

Electronic Locking

General Operating Instructions

Section 1: Unlocking the Cart for the First Time

The cart comes pre-programmed with a Supervisor Code of 1234. This is the only code that is programmed into the cart at time of delivery. If a user wishes to open the cart before programming any other codes, 1234 must be entered. See Section 2 for detail on how to unlock and lock the cart. Section 8 contains information on how to program additional user codes.

Section 2: Unlock & Lock Cart

To Unlock the Cart:

- Enter your 4-digit user or Supervisor code on the touch pad.
- **Factory Default Supervisor code is 1234.**
- The green light will illuminate signaling a valid code has been entered.
- The cart drawers will now be unlocked.
- **NOTE:** If the cart is already unlocked, the green light will blink.

To Lock the Cart:

- Push the Lock key on the touch pad.
- **NOTE:** If the cart is already locked, the red light will blink.

Section 3: Manually Lock & Unlock Cart

The cart can be unlocked manually (without the touchpad or electronics) by using the key lock. When this is done, the controller behaves exactly as if the user had entered a user or Supervisor code to unlock the cart.

- Insert the key into the mechanical key lock and turn clockwise 90 degrees.
- The cart will now be unlocked.
- To lock the cart, turn the key 90 degrees counter clockwise.
- **NOTE:** If the cart is manually unlocked with the key, it must also be re-locked using the key.

Section 4: Low Battery Indicator/Replace Batteries

The red LED light will flash when batteries are at approximately 20% of remaining life.

To Change Batteries

- Locate the battery storage box on the rear of the cart.
- Remove the screws holding the battery box cover in place.
- Remove the batteries and replace with (4) "D" size alkaline batteries (rechargeable batteries cannot be used).
- Replace cover and screws.

Programming Instructions

Section 5: Enter Programming Mode

- Press <PRGM> Key
- Red and Green LED lights will flash 4 times
- Enter the 4 Digit Supervisor Code.
 - o Factory Default Supervisor Code is 1234.
 - o To change the Supervisor Code, please see Section 6 below.
- Once the correct Supervisor Code is entered, Green LED light will flash 3 times, prompting user to select programming location.
- Locations are listed below.
- Incorrect Supervisor Code will result in the Red LED light flashing once.
- If this occurs, you must press <PRGM> Key and re-enter Supervisor Code to begin programming.
- **NOTE:** User must always wait for LED lights to finish prompting before entering codes.

At this point, user can select from the following programming locations:

- 000 - Supervisor Code
- 001 - 099 -- User Code
- 900 - Dual Mode
- 901 - Tamper Lockout Time
- 902 - Auto Lock Time - Minutes
- 903 - Auto Lock Time - Seconds
- 999 - Exit Programming Mode

Instructions for each programming location are detailed in this document.

Section 6: Exit Programming Mode - 999

- After all programming is complete, enter 999 to exit programming mode.
- Green and Red Lights will Flash 2 Times.
- Normal cart mode is now resumed.

Section 7: Supervisor Code - 000 Change Supervisor Code

- Follow steps to enter Programming Mode (See Section 5).
- Enter 000.
- Green Light Will Flash 4 Times.
- Enter New 4 Digit Combination (**Valid Supervisor code combinations are any number from 0001 to 9999**)
- Green LED will flash once followed by a delay.
- Green Light will then flash 3 times, prompting user to enter next programming location or to exit programming mode.
- Move onto additional programming features by entering the next desired 3 digit location.
- Exit programming mode by entering 999 (See Section 6 for more detail).

Section 8: User Codes-001 – 099

There are 99 User Code slots in addition to the 1 slot reserved for the Supervisor Code. The User Code slots are numbered 001 through 099.

Enter User Codes:

- Follow steps to enter Programming Mode (See Section 5).
- Enter 001.
- Green Light Will Flash 4 Times.
- Enter New 4 Digit User Code Combination (Valid User code combinations are any number from 0001 to 9999).
- Green Light Will Flash 1 Time followed by a slight delay.
- Green Light will then flash 3 times, prompting user to enter next user code, programming location or to exit programming mode.
- To program next User Code, enter 002 Green Light will Flash 1 Time.
- Enter Next New 4 Digit User Code Combination.
- Green Light will flash 1 time followed by a slight delay.
- Green Light will then flash 3 times, prompting user to enter next user code, programming location or to exit programming mode.
- Continue entering User Codes into the remaining open slots by entering 003, 004, etc and following the steps above.
- Once finished entering the final User Code and after the green light has flashed, you are free to move on to additional programming features or to hit 999 to exit programming mode (See Section 6).

