Control Box. If the Electronic Lock still does not pop, check the Electronic Lock fuses in the control box (see below). You will need 2.5 amp Slow Blow fuses, 1 1/4" X 1/4". They are available at Radio Shack (part # 270-1024).
NOTE: If you have a 1 cabinet system, the fuse for cabinet 2 is not in use and can be used as a spare.

4. Data Log will not Power Up.

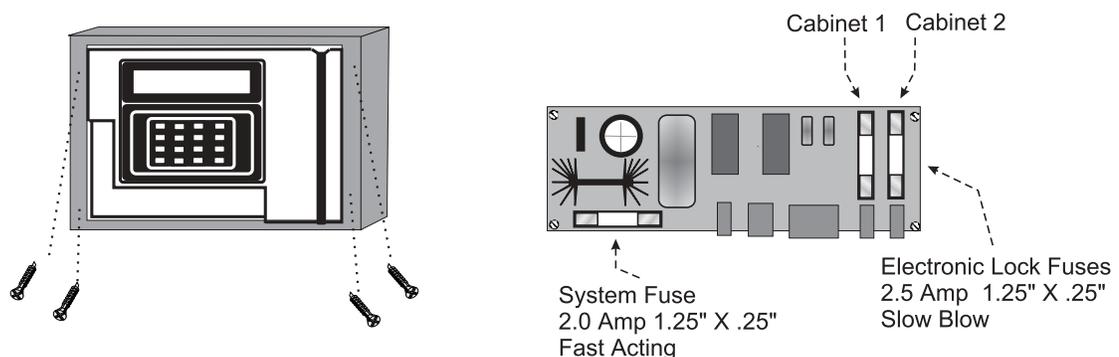
Solution: Check all plugs and connections. Try plugging the unit directly into the wall to check the UPS to see if it is fully charged. Check to see if the wall outlet you are using is on a switch. If the Data Log still will not power up, check the system fuse in the control box (see below). You will need a 2.0 amp Fast Acting fuse, 1 1/4" X 1/4". They are available at Radio Shack (part # 270-1007)

If all else fails, call HandyTrac Tech support at 1-888-458-9994 (toll free).

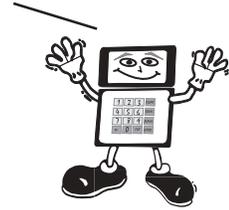


**IMPORTANT - ELECTRICAL SHOCK HAZARD.
DISCONNECT POWER BEFORE CONTINUING!**

To replace fuses, remove the control box cover. No need to remove the data log first. The fuses are on the relay card inside the control box.



Oops...
Someone made an
error!



ERROR MESSAGES

1. “Invalid Location” message on the Screen

Solution: The incorrect Loc/Item# was typed into the Data Log. Wait 5 seconds for the screen to revert back to “ENTER LOC/ITEM# OR PRESS OUT” then type in the number carefully. If you get the same message, the Loc/Item# was entered incorrectly during setup. Print a Loc/Item# report, and check it carefully to locate the error, and correct it using Activity Code "02".

2. “Invalid Employee See Manager” message on the Screen

Solution: If this happens with only one badge, type in the six numbers shown on your badge. If you gain access, your badge is probably damaged. If you get the same message, there was probably a typo when entering your badge into the system. In either case, the manager will have to use Activity Code "03" to delete you, then add you back in to correct the problem.

If **ALL** employee Badges give the same message, you may be having a problem with your data log. Call HandyTrac at 1-888-458-9994 (toll free).

3. “Give Keypad to MGR Press Enter” message on the screen

Solution: Either the key tag is damaged, or there was an error during set up. If you are setting up your system for the first time, set that tag aside, and finish scanning in all your tags. Then, look for the empty key hook and use your Loc/Item# report, to identify the key tag. Use activity 04 (add/edit key tag) to remove the old key tag and replace it with a new one.

4. “ACCESS DENIED SEE MANAGER” message on the screen

Solution: The employee has used the wrong PIN number 3 times. The system has locked the employee out. To re-activate the employee, run the EOP operation. Use the same badge. You *may* use the same PIN, or you can change it to one that is easier for the employee to remember.

5. You press an incorrect number or letter while entering information

Solution: Just press BACKSPACE on the Touch Pad to erase the incorrect character and re-enter.

Call HandyTrac for more information:

1-888-458-9994 (toll free)