

# Asset Management Locker Software

MERIDIAN<sup>®</sup>

User Manual



910-944-1751 Ext. 2  
[www.MeridianKiosks.com](http://www.MeridianKiosks.com)  
[Help@Mzero.com](mailto:Help@Mzero.com)

# MERIDIAN

## Asset Management Locker Software

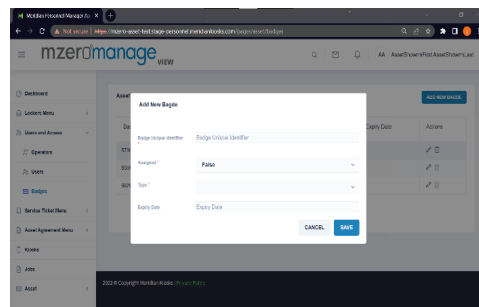
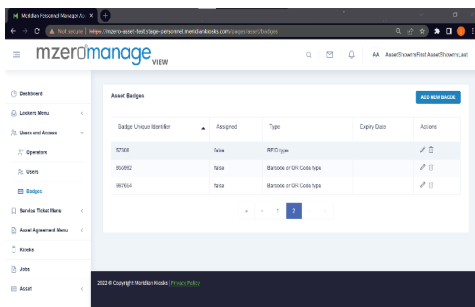
### Database Management

Information on users and assets is managed in our MzeroManageView web portal. Access MzeroManageView by navigating to your custom URL, provided to you during the sales process.

### Badges and Users

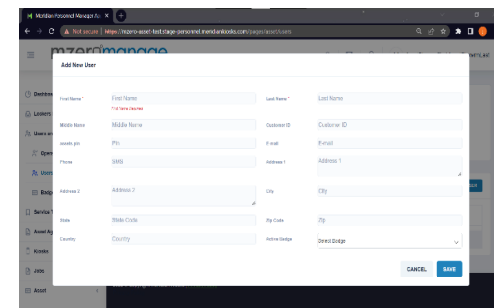
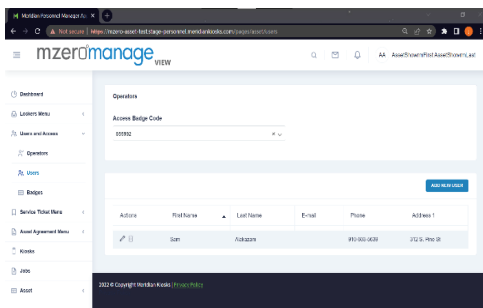
Logging in at the locker is done by scanning a barcode or RFID badge at the terminal. To view badge information, navigate to the 'Badges' page under the 'Users and Access' header. A list of created badges will be presented.

To add a new badge, click the blue button in the top right corner of the window. The fields required to create a badge are badge data, status of assignment to user, and badge type (Barcode vs. RFID).



Badges must be assigned to users for these users to log in at the lockers. To view list of created users, navigate to the 'Users' page under the 'Users and Access' header. The list of users can be filtered by assigned badge codes.

To add a new user, click the blue button in the top right corner of the window. The fields required to create a new user are first name and last name. An active badge must be assigned to a user for that user to use the badge for locker login.



### QUALITY + CERTIFICATION

Meridian promises a level of quality that goes beyond the expected. We control every step of our process from concept to completion, overseeing quality, design, cost and timelines. Many of our products can be UL Listed through UL self-certify and our processes are ISO 9001:2015 certified.



