



Professional Lock Management

The industry-leading Register & Retrieve™ Lock Management Portal is a smart cloud-based platform for the management of all Kensington locks. Providing IT managers and users with individual accounts and on-demand access to support services, the simple key registration process helps ensure records stay up to date following personnel changes, offers free key replacements, and stores combination codes.

Benefits



INFORMATION TECHNOLOGY

- Register locks individually or in bulk to individuals or groups
- Manage Master, Supervisor or Like Keyed programs
- Create user accounts for end users where replacement keys can be ordered or combination codes can be saved
- Record lock ownership and download reports
- Find owners of lost keys
- Reassign locks to new users



END USER

- Order free replacement keys
- Retrieve stored combination codes

Simple & Secure Lock Management

The Register & Retrieve™ Lock Management Portal is a simple and secure, cloud-based system enabling easy administrator control over the allocation and management of all locks and keys.

Step 1 : Register



- Set lock allocation details
- Establish approval hierarchy requirements for replacement key requests
- Manage Master, Supervisor or Like Keyed programs
- Register locks individually or in bulk to individuals or groups
- Register by key holder or location
- Automatically email key holder with account access information related to their assigned lock or group of locks

Step 2 : Retrieve



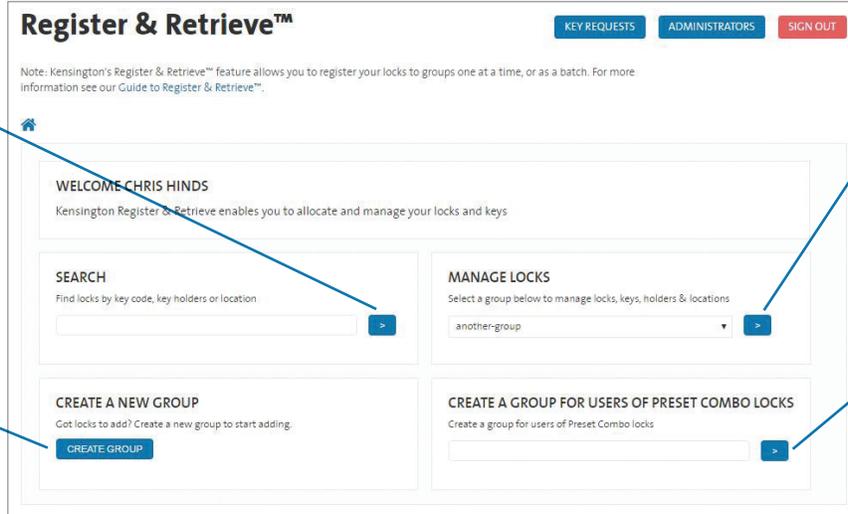
- Order free replacement keys
- Retrieve stored combination codes
- Efficiently locate specific information about a lock or group of locks
- View details on key requests



Let's Get Started

Dashboard

The dashboard enables administrator access to the allocation and management functions for all locks and keys.



Search to find locks, lock locations or Holders.

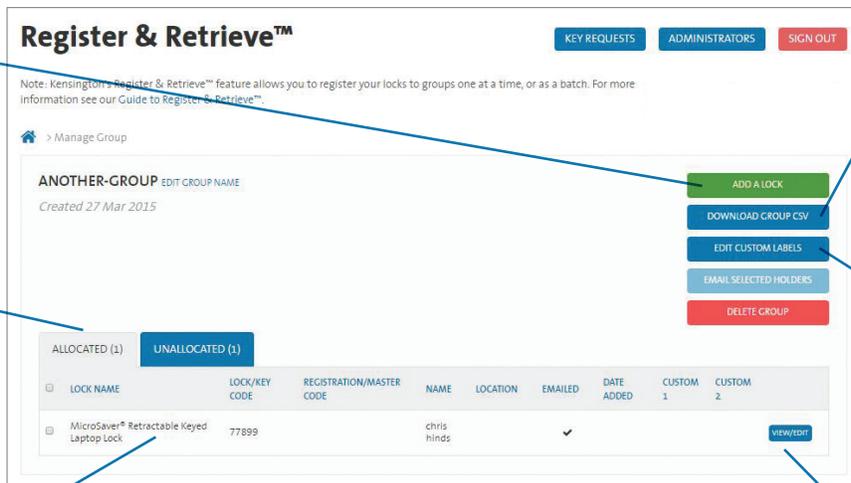
Shortcut straight to a group of existing locks.

Create a group and start adding locks individually or in bulk using CSV.

Access Preset Lock combination code(s) by registering your registration code(s).

Manage A Group

All information for the locks within a particular group are displayed on the Group Page where an administrator can view the status of all locks at a glance and edit lock details.



