

CompX eLock Manual Programming Guide



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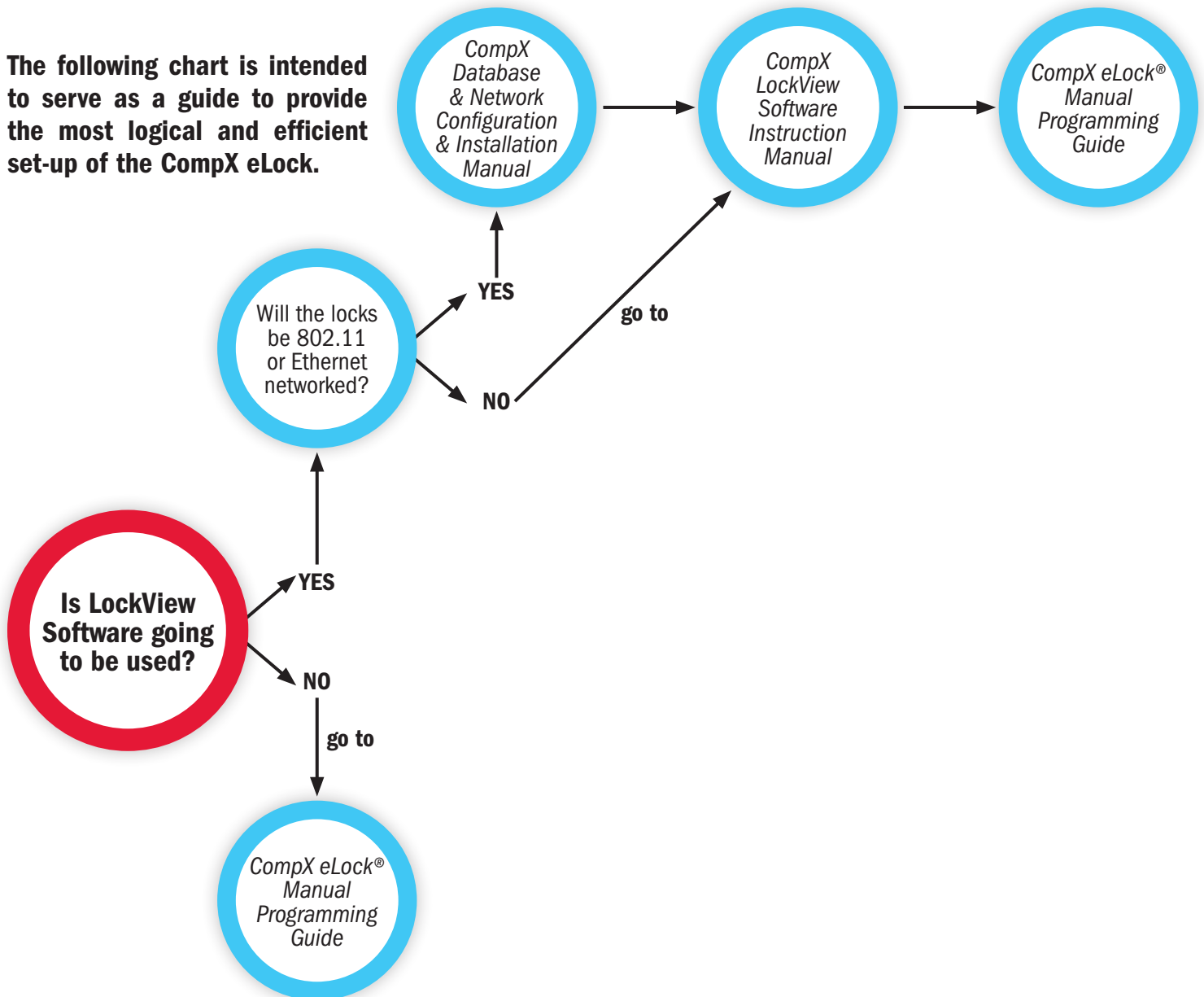
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Other manuals available as separate pdfs:

- ◆ **CompX Database & Network Configuration & Installation Manual**
- ◆ **CompX LockView Software Instruction Manual**

The following chart is intended to serve as a guide to provide the most logical and efficient set-up of the CompX eLock.



Temperature Menu (if equipped)

CompX eLocks equipped with temperature monitoring have a number of features that can be adjusted in the **TEMPERATURE MENU** using manual programming.

