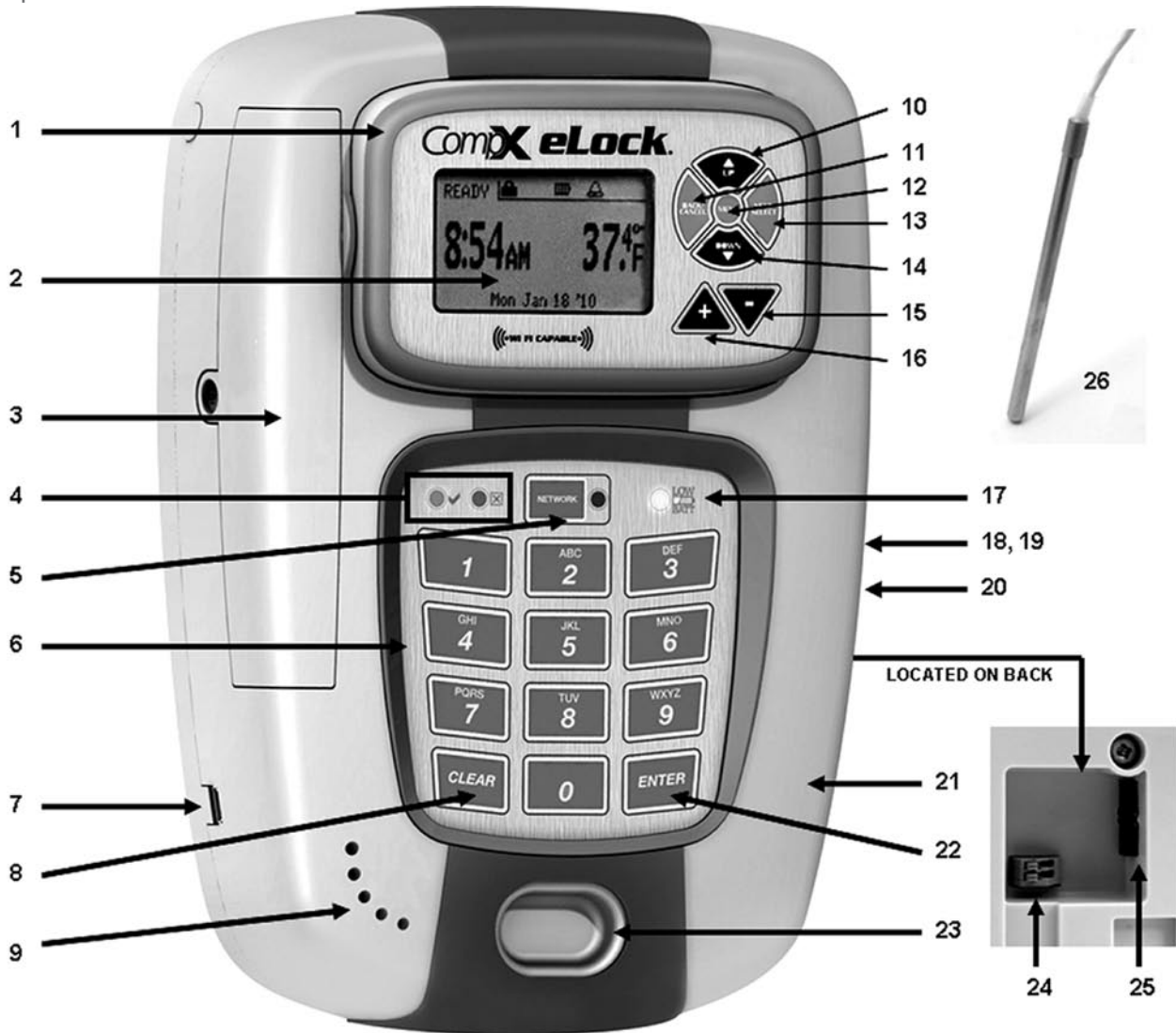


CompX eLock Instructions



Thank you for purchasing the CompX eLock. The information contained in these instructions is intended to serve as a guide so as to allow the eLock to be quickly and easily put into service. CompX's Network eLock (if equipped) can be configured to work in conjunction with existing 802.11g or Ethernet networks, making it the 1st and only product to provide networked access control and temperature monitoring in one device.

For complete set up and installation instructions for networked and stand-alone eLocks, please see the "Help" section in CompX's LockView v4 software.



- | | | |
|--------------------------------------|--|--|
| 1. 3-position LCD adjustment | 12. "MENU" button | 21. Magstripe reader location (if equipped) |
| 2. Dot matrix LCD | 13. "NEXT/SELECT" button | 22. "ENTER" button |
| 3. Wi-Fi antenna cover (if equipped) | 14. "DOWN" button | 23. HID PROX or HID iCLASS reader location (if equipped) |
| 4. Red LED & Green LED | 15. - button | 24. Door switch connector (SWITCH NOT INCLUDED) |
| 5. Network button (blue LED) | 16. + button | 25. Dual eLatch connector (if equipped) (LATCH NOT INCLUDED) |
| 6. Alpha-numeric keypad | 17. "LO BATT" indicator | 26. RTD probe for temperature monitoring (if equipped) |
| 7. USB port (USB A to mini B cable) | 18. Battery pack (6 AA) (BATTERIES NOT INCLUDED) | |
| 8. "CLEAR" button | 19. AC adapter plug-in (2.5 mm) (ADAPTER NOT INCLUDED) | |
| 9. Beeper location | 20. Ethernet connector (if equipped) (ETHERNET CABLE NOT INCLUDED) | |
| 10. "UP" button | | |
| 11. "BACK/CANCEL" button | | |

