User Manual for *M-Series/A-Series* Medical Carts with EKC/ELP Locks

PART# MAN-M & A SERIES

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MDS2424<u>ELP</u>15 (Prox reader)

MPA3030<u>EKC</u>06 (No Prox)

CompX eLock®
150 SERIES

| ✓ | ☒ | LOW BATT |

| 1 | ABC 2 | DEF 3 | GHI 4 | JKL 5 | ENTER |
| MNO 6 | PQRS 7 | TUV 8 | WXYZ 9 | 0 | CLEAR |

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Light Definitions

🟢 Solid Green...User

🟢 Steady Flashing Green .... Supervisor

🔴 Steady Flashing Red .... Lockout

🟢 🔴 Alternating Flashing Red/Green ....Low Battery

Trouble Shooting

Symptom	Lights	Solution
No response from keypad	No lights	Check battery connection
Cart does not unlock	Steady flashing red	Cart in lock out - use key lock override
Cart does not lock	No lights	Ensure the key lock override is in the locked position

CompX Keypad

Communication Port (located under the top cover)

Override Lock on Side

You cart or cabinet comes included with the following:

- CompX® Lock
- Communication Port (located under the top cover)
- Key Lock Override
- Proximity Sensor (optional feature, shown on right)

Initial programming of the lock is done at Harloff.

Prox Reader (ELP only)

Locking / Unlocking the Cart

Your cart comes from Harloff with two or more pre-programmed PIN numbers (Personal Identification Numbers). These PIN numbers have been programmed at the request of the customer. Please see your facility administrator or the department who purchased the cart if you do not know your PIN numbers. Additional programing such as the auto-relock timer and lockout timer have also been done at the factory. Changing these settings yourself will require use of the LockView Software, which can be downloaded with a free trial at the following URL:

http://compxelock.com/downloads_lockview.html#lockview.

To purchase a full subscription to LockView beyond your free trial, please contact Harloff by phone at 719.434.5932 or by email at medicalsales@harloff.com to order.

To unlock the cart with the electronic keypad, enter your User or Supervisor pin and press "Enter". If an incorrect number is pushed while entering in your pin, press "Clear" and start over. This button will also re-lock the cart if you need to leave it.

To unlock the cart with the keylock override, simply enter the key, turn and hold. Once you are done, ensure the keylock override is back in the locked position.

IMPORTANT: *Remove the override key from the lock prior to using the cart.*

Adding Users With PIN Code

1. Access the lock with the supervisor code. When this is done the green light will give slow brief flashes and the operator must perform the next step before it turns off (10 seconds).

2. Press and hold "Enter" again until the beep stops.

3. Type a 3-digit number that identifies a blank slot followed by the "Enter" button. If the slot is taken, the lock will play an error tone. Always start with slot 10. **EXAMPLE:** To program slot 10 of the lock, type "010" then "Enter".

4. Next, type in a 4 digit or more PIN Code followed by "Enter".

5. Press the "Clear" button to exit the programming mode. The user code has now been entered into the assigned slot. Repeat this process for each of your users.

Adding Users With Proximity Card or Proximity Tag (ELP only)

1. Access the lock with the supervisor code. When this is done the green light will give slow brief flashes and the operator must perform the next step before it turns off (10 seconds).

2. Press and hold "Enter" again until the beep stops.

3. Type a 3-digit number that identifies a blank slot followed by the "Enter" button. If the slot is taken, the lock will play an error tone. Always start with slot 10. **EXAMPLE:** To program slot 10 of the lock, type "010" then "Enter".

4. Next, place the Proximity Card or Tag up to the Reader on the cart and then press "Enter".

5. Press the "Clear" button to exit the programming mode. The Proximity Card or Tag has now been entered into the assigned slot. Repeat this process for each of your users.

PLEASE NOTE: If you choose this method of adding Users, every new User will be added to the next available open slot. If you want to keep track of which badge belongs to which slot, the easiest method is to use the LockView software.

