

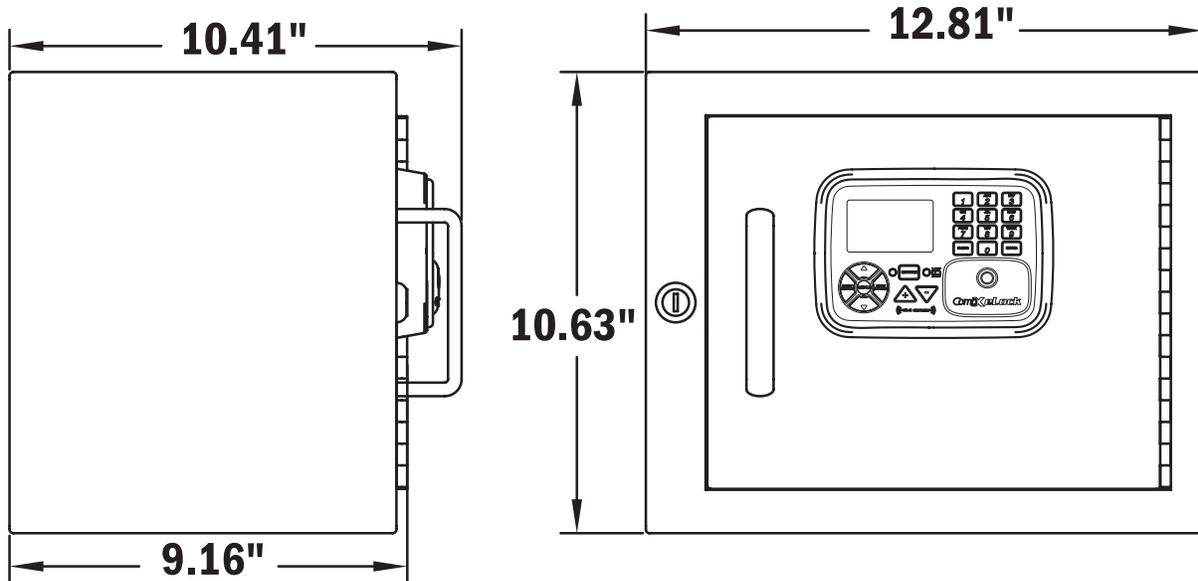
# NARC iD with CompX cabinet eLock



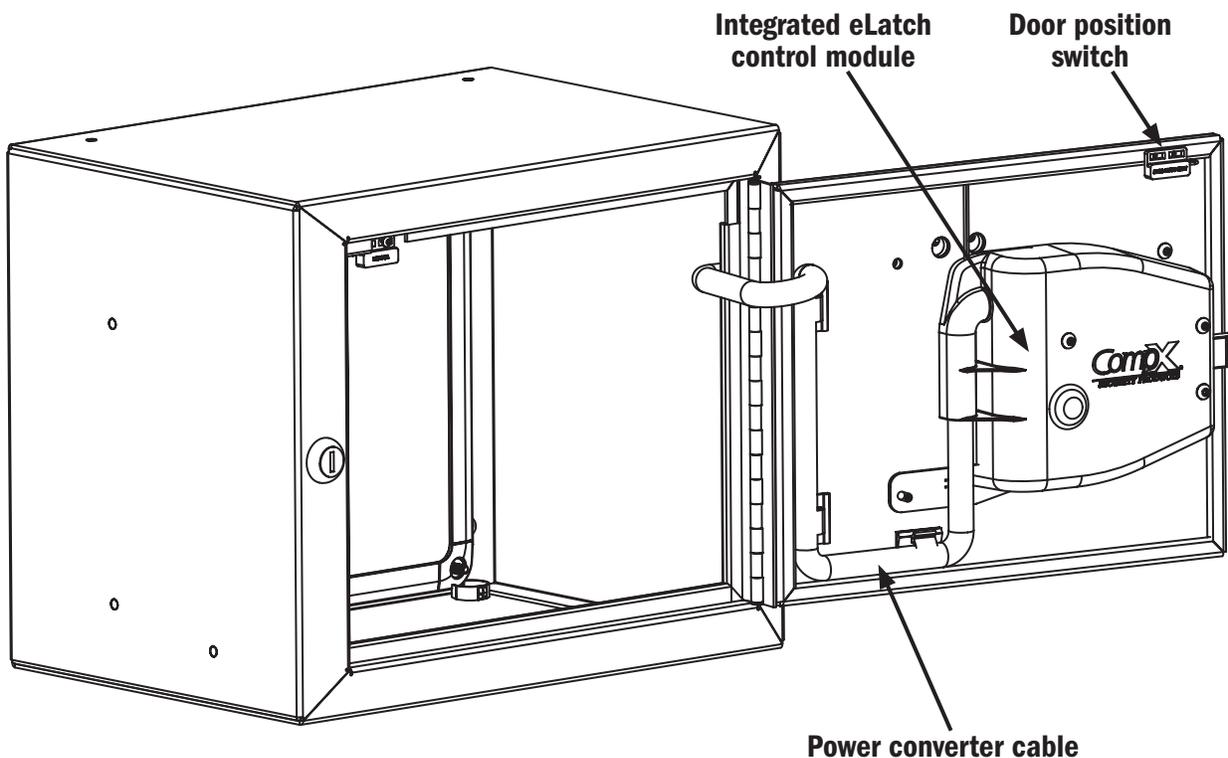
Thank you for purchasing CompX NARC iD with built-in CompX eLock. The information contained in these instructions is intended to serve as a guide to allow NARC iD to be quickly and easily put into service. CompX's eLock can be configured to work in conjunction

with existing 802.11b/g/n networks. For complete set up instructions for networked and stand-alone eLocks, please see the "Help" section in CompX's LockView v5iDPro software.

