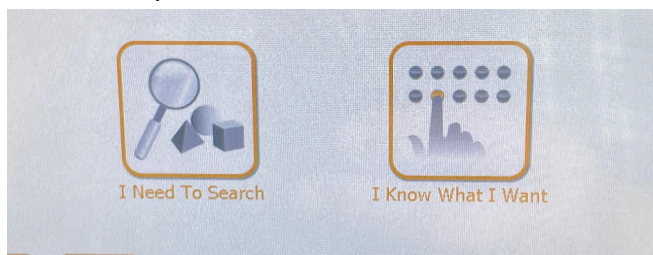


# Traka Key Access Directions

## 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

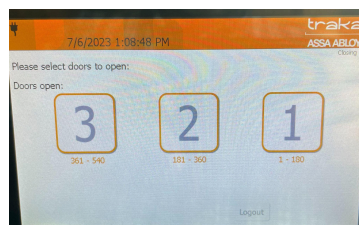


SELECT : *I need to search (3 possible ways)*

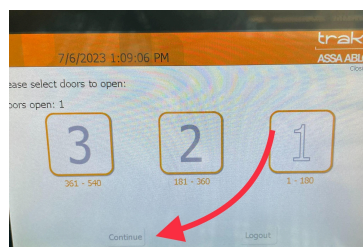
- building number
- building name
- CRC key code (the letters on the actual key)

OR

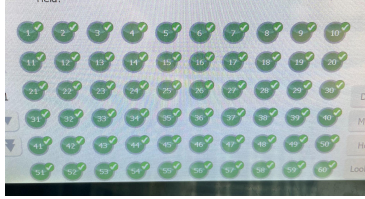
SELECT: *I know what I want*



select cabinet (1, 2 or 3)



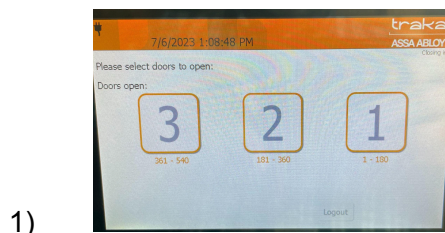
door will open, select continue at the bottom



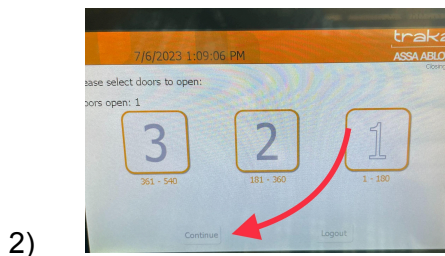
select the iFob (metal pin) number and remove keys

## Return Keys

SELECT: *I know what I want*



select cabinet (1, 2 or 3)



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**



**Please scan the QR code for links**

