

WEL Cart

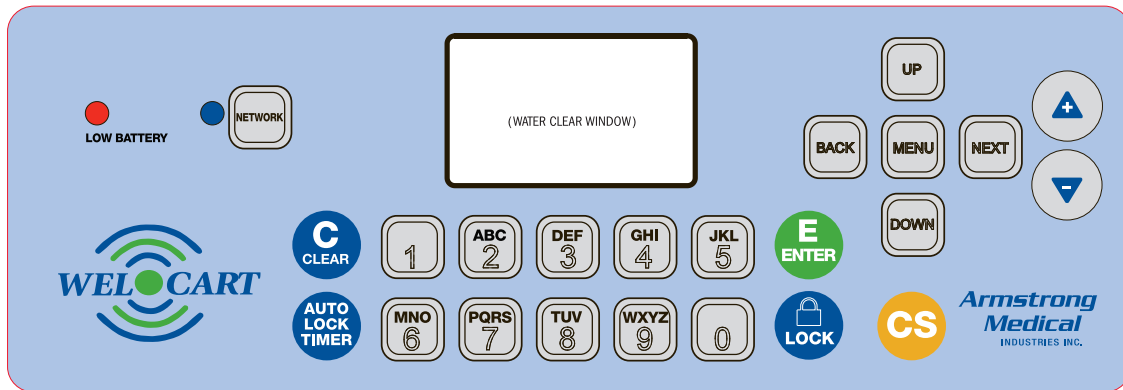
WIRELESS
ELECTRONIC
CART



Instruction Booklet



Keypad Lock Controller



The keypad controller is equipped with an (1) LCD display for easy manual programming. NOTE: ORANGE CS button shown is for optional CS (Controlled Substance) drawer cart.

FACTORY PRESET COMBINATION

Cart is shipped with a pin code of 1,2,3,4, 5, and a CS code of 0, 0, 0, 1, as a Supervisor CS pin code.

Key Action Definitions

All references to numeric sequence code = [Alphanumeric sequence entry (4 numbers min;14 numbers Max)]

The **Enter** key is used at the end of a set of (alpha) numeric key presses to 'submit' the (alpha) numeric sequence code. If the cart is locked, this sequence represents either the User Code or the Supervisor Code.

The **Clear** key may be pressed at any time to 'erase' the current numeric key press accumulation. Note: Pressing clear does not change the state of the cart (locked or unlocked) or the current settings.

The **Lock** key may be pressed at any time to lock the cart (even if it has already locked). Locking the cart brings the unit to the Locked state. The User or Supervisor Code must be re-entered in order to unlock the cart.

The **Network** key may be pressed at any time to connect the cart to the network and force credential and cart settings to the database.

The **Autolock** Timer key may be pressed when the cart is unlocked to extend Autolock open time and set Autolock Timer for the specific user.

For CS unit:

The **CS** key is used to enter secondary pin code to enter the CS drawer or to access CS programming.

When CS drawer is open, and the lock key is pressed, the cart and the CS drawer will lock simultaneously. To lock the CS drawer only, press the CS button

- Main Cart Key Override

- The key can be used to manually open the cart without electronics or battery power. Turn the key clockwise and the unit will remain open indefinitely until the key is returned to the lock position. Main cart only programming menu features are accessible with key override use.

- **The manual override key for the CS drawer in conjunction with the main cart key override can also be used to open the CS drawer without electronics or battery power. CS drawer programming menu features are accessible when unlocking with primary key and CS key concurrently.**

Pressing the **MENU** key and providing the proper credentials opens the following menu items:

- CREDENTIAL MENU
- AUTO LOCK TIMER
- CS DRAWER SETUP (if dual latch system)
- DISPLAY FORMATS
- SET DATE/TIME
- NETWORK TEST
- LCD CONTRAST
- LCD BACKLIGHT
- SET BEEP VOLUME
- RESET NET SCHED.

WEL-30 WIRELESS ELECTRONIC CART - INSTRUCTIONS

Getting Started

1. The first time the WEL CART is powered up, FACTORY will be displayed in the upper left hand corner of the LCD.
2. Press "MENU".
3. CREDENTIAL MENU is highlighted and press "NEXT".
4. Highlight ADD CREDENTIAL and press "NEXT".
5. CREDENTIAL TO ADD will be displayed.

When in FACTORY mode, the default status level for the first credential is Supervisor, as Supervisor status is required to allow access to further manual programming features.

There are FOUR status levels; Supervisor, Supervisor/CS, User and User/CS. Note: Only Supervisors and Supervisor/CS are, among other things, allowed to ADD, DELETE, VIEW or EDIT Users and other Supervisors.