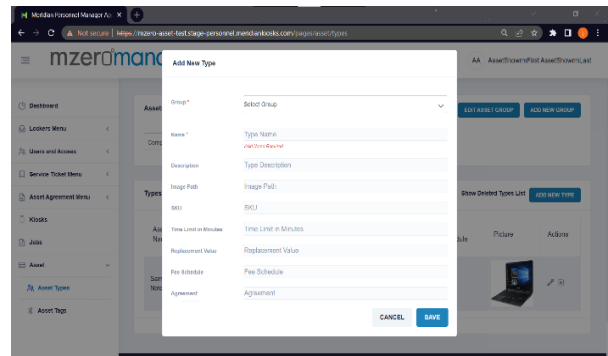
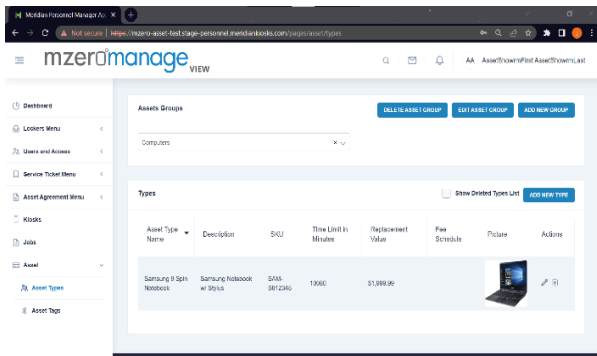
# MERIDIAN

## Asset Management Locker Software

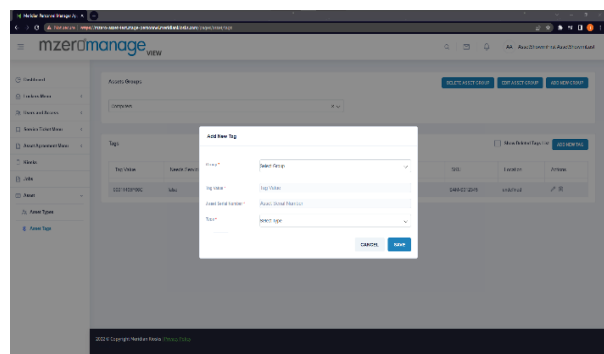
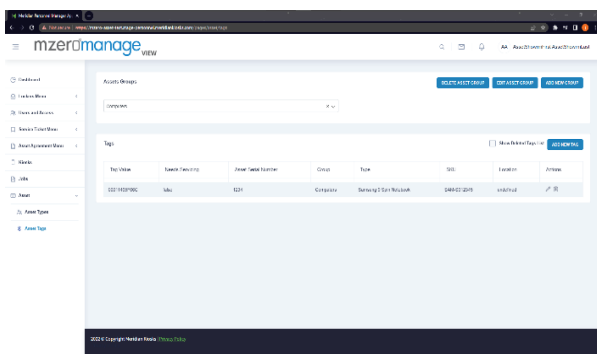
### Asset Groups, Types and Tags

The hierarchy of Assets allows for Groups of Assets to have multiple Types, while Types have multiple Tags. The Groups will act as the “category” of item that the user selects when picking up an Asset at the locker set. Groups can be created from either page under the ‘Asset’ header.

Asset Types are subsets of Asset Groups. An Asset’s Type indicates a specific model or reproduction of an item. For example: A Group could be “Computers”, while the Types of computers in that Group are identified by model number. To view list of Types, navigate to the ‘Asset Types’ page under the ‘Asset’ header. This list of Types can be searched by Group. To create a new Type, click the blue button on the right side of the screen. A designated Asset Group’ and a name are required to create a new Type.



Asset Tags are used to identify specific instances of an Asset Type. The tag value is the information used to assign and allocate the Asset at the locker set. To view a list of Tags, navigate to the ‘Asset Tags’ page under the ‘Asset’ header. This list of Tags can be searched by Group. To create a new Tag, click the blue button on the right side of the screen. A designated Group, Type, Tag Value, and Serial Number are required to create a new Tag.



# MERIDIAN

## Asset Management Locker Software

### Administrator Functions

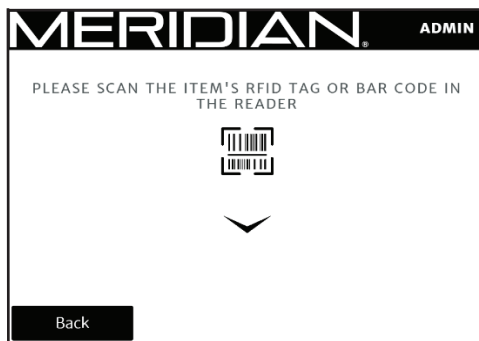
To access the Admin menu, click the sticked item icon (=) in the top right-hand corner of the screen. You will be prompted for a PIN. The default admin PIN is '7777'.

