



Accessing the Safe

MedixSafe Narcotics Control Safe · Post beside the safe for daily use

Controlled Substances
Secure it. Track it. Record it.

Every method below works whether your safe's internet connection is online or offline. Your agency's SOPs determine which methods you use.



Card / Badge

- 1 Tap your access card or employee badge directly onto the number portion of the keypad.
- 2 Listen for the beep — it confirms the card was read.

Most building access cards and employee badges will work.



PIN / Employee

- 1 Enter your 4–6 digit PIN or employee number on the keypad.
- 2 Press [#] when you're done entering your ID.

Same keypad used for card taps and PIN entry.



Fingerprint

- 1 Wait for the reader light to **light up** — it's then ready to scan.
- 2 Remove gloves and press the pad of one finger squarely on the reader, about as hard as pressing an elevator button.
- 3 Listen for the beep confirming your fingerprint was read.

Available on select safe models only.



Two-Credential Access

Some safes are configured to require **two credentials together** (e.g. card + PIN) to unlock. Your agency's SOPs set the requirement for each safe.



Two-Person Access

Some safes require **two people to be present** to unlock. Your agency's SOPs set the requirement for each safe.



Lost Card / Forgot PIN — Remote Open Code

- 1 Contact a supervisor — they can generate a one-time remote open code for your vehicle's safe, even while it's offline.
- 2 Codes look like **★###601610** — a star, three number signs, then a 6-digit number.
- 3 Each code changes every **3 minutes** and can only be **used once**.
- 4 The system records who issued the code and whether it was used.



Door left open? Your safe may sound a warning alarm. Press [#] to silence the buzzer for 60 seconds if you need the door open longer for a procedure.



Something not right? Pressing [#][#][#][#][#] will reboot the safe.

Need more help?

See your user guide or visit
medixsafe.com