

NARC iD

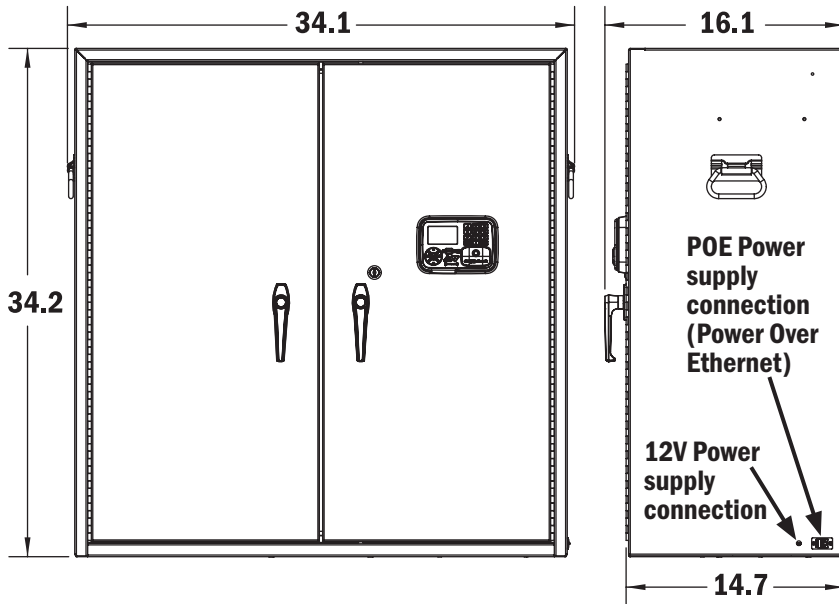
Central Storage Unit (CSU)

CompX eLock®

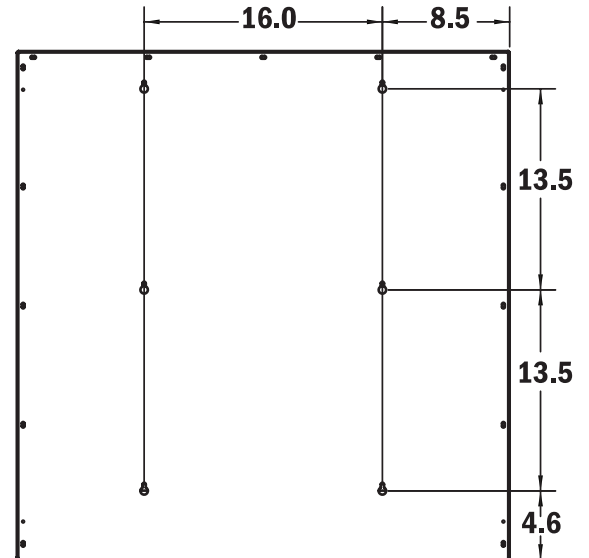
Thank you for purchasing CompX NARC iD CSU with built-in CompX eLock. The information contained in these instructions is intended to serve as a guide to allow NARC iD CSU to be quickly and easily put into service. CompX eLock can be configured to work in

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.