Easily add more locks to a group by using the "Add a Lock" Button.

Download a CSV file containing all lock information for the group.

Use the tabs to view allocated or unallocated locks within the group.

Specify the types of data by editing custom labels.

View top-level information associated with each lock in the group.

Click to view or edit details about the lock and its allocation.

View/Edit Lock

An administrator can view or edit lock information, allocation information and perform other functions related to individual lock(s).

The screenshot displays the 'Register & Retrieve™' interface. It features a navigation bar with 'KEY REQUESTS', 'ADMINISTRATORS', and 'SIGN OUT' buttons. Below the navigation, there is a note about the Register & Retrieve™ feature. The main content area is divided into two sections: 'LOCK INFORMATION' and 'LOCK ALLOCATION'. The 'LOCK INFORMATION' section shows details for a lock with code 77899, including product name 'MicroSaver® Retractable Keyed Laptop Lock', product code 'K64538EU', group 'another-group', and creation date 'Mar 27, 2015'. The 'LOCK ALLOCATION' section shows that the lock is allocated to a holder named Chris Hinds, with a date allocated of Jul 24, 2015, and an email address 'chris.hinds@kensington.com'. On the right side of the interface, there are four buttons: 'ORDER REPLACEMENT KEY' (blue), 'UNALLOCATE LOCK' (blue), 'MOVE LOCK' (blue), and 'DELETE LOCK' (red). Five callout boxes with blue borders and white backgrounds point to specific features: 1. 'Locks can be registered to a Holder or to a Location.' points to the 'LOCK INFORMATION' section. 2. 'Easily move a lock into a different group.' points to the 'MOVE LOCK' button. 3. 'Order a replacement key on behalf of the Holder.' points to the 'ORDER REPLACEMENT KEY' button. 4. 'Quickly unallocate a lock from the Holder or Location.' points to the 'UNALLOCATE LOCK' button. 5. 'Ability to delete a lock.' points to the 'DELETE LOCK' button.

Frequently Asked Questions

How do I order a replacement key?

Administrators can order Replacement Keys free of charge. This is a service provided at Kensington's discretion. Replacement Keys can take up to 28 days to be delivered and longer during seasonal periods. Locate the Lock you need the replacement key for using the search tool or from within a particular Group. Click "VIEW". Click "ORDER REPLACEMENT KEY". Enter the delivery details, if previously registered address is not available or if the address needs to be different or updated for any reason.

What should I do if my replacement key doesn't arrive?

Please contact your primary Kensington contact. We will be able to confirm if the order was placed and provide a tracking ID. There is no need for you to simply order again.

How do I create a Group?

First you'll need to decide how you want to manage your Locks. Register & Retrieve™ allows you to manage your Locks in Groups. You can give each Group its own name. You can have as many different Groups as you need. A Group can be created before you have your Locks (excluding preset locks). Once a Group is created you can add your Locks to that Group. **IMPORTANT:** Locks can be added to a Group individually or in bulk using a bulk CSV upload tool. If you wish to use the CSV tool you must do this when the Group is first created. If you do not use the CSV upload functionality when the Group is created you may only add Locks to the Group individually at a later date. If you would like to use the CSV tool at a later date we recommend that you create a new Group once you have prepared your CSV upload file. Locks can either be registered to Holder (email address is required) or to a Location (no email address is required).

Frequently Asked Questions

How do I add a Lock to an existing Group?

From the MANAGE LOCKS drop down select the group you would like to edit. Click ADD A LOCK button. Enter Lock details. You must now select to allocate the Lock to:

HOLDER – an individual with an email address

LOCATION – a physical location

You can change whether a Lock is allocated to a holder or a location at a later date. If you do not wish to allocate the Lock to a holder or a location you can add it to the Group as an UNASSIGNED Lock.

TIP: You can use the UNASSIGNED option for keeping track of spare Locks. Each Group can contain Locks allocated to Holders, Locations and unallocated Locks.

How do I unallocate a Lock?

From the MANAGE LOCKS drop down select the group you would like to edit. Click VIEW/EDIT next the Lock you wish to edit. Click UNALLOCATE LOCK and confirm your selection. Your lock is now unallocated and available in the UNALLOCATED Tab.

How secure is the portal?

We secure your data using the latest best practice methods. We use 128bit encryption with authenticated CSC SSL certification. Passwords are never sent with their user name and are hashed and salted to defeat code breakers. Ultimately it is your responsibility to keep your passwords safe. Never write them down.

Register & Retrieve™ Lock Management Portal

Simplify the allocation and management of all locks and keys today by creating an account at www.kensington.com/register&retrieve

FOR MORE INFORMATION CONTACT:

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