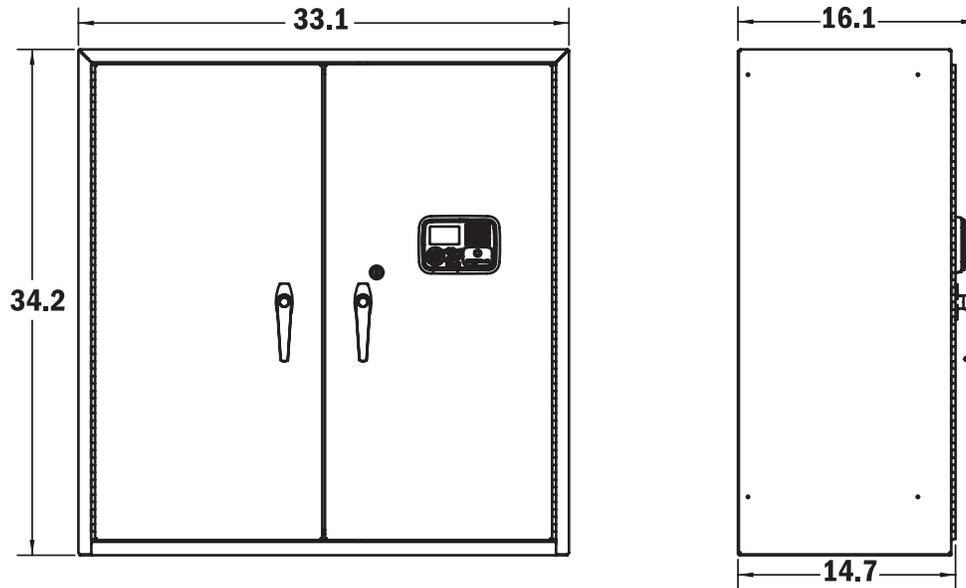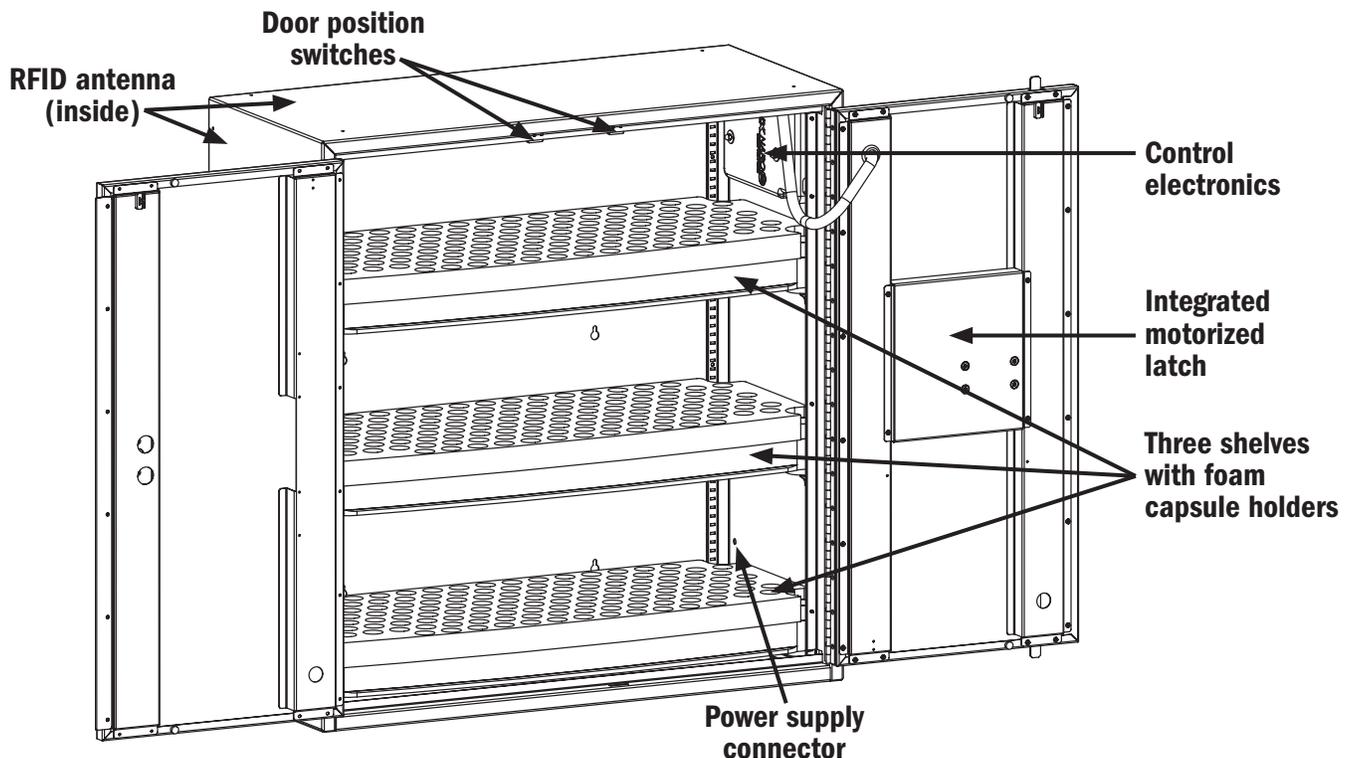# NARC iD
Central Storage Unit (CSU)

