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Metra ELS SELECT User Manual

Manufacturer: Metra inženiring d.o.o. phone: +386 1 56 10 740

 IOC Trzin
 fax: +386 1 56 10 744

 Špruha 19
 web: www.metra.si

SI-1236 Trzin, Slovenia

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Product Group: Locker Controller & Display

Related Documents: Display – Technical manual.pdf

Locker Controller ELS & ELS SELECT – Technical Manual.pdf

ELS & ELS SELECT – Installation Recomendations.pdf

Year of Construction: 2008-2011

Declaration of Conformity:



The Metra ELS SELECT products have been developed, designed and manufactured in accordance with the EU directive for *Electromagnetic Compatibility (2004/108/EC)*.

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• Product description



Metra Electronic Locking System (ELS) is primarily designed and used for locking lockers. Each ELS system has two basic components: Metra Locker Controller and Metra Display. Locker Controller drives and monitors up to 16 locks connected directly to the unit, with the possibility to add up to two Extension Modules for 8 additional Electronic Locks each. This enables configurations of 16, 24 or 32 locks, which makes the controller adoptable to many locker layout configurations.

Locker Controller also supports emergency and security features. In case of attempt of break in an Alarm message is distributed over Metra NET Network to other Metra devices.

Display (connected to the Locker Controller) is the products user interface. Different types are available to suit different applications.



Other enhancing accessories are also available:

- A Fingerprint module can be added to lock/unlock lockers simply by placing the finger
- Euro deposit pad limits locker misuse
- Coin acceptor generates revenue from locker use

Product can be used totally independent of Metra NET Network; Wiring all the Locker Controllers into a network and adding a Metra Network Controller enables additional alarm notification, remote locker management, and remote unlocking of locks by pushbutton.

Operating parameters are set up through Display's keypad and stored in internal battery powered memory. To simplify setup of Locker Controllers and master/payment/setup code management also Metra ELS SW can be used.

Basic parts

Display

Display Combo



Display Keypad



Metra Display Combo and Keypad are a user interfaces for Metra ELS and Metra ELS SELECT systems.

Display Combo: Read RFID tickets as locker keys. Twelve key washable keypad is integrated to enable additional user interaction (PIN, locker number, etc.) and can be used for locking / unlocking instead of RFID media.

Display Keypad: Integrated 12 key washable keypad to enable user interaction (PIN, locker number, etc.).

Each model shows the locker number on a four digit LED display. They also perform audio signalization and show an alarm message if an attempt of break-in is detected on a Metra Electric Lock connected to a Metra Locker Controller.

Locker Controller's operating parameters are set up through integrated 12 key keypad and stored in Locker Controller's internal battery powered memory. To simplify setup of Locker Controller and manage master keys and master/setup codes also Metra software can be used.

Coin acceptor (optional)



Locker Controller ELS SELECT can be configured to ask for payment when locking the locker door. In that case Coin Acceptor is mounted near the Display.



• Fingerprint module (optional)



Fingerprint module allows users to lock/unlock the locker by presenting the finger to sensor. It offers higher comfort for users as they don't need to remember PIN code or carry around the RFID media. When fingerprint module is connected to ELS SELECT Locker Controller each user can freely choose whether he/she will lock the locker using fingerprint/PIN code/RFID media.

Euro deposit pad (optional)



Euro deposit pad is mounted under the door strike. The locker can be locked only if a coin is inserted. The coin is used as a deposit while the locker is closed/locked.

• Display as User interface

Standard models are supplied with front mask in gray colour and LED display in blue colour. For additional colours contact Metra sales.

• Display Combo



#	description		
1	4 digit LED display		
2	antenna field		
3	12 key keypad		



• Display Keypad



#	description		
1	4 digit LED display		
2	12 key keypad		

• Power - on

After the device is powered on, its network address (number from 1 to 99 or from 600 to 699) is shown on Display for a few seconds. This feature is intended for maintenance personnel.