Each WEL Cart can hold any combination of up to 5,000 Supervisors and Users.(NOTE: CS Supervisors and CS Users with secondary PIN codes count as one credential)

6. Scan first supervisor's card credential (if equipped with card reader) or enter first supervisor's 4-14 digit PIN and press "ENTER".

The Supervisor will be added to slot number 1.
(Factory preset Supervisor CS pin code occupies slot 1)

7. To change the slot number, press "UP" to highlight and then+ / - to move to next available slot; or use the numeric keypad to enter the desired slot number.

Press "NEXT" when done.

8. CREDENTIAL NAME ENTRY will appear.

Press 2 - 9 for A - Z; press 1 for - , . , + or _ ; press 0 for "space"; press and hold 0 - 9 for numbers (the maximum number of allowed characters is 14).

9. Press "ENTER" when done. STORED will be displayed when complete.

Using the various WEL Cart LCD menu options, manual programming can continue.

***IMPORTANT**

If a CS code applies to this user, you must return to the main menu and edit the user to add a CS code. If you exit before doing this, you will not be able to add/edit CS codes. See "Edit your CS pin"

10. Press BACK to exit.

In the event a full factory preset must be performed please call the Cart Dept. for instructions and your set up code.

WARNING!!! Performing a factory reset will delete all users/supervisors and the full audit trail. This cannot be undone.

Supervisor / CS Supervisor Programming

Important!

Supervisors are only allowed to add supervisors or user – CS supervisors or CS User cannot be added by a Supervisor

CS Supervisors can add additional CS Supervisors, Supervisors, CS Users and Users.

Operating the eLock

Follow the below instructions to operate the WEL Cart.

PIN CREDENTIAL

1. Enter a valid PIN (between 4 - 14 digits) and
2. Press "ENTER". Cart will unlock

CARD CREDENTIAL

1. Present a valid card within range of the HID reader. Cart will unlock

CS CREDENTIAL (require CS pin code)

1. Enter a valid PIN (4-14 digit) and press "ENTER" (for keypad credentials) or present a valid card (for HID Prox) Main Cart will unlock

At any time after main cart credential has opened cart Press "CS" key then:

2. Enter the second credential (4-14 digit PIN) and press "ENTER". CS Drawer will unlock

WEL-30 WIRELESS ELECTRONIC CART - INSTRUCTIONS

Credential Menu

ADD CREDENTIAL

Note: There are FOUR status levels; Supervisor, Supervisor/CS, User and User/CS.

Only Supervisors OR CS Supervisors are allowed to ADD Users and Supervisors.

1. Press "MENU." LOGIN PLEASE will be displayed.
2. Scan valid Supervisor credential or enter 4-14 digit PIN and Press "ENTER."
3. CREDENTIAL MENU is highlighted and press "NEXT".
4. Highlight ADD CREDENTIAL and press "NEXT."
5. CREDENTIAL TO ADD will be displayed. Scan new credential or enter new 4-14 digit PIN and Press "ENTER."
6. Adding credential will be displayed.
7. Default status is User. To change status to Supervisor press the + button.
8. The new User/Supervisor will be added to the next available or desired slot number. To change the slot number, press "UP" and then +/- to move to next available slot; or use the numeric keypad to enter the desired slot number and press "NEXT."(Factory preset Supervisor CS pin code occupies slot #1)
9. CREDENTIAL NAME ENTRY will appear. Press 2 - 9 for A - Z; press 1 for -, ., + or _ ; press 0 for "space"; press and hold 0 - 9 for numbers. (Maximum number of allowed characters is 14.)
10. Press "ENTER" when done. STORED will be displayed when complete.

***IMPORTANT**

If a CS code applies to this user, you must return to the main menu and edit the user to add a CS code. If you exit before doing this, you will not be able to add/edit CS codes. See "Edit your CS pin"

DELETE CREDENTIAL

Note: There are FOUR status levels; Supervisor, Supervisor/CS, User and User/CS.

Only Supervisors OR CS Supervisors are allowed to DELETE Users and Supervisors.

Only Supervisors and CS Supervisors are allowed to delete CS Supervisors and CS Users.

