Electronic key management system
Operation quick start guide

KEYper
ASSA ABLOY

Key management
simplified

Getting started

I. Boot up the system

Once plugged in, the computer in your cabinet will boot up and launch the **KEYper Elite kiosk application**.

After a few moments, the **login screen** will appear. See *Fig. 1*.

Your kiosk is now ready to use.

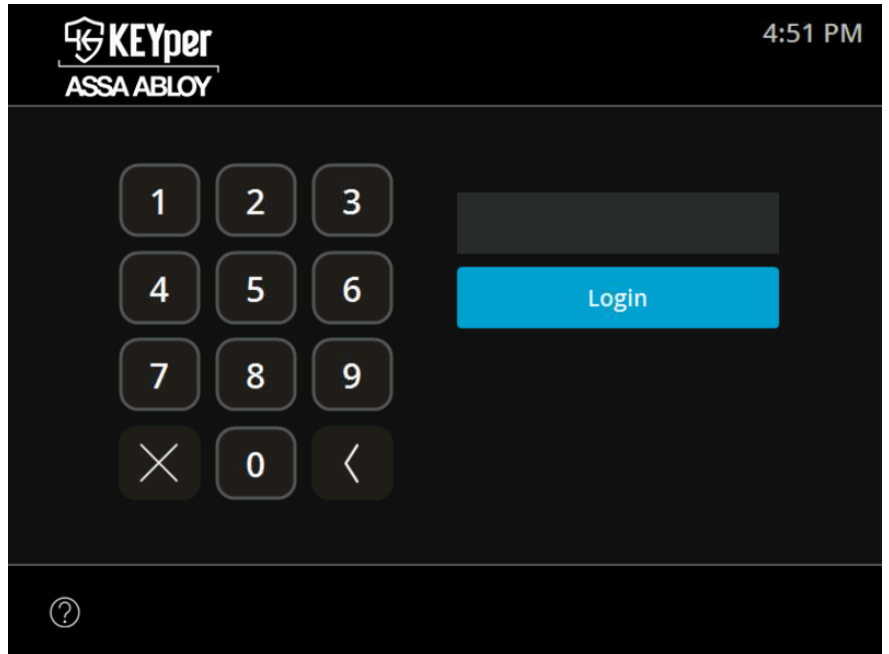🔑   Your system will arrive with a **Default Admin** profile installed. The PIN is **1234**.

Fig. 1 – Kiosk cabinet login screen

II. Fobs and iFobs

Your cabinet will come with all the fobs installed. All fobs have unique serial numbers but are considered **unregistered assets** until you register them. See *Fig. 2*.

*Note: If you purchased **engraved sturdifobs**, they will not come installed in the cabinet. They will be in one of the **accessories boxes**.*

🔑   An **asset** is an item of value that is attached to a fob. Typically, assets are keys to vehicles or doors. They can also be dealer plates, credit cards, and so on.

Your system will come with a single **Default Asset** assigned to a fob. When you enter the **Default Admin PIN**, you will be prompted to make a selection from the following options:
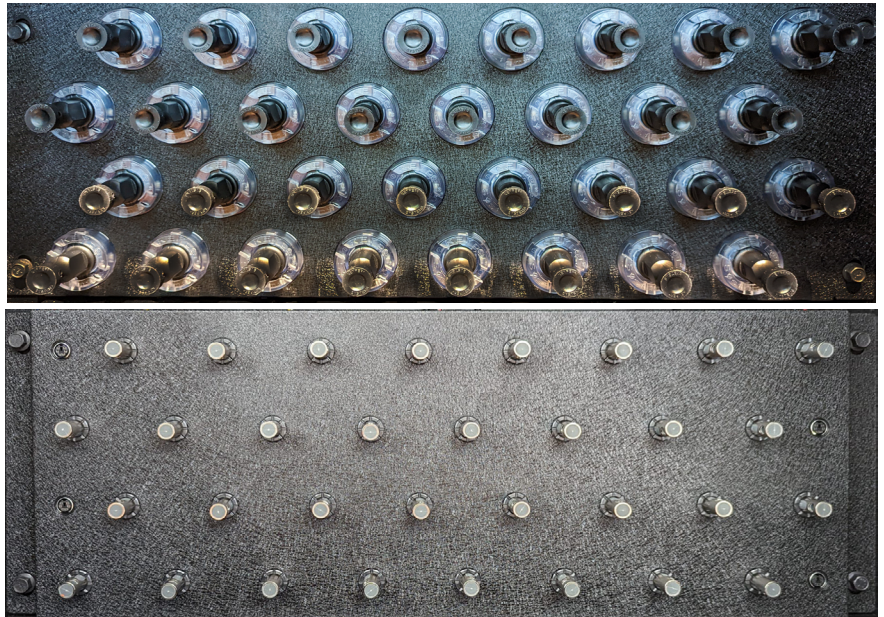
🔑   Check In