The Admin menu has six options. The first option, "Manage Lockers", is used for primary locker functionality. The other options are used for maintenance, system configuration, or secondary functionality.

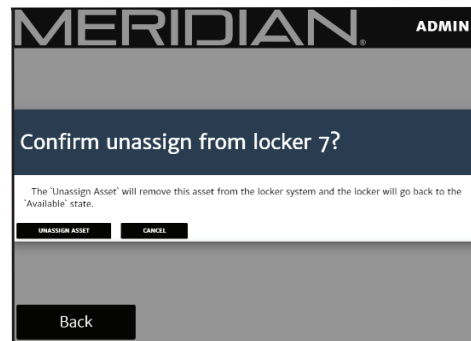
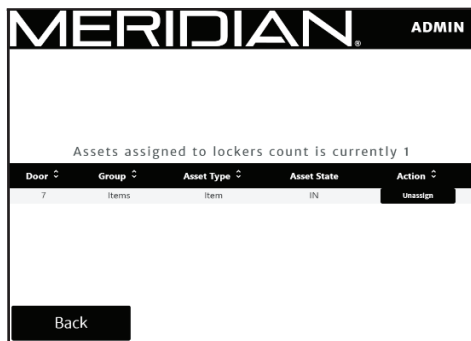
### Manage Lockers

The four options for managing lockers are: Assign Items, Unassign Items, Retrieve/Replace Items for Repair, and Check Item Status.

To assign an Asset to the locker set, the admin will need to first scan the barcode or RFID tag of the Asset. The tag value must be a valid value saved in the MzeroManageView portal. After scanning the barcode or tag, the admin will pick the necessary locker size to house the Asset. An available locker will then open, allowing the Asset to be entered. After clicking "Done", the Asset will be available for checkout.



Unassigning Items is used to remove Assets from circulation. Once an Asset is unassigned, it will need to go through the 'Assign Item' workflow to be available for checkout again.



### QUALITY + CERTIFICATION

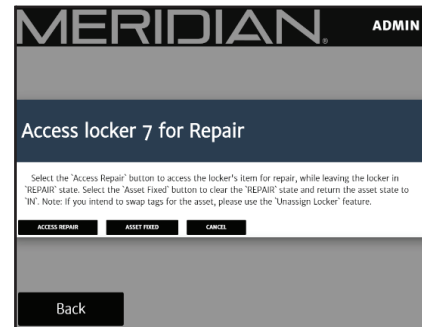
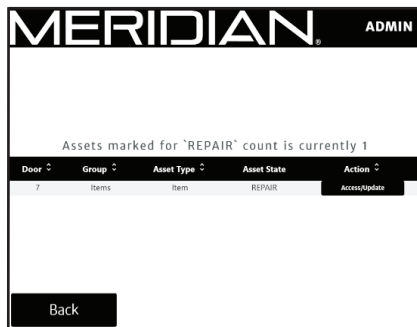
Meridian promises a level of quality that goes beyond the expected. We control every step of our process from concept to completion, overseeing quality, design, cost and timelines. Many of our products can be UL Listed through UL self-certify and our processes are ISO 9001:2015 certified.



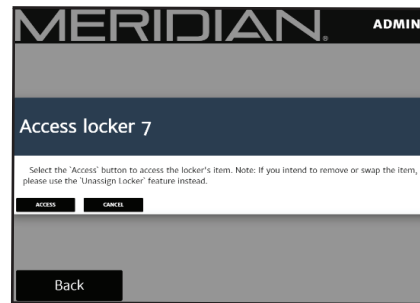
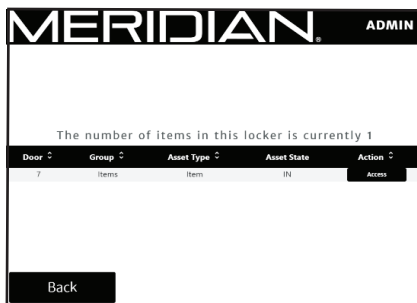
# MERIDIAN

