



## USER GUIDE



# QT CART

## USER GUIDE



Read and understand all of the instructions and safety information in this document before operating this product.

**SAVE THESE INSTRUCTIONS**

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## INTRODUCTION

It is recommended that this document be read carefully by any individual who will be involved in installing, operating, or maintaining LogiQuip QT® Carts. Information, instructions, and safety precautions must be followed as indicated to ensure that product referred to in this guide is used under the best conditions, is properly maintained, adheres to local guidelines and that safety can be prioritized.

## SAFETY PRECAUTIONS

### SYMBOL DEFINITIONS

The following symbols appear within this manual or on the product to increase visibility of necessary safety precautions, instructions and key information as described below.

	Indicates key detail or reference for instruction, maintenance, compliance, or unique configuration of the product.
	<b>WARNING/CAUTION:</b> Indicates risk of potential personal injury and/or potential damage to device.

### SAFETY WARNINGS

- Do not open two (2) drawers or more at one time
- Do not move the QT Cart with any drawers open
- Do not pour cleaning solution or hot liquid in the drawer directly
- Do not use chemical dissolvent, polishing compounds, or volatility compounds such as pesticides and styling pulverizer on QT Cart
- Do not use a hard scrubber to scrape or polish the QT Cart
- Do not move the QT Cart by pushing/pulling any accessories or part
- Move the QT Cart carefully and pay attention to the direction and front of the cart moving forward
- Do not let the QT Cart fall down or push it from behind
- Do not use the QT Cart on stairs
- Do not park the QT Cart on a ramp; ONLY park on a flat surface
- Do not store QT Cart near, or in areas with high temperatures
- Keep QT Cart and accessories away from sunlight
- When the Caster with brake is locked do not try to move or force the QT Cart to turn
- Remember to lock the Caster with brake when you stop/park the QT Cart
- Remember to tighten-up screws when adding parts and accessories to your QT Cart
- Do not use hard objects (hammer, etc.) when adding parts and accessories to your QT Cart
- Do not overload items on the top of the QT Cart
- Do not overload the drawers in the QT Cart
- Do not lean against an open QT Cart drawer
- Do not force to pull/open a drawer
- Always close and lock drawers on the QT Cart

## UNPACKING INSTRUCTIONS

### INSPECTION

- Receiving area must meet all State and Local regulations prior to unpacking
- Customer must inspect both the skid and Cart before and after unpacking to determine if any items were damaged during shipping
- All damaged items must be listed on the Bill of Lading
- Customer is responsible for the proper disposal of all packing materials; the disposal of these items must meet all State and Local regulations

### UNPACKING QT® CARTS

QT Carts are shipped on well-constructed wooden skids. Care must be taken while unpacking the items to avoid damage. Retain all shipping materials until the items are completely unpacked and inspected for damage.



**1** Lifting from the top, pull the box cover off the QT Cart. Several Styrofoam pieces will fall off to the sides.



**2** Remove the plastic cover over the QT Cart. **NOTE** Set packing materials to the side until you are able to test the product to ensure it is working properly.



**3** With two people, one person on either side of the cart, lift the cart from out of the bottom portion of the box, and place it on the ground.



**NOTE** Lift the cart out of the box by grabbing and lifting the QT Cart from the bottom, as shown.



**4** On the right side of the QT Cart, remove the tape strips from over the pull-out shelf.



**NOTE** The keys are in a small bag, taped to the shelf. Store the Keys and the Manuals with a green sticker in a safe place.



**5** Divider Sets can be found in the third drawer down.

## SETTING UP THE eLOCK

### GETTING STARTED OUT OF THE BOX

Stand-alone QT® Cart Electronic (eLock) and Proximity Locks can be programmed either through direct input into the keypad or through direct connection via USB to LockView Software. For direct connection to LockView Software, please follow the LockView Instruction Manual.

For Networked (802.11g or Ethernet) eLocks, please follow the *eLock Database & Network Configuration & Installation Manual* and *LockView Instruction Manual* before proceeding.

The eLock is shipped in Factory mode. Whenever the eLock is in this mode, it is unsecured. To ensure the security of each eLock installed, the setup code (supplied on green sticker set as Setup Cd) must be kept in a safe location. One is located on this book, and the other is located on the lock computer inside your cart.