🔑   Check Out

Fig. 2 – MX (top) and MXi (bottom) panels with all fobs checked in

> **Warning:** *Please **exercise caution** when ordering KEYper accessories online. **Counterfeit products exist online** and may **compromise your system and/or void your warranty**. See our **Counterfeit Product Disclaimer** for more information.*

Check out an asset

To **check out an asset**, follow these steps:

1. Enter the **default PIN (1234)** to login to the kiosk.

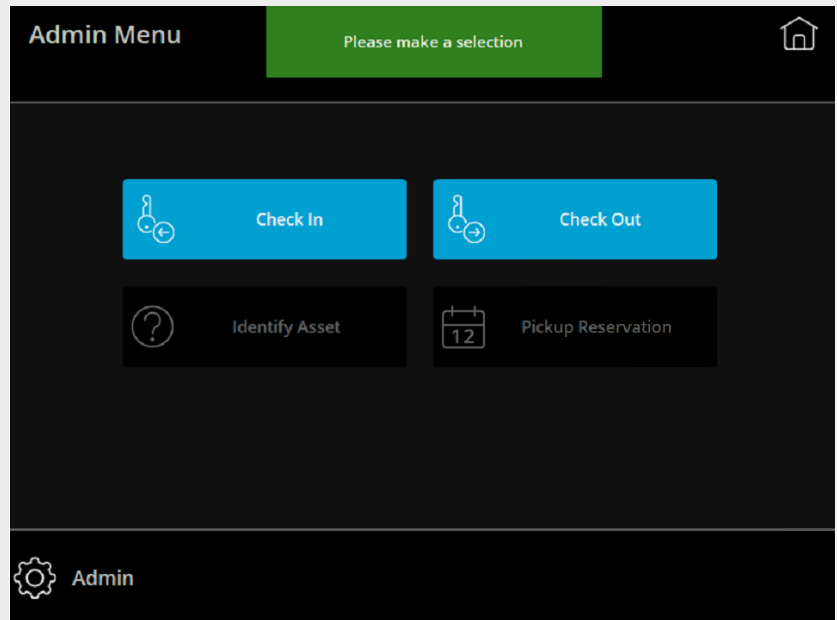2. Tap on **Check Out**. See *Fig. 3*.

Fig. 3 – Kiosk selection screen

3. There are a number of options for how you may search and display assets available to be checked out. For demonstration purposes, choose **List**. See *Fig. 4*.

   🔑 Further information about these options can be found in the **System Manual**.

   *Note: Only **registered assets** are available to be checked out. Therefore, **unregistered assets** will not appear in these lists. See the **Asset Registration and Fob Labeling Guide** for further information.*
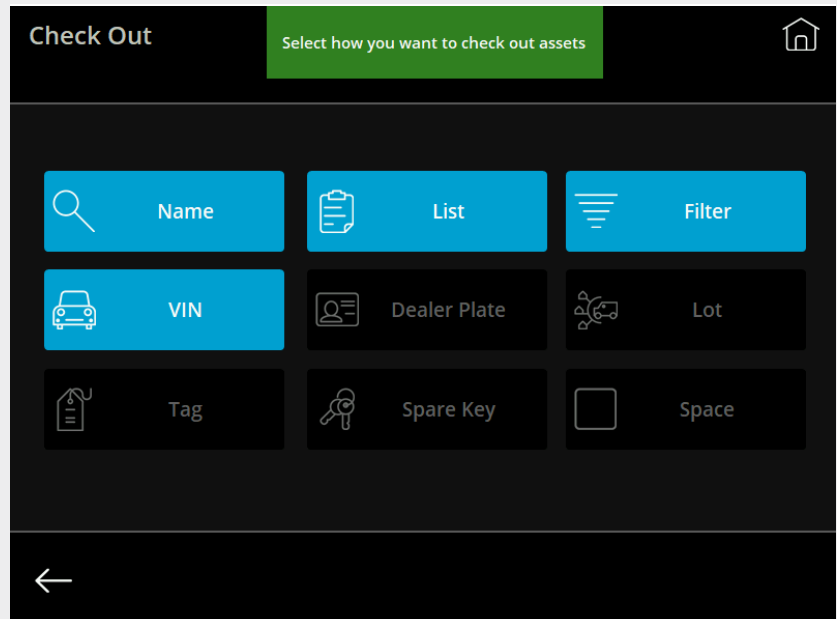