## Asset Management Locker Software

When selecting the option to retrieve or replace items for repair, the admin is presented with a list of Assets marked by users as needing repair. The admin can select which Asset they want to work on. The admin can use the “Access Repair” option to open the locker door as many times as needed to complete the Asset Repair. Once the “Asset Fixed” option is selected, the Asset will be removed from this list and made available for users to check out again. If no Assets are marked for repair, no functions are available in this menu.



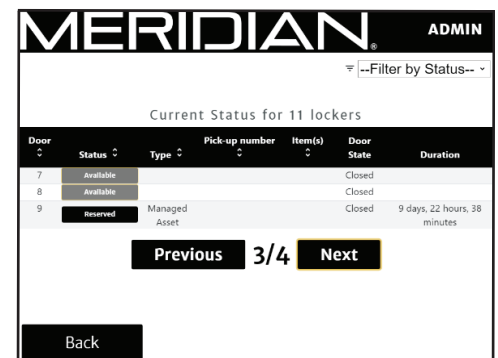
Checking the locker statuses will show a report of the Assets currently assigned to the locker set. Admins can see which Assets are out, which are in, and which require repair. Admins may also access Asset lockers for miscellaneous reasons from this menu.



### Locker Report

Accessing the locker report gives a quick overview of the status of each locker. You will see which locker is reserved as the maintenance door, which lockers are available for use, and which lockers are being used to manage Assets.

Clicking on the status button of a “reserved” locker will allow admins the option to open the door or force the end of the session being used by that locker. Typically, these functions should not be used on locker sets still in production environments. Use the ‘Manage Lockers’ option in the admin menu to accomplish these tasks through normal workflow.

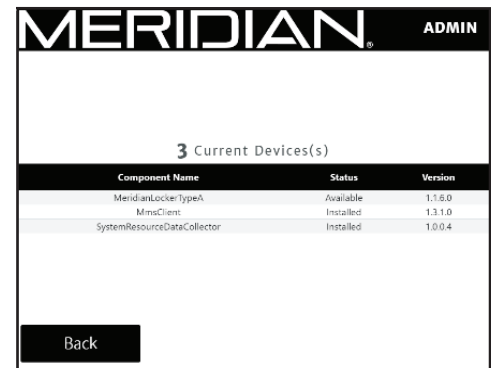
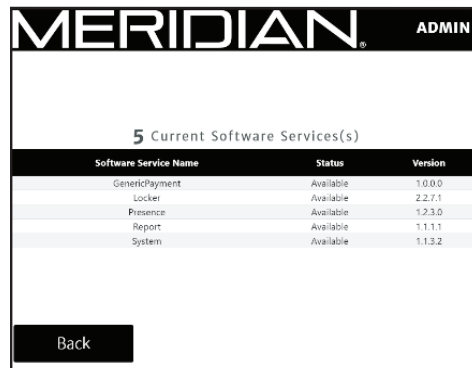
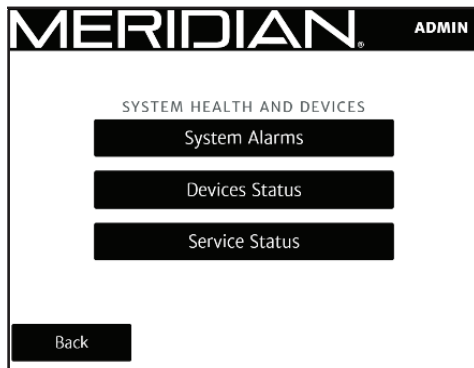


