

KeyPro III User Notes

Logon

This is your user password (name and password)

MorseWatchmans Inc. KeyPro III

Select the appropriate KeyWatcher you want to make changes to from the drop down menu on the right side of the window, **Select KeyWatcher**.

KeyPro Configuration

This is where you select the location for the database, **General** and add passwords, **Key-Pro User Security**.

KeyWatcher Configuration

General, Enter the KeyWatcher name and Serial Number

Communication, Direct Connect, LAN etc.

Scheduler (this will automatically send the transactions from the KeyWatcher by the selected schedule. The KeyPro III software Must be running to accept the download. To protect the software from unauthorized users, go to the Main Window **Key-Pro III** and **Logoff**. (when not in use). You can then minimize the program.

Database

Keys

This Folder shows all of the Keys and the Key Number in the KeyWatcher. You can change the Key Name to a meaningful name for your organization. This name will appear on all reports.

Select a key from **Key No**

Key Name, Enter the name for the SmartKey

Open, **Key Ring Info**

Enter the Tamper Proof Key Ring Serial Number,
Update **Key Ring Name**

Add Key to Ring

Key in the Ring Enter the key name

Save Key Ring Changes

Update

Time Zones

Time zones are the hours of the day the keys can be removed and must be returned **or** by time duration. A **Duration TimeZone** allows the key to be removed any time of the day but only for the amount of time the duration is set for. If Time Zones are used, an alarm will be generated for an overdue key. This will sound at the KeyWatcher if the Sound is turned on (set in the KW Function tab under settings) and will show in reports.

New TZ

Select the next available **No** from the list

Enter a **Name** for the Time Zone

Enter the **Start Time** and **End Time**

OR

Time Duration (if it is one)

Save

Groups

This is a tool to assist in adding multiple keys to common users (rather than adding one key at a time)

New

Select the next available **Group No:**

Assign a **Group Name**

Move keys from the **Available Keys** list and move them to the Keys in the Group list by clicking on the arrow <

Save

Adding Users

Users

New User

Enter **User ID** (4 digits), **Pin** (4 digits), First name, Last Name and **Access Level**

1 – Full programming privileges

2 – Remove & Return Keys, Silence Alarms and Run Reports (**supervisors**)

3 – Remove & Return Keys & Change PIN Number

4 – Remove & Return Keys

5 – Generate Reports, Silence Alarms

Restriction

If you are going to restrict keys for this user,

Check the **Key Restriction** Button. If there will be no restrictions, un-check the **Key Restriction** box on the left side. This will allow access to ALL keys.

Select the key from the **Available Key/List Restriction** and move the keys over to the **Restriction** list by pressing the left arrow < drop down menu

Available Time Zone List (None gives you 24 hour access to the key)

Day of Week allows you to deny access to the key on certain days of the week

Save (OK)

Sync Database

When all changes have been made in the Database folder,

Sync Database(s)

KeyWatcher Login, this is your User ID and PIN

OK

DO NOT PERFORM A GET DATABASE OR SEND DATABASE TO THE KEYWATCHER UNLESS INSTRUCTED BY TECH SUPPORT

Functions

This is where you setup the KeyWatcher

Select KW Setup

Enter the name of the KeyWatcher

The following are recommended settings

Alarm – Sound On (sounds the alarm until an authorized person acknowledges the alarm and clears it) or Sound On (5Min) the alarm sounds for 5 minutes

Access Enable – Enable

Return Method – Manual

AC Detect – Enable

Time / Date

This is where you set the time and date of the KeyWatcher

Sync to PC

Update KW date & Time

OK

Transactions

Collect Transactions will download the current transactions from the last download.

Reports

Select the KeyWatcher you want to run a report from in the **KW Database** window

Select the type of report you want and click on the **Run Report** box

Key Inventory Reports

Key Reports

Live Keys

Key Inventory Report – Lists all keys in the KeyWatcher

Key In Use Report – Lists all keys out of the KW, shows who, what, where, and when information on the keys.

Work Performed at the KeyWatcher

Edit a User for Card Access

Log On and scroll down to:

Edit User Card Access

Enter the User Number

Change User – Yes

Swipe the Card

You can enter another **User Number** and repeat this procedure for multiple users.

Add a User Fingerprint

Log On and scroll down to:

Add a User Fingerprint

Enter the User Number

Scan Fingerprint

You can enter another **Fingerprint** (up to 3 fingerprints per User) and repeat this procedure for multiple users

Replace a SmartKey

Main Menu

Utilities

Replace Key

Enter the Key Number

Remove the old key and enter the new key

Note: **DO NOT** Delete a key. This will remove all of the restrictions given to it. **Replace** the key instead. This will keep all of the restrictions for that key (who has access to the key)/ Replace keys

Turn on the Door Sensors

Main

Setup

Door Sensors

After this work has been completed at the KeyWatcher, go back to the computer and perform a Sync Database (found in Database)

Database Maintenance

It is recommended to Archive your database periodically. This process will improve performance of running Reports etc. Archive the Database monthly or quarterly depending on the amount of Transactions you have.

To run a Report from the **Archived** Databases,

Select the **Archive Reports** button in the Report folder then select the appropriate file to run your report from.

Tech Support

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MorseWatchman KeyWatcher

Steps to set-up your KeyWatcher

- Name the Keys
- Create Groups
- Create Time Zones
- Create Notes
- Add Users
 - Assign Keys, Time Zones and Days of the week for each SmartKey
 - Assign Department ID if applicable
- Train Users on how to remove and return SmartKeys
- Add their Card to the KeyWatcher (if card access is used)
- Attach your keys to the SmartKey with the Tamper Proof Key Rings



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MorseWatchman KeyWatcher

KeyWatcher User Notes

To Remove Keys

Display Reads

Name & Time

Remove Key

You do

Enter PIN Number or Swipe Card

Press Enter

Enter Key Number

PRESS ENTER TWICE

Open Door

Remove Key

Close Door

To Return Keys

Display Reads

Name & Time

Remove Key

Return Keys

Which Box

You do

Enter PIN Number or Swipe Card

Press down arrow (#8) twice

Press ENT

Enter Box number and press ENT

Open Door

Return Key to the appropriate Slot

Close Door



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MorseWatchman KeyWatcher

BioScript Finger Reader

User Notes

To Remove Keys

Display Reads

Name & Time

Place Finger on Sensor

Remove Key

You do

Enter PIN Number and press Enter

Place your finger on the Finger Reader

Press Enter

Enter Key Number

PRESS ENTER TWICE

Open Door

Remove Key

Close Door

To Return Keys

Display Reads

Name & Time

Place Finger on Sensor

Remove Key

Return Keys

Which Box

You do

Enter PIN Number and press Enter

Place your finger on the Finger Reader

Press down arrow (#8) twice

Press ENT

Enter Box number and press ENT

Open Door

Return Key to the appropriate Slot

Close Door



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