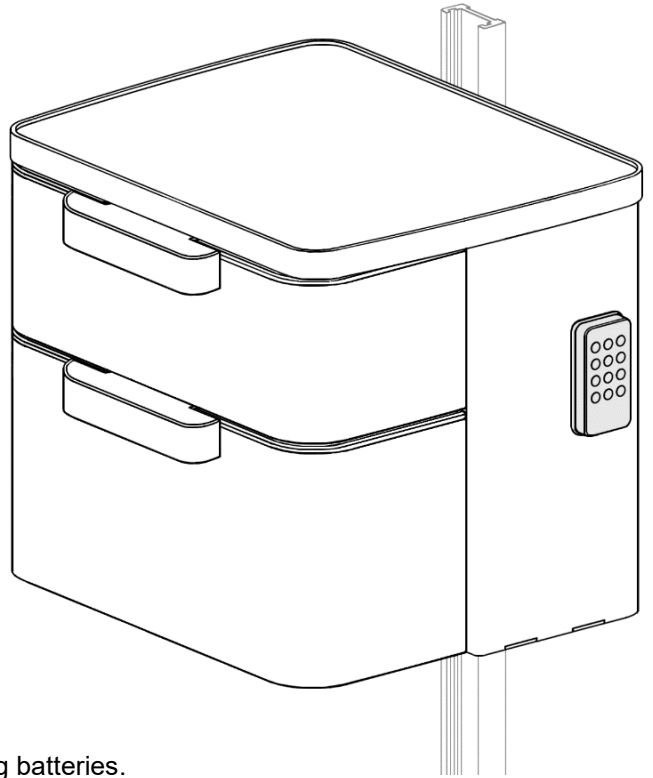


Installation Guide Channel Mount Drawer Module with Programmable Lock System

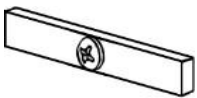


8 AA Batteries Required:

- (4) Lock Mechanism
- (4) Battery Backup

Important - Read the testing and Programming Section before installing batteries.