Adding Supervisors With a PIN Code

1. Access the lock with the supervisor code. When this is done the green light will give slow brief flashes and the operator must perform the next step before it turns off (10 seconds).

2. Press and hold "Enter" again until the beep stops.

3. Press and hold the "Enter" button again until the beep stops a second time.

4. Type a 3-digit number that identifies a blank slot followed by the "Enter" button. If the slot is taken, the lock will play an error tone. Always start with slot 10. **EXAMPLE:** To program slot 10 of the lock, type "010" then "Enter".

5. Next, type in a 4 digit or more PIN Code followed by "Enter".

6. Press the "Clear" button to exit the programming mode. The user has now been entered into the assigned slot. Repeat this process for each of your Supervisors.

Adding Supervisors With a Proximity Card / Tag (ELP only)

1. Access the lock with the supervisor code. When this is done the green light will give slow brief flashes and the operator must perform the next step before it turns off (10 seconds).

2. Press and hold "Enter" again until the beep stops.

3. Press and hold the "Enter" button again until the beep stops a second time.

4. Type a 3-digit number that identifies a blank slot followed by the "Enter" button. If the slot is taken, the lock will play an error tone. Always start with slot 10. **EXAMPLE:** To program slot 10 of the lock, type "010" then "Enter".

5. Next, place the Proximity Card or Tag up to the Reader on the cart and press "Enter".

6. Press the "Clear" button to exit the programming mode. The Proximity Card or Tag has now been entered into the assigned slot. Repeat this process for each of your Supervisors.

Deleting Users or Supervisors: PIN Code, Proximity Card or Proximity Tag

1. Access the lock with the supervisor code. When this is done the green light will give slow brief flashes and the operator must perform the next step before it turns off (10 seconds).

2. Press and hold "Clear" until the beep stops.

3. Enter the slot # of the code or swipe the Proximity Card/Tag and press "Enter".

4. Again, enter the slot # of the code or swipe the Proximity Card/Tag and press "Enter".

5. If additional slots are to be deleted, start with step 2 again.

6. Once all desired slots are deleted, press "Clear".

Programming with LockView Software (page 1 of 3)

Step 1: Remove plastic top

- Install and run the LockView 5 Software

- Hook the computer to the cart through the communication port. This port will be either directly on the face of the cart by the keypad or underneath the plastic top. If underneath the plastic top, remove this top and then remove the 3 screws near the front of the cart *(see steps 1 and 2 to the right)*. Underneath the metal top toward the rear of the cart will be the communication jack.
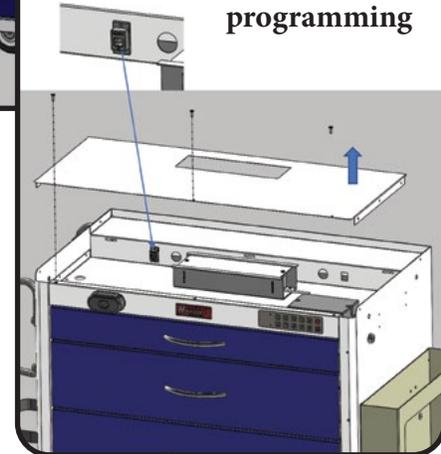

Step 2: Remove 3 screws *(Phillips screwdriver needed)***, then remove metal lid to expose the port for programming**

Click the "Lock/User Editor" icon in the sidebar

- Go to the "Lock Editor" tab in this window and press "Add Lock" *(see "Lock Editor Screen" on next page)*

  - Enter the "Lock Name" (you will choose the name to identify this unique lock)

  - Enter the "Serial Number" which will be on the green sticker that is underneath the battery cover. (See page 13 for battery location)

  - Enter the "Setup Code" which will also be on the same green sticker.