Fig. 4 – Assets check out screen

4. Select **Default Asset**. It should be the only available option until you register more assets. Tap on **Check Out**. See *Fig. 5*.
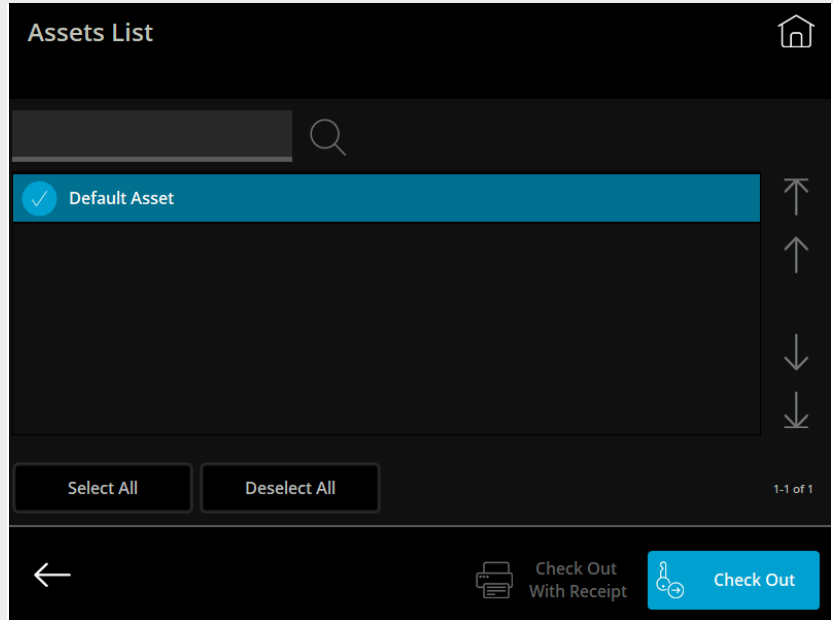

Fig. 5 – Assets list > Default asset > Check out

5. There are a number of options for why you may want to check out assets. For demonstration purposes, choose **Demo** and tap **Continue**. See *Fig. 6*.
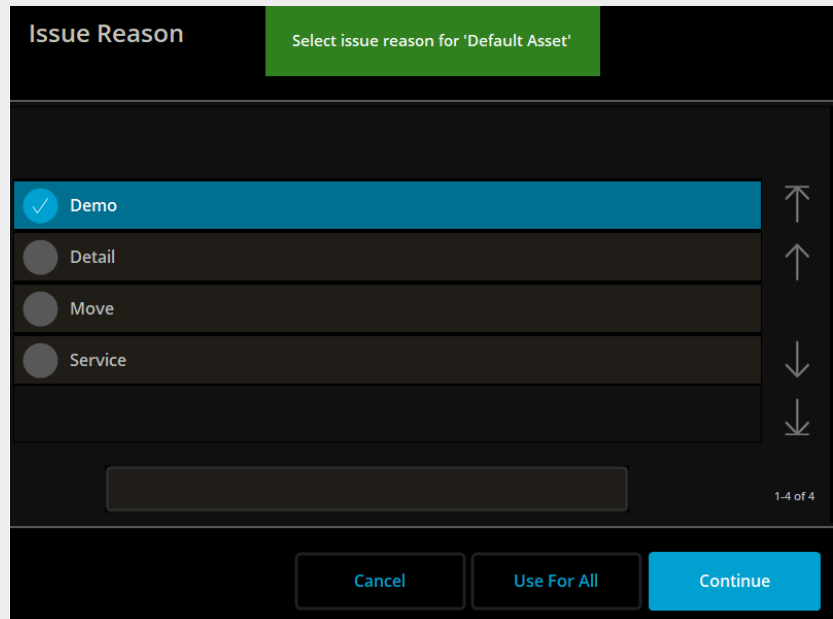