### INITIAL PROGRAMMING

Each eLock can store any combination of 3,000 unique PIN or card credentials.

There are two categories of credential; Supervisor or User.

Your QT Cart is set to default Supervisor and User Codes. These default codes should be changed before using your QT Cart.

DEFAULT CODES ARE:

- Supervisor - 12345
- User - 1234

NOTE: You cannot delete the Default Supervisor Code until a new Supervisor Code is created.

Best practices for Supervisor/User Codes are to have the Supervisor Code be at least one digit longer than a User Code.

### TO ADD A NEW SUPERVISOR CODE

1. If the Green Light is Blinking Press LOCK/CLEAR. If it is not, move to next step
2. Enter Default Supervisor Code 12345 and hit ENTER. The cart will Unlock
3. Press ADD SUPERVISOR
4. Enter NEW Supervisor Code (4 to 14 digits)
5. Press ENTER or scan Supervisor Card credential (if equipped with Proximity Lock)  
NOTE: This Supervisor Code now occupies slot 1
6. Press LOCK/CLEAR to exit

To Delete the Default Supervisor Code, follow the “Delete Supervisor” instructions on page 4. Only Supervisors are, among other things, allowed to ADD & DELETE Users and other Supervisors. It is the recommendation of LogiQuip that each cart has two (2) Supervisor codes. Additionally, each Supervisor code should be at least one digit longer than the longest active User code.

For ease of initial programming, a 14-Day free trial of LockView 5/5Pro is available, and can be downloaded at [http://www.compixelock.com/images/LV560\\_CompX.zip](http://www.compixelock.com/images/LV560_CompX.zip)

Software and annual service contract pricing, which includes technical support and software updates, are available from your local LogiQuip Sales Representative.

## ADDING/DELETING SUPERVISORS & USERS

**ADD SUPERVISOR** – It is recommended that the supervisor codes are at least one digit longer than the user codes.

1. Enter valid Supervisor Code and press ENTER or scan valid Supervisor Card credential (if equipped with Proximity Lock)
2. Press ADD SUPERVISOR. The lights on the keypad will blink from left to right
3. Enter the new Supervisor Code (4 to 14 digits) or scan new user card credential
4. Press ENTER. If the code is accepted, the green light will flash.
5. Press LOCK/CLEAR
6. Test new Supervisor Code

### DELETE SUPERVISOR (INCLUDING THE DEFAULT SUPERVISOR CODE)

1. Enter valid Supervisor Code and press ENTER or scan valid Supervisor Card credential (if equipped with Proximity Lock)
2. Press and Hold ADD SUPERVISOR if the credential to be deleted is a Supervisor
3. Press LOCK/CLEAR. The lights on the keypad will blink from right to left
4. Release ADD SUPERVISOR
5. Enter the PIN code to be deleted and press ENTER or present the card to be deleted
6. Press LOCK/CLEAR

NOTE: You cannot login using the same Supervisor Code you are trying to Delete. For example, if you are trying to Delete Supervisor Code 12345, you must be logged into the system with a different Supervisor Code.

### ADD USER

1. Enter valid Supervisor Code and press ENTER or scan valid Supervisor Card credential (if equipped with Proximity Lock)
2. Press ADD USER
3. Enter the new User Code (4 to 14 digits) or scan new User Card credential
4. Press ENTER
5. Press LOCK/CLEAR
6. Test new User Code

### DELETE USER (INCLUDING THE DEFAULT USER CODE)

1. Enter valid Supervisor Code and press ENTER or scan valid Supervisor Card credential (if equipped with Proximity Lock)
2. Press and Hold ADD USER if the credential to be deleted is a User
3. Press LOCK/CLEAR. The lights on the keypad will blink from right to left
4. Release ADD USER
5. Enter the User Code to be deleted and press ENTER or scan the User Card credential to be deleted
6. Press LOCK/CLEAR

## INSTRUCTIONS FOR OPERATING THE eLOCK (ELECTRONIC LOCK)

### PIN CREDENTIAL

1. Enter a valid PIN (between 4 to 14 digits)
2. Press ENTER

NOTE: Your QT Cart is set to default Supervisor and User Codes. These default codes should be changed before using your QT Cart. DEFAULT CODES ARE: Supervisor - 12345 and User - 1234