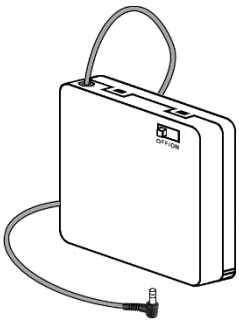
Parts Reference



(1) Adjustable Stop



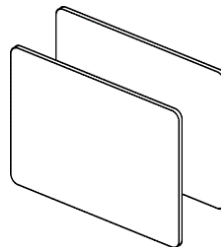
1/8" T-Handle Hex Wrench



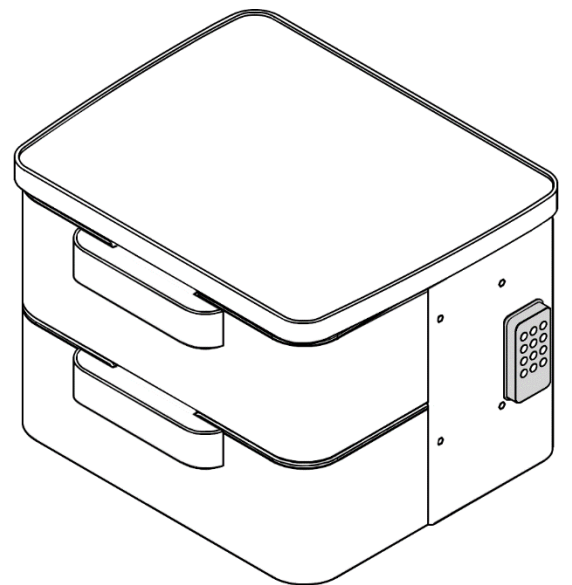
Battery Backup



(2) Key Fob Style
User Cards



(2) User Cards



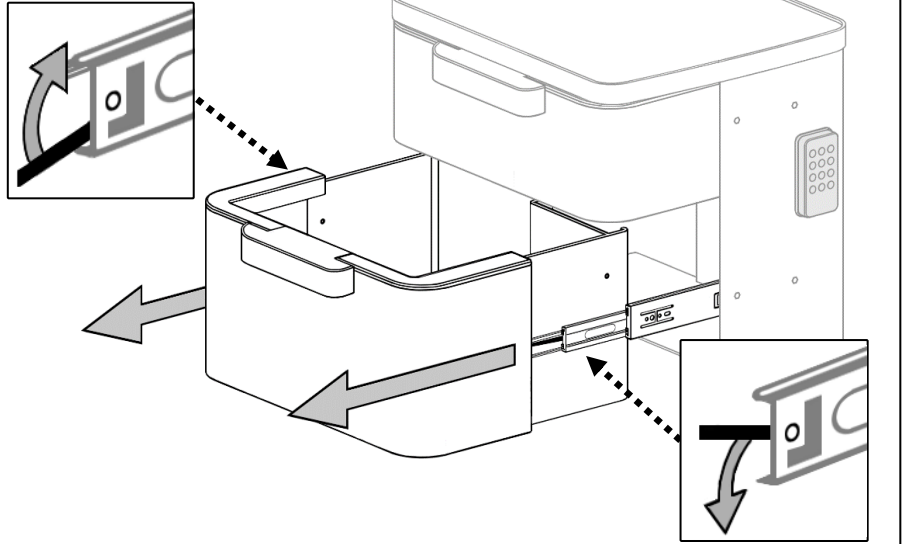
Drawer Module with Keypad Activated
Lock Assembly

Mounting Drawer Module in Channel



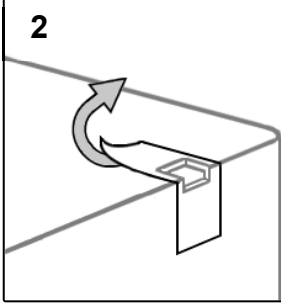
Remove and set aside the box of parts and paperwork from the drawers.

1 Remove upper and lower drawers as shown.



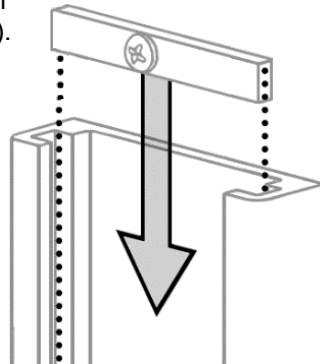
2

Take the upper drawer and remove the tape covering the bottom lock catch opening.

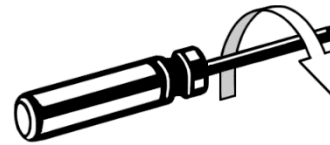


3 Insert Adjustable Stop into top of channel and slide to desired mounting position (A). Using a #2 Phillips screwdriver, tighten the center screw to secure position (B).

