



MedixSafe Quick Reference

Narcotics Control Safe · Post beside the safe for daily use

Controlled Substances
Secure it. Track it. Record it.



01 Accessing the Safe



Card/badge: tap directly on the number keypad — listen for the beep.



PIN: enter your 4–6 digit ID, then press [#].



Fingerprint: when the light is green, remove gloves and press the pad of your finger firmly on the reader.



Some safes require two credentials (e.g. card + PIN).



Lost card / forgot PIN? A supervisor can issue a one-time remote code — works offline, changes every 3 minutes.

*Works online or offline.
Door alarm? Press [#] to silence for 60 seconds.*



02 Automatic Inventory



Just **close the door**. No need to tap or scan medications — the safe reads every vial automatically.



Screen reports items added, removed, and on hand. No need to wait and watch.



Tap a vial on the inside of the safe door to see its drug name, serial #, and expiry date.



Need meds during a scan? Tap your card/PIN (or press [★] for fingerprint) to interrupt instantly.

Expired medication in the safe triggers an on-screen alert automatically.



03 Witnessed Inventory (Shift Change)



Remove all medication, do a manual count, then return items and **close the door**.



Press [#] to start the report; screen displays the counted totals.



Witness confirms by scanning their own credential — date, time, location and every serial # are logged.



Discrepancy? Press [★] to cancel. An unwitnessed inventory is still recorded for you to correct.

Do this at shift change, taking a vehicle out of service, and per your agency's SOPs.



04 Administration & Disposal



Tap the **used vial** on the inside of the door — confirm the beep and on-screen drug match.



Enter the **amount given** (mL / mg / mcg) and press [#]. Repeat for each medication used.



Return unused medication, close the door, then enter the **run/incident number** and press [#].



Witness confirms by scanning their credential — drug, amount, serial # and time are all logged.



Wasting an unused/expired vial? Enter **0** as the amount — it's logged as spoiled, not administered.

Mis-typed? Press [★] to backspace; re-tap the vial to redo an entry after confirming.



Confirm / Done
completes an entry or step



Cancel / Backspace
also grants emergency fingerprint access



Two-person steps
witness confirms with one credential tap

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

Need more help?
See your user guide or visit
medixsafe.com