

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

PART# MAN-M & A SERIES

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**MDS2424ELP15** (Prox reader)







**MPA3030EKC06** (No Prox)



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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

# Locking Systems

## CompX Keypad



## Communication Port (located under the top cover)



## Override Lock on Side

## Prox Reader (ELP only)



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.

# 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”. 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)

- 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.



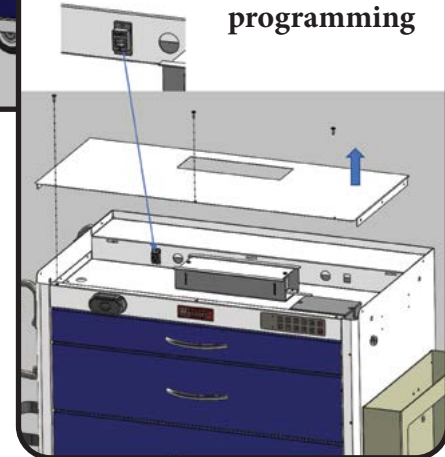
Click the “Lock/User Editor” icon in the sidebar

- 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 screen is divided into four tabs: User Editor, Lock Editor, Access Rights, and Group Editor. The Lock Editor tab is active, showing the following fields and options:

- Lock Name:** [Empty text field]
- Serial Number:** [Empty text field]
- Setup Code:** [Empty text field]
- Lock Location:** [Empty text field]
- Manufacturer:** [Empty text field]
- Access Type:** Radio buttons for  Pushbutton,  Prox/Pushbutton, and  Mag/Pushbutton.
- Latch Configuration:** A button that is highlighted with a red box and a line pointing to the Latch Configuration Screen below.
- Lock Voltage:** Radio buttons for  6 Volts,  9 Volts, and  12 Volts.
- Alert Setup** and **Temperature** buttons.
- Lock in Sync?** No [View button]
- LCD Mode:** Off When Inactive [Dropdown arrow]
- Keypress Volume:** 5 - Medium [Dropdown arrow]
- Temperature Lock:**
- Lock Secure If Battery Low:**
- Bad Credential Lockout:** A button highlighted with a red box and a line pointing to the Bad Credential Lockout Screen below.
- Networked eLock Scheduler** and **Door Switch Menu** buttons.
- Lock Time Zone:** (UTC-06:00) Central Time (US & Canada) [Dropdown arrow]
- Save** and **Cancel** buttons.

## Latch Configuration Screen

The Latch Configuration screen has two main sections:

- Latch Hardware:** Radio buttons for  Single Latch and  Dual Latch.
- Access Behavior:** Open Time: [ 5 ] seconds (type 0 for infinite). Checkboxes for  Dual Credential Users do not require PIN and  Passage Mode.
- Latch Mode:** Latch 1 Type: Standard Latch [Dropdown arrow]. A dropdown menu is open showing options: Standard Latch, Deadbolt Latch, Heavy Duty Strike, Medium Duty Strike, and Light Duty Strike.

## Bad Credential Lockout Screen

The Bad Credential Lockout screen has the following settings:

- After [ 3 ] bad attempts in [ 5 ] minutes lock out for [ 5 ] minutes.
- Never lock out
- OK** and **Exit** buttons.

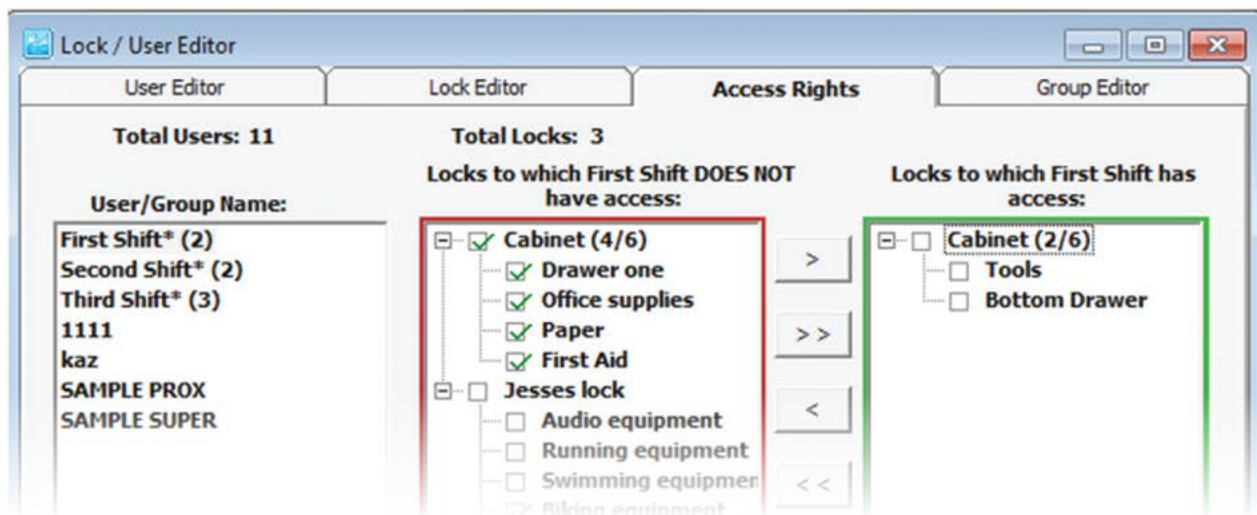
# Programming with LockView Software (page 2 of 3)

