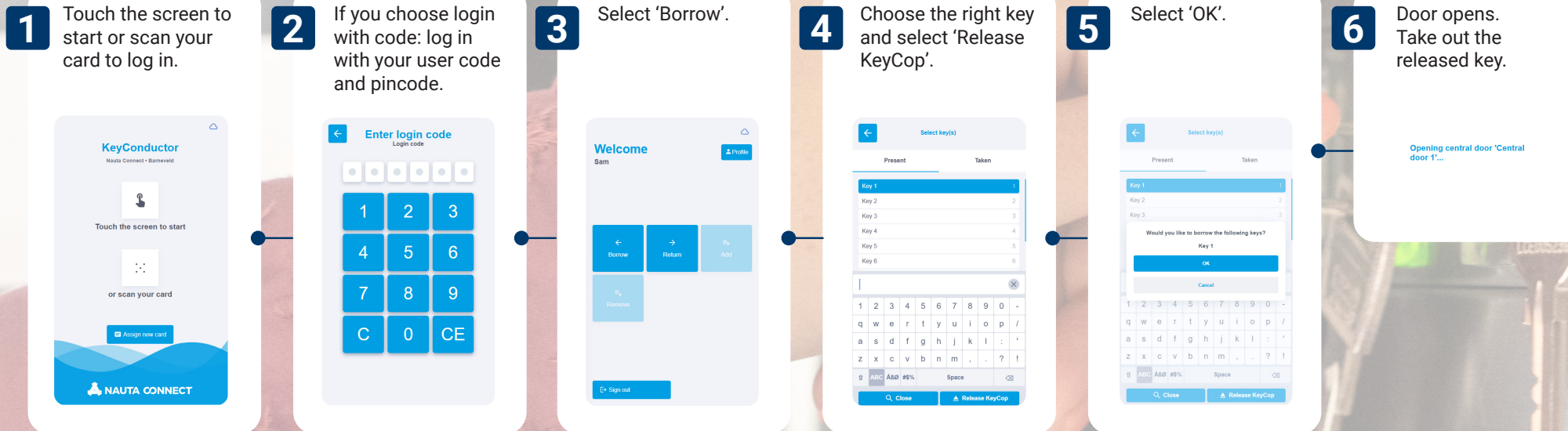
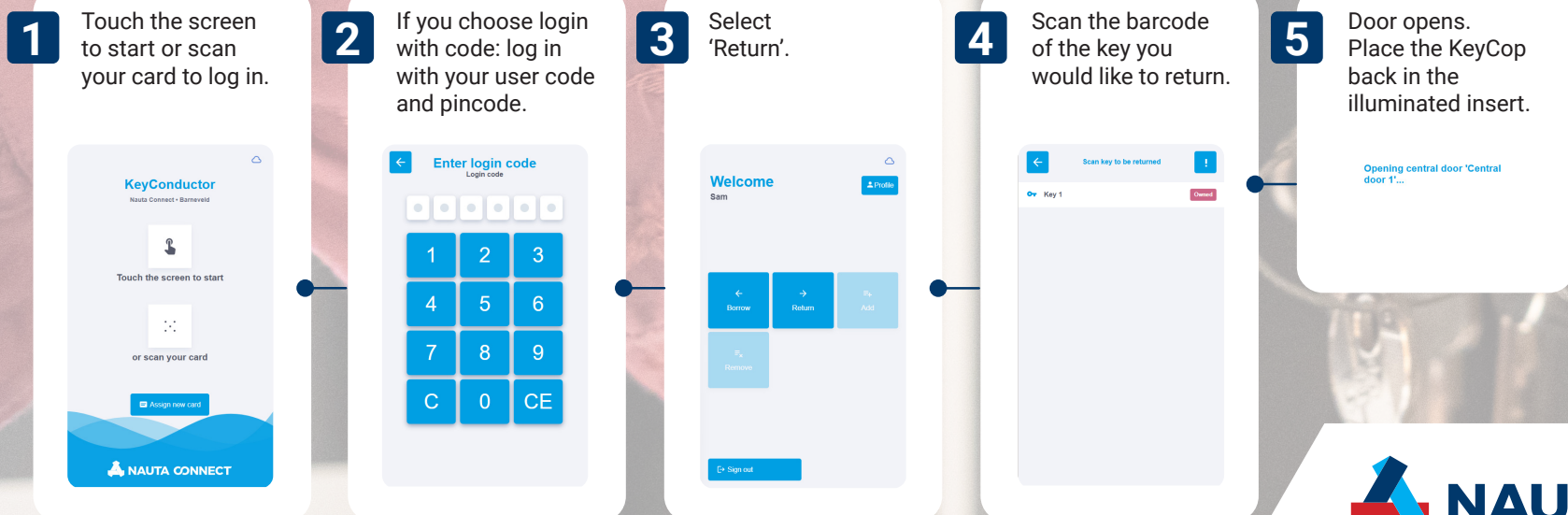