A

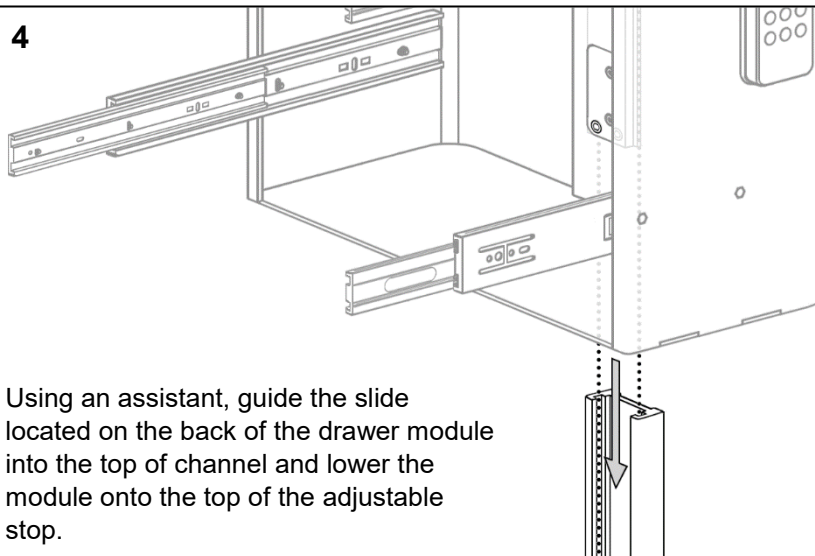


B



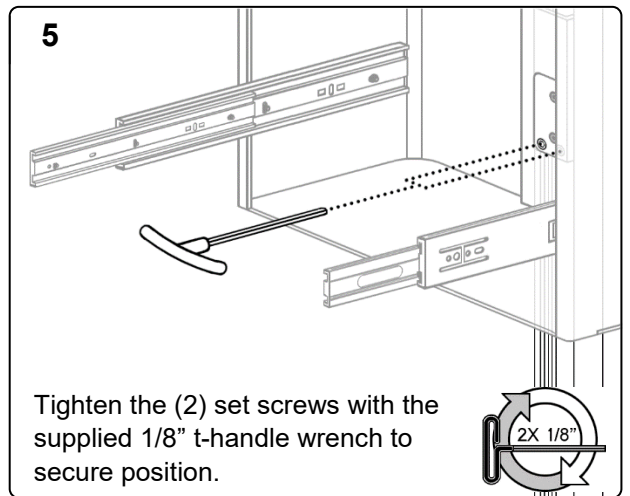
Due to the size and weight of this drawer module, an additional person is needed to assist in lifting and securing this module into the channel.

4

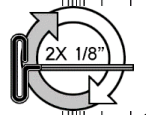


Using an assistant, guide the slide located on the back of the drawer module into the top of channel and lower the module onto the top of the adjustable stop.

5



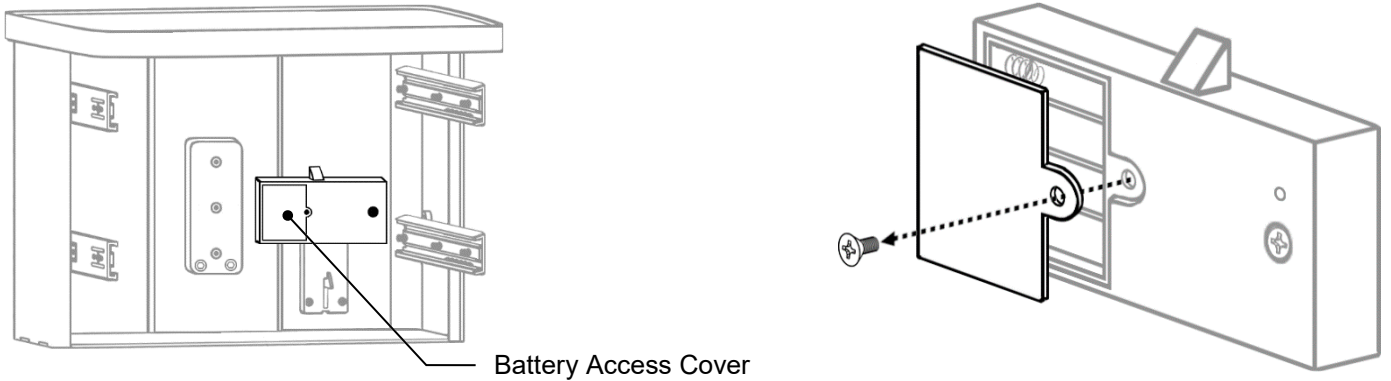
Tighten the (2) set screws with the supplied 1/8" t-handle wrench to secure position.



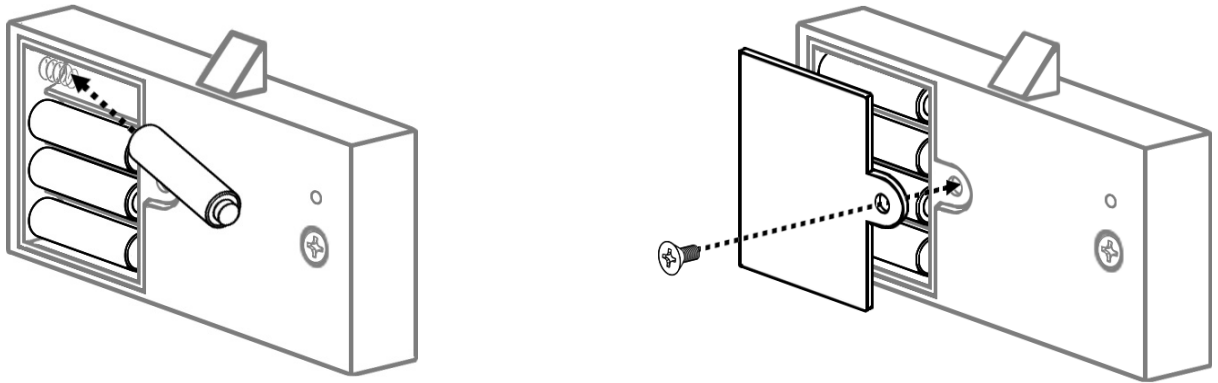
Installing Batteries in Lock Mechanism and Battery Backup

1 Lock Mechanism

Locate the battery access cover on the lock mechanism inside the cabinet. Using a # 1 Philips screwdriver, remove screw and battery access cover.



