ARCTIKO
true cooling specialists

OPERATING INSTRUCTIONS

CARD LOCK SETUP

ULUF P390GG / P500GG / P610GG / P820GG

TABLE OF CONTENTS

INTRODUCTION **4**

Introduction 4
Icons & actions 5
Components 6
Description of functionality 6
Activation of card lock - controller 7

CARD LOCK GUIDE **8**

Admin registration & password setup 8
User registration & password setup 8
Erase user/card 10
Door operation (Lock/Unlock) 10

ACCESS LOG RECORDING **11**

Acess log 11
Data download 11
▶ Folders & files 11
▶ Reading the data 12

UPDATE PARAMETERS **13**

How to update parameters 13

INTRODUCTION

Please take a few minutes to read and become familiar with the advantages of your product. This operating instruction contains information regarding relevant components for installing and operating the card lock accessory of the following product family: ULUF P390, P500, P610 and P820

If you would like to obtain further information about this product, please visit our website **www.arctiko.com** where downloads are available on the page of each specific product.

ICONS & ACTIONS

ICON	ACTION
	POWER OFF/POWER ON Menu: USER Level: USER
	SETPOINT MODIFIED Menu: USER Level: USER
	LIMITS MODIFIED Menu: USER Level: USER
	DOOR TIME-OUT MODIFIED Menu: USER Level: USER
	ECOMODE SETTINGS Menu: USER Level: USER
	ELECTRIC-KEY UNLOCKED Menu: USER Level: USER
	DOOR FORCED ACCESS Menu: --- Level: ---
	DATE/HOUR CHANGED Menu: SETTINGS Level: USER
	ADMIN PASSWORD CHANGED Menu: SETTINGS Level: ADMIN
	USER PASSWORD CHANGED Menu: SETTINGS Level: ADMIN
	USER PASSWORD CHANGED [MULTI] Menu: SETTINGS Level: ADMIN

ICON	ACTION
	SERVICEPASSWORD CHANGED Menu: SETTINGS Level: SERVICE
	FORMAT ACTION Menu: SETTINGS Level: ADMIN
	PARAMETERS UPDATEDMenu: SETTINGSLevel: ADMIN
	CLOUD SETTINGS MODIFIED Menu: SETTINGS Level: ADMIN
	UNIT NAME MODIFED Menu: SERVICE Level: SERVICE
	S/N UNIT MODIFED Menu: SERVICE Level: SERVICE
	PARAMETER CHANGED Menu: SERVICE Level: SERVICE
	PARAMETER MON.MODIFIED Menu: SERVICE Level: SERVICE
	REPLAY ACTION Menu: SERVICE Level: SERVICE
	COPIED PARAMETERS Menu: SERVICE Level: SERVICE
	FW UPGRADE Menu: SERVICE Level: SERVICE

COMPONENTS

This section introduces relevant components and brief descriptions, for providing the user with sufficient knowledge regarding the system, to setup the system properly.

CARD

A 125 kHz card for activation of the lock, which enables the user to open the door.

Note

This card can also be a user's own company card if it is a 125 kHz card.

DISPLAY FOIL

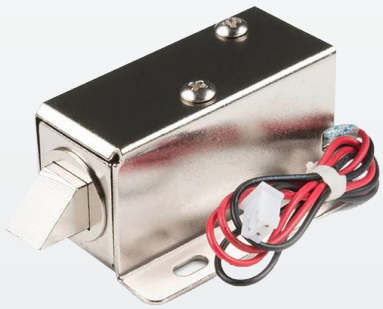
A display foil for navigating through the menu options.

Note

The USB port, card reader icon and buttons to the left and right of the display window.

LOCK

A lock for locking the door.



Note

Please note the lock pin for references during this document.

DESCRIPTION OF FUNCTIONALITY

The card lock accessory for the mentioned product family enables the user to ensure only authorized personal has access to the subjects stored in the freezer.

The user operates the electronic lock by holding a 125 kHz card up to the radio frequency logo. The unit recognizes the card and activates the lock. When the lock is activated the lock pin retracts and the door can be opened. Up to 5 seconds after closing the door, the lock pin extends, and the door is locked again.

