

# ELS Delivery

## HARDWARE



PO Box 531, Moonee Ponds, Victoria, Australia 3039

## Metra ELS Delivery - Hardware

### Delivery Combo System

Demo Kit includes the following hardware:

Qty.	Hardware	Order code
1	Network Controller TCP/IP	NCTCP
1	Locker Controller 16 ELS Delivery	LC16AEDMF
1	Display Combo Mifare	DDMF
1	Connection cable for Metra devices 3m	SM040003
1	Power Supply 12 V DC / 2.5 A	PS1220E
1	Network Splitter	ANTS
1	Network Terminator 120	ANTT12
1	UTP cable 3m	EP100103
1	Desktop POS Reader USB	DRUMF

#### !!!IMPORTANT!!!

**Metra Electronic Locks are not included in the package!**

Order them according to your demo locker.

ORDER CODE: **MTLKE**

### Additional requirements

A desktop PC or laptop is required. For hardware minimum requirements see [Minimum REQUIREMENTS\\_2011.pdf](#).

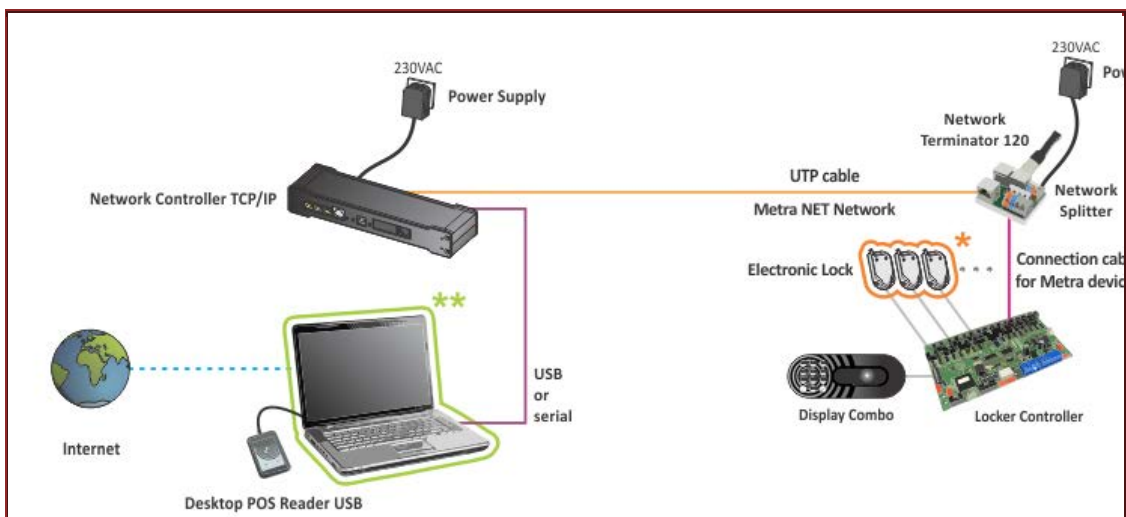
[Metra Delivery software](#) must be installed on the PC and connection to the **internet is required**.

Metra Network Controller TCP/IP can be connected over USB, serial port or LAN network. In case of LAN connection network switch or hub is required.

When using GSM/GPRS/3G USB modem for internet access it is highly recommended to connect the Metra Network Controller TCP/IP via USB or serial port and not via LAN network. To switch among connection types a procedure on the Metra Network Controller NET is required. Contact Metra technical support for details.

## Metra ELS Delivery - Connection Schematic

Connect all devices including in the DEMO kit according to one of two schematics below.



\*Metra Electronic Locks are not included in the package.

\*\*Additionally Required hardware.

Metra Delivery software is installed by Metra technical support via remote connection, which you will need to provide.

## Metra ELS Delivery - Required Metra Software Settings

On the [Settings](#) page "Event Info" and "Locker User Key" are enabled and set as shown below:

### Event Info

Enabled

Host:

Port:

Timeout:

Keep Connection

Events:

Version:

### Locker User Key

Enabled

Host:

Port:

Timeout:

### Locker Delivery RTT

Enabled

Host:

Port:

Timeout:

Block after wrong PIN entries:

Template for the Locker Controller ELS Delivery in combination with Display COMBO must be set like shown below. For an ELS NET based system with a Touch screen use regular ELS NET template.

