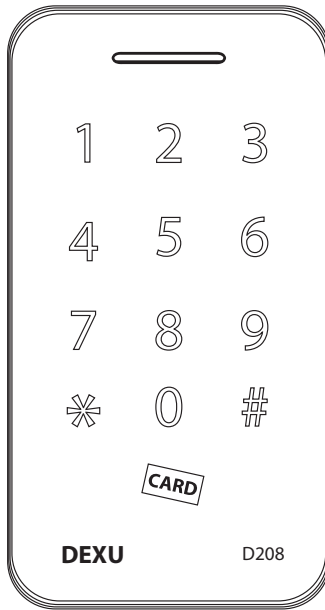


CART-LAPC1 Keypad Instruction Manual



SKU: CART-LAPC1 Keypad



Scan the QR code with your mobile device or follow the link for helpful videos and specifications related to this product.

<https://vivo-us.com/products/cart-lapc1>

GET IN TOUCH | Monday-Friday from 7:00am-7:00pm CST



help@vivo-us.com



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309-278-5303

WARNING!

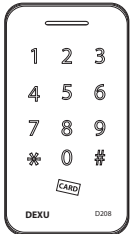
If you do not understand these directions, or if you have any doubts about the safety of the installation, please call a qualified technician. Check carefully to make sure there are no missing or defective parts. Improper installation may cause damage or serious injury. Do not use this product for any purpose that is not explicitly specified in this manual and do not exceed weight capacity. We cannot be liable for damage or injury caused by improper mounting, incorrect assembly, or inappropriate use.

ELECTRICAL SAFETY INSTRUCTIONS

THIS PRODUCT IS POWERED BY ELECTRICITY. IN ORDER TO AVOID BURNS, FIRE AND ELECTRIC SHOCK, PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY.

- DO NOT CLEAN PRODUCT WHILE POWER IS CONNECTED.
- DO NOT DISASSEMBLE OR REPLACE COMPONENTS WHILE POWER IS CONNECTED.
- NEVER OPERATE THE SYSTEM WITH A DAMAGED CORD OR PLUG. PLEASE CONTACT YOUR SELLER TO REPLACE DAMAGED PARTS.
- NEVER OPERATE SYSTEM IN DAMP ENVIRONMENTS OR IF ANY ELECTRICAL COMPONENTS HAVE MADE CONTACT WITH LIQUIDS.
- ALTERATIONS OF THE GIVEN POWER UNIT ARE NOT ALLOWED.
- OUTDOOR USE IS PROHIBITED.

COMPONENTS



Keypad (x1)



RFID Tags (x3)

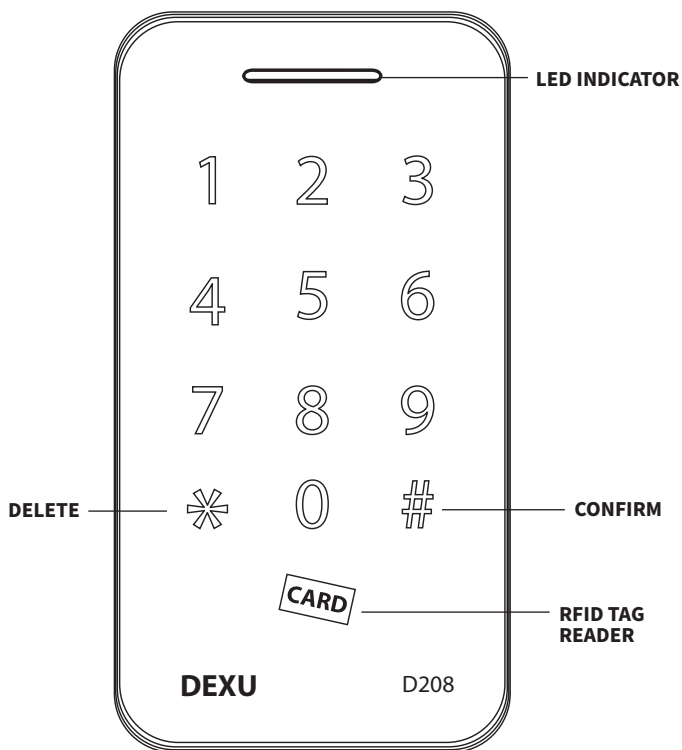


Back Access Key (x2)



Micro USB Cable (x1)

OVERVIEW



The keypad unlocks the cabinet through two methods: codes and RFID tags. Before each use, the keypad will be in power-saving mode. To wake, simply press the * or any key.