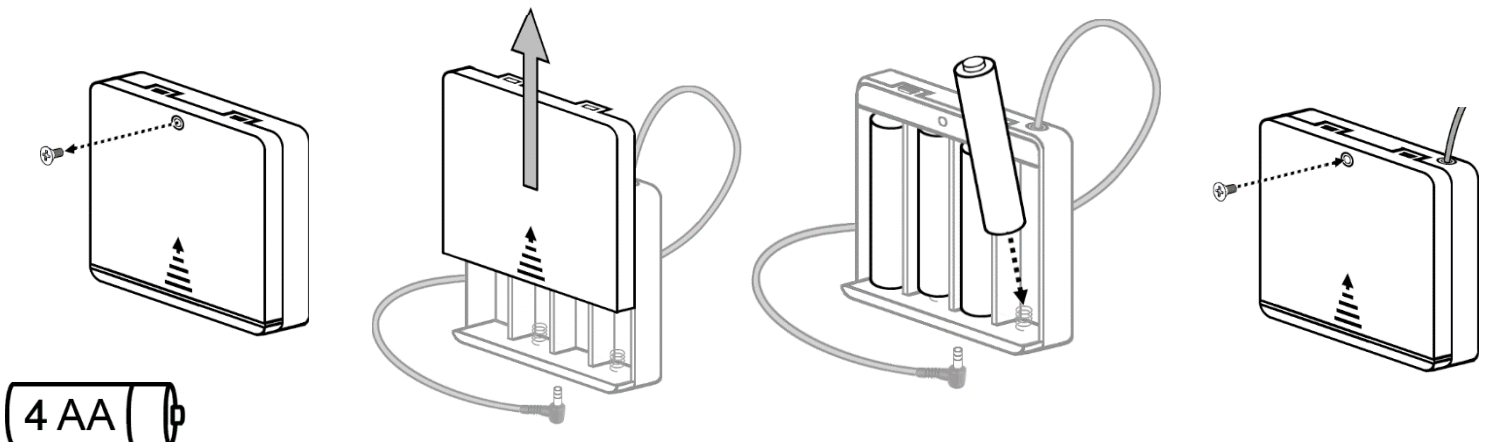
2 Install (4) AA batteries and re-install battery access cover.



Battery Backup

When the lock mechanism batteries do not work anymore, use the battery backup to power the keypad. The battery backup plugs into the bottom of the keypad allowing you to enter your Admin security code and open the drawers to replace batteries.

Using a #1 Philips screwdriver, remove the screw and battery cover and install 4 AA batteries into the battery backup as shown below. Secure battery cover with screw. Do not store the battery backup inside the drawer module.



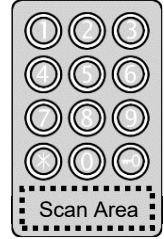
Testing and Programming

Warnings/Caution/Attention



Installation Note: Testing and programming should be performed prior to drawer installation. This will allow for quick access to the batteries and re-set button if needed. The Keypad does not have an on/off switch and is always on. Battery backup has a small on/off switch located on the front cover. Battery life is 10-12 months with regular use and should be checked accordingly. Do not store battery backup in drawer module.

Keypad: The lower section of the keypad has an RFID scanner / reader. Do not scan or place any user cards in front of the RFID scan area on the keypad until instructed to do so later in this installation guide. If you unintentionally scan a user card, you will need to reset the lock assembly to factory settings which is explained below.