CompX eLock Instructions continued

Unit Features:

- ◆ Choose 802.11g or Ethernet Networked configurations that uses the facilities existing infrastructure for actual 2-way read/write communication
- ◆ Each eLock can hold any combination of up to 3,000 Supervisors and Users
- ◆ Choose a model to use existing HID Prox, HID iCLASS, or 3 track magstripe card credentials that can be programmed to operate each eLock
- ◆ View, print and download a 15,000 event access audit trail via the LockView Software (see LockView Instruction Manual for complete audit trail details)
- ◆ View, print and download a 500,000 event temperature audit via the LockView Software (temp monitoring required) (see LockView Instruction Manual for complete audit trail details)
- ◆ Standard Temperature Monitoring eLock
-40°C to 100°C (-40° F to 212° F)
- ◆ Ultra Low Temperature Monitoring eLock
-100° C to -40° C (-148° F to -40° F)
- ◆ Accuracy within +/- 0.5° C (temp monitoring required)
- ◆ NIST certification available (temp monitoring required)
- ◆ Interactive 128 x 64 dot matrix LCD with blue backlight that adjusts to 3 different angles for easy viewing
- ◆ Remote Notification System with programmable escalating alerts via SMTP email; SMS text, voice and fax (Networked eLock & LockView Software required)
- ◆ Spring bolt latching mechanism provides automatic relocking
- ◆ Optional second latch drive output (requires additional hardware)
- ◆ Door position switch input (requires additional hardware)
- ◆ Membrane keypads with stainless steel domes provides durable performance and easy cleaning
- ◆ Detachable mounting plate simplifies installation
- ◆ Choose from 3 different mounting configurations (vertical, horizontal right hinge, horizontal left hinge) that will fit most refrigerators, freezers, and incubators

What's in the box?

- ◆ 1 – eLock
- ◆ 1 – eLock mounting plate
- ◆ 1 – strike (8” for standard or 14” for ultra low)
- ◆ 1 – strike plate cover
- ◆ 8 – #8 x 3/8” Phillips flat head mounting plate sheet metal screw
- ◆ 2 – #8 x 1/2” Phillips pan head strike plate sheet metal screw
- ◆ 2 – #8 x 1/2” pin-in Torx flat head strike plate cover machine screw
- ◆ 2 – 7 1/2” x 1” strike plate foam tape
- ◆ 2 – 5 1/2” x 1” mounting plate foam tape
- ◆ 1 – 4 1/2” x 1” mounting plate foam tape
- ◆ 4 – adhesive backed temperature cable mounting clip (temperature monitoring only)
- ◆ 1 – adhesive backed temperature probe mounting clip (temperature monitoring only)
- ◆ 1 – battery cover that includes knock-out for Ethernet (if equipped) and AC power adapter (not included)
- ◆ 1 – warranty card
- ◆ 1 – serial code sticker set
- ◆ 1 – in-box instructions

What's needed?

- ◆ T15 pin-in Torx (6-lobe) bit or driver
- ◆ 6 AA alkaline batteries
- ◆ ruler or tape measure
- ◆ drill (if screws will be used as the method of attachment)
- ◆ pencil

Care and Cleaning

The eLock is a battery operated device, therefore, it should be part of a regular battery maintenance program.

To clean the surface of the eLock, apply non-acid based cleaner to a clean cotton cloth; do not spray cleaner directly on the eLock. Wipe down keypad and housing taking care around the beeper opening and edges of keypads. Wipe excess cleaner off of all surfaces.

CompX eLock Instructions continued

Setting up the eLock

Getting Started Out of the Box

If the eLock is stand-alone (direct connection to LockView Software v4.1) and will be used in conjunction with CompX's LockView Software v4.1, please follow the *LockView Mode Instructions* below.

For Networked (802.11g or Ethernet) eLocks, please follow the *CompX eLock Database & Network Configuration & Install Manual* and the *CompX LockView Software Instruction Manual* before proceeding.

The eLock is shipped in **FACTORY** mode.

Install 6 AA alkaline batteries. (not included)

1. The first time the eLock is powered up, **FACTORY** will be displayed in the upper left hand corner of the LCD.
2. Press "MENU."
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.

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 two status levels; Supervisor and User. Only Supervisors are, among other things, allowed to ADD, DELETE, VIEW or EDIT Users and other Supervisors.

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

The Supervisor will be added to slot number 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/SELECT" 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 eLock LCD menu options, manual programming can continue.

See **CompX eLock Manual Programming Guide** for complete options and instructions.

10. Press BACK/CANCEL to exit.

Operating the eLock

Follow the instructions below to operate the eLock.

PIN CREDENTIAL

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

CARD CREDENTIAL

If the eLock is equipped with a card reader (HID Prox, HID iCLASS or a Magstripe)

1. Present a valid card within range of the HID reader or slide the magstripe card through the magstripe reader.

DUAL CREDENTIAL

If the User or Supervisor requires a dual credential

1. Enter a valid PIN and press "ENTER" (for keypad credentials) or present a valid card (for HID Prox or HID iCLASS or Magstripe credentials).
2. Enter the second credential (4-14 digit PIN) and press "ENTER."