## Narcotics box dimensions with CompX eLock installed



## Narcotics box dimensions with CompX eLock – components



# NARC iD with CompX cabinet eLock – continued

## What's in the box?

- ◆ 1 - NARC iD box
- ◆ 1 - NARC iD tote
- ◆ 4 - #10 x 3/4 Phillips pan head sheet metal screws to hang NARC box
- ◆ 1 - warranty card
- ◆ 1 - serial code sticker set
- ◆ 1 - in-box instructions

## What's needed?

- ◆ Drill
- ◆ 9/64" drill bit (pilot hole for mounting screws)
- ◆ #3 Phillips bit or driver
- ◆ Tape measure

## Care and Cleaning

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 USB connector opening and edges of keypad. Wipe excess cleaner off of all surfaces.

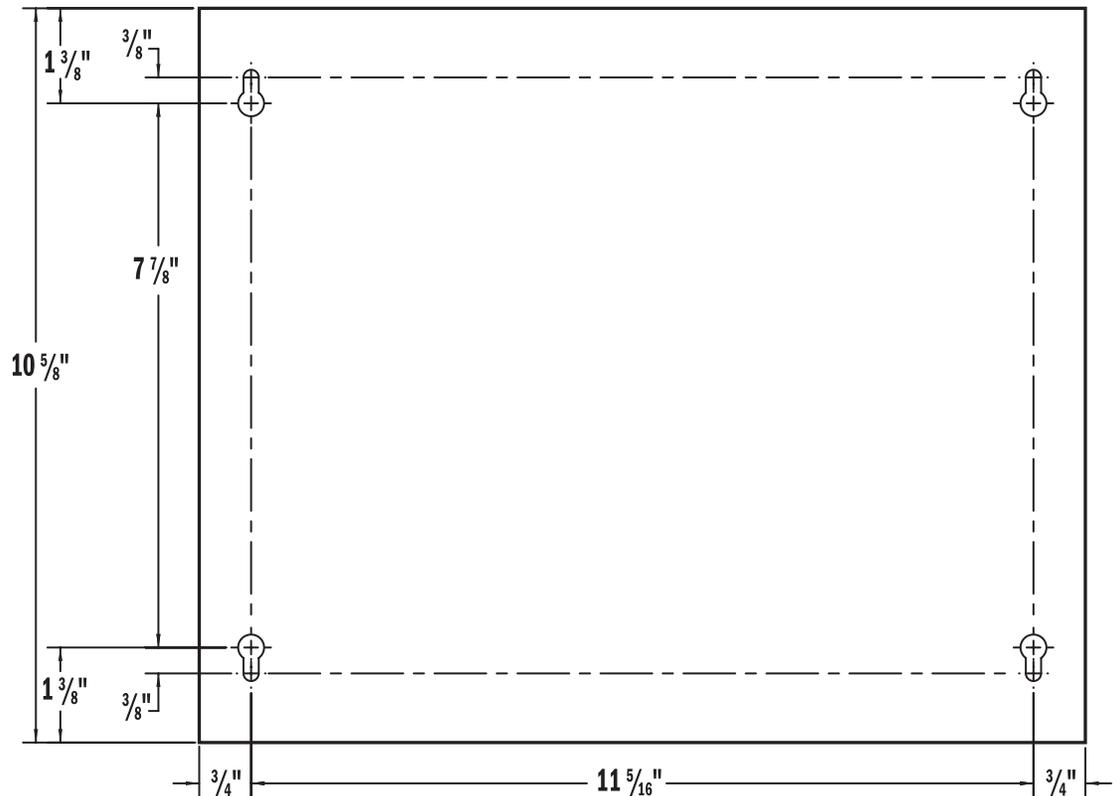
## Installation

NARC iD can be installed using the 4 predrilled key holes and supplied #10 x 3/4 Phillips pan head screws. Be sure to mount the box in a location that provides enough clearance for the door to open.

The NARC iD system comes with a power supply wire harness intended to be connected to 12V DC. Insert the male end (terminated) into one of the two provided female jacks on the back or side of the NARC iD box. The red wire should be connected to 12V positive and the black wire should be connected to ground.

Verify the harness is properly connected and that the full-time 12V DC is powering the NARC iD system. It is not recommended to use 12V DC that is only available when the vehicle is on.