CompX eLock

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

Central Storage Unit **dimensions** with CompX eLock installed

Central Storage Unit **dimensions** with CompX eLock — components

NARC iD Central Storage Unit — continued

What's in the box?

- 1 - NARC iD CSU box
- 3 – shelves and foam capsule holders
- 6 – #10 x ¾ Phillips pan head sheet metal screws to hang NARC box
- 1 - warranty card
- 1 - serial code sticker set
- 1 - in-box instructions
- 1 - power supply and power supply cord

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 and edges of keypad. Wipe excess cleaner off of all surfaces.

Installation

NARC iD CSU can be installed using the 6 predrilled key holes and supplied #10 x ¾ Phillips pan head screws. Be sure to mount the box in a location that provides enough clearance for the doors to open.

The NARC iD CSU system comes with a power supply connector intended to be connected to the 120VAC / 12VDC power supply (provided). Insert the male end into the female jack on the side of the NARC iD CSU box.

The power supply cord needs to be connected to the power supply and to 120VAC.

The NARC CSU 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.

CSU mounting hole locations

16.0   8.5   13.5   13.5   4.6
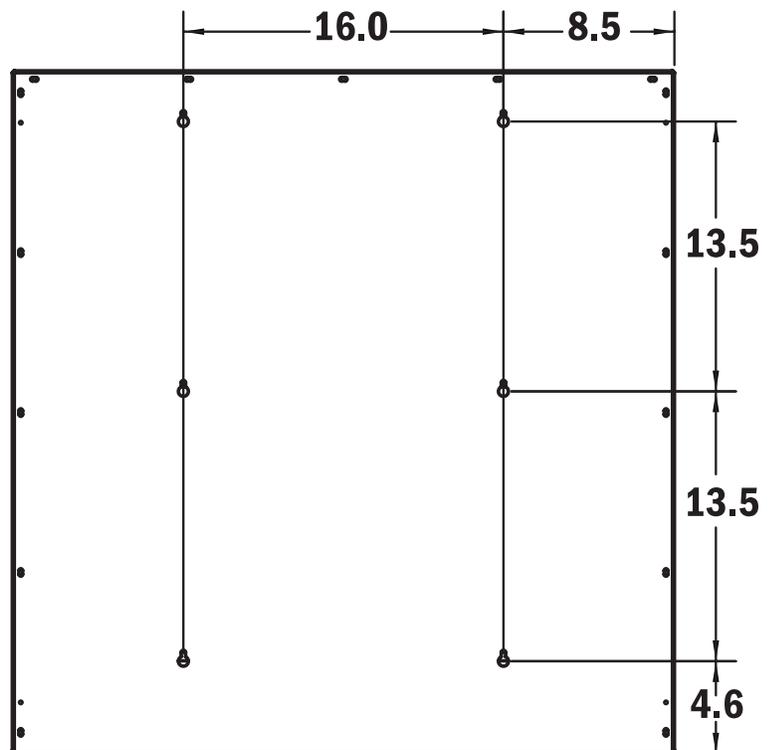
NARC iD Central Storage Unit — continued

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 Box with **NARC iD installed**