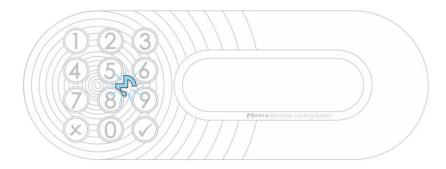
NOTE: If payment is turned ON, current Saldo is displayed after the network address.



Operating indicator

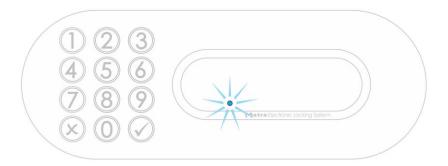
• Display Combo

When the device is running, Metra logo on the front panel is blinking.



• Display Keypad

When the device is running, a blue dot on the left side of display is blinking.



• Indication of unoccupied locker



Indication of unoccupied locker is slightly opened locker door. The Metra Electronic Lock has built-in door ejector.



• Basic operation

User can choose any unoccupeid locker.





User inserts coin(s) according to the price list.

Enters locker number of the chosen Locker.

Confirms locking:

a) by presenting his RFID media
b) by entering up to 4 digit PIN code
c) by placing his finger on the fingerprint sensor.

After the locker is hired, user must put in his belongings and close it within defined time (by default it is set to 1 minute).

By presenting RFID media or fingerprint again, or typing-in the PIN code the locker unlocks and is free for another user.



Locking procedures

• Normal locking procedure with RFID media (only with Display Combo)



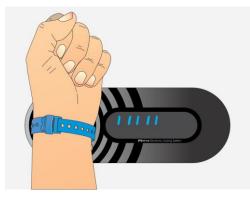
STEP 1: Choose any unoccupied and opened locker.





STEP 2: Enter the locker number of the chosen locker and confirm your selection with the \checkmark key.

NOTE: The **×** key deletes last entry.



STEP 3: When time countdown starts (vertical lines are displayed) on the Display and interrupted beep acoustic signal is activated approach the RFID media to the antenna field. Reading distance is 2-5 centimetres from the device surface. Hold the RFID media in the field for a few moments for device to read and process it.

NOTE: The **x** key cancels the procedure.



STEP 4: When the RFID media is accepted as a locker key the corresponding locker is hired and its number flashes three times.



STEP 5: Put your belongings inside the locker and close the Locker door within 30 - 240 seconds (depends on Locker active time setting) after the locker is hired.

If the locker was closed and RFID media not presented, locker automatically opens when time countdown ends.



Normal locking procedure with PIN code



STEP 1: Choose any unoccupied and opened locker.



STEP 2: Enter the locker number of the chosen locker and confirm your selection with the \checkmark key.

NOTE: The **×** key deletes last entry.



STEP 3: When time countdown starts (vertical lines are displayed) on the Display and interrupted beep acoustic signal is activated choose and enter up to 4 digit PIN code.

Confirm your PIN code with the ✓ key.

NOTE: Sign "o" is displayed for each PIN digit entered. From 1 to 4 digits are accepted as a PIN code.

NOTE: The **x** key cancels the procedure.



d NOTE d

For PIN codes which are 3 or 4 digits long the following rules apply:

- PIN codes with all the same digits (000, 0000, 111, 1111, 222 ... 999, 9999) are rejected.
- PIN codes are rejected if digits are 123 and 1234.

If the PIN code is rejected, Display shows "bLOC" accompanied by interrupted acoustic signal. Locker automatically opens.





STEP 4: When the Pin code is accepted as a locker key the corresponding locker is hired and its number flashes three times.



STEP 5: Close the Locker door within 30 - 240 seconds (depends on Locker active time setting) after the locker is hired.

<u> d NOTE d</u>

If the locker was closed and Pin Code not entered, locker automatically opens when time countdown ends.

• Normal locking procedure with fingerprint



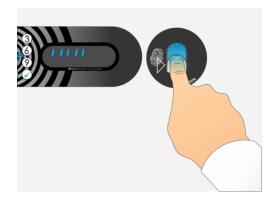
STEP 1: Choose any unoccupied and opened locker.