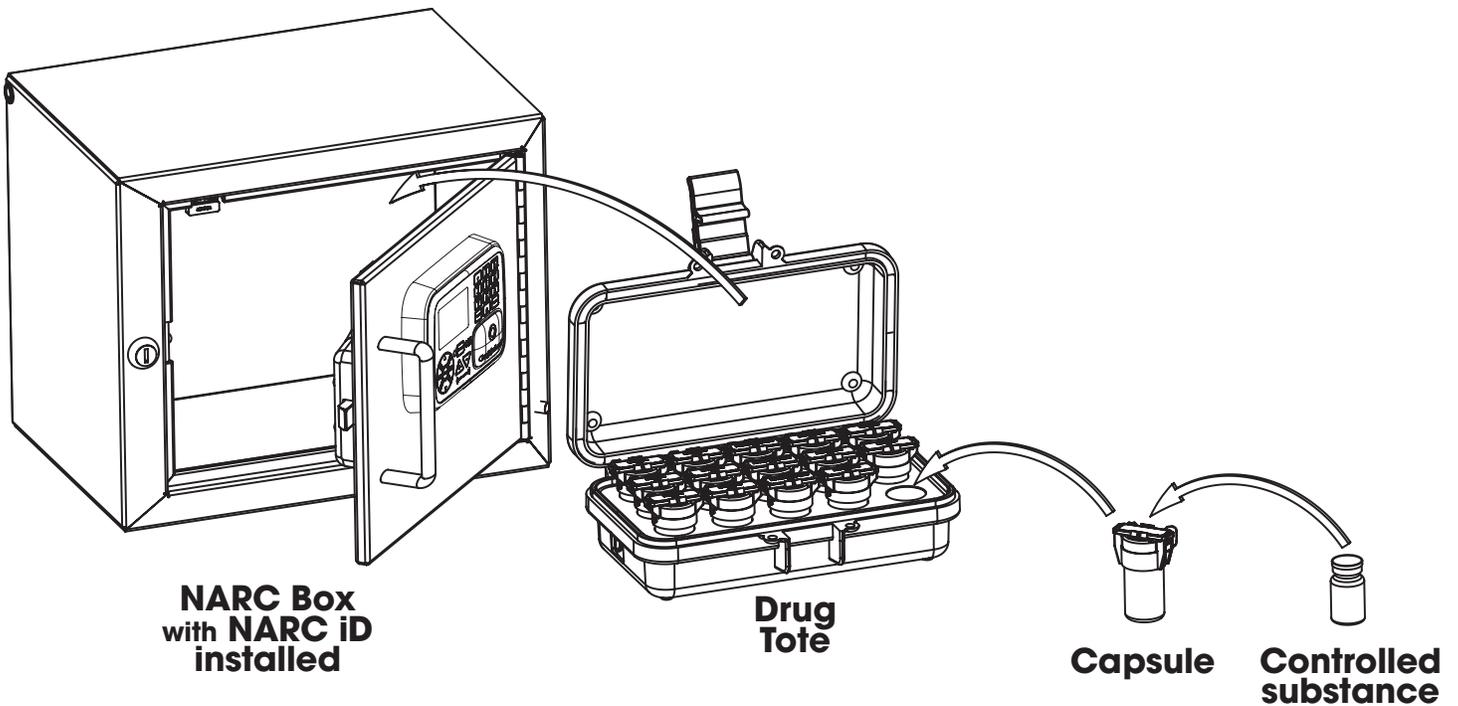
The NARC iD system comes pre-programmed with one PIN user 12345. If access to the box is required during installation, use the mechanical key or type 1-2-3-4-5-ENTER to access the box.



# NARC iD with CompX cabinet eLock – continued

## NARC iD controller button layout

1. Dot matrix LCD
2. Network button (blue LED)
3. “UP” button
4. “NEXT/SELECT” button
5. “BACK/CANCEL” button
6. “MENU” button
7. “DOWN” button
8. + Button
9. - Button
10. Low battery indicator (yellow LED)
11. Alpha-numeric keypad
12. HID Prox or HID iCLASS reader location (if equipped)
13. “ENTER” button
14. “CLEAR” button



# NARC iD with CompX cabinet eLock – continued

## Unit Features:

- ◆ Provided with 802.11 b/g/n configuration that uses the existing infrastructure for actual 2-way read/write communication
- ◆ Each NARC iD system can hold up to 3,000 Users
- ◆ Optional card reader to read existing HID Prox or HID iCLASS credentials that can be programmed to operate each NARC iD system
- ◆ 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
- ◆ Door position switch
- ◆ Membrane keypad with stainless steel domes provides durable performance and easy cleaning

## Setting up the eLock

Getting Started Out of the Box

For Networked (802.11 b, g or N) 300 Series 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.

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

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

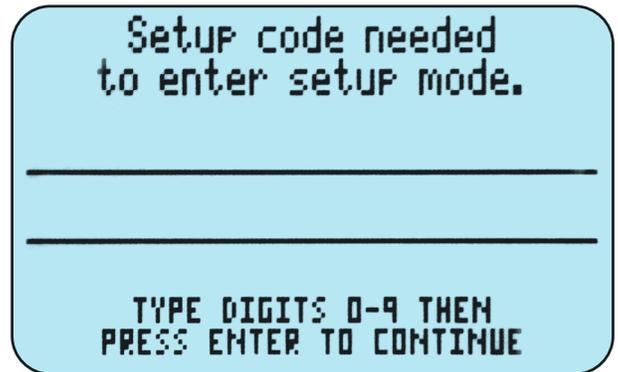
## LockView Mode Instructions

(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*)

To enable the NARC iD system **SETUP** mode you will need the setup code for the box. Included with each NARC iD system is a Setup code that is on a set of green 2"x1" labels. The Setup Code is the set of numbers immediately to the right of "Setup Cd" on the green label set.



Press and hold **CLEAR**. The NARC iD LCD will display "Setup code needed to enter setup mode." At this screen, type the Setup Code and press **ENTER**. CompX LockView Software v5 must be installed and the eLock must be in **SETUP** mode before continuing.

