RKD32 ELECTRONIC KEY CABINET

User Manual

Panel starting screen

Touch
keypad

Card and
fob reader

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MAIN MENU

Key selection   Event log   Configuration

Key reservation

Close

Key status
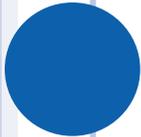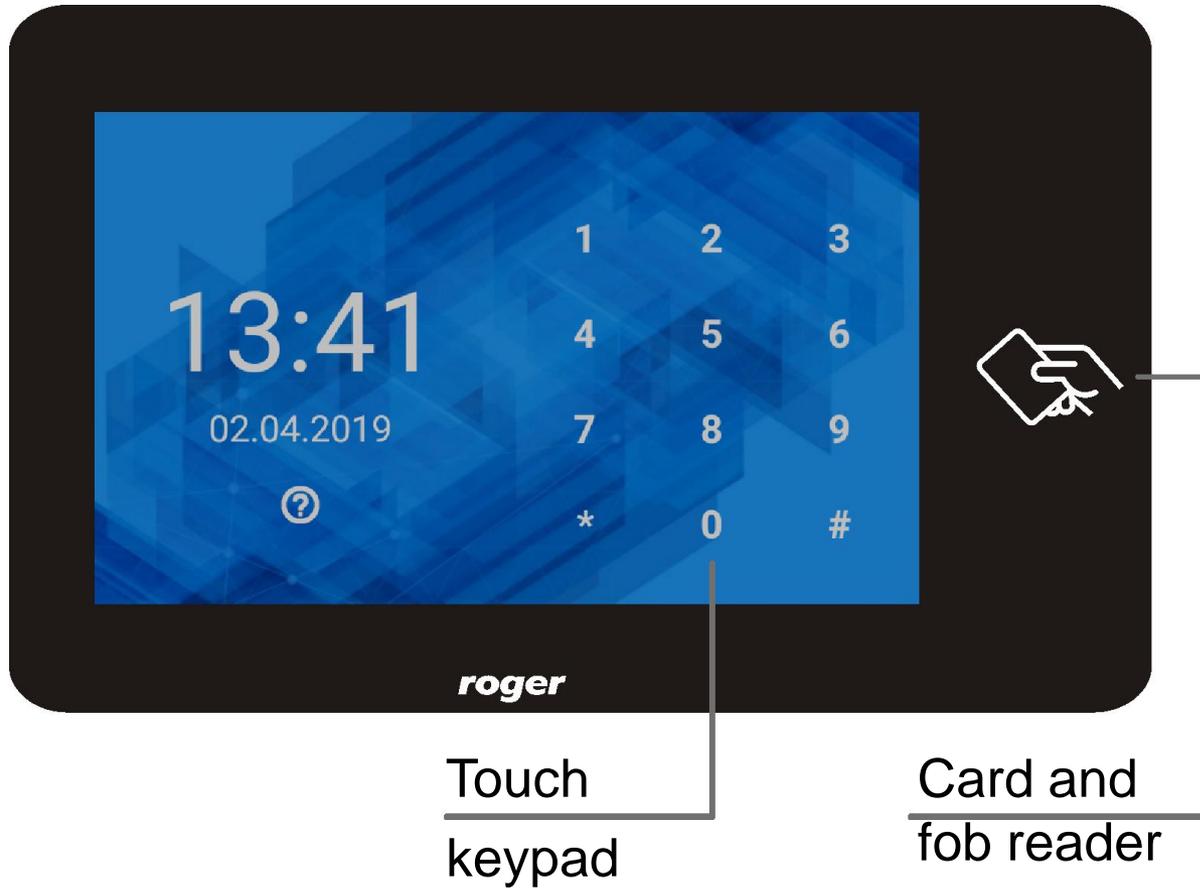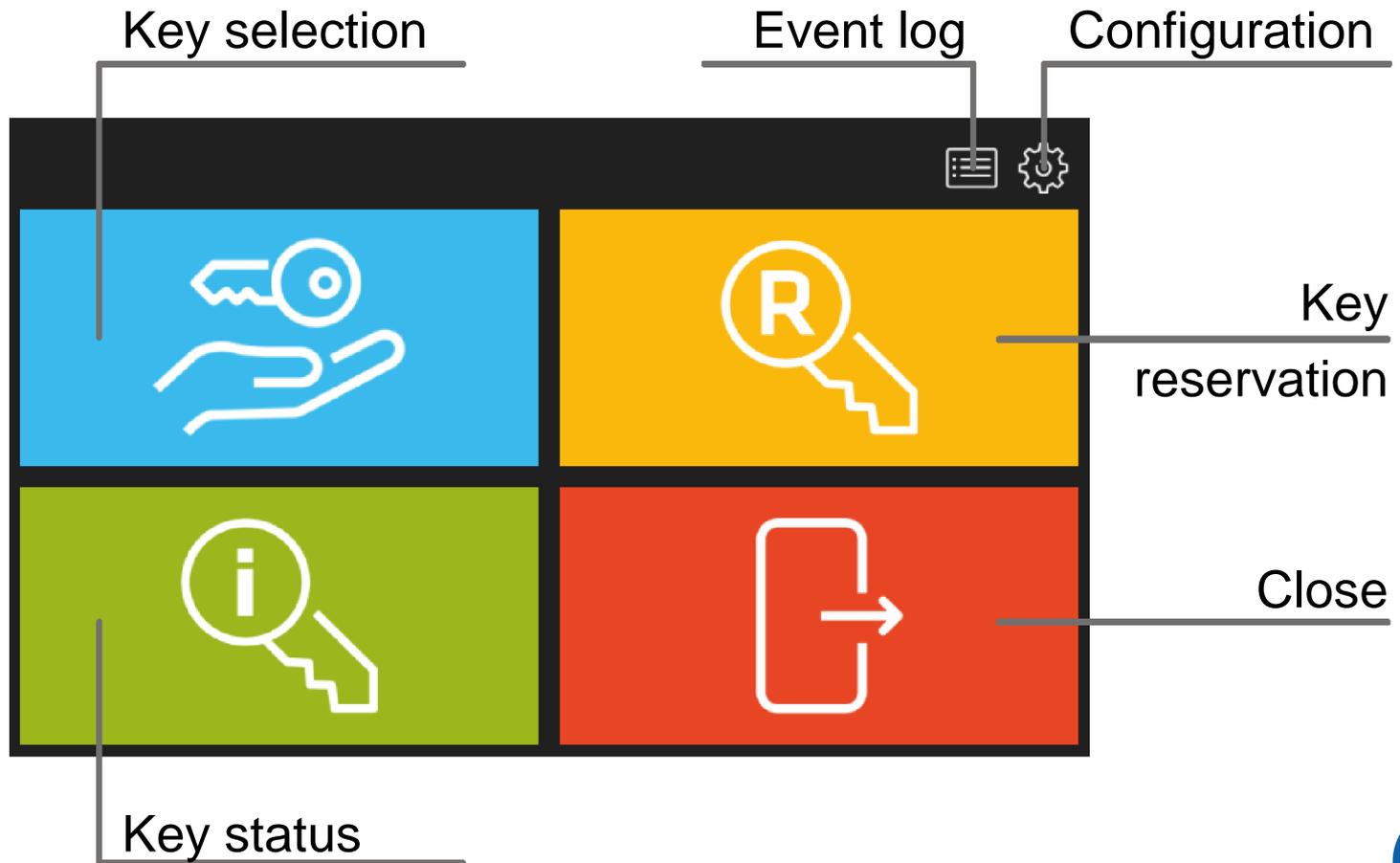
KEY DISPENSING AND RETURNING