Delete User Codes:

- Follow steps to enter Programming Mode (Section 5).
- Enter User Code location you wish to delete (001-099).
- Green Light Will Flash 4 Times.
- Enter 0000 to delete user code.
- Green Light Will Flash 1 Time followed by a slight delay.
- Green Light will then flash 3 times, prompting user to delete next user code, enter next programming location or to exit programming mode.
- Continue deleting User Codes from the remaining slots by entering 002, 003, etc and following the steps above.
- Once finished deleting user codes and after the green light has flashed, you are free to move on to additional programming features or to hit 999 to exit programming mode (See Section 6 for more detail).

Section 9: Dual Mode Feature - 900

The electronic lock can be programmed to require both a Supervisor code and a User code (dual mode) in order to unlock and lock the cart. This will add an extra level of security and control for the cart contents. The default is dual mode deactivated.

Activate Dual Mode:

- Follow steps to enter Programming Mode (See Section 5).
- Enter 900.
- Green Light Will Flash 1 Time.
- Enter 1 To Enable Dual Mode.
- Green Light Will Flash 1 Time followed by a slight delay.
- Green Light will then flash 3 times, prompting user to enter next programming location or to exit programming mode (See Section 6 for more detail).

Disable Dual Mode:

- Follow steps to enter Programming Mode (See Section 5).
- Enter 900.
- Green Light Will Flash 1 Time.
- Enter 0 to Disable Dual Mode.
- Green Light Will Flash 1 Time followed by a slight delay.
- Green Light will then flash 3 times, prompting user to enter next programming location or to exit programming mode (See Section 6).

Section 10: Tamper Evident Lockout – 901

If 5 incorrect codes are entered into the touch pad within 2 minutes, the tamper evident lockout feature will be triggered and the cart will go into Access Denied mode. Once tamper evident lockout is triggered, no user will be able to access the cart for a set amount of time, even with a valid code. The default Tamper Evident Lockout Time is set to 5 minutes (300 seconds). The tamper evident lockout out time is measured in seconds (i.e. 2 minutes = 120 seconds, 10 minutes = 600 seconds, etc.).

Change Tamper Evident Lockout Time

- Follow steps to enter Programming Mode (See Section 5).
- Enter 901.
- Green Light Will Flash 4 Times.
- Enter 0001 - 9999 Seconds to program desired amount of lockout time.
- Green Light Will Flash 1 Time followed by a slight delay.
- Green Light will then flash 3 times, prompting user to enter next programming location or to exit programming mode (See Section 6 for more detail).

Disable Tamper Evident Lockout Time:

- Follow steps to enter Programming Mode (See Section 5).
- Enter 901.
- Green Light Will Flash 4 Times.
- Enter 0000 Seconds to disable lockout time
- Green Light Will Flash 1 Time followed by a slight delay.
- Green Light will then flash 3 times, prompting user to enter next location or exit programming mode (See Section 6 for more detail).

Section 11: Auto Lock Time – 902(Minutes) or 903 (Seconds)

If the Auto Lock feature is used, the lock will energize after the set amount of time has expired and the spring tension in the cabinet mechanism will cause the handle to return to the locked position. The factory default Auto Lock Time is set to a minutes. The auto lock time is measured in minutes (i.e. 10 minutes = 010, 2 hours = 120 minutes) for 902 or seconds for 903.

Change Auto Lock Time:

- Follow steps to enter Programming Mode (See Section 5).
- Enter 902 or 903.
- Green Light Will Flash 3 Times.
- Enter 001 - 999 Minutes (or seconds) to set desired auto lock time.
- Green Light Will Flash 1 Time followed by a slight delay.
- Green Light will then flash 3 times, prompting user to enter next location or to exit programming mode (See Section 6).

Disable Auto Lock Feature:

- Follow steps to enter Programming Mode (See Section 5).
- Enter 902 or 903.
- Green Light Will Flash 3 Times.
- Enter 000 Minutes or Seconds to disable auto lock feature Green Light Will Flash 1 Time followed by a slight delay.
- Green Light will then flash 3 times, prompting user to enter next programming location or to exit programming mode (See Section 6 for more detail).