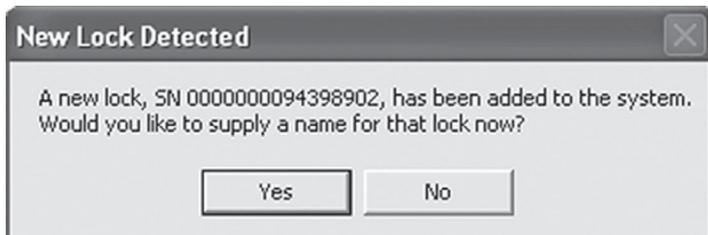


# NARC iD with CompX cabinet eLock – continued

There are two methods that can be used to add eLocks to the LockView software:

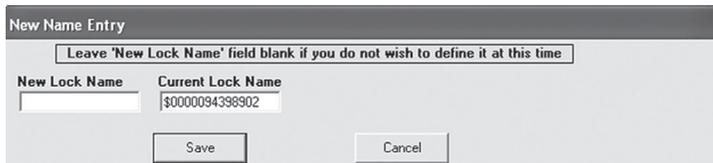
## Automatic Method

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. 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.*



Please use the LockView v5 software to create a database of valid users and add them to the lock. This needs to be completed before operating the lock. See LockView v5 Instruction manual for details regarding adding users to NARC iD.

## 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 or HID iCLASS)

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

### DUAL CREDENTIAL

If the User requires a dual credential

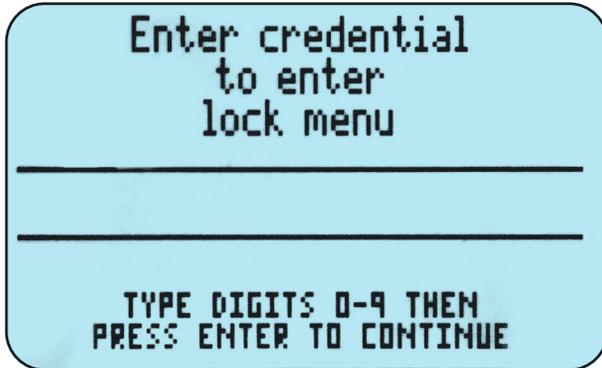
1. Enter a valid PIN and press "ENTER" (for keypad credentials) or present a valid card (for HID Prox or HID iCLASS).
2. Enter the second credential (4-14 digit PIN) and press "ENTER."

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

# NARC iD Interaction Guide

## Lock Menu

To enter the Lock Menu press the **MENU** button on the keypad.



You will be prompted to enter a valid credential: PIN, HID prox or HID iCLASS card. After a valid credential is entered, the following menu choices will appear.



The available menu choices are:

**Date/Time Format**

**Brightness**

**Contrast**

**Beep Volume**

**RFID Test**

**WiFi Test**

Use the **UP** and **DOWN** buttons to scroll through the menu choices and hit **NEXT/SELECT** to activate one.

## Date/Time Format



Choose the hour format (AM/PM or 24 hour) by using the **UP** and **DOWN** keys to highlight the words to the immediate right of HOURS. Use the + and - buttons to change the selection.

Choose the date format by using the **UP** and **DOWN** buttons to highlight the words to the immediate right of DATE. Use the + and - buttons to change the selection.

The available choices are:

**MM/DD/YY (10/23/2019)**

**YYYY-MM-DD (2019-10-23)**

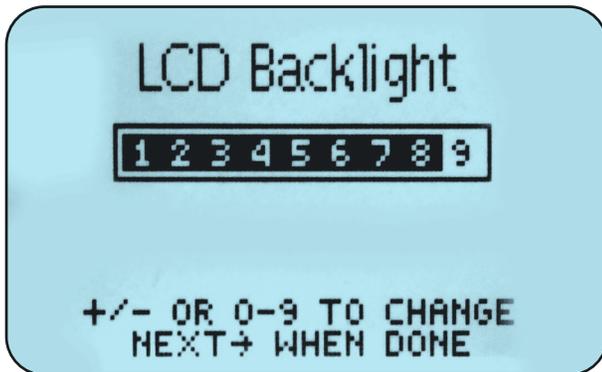
**DD-MMM-YY (23-OCT-19)**

**DD-MM-YY (23-10-19)**

**MMM D 'YY (OCT 23'19)**

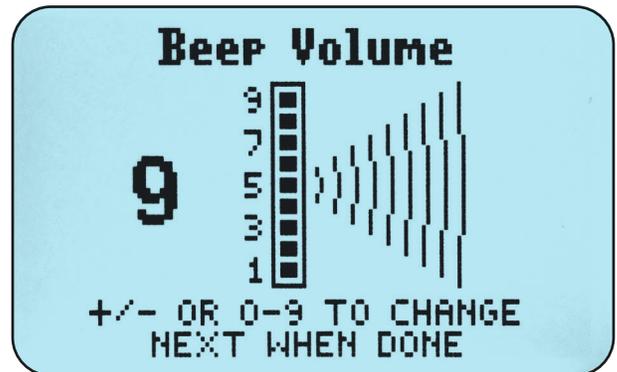
# NARC iD Interaction Guide – continued

## Brightness



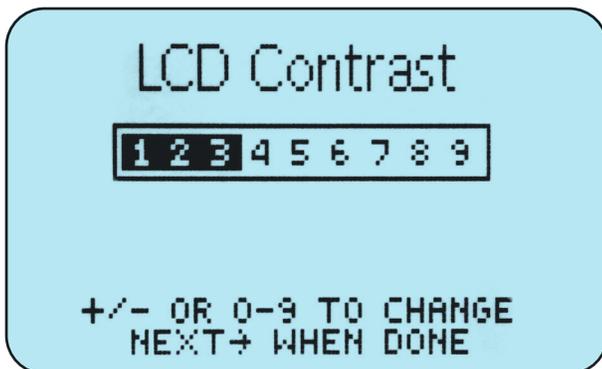
Use the +, - buttons to choose the brightness of the LCD display. Alternately, choose **1-9** directly to choose the brightness level. Press **NEXT** when done.