- 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 with four tabs: 'User Editor', 'Lock Editor', 'Access Rights', and 'Group Editor'. The 'User Editor' tab is active. A message at the top reads: 'You may auto-insert a user's credential by using the Magstripe, ProxCard or iClass reader on a connected lock.' Below this is a large empty box labeled 'Users:'. To the left of this box is a vertical toolbar with buttons: 'Add User', 'Edit User', 'Delete User', 'Recycle Bin', 'User Search', and 'Name New Users'. To the right of the 'Users' box are input fields for 'User Name:', 'Full Name:', and 'Company:'. Below these are radio buttons for 'Credential Type:' with options 'Pushbutton', 'ProxCard / iClass', and 'Magstripe'. Further down are input fields for 'Pushbutton PIN:' and 'Retype PIN:'. Below these are checkboxes for 'Supervisor', 'Passage Mode', and 'Dual Credential'. At the bottom right is a button for 'Time-based Restrictions / Groups' with a dropdown arrow. At the very bottom 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 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

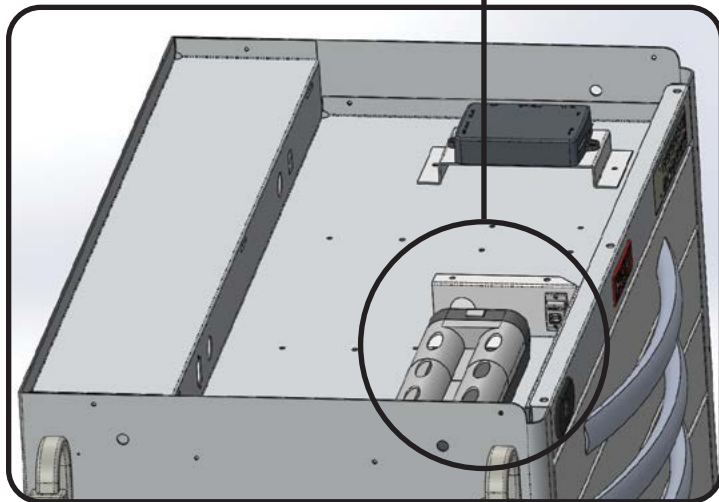
The battery compartment for the electronic lock is located on top of the cart beneath the plastic top.

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).

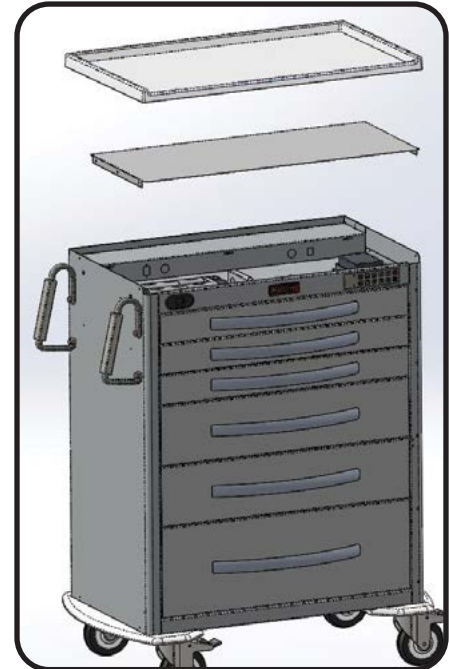
**PLEASE NOTE:** Alternating, flashing red and green lights indicate a low battery.

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

## Step 2: Replace batteries



## Step 1: Remove plastic top



# Keep This Page Confidential

Slot number

User Name

Pin Code