### CARD CREDENTIAL

If the eLock is equipped with a card reader (HID Prox or HID iCLASS)

1. Present valid card within range of the HID reader

### DUAL CREDENTIAL

If the User or Supervisor requires a Dual Credential:

1. Enter a valid PIN and press ENTER or Present a valid card (for HID Prox or HID iCLASS credentials)
2. Enter the second credential (4 to 14 digit PIN)
3. Press ENTER

THE SECOND CREDENTIAL MUST BE A 4 TO 14 DIGIT PIN.

LOCKVIEW SOFTWARE IS REQUIRED FOR DUAL CREDENTIAL PROGRAMMING.

## EMERGENCY MECHANICAL KEY LOCK OVERRIDE

Emergency access should only be used when the Keypad is damaged or unresponsive. Once access is achieved and complete, place the Mechanical Key Lock into the locked position to secure the QT® Cart, and ensure proper operation of the eLock. Please contact Customer Support at **(800) 665-3760** for assistance.

FAILURE TO PLACE THE EMERGENCY MECHANICAL KEY OVERRIDE IN THE PROPER, LOCKED POSITION WILL RESULT IN PREMATURE BATTERY FAILURE, FAULTY LOCKING ACTUATORS AND AUDIBLE PROMPTS TO INDICATE THE CART IS IN THE UNLOCKED POSITION.

## INSTRUCTIONS FOR CHANGING THE AUTOLOCK TIME

Entering a time of 0 seconds will disable the Autolock feature. When a valid credential is entered, the QT® Cart will remain unlocked until the LOCK/CLEAR button is pressed.

### CHANGING THE AUTOLOCK TIME

1. Enter valid Supervisor PIN code and press ENTER or Present valid Supervisor card credential (if equipped)
2. Press and Hold ADD USER
3. Press ADD SUPERVISOR
4. Release ADD USER and ADD SUPERVISOR at the same time
5. Enter desired time in seconds
6. Press ENTER
7. Press LOCK/CLEAR

## SETUP MODE

Setup Mode would be necessary only in:

- The event initialization of the eLock was done via manual programming, and it is now desired to add the eLock to the database in LockView
- Lieu of a valid Supervisor credential, Setup Mode allows manual programming of Supervisor and/or User credentials

### TO PLACE THE eLOCK INTO SETUP MODE

1. Press LOCK/CLEAR for 3 seconds
2. Enter the 8-digit Setup Code (Setup Cd) assigned to the eLock and press ENTER
3. Press LOCK/CLEAR to exit Setup Mode

EACH eLOCK HAS A UNIQUE SETUP CODE.

THE CODE CAN BE FOUND ON THE GREEN STICKER ON THE LOCK COMPUTER INSIDE THE CART.



## LED BEHAVIOR AND TONE

Each eLock membrane Keypad has a green, red, yellow and blue LED.

### DURING GENERAL LOCK USE

- Enter valid Supervisor PIN code and press ENTER or Present valid Supervisor card credential (if equipped)
- Press and Hold ADD USER
- Press ADD SUPERVISOR
- Release ADD USER and ADD SUPERVISOR at the same time
- Enter desired time
- Press ENTER
- Press LOCK/CLEAR

### DURING KEYLOCK OVERRIDE

- The cart will make a quiet tone during Key Lock override
- The tone is a reminder to re-lock the QT® Cart
- A failure to lock the QT Cart will result in a greatly diminished battery life

## CLEANING INSTRUCTIONS

### WARNINGS

- Always comply with facility cleaning standards and guidelines
- Before using any cleaner, do a spot test on a small, inconspicuous area of your product to ensure it will not cause damage to the finish
- Solvents, acidic or abrasive cleaners can damage surfaces and are not recommended
- Wipe spill away promptly and rinse several times with water
- Steel wool and other abrasive cleaning pads will damage the surface
- Do not mix different cleaning agents to clean or disinfect
- Rust remover, drain cleaners and toilet bowl cleaners contain harsh chemicals and will quickly cause permanent damage
- Hair, textile and food dyes can cause permanent stains

### RECOMMENDED CLEANING PRODUCTS

Soap and water and most common cleaners/disinfectants are excellent for most cleaning and disinfecting purposes as long as the directions on the label are followed.