Provided the Permission Levels in LockView have not been changed, the default permissions are as follows:

Permission Levels

User / Supervisor may:

- Reset Min/Max observations
- Set upper/lower alarm limits
- Mute the alarm
- Set alarm volume
- Enable/disable the alarm
- Select Display Formats
- Open while alarm sounding

Display Temperature Units

Fahrenheit Celsius

Enable Alarm

Low Limit High Limit

Alarm Delay* Alarm Time*

Volume

*Alarm times are expressed in minutes.

Logging Frequency

hh : mm

When in range :

When out of range :

Save Cancel Close

TURN ON/OFF ALARM

1. Press "MENU." **LOGIN PLEASE** will be displayed.
2. Scan valid credential or enter 4-14 digit PIN and press "ENTER."
3. Using the "UP"/"DOWN" button, highlight **TEMPERATURE MENU** and press "NEXT/SELECT."

4. A) **TURN ON ALARM** will appear if alarm is disabled. Press "NEXT/SELECT" to enable the alarm. **Alarm Now ENABLED** will appear.
- B) **TURN OFF ALARM** will appear if alarm already is enabled. Press "NEXT/SELECT" to disable the alarm. **Alarm Now DISABLED** will appear.

RESET OBSERVED TEMPERATURES

(OBSERVED TEMPERATURES IS THE HIGHEST AND LOWEST TEMPERATURE THAT HAS BEEN RECORDED SINCE THE LAST TIME THE eLock WAS RESET. THIS WILL **NOT** RESET THE UPPER AND LOWER LIMITS FOR ALARMING. IF THE ALARM TEMPERATURE LIMITS NEED TO BE CHANGED, SEE **TEMPERATURE LIMITS**)

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 **TEMPERATURE MENU** and press "NEXT/SELECT."
4. Using the "UP"/"DOWN" button, highlight **RESET OBS. TEMPS** and press "NEXT/SELECT."
5. **Reset high and low temperature observations?** will appear. Press "UP" and "NEXT/SELECT" to reset.
6. **Observations RESET** will be displayed.

TEMPERATURE LIMITS

(THE TEMPERATURE RANGE CAN BE ADJUSTED IN 1/10TH DEGREE INCREMENTS)

Temperature ranges:

Standard Temp eLock: -40°C to 100°C (-40°F to 212°F)

Ultra Low Temp eLock: -100°C to -40°C (-148°F to -40°F)

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 **TEMPERATURE MENU** and press "NEXT/SELECT."
4. Using the "UP"/"DOWN" button, highlight **TEMP LIMITS** and press "NEXT/SELECT."
5. **ALARM SETTINGS** will appear along with the current **MINIMUM TEMP & MAXIMUM TEMP** settings.
6. Press "UP"/"DOWN" buttons to select value and +/- buttons or numeric keypad to adjust.
7. Press "**NEXT/SELECT**" when done.

Temperature Menu (if equipped)

continued

ALARM SETTINGS

(USING ALARM SETTINGS, ALARM VOLUME, ALARM DELAY, ALARM DURATION AND THE CHIRP WARNING CAN BE ADJUSTED)

Note: Supervisor level status is required to Enable/Disable the alarm using **ALARM SETTINGS**.

CHIRP serves two purposes. First, it is an early warning that the temperature being recorded has gone outside of the programmed acceptable range. Second, if the temperature alarm is **disabled**, the CHIRP feature allows the eLock to sound an alert.

When **CHIRP** is "ON" it will sound at the programmed volume (**OFF, SOFT, MED, LOUD**) and escalate at the programmed speed (**OFF, SLOW, MED, FAST**) until the programmed **ALARM DELAY** time has expired and the eLock starts to alarm, or the temperature goes back in the programmed acceptable range.

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 **TEMPERATURE MENU** and press "NEXT/SELECT"
4. Using the "UP"/"DOWN" button, highlight **ALARM SETTINGS** and press "NEXT/SELECT"
5. **Alarm Settings** will appear along with **CHIRP ON/OFF; CHIRP VOLUME; CHIRP ESCALATION**
6. Press "UP"/"DOWN" buttons to select and +/- buttons or numeric keypad to adjust:
ALARM VOLUME (OFF, SOFT, MED, LOUD)
ALARM DELAY (MINUTES)
ALARM DURATION (MINUTES)
CHIRP (ON/OFF)
CHIRP VOLUME (OFF, SOFT, MED AND LOUD)
CHIRP ESCALATION (OFF SLOW, MED, FAST)
7. Press "NEXT/SELECT" when done.

LOG INTERVALS

(THE eLock RECORDS IN MEMORY TEMPERATURE DATA THAT CAN BE RETRIEVED USING LOCKVIEW. USING LOG INTERVALS, THE FREQUENCY OF TEMPERATURE RECORDS FOR "IN RANGE" AND "OUT OF RANGE" MEASUREMENTS CAN BE ADJUSTED)

Only **Supervisors** are allowed to adjust **LOG INTERVALS**.