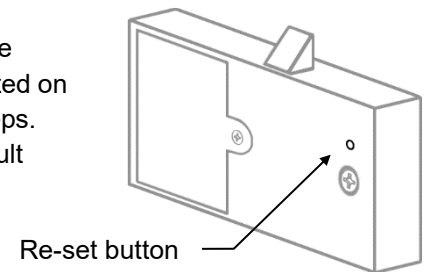
Factory Default Settings:

The lock assembly is shipped with the following factory default settings:

- Private Use
 - Single Unlock Mode
 - Admin PIN code: Enter “Key Symbol,1,2,3,4,5,6,7,8, Key Symbol”.
 - First User Card (either style) scanned automatically becomes Admin Card.
- These settings and how they are used will be explained further in this guide.

Restoring Factory Settings

It may be necessary to restore the lock assembly back to factory default settings. To restore factory settings, use a small nail or hex wrench and insert it into the re-set button hole located on the lock mechanism. Press the button 5 times in a row. You will then hear a series of 3 beeps. Congratulations, you have successfully re-set the lock mechanism back to the factory default settings.



Testing the Drawer Module Lock Mechanism

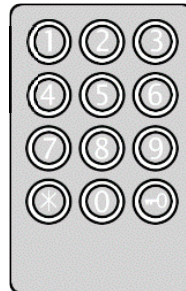
With new batteries installed into the lock mechanism and battery backup, it's time to test the lock mechanism. Type the **security code** listed below into the keypad. You will hear the lock mechanism unlock allowing you to open either drawer (when installed). The lock mechanism will automatically lock after 10 seconds with the drawer in an open or closed position. When you close the drawer, it will automatically lock. If you do not hear the lock open, try entering the security code again (symbols and numbers). If the keypad does not work, plug the battery backup into the bottom of the keypad, **turn it on**, and enter the security code again. You will hear the lock mechanism unlock. Check or replace the batteries in the lock mechanism.



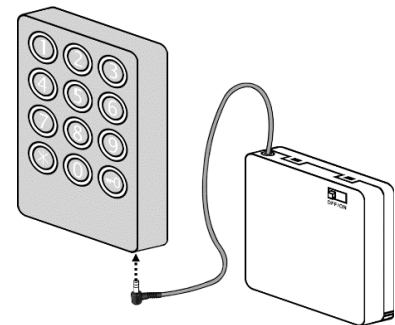
Entering Security Code / Pin Code into Keypad

Always enter the key symbol before and after your Security / PIN Code when unlocking the drawer.

Security Code/PIN Code
⌘ 0 , 1, 2, 3, 4, 5, 6, 7, 8, ⌘ 0



Connecting battery backup to keypad



Programming and Configuring Information

The list below will help you determine who can open the drawer module and how they can open it.

Admin/User Cards and PIN Codes

Admin Card and Admin PIN Code- The admin user card and PIN code allow for total control of the drawer module (lock/unlock, add and delete user cards, add and delete user PIN codes, change Use Mode and Unlock Mode).

User Cards (Card and Key Fob Style)- User cards will unlock the drawer module.

User PIN Code- User PIN code will unlock the drawer module.

Temporary User Pin Code and Temporary User Card- These will open the lock once, then becomes invalid. Lock will remain unlocked. (These can only be issued and usedbe used in Public Use Mode).

Use Mode: (who can unlock the drawer module)

Private Use- Multiple assigned user PIN codes and user cards will open lock. After 5 seconds the drawer will automatically lock in an open or closed position.

Public Use- Temporary PIN code or temporary user card will open the lock once and then become invalid. Lock will remain unlocked.

Unlock Mode: (how you can open the drawer module)

Single Unlock Mode- You can enter user PIN code or swipe user card to unlock.

Dual Unlock Mode- You need to enter user PIN code and swipe user card to unlock.

Other Functions

- If the PIN Code is invalid, you will hear a series of 3 beeps and the blue backlight will turn off.
- The sound alarm will alert when battery power is low. Only the Admin user card will unlock the drawer.
- Lock supports Messy Codes. That means the correct code (123456) is embedded in the PIN code. You can add numbers before and after the correct PIN code (up to 32 digits); an example of entry is: 01234567893440.

Getting Started

The lock mechanism comes preset from the factory as Private Use, Single Unlock Mode. Before programming, reset the lock mechanism back to the factory default settings by pressing the reset button 5 times in a row as described earlier on page 4. This will assure that all information programmed into the lock is current and correct.