  - Select the access type "Prox/Pushbutton"

  - Click on "Latch Configuration" and enter how long the cart is to stay unlocked in the "Open Time" then press "OK" at the bottom *(see "Latch Configuration Screen" on next page)*

  - Ensure that the Lock Voltage is "9 Volts"

  - "Bad Credential Lockout" is for the lockout feature on the cart. You can enter your preference here or turn it off *(see "Bad Credential Lockout Screen" on next page)*

  - Click "SAVE"

Lock Editor Screen

Lock / User Editor

| User Editor | Lock Editor | Access Rights | Group Editor |

Lock Name:

Add Lock

Edit Lock

Delete Lock

Find Serial #

Out of Sync List

Lock Name: _____
Serial Number: _____
Setup Code: _____
Lock Location: _____
Manufacturer: _____

Access Type
- ● Pushbutton
- ○ Prox/Pushbutton
- ○ Mag/Pushbutton

Latch Configuration

Lock Voltage: ○ 6 Volts ● 9 Volts ○ 12 Volts

Alert Setup   Temperature

Lock in Sync? No   View

LCD Mode: Off When Inactive ▼

Keypress Volume: 5 - Medium ▼

Temperature Lock: ☐
Lock Secure If Battery Low: ☐

Bad Credential Lockout

Networked eLock Scheduler

Door Switch Menu

Lock Time Zone
(UTC-06:00) Central Time (US & Canada) ▼

Save   Cancel

Latch Configuration Screen

Latch Configuration

Latch Hardware
- ● Single Latch
- ○ Dual Latch

Access Behavior
Open Time: [5] seconds (type 0 for infinite)
☐ Dual Credential Users do not require PIN
☐ Passage Mode

Latch Mode
Latch 1 Type: Standard Latch ▼
Standard Latch
Deadbolt Latch
Heavy Duty Strike
Medium Duty Strike
Light Duty Strike

Bad Credential Lockout Screen

Bad Credential Lockout

- ● After [3] bad attempts
  in [5] minutes
 lock out for [5] minutes.
- ○ Never lock out

OK   Exit

• Go to the "User Editor" tab within the same window *(see image below)*

   • Click "Add User" button and enter the name

1. For user PIN Codes enter it in the "Pushbutton PIN" and then again in "Retype PIN"

2. Click "Save" and repeat this process until all individuals are added

3. For Proximity Cards or Tags (if equipped), press the "ProxCard" button within the "Credential Type" *(see image below)*

a. Click within the box of "ProxCard Code" and place the Proximity Card or tag up to the reader on the cart. The "ProxCard Code" field within the LockView program will then auto-populate with the Proximity code

4. Click "Save" and repeat this process until all individuals are added
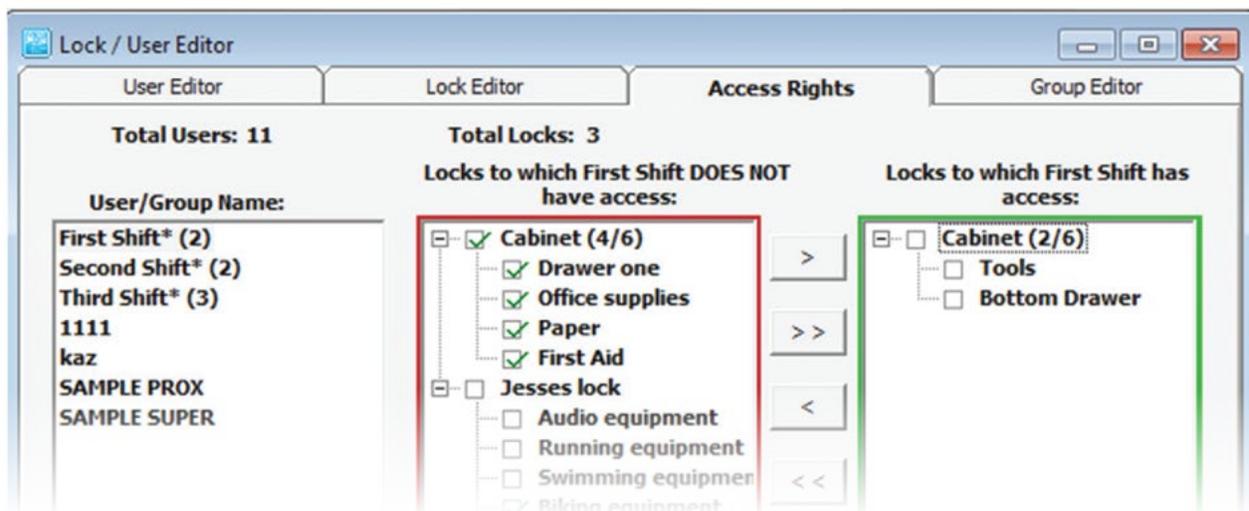
- Click on the "Access Rights" tab within the same window and toward the bottom left click on the "Lock Name"

