

Key Vault System Install guidelines:

***Make note of serial numbers for PC>Monitor>Drawers>FP reader on install sheet**
I.e. install sheet emailed to all techs prior to install.*

Connect all peripherals:

Usb connection at drawer and to pc with cables provided
Drawer Power cable and daisy chain power cables (max 3 drawers on 1 power adapter)
FP reader
Keyboard/Mouse (Even though monitor is touch screen, must install)
Monitor VGA and usb (for touchscreen)
Cat5 network cable to wall connection
All power cables required to power strip provided.

Start PC

Power ON the PC > Insert software CD [v210.xx] > Install software
Log On as the following user
User: KVEDITOR Password: "Current weekly password"
Add the following user: Username "KVTECH" password "KVPC" (uppercase)
By going to: Record maintenance > User maintenance > Add
Also, make this user an administrator by clicking on the following TAB
Program Config > click Administrator > save and close

Calibrate Touch Screen and set correct time zone:

Log on and go to: Administrator > exit > system access menu
At system access menu choose: Utilities > Calibrate touch screen
Follow instructions by touching the screen as requested.
Enter time zone and correct time by going to: Utilities > Display System Clock

Setup Network Card with Static IP

Log on and go to: Administrator > Exit > System access menu
Highlight "System" and scroll and click on "Manage Network Adapters"
Scroll and click on **Internet Protocol (TCP/IP)** select **properties**
Change to **Use the following IP address:** and enter settings provided by IT
Click on the following: Run Key vault (This will load the application)

Setup Eblvd

Log on and go to: Admin > Exit > System access menu
Go to: System > Manage software > Install eBLVD software
Follow instructions and call support for info to enter for user name and password.

Call for registration codes [833-923-8368 Option 1]

Log on and go to: Main > Administration > System Config > system options > auto logoff "999" (during setup) Uncheck "Logoff User after CheckIn/Out (during setup only)"
Go to: Main > Administration > System Configuration > TAB to "drawer" and note ID's for drawers.

Call for registration codes and enter Tab to "registration" use drawer MAN ID (manufacturer ID) and obtain registration codes for:

- Application License
- Fingerprint reader
- Web Management
- Network (req'd If multiple system setup only)
- DMS (as stated on the purchase agreement)

Ex. Either eSync/ERA or POWER as required

Reboot the system for changes to take effect.

Setup up Network Master/Slave

(If multiple system network setup only)

Log on using: KVTECH

Go to: Admin > Network setup

IP entered should appear in window. Make sure "Master" is selected and enter dealer name i.e. "Kelowna MB" in name box.

Go to: Database Maintenance and TAB to "Exceptions" and choose "Resolve" if required.

Setup users/groups/

Go to: Admin > Record Settings and select mandatory fields for tabs

"Vehicle" (discuss with system admin) normal is year and new/used only

"Prospect" (not required unless DL scanner onsite)

"User" usually first/last name and job title only as mandatory

Go to: Main > Record Maintenance > Group Maintenance

Add user groups as per required by system admin and select access features for each group/ Key limit 0 is unlimited checkout (okay for admin but should be limited to sales, porters, service, etc to actual # keys out at a time required as specified by system admin.

"User maintenance" select "add" enter users and passwords here along with email address for reports under user info". Select user group, password, Key limit and enroll Finger Print under "Program Config" and select reports available to user in report email.

SETUP WEB MANAGEMENT

Refer to web management.pdf to setup web management on remote PC's

Setup Email Server

Go to: System Config > TAB to "Email" check "Use Custom Email Settings" and enter IP address of email server and port (provided by IT)

(Users to receive email must have email address setup when creating user first)

Log on as: KVTECH

Go to: Administration > Notify User

In the subject field enter "Test" delivery method "Email"

Message "Testing...please advice system administrator when you receive this message"

Select group > Search > Select user(s) to send test message to and click on "send message".

Check with recipient(s) to ensure email was received.

Program Key tags and Vehicle Info:

Log on as: KVTECH

Go to: Main Menu > Check In...Open drawer (Any drawer available)

****Attach key to key tag (using crimper) and insert into empty slot in drawer. Enter the stock# and all other info for vehicle into system as requested by system administrator.**

Assign keytag**

Repeat above procedure for each keytag (If ERA interface is enabled choose "import")

Keys can be programmed into system using web management also:

Enter IP address of Key Vault Server in the URL of browser [i.e. Internet Explorer]

Logon to Key vault server (user name and password)

Select Record Maintenance > Vehicle Maintenance > Add > Enter vehicle info and save (If ERA interface is enabled choose "import")

Keys can be attached to empty tags and inserted into empty slot in drawer, once stock number of vehicle is entered, info will pull up on screen, choose assign and repeat.

Training System Administrator

Show the System Administrator the “Help Menu” in software and hardcopy of system manual. Ensure system administrator has manual keys to drawers. Explain importance of having keys available in case of power outage. One key for each drawer should be kept in secure place with the system manual, the other with the supervisor on call.

Ensure system admin recognizes the importance of the system backup feature. System backup provides the system with all the information you are entering during installation and updates every morning at 1AM. The system backup disk only provides about 30 days of backup. The system administrator will have to insert a blank or erased CDRW into the system once a month or insert a usb device for backups for ongoing nightly backups of system.. Show the system admin how to create a manual backup onto cd-rw or usb for the system and how to erase a cd-rw on another PC that has a CD-RW drive. Show system administrator how to attach keys to tags using crimper and enter info into server. Advise system admin how to create parking and default for parking info if required.

Show system admin how to create the following: Users, Groups, Parking, also how to access reports, email reports etc. More information can be obtained by selecting “Help Menu” in top header of screen.

Important:

Go to: Main > Admin > System Config > System Options > Auto logoff “30”

Check the box: Logoff User after Check In/Out

Remove user KVTECH

Install Report

Fill out the install report with serial info, system info (Network settings, eBLVD settings, email server settings etc. Install report must be signed by GM or supervisor on site.

Fax or email completed report to Lisa Hunter.

lisah@adventresources.com

FAX: 1(310)241-0761 Attn: Lisa Hunter

Please refer to the Contractors_Price_Allowance_KLS_2017.doc for information on contractor allowance for installations, system upgrades and/or service calls. If you have any questions or concerns, please do not hesitate to contact support.

Advent Resources Canada Support

1 833 923 8368 option 1

Tim Ford x 101

Nathan Gamberg x 102