# MERIDIAN

## Asset Management Locker Software

### System Health

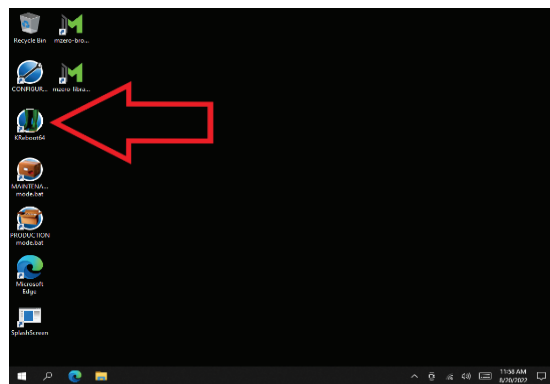
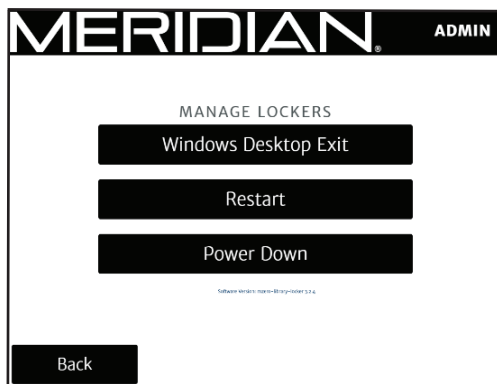
This option will show the status of all hardware devices and software services for the locker set. You will also have a menu that lists any alarms for these items.



### System Maintenance

This option will allow you to restart or power down the unit. Note that if the unit is powered down, the only way to power it back on is to manually open the component cabinet (behind monitor) and push the power button on the PC.

From the System Maintenance menu, you can also close the locker application and access the Windows desktop. To properly restart the unit and the locker application, run the KReboot64 shortcut.



### QUALITY + CERTIFICATION

Meridian promises a level of quality that goes beyond the expected. We control every step of our process from concept to completion, overseeing quality, design, cost and timelines. Many of our products can be UL Listed through UL self-certify and our processes are ISO 9001:2015 certified.



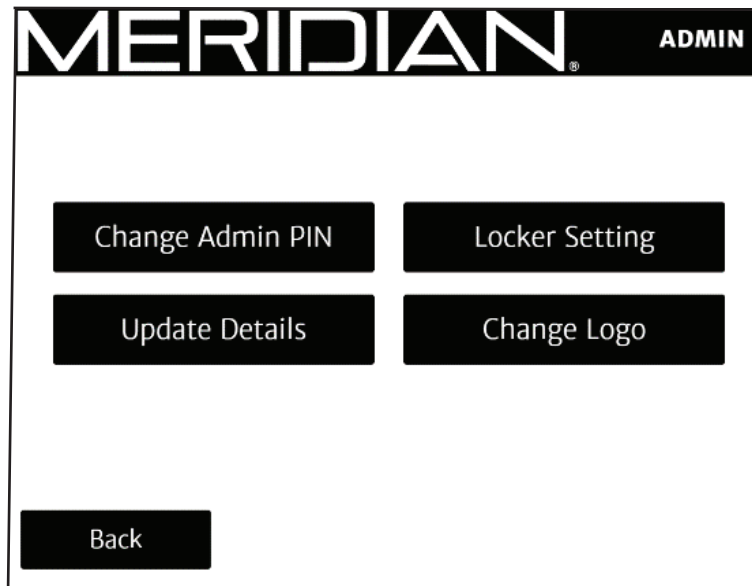
# MERIDIAN

## Asset Management Locker Software

### Settings

The four options under this menu:

1. Change Admin PIN
  - i. Change the PIN used to access the Admin menu
2. Update Details
  - i. Change the company name and locker location for logging purposes
3. Change Logo
  - i. Change the logo that appears in the top right corner of the application
  - ii. Must be locally downloaded to the computer or hosted online in JPG or PNG format
4. Locker Setting
  - i. This function is deprecated.



### Maintenance Door

This function allows an admin to open the maintenance door, which is the locker door that houses the monitor. This locker contains the main components of the locker set, including the computer and main USB hub. For units produced with keyed maintenance doors rather than electronically locked ones, this function is deprecated.