NOTE: THE SECOND CREDENTIAL MUST ALWAYS BE A 4 - 14 DIGIT PIN

CompX eLock Instructions continued

Methods to begin building a database of eLocks in CompX's LockView Software

Note: Supervisor, User and parameter changes that already exist in the eLock will automatically be carried into LockView once the eLock has been enrolled.

For Networked (802.11g or Ethernet) eLocks, please follow the *CompX eLock Database & Network Configuration & Install Manual* and the *CompX LockView Software Instruction Manual* before proceeding.

LockView Mode Instructions

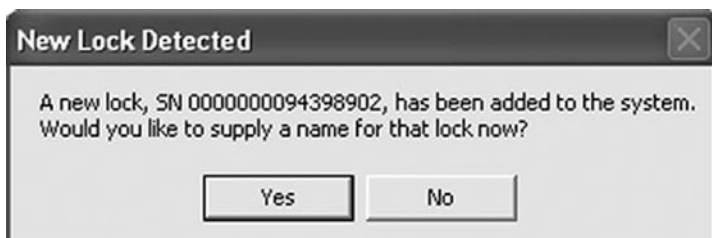
(For complete details on how to build a database of users and eLocks, see the *CompX LockView Software Instruction Manual* and *CompX eLock Manual Programming Guide*)

CompX LockView Software v4.1 must be installed and the eLock must be in **SETUP** mode before continuing.

Stand-alone eLocks (Direct USB connection to laptop computer with LockView is required) There are two methods that can be used to add eLocks to the LockView software.

Automatic Method

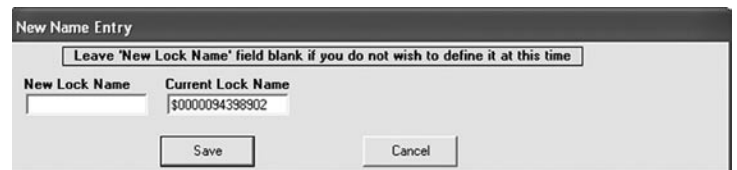
- 1) With the eLock in **SETUP** mode, connect the eLock via the USB cable to the computer on which LockView is installed.
- 2) Login to LockView.
- 3) After 30 seconds, the below will appear.



NOTE: After 5 minutes of inactivity, the eLock will exit **SETUP** mode.

- 4) Click **Yes**.

- 5) The below will appear.
Type in the name of the lock.



****Once a Lock Name has been chosen in LockView, it can not be changed. Please be sure the name that is chosen is the one that will be used in the future.**

- 6) Click **Save** when done.
- 7) Go to **Lock Editor** tab in **Lock/User Editor**.
- 8) Left click to highlight the name of the lock and then click **Edit Lock**.
- 9) Verify and/or adjust all other lock parameters. (See *LockView Instruction Manual* for complete details.)
- 10) Click **OK** when done.

Manual Method

- 1) Login to LockView.
- 2) Go to **Lock/User Editor; Lock Editor** tab and click **Add Lock**.
- 3) Enter the required information: **Lock Name; Lock Serial Number** and **Setup Code** (supplied on green sticker set as Setup Cd).
****Once the Lock Name has been chosen in LockView, it can not be changed. Please be sure the name that is chosen is the one that will be used in the future.**
- 4) Verify and/or adjust all other lock parameters and click **OK**. (See *LockView Instruction Manual* for complete details on these options)
- 5) With the eLock in **SETUP** mode, connect the eLock via the USB cable to the computer on which LockView is installed.
- 6) After 30 seconds, the lock will be updated in LockView. Click **Refresh** to prompt the update.

NOTE: After 5 minutes of inactivity, the eLock will exit **SETUP** mode.

CompX eLock Instructions continued

PASSAGE MODE

(LockView software required) To hold the latch bolt in the open position indefinitely, there is a setting in LockView called Passage Mode.

Passage Mode can be assigned to an eLock and/or a Supervisor/User credential.

In LockView, via the Lock Editor, Passage Mode can be selected so that every valid User or Supervisor that has access rights to the eLock can place it in passage mode.

In the LockView, via the User Editor, Passage Mode can be selected for individual Users and Supervisors settings can place any eLock to which they have access rights into Passage Mode. This is regardless of whether or not Passage Mode has been activated in the eLock.

To place an eLock into Passage Mode:

PIN CREDENTIAL

1. Enter a valid PIN (between 4 - 14 digits) and press "ENTER."
2. Press "ENTER" again. **HOLD OPEN** will flash; **LOCK IS HELD OPEN** will appear in the upper left hand corner of the LCD.

CARD CREDENTIAL

If the eLock is equipped with a card reader (HID Prox, HID iCLASS or Magstripe):

1. Present a valid card within range of the HID reader or slide the magstripe card through the magstripe reader.
2. Press "ENTER." **HOLD OPEN** will flash; **LOCK IS HELD OPEN** will appear in the upper left hand corner of the LCD.

DUAL CREDENTIAL

If the User or Supervisor requires a dual credential:

1. Enter a valid PIN and press "ENTER" (for keypad credentials) or present a valid card (for HID Prox or HID iCLASS credentials).
2. Enter the second credential (4-14 digit PIN) and press "ENTER"
3. Press "ENTER" again. **HOLD OPEN** will flash; **LOCK IS HELD OPEN** will appear in the upper left hand corner of the LCD.