Hardware:

Control Unit:

Locking Authorized by Server

Alarm  seconds

Alarm Delay  seconds

Remote Unlocking

Allow Locking

User Waiting

PIN Request Display:  PIN  Code


Time:  seconds

Time Increment  seconds

Audio Signal:  Off  On

## Metra ELS Delivery - Creating a Delivery Key











[Reports](#) | [Events](#) | [View](#) | [Tables](#) | **[Hardware](#)** | [Setup](#) | [Settings](#) | [System](#) | [Info](#)





[Master Keys](#) | [Master Codes](#) | **[Lockers](#)** | [Access](#) | [Vending](#) | [Metra NET](#) | [Download File](#)

[Control Units](#) | [Locker Controllers](#) | [Templates](#) | [Multi Keys](#) | [Delivery Key](#) | [Groups](#) | **[Delivery Keys](#)** | [Setup Codes](#) | [Reader Terminals](#) | [Locations](#) | [View Groups](#)

ELS 0009 - ISO 15693

	Code	Description	Enable	Passage	Location	Card Number
     <input type="checkbox"/>	1	PH - John J.	Yes	All	(4) Pharmacy	4D000000005CD50D89
     <input type="checkbox"/>	3	DC - Martin K.	Yes	All	(5) Dry Cleaning F	4D0000000083EA3AB







Add Edit Delete Enable Disable

### Delivery Keys

Delivery keys are used for unlocking closed lockers at pick-up and closing back lockers at delivery.

They are defined and deployed like [master keys](#).

Up to 20 Keys (sum of [Master Keys](#) + Delivery Keys) can be defined.!!

#### Function buttons

**Code:** Delivery Key's ID.

**Description:** Delivery Key's description (owner).

**Enabled:** If "Yes" Multi Delivery is enabled.

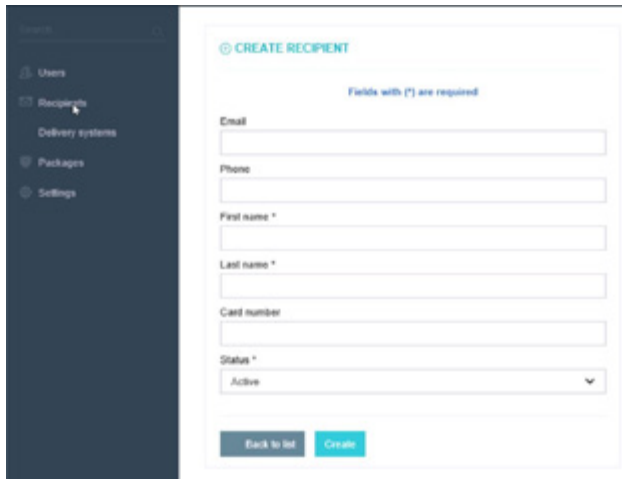
**Passage:** Delivery Key is valid only on selected passage. **NOTE:** Select "All".

**Location:** Delivery Key is valid only on selected location.

**Application/Chip ID/Club ID:** See [Multi Keys Add & Edit](#).

**Card Number:** RFID media's (card, wristband, key ring, clip, etc.) serial number. **NOTE:** If the card number is coloured RED, this RFID Media is already added as a Master or a Multi Key. Delivery Key should not be a Master Key or a Multi Key at the same time and the same Delivery Key should not be added more than once.