If the door is opened by unauthorized personal (by other means of a registered card), an alarm will go off. After 10 seconds the alarm stops.

The data containing:

- Information on who opened the door
- When the door was opened
- If the door has been opened by other means than by a card

Can be gathered by actively downloading the data from the unit onto a USB.

ACTIVATION OF CARD LOCK – CONTROLLER

To enable the controller to recognize the electronic card lock system and to activate the recognition of the cards, some parameters are required to be programmed. These parameters should be standard factory settings when arriving at the customer. In case they are not; the user shall contact Arctiko A/S service department.

Arctiko A/S will provide a file, which is to be loaded onto an unoccupied USB.

Note

Make sure that no other files are stored on the USB.

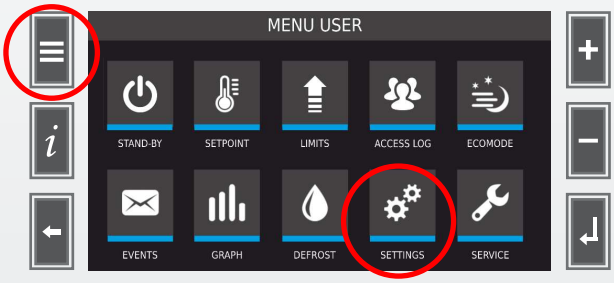
After plugging the USB into the USB port, the user must navigate from the user menu to the settings menu and activate the update, which is explained on the next few pages.

CARD LOCK GUIDE

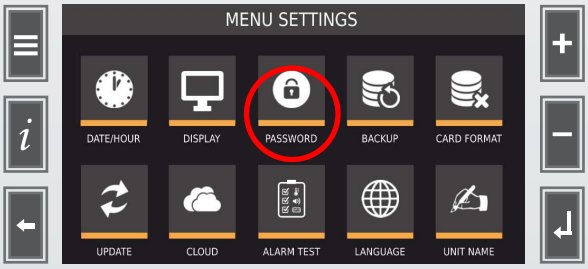
The procedures presented in this chapter describe the registration of admin and user cards/passwords step by step.

ADMIN REGISTRATION & PASSWORD SETUP

1. Pressing the three horizontal stripes on the left of the display enables the user menu. Press the **SETTINGS** button to access the **SETTINGS** menu.



2. The following screen will appear. Now press the **PASSWORD** button, to access the **PASSWORD** settings.



3. The following screen will appear.

The first entry, marked with orange, is the admin user. The admin password is set to 111 as default and cannot be changed.

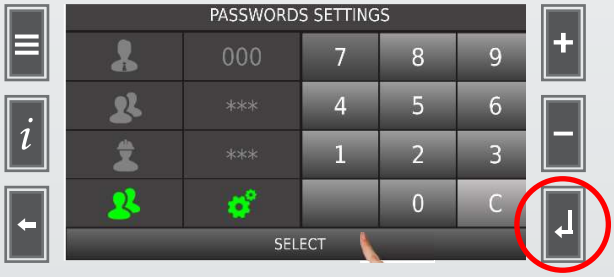
4. Entering the admin password is required before other users can be setup. Enter the admin password (3-digit number set to 111 per default) and press enter.

Pressing the enter button will enter the admin password and activate the menu, in which new/ other users can be set up.

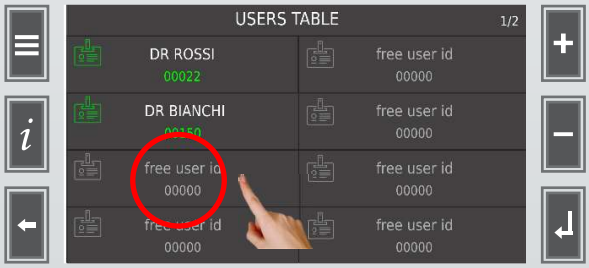
USER REGISTRATION & PASSWORD SETUP

User passwords are predefined to be maximum five digits. After completing the previous steps, the password settings menu will appear again.