## Beep Volume



Use the +, - buttons to choose the Beep Volume. Alternately, choose **1-9** directly to choose the Beep Volume. Press **NEXT** when done.

## Contrast



Use the +, - buttons to choose the contrast of the LCD display. Alternately, choose **1-9** directly to choose the contrast level. Press **NEXT** when done.

## RFID Test

This screen will turn on the RFID antennas and show real time RFID tag reading from both antennas in the NARC iD box. Hit **BACK/CANCEL** to exit.

# NARC iD Interaction Guide – continued

## WiFi Test



*NOTE: WiFi module in the NARC iD system must be configured and programmed before the test. See **LockView Database & Network Configurations & Installation Manual** for details.*

This screen will turn on the WiFi system and connect to the network. MAC address, IP address, Mask, and Gateway address will be shown along with signal strength. Press **CLEAR** to exit.



# NARC iD Capsule Assembly Instructions



1

Put the controlled substance into the capsule, verifying that the narcotic is the same as what is listed on the RFID tag, then put the cap on the capsule.

See color chart on page 15 for color / narcotic matching.



2

Line up the slots in the cap and capsule (to make an alignment tunnel), then insert the wire from the RFID tag.



3

Run the wire all the way through to the opposite side of the cap.



4

Insert the locking tab (arrow side DOWN) on the end of the wire from the RFID tag into the RFID tag. Orientation is CRITICAL. The arrow on the latch must be on the bottom.



# NARC ID Capsule Assembly Instructions – continued

5

To ensure the locking tab is fully inserted, you **must** hear and feel a click.



6

Place capsules in tote.



7

Close lid. Each tote can carry a total of 15 controlled substances.



8

Place tote into NARC ID box.



# NARC iD Operation

## Normal Operation

The NARC iD system automatically reads RFID tags which are installed onto capsules containing controlled substances that will be tracked with this system. Please see the Capsule Assembly section page 9 for details on capsule assembly. When the NARC iD system is empty and no tags are missing the LCD screen will show **SAFE IS EMPTY**.



Type a valid PIN code or present a valid card to the credential reader to access the NARC iD box. (See CompX LockView software instruction manual for information regarding adding valid users.) Open the door and insert a tote containing RFID enabled capsules with tags. When the door is closed, the NARC iD system will turn on and scan the box for tags. The LCD screen will say **SCANNING DRUGS PLEASE WAIT**. It will also show how many tags have been identified / confirmed.



After the NARC iD system has completed the scan, the LCD will show how many tags are in the safe



Access the NARC iD system with a valid credential and remove the tote (along with ALL tags). Close the door. The NARC iD system will scan the contents of the box and the LCD will say **SAFE EMPTY XX TAGS MISSING**. (If all of the tags were not removed, you will be immediately asked about the reason the tag is missing, see below).

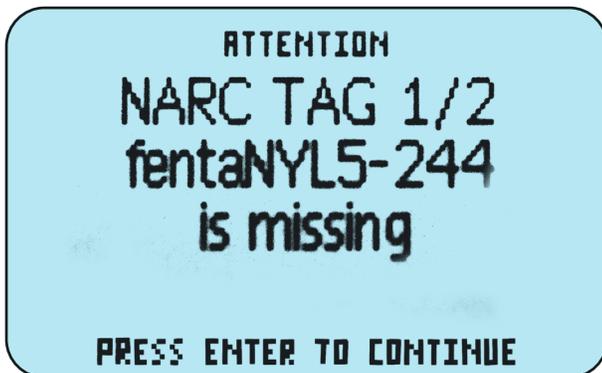


# NARC iD Operation – continued

Remove some of the controlled substances from the totes (in the illustration below, two tags are being removed). Access the NARC iD system with a valid credential and return the tote to the box. The NARC iD system will scan the contents and report how many tags are missing. The LCD will say **ATTENTION XX narc tags are missing**.



Press **ENTER** to continue. You will be asked about each missing tag. If multiple tags are missing, you will see which tag is being asked about along with the total inquiry. In this example, the LCD says **NARC TAG 1/2 fentaNYL 5-244 is missing**.

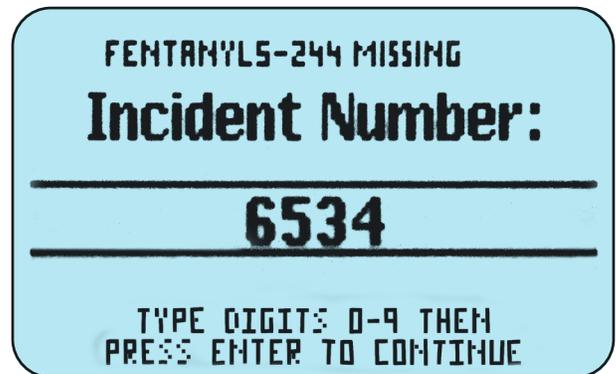


Press **ENTER** to continue to begin telling the NARC iD system the whereabouts of the missing controlled substances. Depending how the system has been configured in LockView there will be many choices available. These include **INCIDENT** or **CONSUMED, EXPIRED, LOST, BROKEN, SKIP** or **TRANSFER**. Press the **UP, DOWN** buttons or enter the number corresponding to the whereabouts directly.