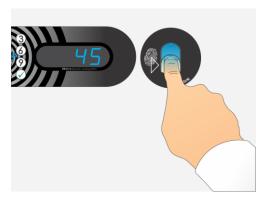
STEP 2: Enter the locker number of the chosen locker and confirm your selection with the \checkmark key.

NOTE: The **x** key deletes last entry.





STEP 3: When time countdown starts (vertical lines are displayed) on the Display and interrupted beep acoustic signal is activated insert your finger in the Fingerprint module.



STEP 4: When the Fingerprint is accepted as a locker key the corresponding locker hired and its number flashes three times.



STEP 5: Close the Locker door within 30 - 240 seconds (depends on Locker active time setting) after the locker is hired.

₫ NOTE ₫

If the locker was closed and finger not presented, locker automatically opens when time countdown ends.

Multiple locking procedure with Multi key (only with Display Combo)

For multiple locking a special multi key is needed. All the lockers closed that way can be later unlocked (all at once or only particular locker) using the same Multi key.

See also Metra Online Help for more information on how to make a multi key.

When locking single locker at a time, the locking procedure is the same as with the user RFID media that supports multi locking. For more information see paragraph "Normal locking procedure with RFID media".



Multi key also supports locking multiple lockers at once. The procedure is described in following three steps.



STEP 1: Approach the RFID media to the antenna field. Reading distance is 2-5 centimetres from the device surface. Hold the RFID media in the field for a few moments for device to read and process it.



STEP 2: When the RFID media is accepted as a Multi key the multi locking mode is activated, countdown starts and vertical lines are displayed.



STEP 3: Close the locker door. Locker is locked and its number is displayed. You can close multiple lockers one after another. Time countdown restarts after each locker is locked.

When you stop closing the lockers and time countdown ends, device exits multi locking mode.

PAYMENT: Not supported with Multi keys. Multi keys can lock lockers free of charge.

• Locking procedure – payment required



STEP 1: Choose any unoccupied and opened locker.





STEP 2: Insert coin(s) in the coin acceptor.

Number and value of coins depends on system setup.



After each coin is inserted value of all inserted coins is displayed, followed by the sign "Euro" / "Coin" / "GbP" / "PAY" / "USd".

Continue with **STEP 2** of one of the previously described normal locking procedures.

• Locking procedure – deposit required



Before last step of each normal locking procedure: Insert a coin in coin deposit pad mounted on the inside of the locker's door.

Close the Locker door.

• Unlocking procedures

• Locker locked with RFID media (only with Display Combo)



STEP 1: Approach the RFID media to the antenna field. Reading distance is 2-5 centimetres from the device surface. Hold the RFID media in the antenna field for a few moments for device to read and process it.





STEP 2: Display shows the locker number and the locker is unlocked when the RFID media is recognized as a locker key that previously locked that particular locker. Short acoustic signal is also activated.



- If sign "Euro" / "Coin" / "GbP" / "PAY" / "USd /
 "CHF" is displayed instead of locker number, continue
 with the procedure described in paragraph
 "Exceeded tenancy time"
- If sign "bLOC" is displayed instead of locker number, see paragraph "Expired tenancy time"!

• Locker locked with PIN code



STEP 1: Enter the number of the locker you want to open and confirm it with ✓ key.

NOTE: The **×** key deletes last entry.



STEP 2: Sign "Pin" is flashing and beep acoustic signal is heard. Enter the PIN code that was used to lock corresponding locker and confirm it with ✓ key.

NOTE: The **x** key cancels the procedure.





STEP 3: If correct PIN code is entered, locker number is displayed and corresponding locker is unlocked and opened. Short acoustic signal is also activated.



- If sign "Euro" / "Coin" / "GbP" / "PAY" / "USd /
 "CHF" is displayed instead of locker number, continue
 with the procedure described in paragraph
 "Exceeded tenancy time"
- If sign "bLOC" is displayed instead of locker number, see paragraph "Expired tenancy time"!