Keeping Records

For each drawer module It is very important to keep separate records for user cards, user PIN codes, and the series number that is associated with each. A Series number is issued to each PIN code and user card as they are programmed into the lock. User cards and user PIN codes will have a separate Series numbers starting with 001. The sample records below include information along with the series number that will help you track, delete, or modify user cards and PIN codes. For your convenience, we have provided some sample blank record sheets towards the back of this installation guide.

| User Card List Drawer Module 1 | | | |
|--------------------------------|---------------------------|-------------|---|
| User Card Series # | User Card | Date Issued | Name / Employee ID # / Department |
| n/a | Admin Card -Card style | n/a | Lewis H. / XXX44 / IT Department |
| 001 | User Card – Card style | 1/17/19 | Kimi R. / Contractor / Aus Pharmaceutical |
| 002 | User Card – Key Fob style | 2/3/19 | Daniel R. / XXX9 / Charge Nurse |
| 003 | User Card – Card Style | 2/12/19 | Sebastian V. / XXX5 / Doctor |

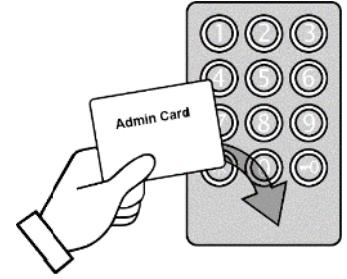
| Pin Code List Drawer Module 1 | | | |
|-------------------------------|--------------------------|-------------|---|
| PIN Code Series # | PIN Code | Date Issued | Name / Employee ID # / Department |
| n/a | key,1,2,3,4,5,6,7,8, key | n/a | Lewis H. / XXX44 / IT Department |
| 001 | key, 9,8,7,6, key | 1/17/19 | Kimi R. / Contractor / Aus Pharmaceutical |
| 002 | key, 6,5,4,3, key | 2/3/19 | Daniel R. / XXX9 / Charge Nurse |
| 003 | key, 4,5,6,7, key | 2/12/19 | Sebastian V. / XXX5 / Doctor |

Programming for Private Use Mode

Installation Note: Lock is shipped to operate in Private Use, Single Unlock Mode.

Admin Card

The first user card scanned will automatically be set as the **Admin User Card**. Scan card on keypad and you will hear a series of 2 beeps. Wait 10 seconds and swipe the card again. You should hear the lock mechanism unlock and then it will automatically lock after 5 seconds.



Admin PIN Code

Installation Note: All Pin Codes need to be 4-15 digits in length.

To change the Admin PIN Code from the factory default setting, enter the following. (key), (1,2,3,4,5,6,7,8), (key), (1), (new PIN Code), (key), (new PIN Code), (key).

Adding User

Installation Note: user PIN code and user card can only be added or changed while lock is in Single Unlock Mode.

User PIN codes needs to be 4-15 digits in length.

Add User PIN Code (Issue and record a series number with each PIN code being issued starting with 001).

To add a new user PIN code, enter the following.

(key), (admin PIN code), (key), (8), series # (00X), (key), (user PIN code), (key), (user PIN code), (key).

Add User Card (Issue and record a Series number with each user card programed into the lock starting with 001).

To add a new user card, swipe admin user card twice, then swipe new user card.

Delete User PIN Code

To delete a user PIN code, enter the following.

(key), (admin PIN code), (key), (4), (series # of user PIN code), (key), (series # of PIN code), (key),

Delete User Card

To delete a user card, do the following.

Swipe admin user card twice, enter (4), (series # of user card), (key), (series # of PIN code), (key).

Delete All User PIN Codes

To delete all user PIN codes, enter the following.

(key), (admin PIN code), (key), (0), (key).

Delete All User Cards

To delete all user cards, do the following.

Swipe admin card twice, enter (0), (key).

Change between Public Use Mode and Private Use Mode

To change between Public Use Mode and Private Use Mode, enter the following.

(key), (admin PIN code), (key), (7), (key).

If the lock is in an open position, repeat the procedure and the lock should now be in a locked position. In public use mode the lock will be in an unlocked position, and locked when it is set in private use mode.