## Metra ELS Delivery - Adding a Recipient.



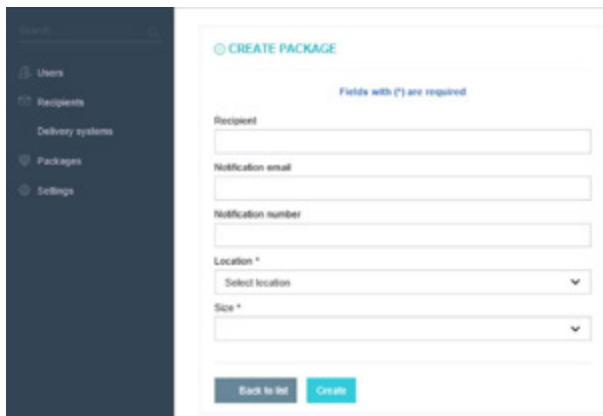
### STEP 1:

Select "Create New" button on the Recipients page of the Metra Delivery Portal, and then fill in the recipients details. A valid email address is required for notification of package delivery.

### STEP 2:

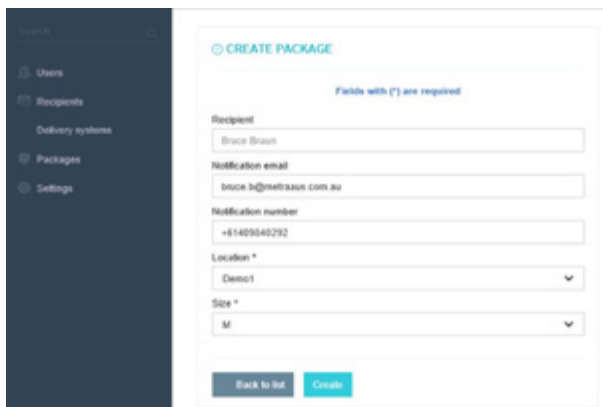
Select the "Create" button when the recipient's details have been entered.

## Metra ELS Delivery - Adding a Package.



### STEP 1:

Select the "Create Package" sub menu from the "Packages" tab on the left.



### STEP 2:

As you type the recipient's name, valid choices will appear below the field. Select the correct recipient, and the fields will auto-populate.

Select the delivery location, and the locker size required, and click create.



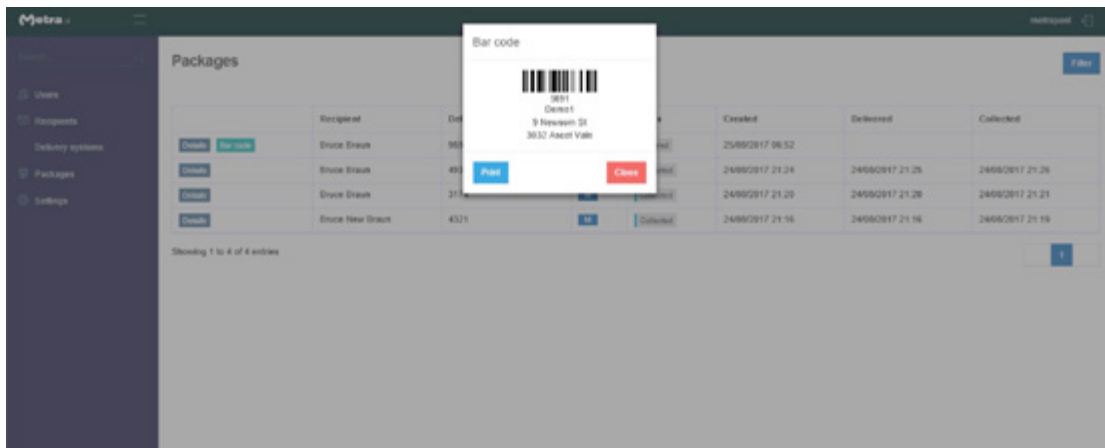
**Packages** Filter

	Recipient	Delivery code	Size	Status	Created	Delivered	Collected
<a href="#">Details</a> <a href="#">New code</a>	Steve Braun	9881	M	Ordered	24/09/2017 06:52		
<a href="#">Details</a>	Steve Braun	4958	M	Collected	24/09/2017 21:24	24/09/2017 21:25	24/09/2017 21:26
<a href="#">Details</a>	Steve Braun	3174	M	Collected	24/09/2017 21:20	24/09/2017 21:26	24/09/2017 21:21
<a href="#">Details</a>	Steve New Braun	4321	M	Collected	24/09/2017 21:16	24/09/2017 21:16	24/09/2017 21:19

Showing 1 to 4 of 4 entries 1

**STEP 3:**

The Package is now ready for delivery. A label with bar code and Package Identification Number can be printed for affixing to the parcel. The delivery courier will require this number when delivering the package.