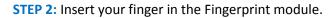
Locker locked with fingerprint

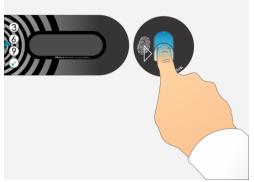


STEP 1 (optional): Enter the number of the locker you want to open and confirm it with ✓ key.

NOTE: The **x** key deletes last entry.

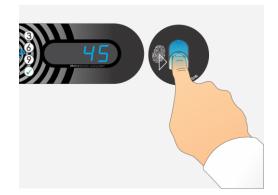
Feature is useful if you lock multiple lockers on the same device by presenting the same finger and you want to open just one particular locker. After the locker number is entered and confirmed, Display shows "FP".





If you have multiple lockers lock on the same device with the same finger and you skipped step 1, one of the (remaining) locked lockers will open randomly.





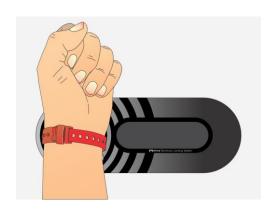
STEP 3: If the same finger is presented correctly corresponding locker is unlocked and opened. Short acoustic signal is also activated.



- If sign "Euro" / "Coin" / "GbP" / "PAY" / "USd /
 "CHF" is displayed instead of locker number, continue
 with the procedure described in paragraph
 "Exceeded tenancy time"
- If sign "bLOC" is displayed instead of locker number, see paragraph "Expired tenancy time"!

• Multiple unlocking procedure (only with Display Combo)

Procedure describes standard multi unlocking procedure, but you can also use an alternative procedure similar to the one described in the paragraph "Locker locked with PIN code" or "Locker locked with fingerprint" when you want to unlock single locker at a time. After entering the locker number, "Card" is displayed and instead of entering the PIN code or inserting your finger into the fingerprint module, you present your multi key to unlock the locker.



STEP 1: Approach the Multi key to the antenna field. Reading distance is 2-5 centimetres from the device surface. Hold the RFID media in the antenna field for a few moments for device to read and process it.



STEP 2: When the RFID media is recognised as a locker key Display shows sign "ALL" following by locker numbers of previously locked lockers by this Multi key. Each number is displayed for 1.5 seconds.

Remove the Multi key form the antenna filed.





STEP 3 A: To **open all lockers** at once present the Multi key again when sign "ALL" is displayed.

Remove the Multi key form the antenna filed.

STEP 3 B: To **open single locker** present the Multi key again when locker's number is displayed.

Remove the User / Multi key form the antenna filed.



STEP 4: Sign "ALL" starts flashing. Present the Multi key again to confirm selection. Lockers start to unlock and open one after another and corresponding locker numbers are displayed.

STEP 4 B: Locker's number starts flashing. Present the Multi key again to confirm selection. Corresponding locker unlocks and opens. Its number is also displayed.

Exceeded tenancy time

When tenancy time is exceeded additional payment is required (depends of set payment parameters). See also "Metra ELS & ELS SELECT – Technical Manual.pdf" for more information.

Procedure described in this paragraph is an addition to unlocking procedures described in previous paragraphs.



STEP 1: Sign "Euro" / "Coin" / "GbP" / "PAY" / "USd / "CHF" is displayed. User is asked for payment to finalize the unlocking procedure.



STEP 2: Insert requested number of coins in the coin acceptor.





STEP 3: When all requested coins are inserted locker number is displayed and corresponding locker is unlocked and opened. Short acoustic signal is also activated.

Expired tenancy time

When tenancy time is expired locker remains locked and cannot be unlocked by user (depends of set payment parameters). See also "Metra ELS & ELS SELECT – Technical Manual" for more information.

Procedure described in this paragraph is an addition to unlocking procedures (except of the procedure "Exceeded tenancy time") described in previous paragraphs.