NOTE: THE SECOND CREDENTIAL MUST ALWAYS BE A 4 - 14 DIGIT PIN

To EXIT Passage Mode (re-lock the unit/extend the eLock latch bolt):

PIN CREDENTIAL

1. Enter a valid PIN (between 4 - 14 digits)
2. Press "ENTER." **EXITING PASSAGE MODE** will flash on the LCD and the latch bolt will extend.

CARD CREDENTIAL

If the eLock is equipped with a card reader (HID Prox, HID iCLASS Magstripe):

1. Present a valid card within range of the HID reader or slide the magstripe card through the magstripe reader. **EXITING PASSAGE MODE** will flash on the LCD and the latch bolt will extend.

DUAL CREDENTIAL

If the User or Supervisor requires a dual credential:

1. Enter the primary valid PIN (for keypad credentials) and press "ENTER" or present the valid card (for HID Prox, HID iCLASS or Magstripe credentials). **EXITING PASSAGE MODE** will flash on the LCD and the latch bolt will extend.

CompX eLock Instructions continued

Below are the **FACTORY DEFAULT SETTINGS** for eLocks equipped with **temperature monitoring**.

The screenshot shows a configuration menu for an eLock. It is divided into several sections:

- Permission Levels:** A list of settings with checkboxes. Some are checked, some are unchecked, and some are in a grayed-out state. The checked items are: "Reset Min/Max observations", "Set upper/lower alarm limits", "Mute the alarm", "Set alarm volume", "Enable/disable the alarm", "Select Display Formats", and "Open while alarm sounding". The unchecked items are "User / Supervisor may:" and "Set upper/lower alarm limits".
- Display Temperature Units:** Radio buttons for "Fahrenheit" (selected) and "Celsius".
- Enable Alarm:** A checkbox for "Enable Alarm" which is unchecked. Below it are input fields for "Low Limit" (35), "High Limit" (46), "Alarm Delay*" (5), and "Alarm Time*" (5). A "Volume" dropdown menu is set to "Med".
- Logging Frequency:** Two time input fields: "When in range" (12 : 00) and "When out of range" (00 : 05). There are "Save", "Cancel", and "Close" buttons.

*Alarm times are expressed in minutes.

NOTE:

- 1) **Permission Levels** can only be changed using LockView software.
- 2) **Permission Levels** checked in gray scale cannot be changed.

Provided no **Permission Level** changes have been made in LockView, **Supervisor status is required** to adjust the following settings via manual programming at the eLock:

Reset Min/Max observations

MIN/MAX OBSERVATIONS IS THE 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.

At the eLock, press the "UP" button to view the highest observed temperature or the "DOWN" button to view the lowest observed temperature recording since the last reset

Set upper/lower limits

UPPER/LOWER LIMITS IS THE HIGHEST AND LOWEST ACCEPTABLE TEMPERATURE. THE TEMPERATURE RANGE CAN BE ADJUSTED IN 1/10TH DEGREE INCREMENTS.

The temperature range of a:

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)

Set alarm volume

OFF, SOFT, MED, LOUD

Enable/disable the alarm

TURN ALARM ON/OFF

Permission to "Enable/disable the alarm" requires that permission to "Open while alarm is sounding" is also granted.

Provided no **Permission Level** changes have been made in LockView, BOTH Users* and Supervisors may adjust the following settings via manual programming at the eLock:

Select Display Formats

HOURS: AM/PM or 24 HOUR

DAY/DATE: MON-SUN MM/DD/YY; MON-SUN MMM D 'YY; MON-SUN DD-MM-YY; MON-SUN DD-MMM-YY or MON-SUN YYYY-MM-DD

TEMP: °FAHRENHEIT or °CELSIUS

Open while alarm is sounding

A VALID CREDENTIAL WILL BE ALLOWED TO OPEN AN eLock WHILE AN ALARM IS SOUNDING.

**In order for User status credentials to be permitted to open an eLock while an alarm is sounding, permission for Supervisors to do so must also be granted.*

Mute the alarm

THE ALARM MUST BE TRIGGERED AND THE RECORDED TEMPERATURE MUST BE OUTSIDE OF THE ACCEPTABLE PROGRAMMED RANGE IN ORDER SEE THIS FEATURE

*Mute can be used to silence a triggered alarm for 10 minutes. (see **Manual Programming Guide** for details)*

NOTE:

Alarm Delay and **Alarm Time** can only be adjusted via LockView.

Manual Programming Guide

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.

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.

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.

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**.

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 **SETYOUR 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.