1. Use the select button to move down to multiple password, marked with green, and press enter.

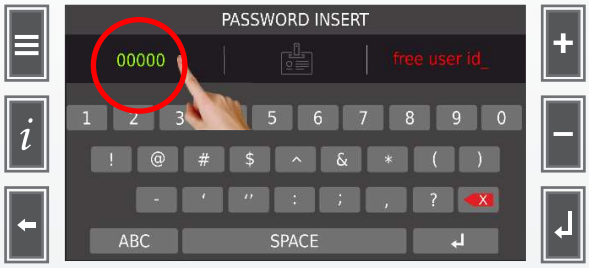


2. After pressing the enter button, the user table appears. Select a free user ID.



It is possible to register up to sixteen (16) users. The names “Dr Rossi” and “Dr Bianchi”, marked with white, indicate that these are enabled/active users. The gray text indicates a disabled/inactive user.

3. Choose a disabled/inactive user and insert the desired user password.



Note

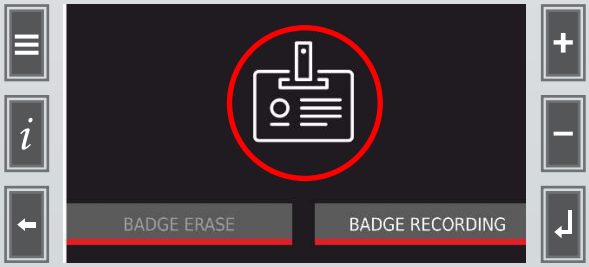
The user password needs to contain five (5) digits.

4. Press on the “Free user id_” and type in the desired user ID. The user ID is the name that appears on the user table from the previous steps.

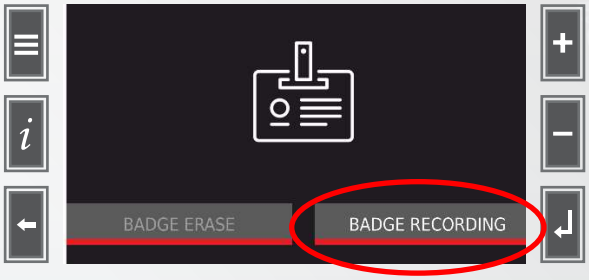
Note

The name can maximum contain thirteen (13) characters.

5. Press the badge symbol to assign a specific card to a new user.

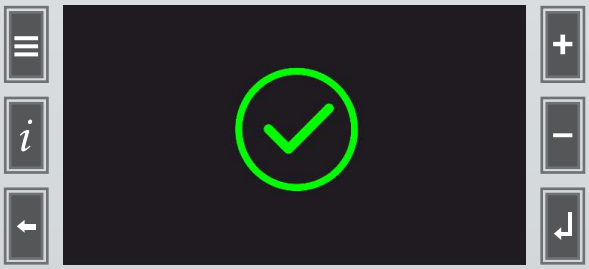


6. You will get the following options in the display. Press on the badge recording.



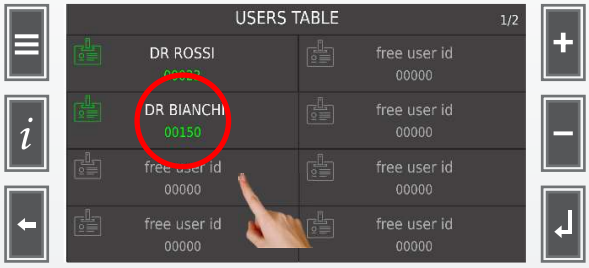
7. After pressing “Badge recording” hold the card up to the card reader symbol.

8. After holding the card up to the card reader for two (2) seconds, the card is registered to the specific user id, and the following display will appear.