1. Press "MENU." LOGIN PLEASE will be displayed.
2. Scan valid supervisor credential or enter 4-14 digit PIN and Press "ENTER"
3. CREDENTIAL MENU is highlighted and press "NEXT".
4. Highlight DELETE CREDENTIAL and press "NEXT".
5. Credential to Delete will be displayed. All of the occupied slots along with the name (if one exists) will be listed. If the status of the credential is a supervisor, an asterisk (*) appears next to the slot number. Press "MENU" to re-sort by slot number, alphabetically by name, or showing all supervisors first.
6. Optional Name Find: Press "Enter" and first few letters of name to find.
7. Press "UP" / "DOWN" to scroll by line or +/- to scroll by page to highlight credential to be deleted and press "NEXT."
8. Verification of delete question will appear. Press "+/-" and "NEXT" to delete. DELETED will be displayed when complete.
9. Press "BACK" to return to CREDENTIAL MENU.

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VIEW CREDENTIAL

Note: There are FOUR status levels; Supervisor, Supervisor/CS, User and User/CS.

Only Supervisors OR CS Supervisors are allowed to VIEW Users and Supervisors.

1. Press "MENU" LOGIN PLEASE will be displayed.
2. Scan valid supervisor credential or enter 4-14 digit PIN and Press "ENTER."
3. CREDENTIAL MENU is highlighted and press "NEXT".
4. Highlight VIEW CREDENTIAL and press "NEXT"
5. Credential to View will be displayed. All of the occupied slots along with the name (if one exists) will be listed. If the status of the credential is a supervisor, an asterisk (*) appears next to the slot number. Press "MENU" to re-sort by slot number, alphabetically by name, or showing all Supervisors first.
6. Optional Name Find: Press "Enter" and first few letters of name to find.
7. Press "UP"/"DOWN" to scroll by line or +/- to scroll by page to highlight credential to be viewed and press "NEXT."
8. Press "NEXT" to display NAME, SLOT NUMBER, LAST ACCESS ATTEMPT.
9. Press "DOWN" to display CREDENTIAL TYPE (KEYPAD, PROXCARD)
9. Press "DOWN" again to display the ACCESS SCHEDULE (TIME AND DAY RESTRICTIONS AS SET IN LOCKVIEW).
10. Press "BACK" to return to CREDENTIAL MENU.

EDIT CREDENTIAL

Allows

- Change credential level
- Add/Edit CS pin
- Set user specific auto lock time
- Set reclose warning

Note: There are FOUR status levels; Supervisor, Supervisor/CS, User and User/CS.

Only Supervisors OR CS Supervisors are allowed to EDIT Users and Supervisors.

1. Press "MENU" LOGIN PLEASE will be displayed.
2. Scan valid credential or enter 4-14 digit PIN and Press "ENTER"
3. CREDENTIAL MENU is highlighted and press "NEXT".
4. Highlight EDIT CREDENTIAL and press "NEXT"
5. Credential to Edit will be displayed. All of the occupied slots along with the name (if one exists) will be listed. If the status of the credential is a supervisor, an asterisk (*) appears next to the slot number. Press "MENU" to re-sort by slot number, alphabetically by name, or showing all supervisors first.
6. Optional Name Find: Press "Enter" and first few letters of name to find.
7. Press 'UP' / "DOWN" to scroll by line or +/- to scroll by page to highlight credential to be edited.
8. Press "NEXT" to edit highlighted credential
9. Press +/- To change Level (Supervisor/User);
10. To add a new or change an existing CS PIN, enter a 4 - 14 digit number using the numeric keypad. Press "ENTER" when done. Confirm the new/changed PIN by entering it again when prompted. Press "ENTER" when done.
11. Press down to access open time and +/-to set user specific open time. Press next to update.

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12. Press down to access reclose warning and +/- to set on/off. Press next to update.

13. Press "BACK" to return to CREDENTIAL MENU.

EDIT YOUR CS PIN

Note: There are two status levels; CS Supervisor and CS User.

Only CS Supervisors are allowed to EDIT YOUR CS PIN.

Follow the EDIT CREDENTIAL steps to add/change CS status for other Supervisors or Users.

1. Press "MENU" LOGIN PLEASE will be displayed.
2. Scan valid supervisor credential or enter 4-14 digit PIN and Press "ENTER"
3. ENTER CS PIN and Press "ENTER"
4. CREDENTIAL MENU is highlighted and press "NEXT".
5. Highlight EDIT YOUR CS PIN and press "NEXT."
Change PIN
6. Type new CS PIN will be displayed. Enter new 4 - 14 digit PIN and press "NEXT."
7. Type CS PIN again will appear. Enter the 4 - 14 digit PIN again and press "NEXT." Pin Updated will appear.

Note: When using network system, changing your CS pin will be pushed into the database and when network checks in it will push out to other locks using your code.