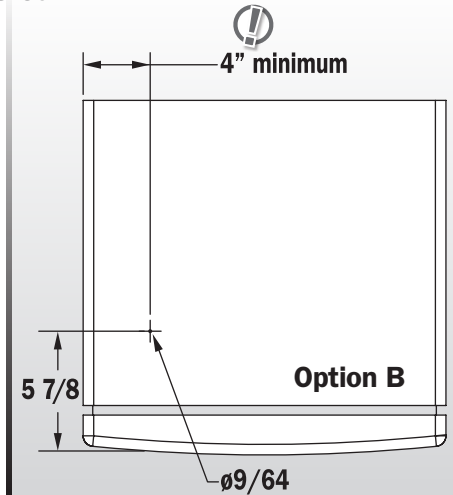
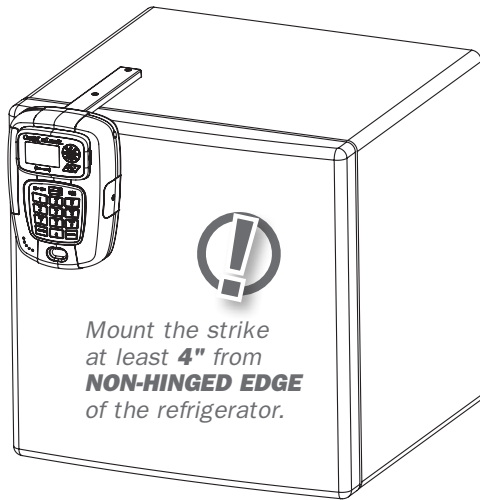
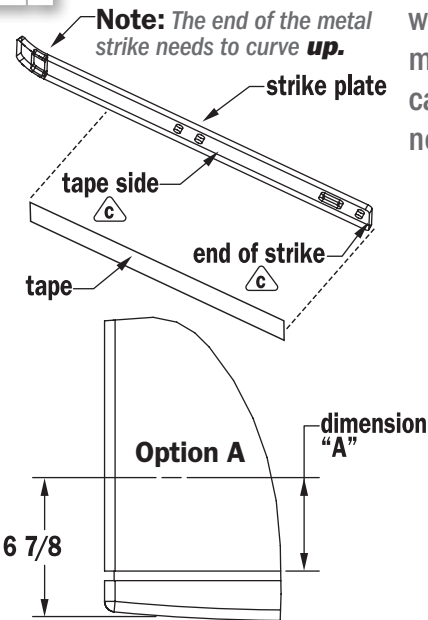
Using the **RESET NET SCHED.** feature, the above steps should be followed at 6 a.m. or 6 p.m.

Installing the VERTICAL mount refrigerator kit

• VERIFY ELOCK OPERATION BEFORE BEGINNING INSTALLATION •

Step 1: Install the strike

There are two main parts of this installation: installing the strike and installing the eLock assembly. The strike and the eLock assembly can be mounted either with foam tape or by drilling holes and using screws. It is important to note that mounting the strike and the eLock assembly are independent of each other. One can be foam tape mounted, and one can be drill mounted if desired. The two do not need to be mounted using the same method.



Foam Tape Installation: Option A

Please note that if foam tape installation of the strike is used, the strike will **not** be adjustable once it's put in place.

- Clean the top refrigerator as well as the strike with rubbing alcohol. Wait for the alcohol to dry.
- With a pencil, mark refrigerator 6-7/8" from the front of the door and at least 4" from the non-hinged edge.

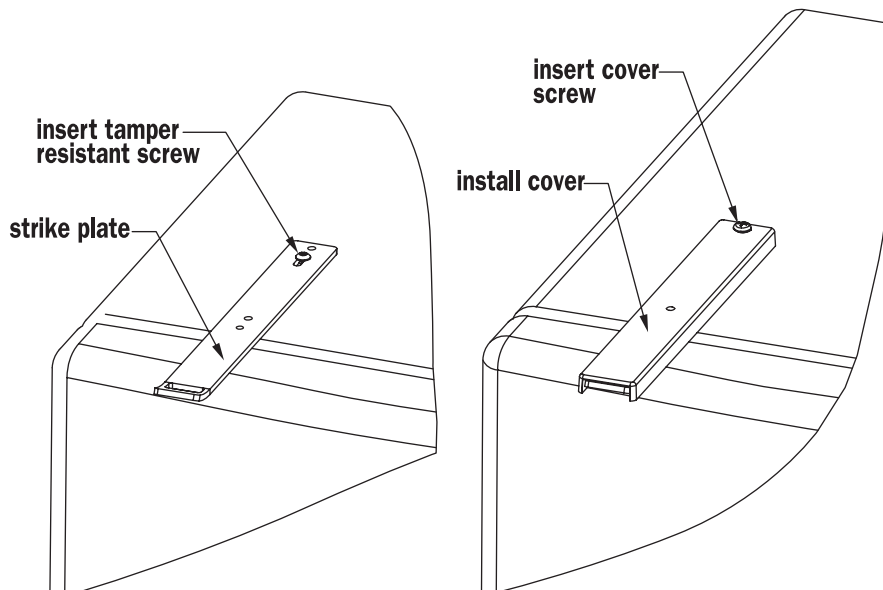
Measure from this line to the front of the cabinet (dim. "A"); cut a piece of tape this length.

- Remove tape backer and affix to end of strike. The upward curve should be on top. Apply tape to the opposite side. Remove backer. Line up strike with line on refrigerator; apply pressure to seal it on.

Drilling Installation: Option B

- Before drilling, verify that there are no refrigerant lines inside the top of the refrigerator.
- Drill a 9/64" hole, 5-7/8" from the edge of the front of the refrigerator and at least 4" from the non-hinged edge of the refrigerator.

Step 2: Secure the strike and attach the strike cover (if strike was mounted using foam tape, ONLY do b.)



- Screw one tamper resistant sheet metal screw into the center of the strike's slotted area. **Note:** The end of the metal strike needs to curve **up**.
- Place the plastic strike cover over the metal strike. If strike was mounted using foam tape, please proceed to Step 3.
- Attach with one tamper resistant machine screw.

Installing the VERTICAL mount refrigerator kit cont.