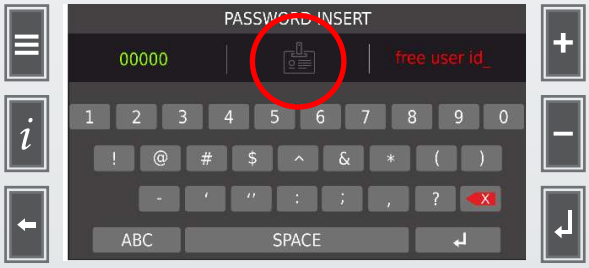
ERASE USER/CARD

1. Go to the user table menu and select an active user id which card needs to be deleted.

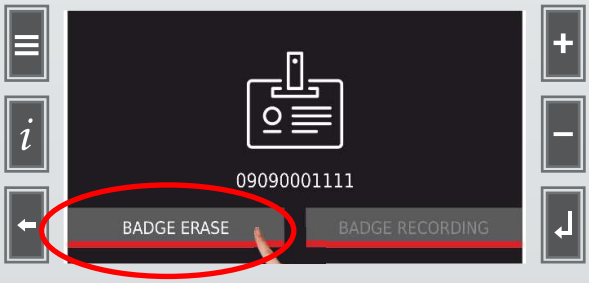


The active user id is illustrated as “Dr Rossi” and “Dr Bianchi” in the image above.

2. Select the badge symbol, placed between “00000” and “Free user id_”.



3. Select “Badge erase”.



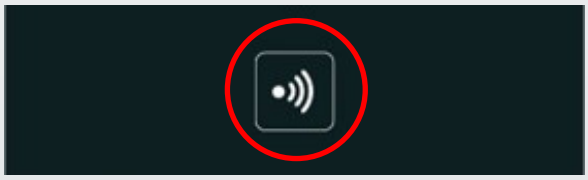
4. Select “Yes”.

5. Card has been successfully erased.

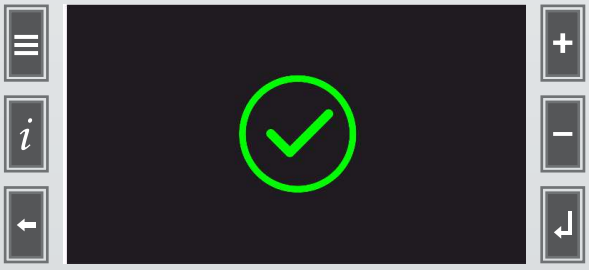
DOOR OPERATION (LOCK/UNLOCK)

When a user is successfully registered, the electronic lock can be operated by the user and the card registered to the user id.

1. Hold the card in front of the card reader symbol.



2. The following display will show when the card has been recognized and accepted.



The door can now be opened.

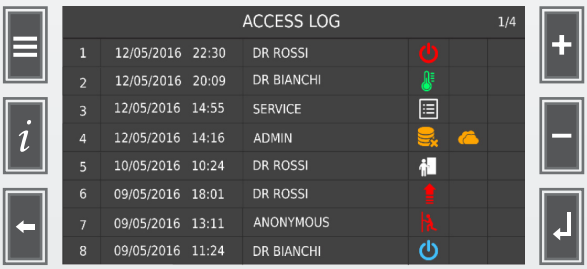
3. Close the door after retrieving the subject inside the freezer. After the door has been closed for a couple of seconds the lock pin will extract and ensure the door is locked.

ACCESS LOG RECORDING

The collection of information on who has been accessing the unit can be very important, but also if there has been unauthorized access to the object(s) inside the unit. This section describes how to read and collect these information's.

ACCESS LOG

1. A daily access log is accessible through the user menu described in Step 1. This access log records up to thirty-two (32) registrations. It is possible to retrieve further information by downloading the data from the unit.



Description of the icons used in the access log:

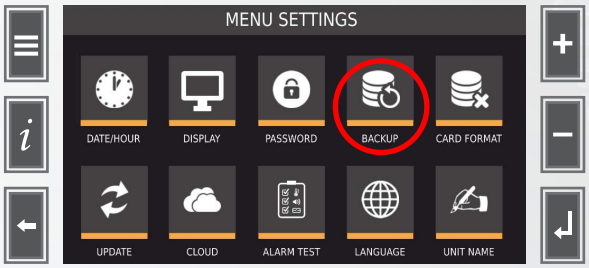
POWER OFF
CHANGED SETPOINT
CHANGED PARAMETER
FORMATTED CARD
DOOR OPENED
CHANGED HIGH LIMIT TEMPERATURE
BURGLARY
POWER-ON

DATA DOWNLOAD

Downloading the data from the unit, creates a backup of all information generated by the unit and includes performance parameters.

