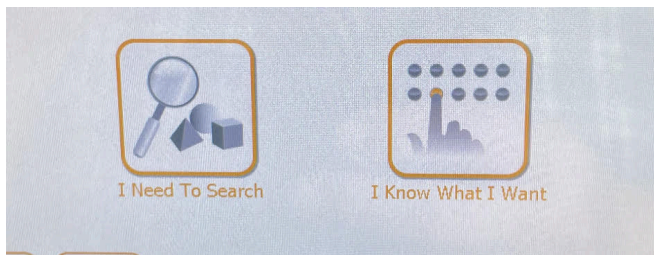# Traka Key Access Directions

Remove Keys

1. swipe UID card
2. enter pin (the first time you access, pin number will be set by the user)
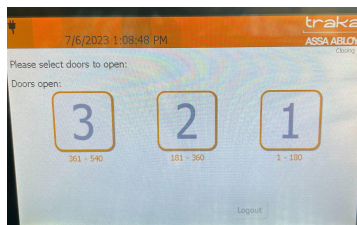3. two menu options

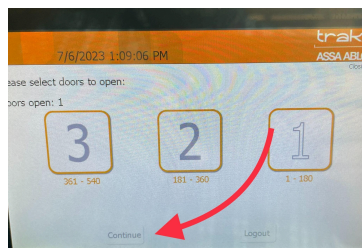SELECT : *I need to search (3 possible ways)*
- building number
- building name
- CRC key code (the letters on the actual key)
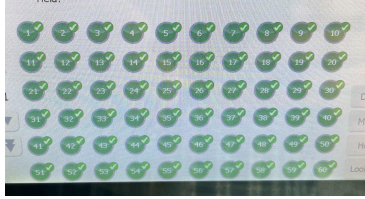
OR

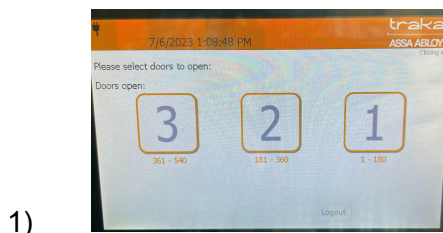SELECT: *I know what I want*

select cabinet (1, 2 or 3)

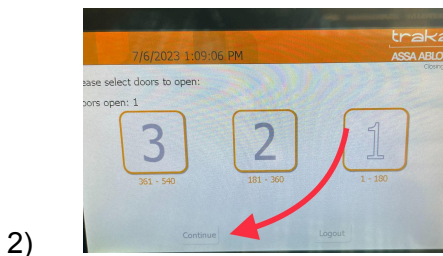door will open, select continue at the bottom

 select the iFob (metal pin) number and remove keys

Return Keys

SELECT: *I know what I want*

1) select cabinet (1, 2 or 3)

2) door will open

3) Insert the Key fob into the correct numbered slot

Notes:

Keys need to be returned (12) hours after release, no keys are to leave campus
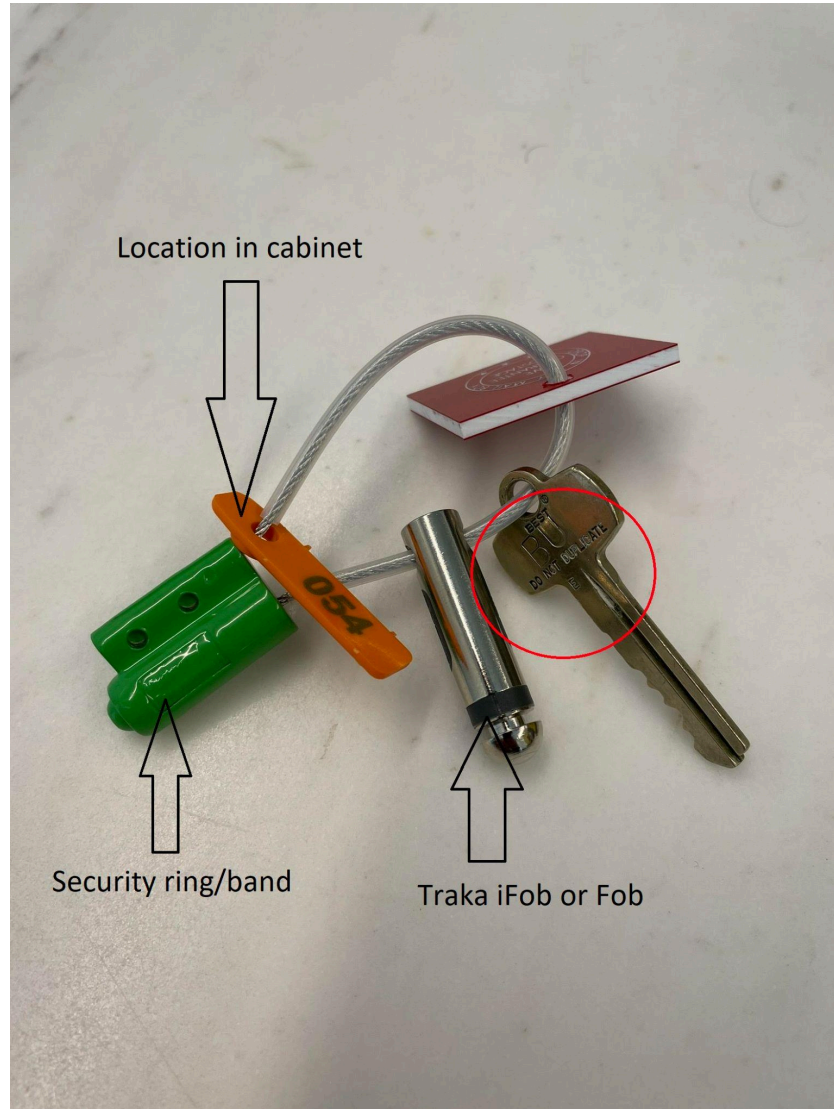
If you need to:
- Report a Traka Key Box issue (Form)
- Request for Access due to New UID card issued
- Schedule Training

Please email:

crckeycontrol@umd.edu

Urgent Issues please call: (301) 405-2222

Location in cabinet

Security ring/band

Traka iFob or Fob

Please scan the QR code for links