USING KEYPAD FIRST TIME

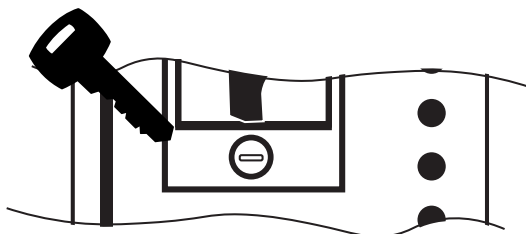
When unlocking the Keypad for the first time, the default setting will be in **Private Mode** and the **User Code** will be “1111”, with the **Master Code** “00000000”. The three included RFID Tags will need to be synced. The Default Code is for temporary use only. See *Modes for more information*.

CHANGING THE MASTER CODE

Codes must be between 6-10 digits. To change the Master Code, press **# 2 #**. The LED will begin to flicker. Input the existing Master Code and press # to confirm. Now input your new code and press #. Enter your new code a second time and press # to confirm. The blue LED light will display and 2 beeps will sound to confirm the code has been changed.

BACK ACCESS KEY

Two access keys are provided to manually unlock the cabinet from the back side. This can be used for quick access or for when a code has been misplaced.



MODES

There are two modes that this keypad can be used in: **Public** and **Private**. *PLEASE NOTE:* Included RFID Tags can only be programmed in one mode; switching from one mode to another will erase the RFID Tag from the mode it was programmed in. For this reason, it is recommended to only use the keypad in one mode.

PUBLIC MODE

Public Mode allows the keypad to stay unlocked until the user code is reentered. After unlocking, keypad remains unlocked until the user code is entered again, allowing others to freely access without needing a code.

PRIVATE MODE

Private Mode requires the User Code to be entered each time the user wants to open the cabinet. After the code is entered, the lock will stay open for 4 seconds and then automatically lock.

SWITCHING MODES

Switch to Public Mode: Press **# 4 #**, enter the Master Code, and press **#** to confirm. The lock will automatically disengage.

Switch to Private Mode: Press **# 5 #**, enter the Master Code, and press **#** to confirm. The lock will automatically engage (if previously unlocked).


1. PUBLIC MODE

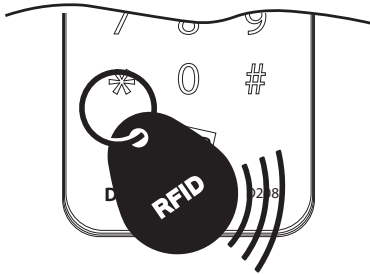
Public Mode allows the keypad to stay unlocked until the user code is reentered. After unlocking, keypad remains unlocked until the user code is entered again, allowing others to freely access without needing a code.

SETTING THE USER CODE

Begin by switching to Public from Private. Press **# 4 #**, enter the Master Code, and press **#** to confirm. The lock will automatically disengage. You can now enter your new User Code between 4-10 digits in length. This is a one-time process and the code can now be used to lock and unlock the keypad.

CONNECTING RFID TAGS

Begin by pressing **# 1 #**. Input your Master Code and press **#** to confirm. Wave the tag over the designated  icon. One long beep will sound to confirm the tag has been programmed. Additional tags can be programmed while the blue LED continues to flash. You can configure up to 20 pieces at one time. *Note: The cart comes with three tags. Tags can only be programmed in one mode; switching from one mode to another will erase the RFID Tag from the mode it was programmed in.*



CLEAR RFID TAG DATA

Press **# 3 #**. Input your master code and press **#** to confirm. A Blue LED will flash once, confirming that all cards have been deleted.


2. PRIVATE MODE

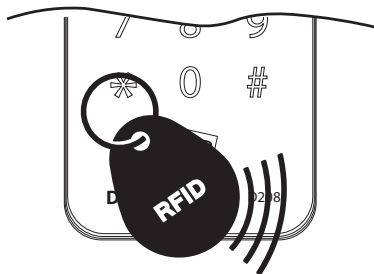
Private Mode requires the User Code to be entered each time the user wants to open the cabinet. After the code is entered, the lock will stay open for 4 seconds and then automatically lock.

CHANGING THE USER CODE

Codes must be between 4-10 digits. To change the User Code, press **# 2 #**. The LED will begin to flicker. Input the existing User Code and press **#** to confirm. Now input your new code and press **#**. The LED will continue to flicker and 2 beeps will be heard. Enter your new code a second time and press **#** to confirm. 2 beeps will sound to confirm the code has been changed and the LED will turn off.

