KeyAdvantage

Checking out a KeyPad

1. Place the KeyPad in the programming base.
2. On the computer screen, select the **KeyPad Check Out** button.
3. Enter a Login ID and PIN code and click **Check Out**.
4. Press the **Green/Start** button on the KeyPad.
5. Wait for a *success* tone.

Checking in a KeyPad

1. Place the KeyPad in the programming base.
2. On the computer screen, select the **KeyPad Check In** button.
3. Press the **Green/Start** button on the KeyPad.
4. Wait for a *success* tone.

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www.keyadvantage.com

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Using your KeyPad

To open a KeyBox:

1. Press the **Green/Start** button.
2. Enter the PIN code and press **ENTER**.
3. Select a Purpose Code if prompted and press **ENTER**.
4. Place the top of the KeyPad against the bottom of the KeyBox.
5. Push up on the bottom of the KeyBox.
6. Remove the KeyTag with the vehicle keys.

To close a KeyBox:

1. Return the KeyTag and the vehicle keys to the key container.
2. Push up on the bottom of the key container until it latches shut.

Reading a KeyBox

1. Press the **Green/Start** button.
2. Press the **Box Info** button and press **ENTER**.
3. Place the top of the KeyPad against the bottom of the KeyBox.
4. The most recent access is displayed.

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