# MERIDIAN

## Asset Management Locker Software

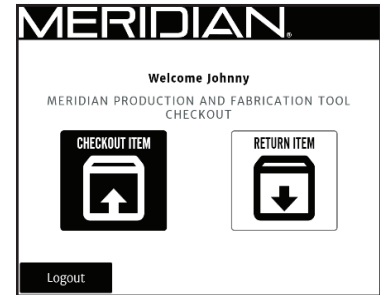
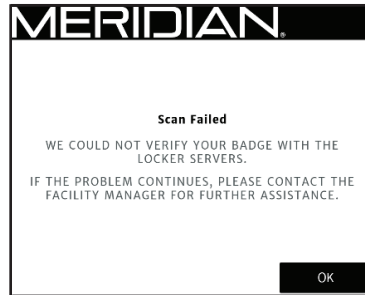
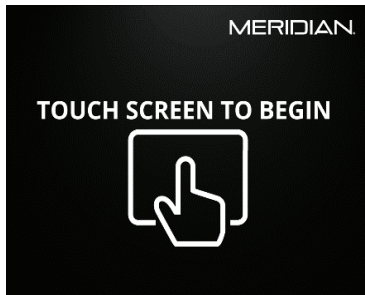
### End User Functions

#### Logging In

To login at the locker set, the user must first touch the screen to wake the application. Then, the user will scan their ID card on the RFID reader. Alternatively, the user may scan a barcode that contains their user identification information.

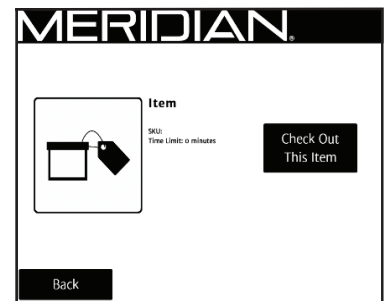
If, when logging in, a user scans an RFID tag or barcode that is not associated with a user created in MzeroManageView, an error code will be displayed, and the user will be asked to attempt logging in again.

Once logged in, the user will be able to checkout or return items.



#### Checkout Item

After selecting the option to check out an item, the user must select the category of the item they wish to checkout. The user is then presented with a list of items in that category. After selecting an item, the user is presented with the item details and asked to confirm that they wish to check out the item.



Once an item has been confirmed, the user is taken to their checkout cart. In the cart, the user can see the item(s) they have selected for checkout. The user has the option to add more items to their cart or complete their checkout.

### QUALITY + CERTIFICATION

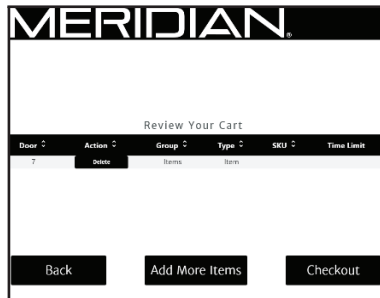
Meridian promises a level of quality that goes beyond the expected. We control every step of our process from concept to completion, overseeing quality, design, cost and timelines. Many of our products can be UL Listed through UL self-certify and our processes are ISO 9001:2015 certified.





# MERIDIAN

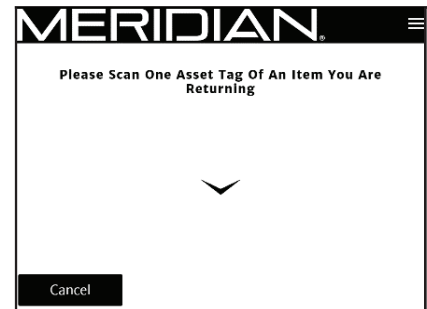
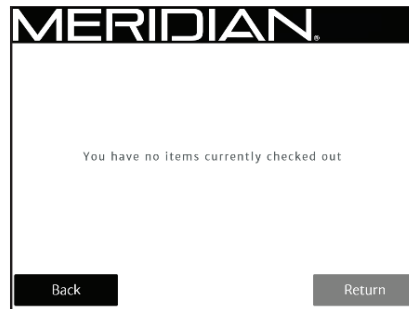
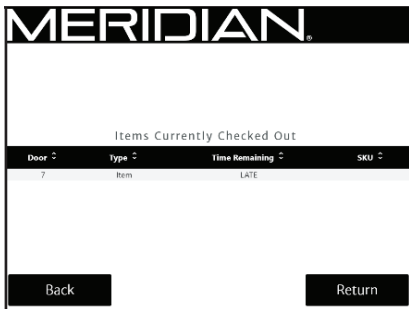
## Asset Management Locker Software