If "bLOC" is displayed when unlocking, tenancy time is expired.

Go to the cashier's/information desk.

• Use of Payment key (only with Display Combo)



If the RFID media is presented and recognized as a special Payment key, one coin is added.

₫ NOTE ₫

Coins added with the special Payment key are not counted in sum of all inserted coins. See paragraph "Basic Setup mode of operation" action "Display Saldo" for more details.



• Use of Emergency open key (only with Display Combo)



NOTE NOTE NOTE

If the RFID media is presented and recognized as a special Emergency open key, all lockers connected to the Locker Controller start to unlock and open one after another and corresponding locker numbers are displayed.

Master mode of operation

Special Master code(s) and/or Master cards are programmed for entering the Master operation mode. In Master mode any locker can be unlocked. It is mainly used in the following cases:

- User forgot his/hers PIN code.
- User lost his/hers RFID media.
- User locks the Locker when leaving and doesn't come back.
- Exceptional opening for some other reason.

It may be necessary to close back the Locker that was opened in Master mode. Such case would be if wrong Locker was opened by mistake. If the Locker is closed back in Master mode, user can see no difference when unlocking it with his/hers RFID media / PIN code / fingerprint. Event of exceptional opening is recorded in the Locker Controller's internal memory and can also be seen in "Event Report" in Metra software.

• Entering the Master mode by typing-in the Master code



STEP 1: To enter Master mode press and hold the ✓ key for more than 3 seconds.





STEP 2: Sign "CodE" starts flashing beep acoustic signal is heard.



STEP 3: Type-in a Master code (up to 16 digits). Signs "I" are displayed for each entered digit. Confirm the Master code with the \checkmark key.

NOTE: The **x** key cancels the procedure.

STEP 4: If correct Master code was entered the Locker Controller turns to Master mode of operation. It is indicated by flashing 3 dots on the display.

₫ NOTE ₫

To exit the Master mode of operation press and hold the **x** key.

Master mode of operation exits automatically if no action was triggered in last 60 seconds.

Entering the Master mode by presenting the Master card



STEP 1: Approach the Master card to the antenna field. Reading distance is 3-5 centimetres from the device surface. Hold the Master card in the field for a few moments.





STEP 2: When the Master card is recognized Locker Controller turns to Master mode of operation. It is indicated by flashing 3 dots on the display.

Remove the Master card form the antenna filed.

d NOTE **d**

To exit the Master mode of operation press and hold the ***** key.

Master mode of operation exits automatically if no action was triggered in last 60 seconds.

Opening locker(s) in Master mode



STEP 1: Enter the number of the locker you want to open and confirm it with \checkmark key.

NOTE: The **×** key deletes last entry.

Corresponding locker is unlocked and opened.



NOTE: If you want to open all lockers enter "0" and confirm it with \checkmark key.

All the lockers connected to that Locker Controller start to unlock and open one after another and corresponding locker numbers are displayed.

Closing back the locker opened in Master mode

Sometimes it is needed to close back the locker opened in Master mode. The following rule applys: When locker is locked back in Master mode the user can still unlock it with her/his RFID media / PIN code / fingerprint if tenancy is not expired.





STEP 1: Close back the Locker.

Locker is locked and locker number is displayed.

• Master mode termination

Master Mode of operation is terminated:

- After successful operation.
- After 1 minute of non activity.
- Press and hold the * key for more than 3 seconds.

• Basic Setup mode of operation

Basic Setup mode of operation is intended for changing basic operational parameters: Master code, Setup code, erasing all special cards, audio signal, user waiting time, user waiting time increment, minimal PIN length, PIN request display locker active time and checking and erasing the sum of all inserted coins.



STEP 1: To enter Basic Setup mode press and hold the **x** key for more than 3 seconds.



STEP 2: Sign "SCod" starts flashing beep acoustic signal is heard.





STEP 3: Type-in a Setup code (up to 16 digits). Signs "I" are displayed for each entered digit. Confirm the Setup code with the ✓ key.

