



Your Simplex Cabinet Lock is presently set with a combination of: First push #2 and #4 together, and then #3. Make a habit of turning the knob **LEFT** (counter-clockwise) before pushing the combination. Should anyone have attempted an improper combination, this action clears off such an attempt and reactivates the buttons.

**TO OPEN:**

- 1) Turn knob **LEFT** (counter-clockwise) to activate all buttons.
- 2) Push proper buttons in present order for the combination.
- 3) Turn knob **RIGHT** (clockwise to open).

**TO LOCK:**

Turn knob left (counter-clockwise until it stops).

**TO CHANGE YOUR COMBINATION:**

You may easily change to a new combination, using one, all five or any number of buttons you wish in any order. Two or more buttons may be pushed at one time as part of your new combination. Simple two and three button combinations are easy to remember and still provide top security. Note: a particular button can be pushed only one in establishing a new combination. **RECORD YOUR NEW COMBINATION ON THE BACK OF THIS SHEET AND KEEP IN A SAFE PLACE.**

- 1) Open the door or drawer and relock your lock
- 2) Press the correct buttons in the proper order for your **EXISTING** combination.
- 3) On the back side of the lock there is a notch in the plate (at the opposite end from the bolt assembly). With a pencil tip, paper clip, etc push the slide sideways into the lock as far as it will go. (In Models SM and RM this slide is completely exposed.)
- 4) Turn the knob **LEFT** (counter-clockwise) to "clear-out" the existing combination.
- 5) Press the buttons firmly and deliberately in the desired sequence for your new combination.
- 6) Turn the knob to the **RIGHT** (clockwise) to set your new combination into the mechanism. Turn the knob full **LEFT** to lock the lock. Your new combination is now installed.

3730 East Southern Avenue, Phoenix Arizona 85040

Toll Free: 800.833.4419 Direct: 602.414.3691 Fax: 602.437.2270 [www.waterloohealthcare.com](http://www.waterloohealthcare.com)

## Instructions for Resetting Unknown Combinations

Remove the combination chamber from the lock.

To remove the 3-sided dust cover marked "Kaba," "Simplex," etc., place the combination chamber in the position to the right.

- 1 Place a small screwdriver on the edge of the 3-sided dust cover and push down on the screwdriver (See Figure 1). The cover should pop loose. Once it does, pull the cover off of the combination chamber.
- 2 Hold the chamber in one hand by the screw tab (b) on each end with the key-stems (c) facing you and the control shaft (d) at the bottom (See Figure 2).
- 3 Using pliers or equivalent, rotate the control shaft (d) counter-clockwise and release to clear the chamber (See Figure 2).
- 4 Look at the 5 code gears (e). If any code gear pockets (f) are already at the shear line (open position), ignore them. They are not used in the combination (See Figure 3).
- 5 Find the code gear pocket/s (f) that is farthest away from the shear line (open position). Depress that key-stem/s (c) and release (See Figure 3). If any digits in the combination were depressed together (at the same time), then these must be depressed together to reset the code.
- 6 Find the code gear pocket/s (f) that is the next farthest away from the shear line (open position). Depress that key-stem/s (c) and release (See Figure 3).

If any of the code gear pockets travel past the shear line, the key-stems have been depressed in the wrong sequence. Start over at step 3.

- 7 Repeat step 6 until all code gear pockets (f) are at the shear line (open position).
- 8 If all the code gear pockets (f) are not lined up at the shear line (open position), start over at step 3.
- 9 Depress the lockout slide (g) at the top of the chamber and release (looks like one end of a spark plug) (See Figure 4).
- 10 Rotate the control shaft (d) counter-clockwise to clear the chamber and release. The lockout slide (g) should pop out (button will not move yet) (See Figure 4).
- 11 Depress the key-stem/s (c) that you want in your new combination, releasing each after it is depressed (See Figure 2).
- 12 Once you have depressed all the digits in your new combination, turn the control shaft (d) clockwise (See Figure 4). The code change button (h) under lockout slide (g), should pop up (See Figure 4). Your new combination is now set.
- 13 Look at the code gear pockets (f). The numbers in you new combination should not be at the shear line (open position) (See Figure 3).