**Bar code**

9881  
Dest 1  
9 Newson St  
3632 Ascot Vale

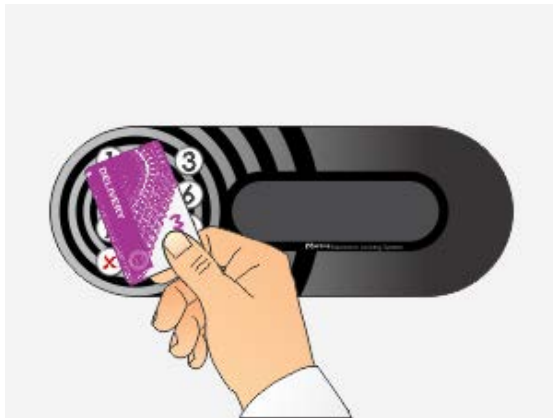
Print Close



## Metra ELS Delivery - User Manual (Courier)

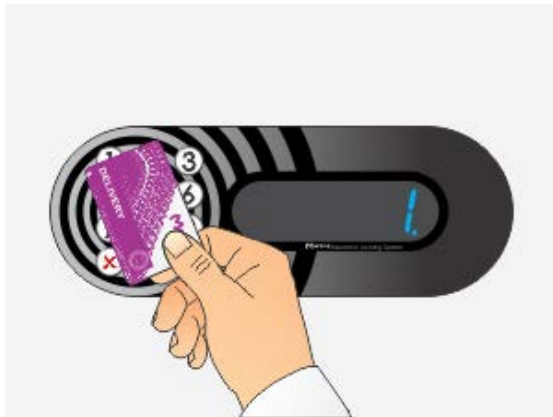
### NOTE:

It is not required, but it is highly recommended that courier closes all the opened lockers when leaving the location.



### STEP 1:

Approach the Delivery key (RFID media) to the antenna field. Reading distance is 2 – 5 centimetres from the device surface. Hold the Delivery key in the antenna field for a few moments for device to read and process it.



### STEP 2:

When the Delivery key is recognized device turns to Delivery mode of operation. It is indicated by rapidly flashing dot on the right of the display.

Remove the Delivery key from the antenna field.

### NOTE:

To exit the Delivery mode of operation press and hold the **X** key or present the Delivery key again. Delivery mode of operation exits automatically if no action is triggered in last 60 seconds.



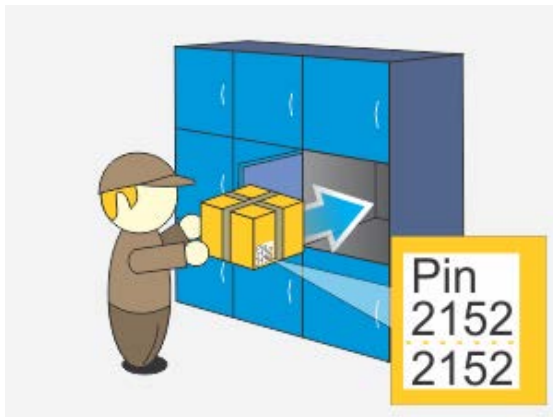
**STEP 3:**

In the Delivery mode all the unoccupied and closed lockers are listed. You can move to the next locker by pressing any of the number keys.

To unlock a locker move to the locker number and press the ✓ key. Device will automatically show the number of the next unoccupied and closed locker.

**NOTE:**

It is not important if the carrier opens a required number of lockers first and places packages inside them afterwards or opens one, places the package inside, opens the next one, etc.



**STEP 4:**

Each package must have its unique identification number. Remember it\* and put the package inside the locker.

\*Dual package identification numbers or package identification numbers on stickers are recommended, so one of the package identification numbers can be torn off before putting the package inside the locker.



**STEP 5:**

After you close the locker door, "Pin" is displayed. Device asks you for the package identification number.