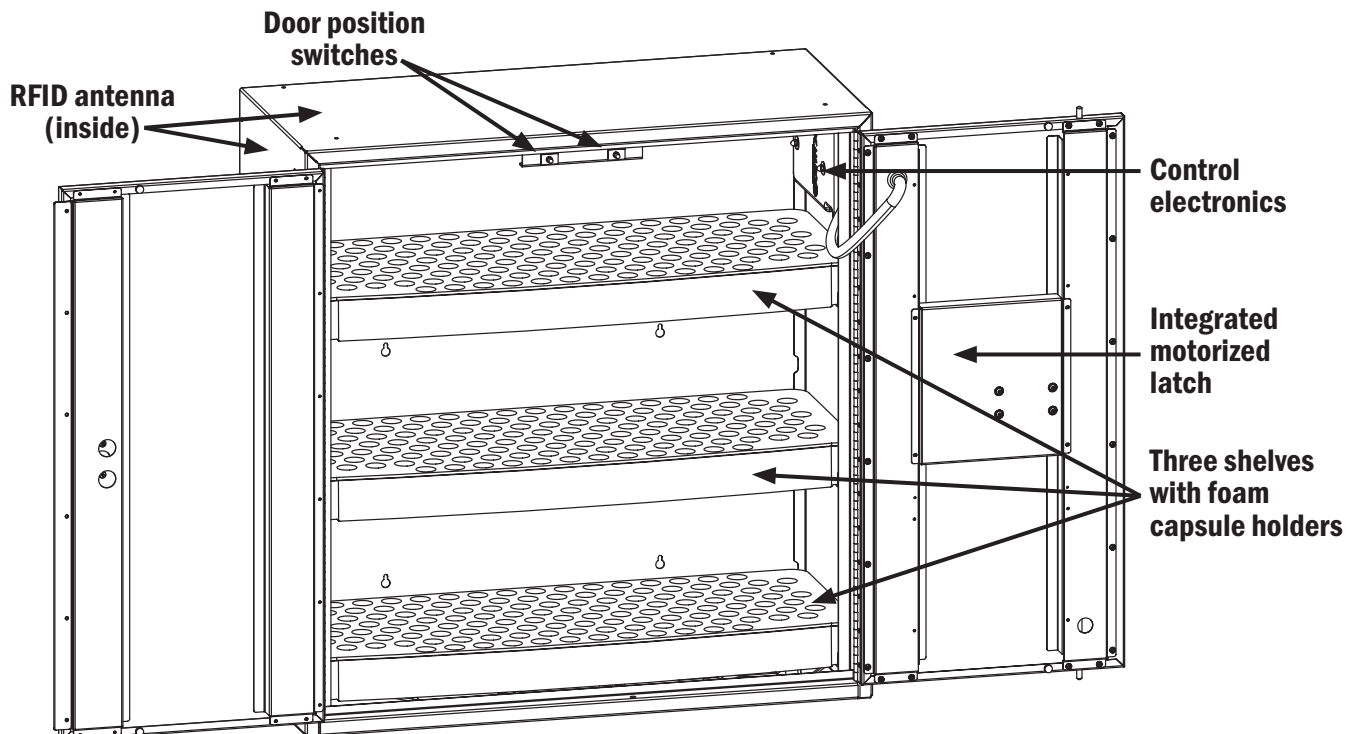
Central Storage Unit **dimensions** with CompX eLock installed



Mounting hole locations



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 2" 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 (12V)
- ♦ 1 - power supply and power supply cord (POE)
- ♦ Ethernet cable

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 2" 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 two separate power supplies. Each of them comes with a 120VAC detachable cord to plug into 120VAC wall outlet.

One power supply has a 12VDC barrel plug to be inserted into the 12VDC power jack on the lower right side of the CSU.

The other power supply is for POE- Power Over ethernet. Insert one end of the provided ethernet cable into the power supply and the other end into the POE jack on the right side of the CSU.

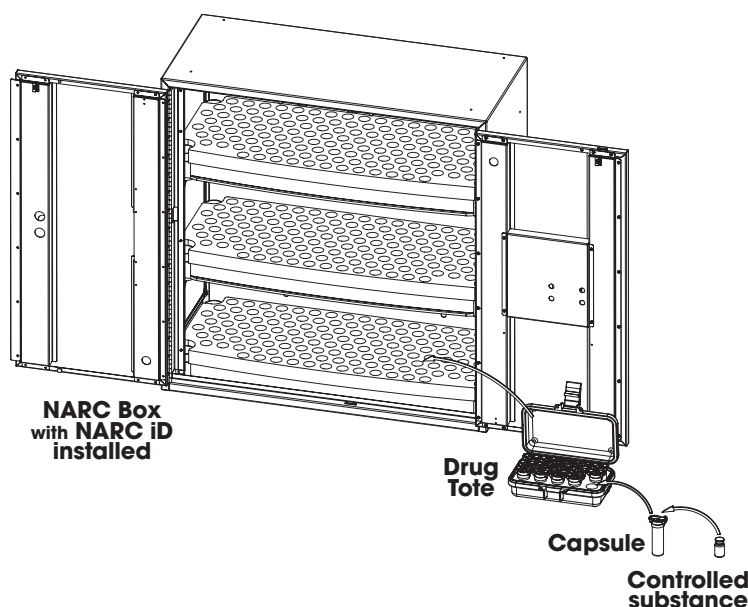
NOTE- the ethernet cable will be providing power **ONLY** to the CSU. There is no RFID data on this cable.

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.

NARC iD controller button layout



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



NARC iD Central Storage Unit – 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 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.