Fig. 6 – Reasons for check out screen

6. **The door will unlock** and the LED in the upper lefthand corner of the cabinet will illuminate. If you have **multiple cabinets**, the touchscreen on the main kiosk cabinet will tell you which cabinet is being fired to open, as seen in *Fig. 7*.

*Note: Your cabinet will relock itself if it has not been opened within 15 seconds. This setting is configurable. **Contact KEYper**.*
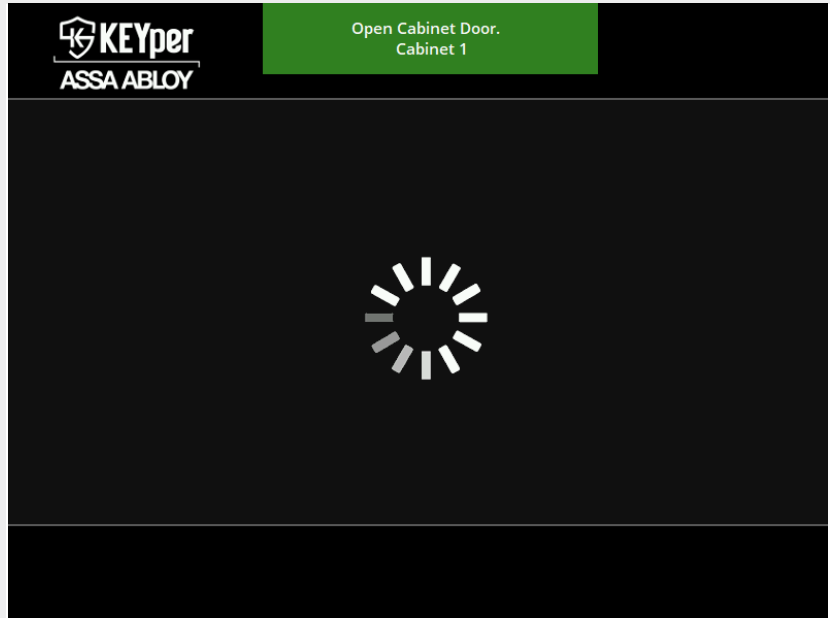

Fig. 7 – Open cabinet door Screen

7. A **light** will indicate which asset you have checked out.

   🔑 For **MX systems** with sturdifobs (top image in *Fig. 8*), the ring of light around the fob will **flash red**. **Twist the sturdifob counter-clockwise** to remove it from the panel.

   🔑 For **MXi systems** with lock-in iFobs (bottom image in *Fig. 8*), the ring of light around the iFob will **flash red**, indicating it has been unlocked. **Pull the iFob** straight out to remove it from the panel.
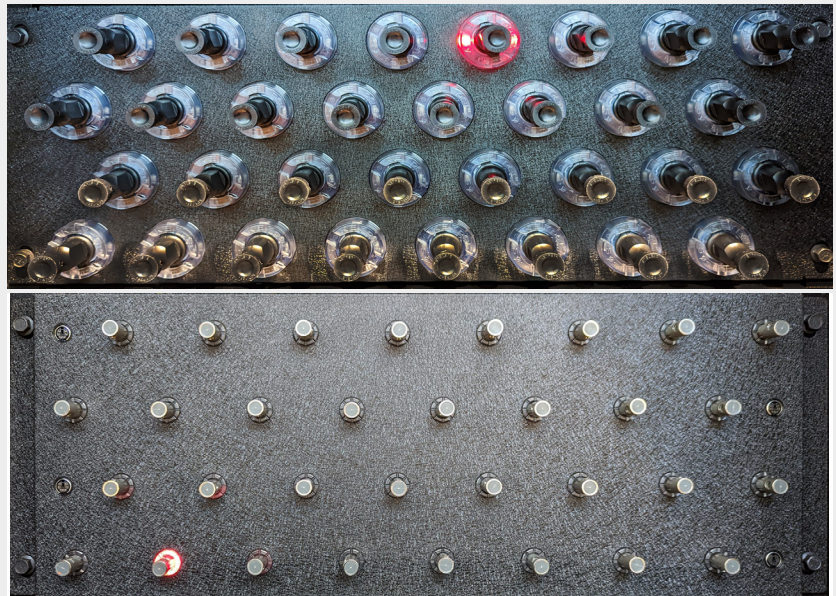
8. **Close** the cabinet door securely.

