

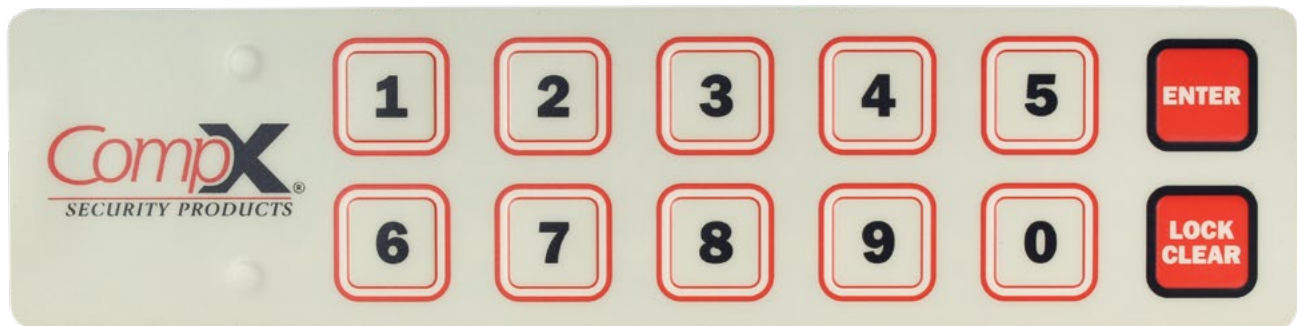
# User Manual for EKC & ELP Series of Medical Carts

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MPA2424ELP15



SL36BIN5-EKC







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## Light Definitions

### 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

# Locking Systems

You cart or cabinet comes included with the following:

- CompX® Lock
- Key Lock Override
- Proximity Sensor (optional feature, shown on right)

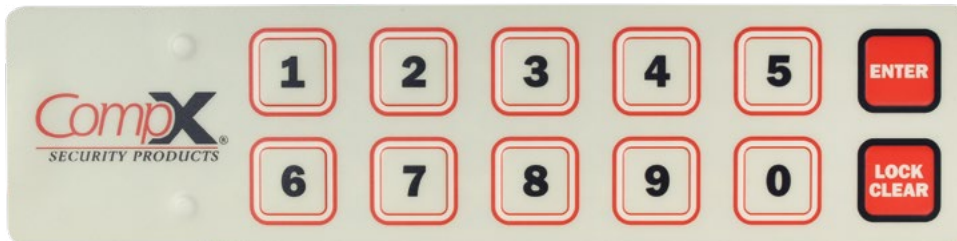
Initial programming of the lock is done at Harloff.



## 3x5 Keypad



## 6x2 Keypad



## Override Lock on Side

(this may be located on the front of SL and AL medication cart models or on the front of older cart models)

# 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 programming 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](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](mailto:medicalsales@harloff.com) to order.

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To unlock the cart with the electronic keypad, enter your User or Supervisor pin and press “Enter” or the “#” symbol (depending on the type of keypad). If an incorrect number is pushed while entering in your pin, press “Lock Clear” or the “Asterisk” symbol (depending on the type of keypad) 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 and turn. 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” or “#” again until the beep stops.
3. Type a 3-digit number that identifies a blank slot followed by the “Enter” or “#” 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” or “#”.
4. Next, type in a 4 digit or more PIN Code followed by “Enter” or “#”.
5. Press the “Lock Clear” or “Asterisk” button to exit the programming mode. The user/Proximity Card or Tag has now been entered into the assigned slot. Repeat this process for each of your users.

# Adding Users With 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 “Enter” or “#” again until the beep stops.
3. Type a 3-digit number that identifies a blank slot followed by the “Enter” or “#” 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” or “#”.
4. Next, place the Proximity Card or Tag up to the Reader on the cart and then press “Enter” or “#”
5. Press the “Lock Clear” or “Asterisk” 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” or “#” again until the beep stops.
3. Press and hold the “Enter” or “#” button again until the beep stops a second time.
4. Type a 3-digit number that identifies a blank slot followed by the “Enter” or “#” 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” or “#”.
5. Next, type in a 4 digit or more PIN Code followed by “Enter” or “#”.
6. Press the “Lock Clear” or “Asterisk” 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 / 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 “Enter” or “#” again until the beep stops.
3. Press and hold the “Enter” or “#” button again until the beep stops a second time.
4. Type a 3-digit number that identifies a blank slot followed by the “Enter” or “#” 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” or “#”.
5. Next, place the Proximity Card or Tag up to the Reader on the cart and press “Enter” or “#”.
6. Press the “Lock Clear” or “Asterisk” 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.