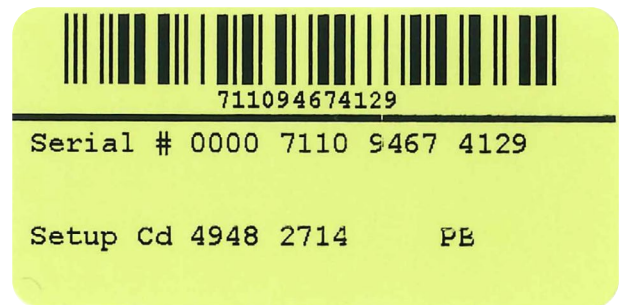
Methods to begin building a database of eLocks in CompX's LockView Software

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.

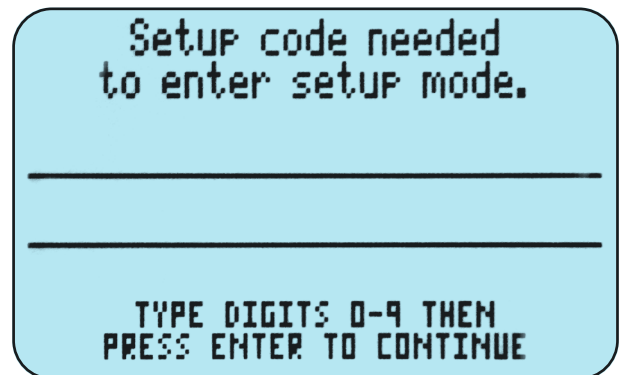
LockView Mode Instructions

(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.



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.

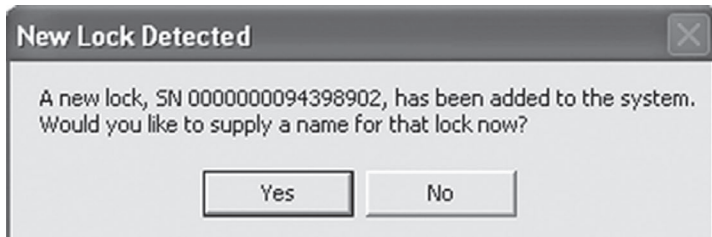


NARC iD Central Storage Unit – continued

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

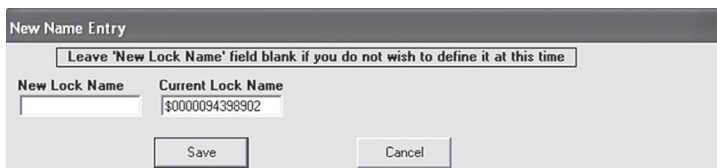
Automatic Method

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

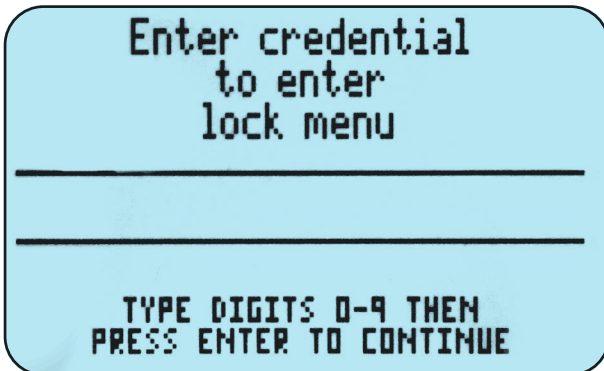
1. Enter a valid PIN and press "ENTER" (for keypad credentials) or present a valid card (for HID Prox or HID iCLASS).
2. Enter the second credential (4-14 digit PIN) and press "ENTER."

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.



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)

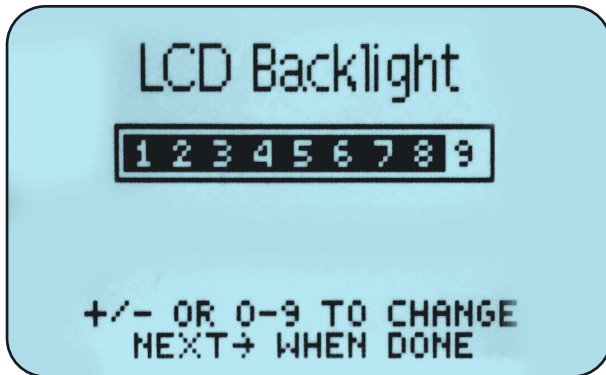
DD-MMM-YY (23-OCT-19)