**Reinstallation:** Replace the 3-sided dust cover marked "Kaba," "Simplex," etc. Make sure the staked joints on both end plates fit through the slots on the dust cover. Stake the end 2 plate joints. Reinstall the chamber into the lock.

**Testing:** Turn outside knob/lever and release (for thumbturn models, turn counter-clockwise). Enter code. Turn knob/lever (for thumbturn models, turn clockwise). Latch should retract.

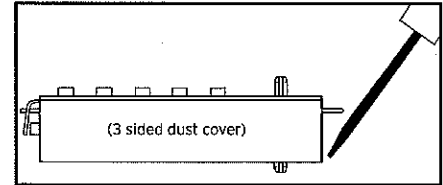


Fig. 1

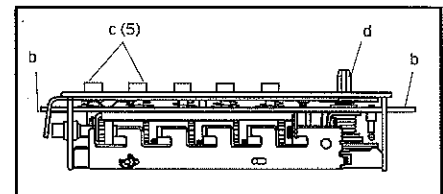


Fig. 2

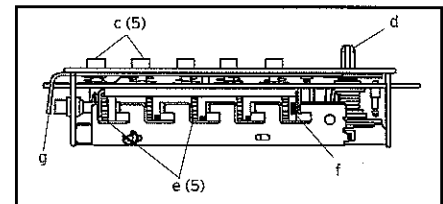


Fig. 3

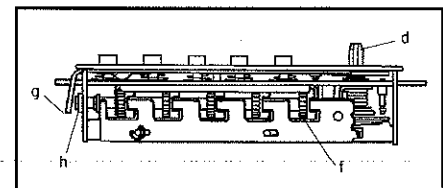


Fig. 4



## **Unicart Instructions**

Thank you for your purchase of a Waterloo Healthcare Unicart. Please read this document for important information regarding your new cart. If you have any questions, please feel free to contact customer service at (800) 833-4419 or email [sales@waterloohealthcare.com](mailto:sales@waterloohealthcare.com).

### **Assembly:**

The cart should come fully assembled except for the push handles. These handles can be mounted on either side of the cart. Usually it is mounted on the left hand side when facing the front of the cart. Instructions for mounting the push handles are included in the cart. If you ordered accessories with your cart, they will need to be mounted to the cart as well. These accessories should come with their own instruction sheets if they are needed.

### **Operation:**

#### **Casters:**

The cart has two total lock casters, one directional lock caster, and one swivel caster. The directional locking caster will allow you to set it in a direction, and easily push and turn the cart. The total lock casters will allow you to keep the cart from moving in any direction.

#### **Locking / Unlocking:**

Depending on which lock you chose to have pre-installed on your cart, they will work in different fashions. If you chose a key lock, to unlock the cart, insert the key into the cart and turn the key in the direction noted above the key lock on the clear label. You can remove the key from the lock in the locked or unlocked position of the cart. If you chose a lever lock, simply flip the metal lever to the unlocked position to unlock the cart, and back to the locked position to lock it. While in the locked position, you can insert a plastic seal (Package of 100 plastic seals is available for purchase from Waterloo, part number PS-100) to keep the contents safe from tampering.

If you chose a simplex (pushbutton), combination electronic, or proximity electronic, special instructions will be included for the operation of these locks. These instructions will show you how to unlock / lock cart, change combination, or program new codes or proximity cards.

#### **Plastic Top**

A removable plastic top was included with your cart. This top is made from ABS plastic and can be removed and cleaned using common cleaners. If a replacement top is needed, please call Waterloo customer service. Each type of cart has a different part number, that is why it is not mentioned here.

