

Checklist for Purchasing a Key Management System Made Easy

Key-Box

Proudly Distributed by Time
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North Americas Most Affordable Automated Key Management Systems

Checklist for Purchasing a Key Management System

Today there are many key systems in the market, And many competitors claim that they have same features and affordability etc. To help you make an informed decision **Time Access Systems Inc** which was incorporated in 1991 with it's 30 years expertise in the security field has put together a special key management systems easy 6 step guide. Whether you are purchasing a key system for the first time or you are looking for an upgrade to for an existing system, Listed are a few smart easy steps for straightforward guidance to your purchasing decision



1 Start Clarifying your Challenges and Goals

When sourcing out for an affordable key management system, start by what specific challenges your organization faces currently, Consider the costs and risks for your organization such as lost or misplaced keys, the cost of managing your facilities key access and means of tracking keys as well as producing audit trail records. Determine what your security goals are for the future. Do you want increased awareness of key locations in your organization? Better control of key access by individuals? More detailed reporting? Thinking these through first before actually looking at key systems, helps clarify your organization's priorities, and will better inform the rest of your purchasing decisions.

2 Plan Your Key System Purchase

You will also want to determine what size and type of key cabinet best fits your needs. Think about the optimal location at your facility to install the key control system. Then perform a preliminary audit of your infrastructure and work processes:

- Catalog access points, door hardware, and other installed locks that you want controlled in your facilities
- Document the day-to-day operational requirements of employees and external contract service providers to your organization
- Identify locations in your organization where these operations are regularly performed and by whom and when
- Determine which individual users have access to which key or keys, and which doors they have access etc.
- Use this information to determine your security of Who has access to your facilities and accesses your valuable keys and assets within your organization.

3 Choosing How you want to store your keys

There are a number of ways to store your keys. You can store them individually or store them in sets. One example if you prefer storing your keys individually in the intelligent key fobs and tamper proof key rings is to insert one key on to the tamper proof key ring which is attached to the key fob and crimped. The other example is if you prefer to store your keys in sets is the same procedure to insert the number of keys on to the tamper proof key ring which is attached to the key fob and crimped, for example if you have 42 keys and plan on storing your keys individually in each of the key fobs you would require a 42 key slot capacity key system or if you have 490 keys and want to group them in sets of 5 keys per key fob you would require a 98 key slot capacity key system (to store 98 sets of keys)

4 Choosing The Right Key System For Your Requirements



Choosing the right key system for your key management requirements **Key-Box** offers two styles of key systems. The First version is the budget series with **Non-Locking** individual key fobs and The Second version is our most popular sought after high security series with secured intelligent individual **Locking** key fobs.



Locking Key Key Fob



Non-Locking Key Fob

A brief description on how both systems work

The way the **Key-Box** automated key systems with individual **High Security "Secure-Lock" Locking Key Fobs**. Each individual user is issued a preselected **PIN** which is entered on the cabinet keypad. Once the **PIN** is entered and authorized by the system the door automatically opens and **only unlock the key fobs with the key or keys the user is authorized to have access and only those keys will be released. All other keys in the cabinet that the user has no authorization stay securely locked.** After a key keys are removed, the system records when it was taken, when it is returned and the user's information etc. If a curfew or time limit is set in the system, and a key is not returned on time, the system will automatically generate an email to management notifying them of the past due key/keys and user name etc. The system therefore gives you a complete audit trail 24/7 of the usage on your valuable facilities, assets and vehicle keys while encouraging user accountability. **Locking Key Fobs is the preferred sought after choice for the majority of our clients for highly securing their valuable facilities / asset keys**



Our Key-Box 100% solid metal intelligent Locking key fobs is the intelligent choice for securing keys/assets

The way the **Key-Box** key systems with individual **Non-Locking Key Fobs** works is each individual user would be issued a preselected **PIN** number. The authorized user will then enter his/her **PIN** on the key pad located on the key cabinet, the cabinet door will automatically open and **the authorized user would have access to the all the keys, they can take one key or all the keys.** The system will record when the key or keys were taken and when they are returned. If the keys are not returned within the curfew the system will automatically generate an email and send it to management to alert them that a key or keys have not been re-turned within the curfew, and who the user is etc. The system gives you a full audit trail 24/7 of who took the keys, when they were returned, plus the system will make your staff more accountable for your valuable vehicle/asset/facilities keys.