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 **TEMPERATURE MENU** and press "NEXT/SELECT"
4. Using the "UP / "DOWN" button, highlight **LOG INTERVALS** and press "NEXT/SELECT"
5. **Log Intervals** will appear along with **WHEN IN-RANGE** and **WHEN OUT-OF-RANGE**
6. Press "UP"/"DOWN" buttons to select value and +/- buttons or numeric keypad to adjust.
7. Press "NEXT/SELECT" when done.

MUTE ALARM

(THE ALARM MUST BE TRIGGERED AND THE RECORDED TEMPERATURE MUST BE OUTSIDE OF THE ACCEPTABLE PROGRAMMED RANGE IN ORDER TO MAKE USE OF THIS FEATURE)

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 **TEMPERATURE MENU** and press "NEXT/SELECT"
4. Using the "UP / "DOWN" button, highlight **MUTE ALARM** and press "NEXT/SELECT"
5. **MUTED TEMPORARILY** will flash. **Note: THERMAL ALARM MUTED** will be displayed on the main screen.
 - A) After muting a triggered alarm, if the temperature returns to the acceptable programmed range within 10 minutes, **THERMAL ALARM MUTED** will no longer be displayed.
 - B) After muting a triggered alarm, if the temperature fails to return to the acceptable programmed range after 10 minutes, ****THERMAL WARNING**** will appear and the programmed Alarm Delay time will start. If this Alarm Delay time expires and the temperature remains outside of the acceptable programmed range, the alarm will be triggered and ****THERMAL ALARM**** will appear on the main screen.

Note: Choosing to MUTE an alarm that has already been MUTED will extend the remaining mute time by another 10 minutes.

Temperature Menu (if equipped)

continued

RESET ALARM

(THE ALARM MUST BE TRIGGERED AND THE RECORDED TEMPERATURE MUST HAVE RETURNED TO THE ACCEPTABLE PROGRAMMED RANGE IN ORDER TO MAKE USE OF THIS FEATURE)

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 **TEMPERATURE MENU** and press "NEXT/SELECT."
4. Using the "UP / "DOWN" button, highlight **RESET ALARM** and press "NEXT/SELECT."
5. **ALARM RESET** will flash. **Note: **THERMAL ALARM**** will no longer be displayed on the main screen.

A) ****THERMAL ALARM**** will continue to be displayed indefinitely until the alarm is reset by following the above **RESET ALARM** steps.

B) If the temperature does not return to the acceptable programmed range after 10 minutes, ****THERMAL WARNING**** will appear on the main screen.

If the temperature does not return to the acceptable range within the programmed alarm delay time, the alarm will be triggered and ****THERMAL ALARM**** will appear on the main screen.

Credential Menu

ADD CREDENTIAL

Note: There are two status levels; Supervisor and User. Each eLock can hold any combination of up to 3,000 Supervisors and Users.

Only **Supervisors** are allowed to **ADD** 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. Press "DOWN" button to highlight **CREDENTIAL MENU** and press "NEXT/SELECT."
4. Highlight **ADD CREDENTIAL** and press "NEXT/SELECT."
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 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/SELECT."
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.

DELETE CREDENTIAL

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

Only **Supervisors** are allowed to **DELETE** 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. Press "DOWN" button to highlight **CREDENTIAL MENU** and press "NEXT/SELECT"
4. Highlight **DELETE CREDENTIAL** and press "NEXT/SELECT"
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. Press "UP" / "DOWN" to scroll by line or **+/-** to scroll by page to highlight credential to be deleted and press "NEXT/SELECT."
7. Press "UP" and "NEXT/SELECT" to delete. **DELETED** will be displayed when complete.
8. Press "BACK/CANCEL" to return to **CREDENTIAL MENU**.

Credential Menu

continued

VIEW CREDENTIAL

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

Only **Supervisors** are allowed to **VIEW** 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. Press "DOWN" button to highlight **CREDENTIAL MENU** and press "NEXT/SELECT"
4. Highlight **VIEW CREDENTIAL** and press "NEXT/SELECT"
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. Press "UP"/"DOWN" to scroll by line or +/- to scroll by page to highlight credential to be viewed and press "NEXT/SELECT"
7. Press "NEXT/SELECT" to display NAME, SLOT NUMBER, LAST ACCESS ATTEMPT.
8. Press "DOWN" to display CREDENTIAL TYPE (KEYPAD, PROXCARD or MAGSTRIPE CARD)
9. Press "DOWN" again to display the ACCESS SCHEDULE (TIME AND DAY RESTRICTIONS AS SET IN LOCKVIEW).
10. Press "BACK/CANCEL" to return to **CREDENTIAL MENU**.