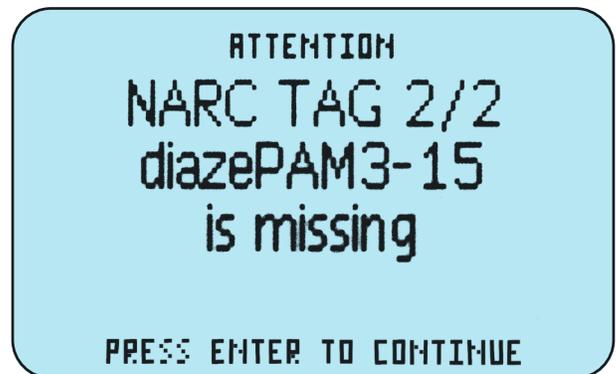
In this example, **INCIDENT** was chosen.



If **INCIDENT** was chosen, you must enter a corresponding **INCIDENT** number and press **ENTER**.

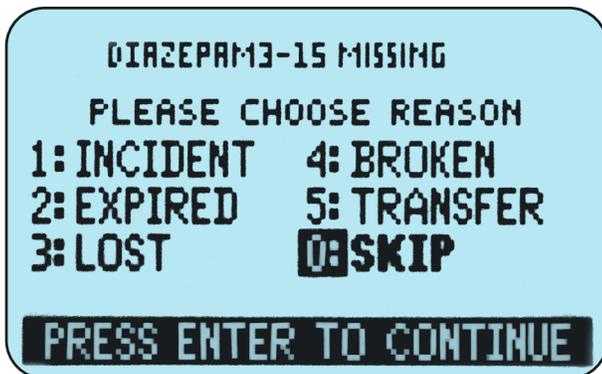


After the information regarding the whereabouts of the first missing tag has been asked, the whereabouts of each missing tag will be asked in the identical manner sequentially.



If the location of a specific missing tag is unknown or you desire to enter the information later, you can choose **SKIP**. If this is chosen, the NARC iD system will continue to ask about this missing tag after each scan.

# NARC iD Operation – continued



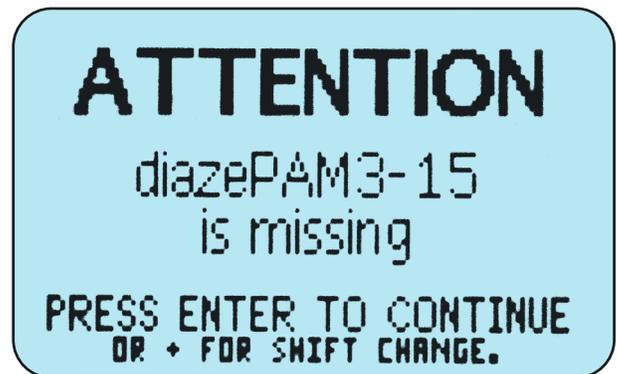
After the whereabouts of each missing tag have been entered the LCD will show the current contents of the box. If **SKIP** was chosen for any tags, the LCD will show how many tags are still unaccounted for.

If the Central Storage Unit (CSU) is being used and a controlled substance is being transferred out of the CSU to another NARC-iD box, please choose **TRANSFER**.

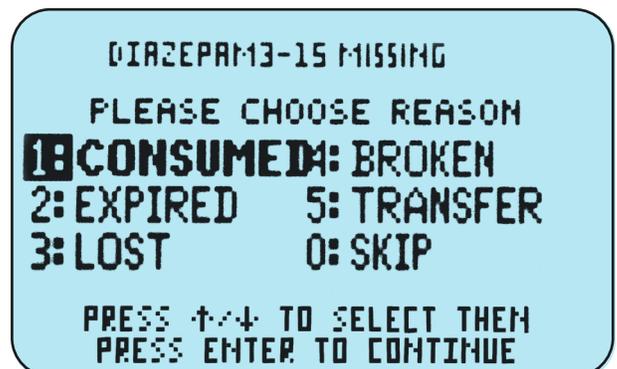


In the previous examples, the user removed the entire contents of the NARC iD box in the first step by removing the tote, which contained all controlled substances. The NARC iD system assumed that the tote would be returning in the near future with some controlled substances consumed and some controlled substances still intact. **In this case, the whereabouts of the missing narcotics are not inquired with the user until the tote is returned.**

If, however, fewer than all tags are removed from the box, the NARC iD system assumes that this missing tag will be consumed and immediately inquires with the user the whereabouts of the missing tag(s). In the below illustration, only one tag was removed from the NARC iD system which contained many tags.