### Return Item

After selecting the option to check out an item, the user will be presented with a list of items that they currently have checked out. If no items are checked out to the logged in user, they will be notified with a prompt on screen. Selecting the 'Return' button will prompt user to scan asset tag of item being returned.

NOTE: Any user can return a checked-out asset. An asset does not need to be returned by the user that checked it out. Therefore, a user with no items checked out can still return assets.



After scanning asset tag, user will be prompted to indicate repair needs for the item being returned. If repair is needed, the user may enter a brief description of damage or required repair.

Once locker door opens and user is prompted to return item to locker, the user will have 30 seconds to close the door on the asset. If locker remains open for more than 30 seconds, return will not be completed, and asset will remain assigned to user.



# MERIDIAN

## Asset Management Locker Software

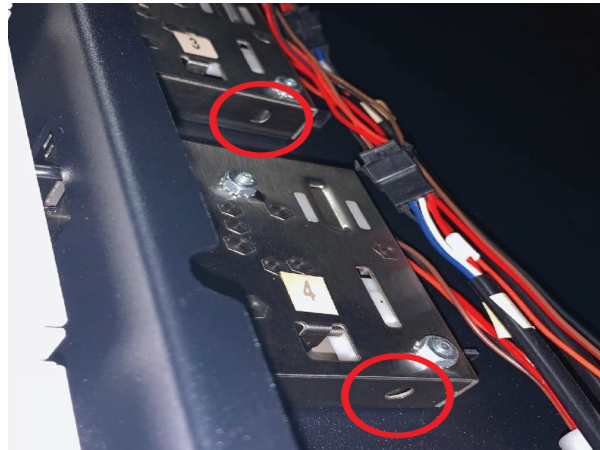
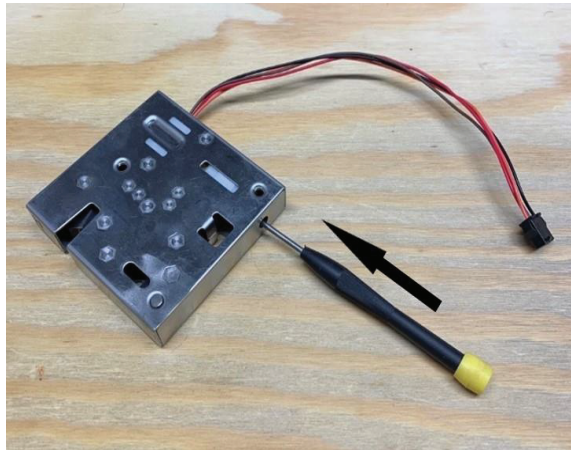
### Hardware Tips

#### Computer

- If the computer is powered off, it must be manually turned back on by accessing the maintenance locker and pressing power button.

#### Spring Locks

- The manual release for the spring locks is inside a small hole on the underside. It can be engaged by a small pick or a pin.



#### Barcode Scanner

- The ideal scanning depth for the scanner is about 5 inches.
- The scanner will emit a colored line to show the ideal scanning area.

#### RFID Reader

- For best results, hold the RFID card or tag up to the reader for at least one full second.

### QUALITY + CERTIFICATION

Meridian promises a level of quality that goes beyond the expected. We control every step of our process from concept to completion, overseeing quality, design, cost and timelines. Many of our products can be UL Listed through UL self-certify and our processes are ISO 9001:2015 certified.



## Corporate Headquarters

312 S. Pine Street,  
Aberdeen, NC 28315

910-944-1751 Ext. 2  
Help@mzero.com

[Meridiankiosks.com](http://Meridiankiosks.com)