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

MMM D 'YY (OCT 23'19)

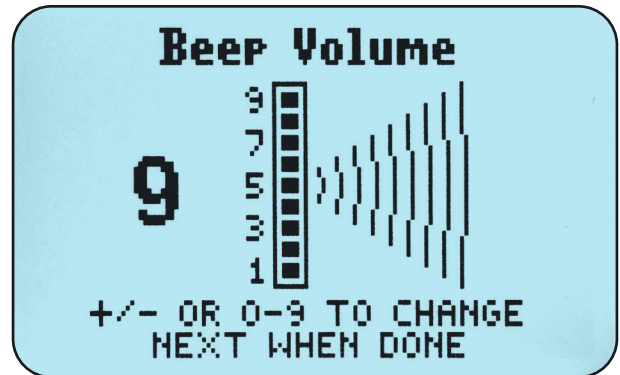
NARC iD Central Storage Unit Interaction Guide — continued

Brightness



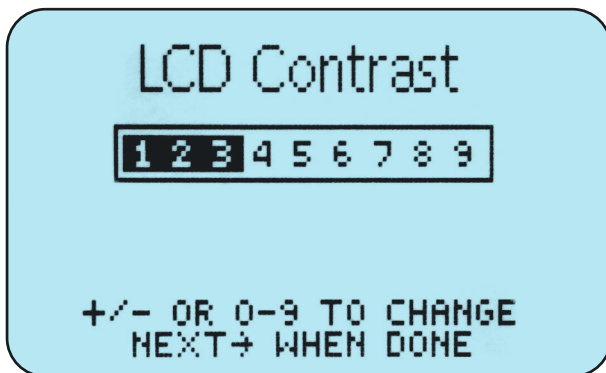
Use the +, - buttons to choose the brightness of the LCD display. Alternately, choose **1-9** directly to choose the brightness level. Press **NEXT** when done.

Beep Volume



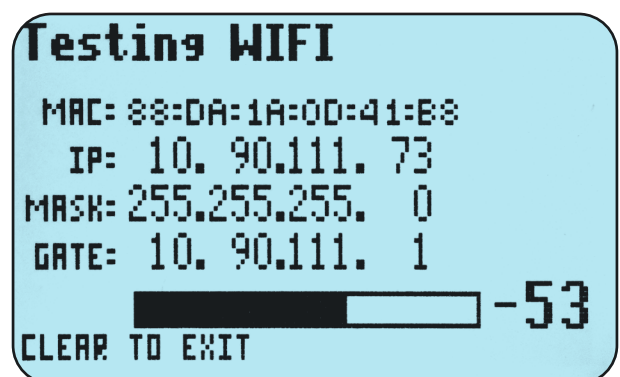
Use the +, - buttons to choose the Beep Volume. Alternately, choose **1-9** directly to choose the Beep Volume. Press **NEXT** when done.

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.

WiFi Test



*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.

NARC iD Central Storage Unit Capsule Assembly Instructions

capsule



controlled substance



cap with RFID tag



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 wire into the RFID tag. Orientation is CRITICAL. The arrow on the latch must be on the bottom.



locking tab arrow must be on the bottom to properly engage

NARC iD CSU 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 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**.



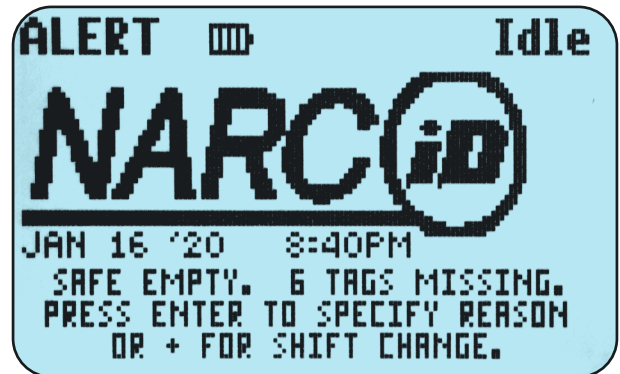
Type a valid PIN code or present a valid card to the credential reader to access the NARC iD CSU. (See CompX LockView software instruction manual for information regarding adding valid users.) Open the door and insert a tote containing RFID enabled capsules with tags. When the door is closed, the NARC 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).