Key-Box 100% solid metal intelligent Non-Locking Key fobs are suitable for less secure applications etc.

5 6 i X[Yh7 cbg]XYfUjcbg'fcf 'Di fW Ug]b['U? YmiGrgHya

The Biggest hurdle and justification for any organization for a large expenditure such as a key management system is justifying the benefits a key system can offer them Please Consider the following:

- Does your organization have a budget for an expenditure such as a key management system that could cost in the few thousand dollar range?
- Will a key system provide you with the tools for controlling your valuable keys as well as knowing who has the keys 24/7 and making the users more accountable?
- Will the system save you money for management time, lost or misplaced keys as well as not to mention any liabilities that could accrue without a key system in place?

6 Moving Forward in Purchasing a Key System

If you have answered **yes** to the above three questions you are now ready to move forward in making your decision in implementing a key management system for your organization Hopefully you will consider us **Key-Box** offers a wide range of affordable key management systems from our budget key systems with individual non-locking key fobs to our highly sought after High security systems with individual locking key fobs.

Key-Box 9400 SC series 9500 SC Key Systems

Key-Box



9400 SC Series

The **9400 SC series** intelligent key cabinets are available with 14 key slots to a maximum of 42 key slots within the same cabinet. The 9400 SC series is suitable for small to medium applications. The 9400 SC series is available with Non-locking or with high security locking individual key intelligent fobs



9500 SC Series

The **9500SC series** intelligent key cabinets are available with 14 key slots to a maximum of 98 key slots within the same cabinet. The system can be expandable with available expansion slave key cabinets up to 5 additional key cabinets can be added. Each expansion cabinet can hold up to 98 key slots for a total of 588 keys lot capacity within 6 cabinets. The 9500 SC series is suitable for small, medium, large or enterprise applications. The 9500 SC series is available with non-locking or with high security locking individual key fobs

Key-Box key systems are available with the optional access options

Standard PIN
entry No Charge



Proximity Card
Access Reader



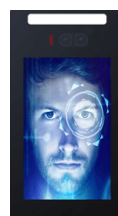
Biometric Finger
Print Access Reader



Dual Access Card and
Biometric Access Reader



Biometric Facial
Access Reader



Biometric Facial Access
and Temperature Reader



Further Things to Consider When Choosing a Key System/Supplier

Choosing the right key system is very important But also choosing the right supplier is most importantly for after sale service/support, Things to consider when choosing a supplier:

- Does the key management system you are considering to purchase offer you the features and benefits that meet your requirements? And how long is the warranty offered?
- Does the supplier charge for their software license, is it charged annually or is it offered free of charge with no annual fees? and are new upgrades free of charge?
- Does the supplier offer remote technical support for setting up the system and are they offering it free or do they charge for assisting with the set up?
- Does the Supplier offer after sale technical support during normal weekday business hours available and do they charge for simple minimal time?

Key-Box Exclusive Value-Added Package is Offered Free of Charge:

- Key-Box offers its KeyWin 5 Pro software license **free** of charge with no annual fees!
- Key-box offers unlimited **free** tech support for setting up your key system free of charge!
- Key-Box as a courtesy offers its customers **free** tech support (10-15 minutes at a time) Longer time is chargeable or there is a low cost support plan that can be purchased!
- Key-Box offers a 3 year limited depot warranty for all of their key management systems! (1st year parts and labour 2nd -3rd years labour only)

Some of Our Valuable Customers That Are Using Key-Box Key Systems



For more information about what Key-Box key and asset management systems can do for you, please contact us at (604)460-8670 / Toll Free 1-877-460-9602 or visit us at www.keyboxsystems.com



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