Drug Tote

Capsule

Controlled substance
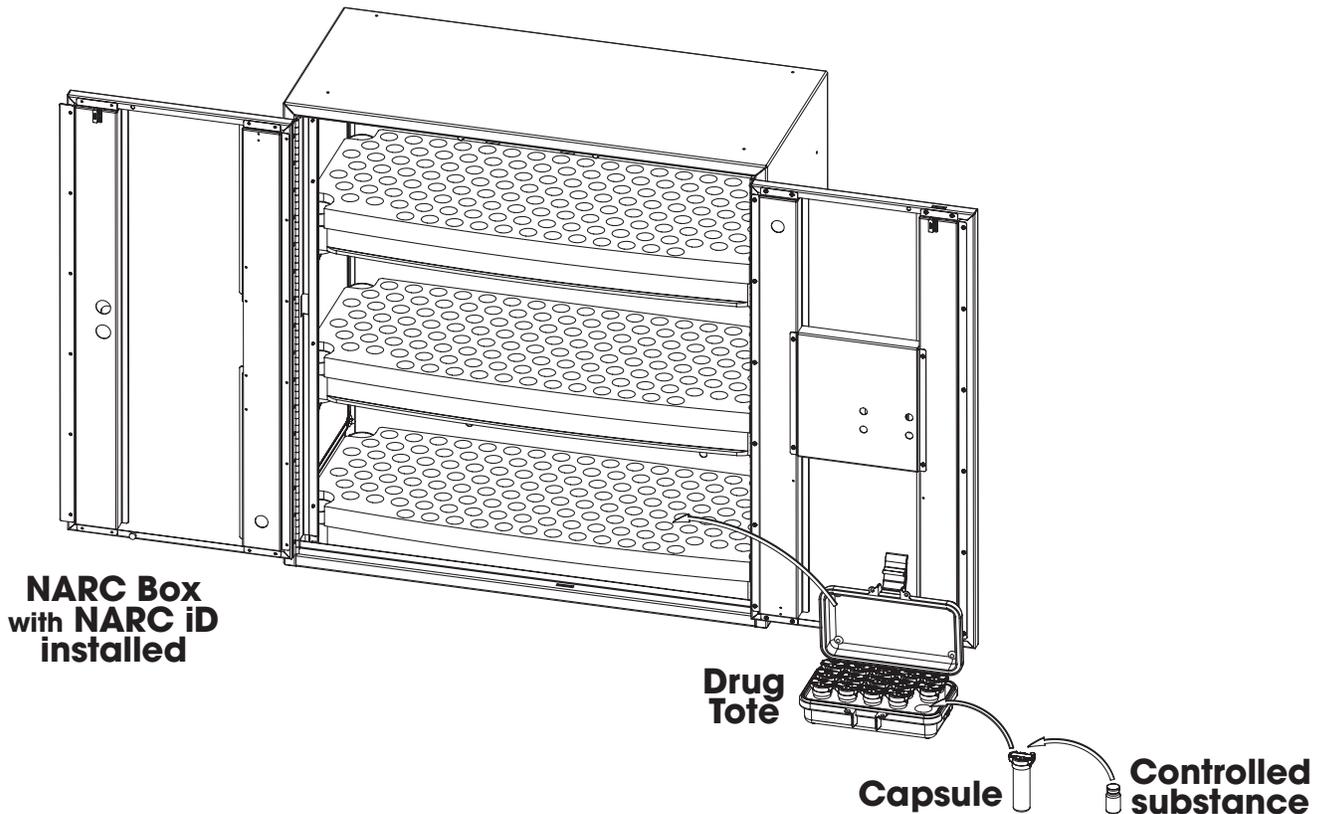
Unit Features:

◆ Provided with 802.11 b/g/n configuration that uses the existing infrastructure for actual 2-way read/write communication

◆ Each NARC iD CSU 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 CSU 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 switches

◆ 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 CSU system **SETUP** mode you will need the setup code for the box. Included with each NARC iD CSU 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.


```
711094674129

Serial # 0000 7110 9467 4129


Setup Cd 4948 2714       PB
```

Press and hold **CLEAR**. The NARC iD CSU 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.



```
Setup code needed
to enter setup mode.

_____

_____


TYPE DIGITS 0-9 THEN
PRESS ENTER TO CONTINUE
```
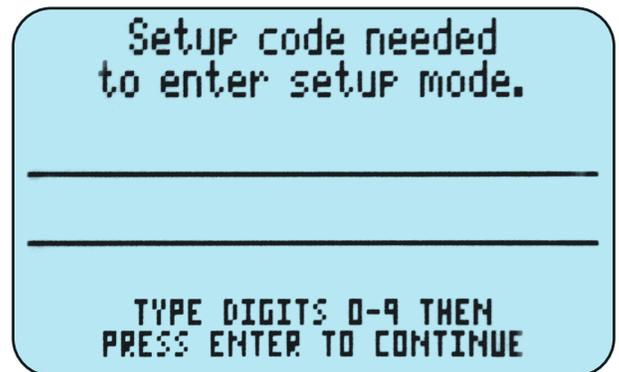
NARC iD Central Storage Unit — continued