Fig. 8 – Examples of checked out assets ready for removal

Check in an asset

To **check in an asset**, follow these steps:

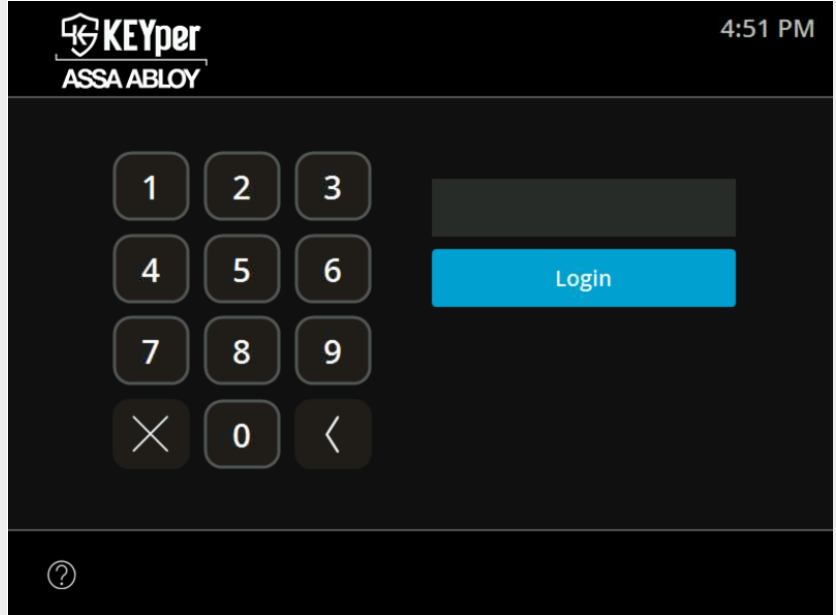1. Enter your **Default Admin PIN** on the login screen seen in *Fig. 9*.