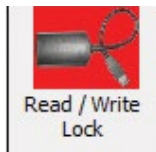
# Deleting Users or Supervisors: PIN Code, Proximity Card or Proximity Tag

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 “Lock Clear” or “Asterisk” until the beep stops.
3. Enter the slot # of the code or swipe the Proximity Card/Tag and press “Enter” or “#”
4. Again, enter the slot # of the code or swipe the Proximity Card/Tag and press “Enter” or “#”
5. If additional slots are to be deleted, start with step 2 again.
6. Once all desired slots are deleted, press “Lock Clear” or “Asterisk”.



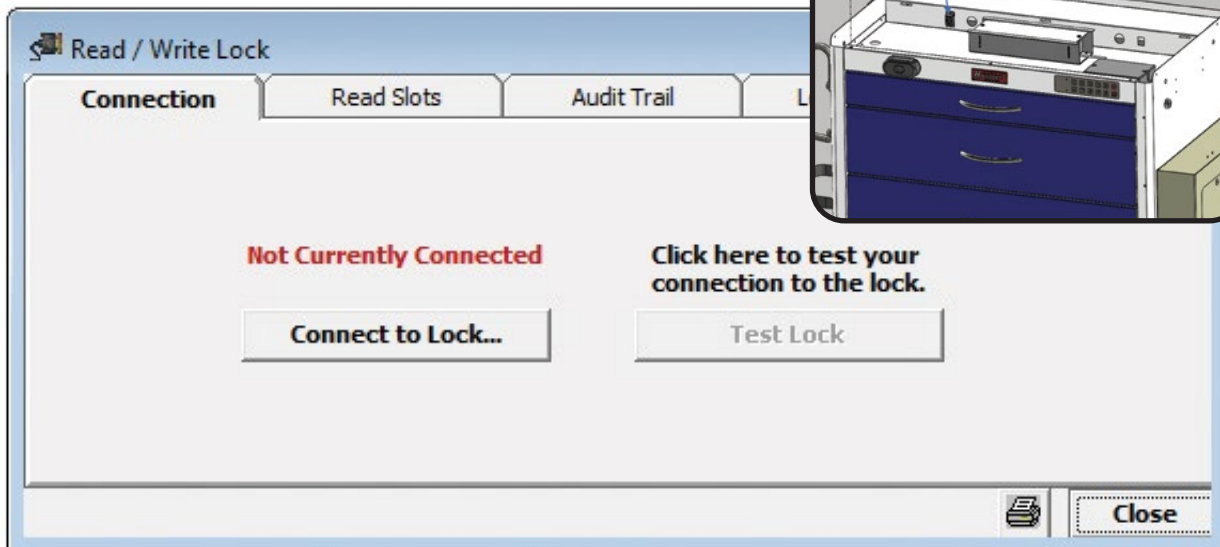
# Programming with LockView Software (page 1 of 4)

- Install and run the LockView 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.



On the computer screen, click the “Read/Write Lock” button icon in the sidebar

- Click “Connect to Lock”
- Click “Create New” and then “OK”

