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KEYper Systems
High Capacity User Guide

**START UP**

- Apply power to unit, and wait for kiosk to boot up and load the application.
- Allow a few moments for the boot up process to complete.
- If the application doesn’t automatically start, double click the KS App Icon on the desktop.
- Depending on the size of your system, it may take several minutes to completely initialize and bring up the Login screen seen on the next page.

(Left: Desktop Icon, Below: Startup Screen)
**LOGIN**

- If this is your first time logging in, use the Default Admin password (1234).
- It is highly recommended that you change the default admin password upon logging in.
- Passwords may contain up to 8 characters, and must be a minimum of 4 characters.
- You will not be able to use a fingerprint unless you have already created a user and added a fingerprint to that user’s profile.
- The login screen provides system information in the bottom left corner.
- The “ASSETS” button at the top right will be green if all keys are checked in or red if some keys are checked out.

(Below: login screen – all assets in, login screen – 2 assets out)
**ASSET VIEWER**

- Clicking on the Assets button on the login screen will open up a view window for you to examine the status of currently checked out or missing keys.

(Below: 2 assets out)

(Below: all assets in)
### HOME SCREEN

- Upon clicking the login button on the login screen, your active log in session will begin at the home screen. The user name and their administrative role can be seen at the top left.
- The home screen will allow you to check keys in or out, alter settings, logout of your session, or exit to Windows.
- User roles include: ADMIN, SUPER_USER, USER, and VENDOR.
  - ADMIN – full access
  - SUPER_USER – no access to Windows
  - USER/VENDOR – no access to Windows or Settings
CHECK IN

- Pressing the green “Check In” button on the home screen will begin the check in process.
- During this time, you will be authorized to return keys and check them back into the system.
- A message box will appear, alerting you to all available space for returning keys.
- After acknowledging the available space by pressing ok, the cabinet door will unlock and you may begin to return keys. The red spinning progress wheel and green progress bar will alert you to how much time you have remaining until you are logged out due to inactivity.
- Avoid removing any keys during Check In. This will result in a system intrusion alarm.
CHECK OUT

- Pressing the red “Check Out” button on the home screen will open the checkout screen.
- To begin the process, you will need to locate the keys you wish to checkout.
- You may search for an individual key by typing the key name, or any associated information.
- You may also select the “SHOW ALL KEYS” checkbox to see a list of all the keys in the system.
- Selecting the “INCLUDE KEYS OUT” checkbox will populate the “MATCHING KEYS FOUND” view with keys that are currently checked out. You may only checkout keys currently in the system.
- Once you have made your selection (single, range, or all), press “ADD TO LIST”.
- If you wish to remove keys from “SELECTED KEYS” list, select then press “REMOVE FROM LIST”.
- Once satisfied with your checkout selection, press the green “CHECKOUT” button to proceed.
**CHECKOUT REASON**

- After pressing “Check Out” on the checkout screen you will be prompted to give a reason for checking out the key(s). This step is optional; to bypass, press the blue “DONE” button.
- If you wish to add a reason, select it from the list of available reasons.
- After clicking “DONE”, a message box will appear to let you know what keys you have selected to checkout, and which cabinets they are located in. Press “OK” to proceed.
**SETTINGS**

- Clicking the round gear wheel on the home screen will take you to the setup screen.
- Here you are able to manage the following settings by clicking on them:
  - Key setup, Reports, User Setup, Checkout Reasons, Timeouts, Email Configuration, and Update
- User Accessibility
  - ADMIN – full access,
  - SUPER_USER – Key Setup/Reports
  - USER/VENDOR – no access
KEY SETUP - OVERVIEW

- Clicking the “KEY SETUP” button on the settings screen will take you to key management.
- Here you may Add, Edit, Unregister, and Remove keys from the system.
- **Accessibility** is who will be authorized to check out the key. The default is USER, which means that a USER, SUPER_USER, or ADMIN may access it, but not a Vendor.
- **Key Name** is a required field for registering a key, and it must be unique for each key.
- **Unit Address, Attribute, Phone #, Email, and Precautions** are all optional.
  
  - **NOTE:** If an email is input for a key, then an access alert email (containing time, date, username, and reason) will be sent to that email address any time the key is checked out.
  
  - **NOTE:** “Precautions” input will be displayed to the user of the system when the key is checked out (ex: “Beware of Dog”, “Hearing Impaired Resident”, etc.).
KEY SETUP – REGISTER KEY

- To register a key, please fill out the information you wish to associate with the key prior to clicking the green “REGISTER KEY” button.
- Upon clicking “REGISTER KEY”, a notification will appear alerting you to the registration in progress, and the door will unlock to allow you to insert the key into the system.
- After insertion, the notification will turn green to alert you to a successful registration, or red to alert you that the registration failed.

(Input information)       (Click “REGISTER KEY” and insert key into system.)

(Successful registration)
KEY SETUP – REGISTER KEY FROM FILE

- You may also choose to register key(s) from a file. This can be helpful when you have a large number of keys to register. Contact KEYper customer support for a template that may be used in aiding registration from a file.
- If you have your file created and uploaded to the system, click the blue “BROWSE FILE” button to begin registering keys from a file. A file dialogue will appear and you may select the file.
- After clicking “OPEN”, the key data from your file will automatically populate the fields and you may click “REGISTER KEY” to begin registration. After each successful registration, the info for the next key will be populated. Continue this process until you reach the end of the file.
- You may choose to skip keys if you do not wish to register them. Clicking the blue “SKIP KEY” button will move on to the next key in the file.
- After completing the file, a message box will alert you to whether or not all the keys were registered. If not, it will let you know which ones you are missing.
KEY SETUP – EDIT KEY