WEL-30 WIRELESS ELECTRONIC CART - INSTRUCTIONS

AUTO LOCK TIMER

Features

Default Auto Lock Timer - Provides for programming the default lock time of the unit.

Time of Day Lock – Provides the option of having the unit lock at a specific time of the day.
(Note: Unit will lock at specified time of day but can be re-opened with a valid credential)

Relock Alarm Warning – Programmable time warning that the unit is about to lock.

Extend Auto Lock Time Open - Provides for programming who can extend the auto lock feature “Supervisor and Users” or “Supervisors Only”. (Note: While the unit is unlocked, the AutoLock Timer button is pressed and a new time can be set. This is not a stored time.)

Set Auto Lock Timer - Provides for programming of who can program the user specific auto lock feature “Supervisor and Users” or “Supervisors Only”.

User Auto Lock Time – By pressing the Menu Button while the unit is unlocked or by pressing auto lock timer twice, a user default auto lock time can be stored. A user can override the default setting and have their own auto lock time.

1. Press “MENU.” LOGIN PLEASE will be displayed.
2. Scan valid credential or enter 4-14 digit PIN and press “ENTER.”
3. Press “DOWN” button to highlight AUTO LOCK TIMER press “NEXT.”
4. SET DEFAULT AUTO LOCK TIMER select and +/- buttons to adjust.
- 5 . Press “DOWN” button and select +/- buttons to activate “TIME OF DAY” AUTO LOCK (YES/NO)

(If YES to #5) Press “DOWN” button and select +/- buttons to change time or set time using numeric keypad.

(If YES to #5) Press “DOWN” button and select +/- buttons to and from AM to PM.

6. Press “DOWN” button and select +/- buttons to change “Relock Warning Time”.

7 . Press “DOWN” button and select +/- buttons to change allowance for “Extended Auto Lock Open Time” to “SUP/USER” or “USER”.

8. Press “DOWN” button and select +/- buttons to change setting for “SET AUTO LOCK TIMER” to “SUP/USER” or “USER”.

CS DRAWER SET-UP MENU

ONLY USED FOR CS DRAWER OPERATION CS SUPERVISOR PROGRAMMING ONLY

1. Press “MENU.” LOGIN PLEASE will be displayed.
2. Scan valid supervisor credential or enter 4-14 digit PIN and press “ENTER.”
3. ENTER CS PIN and Press “ENTER”
4. Press “DOWN” button to highlight ”CS DRAWER SET-UP”.
5. “Switch Installed” Press select +/- buttons to change to and from YES to NO.
6. If YES is selected Press “DOWN” button to highlight “DRAWER ALARM VOLUME” and select +/- buttons to set volume to – OFF- SOFT –MED-LOUD.
7. Press “DOWN” button to highlight ”AJAR ALARM ENABLE” Press select +/- buttons to change to and from ON to OFF. (Ajar Alarm Enable: Alarm will sound with this setting “ON” if the CS drawer is left open after CS drawer mechanism relocks. Alarm will turn off when the CS drawer is shut.)
8. If ON is selected Press “DOWN” button to highlight “AJAR TIME LIMIT” and select +/- buttons to change time or set time using numeric keypad.
9. Press “DOWN” button to highlight ”UNAUTHORIZED ENTRY ALARM ENABLE” Press select +/- buttons to change to and from ON to OFF. (Unauthorized Entry Alarm Enable: Alarm will sound with this setting “ON” if the CS Drawer is manually forced open without a valid code or key override. Alarm will only turn off after a valid CS code is entered.)

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DISPLAY FORMATS

Using DISPLAY FORMATS, the following can be adjusted:

HOURS: AM/PM or 24 HOUR

M-F/DATE:

MON-SUN; MM/DD/YY;

MON-SUN; MMM D 'YY;

MON-SUN; DD-MM-YY;

MON-SUN; DD-MMM-YY

MON-SUN; YYYY-MM-DD

(NOTE: When connection is made to Lockview formats will automatically take effect.)

DISPLAY FORMAT MENU

1. Press "MENU." LOGIN PLEASE will be displayed.
2. Scan valid credential or enter 4-14 digit PIN and press "ENTER."
3. Press "DOWN" button to highlight DISPLAY FORMATS and press "NEXT."
4. DISPLAY FORMATTING will be displayed.
5. Press "UP"/"DOWN" buttons to select and +/- buttons to adjust.
6. Press "NEXT" when done.