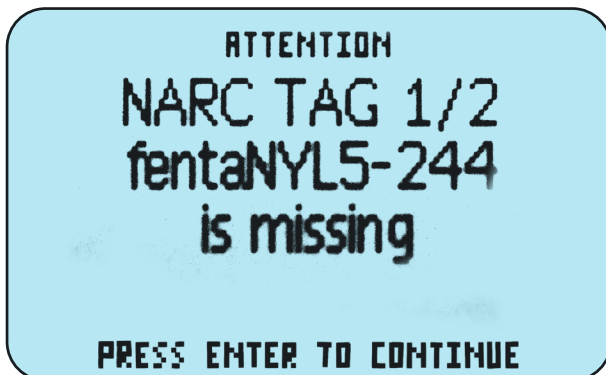


NARC iD Central Storage Unit Operation — continued

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**.

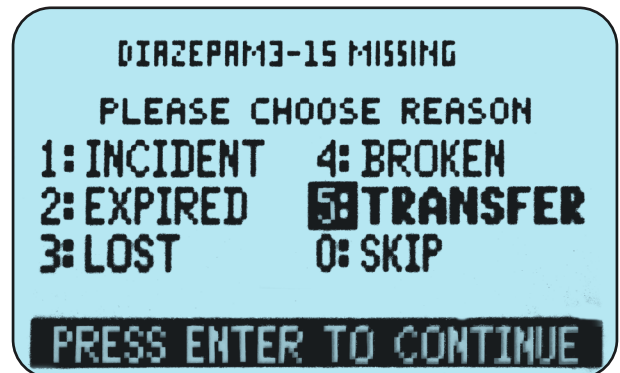


Press **ENTER** to continue. You will be asked about each missing tag. If multiple tags are missing, you will see which tag is being asked about along with the total inquiry. In this example, the LCD says **NARC TAG 1/2 fentaNYL 5-244 is missing**.

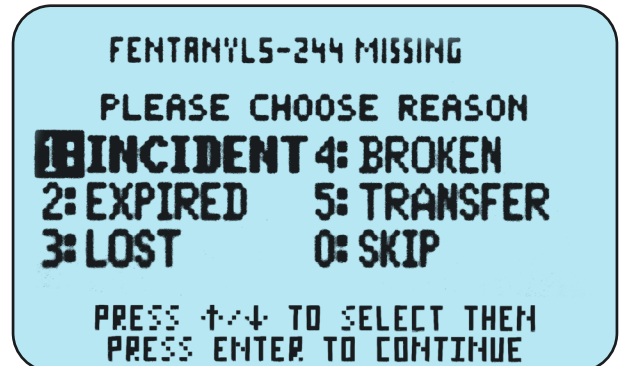


Press **ENTER** to continue to begin telling the NARC iD CSU system the whereabouts of the missing controlled substances. Depending how the system has been configured in LockView there will be many choices available. These include **INCIDENT** or **CONSUMED**, **EXPIRED**, **LOST**, **BROKEN**, **SKIP**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

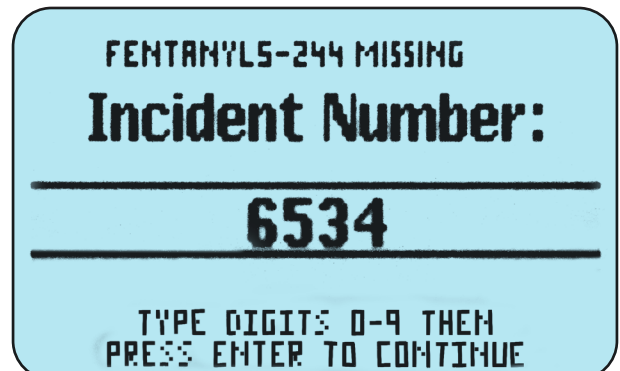
If a controlled substance is being transferred out of the CSU to another NARC iD box, please choose **TRANSFER**.



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.

NARC iD Central Storage Unit Operation – continued

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 THEM
PRESS ENTER TO CONTINUE

NARC iD Central Storage Unit Operation — continued

WASTING

The NARC iD system allows the user to document wasting at the time information regarding missing drugs is entered. To use this feature, the user must choose “**incident, consumed or expired**” when the NARC iD system requests information about missing tags on the LCD screen.

Note: it is critical that the wasting system is turned on within the LockView system. Wasting can be enabled on the NARC iD setup menu in the NARC iD menu.