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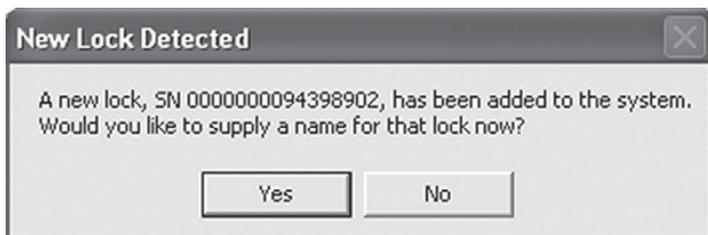
*NOTE: After 5 minutes of inactivity, the eLock will exit **SETUP** mode.*

4. Click **Yes**.

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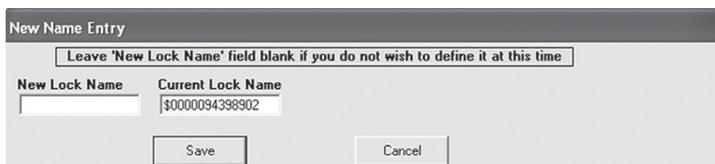
Type in the name of the lock.

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 CSU.

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 Central Storage Unit Interaction Guide

Lock Menu

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

```
Enter credential
to enter
lock menu
_____

_____

TYPE DIGITS 0-9 THEN
PRESS ENTER TO CONTINUE
```
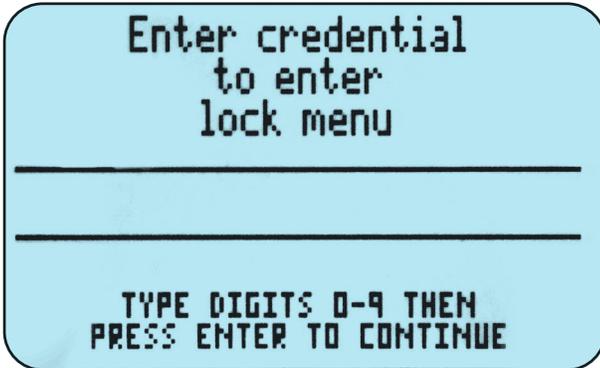
You will be prompted to enter a valid credential: PIN, HID prox or HID iCLASS card. After a valid credential is entered, the following menu choices will appear.

```
MAIN MENU
Date/Time Format
Brightness
Contrast
Beep Volume

CURRENT SETTINGS ARE:
(CURRENTLY AM/PM + MMM D 'YY)
```

```
MAIN MENU
Contrast
Beep Volume
RFID Test
WIFI Test

PRESS NEXT TO SELECT
(VIEW MAC, IP, AND RSSI)
```

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

```
DISPLAY FORMATTING
HOURS:AM/PM
DATE:MMM D 'YY

↑/↓ TO SELECT
+/- TO CHANGE VALUE
NEXT WHEN DONE
```

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:

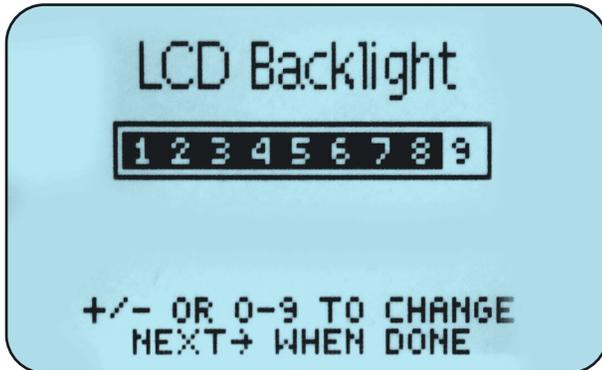**MM/DD/YY (10/23/2019)**

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

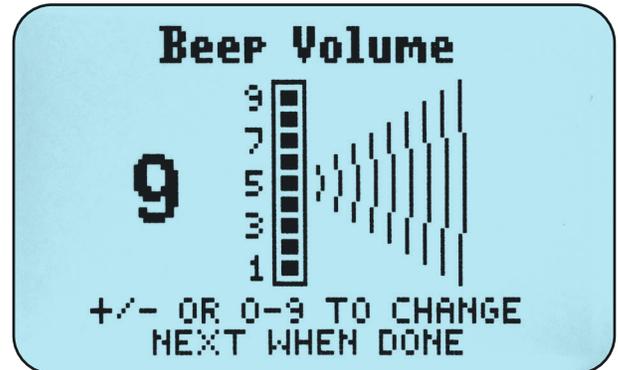**DD-MMM-YY (23-OCT-19)**

DD-MM-YY (23-10-19)
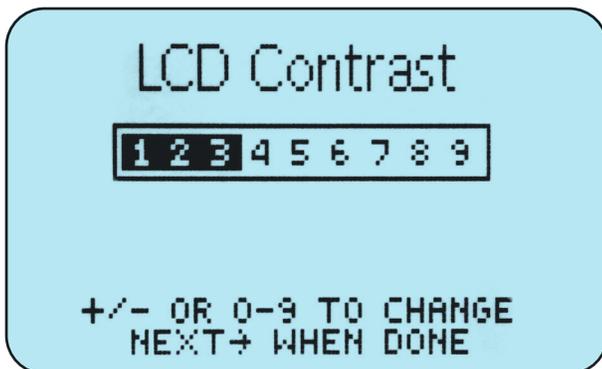
MMM D 'YY (OCT 23'19)

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.