CONNECTING RFID TAGS

Begin by pressing **# 1 #**. Input your Master Code and press **#** to confirm. Wave the tag over the designated  icon. One long beep will sound to confirm the tag has been programmed. Additional tags can be programmed while the blue LED continues to flash. You can configure up to 20 pieces at one time. **Note: The cart comes with three tags. Tags can only be programmed in one mode; switching from one mode to another will erase the RFID Tag from the mode it was programmed in.**



CLEAR RFID TAG DATA

Press **# 3 #**. Input your master code and press **#** to confirm. A Blue LED will flash once, confirming that all cards have been deleted.

TROUBLESHOOTING

LOW POWER ALARM

When the batteries are running low, a Red LED will flicker with 4 beeps. At this point, the lock has about 100 uses remaining before being completely drained. Once the alarm sounds, we recommend changing the batteries as soon as possible.

LOCK HAS NO POWER

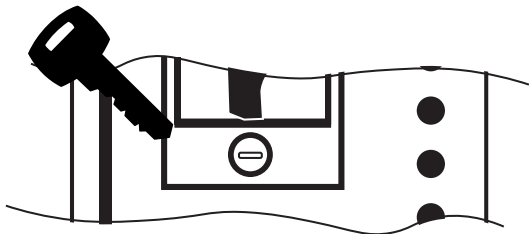
If the lock does not have sufficient power to run, plug the provided Micro USB Cable into the bottom of the front lock to temporarily power the unit. Unlock the unit and replace with new batteries immediately.

CODE PROTECTION

After three failed attempts to enter a user or master code, the system will lock for 1 minute. At this time no operation is available. Please allow 1-2 minutes before trying the code again.

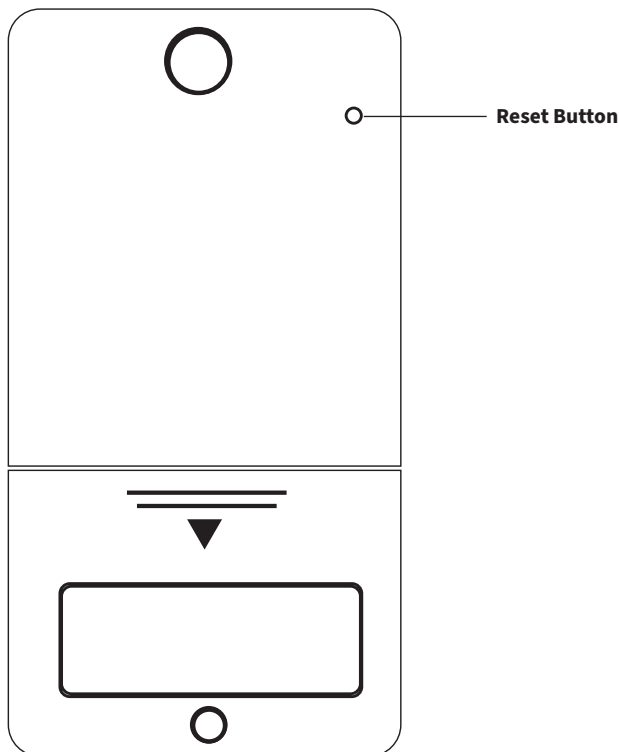
FORGOT ACCESS CODE

If you have misplaced or forgotten the master or user access code, the cabinet can be unlocked manually from the back side using the two provided access keys.



RESETTING TO FACTORY SETTINGS

In the event that a code is lost or there is an error with the keypad, the system can be reset. To do so, locate the physical button on the back side of the lock housing. Using a paper clip hold the button down for 5s. The alarm will sound signaling the lock has been reset. The keypad will now revert to the original factory settings. Please refer to *Using Keypad First Time* for default access codes.



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Open **Monday - Friday 7:00am - 7:00pm** CST,
our dedicated support team can offer immediate assistance with rapid response times. If any parts are received damaged or defective, please contact us. We are happy to replace parts to ensure you have a fully functioning product.

 309-278-5303 **AVG. RESOLUTION TIME** (*within office hrs*): **5M 4S**

 www.vivo-us.com **AVG. RESOLUTION TIME** (*within office hrs*): **< 15 M**
Chat live with an agent!

 help@vivo-us.com **AVG. RESPONSE TIME** (*within office hrs*): **1HR 8M**
- 23% within < 15m
- 38% within < 30m
- 61% within < 1hr
- 83% within < 2hr
- 92% within < 3hr