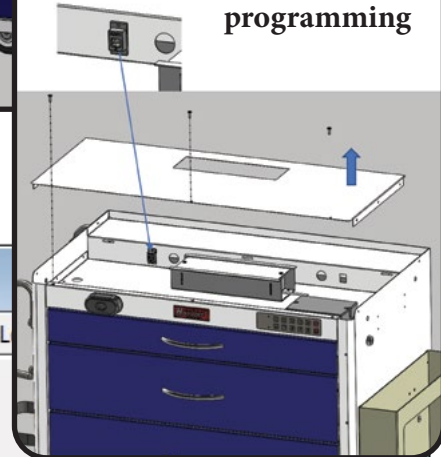


On the computer screen, click the “Lock/User Editor” button icon in the sidebar

## Step 1: Remove plastic top



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





# Programming with LockView Software (page 2 of 4)

- Go to the “Lock Editor” tab in this window and press “Add Lock”
- Name the lock
- For the “Lock Serial #” click on the button with the 3 dots to auto-populate the serial #.
- Enter the passcode with no spaces. This passcode will be on the green sticker that is underneath the battery cover. (See page 13 for battery location).
- Select the access type “Prox/Pushbutton”
- Enter the “Open Time” in seconds. (This is how long the cart stays open before it re-locks itself)
- Do not change the “Lock Type”
- 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
- Click “OK”

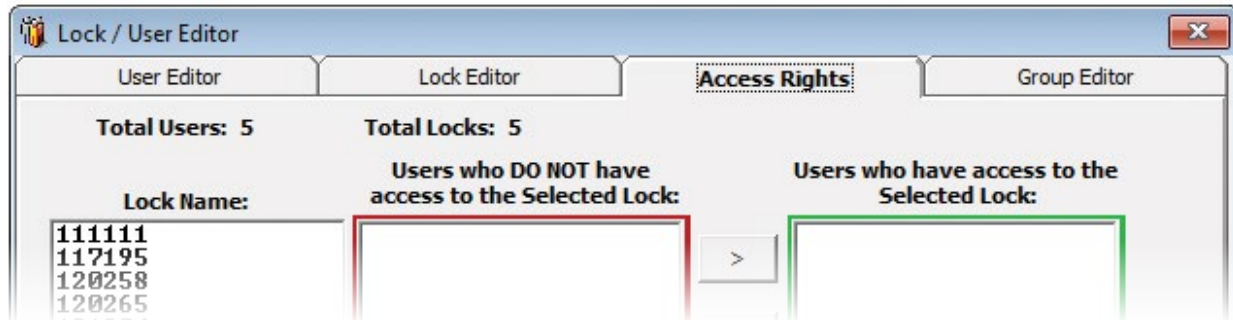
The screenshot shows the 'Lock / User Editor' window with the 'Lock Editor' tab selected. On the left, there are buttons for 'Add Lock', 'Edit Lock', 'Delete Lock', and 'Find Serial #'. The 'Lock Name' field is empty. Below it, a list of serial numbers is displayed: 111111, 117195, 120258, 120265, and 121204. The 'Lock Serial #' field is empty, and a button with three dots is next to it. The 'Pass Code #' field is empty. The 'Lock Location' field is empty. The 'Access Type' section has five radio buttons: 'Pushbutton', 'MagStripe', 'Mag/Pushbutton', 'ProxCard', and 'Prox/Pushbutton'. The 'Open Time (sec)' field is empty, with a note '(type 0 for infinite)'. The 'Lock Type' field is a dropdown menu. The 'Lock Voltage' section has three radio buttons: '6 Volts', '9 Volts' (which is selected), and '12 Volts'. Below this, there are checkboxes for 'Dual Credential Users do not Require PIN:' and 'Passage Mode:'. The 'Bad Credential Lockout' section has two radio buttons: 'After [ ] bad attempts in [ ] minutes, lock out for [ ] minutes.' and 'Never lock out'. At the bottom, there are 'OK' and 'Cancel' buttons.

# Programming with LockView Software (page 3 of 4)

- Go to the “User Editor” tab within the same window
  - 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 “OK” 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:”
      - 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 “OK” and repeat this process until all individuals are added