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.

Beep Volume

Use the **+**, **-** buttons to choose the Beep Volume. Alternately, choose **1-9** directly to choose the Beep Volume. 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 CSU box. Hit **BACK/CANCEL** to exit.

WiFi Test

```
Testing WIFI

WiFi Start
02



CLEAR TO EXIT
```

*NOTE: WiFi module in the NARC iD CSU 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.

```
Testing WIFI

 MAC: 88:DA:1A:0D:41:B8
  IP: 10. 90.111. 73
MASK: 255.255.255.  0
GATE: 10. 90.111.  1
       [████████    ]-53
CLEAR TO EXIT
```

NARC iD Central Storage Unit Capsule Assembly Instructions

capsule

controlled substance

cap with RFID tag

Ketamine
200-213

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.

Ketamine
200-213

2

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

Ketamine
200-213

3

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

Ketamine
200-186

4

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

Ketamine
200-186

locking tab arrow must be on the bottom to properly engage

5

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

Ketamine
200-186

6

Place capsules in tote or CSU cabinet.

7

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

8

Place tote into NARC iD box.

NARC iD Central Storage Unit Operation

Normal Operation

The NARC iD CSU 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 CSU 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 CSU. (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 CSU 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 CSU system has completed the scan, the LCD will show how many tags are in the safe.

Access the NARC iD CSU system with a valid credential and remove the tote (along with ALL tags). Close the door. The NARC iD CSU system will scan the contents of the CSU 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).

Remove some of the controlled substances from the totes (in the illustration below, two tags are being removed). Access the NARC iD CSU system with a valid credential and return the tote to the CSU. The NARC iD CSU 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**.
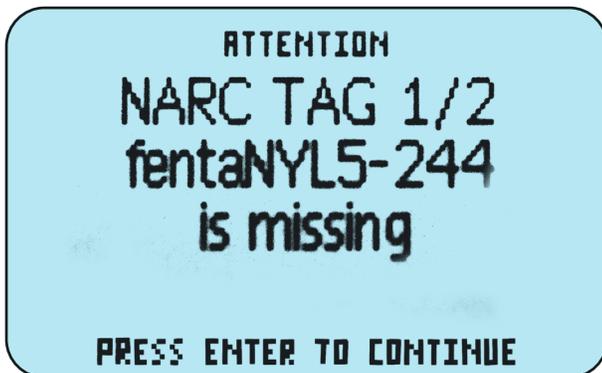

Press **ENTER** to continue to begin telling the NARC iD CSU system the whereabouts of the missing controlled substances. Depending how the system has been configured in LockView there will be many choices available. These include **INCIDENT** or **CONSUMED**, **EXPIRED**, **LOST**, **BROKEN**, **SKIP**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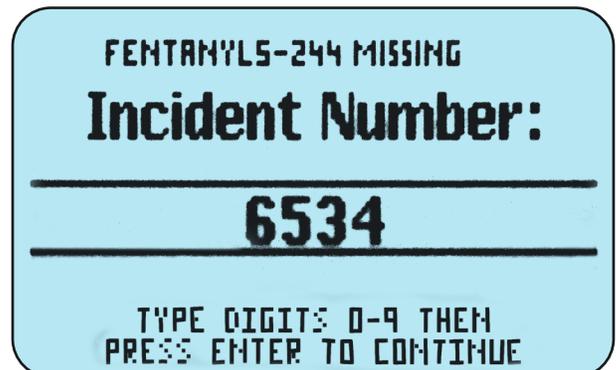
If a controlled substance is being transferred out of the CSU to another NARC iD box, please choose **TRANSFER**.
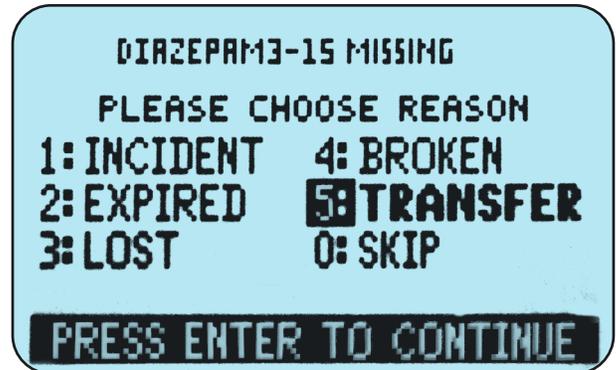