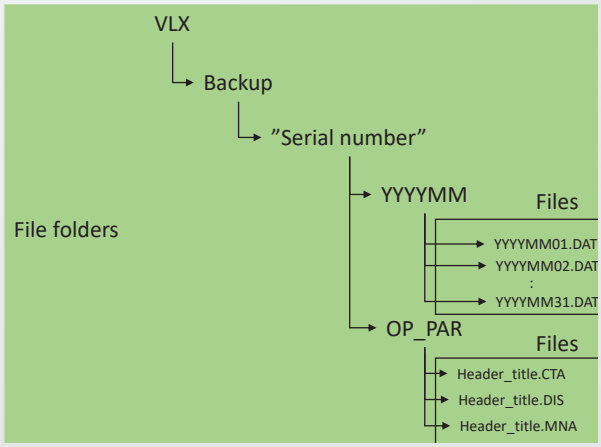
1. Before creating the backup, insert a USB pen into the USB port.

2. Now navigate to the **SETTINGS** menu and press on the **BACKUP** button. The process of storing the data/files onto the USB pen will start automatically.



▸ FOLDERS & FILES

When the download process is complete, the USB pen contains folders and files.



OP_PAR stands for the operating parameters, these files do not contain any information for the user. The "YYYYMM" files describe the year and month the data is collected from and the numbers at the end (01, 02 .... 31) are the days of the month.

▶ READING THE DATA

The **YYYYMM** files that are stored onto the USB PEN, are DAT files. These are encrypted and need to be converted through the **THERMO CONVERTER** software before the data is understandable.

The program **THERMO CONVERTER** is needed to transfer the data. The program can be obtained by contacting your Arctiko distributor.

Once the data is downloaded the following sign will appear and the screen will return to settnig menu.

After converting the files through **THERMO CONVERTER**, the converter generates an Excel sheet with all the data. The last two entries in the Excel sheet are **User_act** and **User_ID**, here it is shown if the freezer door has been opened by using a card and which user id has performed this action, but also if the door has been opened by unauthorized personal or without a card.

These two situations are indicated in the below table with the following interpretation.

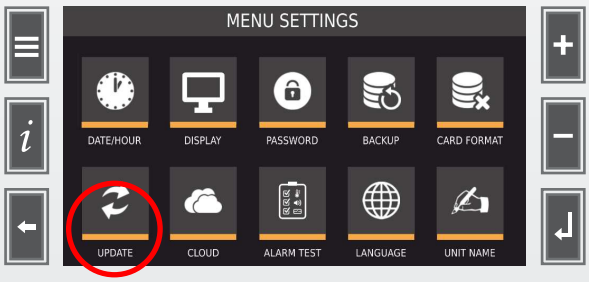
TEXT VISIBLE IN THE **USER_ACT** ENTRY	TEXT VISIBLE IN THE **USER_ID**	INTERPRETATION
KEY UNLOCK	**“USER ID“**	Door is unlocked by registered card and user id
KEY FORCED	**“ANONYMOUS”**	Door is unlocked by other means

UPDATE PARAMETERS

If software is updated on the unit at the user's location, the parameters might be set to default, which disables the ability to recognize the lock system. Under these circumstances it is necessary to update the parameters of the unit.

HOW TO UPDATE PARAMETERS

1. To update the parameters of the unit please insert the USB into the USB port placed in the top panel. Now navigate to the menu settings and press on the **UPDATE** button.



After the user contacts Arctiko for support, the parameter files and folders are supplied by Arctiko and are sent to the user through email. The file and folder shall be stored onto the desired USB.

NOTES

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