# KEYCONDUCTOR

## Collect keys

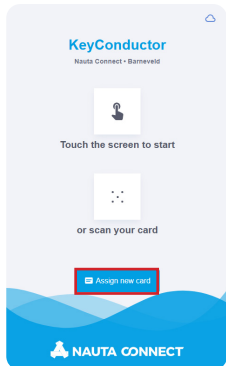


## Return keys

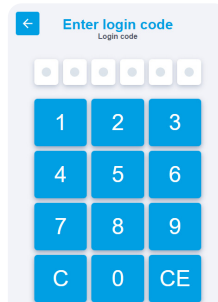


## Add pass / tag

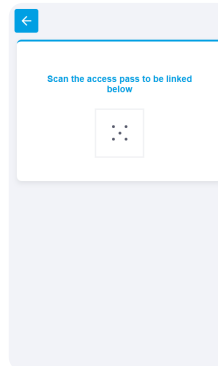
**1** Select 'Assign new card'.



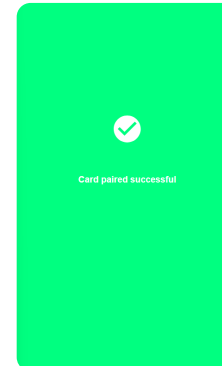
**2** Log in with usercode and pincode.



**3** Scan the desired access pass or change the linked pass.

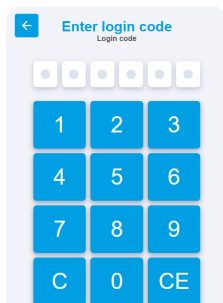


**4** Green screen? The (re)pairing of the pass/ tag was successful.



## Change pincode

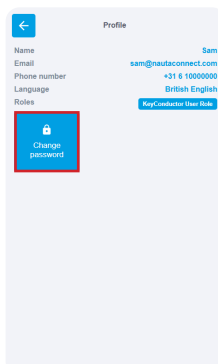
**1** Log in with user code and pincode.



**2** Select 'Profile'.

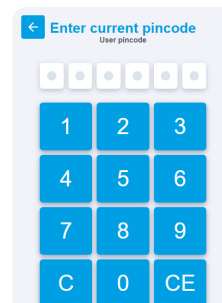


**3** Select 'Change password'.

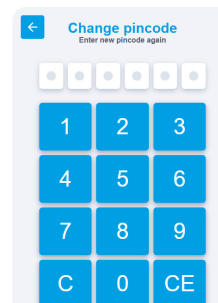


**4** Enter current pincode.

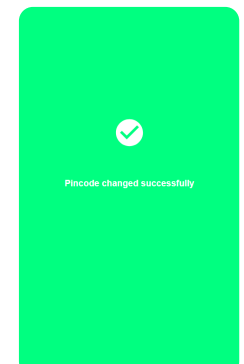
*Forgot your password?  
Contact your administrator.*



**5** Change pincode: Enter new pincode.



**6** Green screen? Pincode changed successfully.



## Indirect return of keys

Are you returning a found key, or a key that belongs to a colleague and is not registered under your name? Follow the steps below to return the key correctly.