The following cleaning products are acceptable when used according to directions:

- |   |                              |                       |
|---|------------------------------|-----------------------|
| • AHP Accel® TB   | • Diversey™ Oxivir® Tb Wipes | • Quaternary Cleaners |
| • Bleach Mixture (1/3 cup bleach per 1 gallon of water) | • Hydrogen Peroxide          | • Sani-Cloth® AF3     |
| • Dispatch® Hospital Cleaner Disinfectant               | • Isopropyl Alcohol          | • Sani-Cloth® HB      |
|   | • Metrex™ CaviWipes™         | • Sanimaster™ 6       |
|   | • Oxivir® Tb                 | • Super Sani-Cloth®   |

NOTE: DO NOT use any of the above listed cleaners on the keyboard. Only non-acid based cleaners.

### RECOMMENDED CLEANING PROCEDURES

1. Remove debris before application of the cleaner/disinfectant
2. Apply cleaner/disinfectant according to the label. Avoid using sprays on products with electronic components
3. Ensure that the solution is wiped away with a clean cloth. Do not allow the cleaner to remain on product longer than the time recommended on the label
4. When solutions are NOT contained in a spray bottle make sure to appropriately dispose of the solution, cleaning cloth and cleaning supplies after each cleaning

### KEYPAD CLEANING INSTRUCTIONS

1. To clean the Keypad surface, apply non-acid based cleaner to a clean cotton cloth. DO NOT spray cleaner directly on the Keypad.
2. Wipe down Keypad (especially the edges) and ensure excess cleaner is removed.

THE USE OF EXCESSIVE CLEANER WILL CAUSE THE CIRCUITRY TO CORRODE AND FAIL.

## **FAQ AND TROUBLESHOOTING**

### **LOCKING AND UNLOCKING**

**When I try to lock the cart using the eLOCK using the keypad, the lock rumbles, makes a clicking sound and will not lock.**

- Check to be sure the key lock of the cart is in the lock position.
- Check to be sure nothing has fallen behind the drawers and has become lodged under the lock bar.

**We lost the key. What do I do now?**

- Additional keys are available for purchase using item number VKY.

**Can I use the key to work the locking system without using the keypad to unlock the cart?**

- Yes, the key will override the eLOCK while it is in the locked position. During keylock override, the cart will make a quiet tone to indicate the eLOCK has been overridden.

**Can we program a different lock time in the QT® Carts?**

- Yes, original 200 series locks require using the LockView program (lock serial numbers ASDF – ASDF). A 14-Day free trial of LockView 5/5Pro is available, and can be downloaded at [http://www.compxelock.com/images/LV560\\_CompX.zip](http://www.compxelock.com/images/LV560_CompX.zip) or contact your Sales Representative to purchase a full version.
- For all other locks, the Autolock time can be set at the Keypad. For instructions see “Changing Autolock Time” on page 8.

**My drawers will not close.**

- Remove the bottom drawer and check for debris. If the drawers are overfilled, product will get trapped and will not allow the drawers to close.

**The buttons on my Keypad will not work.**

- This problem generally results from a crimped ribbon cable. If the lid is lifted or removed for any reason, special care should be taken to ensure the ribbon cable stays in the open space towards the front of the lid. If it moves back out of the channel, it will be pinched between the lid and the top of the cart. This failure is obvious, and requires a new Keypad.
- Care also must be taken when inserting the new Keypad. If you try to justify the Keypad too far to the left, you run the risk of crimping the ribbon cable where it meets the Keypad. If you visually inspect the full length of the ribbon cable and it looks good, you probably have a crimp in this location. Again, this will require the Keypad to be replaced.

## **FAQ AND TROUBLESHOOTING (CONTINUED)**

### **BATTERY QUESTIONS**

**How do we change the batteries in our QT® Carts?**

- Behind the middle drawers is a battery box containing six (6) D batteries. Remove the battery box; change the batteries; snap the battery box back in place, and reinstall the drawers. You will need a Phillips Head Screw Driver to access the panel in the back of the cart to replace the batteries.