Fig. 9 – Kiosk cabinet login screen

2. Tap on **Check In** to return the key to the cabinet. See *Fig. 10*.
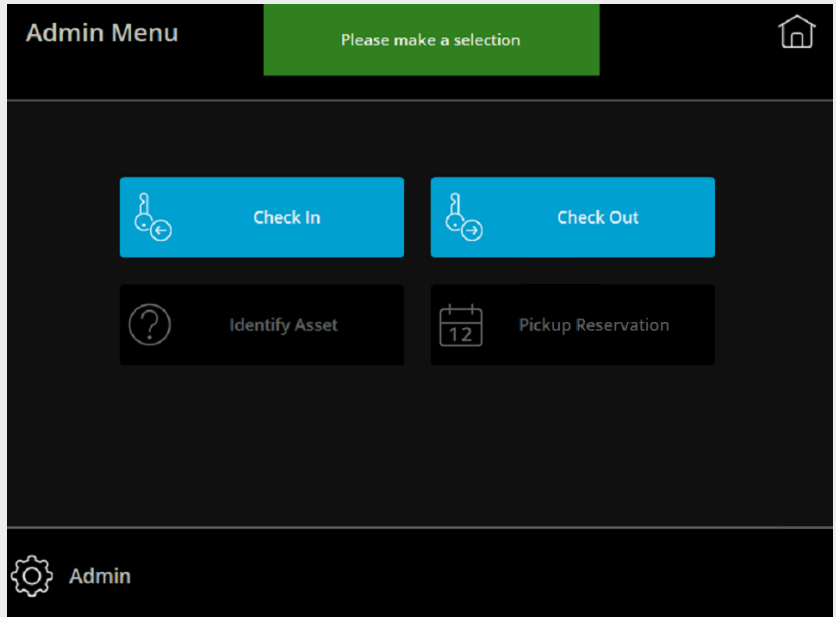

Fig. 10 – Kiosk selection screen

3. **The door will open**. If you have multiple cabinets, the touchscreen on the main cabinet will tell you which cabinet is being fired to open, as seen in *Fig. 11*.
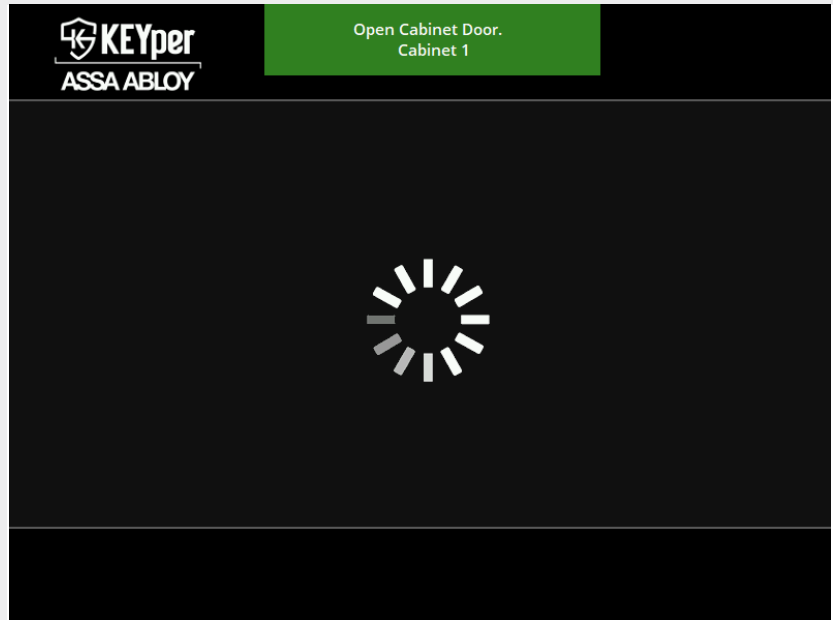

Fig. 11 – Open cabinet door screen

4. Any **available socket(s)** in the cabinet will **light up**. If more than one socket is available, it does not matter which you choose.

   - For **MX systems** with sturdifobs (top image in *Fig. 12*), the ring(s) of light around the available socket(s) will **flash red**. **Insert the sturdifob and twist it clockwise** to return it to the panel.

   - For **MXi systems** with lock-in iFobs (bottom image in *Fig. 12*), the ring(s) of light around the available socket(s) will **flash red**. **Insert the iFob and push** until it clicks to lock it back into the panel.
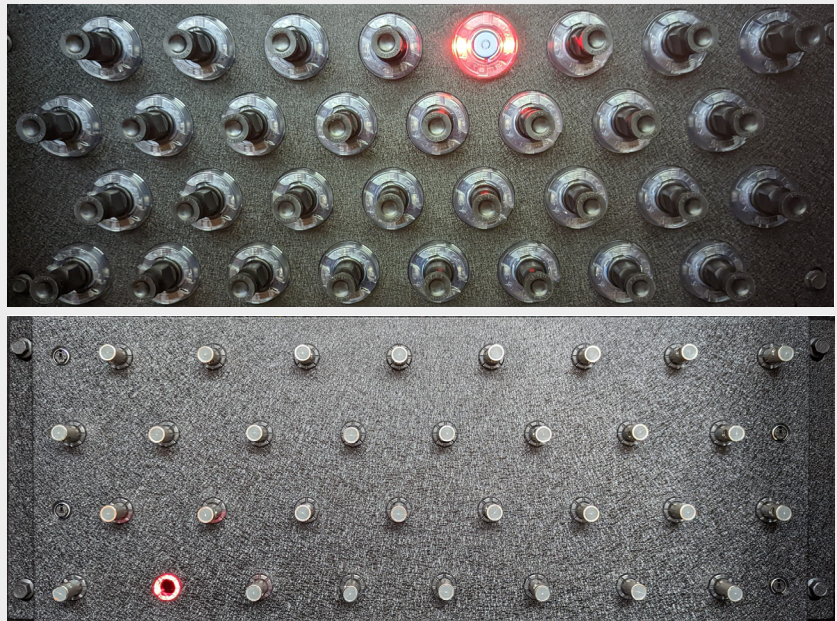
5. **Close** the cabinet door securely.