EDIT CREDENTIAL

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

Only **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. Press "DOWN" button to highlight **CREDENTIAL MENU** and press "NEXT/SELECT"
4. Highlight **EDIT CREDENTIAL** and press "NEXT/SELECT"

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. Press "UP" / "DOWN" to scroll by line or +/- to scroll by page to highlight credential to be edited.
7. Press "NEXT/SELECT" to edit highlighted credential
8. Press +/- to change **Level** (Supervisor/User); press "UP/DOWN" to highlight **2nd PIN**. To add a new or change an existing 2nd 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.
9. Press "BACK/CANCEL" to return to **CREDENTIAL MENU**.

SET/EDIT YOUR 2nd PIN

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

Only **Supervisors** are allowed to **SET/EDIT YOUR 2nd PIN**. The steps below will make the logged in credential a Dual Credential Supervisor requiring a 2nd PIN.

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

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 **CREDENTIAL MENU** and press "NEXT/SELECT"
4. Highlight **SET YOUR 2nd PIN** and press "NEXT/SELECT." (**EDIT YOUR 2nd PIN** will appear if a second PIN credential already exists)
5. **Type new 2nd PIN** will be displayed. Enter new 4 - 14 digit PIN and press "NEXT/SELECT."
6. **Type 2nd PIN** again will appear. Enter the 4 - 14 digit PIN again and press "NEXT/SELECT." **NEW PIN SET** will appear.

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**

TEMP: °FAHRENHEIT or °CELSIUS

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/SELECT."
4. **DISPLAY FORMATTING** will be displayed.
5. Press "UP"/"DOWN" buttons to select and +/- buttons to adjust.
6. Press "NEXT/SELECT" when done.

Set Date/Time

Using **SET DATE/TIME**, the following can be adjusted:

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 credential or enter 4-14 digit PIN and press "ENTER."
3. Press "DOWN" button to highlight **SET DATE/TIME** and press "NEXT/SELECT."
4. **DATE/TIME MENU** will be displayed.
5. Press "UP"/"DOWN" to scroll and "NEXT/SELECT" to modify.
6. Press "UP"/"DOWN" buttons to select and +/- buttons to adjust.
7. Press "NEXT/SELECT" when done.
8. Press "BACK/CANCEL" to return to main menu.

Network Test (if equipped)

Using **NETWORK TEST** the strength and quality of the eLock connection to the network is displayed. The IP and MAC addresses are also shown here.

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/SELECT."
4. **NET STATUS** will be displayed as well as **Str: & Qual:, IP address** and **MAC address**.
5. Press "CLEAR" to exit.

LCD Contrast

Using **LCD CONTRAST**, the LCD contrast can be adjusted:

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 **LCD CONTRAST** and press "NEXT/SELECT."
4. **LCD Contrast** will be displayed.
5. Enter 1 - 9 on numeric keypad or +/- buttons to adjust.
6. Press "NEXT/SELECT" when done.
7. Press "BACK/CANCEL" to return to main menu.

LCD Backlight

Using **LCD BACKLIGHT** the brightness of the display can be adjusted.

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 **LCD BACKLIGHT** and press "NEXT/SELECT."
4. **LCD Backlight** will be displayed.
5. Enter 0 - 9 on numeric keypad or +/- buttons to adjust. ("0" = OFF)
6. Press "NEXT/SELECT" when done.

Set Beep Volume

Using **SET BEEP VOLUME**, the audible beep can be adjusted.

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 **SET BEEP VOLUME** and press "NEXT/SELECT."
4. **Beep Volume** will be displayed.
5. Enter 0 - 9 on numeric keypad or +/- buttons to adjust. ("0" = MUTE)
6. Press "NEXT/SELECT" when done.
7. Press "BACK/CANCEL" to return to main menu.

Reset Net Schedule

A PROPERLY CONFIGURED AND ENABLED NETWORK eLock IS REQUIRED TO MAKE USE OF THIS FEATURE.

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 credential or enter 4-14 digit PIN and Press "ENTER."
3. Press "DOWN" button to highlight **RESET NET SCHED.** and press "NEXT/SELECT"
4. **NETWORK TIMING RESET** will be displayed. The eLock will follow the programmed or default check-in frequency from this time of day forward.

For example:

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

Setup Code

The eLock is shipped in **FACTORY** mode. Whenever the eLock is in this mode, it is considered to be unsecured.