**Does changing the batteries delete the User codes or Master code?**

- No, all codes are retained in memory during a battery change.

**Will the batteries die if the Cart does not get used for a while?**

- Yes, much of the battery draw is when the Cart is physically locking and unlocking. While the cart is in a locked or unlocked position, it goes into a low power state and waits for the next input.

**Our batteries died quickly.**

- First, replace the batteries
- Check to see if the Cart has been unlocked with a key. If it has, relock the Cart. When the cart is unlocked with the key the system goes into alert mode. During that time, energy consumption spikes, and it remains at that peak level until the Cart is relocked with a key.

### **GENERAL QUESTIONS**

**We do not want to keep a copy of this guide. Can it be accessed electronically?**

- Yes, can download the electronic version of this document at [www.logiquip.com/resources/product-documentation/](http://www.logiquip.com/resources/product-documentation/)

**We are having trouble installing the side rails for my accessories.**

- The hardware provided for the accessory rail has what is called a football nut. To use the football nut, insert the nut vertically in the accessory slot and turn horizontally. This locks the nut into place. The tools required to do this are included with your Cart.

**Are the accessories interchangeable with the accessory rail?**

- Yes, the accessories are interchangeable with the rails. If you wish to change your accessories periodically this can easily be done without the use of tools. Just switch out the proper frames for each accessory. If you must change the accessory rail, the tools are provided with the Cart.

**How do we put the divider sets in the drawers?**

- The two thick plastic rails in your divider set are the main rails for the dividers. They go in the front and back of the drawer. The clear plastic runners are the actual dividers. These can be left whole or snapped off to size, and installed using the joining bracket (clear plastic T) to fulfill your storage needs.

## **FAQ AND TROUBLESHOOTING (CONTINUED)**

### **GENERAL QUESTIONS (CONTINUED)**

**My Cart will only roll one direction.**

- The back, left caster on the Cart has a green lock on it. This is a position locking caster. If the break is locked on the caster, the caster will NOT swivel but will still roll.

**Do the carts only come in white or are there any other colors?**

- We have multiple colors for the Carts, drawers, and even color strips for the side of the carts to help determine or mark the carts for different medical needs.

**Should we put a lot of stuff on top of the Carts or inside the drawers?**

- The top of the QT<sup>®</sup> Cart is great for storage of items commonly used. We recommend you do not store items over 20 pounds on top of the Carts. If you need to keep that much weight on the Cart top, keep the bulk of the weight away from the front of the Cart to prevent a potential “tip hazard”. The weight limit for the top of the cart ,or the drawers inside the cart is 20 pounds.

**I plugged the Cart into a laptop running LockView, and the access is denied. Now what?**

- With a laptop still connected to the Cart follow the steps below:
  - Press LOCK/CLEAR for 3 seconds
  - Enter the 8-digit Setup code (Setup Cd) assigned to the eLock and press ENTER
- The cart should begin communicating with the software in 30-60 seconds.



### LIMITED 5-YEAR WARRANTY

LogiQuip products are covered by a Limited 5-Year Warranty from date of receipt against defect in materials or workmanship under normal use and service, excluding Electronic components, Cart Covers, Custom Products, LogiCell Tambour Doors, Label Holders, and Casters. During this period, LogiQuip will, in its sole discretion, repair defects in materials or workmanship that existed when the product was received or replace the product. Visit [LogiQuip.com/Warranty](https://www.logiquip.com/Warranty) for more details.

### CUSTOMER SERVICE

If you have any problems with your QT Cart Cabinet, please contact our Customer Service Department at:

PHONE: (800) 665-3760

EMAIL: [CustomerSupport@LogiQuip.net](mailto:CustomerSupport@LogiQuip.net)

### ABOUT US

Healthcare exclusive since 1992, LogiQuip's Inventory Management Solutions are designed for Healthcare Professionals looking for a better way to manage supply chain tasks. With Expert Advice, Innovative Solutions, and 360 Service that doesn't stop after the sale, LogiQuip's sole purpose is to ensure Healthcare Professionals have the supplies they need when they need them. Partnering with you to design and implement the right solutions, we give you time back to focus on what's important; Patient Care.