- Above that, select the lock you named

- In the red box to the right select the users you wish to have access to the lock by highlighting their username and press the single arrow pointing to the right. This will then move the user into the green box

- Do this for each of the users you would like to have access to the cart that is currently connected

 Click the "Read/Write Lock" icon in the sidebar

- Toward the bottom left of the screen click "Update Connected Lock Now"

Adjusting Keypad Volume

Your keypad will emit audible tones based on your operations. Default keypress volume is set to "5 - Medium" but can be adjusted. Depending on the noise level within your facility, you may want to increase or decrease the volume of these tones. To do so, run the LockView 5 Software.

Click the "Lock/User Editor" icon in the sidebar

- Go to the "Lock Editor" tab in this window and find the "Keypress Volume" dropdown *(see "Lock Editor Screen" on page 9)*

    - Select your desired volume from the dropdown. Higher numbers equal higher volume.

    - Click "SAVE"

Programming a Cart Without the LockView Software

Each facility should identify a person responsible for programming, recording and maintaining this electronic lock system. Assigning and recording slots for users will make managing the system easier.

A slot number will identify the name and the PIN Code for each of your users. (Please see page 14 in the back of this manual for a sample of the Slot/Pin Code Assignment Sheet). If you know the slot number assigned to a specific user, that user can be deleted without knowing their PIN number or having their Proximity Card/Tag available.

Example: A Proximity Card is lost or stolen. The user can then be removed by deleting the slot for the lost card. If the slot is not known, all users would have to be deleted and reprogrammed.
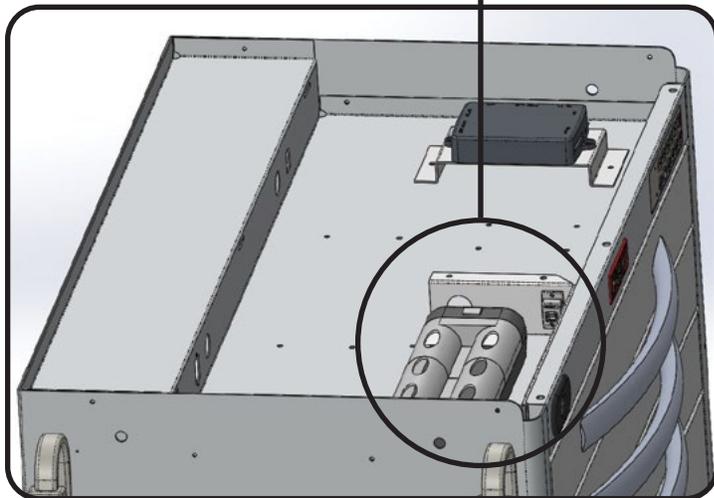
Battery Cover Location and Replacement

The battery compartment for the electronic lock is located on top of the cart beneath the plastic top.

Remove the three #2 Phillips screws for access. The carts use 6 each "D" size batteries for operation of lock. Standard practice should be to replace them every 6-12 months. (Depending on cart usage, the batteries may need to be changed more often).

PLEASE NOTE: Alternating, flashing red and green lights indicate a low battery.

Lastly, make sure the batteries are making contact prior to replacing the cover plate.

Step 1: Remove plastic top

Step 2: Replace batteries

Keep This Page Confidential

Slot number	User Name	Pin Code