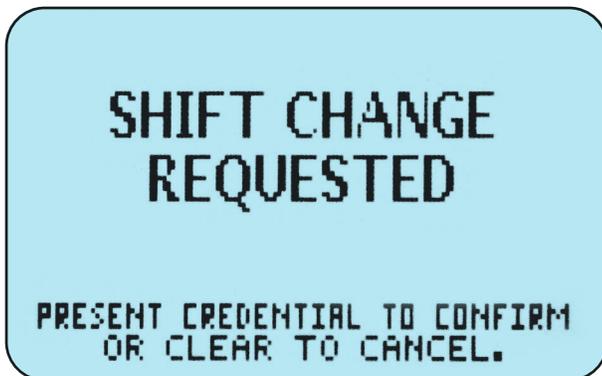
If the **INCIDENT** system is not turned on, the NARC iD LCD will replace **INCIDENT** with **CONSUMED** and the user will not be asked for an incident number.



# NARC iD Operation – continued

## SHIFT CHANGE

During the normal work day, it is possible that an entire tote of controlled substances will be removed by one user and placed in storage. The next shift might have the NARC iD system seeing an entirely different tote with entirely different controlled substances loaded into it. In this case, the NARC iD system will tell the user that all of the previous shift's controlled substances are missing and inquire as to the whereabouts of all of the missing tags. In this case, the controlled substances are not “missing” – they have been replaced with an entirely different tote of tags. In order to rectify this inventory discrepancy, the user should press + to initiate a shift change.



Once a valid credential is presented, the NARC iD system will recognize and record the shift change.



## KEY OVERRIDE

If the mechanical key is used to access the NARC iD system, the LCD will immediately show **KEY OVERRIDE**. If any controlled substances are missing after the key override, the NARC iD system will continue to query the user about missing tags until the inventory is reconciled.



## MALFUNCTIONING TAGS

If a tag/capsule/cap has not been properly assembled, the screen will say **MALFUNCTIONING TAG - REMOVE AND REPLACE**.



When this happens, remove the controlled substances that are noted on the screen. Review **NARC-iD Capsule Assembly Instructions** (page 9). Verify that the locking tab is fully inserted as noted in **step 5**. After this has been verified, try using the capsule again. If the tag continues to malfunction, try a new cap/tag.

# NARC iD Accessories

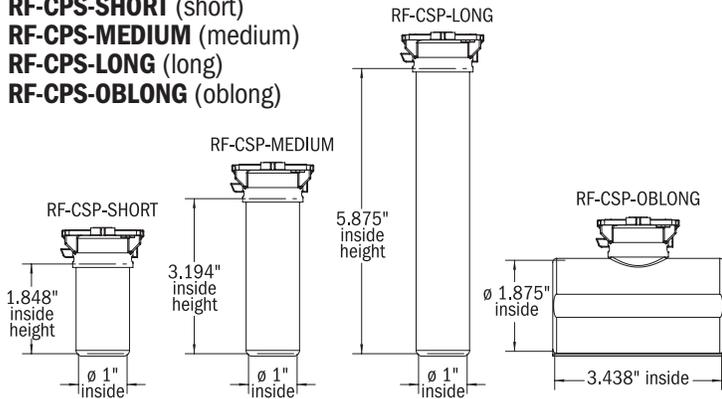
Caps (sold in boxes of 50; includes tags):

- RF-CAP-FENTA** (blue for fentaNYL)
- RF-CAP-MIDAZ** (orange for Midazolam)
- RF-CAP-MORPH** (purple for Morphine)
- RF-CAP-HYDRO** (green for HYDROmorphone)
- RF-CAP-KETAM** (yellow for Ketamine)
- RF-CAP-MEPEP** (tan for Meperidine)
- RF-CAP-DIAZE** (gray for diazePAM)
- RF-CAP-LORAZ** (pink for LORazepam)
- RF-CAP-GENER** (white for Generic)



Capsules (sold in packs of 25):

- RF-CPS-SHORT** (short)
- RF-CPS-MEDIUM** (medium)
- RF-CPS-LONG** (long)
- RF-CPS-OBLONG** (oblong)



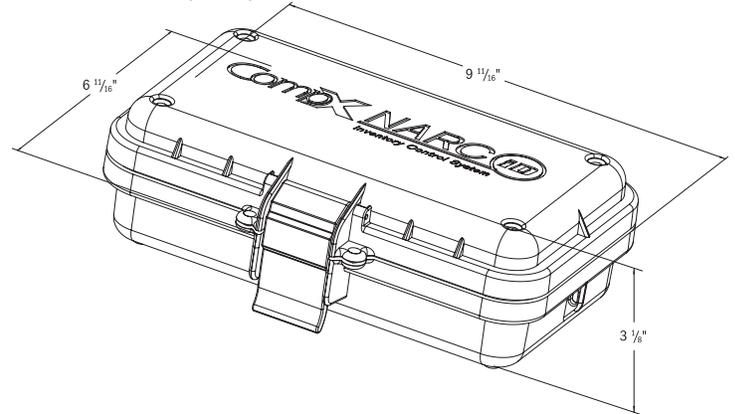
Tags:

- RF-TAG-FENTA** (blue for fentaNYL)
- RF-TAG-MIDAZ** (orange for Midazolam)
- RF-TAG-MORPH** (purple for Morphine)
- RF-TAG-HYDRO** (green for HYDROmorphone)
- RF-TAG-KETAM** (yellow for Ketamine)
- RF-TAG-MEPEP** (tan for Meperidine)
- RF-TAG-DIAZE** (gray for diazePAM)
- RF-TAG-LORAZ** (pink for LORazepam)
- RF-TAG-GENER** (white for Generic)