****In order to ensure the security of the application on which the eLock will be installed, the setup code (supplied on green sticker set as Setup Cd) must be kept in a safe location.****

If required, the eLock can be placed in setup mode.

1. Press and Hold “CLEAR” on eLock keypad. **ENTER SETUP CODE** will appear.
2. Enter the setup code (*supplied on green sticker set as Setup Cd*) and press “ENTER”
3. **SETUP CODE** will appear in the upper left hand corner of the eLock LCD. (The eLock will exit setup mode after 5 minutes of inactivity). Press “CLEAR” on the eLock keypad to exit SETUP mode. **READY** will be displayed in the upper left hand corner LCD)

SETUP mode would be necessary in the event that:

- 1-- Initialization of the eLock - out of the box - was done in the absence of LockView, and it is now desired to add the eLock to the database in LockView.
- 2-- It became necessary to restore the original factory settings, (**FACTORY RESET**); disable the Wi-Fi or Ethernet module, (**TURN OFF/ON NETWORK**); or disable the eLock temperature probe, (**TURN OFF THERM**).

Factory Reset

In the event that it becomes necessary to erase **ALL** Supervisors/Users and log entries (access & temperature) from the eLock and reset all settings to the original factory defaults, a **FACTORY RESET** may be performed.

WARNING: ONCE A FACTORY RESET IS PERFORMED, IT CANNOT BE REVERSED.

1. Press and hold “CLEAR” on the keypad.
2. **ENTER SETUP CODE** will be displayed. Enter the set up code and press “NEXT/SELECT.”
3. **SETUP** will be appear in the upper left hand corner of the eLock LCD.
4. Press the “MENU” button.
5. Press “UP” button to highlight **FACTORY RESET** and press “NEXT/SELECT.”
6. Press “UP” button to highlight **FULL RESET**.
7. Press and Hold “NEXT/SELECT” to reset.
8. **Factory** will appear in the upper left hand corner of the eLock LCD. Note: whenever eLock is in factory mode, it is considered unsecured.

Stand-alone & Networked eLock Alarm States

The eLock has a total of 5 programmable **ALARM/ALERT STATES**.

1) **Temperature Outside Limits**

(Temperature monitoring eLock is required to make use of this feature)

Temperature Outside Limits is intended to trigger an alarm at the eLock if the current temperature exceeds the programmed low or high limit for more than the programmed alarm delay time. (See **TEMPERATURE MENU & LOCKVIEW**

MANUAL for an explanation of the various temp ALARM SETTINGS)

(See **LockView Manual** for **SETUP ALERT MESSAGING** explanation)

2) **Battery Low**

(A properly configured and enabled network eLock is required to make use of this feature.)

Stand-alone & Networked eLock Alarm States *continued*

Battery Low can be programmed to send an alert(s) via LockView's Remote Alert Messaging if the eLock battery power drops below a defined level.

Note: There is no audible alarm that can be triggered at the eLock, however there is a yellow LED low battery indicator (LOW BATT) on the eLock keypad.

(See **LockView Manual** for **SETUP ALERT MESSAGING** explanation)

Unauthorized Entry is intended to trigger an alarm at the eLock in the event of an application "break-in." The Unauthorized Entry alarm will sound when the door switch opens and the eLock latch bolt is in the extended position. The eLock will stop alarming after a valid credential is presented.

(See **LockView Manual** for **SETUP ALERT MESSAGING** explanation)

3) **Door Ajar**

(Door switch – NOT INCLUDED – must be installed and enabled in order to make use of this feature)

Door Ajar is intended to trigger an alarm at the eLock if the application door has been left opened.

After the programmed or default eLock latch open time has expired, the Door Ajar timer begins. The Door Ajar timer is programmable in LockView in one second increments. The door ajar alarm will be triggered if this time expires before the door switch closes.

The eLock will stop alarming after the door switch closes.

(See **LockView Manual** for **SETUP ALERT MESSAGING** explanation)

4) **Unauthorized Entry**

(Door switch – NOT INCLUDED – must be installed and enabled in order to make use of this feature)

5) **Overdue Network Check-in**

(A properly configured and enabled networked eLock is required to make use of this feature)

Overdue Network Check-in can be programmed to send an alert(s) via LockView's Remote Alert Messaging if the eLock is **X** minutes past the programmed scheduled check in time. The overdue time is programmable in LockView in one minute increments. The Overdue Network Check-in alert will be triggered if this time expires before the eLock checks-in to the network.

Note: There is no audible alarm that can be triggered at the eLock; however, **NETWORK TEST** (see page 8) can be used to determine Wi-Fi strength and quality.

(See **LockView Manual** for **SETUP ALERT MESSAGING** explanation)

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