Change from Single Unlock Mode to Dual Unlock Mode

To change from single unlock mode to dual unlock mode, enter the following.

(key), (admin PIN code), (key), (6), (key).

Change from Dual Unlock Mode to Single Unlock Mode

To change from dual unlock mode to single unlock mode, enter the following.

(key), (admin PIN code), (key), (5), (key).

To Unlock Drawer

Single Unlock Mode – Swipe user card or enter (key), (user PIN code), (key). Drawer will unlock and then automatically lock after 5 seconds with the drawer in an open or closed position. The drawer can still be pushed close and lock.

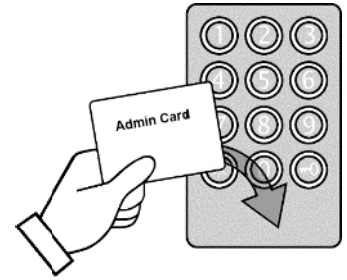
Dual Unlock Mode – Swipe user card and enter (key), (user PIN code), (key). Drawer will unlock and then automatically lock after 5 seconds with the drawer in an open or closed position. The drawer can still be pushed close and lock.

Programming for Public Use Mode

Installation Note: Lock is shipped with factory default settings to operate in Private Use, Single Unlock Mode.

Admin Card

The first user card scanned will automatically be set as the **Admin User Card**. Scan card on keypad and you will hear a series of 2 beeps. Wait 10 seconds and swipe the card again. You should here the lock mechanism unlock and then it will automatically lock after 5 seconds.



Admin PIN Code

Installation Note: All Pin Codes need to be 4-15 digits in length.

To change the admin PIN code from the factory default setting (1,2,3,4,5,6,7,8), enter the following. (key), (1,2,3,4,5,6,7,8), (key), (1), (new PIN code), (key), (new PIN code), (key).

Change from Private Use Mode to Public Use Mode

To change between Private Use Mode to Public Use Mode, enter the following.

(key), (admin PIN code), (key), (7), (key).

The lock should now be in an unlocked position, and locked if it was set in Private Use Mode.

Add User (available only in the unlock state)

Installation Note: User PIN code and user card can only be added or changed while lock is in single unlock mode. User PIN codes needs to be 4-15 digits in length.

Add Temporary User PIN Code (in Single Unlock Mode)

To add a temporary user PIN code, in single unlock mode, enter the following.

(key), (new temporary PIN code), (key), (new temporary PIN code), (key).

The drawer should be in the locked position after the setting. Issue and record a series number with each PIN code being issued starting with 001.

Add Temporary User Card (in Single Unlock Mode)

To add a new user card in single unlock mode, swipe the new user card (After that, the drawer will be locked). Issue and record a series number with each user card programed into the lock starting with 001.

Add Temporary PIN Code and User Card (in the dual unlock mode)

Enter (new temporary PIN code), (key), (new temporary PIN code), (key), and swipe user card.

The drawer should be in the locked position after the setting.

Change between Single Unlock Mode to Dual Unlock Mode

To change from single unlock mode to dual unlock mode, enter the following.

(key), (admin PIN code), (key), (6), (key).

Change between Dual Unlock Mode to Single Unlock Mode

To change from dual unlock mode to single unlock mode, enter the following.

(key), (admin PIN code), (key), (5), (key).

