



## **ELECTRONIC LOCK PROGRAMMING GUIDE - 100 Series**

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Your electronic lock has two codes programmed in it by default when you receive your product:

User code: 1234

Supervisor code: 12345

If you ordered a combination lock WITH a Proximity Module, a Supervisor card and User card are also included. The Supervisor card and User card are each marked on the back so you can differentiate the two.

### **100 Series E-Lock Programming**

#### **To Unlock the Cart with the Electronic Lock:**

Type in a USER or SUPERVISOR code and press the # button (OR hold the USER or SUPERVISOR Prox card up to the black module next to the keypad)

#### **To Lock the Cart** (when it has been unlocked with the electronic lock):

Press the \* button

The override key disables the electronic lock in case of emergency. If the cart has been unlocked using the override key, the electronic lock will not be able to lock the cart. You must use the key to re-lock the cart to return it to normal elock operations.

#### **To Add a User:**

- 1) Enter a valid supervisor code and press # button, OR hold the supervisor prox card up to the prox module until the cart has unlocked.
- 2) Press and HOLD # button until beeping stops.
- 3) Enter the new user code (4 digit minimum) and press # button again, OR hold the NEW prox card that you wish to add up to the prox module.
- 4) Press the \* button to return to normal operation.

#### **To Add a Supervisor:**

- 1) Enter a valid supervisor code and press # button, OR hold the supervisor prox card up to the prox module until the cart has unlocked.
- 2) Press and HOLD # button until beeping stops.
- 3) Press and HOLD # button AGAIN until beeping stops.
- 4) Enter the new supervisor code (4 digit minimum) and press # button, OR hold the NEW prox card that you wish to make add as a supervisor up to the prox module.
- 5) Press the \* button to return to normal operation.

### **To Delete a User or Supervisor:**

- 1) Enter a valid supervisor code and press # button, OR hold the supervisor prox card up to the prox module until the cart has unlocked.
- 2) Press and HOLD \* button until beeping stops.
- 3) Enter the code to be deleted and press # button, OR hold the prox card that you wish to delete from the lock up to the prox module.
- 4) Press the \* button to return to normal operation

By default, your electronic cart is programmed to relock itself automatically exactly ten (10) minutes after it has been unlocked with the keypad (Does NOT apply if you have unlocked the cart with the override key). If you would like to change this feature, you will need the "LockView" software package (Part number LOCKMANAGER).

### **Notes:**

- Your electronic lock requires 6 (six) D-Cell Batteries to operate. These can be found underneath the bottom drawer of the cart when they need to be replaced.
- If you need the reset codes for your electronic lock, you can find the label with these specific numbers on a label in your top drawer mounted to the side of the drawer, or on the battery pack below the bottom drawer.

### **Thank you for your purchase!**

If you need further assistance, please call our Customer Support Department at 855-633-2278

Part Number: FELOCK