3.28 Key Watcher Operation

**Purpose**

*Authorised Security Services Officers will use their codes to remove and replace keys in the Key Watcher key cabinet.*

**Guideline**

Any user with a valid user code may remove keys (provided they have access to the key) or return keys.

**Key Removal**

To remove a key (or keys) from the Key Watcher, follow these steps.

1. Press any key on the keypad to activate the system. The following will be displayed:

   ![Display](ENTER ID – PIN)

2. Enter your assigned 3-digit user ID Number, followed by your 4-digit PIN, and press ENT. The following will be displayed:

   ![Display](REMOVE KEYS)

3. Press ENT. The display will show:

   ![Display](REMOVE KEYS)

4. Enter the numbers of the keys you wish to remove, separated by ENT. Press ENT a second time when you are finished entering all the key numbers you wish to remove.

   (For example, if you wish to remove keys 2, 3, 7, and 12, you would press **2 ENT 3 ENT 7 ENT 12 ENT ENT**. If you wish to remove key 1 only, you would press **1 ENT ENT**.)
If you are allowed to access the keys entered, the Key Watcher will prompt you to open the door, then begin releasing the keys one at a time. Each key location will remain released for five seconds. If the key is not removed within five seconds, the location will lock and the next key will be released. When the last key is removed the display will prompt you to close the door.

Note: If an attempt is made to remove a key that you are not allowed access to, the following will be displayed.

ACCESS DENIED  
KEY ???

Note: If the key requested is already in use, a message similar to the following will be displayed.

KEY ?? IS WITH M WATCHMAN

Note: If a key number that does not exist is entered, the following will be displayed and the display will then automatically return to step 4.

KEY ?? DOES NOT EXIST

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<thead>
<tr>
<th>Contact Officer</th>
<th>Campus Security Manager</th>
</tr>
</thead>
<tbody>
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<tr>
<td>Approval Authority</td>
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<td>Related Policies, Procedures, Guidelines, Forms or Templates</td>
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