To use the wasting system (after choosing incident, consumed or expired) the LCD will say “**Waste?**” This allows the user to document the waste on the missing drug.

Waste?
ENTER=Yes
CLEAR=No

To document wasting, press **ENTER** to begin. Press **CLEAR** to exit if there is no waste or you do not wish to document wasting at this time.

NOTE: Wasting information can be added into the LockView system at a later time within the NARC iD menu.

The NARC iD user will then have to select the **Reason** for wasting. The LCD will say “**Reason?**” and will present the following options:

1. Partial dose, 2. Not administered, 3. Expired and 4. Patient refused. The user needs to pick 1-4 to make their selection for the reason.

Reason?
1-Partial dose
2-Not administered
3-Expired
4-Patient refused

NOTE: If the user selected EXPIRED when the NARC iD system inquired about the location of the missing drug, this screen will be skipped, as the reason has already been selected: it is missing because it is expired.

After the reason for wasting has been chosen, the NARC iD user will choose the **units of measure**. The LCD will say **Select Units** and the user must pick the units of measure for wasting. Choices include **cc** (cubic centimeter), **mL** (milliliter), **mg** (milligram), **mcg** (microgram). The user needs to pick 1-4 to make their selection for the units of measure.

Select units
1-cc 2-mg
3-mcg 4-mL

Note: The order which the units of measure appear on the screen is a chosen option within the LockView system. The order is chosen within the NARC iD setup menu in the NARC iD menu.

After the units of measure are chosen, the NARC iD user will enter the **Amount used**. The LCD will say **Amount used:** and the NARC iD user needs to enter the amount of the drug that was used and press **ENTER**. If an error is made, pressing **CLEAR** will clear the digits already entered. Press **ENTER** when complete.

Amount used:
.00mL

ENTER VALUES USING KEYPAD.

Amount used:
5.42mL

ENTER VALUES USING KEYPAD.

NARC iD Central Storage Unit Operation – continued

After the amount used is entered, the NARC iD user will enter the **Amount wasted**. The LCD will say **Amount wasted:** and the NARC iD user needs to enter the amount of the drug that was wasted and press **ENTER**. If an error is made, pressing **Clear** will clear the digits already entered. Press **ENTER** when complete.

**Amount wasted:
.65mL**

ENTER VALUES USING KEYPAD.

Note: The waste precision (decimal places) that appear on the LCD (for amount used and amount wasted) is a chosen option within the LockView system. Options are 0,1 or 2 decimal places. The precision is chosen in the NARC iD setup menu in the NARC iD menu.

After the wasted amount is entered, the LCD will say “**Input Witness Credential**” The NARC iD user will then enter the witness credential. If the witness has a PIN code, enter the PIN and press **ENTER**. If they have a Prox (or iCLASS) credential show the card to the card reader adjacent to the screen.

NOTE: As a user in the NARC iD box, the witness will have the ability to open the box and remove drugs. It is possible to configure the NARC iD box such that the witness will not have the ability to open the box. Please contact CompX Tech Support for assistance.

**Input
Witness
Credential**

PRESS CLEAR TO SKIP

Note: Entering a witness credential can be mandatory or optional and is a chosen option within the LockView system. The witness required/ optional choice is selected in the NARC iD setup menu in the NARC iD menu.

If **witness required** is chosen in LockView, a witness credential **MUST** be presented.

*NOTE: The witness must be a different NARC iD user than the NARC iD user that accessed the NARC iD system to begin the wasting process. If the same NARC iD user is entered, the NARC iD system will prompt the user for a different credential. The LCD will say “**DIFFERENT USER REQUIRED**”*

**DIFFERENT
USER
REQUIRED**

After the witness information is entered, the name of the witness user is shown. The LCD will say “**Witnessed by (name of witness)**”

**Witnessed
by
Mark S**

If more than one drug is missing, the wasting process will be repeated after the status of each missing tag is entered.