- To modify or edit a key that is currently in the system, input your search criteria into the “LOOK-UP KEY BY NAME” text box, then press the green “EDIT KEY” button.
- This will bring up a screen that allows you to select a key from your search results.
- Once you make a selection, you may choose to unregister the key completely by pressing the red “UNREGISTER KEY” button, or modify it by pressing the blue “EDIT KEY” button.
- Any key may be unregistered, but only keys currently in the system may be edited. If you choose to edit or unregister a key, a message box will appear to confirm your decision.
- If you choose to edit a key, the current data stored for that key will be populated in the fields and you will be able to modify it as you see fit. When finished, click the green “MODIFY KEY” button to save your changes.
KEY SETUP – REMOVE UNREGISTERED KEYS

- If you have unregistered keys in the system that you would like to remove, you may do so by clicking the red “Remove Unregistered Keys” button. The LED above unregistered keys will be blinking to alert you as to which ones are ok to remove.
- Upon clicking the remove unregistered keys button, a message box will appear to confirm your decision and warn you to only remove the unregistered keys.
- Avoid removing any registered keys during this process as this will result in a system intrusion alarm.

(remove unregistered keys in progress)
**REPORTS**

- Clicking the “Reports” button on the settings screen will take you to reports and log viewer.
- Here you may View, Export, and Print any of the analytics that your KEYper system tracks.
- Select a log to begin. You may also choose to add an attribute to narrow your search.
- Once you have selected/input your search criteria, click the green “get log” button to open.
- From the log viewer screen, you may choose to export the log (save it) to the computer.
- Once a log has been exported, you may choose to print the log by clicking the blue “print log” button and selecting the file you wish to print. The system’s default printer will be used.
- Clicking the blue “Key Map URI” button will display the URI used to view or download the cloud backed up Key Map from any device with internet access.
- Clicking the blue “Photos” button will allow you to view the photos taken by the kiosk during login.

(Select Log to view.)

(Narrow search by including search attributes.)

(Log viewer, populated with available data.)

(Export option – Save, Print option – Open)
**USER SETUP - OVERVIEW**

- Clicking the “User Setup” button on the settings screen will allow you to manage users.
- From here you can add, edit, remove, and disable users.
- **Name** is a required field (first and last name recommended).
- **Password** is a required field (minimum of 4 characters, maximum of 8, no space allowed).
- **Email** –
  - **CAUTION**: If an email is input for a user, then an intrusion alert email will be sent to that email address anytime an illegal operation occurs in the system.
- **User Type** – user is the default type. Select the appropriate user type for each individual user to ensure that their administrative privileges are correct
  - **ADMIN** – full access
  - **SUPER_USER** – Key Setup/Reports; no Windows access
  - **USER/VENDOR** – no access to Windows or Settings

(Users management screen)
**USER SETUP – ADD USER**

- To add a user, please fill out the information you wish to associate with the user prior to clicking the green “Add” button.
- Upon clicking “Add”, the fingerprint manager will launch to collect a fingerprint scan and associate it with the user being added. You may skip this step by clicking the blue “skip” button in the top right corner.
- If you choose to add a fingerprint, follow the instructions on the screen. You will need 4 good scans of the same finger to enroll the fingerprint. After pressing start, press your finger down on the scanner. Continue to lift it off and press again until enrollment is complete. A green notification message will signify the process is complete. Click “Done”.

(add user screen)  (fingerprint enrollment screen)

(fingerprint enrollment in progress)  (fingerprint enrollment complete)
**USER SETUP – EDIT USER**

- Clicking the blue “EDIT USER” button on the user setup screen will allow you to modify users.
- From here, you can select one user to either remove or modify.
- If a user has logged transactions in the system, you will not be allowed to remove them. You may disable their access to the system, but removing them would also remove any records of their transactions. A message box will appear during this scenario to guide you.
- After making a selection and clicking remove or edit, a message box will appear to confirm your choice before moving on. If you choose to modify a user, their current data will be populated in the fields for your review. Make the necessary changes and then click the green “modify” button to save.
- You may also change the fingerprint associated with this user at this time.

(Click “Edit User” to begin.)  
(Select one user to edit or remove.)

(Confirm your decision.)  
(Make changes, then click “Modify”.)
EDIT CHECKOUT REASONS

- Clicking the “checkout reasons” button on the settings screen will allow you to manage checkout reasons.
- From here, you can add or remove checkout reasons. These are the options users have to select from when checking out a key.

(Input a reason to add.)

(Click “Add”.)

(Select a reason to remove.)

(Click “Remove”.)
TIMEOUT

- Clicking the “TIMEOUT” button on the settings screen will allow you to manage the login timer.
- From here, you can change the login timer.
- The login timer is a feature that automatically logs a user out after a period of inactivity.
- The default value is 60 seconds

(Input desired timeout value, then click “SAVE”.)

![TIMEOUTS (SECONDS) screen]

(green or red notification to signify outcome)
EMAIL CONFIG

- Clicking the “EMAIL CONFIG” button on the settings screen allows you to manage email settings. This is the email address that will be used for sending out access/intrusion alerts.
- The current data in the system for your email settings will be populated in the fields.
- **FROM**: the address that you want people to see their alerts coming from.
- **SMTP/PORT**: for information on your SMTP server and PORT please do an internet search for your service provider’s SMTP settings, or contact KEYper customer support.
- **PASSWORD**: this password must match the one that is used to login to the email address in the FROM field. If not, emails will not be able to be sent from the system.

(Email configuration, current state. Make desired changes, then click “Update”.)
**UPDATE**

- Clicking the “update” button on the settings screen will allow you to make updates to the system as required by KEYper Systems. Never click this button unless you are told to do so by KEYper Systems technical support.

**CAUTION:** This feature should never be used without collaboration with KEYper Systems technical support team or a certified technician.