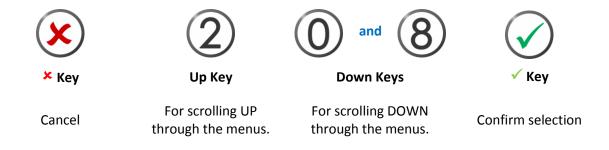
NOTE: The **x** key cancels the procedure.



STEP 4: If correct Setup code was entered the Locker Controller turns to Basic Setup mode of operation. Sign "CodE" (if "Special Keys Mode" is set to "On-line" in Metra ELS/LCC NET software) or "Aud" (if "Special Keys Mode" is set to "Off-line" in Metra ELS/LCC NET software) as first parameter is displayed.

Basic Setup mode does not exit automatically! To exit the Basic Setup mode of operation press and hold the * key. If any changes are made, they are saved upon exit and "YES" is displayed.

When you enter Basic Setup mode, you can scroll down through menu by pressing on "8" or "0" key and up by pressing the "2" key. Use the ✓ key to confirm selection and ★ key to cancel.



Actions and Parameters

F	PARAMETER	MASTER CODE	0 0 8 0 6 6 7 8 9 8 0 0
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Not avaliable if "Special Keys Mode" is set to "On-line" in Metra ELS/LCC NET software.

While sign "CodE" is displayed press the ✓ key. Sign "nbr" is displayed. Type in the number from 1 to 5 (Up to 5 different Master Codes can be stored). Master Code can be up to 16 digits long. Display shows digit position (01 to 16) and digit (0 to 9) separated by "-".



The new Master Code must be typed in again to confirm it. Sign "ConF" is flashing on the display. Type in the new Master Code again and confirm it with the ✓ key. If new Master Code is confirmed correctly, sign "YES" is displayed otherwise sign "no" is displayed. Device returns to parameter selecting mode.

♦ NOTE ♦

If the Master Code under the number you entered already exists, after you press the ✓ key the Master Code is displayed digit by digit (Display shows digit position (01 to 16) and digit (0 to 9) separated by "-"). After the last digit of the code is displayed, sign "CodE" starts flashing. You can cancel the procedure with ★ key or continue with entering new code by pressing on the key for first digit of the new Master Code.



Not avaliable if "Special Keys Mode" is set to "On-line" in Metra ELS/LCC NET software.

While sign "SCod" is displayed press the ✓ key. Sign "nbr" is displayed. Type in the number from 1 to 5 (Up to 5 different Setup Codes can be stored). Setup Code can be up to 16 digits long. Display shows digit position (01 to 16) and digit (0 to 9) separated by "-".

The new Setup Code must be typed in again to confirm it. Sign "ConF" is flashing on the display. Type in the new Setup Code again and confirm it with the ✓ key. If new Setup Code is confirmed correctly, sign "YES" is displayed otherwise sign "no" is displayed. Device returns to parameter selecting mode.

₫ NOTE ₫

If the Setup Code under the number you entered already exists, after you press the ✓ key the Setup Code is displayed digit by digit (Display shows digit position (01 to 16) and digit (0 to 9) separated by "-"). After the last digit of the code is displayed, sign "SCod" starts flashing. You can cancel the procedure with ✗ key or continue with entering new code by pressing on the key for first digit of the new Setup Code.



ERASE ALL SPECIAL KEYS AND PIN CODES



Not avaliable if "Special Keys Mode" is set to "On-line" in Metra ELS/LCC NET software.

This erases all current parameter values and sets them back to factory default values.

While sign "ErAS" is displayed press the ✓ key. "ConF" is displayed and blinking. Press and hold the ✓ key for a few seconds to confirm or press × key to cancel. When action is accepted, sign "YES" is displayed or if action was cancelled sign "no" is displayed. Device returns to parameter selecting mode.



