



# Avalo Series Medication Carts Keyless Locking Instructions

EFFECTIVE 03/01/2004

**IMPORTANT:** To ensure the highest level of security, programming instructions should be managed with discretion. Artromick suggests each facility appoint a primary medication cart lock system administrator (typically the Director of Nursing) to perform and manage the programming and re-programming of the Avalo Keyless Lock System.

## Simple Operation

The Avalo Keyless Lock System permits simple user access through the use of a 4-Digit Access Code. Up to five unique Access Codes can be programmed into the Avalo Keyless Lock System at once. **NOTE: Code ID 5 is reserved for the Master Access Code. This code has been pre-programmed with a default Master Code. The Master Code can be changed, but Code 5 will always serve as the Master Access Code for re-programming functions.**

**\*\*WARNING: THE MASTER ACCESS CODE SHOULD NEVER BE USED AS THE A GENERAL ACCESS CODE\*\***

If you have any questions regarding lock system operation or maintenance, please contact Artromick Customer Service at 800-848-6462.

## Avalo Keyless System Programming

1. Press the **PROGRAM** button.
2. Enter this cart's **Master Code** of \_\_\_\_\_. This Master Code will ALWAYS open the lock until Code 5 is re-programmed.
3. Wait for the **PROCEED** light to illuminate.
4. **Select the number of the Code ID that you wish to program: Code ID 1, 2, 3 or 4 (see table below) \* (Programming access codes must be done one at a time. Complete the process for a single Code ID before programming the next).**
5. Press the **PROGRAM** button.
6. Enter the 4-Digit Access Code you wish to use for that Code ID.
7. The **PROCEED** light will illuminate and blink to confirm acceptance.
8. Press the **CLEAR** button.
9. Repeat steps 1-8 to program additional access codes or to change existing access codes.

**\* NOTE: Code ID 5 is reserved for the Master Access Code. If you require a Master Access Code change, simply follow steps 1-9 and re-program Code ID 5.**

Code ID #	1	2	3	4	5 (Master Code)
Access Code	----	----	----	----	----

## General Operations

### Using Keyless Entry to Access Cart

1. Enter 4-Digit Access Code (when first number is pressed, Proceed light illuminates for 25 seconds)
2. Within four (4) seconds, depress Avalo Series Medication Cart Lock Lever. If the Lock Lever is not depressed within four (4) seconds, the Access Code must be re-entered.

**NOTE:** If **ERROR** light is illuminated, press **CLEAR** and re-attempt Access Code. If incorrect code is entered four (4) times, system will lockdown cart for 30 seconds.

### To Secure Cart

1. Ensure All Cart Drawers Are Closed
2. Push-In Lock Lever

## Batteries

The Avalo Keyless Lock System is powered by four (4) D-Cell **alkaline** batteries. These batteries should maintain sufficient charge to power the system for 3-6 months with normal use.

**Battery Replacement:** Always replace all batteries with **high-quality Alkaline** D-Cell batteries. Master Access and Programmed Access Codes will remain in memory, even while replacing batteries.

## Testing Battery Power

**\*\*Please note: The Battery Test will not give a true reading unless the cart has been unlocked at least one time. Battery Test and Proceed lights will flash for 4 seconds when new batteries are installed, or existing batteries are reinstalled.**

Press the **BATTERY TEST** button--

**Lights on keypad will indicate Battery status (6 second flashing or solid indicator):**

BATTERY TEST LIGHT	PROCEED LIGHT	ERROR LIGHT	INDICATION
SOLID	SOLID	---	Good Batteries
*FLASH*	---	SOLID	Low Batteries
*FLASH*	---	*FLASH*	Very Low Batteries (Or Inferior Batteries)
---	---	---	No Power
*FLASH*	*FLASH*	---	New Batteries have been Installed (occurs automatically without pressing BATTERY TEST)
*FLASH*	---	---	Power Available (will display accurate battery power once cart has been unlocked)

## Override Access

If the batteries do not contain sufficient charge to operate the Avalo Keyless Lock System **OR** the keypad malfunctions, you may simply override the keyless system by using the tubular override key included with the medication cart. To do this, simply

1. Insert the tubular key into the override lock located on the back of the cart, on the battery compartment (*This lock has no function for replacing batteries or accessing the battery compartment*).
2. Turn the tubular key clockwise and depress the Avalo Lock Lever.

To maintain override access, simply remove the tubular key once it is turned to the OPEN position on the cam lock. If necessary, replace batteries at once. **\*\*IMPORTANT NOTE: If the override lock is left in the OPEN (unlocked) position, you will be unable to fully secure the cart until the lock is returned to the CLOSED (locked) position.**

If the keypad malfunctions, and override is in locked position, contact Artromick Technical Support at 800-848-6462.

## Changing Keypad Tone

Keypad tone feature allows users to verify key presses with an audible beep. To change or silence tone:

1. Press **PROGRAM**
2. Enter Master Code; wait for the **PROCEED** light to illuminate.
3. Press **BATTERY TEST** until desired tone is heard (there are 4 options: Low, Medium, High, or Off)
4. Press **CLEAR** to complete

## Deleting Individual Access Codes

Any of the four access codes can be deleted individually:

1. Press **PROGRAM**
2. Enter 4-digit Master Code; wait for the **PROCEED** light to illuminate
3. Press the number of the Code ID location for code to be deleted (1,2,3, or 4)
4. Press the **CLEAR** button twice (must be pressed twice within 2 seconds); **PROCEED** light will flash for 4 seconds to confirm deletion

**NOTE: To change the Master Code, DO NOT delete the code in CODE ID 5; simply program OVER the existing master code**