

KEY**TRACKER**

Set up and administration Automotive

Check List

You should have:

- Keytracker board(s) numbered as ordered with white engraved retaining pegs (unless colour has been specified).
- White writeable anti-tamper seals.
- Coloured and numbered identity pegs for accessing keys.
- Optional - Cabinet with self-closing door, push button digital lock and night key locks.
- Fixing bolts (if requested)
- Optional - Slide-off wall mount.
- Mirror Plaques
- Instruction sheets and user chart.

Commissioning your Keytracker system

Seal the vehicle keys to an available numbered peg in the Keytracker board using the white writable seals. Note the peg number and vehicle details on file.

Attach each numbered Mirror Plaque to the vehicle windscreen mirror to correspond with the peg number allocated on the Keytracker board.

Issue the identity pegs to each individual that will need to obtain keys.

Issue as many pegs to each user as keys he/she could have at any one time. Extra pegs are available.

- Record names and departments against pegs issued and fit list by the Keytracker (see page 4).

Using the colours wisely will allow fast access to keys by showing quickly which keys are in use and by whom. Ensure the individual or department manager signs for peg/s issued, and appreciates the importance of not lending from one employee to another (see page 2).

NB. Although the keys are **secure** because they are in the cabinet or secure area, your Keytracker will give you best results if the internal discipline of not "lending" pegs is maintained.

Ordering seals, pegs, additional systems:

Simply fax or e-mail us before 12 noon for next-working-day delivery of stock items.

KEY**TRACKER**

Keyper House Station Road Rowley Regis West Midlands B65 0JY
Tel: 0121 559 9000 Fax: 0121 559 9999 e-mail: sales@keytracker.co.uk



Faster access and increased security for all authorised users.

Please do not lend your pegs to anyone, as **you** will be **responsible** for keys accessed using your pegs.

I acknowledge receipt of Keytracker access peg.

Number:

Colour:

I have been told how to use the system and that there is a replacement cost of lost or misused pegs. I will keep my peg(s) safe, and will return or pay any replacement costs.

Signed _____

Print _____

Date _____

To be signed by each authorised user on receipt of their access peg(s).



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_____ ***Print off and adapt for access peg issuing*** _____



USED CORRECTLY, THIS SYSTEM ALLOWS YOU FAST ACCESS TO ANY KEYS ON SITE AND INCREASES SECURITY.

YOUR PERSONAL ACCESS PEGS ARE
IMPORTANT TO YOU
(PLEASE LOOK AFTER THEM)

INSTRUCTIONS FOR 'LOADING' KEYS ON TO THE KEYTRACKER:

1. ALLOCATE ANY NUMBER MIRROR HANGER TO THE VEHICLE.
2. REMOVE ALL KEY RINGS AND OLD FOBS FROM THE KEYS.
3. ATTACH THE KEYS TO THE CORRESPONDING NUMBERED WHITE RETAINING PEG ON THE SYSTEM, USING A WHITE ANTI-TAMPER SEAL PUSHED THROUGH THE KEY HEADS, REMOTES AND WHITE RETAINING PEG BEFORE CLOSING FIRMLY.

INSTRUCTIONS FOR ACCESSING KEYS:

1. FIND THE KEY NUMBER BY CHECKING THE JOBSHEET OR MIRROR HANGER.
2. INSERT YOUR ACCESS PEG IN TO THE HOLE NEXT TO THE REQUIRED KEYS AND TURN TO THE RIGHT TO RELEASE.
3. YOUR PEG IS NOW HELD IN PLACE UNTIL THE KEYS ARE RETURNED.
4. RETURN THE KEYS AS SOON AS FINISHED WITH TO REGAIN YOUR ACCESS PEG. THIS IS DONE BY TURNING THE ACCESS PEG TO THE LEFT WHEN THE RETURNED KEY PEG IS IN PLACE.



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_____ Fix next to Keytracker system board _____

Installation procedures

The System:

The Keytracker board may be fitted, inside a cabinet, or straight on to the wall; alternatively a "slide-off" wall bracket will allow for easy removability. (see below).

Slide-off bracket:

Simply screw the bracket to the wall with protruding rails uppermost and welded flat section at the base.

Your Keytracker board will now simply slide over the vertical rails.

It may be necessary to fractionally pinch in the sides at the base with pliers to ensure a solid stop.

Cabinet:

If a cabinet is supplied it should be fixed to a solid wall if possible. The door may open either way.

Insert the 4 fixing bolts provided with square nuts threaded half way, in to the four holes in the fixing frame, in the back of the board, then screw the 4 extra square nuts provided on to the bolts from the board side firmly.

Hang the Keytracker board inside your pre-fixed cabinet. This allows the boards to be removed at any time, with all the keys in position, as the keys cannot fall off.

On to the wall:

Undo one corner of the system board and remove 3 tracks before replacing the corner nut and bolt.

Offer the system to the wall and mark the top two fixing points. After fixing the top, lift the tracks and mark the bottom two holes.

Fix in to position and replace the removed tracks.



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