Key dispensing:

- Enter your PIN on keypad or read your card on reader.
- Collect key or select , indicate key on the list and collect key.

Key returning

- Read key fob on reader, enter your PIN on keypad or read your card on reader.
- Open cabinet door.
- Insert fob with key into any unoccupied slot.

KEY RESERVATION AND STATUS

Key reservation

- Enter your PIN on keypad or read your card on reader.
- Click [icon] and then select Add button.
- Select key from the list and define reservation period
- Optionally enable key blocking during reservation.

Key status

- Enter your PIN on keypad or read your card on reader.
- Click [icon] .
- Select key from the list to get information on its availability and possible reservation.

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OFFICE MODE

In the office mode, door lock and key fobs are indefinitely released. Therefore keys can be taken without user identification on the panel but key dispensing and returning are registered by the system. Office mode is activated by selection of ⚙ and then *Office mode* in *Settings* window. Office mode can be switched on and off automatically by schedule which is selected in the menu ☰ in *Configuration* window

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CONFIGURATION - KEYS

- Attach keys to RFID fobs.
- Log in at the panel (default PIN: 9999#), select ⚙ and then 🔑 .
- In the opened window select *Add*.
- In the next window name the key (e.g. Room 101), click *Value* and read fob at panel's reader ✍ or insert fob into one of unoccupied slots.
- Enrol remaining fobs with keys into system.

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CONFIGURATION – SCHEDULES (OPTIONAL)

- Log in at the panel (default PIN: 9999# or 12345*), select ⚙ and then 🕐 .

- In the opened window select *Add*.

- In the next window name the schedule and click *Add range*.

- Specify periods for days of week. Schedules can be applied for authorisations and office mode.

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CONFIGURATION - AUTHORISATIONS

- Log in at the panel (default PIN: 9999# or 12345*), select ⚙ and then 🔒 .

- In the opened window select *Add*.

- In the next window name the authorisation and click *Location* to indicate keys which can be dispensed to user with this authorisation.

- Optionally click *Schedule* and assign previously created schedule to limit the authorisation to specified time periods.

- Additionally you can select if the authorisation gives access to settings, event log and keys status as well as enables key blocking override.

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CONFIGURATION – CARDS AND PINS

- Log in at the panel (default PIN: 9999# or 12345*), select ⚙ and then 🗐 .

- In the opened window select *Add card* or *Add PIN* in order to specify factor(s) that can be used to identify user at the panel. Similarly as in case of fob, card number can be read at panel's reader 👆 after clicking *Card code*.

Configuration - users

- Log in at the panel (default PIN: 9999# or 12345*), select ⚙ and then 👤 .

- In the opened window select *Add*.

- In the next window name the user (e.g. first and last name). Click *Cards, PINs* to assign previously defined factors that can be used to identify user at the panel. Click *Authorisations* to assign previously created authorisations which will specify keys that can be dispensed to user in particular time periods (schedules).

- Additionally and optionally, quick key dispensing and Master exemption i.e. all possible authorisations can be assigned to a user.

ADMIN PASSWORD CHANGE

- Log in at the panel (default PIN: 9999# or 12345*), select ⚙ and then ⚙ .

- Long click *Admin password* and replace default 12345 password with your own.

DEFAULT MASTER USER PASSWORD CHANGE

- Log in at the panel (default PIN: 9999# or 12345*), select ⚙ and then 🖨 .

- Select *Add PIN* in order to define new factor and return to *Settings* window.

- Click 👤 .

- Long click *USER_ADMIN* and then select *Edit*.

- Click *Cards, PINs* deselect default *PIN_ADMIN* (i.e. 9999) and select your previously defined PIN.

FACTORY SETTINGS RESET

- Log in at the panel (default PIN: 9999# or 12345*), select ⚙ and then ⚙ .

- In the opened window select menu ≡ and then *Factory reset*.

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