## **Optional Accessories:**

Use only official Waterloo Healthcare brand accessories on your cart. These accessories are designed to seamlessly integrate with your cart. Attempting to use any other brand of accessories may damage the cart and void the warranty. We have plenty of options to choose from. Please call our sales department at (800) 833-4419 or visit our website at <http://www.waterloohealthcare.com>

## **Maintenance:**

The following maintenance should be performed monthly on your cart. Performance of this maintenance will keep your cart safe and ready for any situation. It will also extend the life of the cart:

### **Casters:**

- Inspect casters and remove any materials that could cause caster to not turn or swivel freely such as hair, carpet fibers, cloth, or anything else that could be picked up during operation of the cart.
- Inspect brake and directional locking casters to be sure petals function properly.
- Inspect wheel of caster to be sure there are no flat spots that could have been caused by the cart being pushed while the brake caster is engaged.
- DO NOT lubricate the casters. Lubrication is not needed on these casters and will ruin them.

### **Locking Mechanism:**

- Inspect locking mechanism to be sure that it locks and unlocks without obstruction and does so consistently.
- Be sure there are no loose components such as the lock core or lever lock.
- If it is a simplex pushbutton or electronic locking cart, test the combination and the override key to be sure both function properly.

### **Drawers:**

- Pull each drawer all the way out until it stops and be sure drawer is engaged on track properly. Drawer should not come off of track without pressing on a lever on each slide of the drawer.

### **Cleaning:**

- To clean the cart, standard household cleaning products are recommended. **DO NOT PUT CART INTO A POWER WASHER!! DO NOT PUT ANY PRODUCT INTO A DISHWASHER!!**

## **Spare Parts:**

Below is a list of common spare parts that might be needed and their corresponding part numbers:

CP-1: Replacement caster package (includes 4 casters: 2 total lock, 1 direction lock, 1 total swivel)

M10421-U: Replacement unit slide that mounts to the inside of the cabinet

M10421-D & M10422-D: Replacement member slides that mount to the left and right hand side of drawer.

T-2 / T-3 / T-JR: Replacement plastic top for steel / aluminum / med jr & economy carts.

M14007M-LTG: Replacement bumper (2x required per cart) for bottom of cart.

UNI-ERGO: Replacement ergonomic handles for cart.

M12918A10-SS: Replacement lock (Keyed differently)

M12918A10-SS-8052: Replacement lock (Keyed to 8052)

M12042: Replacement lever lock

### **Safety Warnings and Cautions:**

- DO NOT STAND on this product. You could fall which could cause personal injury.
- When moving this product, do not pull it. Push the product to prevent personal injury
- USE THE BRAKES when not moving this product. This will prevent the product from rolling, which could cause personal injury or product damage.
- BE CAREFUL when opening more than one drawer. The product could become unstable and tip, which could cause personal injury or product damage.
- DO NOT MOUNT the product on a truck bed or any other moving object. This could cause personal injury or product damage.
- DO NOT STEP into the drawers. You could fall which could cause personal injury.
- WEAR SAFETY GLASSES when removing or repositioning the slides. The tool could slip which may cause personal injury.
- DO NOT TOW with power equipment. The product could top, which could cause personal injury or product damage.
- DO NOT ALTER the product in any manner, unless approved by the manufacturer.
- Keep the product on level surfaces. The product could become unstable and tip if stored or moved on an unlevel surface, which could cause personal injury or product damage.
- Lock the drawers and doors before moving this product. The drawers or doors could come open and make the product unstable and tip, which could cause personal injury or product damage.

### **Warranty:**

Waterloo Healthcare (Seller) warrants the products it manufactures to be free from defects in material and workmanship under normal and proper use and service for a period not exceeding (5) years from the date of delivery to the original location.

This warranty does not apply to any product that has been subject to abuse, misuse, negligence, modification, normal wear, or an accident (dents & scratches are considered normal wear).

Electronic components and plastic parts have a one (1) year warranty under the aforementioned conditions of use.

The Seller's liability is limited to the cost of the repair or replacement of any products (at its factory) which fail to comply with the foregoing warranty. In no event shall the seller be liable for any consequential damages claimed as a result of breach of the foregoing warranty.

The Purchaser must reference the original purchase order number or Seller's invoice on any claims. The Seller will determine if the products should be returned to the factory or if parts should be sent to the customer for repair of the product.

The warranty stated herein is in lieu of all warranties, expressed or implied, including but not limited to, merchantability or fitness for a particular purpose.