

Narcotics Cabinet User Manual

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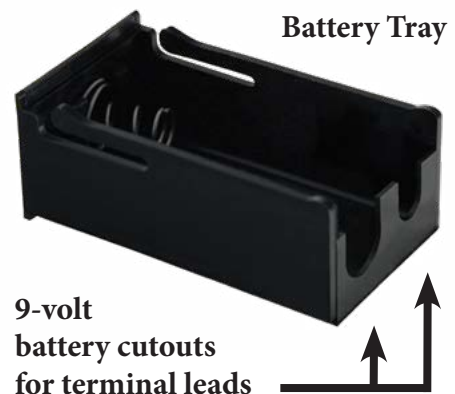
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Battery (AVD cabinets only)

For cabinets equipped with an “AVD” Audio/Visual Alarm, this alarm component is powered by a standard 9-volt battery inside of a quick change holder. Your cabinet will be shipped with the battery already in place, unless otherwise specified. The cabinet is designed to trigger the audio/visual alarm when the interior door is opened. When the battery is depleted and needs to be replaced, you will find the battery compartment located on the inside of your narcotics cabinet just underneath the alarm (shown to the right). To change the battery:

1. At the bottom of the battery compartment there is a small tab. Pull this tab to remove the battery tray.
2. Pull out the old battery. You will see that there is a large cutout and a small cutout on the end of the battery tray. Place a fresh battery into the battery tray by matching the larger and smaller plug of your standard 9-volt battery to the cutouts of the battery tray.
3. Slide the battery tray back into the battery compartment until the alarm starts to activate. If the battery tray is upside down, the battery compartment is designed to prevent insertion until it is flipped over to the correct side. Please do not force the tray into the compartment as this may break it.



Locking Systems

Harloff narcotics boxes can come with several different locking setups, depending on the model you selected. However, all non-custom cabinets will come with one or more of the following locks:

Standard Key Lock



Electronic Pushbutton Lock



To learn about the operation of your electronic pushbutton lock, please consult the CompX® manual for this lock.

Tubular Locks (high security, pick-resistant)



When only a single tubular lock is used on a cabinet, the chrome lock (shown on the left) will be used. When two tubular locks are used on a cabinet, the second lock will have a black ring (shown on the right) and will need to be unlocked exclusively by a black key to operate.

PLEASE NOTE! Using the wrong key in the wrong lock may break your lock!

Using a chrome key in a black ringed tubular lock, or using a black key in a chrome lock, may cause the key to get stuck. If this happens, the lock will have to be drilled out and new lock will need to be installed. The difference in lock color/style is specifically designed to help prevent confusion when opening these locks. Please be attentive about which key to use in dual lock setups.

DISCLAIMER: *Harloff is not liable for the repair of locks when damage occurs from using the wrong key in a lock.*

Setting and Adjusting Shelves

Most narcotics cabinets come with 1-2 adjustable shelves, depending on the model you selected. Larger cabinets may come with one permanent shelf whose height can not be adjusted.

Shelves are comprised of three parts:

1. The shelf
2. Shelf holders, which each shelf rests on
3. Shelf mounting brackets, which each shelf holder slides into

To mount, or adjust, a shelf please do the following:

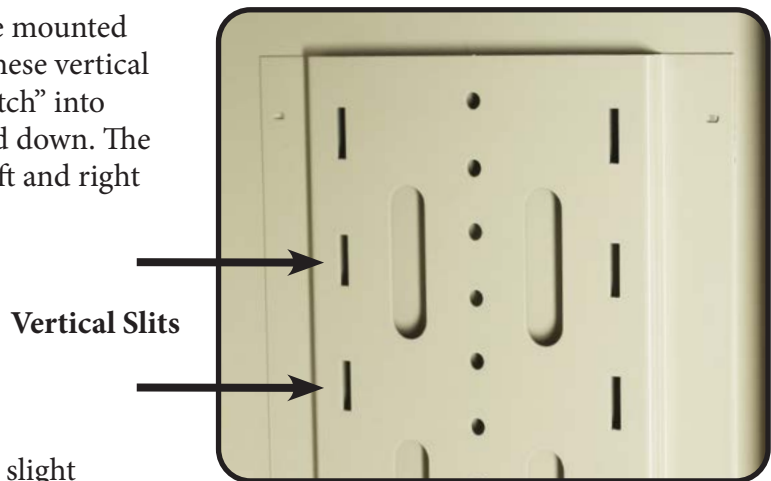
1. If the shelf and other materials are still in their packaging, remove all packaging.
2. There are shelf mounting brackets located on the left and the right of the interior of each cabinet. Locate the vertical slits in these mounting brackets that the shelf holders slide into.
3. At the level you want the shelf to be mounted or adjusted, slide a shelf holder into these vertical slits at a 45 degree angle. It should “latch” into place at a 90 degree angle when pulled down. The shelf holder will latch into both the left and right sides of the shelf mounting bracket.
4. Mirror the placement of another shelf holder on the opposite side of the cabinet, so that the shelf can rest flat and level across the width of the cabinet.
5. Insert the shelf into the cabinet at a slight angle, and above the installed shelf holder. Angle the shelf to rest in its final location on the shelf holder. There may still be some slight “wobble” in the shelf, but it should be stable and able to hold supplies.
6. For greater stability, use a Phillips head screwdriver with the provided screws to secure the shelf to the shelf mounting bracket as shown in the drawing to the right.