**STEP 6:**

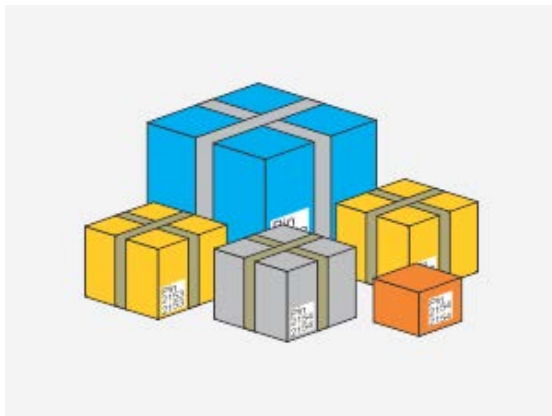
Type-in a package identification number and confirm it with the ✓ key.

**NOTE:**

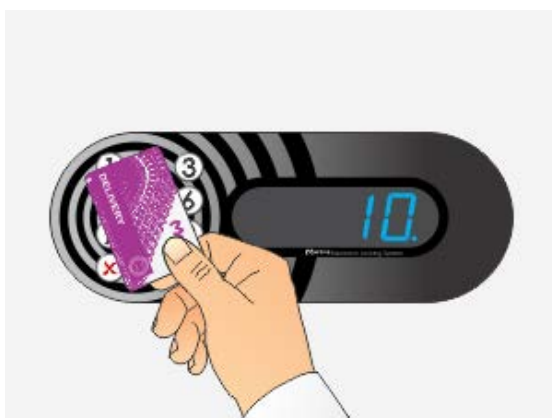
Sign "|" is displayed for each Pin digit entered.

**NOTE:**

If you want to cancel the procedure press the X key. Locker will unlock and open. Device will return to Delivery mode of operation.



Repeat the procedure from STEP 3/4 to STEP 6 for other packages.



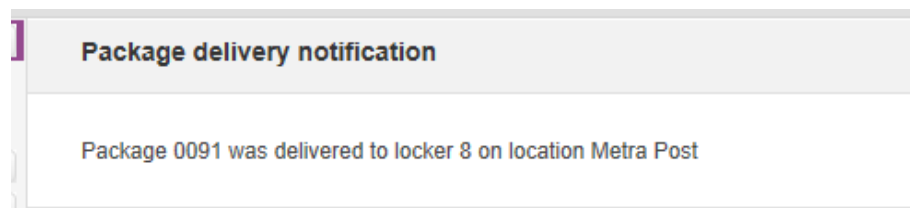
**STEP 7:**

Exit the Delivery mode of operation by pressing and holding the X key for a few seconds or present the Delivery key again.

## Metra ELS Delivery - User Manual (Customer)

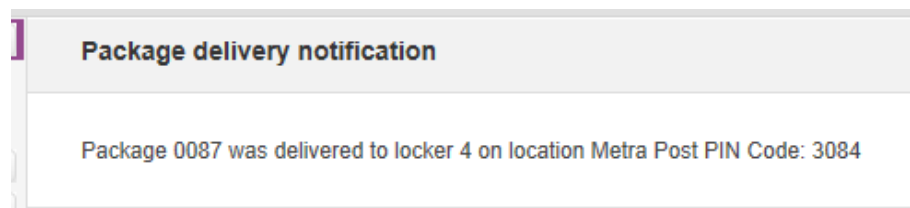
System generated PIN code can be used by user to unlock the locker. Delivery notification includes locker number, location and if PIN code is chosen to unlock the locker also randomly generated 4-digit PIN code.

### E-mail notification example:



### Collect procedure:

### E-mail notification example:



### Collect procedure:



#### STEP 1:

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

#### NOTE:

The ✗ key deletes last entry.



**STEP 2:**

Sign "Pin" is flashing and beep acoustic signal is activated. Enter the PIN code and confirm it with ✓ key.

**NOTE:**

Sign "|" is displayed for each PIN digit entered.

**NOTE:**

The ✗ key deletes last entry.



**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.



**STEP 4:**

Collect your package from the locker.