Section 12: Reset Parameters to Default Settings

It is possible to reset all parameters back to default settings. The user can set all parameters excluding user codes back to factory defaults. Likewise, the user can set all parameters including user codes back to factory defaults, consequently deleting all existing user codes. In order to delete all user codes and reset all programmed features back to factory defaults, cart must be in programming mode.

Reset Default Settings Excluding User Codes:

- Remove top drawer from cart.
- Locate control board on inside of front of cart
- There is a small pushbutton located on the bottom of the control board (orange in color).
- Ensure cart is not in programming mode (See Section 5 for more detail on programming mode).
- Push the button.
- All settings (excluding user codes) are now returned to factory defaults, including the Supervisor Code which will now be 1234.

Reset Default Settings Including All User Codes:

- Remove top drawer from cart.
- Locate control board on inside of face of cart
- There is a small pushbutton located on the bottom of the control board (orange in color).
- Ensure cart is in programming mode (See Section 5 for more detail on programming mode).
- Push the button.
- All settings are now returned to factory defaults, including the Supervisor Code which will now be 1234.
- Replace drawer.
- Cart is ready to be used or programmed.
- **NOTE:** If cart is not in programming mode, all settings will be set back to defaults but all user codes will not be deleted.

Proximity Reader Operating Instructions

The cart comes pre-programmed with a Supervisor Code of 1234. This is the only code that is programmed into the cart at time of delivery. If a user wishes to open the cart before programming any other codes, 1234 must be entered. Likewise, if the user wishes to begin programming proximity cards (stickers, key fobs, etc) into open user slots, the pre-programmed Supervisor code must be used to enter programming mode. See Section 5 for more detail on programming mode. See Section 13 on how to program proximity cards into user slots.

Section 13: Program & Delete User Proximity Cards - 001 - 099

There are 99 User slots in addition to the 1 slot reserved for the Supervisor. The User slots are numbered 001 through 099.

Program User Cards:

- Follow steps to enter Programming Mode (See Section 5).
- Enter 001.
- Green light Will Flash 4 Times.
- Swipe Proximity Card.
- Green light Will Flash 1 Time followed by a slight delay.

- Green light will then flash 3 times, prompting user to enter program next card, enter next programming location or to exit programming mode.
- To program next User card, enter 002.
- Green light will Flash 1 Time.
- Swipe Next Proximity Card.
- Green light will flash 1 time followed by a slight delay.
- Green light will then flash 3 times, prompting user to program next card, enter next programming location or to exit programming mode.
- Continue programming User Cards into the remaining open slots by entering 003, 004, etc.
- Once finished programming the final User Card and after the green light has flashed, you are free to move on to additional programming features or to hit 999 to exit programming mode (See Section 6).

Delete User Cards:

- Follow steps to enter Programming Mode (See Section 5).
- Enter User Card location you wish to delete (001-099).
- Green light Will Flash 4 Times.
- Enter 0000 to delete user card.
- Green light Will Flash 1 time followed by a slight delay.
- Green light will then flash 3 times, prompting user to delete next card, enter next programming location or to exit programming mode.
- Continue deleting User Cards from the remaining desired slots by entering 003, 004, etc and following the steps above.
- Once finished deleting user cards and after the green light has flashed, you are free to move on to additional programming features or to hit 999 to exit programming mode (See Section 6 for more detail).

Section 14: Unlock & Lock the Cart Using Proximity Reader

To Unlock The Cart Drawers:

- Swipe the proximity card within the vicinity of the reader.
- The green light will illuminate signaling a valid card has been swiped.
- The cart will now be unlocked.
- **NOTE:** If the cart is already unlocked, the green light will blink.

To Lock The Cart Drawers:

- Push the Lock key on the touch pad.
- **Note:** If the cart is already locked, the red light will blink.

Section 15 - Supervisor Proximity Card

Change Factory Default Supervisor Code to Supervisor Proximity Card:

- Follow steps to enter Programming Mode (See Section 5).
- Enter 000.
- Green Light Will Flash 4 Times.
- Swipe Supervisor Proximity Card.
- Green light Will Flash 1 Time followed by a slight delay.
- Green Light will then flash 3 times, prompting user to enter next programming location or to exit programming mode (See Section 6 for more detail).

* Save this document for future application, load rating and/or safety reference.

