

User Manual for WKC & WLP Series of WiFi-Capable Carts

PART# MAN-WKC/WLP

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MPA3024WKC14



MDS3030WLP06



Table of Contents

Locking Systems	3
Locking / Unlocking the Cart	4
Adding Users: PIN code, Proximity Card or Proximity Tag	5
Adding Supervisors: PIN code, Proximity Card or Proximity Tag	6
Deleting Users or Supervisors:	
PIN code, Proximity Card or Proximity Tag	7
Programming with LockView Software	8-11
Adjusting Keypad Volume	12
Programming a Cart Without the LockView Software	12
Battery Cover Location and Replacement	13
User and Supervisor Code Log	14

Light Definitions

-  Solid Green..... User
-  Green Flashing..... Supervisor
-  Steady Flashing RedLockout

Trouble Shooting

Symptom	Lights	Solution
No response from key pad	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)

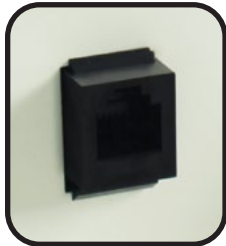
Initial programming of the lock is done at Harloff.



WIFI CompX Keypad



Communication Ports



Override Lock on Side

(this may be located 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.

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 “Lock 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 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. Input a current Supervisor Code and press “Enter”.
2. Type an unoccupied slot # and press “Add User”. The 3 lights on the keypad will flash continuously, indicating the slot is open.
 - a. Always start with slot 10. Example: To program slot 10 of the lock, type “10” then “Add User”.
3. Next, type in a 4 to 14 digit PIN Code followed by “Enter”.
4. Additional codes can be programmed by returning to step 2 or press “Lock Clear” to exit programming.

Adding Users With Proximity Card or Proximity Tag

1. Swipe a current Supervisor Proximity Card or Tag over the Proximity Reader.
2. Press “Add User”. The 3 lights on the keypad will flash continuously, indicating that an open slot is available.
3. Swipe the User Proximity Card or Tag that you wish to add over the Proximity Reader on the cart and then press “Enter”.
4. Additional Proximity Cards or Tags can be programmed by returning to step 2 or press “Lock Clear” to exit programming.

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. Enter a current Supervisor Code and press “Enter”.
2. Type an unoccupied slot # and press “Add Supervisor”. The 3 lights on the keypad will flash continuously, indicating the slot is open.
 - a. Always start with slot 10. Example: To program slot 10 of the lock, type “10” then “Add Supervisor”.
3. Next, type in a 4 to 14 digit PIN Code followed by “Enter”.
4. Additional codes can be programmed by returning to step 2 or press “Lock Clear” to exit programming.

Adding Supervisors With a Proximity Card / Proximity Tag

1. Enter a current Supervisor Code and press “Enter”.
2. Type an unoccupied slot # and press “Add Supervisor”. The 3 lights on the keypad will flash continuously, indicating the slot is open.
 - a. Always start with slot 10. Example: To program slot 10 of the lock, type “10” then “Add Supervisor”.
3. Place the Proximity Card or Tag up to the Reader on the cart and then press “Enter”.
4. Additional codes can be programmed by returning to step 2 or press “Lock Clear” to exit programming.

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

1. Enter a valid Supervisor Code, Proximity Card or Tag and then press “Enter”
2. Enter the desired slot # to be deleted. ***DO NOT HIT ENTER***
3. Press and hold “Add Supervisor” or “Add User” according to which code is to be deleted then press “Lock/Clear” and release both buttons.
4. Enter the desired slot # to be deleted again and then press “Enter”

Programming with LockView Software (page 1 of 3)

- 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.



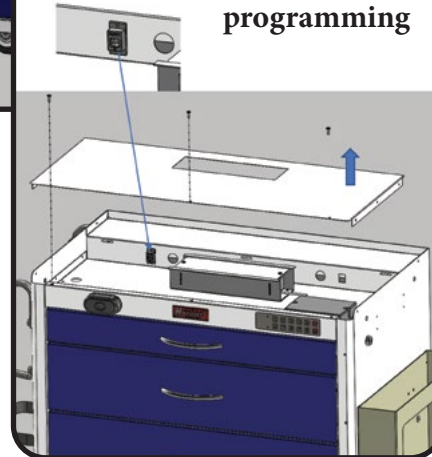
Click the “Lock/User Editor” icon in the sidebar

- 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”

Step 1: Remove plastic top



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



Lock Editor Screen

The Lock Editor window is divided into four tabs: User Editor, Lock Editor (selected), Access Rights, and Group Editor. The Lock Editor tab contains the following fields and controls:

- Lock Name:** A large text area for the lock name.
- Lock Name:** A text field for the lock name.
- Serial Number:** A text field for the serial number.
- Setup Code:** A text field for the setup code.
- Lock Location:** A text field for the lock location.
- Manufacturer:** A text field for the manufacturer.
- Access Type:** A group box containing three radio buttons:
 - ☒ Pushbutton
 - ☐ Prox/Pushbutton
 - ☐ Mag/Pushbutton
- Latch Configuration:** A button that opens the Latch Configuration window.
- Lock Voltage:** A group box containing three radio buttons:
 - ☐ 6 Volts
 - ☒ 9 Volts
 - ☐ 12 Volts
- Alert Setup:** A button.
- Temperature:** A button.
- Lock in Sync?** A checkbox, currently unchecked, with a **View** button next to it.
- LCD Mode:** A dropdown menu, currently set to **Off When Inactive**.
- Keypress Volume:** A dropdown menu, currently set to **5 - Medium**.
- Lock Time Zone:** A dropdown menu, currently set to **(UTC-06:00) Central Time (US & Canada)**.
- Bad Credential Lockout:** A button that opens the Bad Credential Lockout window.
- Networked eLock Scheduler:** A button.
- Door Switch Menu:** A button.
- Save:** A button.
- Cancel:** A button.