Step 3:

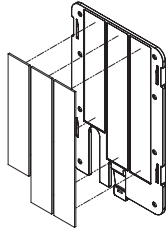
Mount the main CompX eLock® body to the refrigerator door

The CompX eLock can be mounted to the front of the refrigerator by using the provided foam tape or by drilling holes and using screws (provided).

Foam Tape Installation

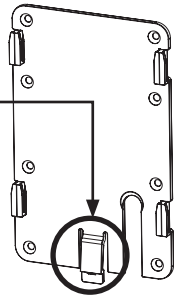
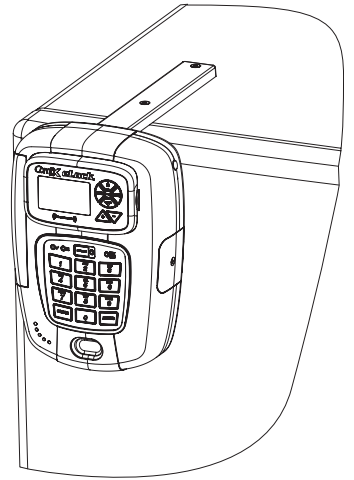
Please note that if foam tape installation is used, the eLock will **not** be adjustable once it is put in place.

- Clean the front of the refrigerator with rubbing alcohol. Wait for the alcohol to dry.
- Click the eLock onto strike plate, ensuring proper latch bolt engagement and mark the eLock location on the refrigerator door with a pencil.
- Remove one side of the protective liner from the double-sided tape and install on the CompX refrigerator eLock mounting plate.
- Attach the mounting plate to the back of the eLock.
- Remove remaining protective liner from double-sided tape.
- Carefully press eLock onto the refrigerator door in the location as previously marked.
- Verify proper operation and alignment.
- Firmly press eLock onto fridge. **Note:** Temporary support of the eLock may be required to allow adequate adhesion time of the foam tape.



Drilling Installation

- Cut a 3" piece of double-sided foam tape and attach it to the mounting plate to serve as an location alignment holder.
- Attach the mounting plate to the back of the eLock.
- Click the eLock onto strike plate, ensuring proper latch bolt engagement. Press eLock onto the refrigerator door.
- Remove eLock from mounting plate by pressing down on the mounting plate release tab.
- Drill eight 9/64" holes through the mounting plate holes into the refrigerator door. Secure with mounting plate screws. Note: Top two screws may be omitted if they interfere with the door handle access.
- Attach eLock to mounting plate.
- Verify proper operation and alignment.



Note: If foam tape was used to mount the strike, the eLock refrigerator kit installation is COMPLETE.

Step 4:

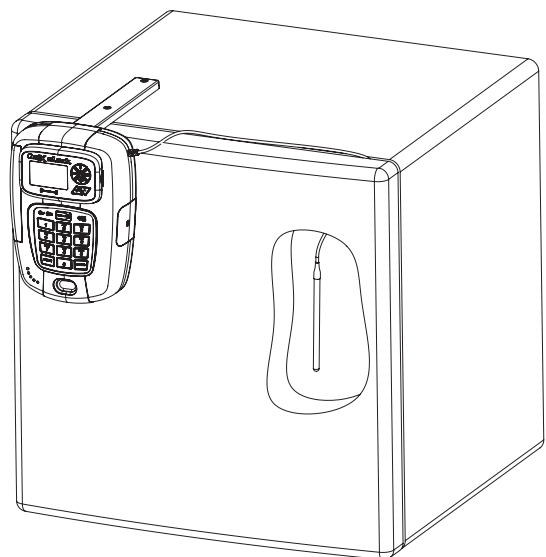
Finish installation of the strike (ONLY if drilled installation of strike was used)

- Remove the plastic cover from the strike plate. Drill 9/64" hole in second opening of strike.
- If adjustment of strike is needed, loosen the first strike screw and adjust the strike. Tighten the screw.
- Drill hole for second screw and install second screw.
- Attach the plastic strike cover with two tamper resistant machine screws.

Step 5:

Temperature monitoring eLock only

Route cable behind door gasket to hinge point. Probe should be as close to the product as possible.

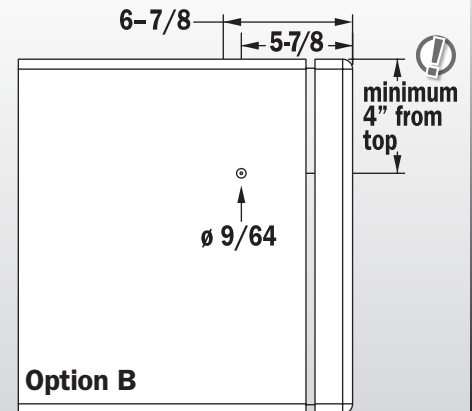
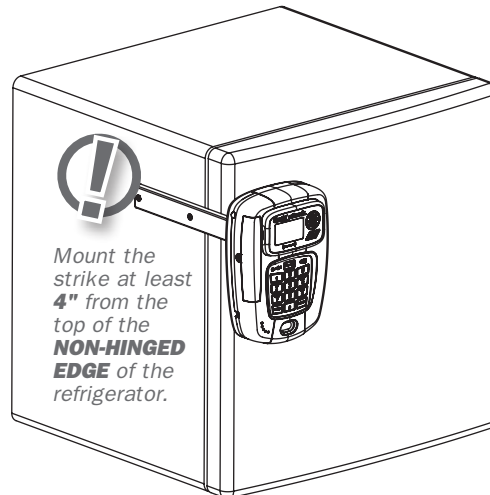
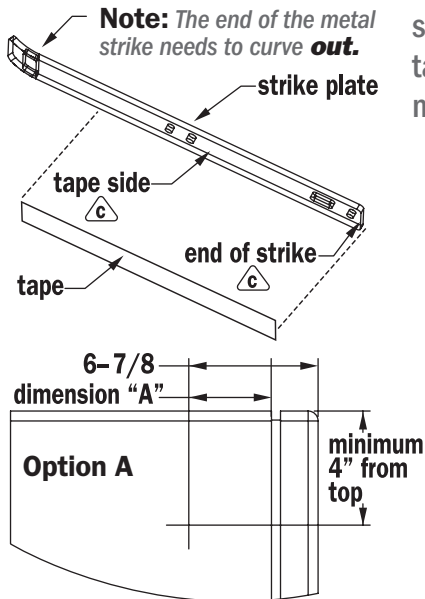