NARC iD Central Storage Unit Operation — continued

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

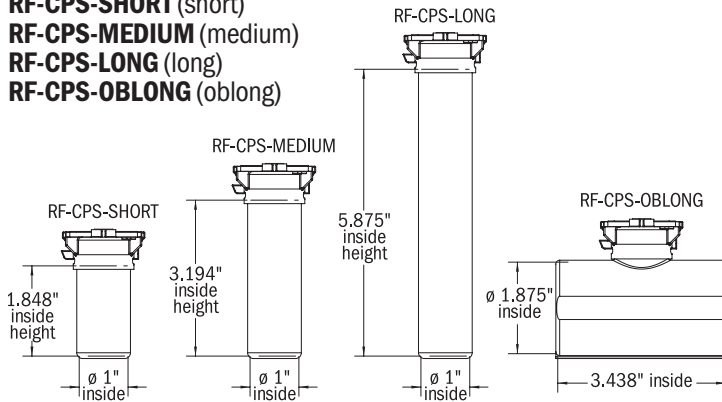
Caps (sold in boxes of 50; includes tags):

RF-CAP-FENTA (blue for fentaNYL)
RF-CAP-MIDAZ (orange for Midazolam)
RF-CAP-MORPH (purple for Morphine)
RF-CAP-HYDRO (green for HYDROmorphine)
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)



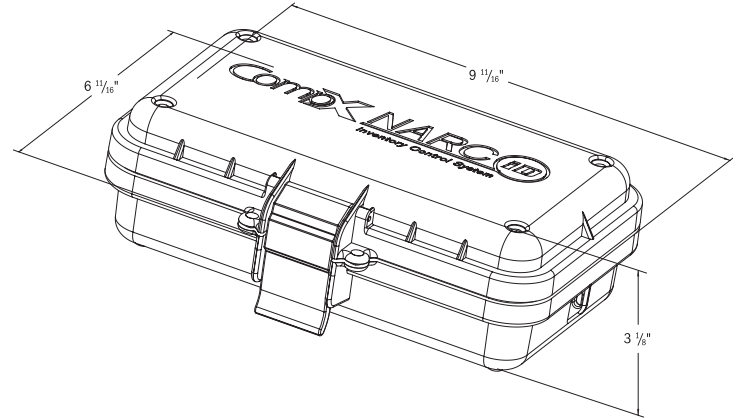
Tags:

RF-TAG-FENTA (blue for fentaNYL)
RF-TAG-MIDAZ (orange for Midazolam)
RF-TAG-MORPH (purple for Morphine)
RF-TAG-HYDRO (green for HYDROmorphine)
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)

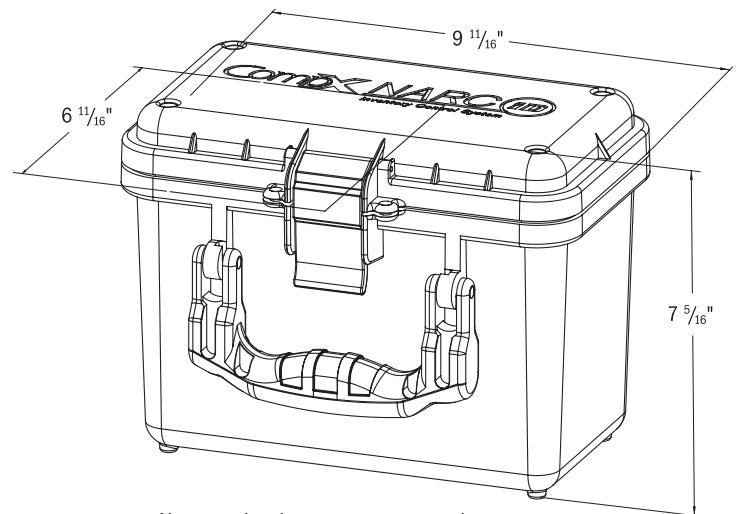


Totes (sold individually with no caps or capsules):

RF-TOTE-SMALL (small)

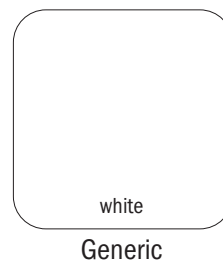
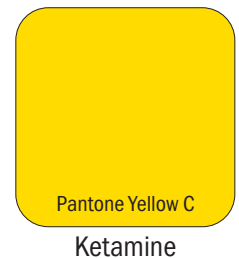


RF-TOTE-LARGE (large)



Note: product images are not to scale.

NARC iD Colors for tags and caps by medicine



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-PR-CARD (no logo)
EL-IC-CARD
 (HID iCLASS user,
 supervisor card)



HID® Fobs
EL-PR-FOB
EL-IC-FOB



HID® Prox Tags
EL-PR-TAG
EL-IC-TAG
 (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

Part #: 334346-0000-00 Rev C

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