Latch Configuration Screen

The Latch Configuration window contains the following sections and controls:

- Latch Hardware:** A group box containing two radio buttons:
 - ☒ Single Latch
 - ☐ Dual Latch
- Access Behavior:** A group box containing:
 - Open Time:** A text field with **5** seconds (type 0 for infinite).
 - ☐ Dual Credential Users do not require PIN
 - ☐ Passage Mode
- Latch Mode:** A group box containing:
 - Latch 1 Type:** A dropdown menu with the following options:
 - Standard Latch (selected)
 - Deadbolt Latch
 - Heavy Duty Strike
 - Medium Duty Strike
 - Light Duty Strike

Bad Credential Lockout Screen

The Bad Credential Lockout window contains the following controls:

- After** **bad attempts**
- in** **minutes**
- lock out for** **minutes.**
- ☐ **Never lock out**
- OK:** A button.
- Exit:** A button.

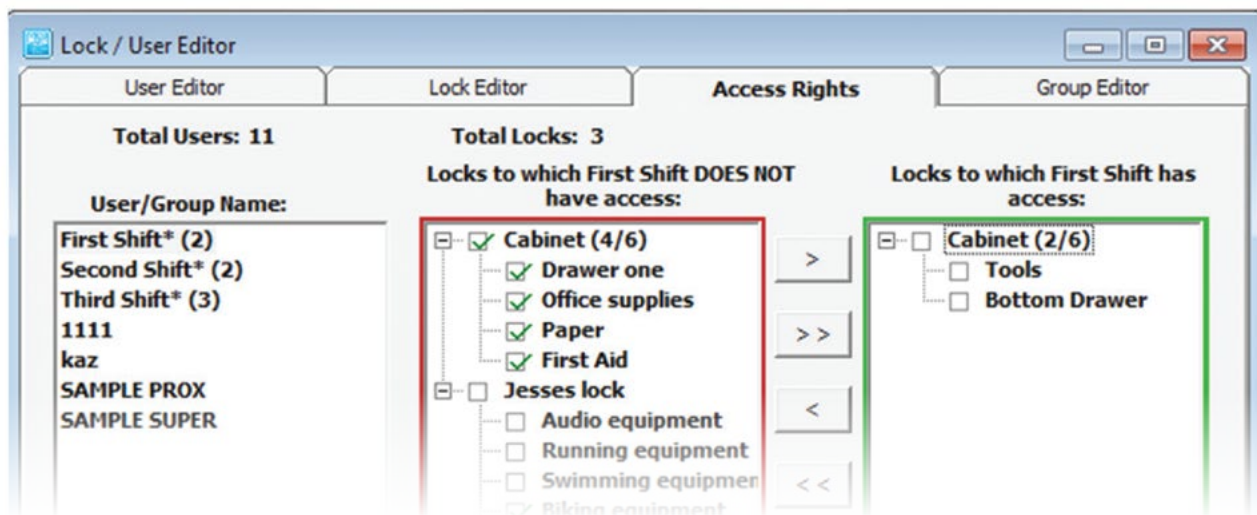
Programming with LockView Software (page 2 of 3)

- 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

The screenshot shows the 'Lock / User Editor' window. It has four tabs: 'User Editor' (selected), 'Lock Editor', 'Access Rights', and 'Group Editor'. Below the tabs is a message: 'You may auto-insert a user's credential by using the Magstripe, ProxCard or iClass reader on a connected lock.' The main area is divided into three sections. On the left is a vertical toolbar with buttons: 'Add User', 'Edit User', 'Delete User', 'Recycle Bin', 'User Search', and 'Name New Users'. In the center is a large empty box labeled 'Users:'. On the right is a form for adding a new user. It includes fields for 'User Name:', 'Full Name:', and 'Company:'. Below these is a 'Credential Type:' section with three radio buttons: 'Pushbutton', 'ProxCard / iClass', and 'Magstripe'. The 'Pushbutton' option is selected. Below the radio buttons are two text boxes for 'Pushbutton PIN:' and 'Retype PIN:'. At the bottom right of the form are three checkboxes: 'Supervisor', 'Passage Mode', and 'Dual Credential'. At the very bottom right is a button labeled 'Time-based Restrictions / Groups' with a dropdown arrow. At the bottom center are 'OK' and 'Cancel' buttons.

Programming with LockView Software (page 3 of 3)

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 packet 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

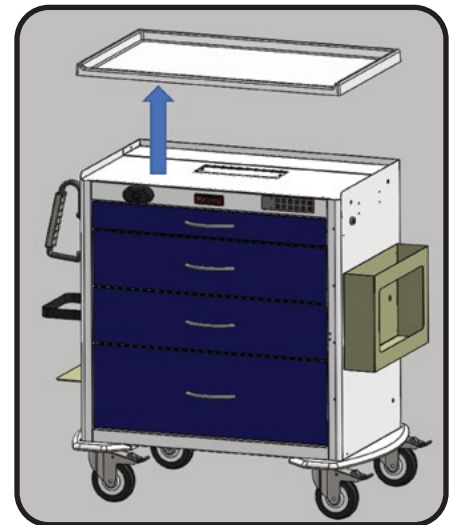
The battery compartment for the electronic lock is located on top of the cart beneath the plastic top.

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

Battery Compartment



Step 1: Remove plastic top



Keep This Page Confidential

Pin Code

[illegible]