Shelf Holder

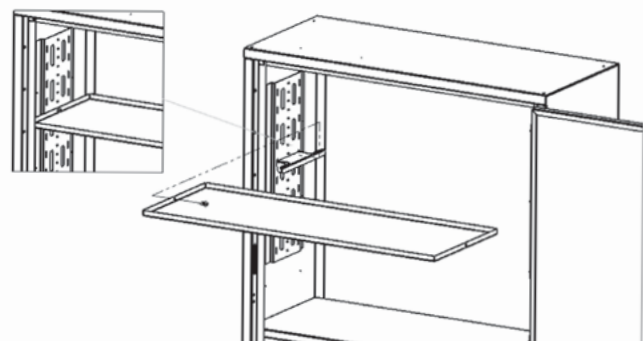


Shelf



Vertical Slits

Shelf Mounting Bracket

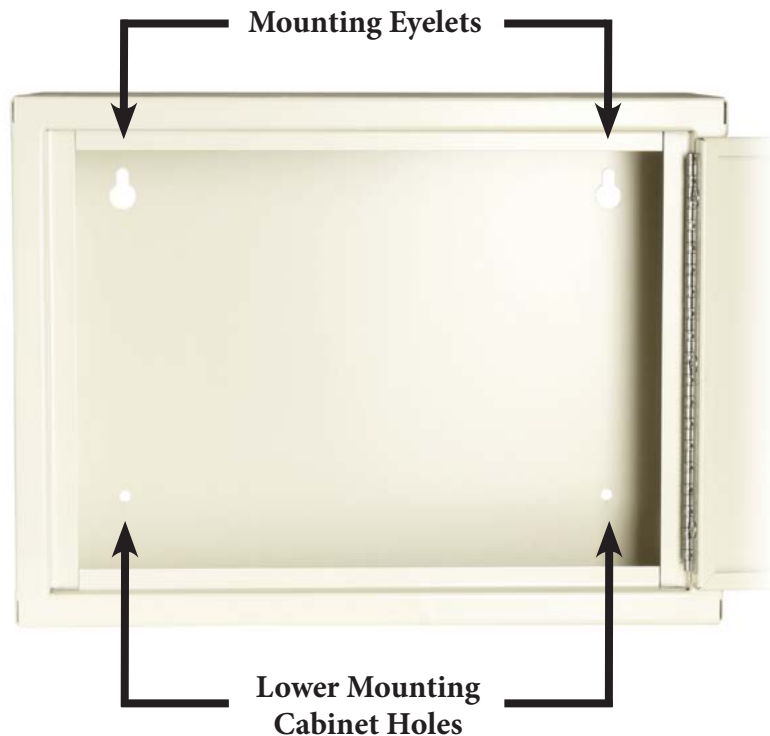


Mounting the Cabinet

1. Open the packaging and inspect for shipping damages.

2. Transport the cabinet to its final mounting location. Position the cabinet against a wall at an accessible height and position.

3. Locate the studs on the wall that the cabinet will be mounted on. At the back of each narcotics cabinet are eyelets used for mounting. Hold the cabinet against the wall and use the eyelets at the rear of the cabinet to determine hole location. Make sure that the cabinet will be mounted level and at whatever height is optimal for your facility. If bolting into a concrete wall stud locations are not necessary.



4. Using applicable mounting hardware (we recommend using 1/4" lag bolts) per local to the wall. Using a 1/4" or 5/16" bit, you may want to pre-drill the studs in the four locations where the cabinet will be secured.

5. Mount the narcotics cabinet onto the hardware so that it is securely fastened to the wall and will not pose a falling threat.

5. The lower mounting cabinet holes can also be screwed into the wall for even greater stability.