Installing the HORIZONTAL mount refrigerator kit

Step 1: Install the strike

- VERIFY ELOCK OPERATION BEFORE BEGINNING INSTALLATION -

There are two main parts of this installation: installing the strike and installing the eLock assembly. The strike and the eLock assembly can be mounted either with foam tape or by drilling holes and using screws. It is important to note that mounting the strike and the eLock assembly are independent of each other. One can be foam tape mounted, and one can be drill mounted if desired. The two do not need to be mounted using the same method.



Foam Tape Installation: Option A

Please note that if foam tape installation of the strike is used, the strike will **not** be adjustable once it's put in place.

- Clean the side of the refrigerator as well as the strike with rubbing alcohol. Wait for the alcohol to dry.
- Along the non-hinged side of the refrigerator, make a mark 6-7/8" from

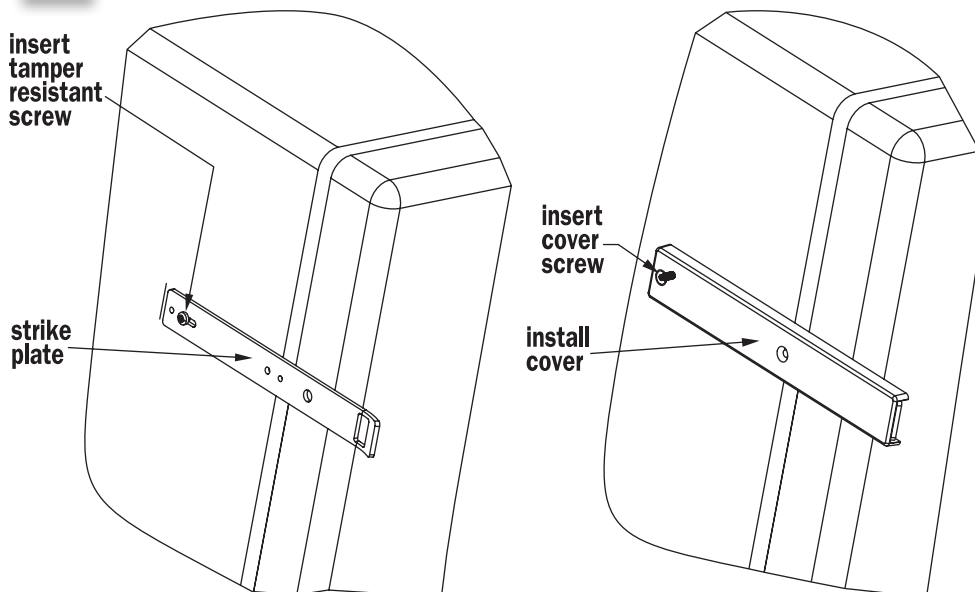
the front edge of door and a minimum of 4" from the top. Measure from this line to the front of the cabinet (dim. "A"); cut a piece of tape this length.

- Remove tape backer and apply tape. Line up end of strike with the 6-7/8" mark on side of refrigerator. Ensure strike is level, and apply using firm pressure. Install plastic strike cover on metal strike. Proceed to step 3.

Drilling Installation: Option B

- Before drilling, verify that there are no refrigerant lines inside the side of the refrigerator.
- Drill a 9/64" hole, 5-7/8" back from the edge of the front of the refrigerator door and at least 4" from the top of the non-hinged edge of the refrigerator.

Step 2: Secure the strike and attach the strike cover



- Screw one tamper resistant sheet metal screw into the center of the strike's slotted area. **Note:** The end of the metal strike needs to curve **out**.
- Place the plastic strike cover over the metal strike.
- Attach with one tamper resistant machine screw.

Installing the HORIZONTAL mount refrigerator kit cont.

Step

3

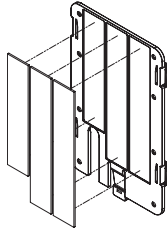
Mount the CompX eLock® housing to the refrigerator door

The CompX eLock can be mounted to the front of the refrigerator by using the provided foam tape or by drilling holes and using screws (provided).