Fig. 12 – Examples of empty sockets ready for check-in

Web Admin site

To change your PIN, set up additional **users**, and/or register **assets**, you must login to the **Web Admin site** via a PC **on the same network as your kiosk**.

1. Tap on the ⊘ icon in the lower left corner of the login screen to bring up the **IP address** of your key system. See *Fig. 13*.
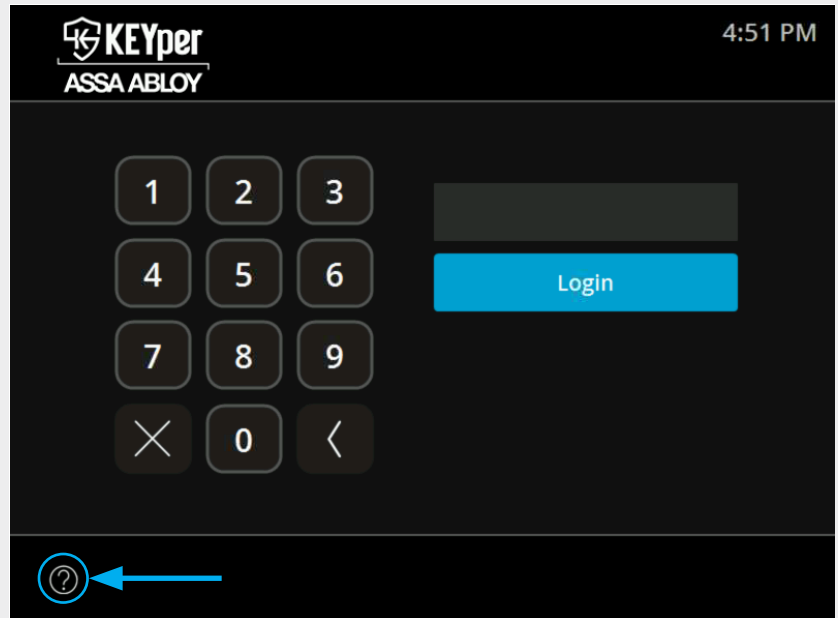

Fig. 13 – Kiosk cabinet login screen

2. Type the IP address displayed on the kiosk into a browser URL bar (e.g., 192.158.25.15). You will be prompted to login with your **Default Admin PIN**. See *Fig. 14*.
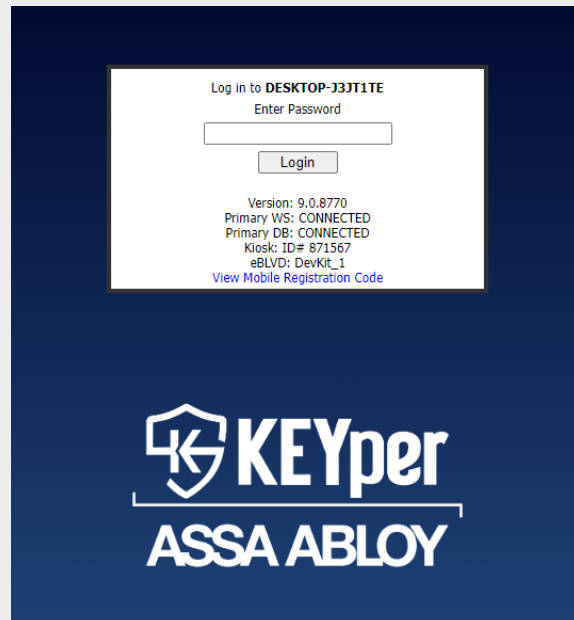

Fig. 14 – Web Administration site login screen

Contact Us

> **Congratulations!** *Your **Elite Key Management System** is set up and ready to go. Contact KEYper to schedule your **training** and begin **registering assets, adding users**, and **customizing your system**. If you have not purchased training, please refer to the System Manual for more in-depth information about the use of your Elite Key Management System.*

Each cabinet has a **contact information sticker** affixed to its side, as seen in *Fig. 16*. Please contact us at any time – we're here to help!

Fig. 15 – KEYper contact information sticker