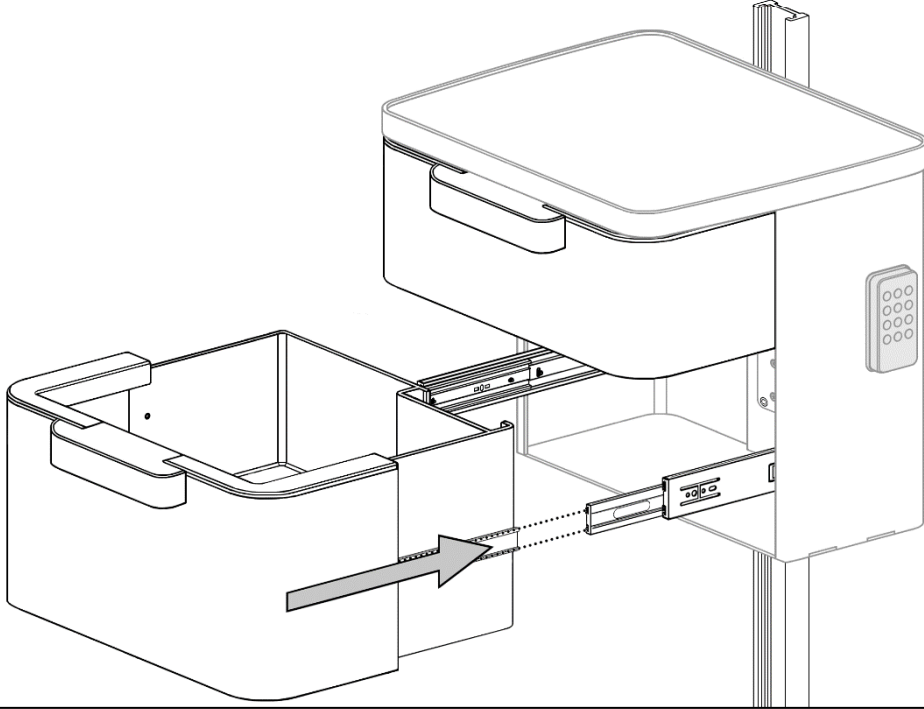
To Unlock Drawer

Single Unlock Mode-Swipe the temporary user card or enter (key), (temporary user PIN code), (key). After operation, the drawer stays unlocked and the temporary Pin code or user card becomes invalid.

Dual Unlock Mode- Swipe the temporary user card and enter (key), (temporary user PIN code), (key). After operation, the drawer stays unlocked and both the temporary Pin code and user card becomes invalid.

Installing Drawers

Install both upper and lower drawers making sure to push them all the way into the drawer module until the guide rails “click” into place.



User Card / PIN Code and Series Number Records

| User Card List Drawer Module 1 Private Use Mode | | | |
|---|------------|-------------|-----------------------------------|
| User Card Series # | User Card | Date Issued | Name / Employee ID # / Department |
| n/a | Admin Card | n/a | Admin |
| 001 | | | |
| 002 | | | |
| 003 | | | |
| 004 | | | |
| 005 | | | |
| 006 | | | |
| 007 | | | |
| 008 | | | |
| 009 | | | |
| 010 | | | |
| 011 | | | |
| 012 | | | |
| 013 | | | |
| 014 | | | |

| Pin Code List Drawer Module 1 Private Use Mode | | | | |
|---|-----------------------------|--|--------------------|--|
| PIN Code Series # | PIN Code (key) (key) | | Date Issued | Name / Employee ID # / Department |
| n/a | Admin | | n/a | Admin |
| 001 | | | | |
| 002 | | | | |
| 003 | | | | |
| 004 | | | | |
| 005 | | | | |
| 006 | | | | |
| 007 | | | | |
| 008 | | | | |
| 009 | | | | |
| 010 | | | | |
| 011 | | | | |
| 012 | | | | |
| 013 | | | | |
| 014 | | | | |

| Temporary User Card List Drawer Module 1 Public Use Mode | | | | |
|---|----------------------------|--|--------------------|--|
| User Card Series # | Temporary User Card | | Date Issued | Name / Employee ID # / Department |
| n/a | Admin Card | | n/a | Admin |
| 001 | | | | |
| 002 | | | | |
| 003 | | | | |
| 004 | | | | |
| 005 | | | | |
| 006 | | | | |
| 007 | | | | |
| 008 | | | | |
| 009 | | | | |
| 010 | | | | |
| 011 | | | | |
| 012 | | | | |
| 013 | | | | |
| 014 | | | | |

| Temporary Pin Code List Drawer Module 1 Public Use Mode | | | | |
|--|---------------------------------------|--|--------------------|--|
| PIN Code Series # | Temporary PIN Code (key) (key) | | Date Issued | Name / Employee ID # / Department |
| n/a | Admin | | n/a | Admin |
| 001 | | | | |
| 002 | | | | |
| 003 | | | | |
| 004 | | | | |
| 005 | | | | |
| 006 | | | | |
| 007 | | | | |
| 008 | | | | |
| 009 | | | | |
| 010 | | | | |
| 011 | | | | |
| 012 | | | | |
| 013 | | | | |
| 014 | | | | |