SET DATE/TIME

Using SET DATE/TIME, the following can be adjusted by a Supervisor only:

SETUP TIME ZONE (INCLUDING AUTO DAYLIGHT SAVING)

SET DATE (MONTH, DAY, YEAR)

SET TIME (HOUR, MINUTE, AM/PM)

1. Press "MENU." LOGIN PLEASE will be displayed.
2. Scan valid supervisor credential or enter 4-14 digit PIN and press "ENTER."
3. Press "DOWN" button to highlight SET DATE/TIME and press "NEXT."
4. DATE/TIME MENU will be displayed.

5. Press "UP"/"DOWN" to scroll and "NEXT" to modify.
6. Press "UP"/"DOWN" buttons to select and +/- buttons to adjust.
7. Press "NEXT" when done.
8. Press "BACK" to return to main menu.

SET BEEP VOLUME

Using SET BEEP VOLUME, the audible beep can be adjusted by a Supervisor only.

1. Press "MENU." LOGIN PLEASE will be displayed.
2. Scan valid supervisor credential or enter 4-14 digit PIN and press "ENTER."
3. Press "DOWN" button to highlight set beep volume and press "NEXT."
4. Beep Volume will be displayed.
5. Enter 0 - 9 on numeric keypad or +/- buttons to adjust. ("0" = MUTE)
6. Press "NEXT" when done.
7. Press "BACK" to return to main menu.

LCD CONTRAST

Using LCD CONTRAST, the LCD contrast can be adjusted by a Supervisor only:

1. Press "MENU." LOGIN PLEASE will be displayed.
2. Scan valid supervisor credential or enter 4-14 digit PIN and press "ENTER."
3. Press "DOWN" button to highlight LCD CONTRAST and press "NEXT."
4. LCD Contrast will be displayed.
5. Enter 1 - 9 on numeric keypad or +/- buttons to adjust.
6. Press "NEXT" when done.
7. Press "BACK" to return to main menu.

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LCD BACKLIGHT

Using LCD BACKLIGHT the brightness of the display can be adjusted by Supervisor only.

1. Press "MENU." LOGIN PLEASE will be displayed.
2. Scan valid supervisor credential or enter 4-14 digit PIN and press "ENTER."
3. Press "DOWN" button to highlight LCD BACKLIGHT and press "NEXT."
4. LCD Backlight will be displayed.
5. Enter 0 - 9 on numeric keypad or +/- buttons to adjust. ("0" = OFF)
6. Press "NEXT" when done.

RESET NET SCHEDULE

A PROPERLY CONFIGURED AND ENABLED NETWORK WEL CART IS REQUIRED TO MAKE USE OF THIS FEATURE. (UPON FIRST CONNECTION TO NETWORK, SCHEDULE WILL BE SET BASED ON TIME INTERVALS CHOSEN WITHIN LOCKVIEW SOFTWARE.)

Only Supervisors are allowed to RESET NET SCHED.

Using RESET NET SCHED. the scheduled network check-in time can be set.

1. Press "MENU." LOGIN PLEASE will be displayed.
2. Scan valid supervisor credential or enter 4-14 digit PIN and Press "ENTER."
3. Press "DOWN" button to highlight RESET NET SCHED. and press "NEXT."
4. NETWORK TIMING RESET will be displayed. The WEL Cart will follow the programmed or default check-in frequency from this time of day forward.

Reset Net Schedule example:

Programmed Update Interval as set in LockView is 12 hours (twice/day). The time of day was 10 a.m. when the WEL Cart was initialized.

Therefore, the eLock update time is 10 a.m. and 10 p.m. The desired update time is 6 a.m. and 6 p.m.

Using the RESET NET SCHED. feature, the above steps should be followed at 6 a.m. or 6 p.m.

NETWORK TEST (if equipped)

Using NETWORK TEST the strength and quality of the WEL Cart connection to the network is displayed. The IP and MAC addresses are also shown here. This can be displayed by a Supervisor only.

1. Press "MENU." LOGIN PLEASE will be displayed.
2. Scan valid credential or enter 4-14 digit PIN and press "ENTER."
3. Press "DOWN" button to highlight NETWORK TEST and press "NEXT."
4. NET STATUS will be displayed as well as Str: & Qual:, IP address and MAC address.
5. Press "CLEAR" to exit.

FCC Statement

A representative sample of this device was tested to comply with Part 15, Class A of the FCC Rules. Operation is subject to the following two conditions.

- *This device may not cause harmful interference.*
 - *This device must accept any interference received, including interference that may cause undesired operation.*
- Caution: Change or modification not expressly approved by the party responsible for compliance could void the user's authority to operate this equipment.*