In this example, **INCIDENT** was chosen.
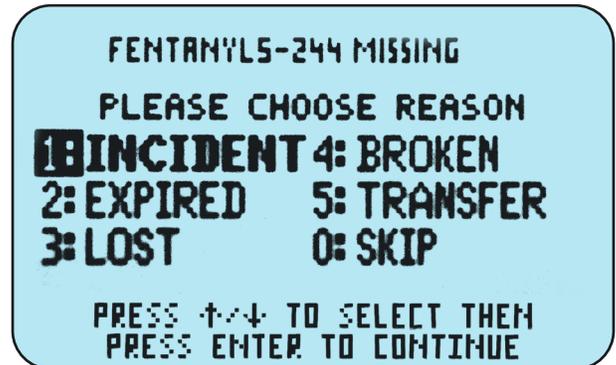
If **INCIDENT** was chosen, you must enter a corresponding **INCIDENT** number and press **ENTER.**
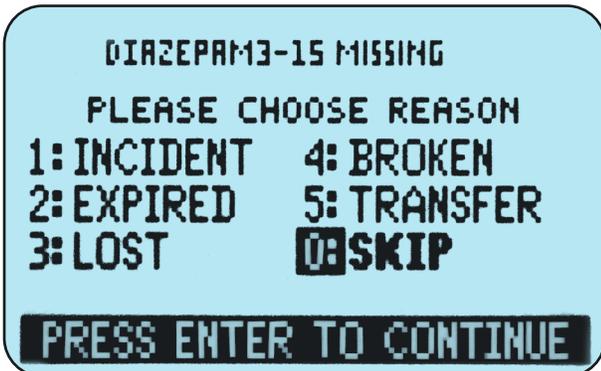

After the information regarding the whereabouts of the first missing tag has been asked, the whereabouts of each missing tag will be asked in the identical manner sequentially.

```
        ATTENTION

    NARC TAG 2/2
    diazePAM3-15
      is missing


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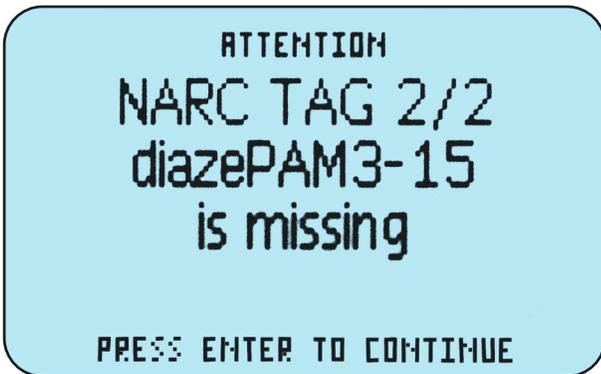
If the location of a specific missing tag is unknown or you desire to enter the information later, you can choose **SKIP**. If this is chosen, the NARC iD CSU system will continue to ask about this missing tag after each scan.

```
      DIAZEPAM3-15 MISSING

      PLEASE CHOOSE REASON
   1: INCIDENT    4: BROKEN
   2: EXPIRED     5: TRANSFER
   3: LOST           0 SKIP

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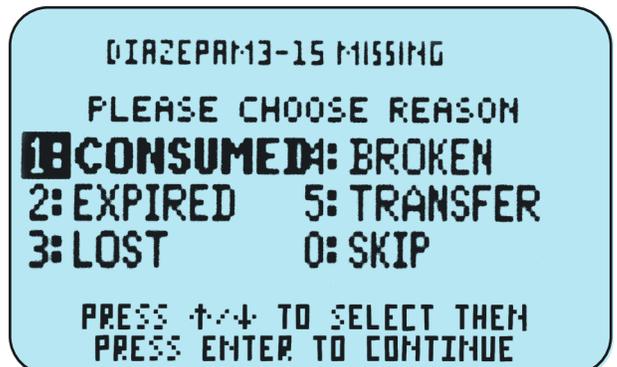
After the whereabouts of each missing tag have been entered the LCD will show the current contents of the box. If **SKIP** was chosen for any tags, the LCD will show how many tags are still unaccounted for.

