



Gate Key – Equipment Setup Manual

(ver 2022.4)

Table of Contents:

Computer.....	Page 1
Scanner.....	Page 2
Drivers License Camera (usb).....	Page 2
Vehicle/ 2 nd Camera (usb).....	Page 2
Drivers License & Vehicle/ 2 nd Camera (IP based).....	Page 3
Bluetooth Headset.....	Page 3
Speaker Phone.....	Page 3
Printer Setup.....	Page 4

Computer (if purchased from Gate Key)



The computer comes installed with Windows 10, with three user accounts:

- 1) GateKeyGuard, the default password is Guard1 (this is a limited account for the guard to use, it does not have permission to make system or software changes) we recommend changing the password to something unique for your community.
- 2) CommunityAdmin, this is for your onsite technical support staff to use to make system changes. Please contact us for the password to this account, then change the password to something unique for your community.
- 3) GateKeyAdmin, this is a technical support account so that we can access the computer, which we can do remotely (unless the CommunityAdmin has removed that privilege).

You will need to supply your own keyboard, mouse, monitor, and respective cables, including: network cable, monitor cable. You will need to have enough power outlets available, so we suggest being sure that an 8 outlet power strip is available, and 1 open port on your network switch (or router) to accommodate the Ethernet cable from your switch (or router) to the computer.

We also strongly recommend that the computer, scanner, and monitor are plugged into the battery section of a Uninterruptible Power Supply (UPS) and the printer is connected to the Surge Only outlet on the same UPS. We recommend the APC UPS 1500VA, available through Amazon for \$220.00. Damage cause by electrical surges is not covered by warranty.

Please plug the printer into the USB port marked “Printer” and the scanner into the USB port marked “Scanner” If you have an earlier model without the labels install the printer using the Blue colored USB port, and the scanner in the Orange colored USB port, both located in the **front** of the computer.

The included USB hub, and the hand scanner requires connecting to a standard 110 volt outlet.

While the computer can accommodate a wireless connection, it is **strongly recommended** you connect the computer to the internet via the Ethernet connection port on the back of the computer.

The wireless hub should be connected to one of the blue USB connectors in the **back** of the computer (the side that has the Ethernet, HMDI and power connections).

You can then connect the cameras, Bluetooth headset, or USB speakerphone into the USB hub.

Scanner (if purchased from Gate Key)



The scanner is used to scan both printed and mobile device passes, comes pre-configured and set up.

Please connect to the USB hub and plug the power supply into a UPS backed 110 Volt outlet. Should you use your own scanner please be sure to configure it for two options: 1) USB PC Key Board emulation, and 2) Carriage return/line feed on trigger pull. Please refer to the manufactures manual for doing so.

Driver's License Camera - USB (if purchased from Gate Key)



The imager is used to image driver licenses, comes pre-configured and set up.

Please connect to the USB hub, it does not require a separate power source. The scanner is only rated for inside use, please do not attempt to use it outside of the gate house. While the camera operates well during the day, it will need some available light, so place near a light source in order to obtain the best possible images. If the image is blurry the focus may have shifted during shipment. Use a very small Phillips screwdriver to loosen the screw on the lens, and gently turn the lens to re-focus the image while viewing through the program. When the image is crisp re-tighten the screw, being careful not to overtighten or strip the screw head.

Vehicle/ 2nd Camera - USB (if purchased from Gate Key)



This camera can be used to image vehicle license plates or passengers in the vehicle, comes pre-configured and set up. It comes with a nine (9) foot USB cord. For longer applications a USB extension cable may be used.

Please connect to the USB hub, it does not require a separate power source. The camera is rated for outside use, and works well in daylight. If you are using it to image license plates be sure you have a light that illuminates the rear of the vehicle during the night time to obtain the best possible images.

Driver's License / 2nd Camera - IP

Gate Key Supports the following IP based cameras, which you can obtain from your own gate/camera contractor:



The Panasonic WV-U2532 (drivers license camera)

Panasonic WV-S3511L (overview camera)

IP Based cameras require specialized set up, please down load the file "IP Camera Form" from the web page: www.GateKeyPlusGuard.com

Bluetooth Headset - USB (if purchased from Gate Key)



This headset is used for auto-dialing residents, comes pre-configured and set up.

Please connect to the USB hub and plug the power supply into a UPS backed 110 Volt outlet. You will need to grant the microphone permission once while using firefox. Please note that in order to call from within Gate Key you will need to purchase the optional phone system feature and fill out the Gate Key Order form listing the phone options you will need.

Speaker Phone - USB (if purchased from Gate Key)



The speaker phone is used for auto-dialing residents, comes pre-configured and set up.

Please connect to a **powered** USB hub or **directly** into the computer, it does not require a separate power source, however, it may need 10-15 minutes to charge the internal battery before you can turn it on. Turn the unit on by pressing the power button on the bottom front of the device.

Please note that in order to call from within Gate Key you will need to purchase the optional phone system feature and fill out the Gate Key Order form listing the phone options you will need.

Printers

Should you purchase your own printer please download the file Gate Key Printer Setup on www.GateKeyPlusGuard.com. If you have purchased a printer from Gate Key, it will be either:

Desktop Printer - USB (if purchased from Gate Key)



This Standard printer is used for printing passes, comes pre-configured and set up.

Please connect to the USB hub and plug the power cord into the Surge Only outlet of a UPS 110 Volt outlet.

Large Printer - USB (if purchased from Gate Key)



The large printer, used for printing a high volume of passes comes pre-configured and set up.

Please connect to the USB hub and plug the power cord into the Surge Only outlet of a UPS 110 Volt outlet. In order to load the paper and the ribbons please watch the video "Load Pass Printer with Paper & Ribbon" on the bottom of the page: www.GateKeyPlusGuard.com.