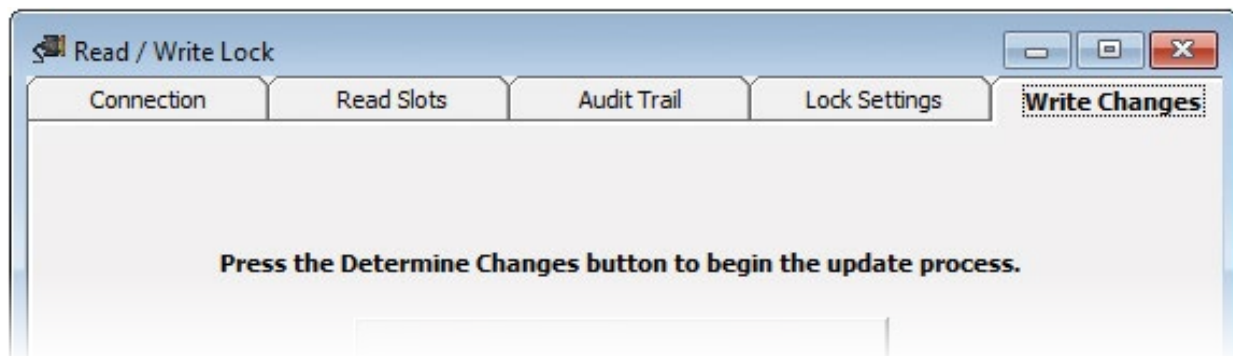
The screenshot shows the 'Lock / User Editor' window with the 'User Editor' tab selected. On the left, there are four buttons: 'Add User', 'Edit User', 'Delete User', and 'Recycle Bin'. In the center, a list of user names is displayed: 1234, 12345, 3235, 4311, and s1021. On the right, there are input fields for 'User Name:', 'Full Name:', and 'Company:'. Below these is the 'Credential Type:' section with three radio buttons: 'Pushbutton', 'Magstripe', and 'ProxCARD'. The 'ProxCARD' option is selected. Below the radio buttons is a text field for the ProxCARD code, followed by checkboxes for 'Supervisor', 'Passage Mode', and 'Dual Credential'. At the bottom right, there are buttons for 'Restrictions & Groups', 'OK', 'Cancel', and 'Close'. A note at the bottom left states: 'You may auto-insert a user's credential by using the Magstripe or ProxCARD reader on a connected lock.'

# Programming with LockView Software (page 4 of 4)



- 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 plugged in

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- After placing the users in the green box, go to the “Read/Write Lock” window on the left side of the screen and verify in the “Connection” tab that you are still connected to the lock
  - Click on the “Write Changes” Tab within the same window
  - Click “Determine Changes”
  - Click “Update Lock from Database” and then “OK”



# 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

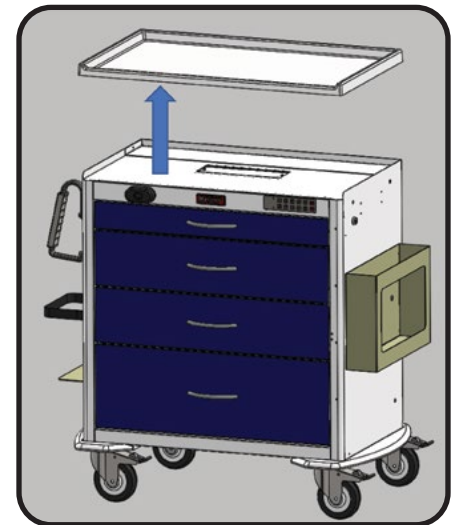
The battery compartment for the electronic lock is located on top of the cart beneath the plastic top.

Remove the two or four #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).

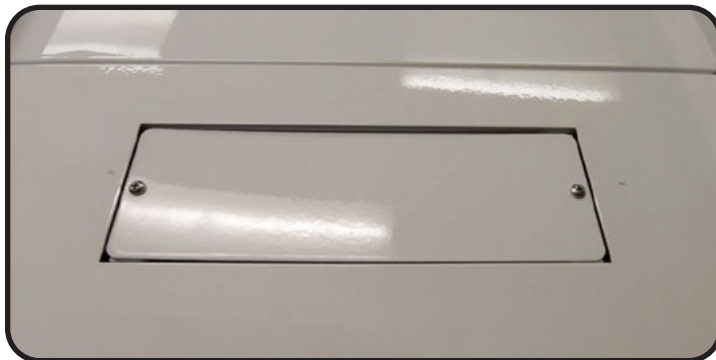
**PLEASE NOTE:** Alternating, flashing red and green lights indicate a low battery.

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

## Step 1: Remove plastic top



## Battery Compartment



# Keep This Page Confidential

Pin Code

[illegible]