In the previous examples, the user removed the entire contents of the NARC iD CSU in the first step by removing the tote, which contained all controlled substances. The NARC iD CSU 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 CSU, the NARC iD CSU 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 CSU system which contained many tags.

```
      ATTENTION
    diazePAM3-15
      is missing

  PRESS ENTER TO CONTINUE
     OR + FOR SHIFT CHANGE.
```
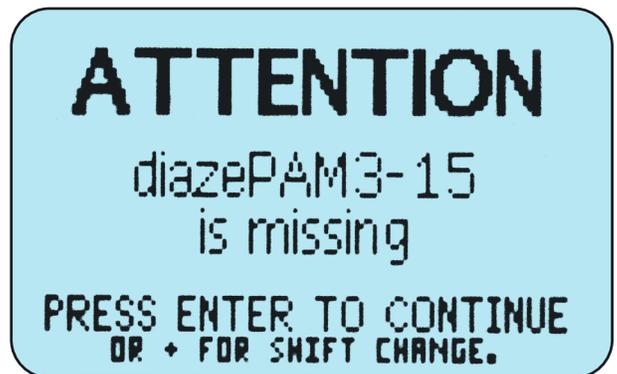
If the **INCIDENT** system is not turned on, the NARC iD CSU LCD will replace **INCIDENT** with **CONSUMED** and the user will not be asked for an incident number.

```
      DIAZEPAM3-15 MISSING

      PLEASE CHOOSE REASON
   0 CONSUMED 4: BROKEN
   2: EXPIRED     5: TRANSFER
   3: LOST           0: SKIP

   PRESS ↑/↓ TO SELECT THEN
    PRESS ENTER TO CONTINUE
```

KEY OVERRIDE

If the mechanical key is used to access the NARC iD CSU system, the LCD will immediately show **KEY OVERRIDE**. If any controlled substances are missing after the key override, the NARC iD CSU 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.
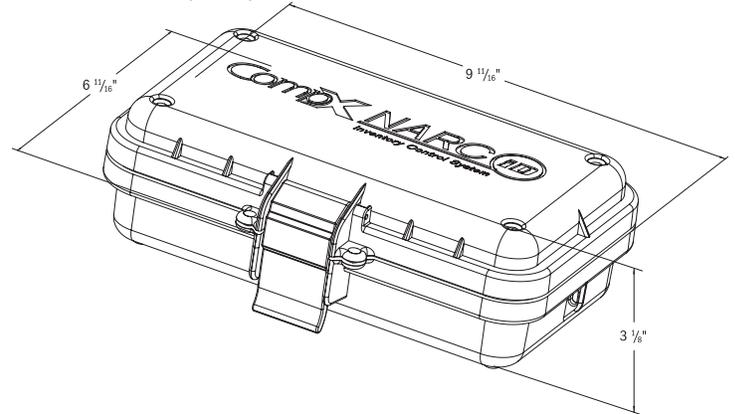
NARC iD Central Storage Unit Accessories

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-MEPER (tan for Meperidine)
RF-CAP-DIAZE (gray for diazePAM)
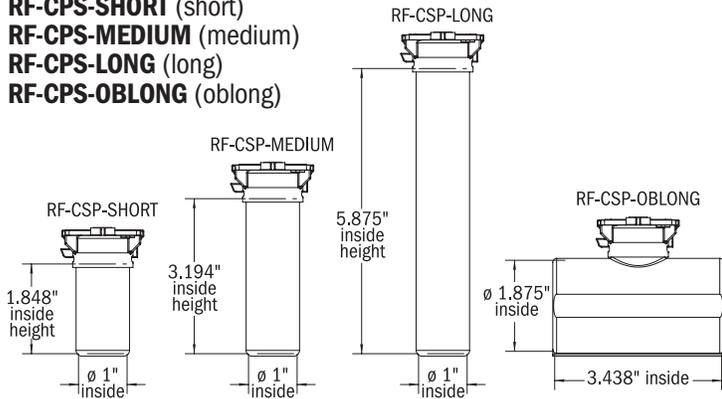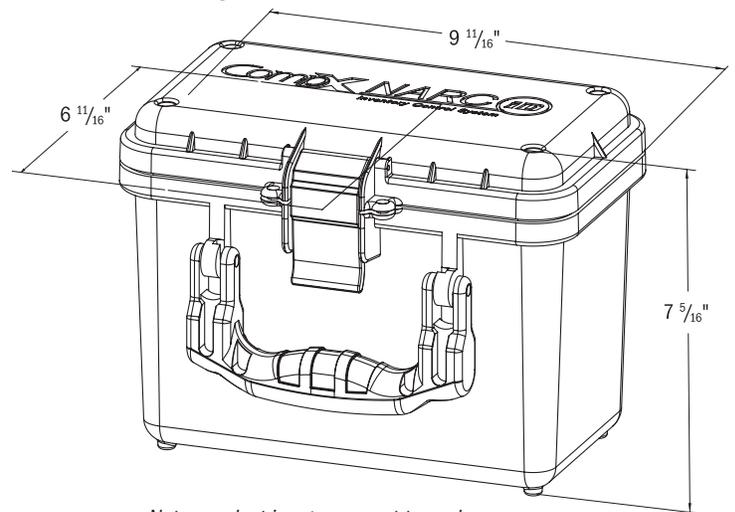**RF-CAP-LORAZ** (pink for LORazepam)
RF-CAP-GENER (white for Generic)