Foam Tape Installation

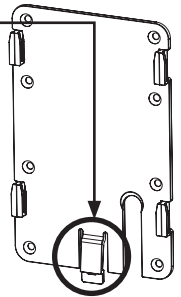
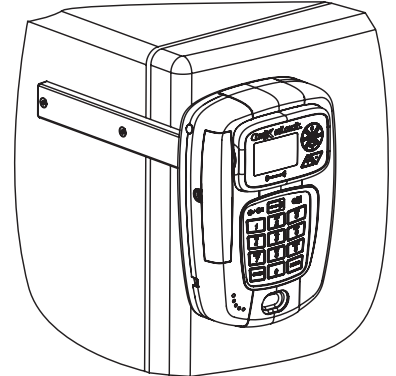
Please note that if foam tape installation is used, the eLock will **not** be adjustable once it is put in place.

- Clean the front of the refrigerator with rubbing alcohol. Wait for the alcohol to dry.
- Click the eLock onto strike plate, ensuring proper latch bolt engagement and mark the eLock location on the refrigerator door with a pencil.
- Remove one side of the protective liner from the double-sided tape and install on the CompX refrigerator eLock mounting plate.
- Attach the mounting plate to the back of the eLock.
- Remove remaining protective liner from double-sided tape.
- Carefully press eLock onto the refrigerator door in the location as previously marked.
- Verify proper operation and alignment.
- Firmly press eLock onto fridge. **Note:** Temporary support of the eLock may be required to allow adequate adhesion time of the foam tape.



Drilling Installation

- Cut a 3" piece of double-sided foam tape and attach it to the mounting plate to serve as a location alignment holder.
- Attach the mounting plate to the back of the eLock.
- Click the eLock onto strike plate, ensuring proper latch bolt engagement. Press eLock onto the refrigerator door.
- Remove eLock from mounting plate by pressing down on the mounting plate release tab.
- Drill eight 9/64" holes through the mounting plate holes into the refrigerator door. Secure with mounting plate screws. Note: Top two screws may be omitted if they interfere with the door handle access.
- Attach eLock to mounting plate.
- Verify proper operation and alignment.



Note: If foam tape was used to mount the strike, the eLock refrigerator kit installation is COMPLETE.

Step

4

Finish installation of the strike (ONLY if drilled installation of strike was used)

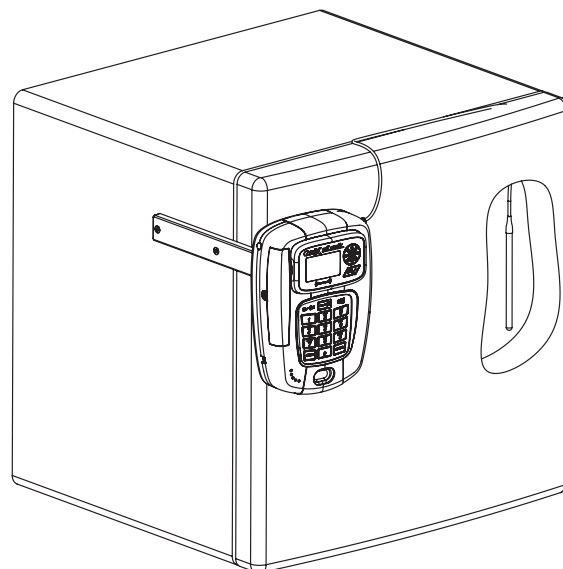
- Remove the plastic cover from the strike plate. Drill 9/64" hole in second opening of strike.
- If adjustment of strike is needed, loosen up the first strike screw and adjust the strike. Tighten up the screw.
- Drill hole for second screw and install.
- Reattach the plastic strike cover and secure with two tamper resistant machine screws.

Step

5

Temperature monitoring eLock only

Route cable behind door gasket to hinge point. Probe should be as close to the product as possible.



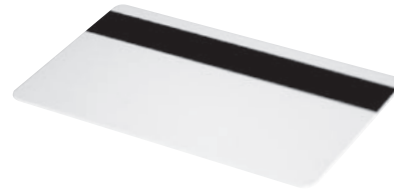
CompX eLock® Accessories



HID® Prox User, Supervisor Card

Part Number:
EL-2004-PC (no logo)

EL-ICLASS-C
(HID iCLASS user, supervisor card)



Magstripe User, Supervisor Card

Part Number:
EL-2004-MSC (no logo)



LockView® Software Kit

(1 LockView® CD, 1 USB cable)

Part Number:
EL-LOCKVIEW-4



HID® Prox Tag

Part Number:
EL-2004-PT

EL-ICLASS-T
(HID iCLASS tag)



Extra Long Refrigerator Strike

(included with all ultra low temp. eLocks)

Part Number:
EL-XLSTRK-FRKIT



Bit

Part Number:
EL-BIT-15



Temperature Buffering Glycol Kit

(includes bottle, 8-oz. non-toxic glycol, extra screw top lid w/probe gasket)

Part Number:
EL-GLYCOL-KIT



Screwdriver

Part Number:
EL-DRV-15

Note: product images are not to scale.
HID is a trademark of HID Corporation.

LockView® software

- Add, edit, view and delete users / supervisors and their credentials
- Add, edit and delete CompX eLocks®
- Assign access rights between users / supervisors and CompX eLocks® in the database
- USB or network connection*
- Download, view, save, print, archive and delete audit trails
- Dual credential access available
- Set real time clock
- Time based access restrictions
- Create user groups
- Windows™ based
- View Temperature Logs
- View Temperature Graphs
- Edit Temperature Settings

* network connection
requires network eLock

LockView is a Registered Trademark of CompX International. Windows is a trademark of the Microsoft Corporation. Specifications may vary based on user application.



Part #: 33233100000 Rev A.

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