PARAMETER

AUDIO SIGNAL



While sign "Aud" is displayed press the ✓ key. Press the key for up or down on the Keypad to activate (On) or to deactivate - silent (OFF) the audio signalling. Confirm the selection with the ✓ key. When parameter setting is accepted, sign "YES" is displayed. Device returns to parameter selecting mode.

PARAMETER

USER WAITING TIME



After the Locker door is closed, system waits for RFID media / finger to be presented or PIN code entered, for chosen number of seconds.

While sign "USr" is displayed press the ✓ key. With digit keys on the Keypad enter desired time in seconds. Time can be set from 2 to 8 seconds in 1 second steps. Confirm it with the ✓ key. When parameter setting is accepted, sign "YES" is displayed. Device returns to parameter selecting mode.

PARAMETER

MINIMAL PIN LENGTH



Minimal PIN code length is set to 1 by default. This means that someone can close the locker with minimal 1 digit or maximal 4 digits PIN code. This parameter can be also set up to 2, 3, 4 or 5. If set to 4, only 4 digit PIN codes are accepted. If set to 5, only 4 digit PIN codes are accepted and last (fourth) digit entered automatically confirms the entered Pin code and there is no need to press the ✓ key to confirm.

While sign "PinL" is displayed press the ✓ key. With digit keys on the Keypad enter desired minimal PIN Code length (from 1 to 4) for this Device. Confirm it with the ✓ key. When parameter setting is accepted, sign "YES" is displayed. Device returns to parameter selecting mode.

PARAMETER

PIN REQUEST DISPLAY



After the Locker is closed and Pin code requested, sign "Pin" or sign "Code" can be displayed.

While sign "PinC" is displayed press the \checkmark key. Press the key for up or down on the Keypad to select "Pin" or "Code". Confirm it with the \checkmark key. When parameter setting is accepted, sign "YES" is displayed. Device returns to parameter selecting mode.

PARAMETER

LOCKER ACTIVE TIME



Available only for Metra ELS SELECT system.



Locker controller waits for Locker door to be closed for X seconds after successful Locker hire procedure. X can be set from 30 to 240 seconds.

While sign "LAC" is displayed press the ✓ key. With digit keys on the Keypad enter desired Locker Active Time in seconds. Values from 30 to 240 are accepted. Confirm it with the ✓ key. When parameter setting is accepted, sign "YES" is displayed. Device returns to parameter selecting mode.

ACTION

DISPLAY SALDO



Action is available only if Payment parameter (PAY) set to "PAY".

While sign "SALd" is displayed press the "Enter"/✓ key. Sum of all inserted coins is displayed and device returns to parameter selecting mode.

ACTION

FRASE SALDO

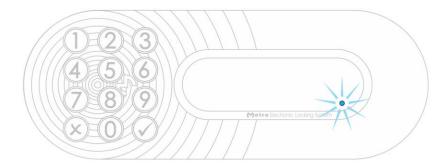


Action is available only if Payment parameter (PAY) set to "PAY".

While sign "SALE" is displayed press the "Enter"/ key. "ConF" is displayed and blinking. Press and hold the "Enter"/ key for a few seconds to confirm or press "Esc"/ key to cancel. When action is accepted, sign "YES" is displayed and saldo is erased. Device returns to parameter selecting mode.

Warning signalization

If locker was unlocked but not opened (door is jammed) blue dot lights up on the right side of the 4 digit LED display.



Alarm signalization

If any of the lockers gets broken in, the alarm notice is displayed. The interrupted acoustic signal is turned on. Display alternately shows '-AL-' notice and the locker number for 20 seconds (or as set in Metra software).







• Remote opening of single locker

If remote opening of single Lockers is initiated over the network the system signals this by acoustic signal and displaying "EOPn" message followed by locker number.





• Emergency opening of all lockers



If emergency opening of all Lockers is initiated remotely by the network the system signals this by acoustic signal and displaying "EOPn" message for few seconds!

All the lockers connected to that Locker Controller start to unlock and open one after another and corresponding locker numbers are displayed.