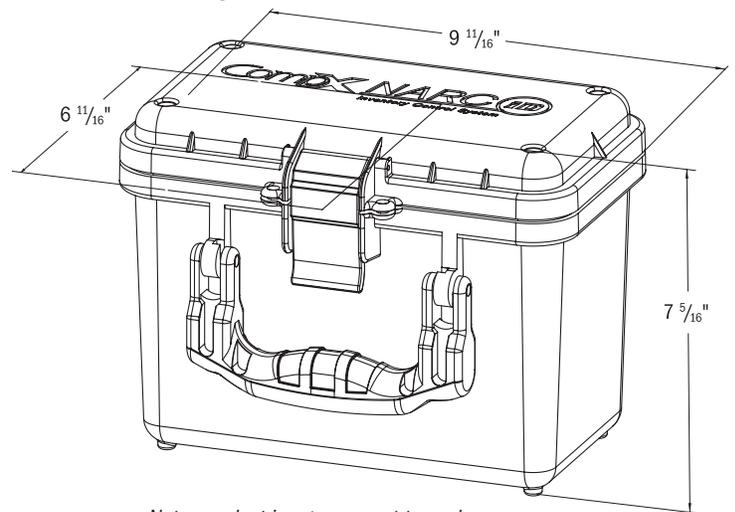


Totes (sold individually with no caps or capsules):

**RF-TOTE-SMALL** (small)



**RF-TOTE-LARGE** (large)



Note: product images are not to scale.

## NARC iD Colors for tags and caps by medicine



Pantone 311C

fentaNYL



Pantone 158C

Midazolam



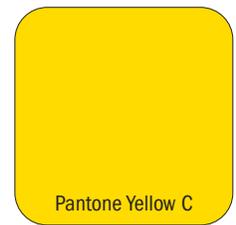
Pantone 2593C

Morphine



Pantone 361C

HYDROmorphone



Pantone Yellow C

Ketamine



Pantone 4525C

Meperidine



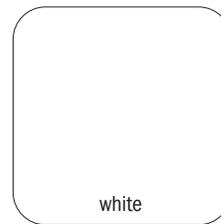
Pantone 423C

diazePAM



Pantone 203C

LORazepam



white

Generic

# NARC iD Accessories continued

LockView®  
**LOCKVIEW-5iD-PRO**  
 Includes:  
 one network license  
 and one client license



**LOCKVIEW-5iD**  
 Includes one client license

HID® Prox User,  
 Supervisor Cards  
**EL-2004-PC** (no logo)  
**EL-ICLASS-C**  
 (HID iCLASS user,  
 supervisor card)



HID® Fobs  
**EL-PR-FOB**  
**EL-IC-FOB**



HID® Prox Tags  
**EL-2004-PT**  
**EL-ICLASS-T**  
 (HID iCLASS tag)



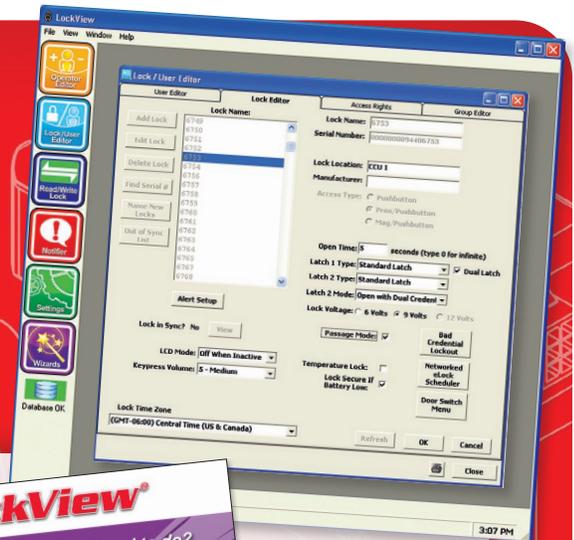
120V Power Supply  
 (120V three-prong plug  
 to 12V brick 2.5MM DC)  
**300-AC12V**



HID is a trademark  
 of HID Corporation.

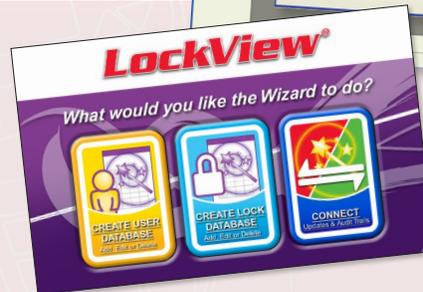
# LockView SOFTWARE

**LockView 5iD Pro is easy to use, with many programmable options, and allows access to any eLock from any computer on the network.**



## LockView® software\* features:

- ◆ Tracks narcotic consumed and ties it to the personnel accessing the NARC Box
- ◆ Automatically enrolls and translates the narcotic name into the software
- ◆ Manual inputs:
  - Drug manufacturer
  - Lot number
  - Expiration date
  - Date added
  - Date consumed



### Minimum System Requirements

Windows Vista, 7, 8, 8.1, 10, Server 2008/2012 and R2 versions.  
 4GB RAM - Processor 2.0 GHz or higher. (8GB recommended)  
 4GB Hard drive space. SQL Server Standard, Enterprise, or SQL Express 2008/2012/2014 and R2 versions. If installing LockView on the Microsoft SQL Server please follow Microsoft SQL's minimum requirements. ODBC connection required to Server. Local Administrator Rights are required to install and register the software. .Net 4.0 Client Framework.

\*LockView software sold separately