Capsules (sold in packs of 25):
RF-CPS-SHORT (short)
RF-CPS-MEDIUM (medium)
RF-CPS-LONG (long)
RF-CPS-OBLONG (oblong)

RF-CSP-LONG

RF-CSP-MEDIUM

RF-CSP-OBLONG

RF-CSP-SHORT

5.875" inside height

3.194" inside height

1.848" inside height

ø 1.875" inside

ø 1" inside

ø 1" inside

ø 1" inside

3.438" inside

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-MEPER (tan for Meperidine)
RF-TAG-DIAZE (gray for diazePAM)
RF-TAG-LORAZ (pink for LORazepam)
RF-TAG-GENER (white for Generic)

Ketamine 200-213

Totes (sold individually with no caps or capsules):
RF-TOTE-SMALL (small)

6 $\frac{11}{16}$"

9 $\frac{11}{16}$"

3 $\frac{1}{8}$"

RF-TOTE-LARGE (large)

9 $\frac{11}{16}$"

6 $\frac{11}{16}$"

7 $\frac{5}{16}$"

Note: product images are not to scale.

NARC iD Colors for tags and caps by medicine

Pantone 311C	Pantone 158C	Pantone 2593C	Pantone 361C	Pantone Yellow C
fentaNYL	Midazolam	Morphine	HYDROmorphone	Ketamine
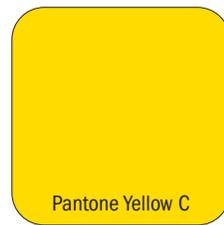
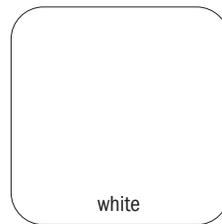| Pantone 4525C	Pantone 423C	Pantone 203C	white
Meperidine	diazePAM	LORazepam	Generic

NARC iD Central Storage Unit 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
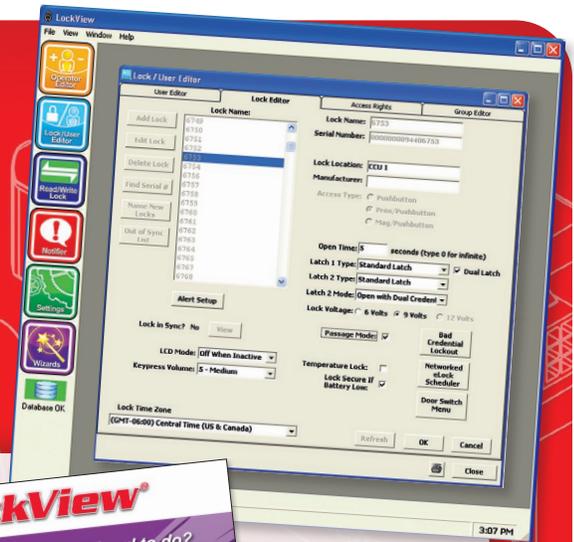**EL-2004-PT**
EL-ICLASS-T
(HID iCLASS tag)

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
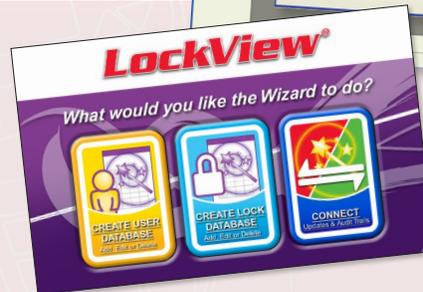
Minimum System Requirements
Windows Vista, 7, 8, 8.1, 10, Server 2008/2012 and R2 versions. 4GB RAM - Processor 2.0 GHz or higher. (8GB recommended) 4GB Hard drive space. SQL Server Standard, Enterprise, or SQL Express 2008/2012/2014 and R2 versions. If installing LockView on the Microsoft SQL Server 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

eLock TECHNICAL HOTLINE
847-752-2525
M-F: 8 a.m.-5 p.m. Central

Life-Assist — Helping Heroes Save Lives

CompX SECURITY PRODUCTS

Made in the USA

Part #: 334346-0000-00