OCS SMART

USER MANUAL

VERSION 1.00

ENG

OCS SMART

USER MANUAL

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ojmar®

INTELLIGENT LOCKING SYSTEMS

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The information may have undergone changes that have not yet been incorporated into this document and we therefore suggest that, if in doubt, you contact Ojmar to obtain updated information.

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CONTENTS

0. GENERAL DESCRIPTION 7

0.1 GENERAL DESCRIPTION 7
0.2 SYMBOLS USED IN THE USER MANUAL 7
0.3 GENERAL INSTRUCTIONS 7

1. REGULATORY INFORMATION USA 8

1.1 ANTENNA 8
1.2 RF EXPOSURE SAFETY 8
1.3 CLASS B DEVICE NOTICE 9

2. TECHNICAL SUPPORT 9

3. OCS SMART APP 10

3.1 MINIMUM REQUIREMENTS 10
3.2 INSTALLATION 10
3.3 ACCESSING THE APP 10
3.4 OCS SMART (MAINTENANCE) 11
3.4.1 CONFIGURATION 12
3.4.2 GENERATE PERMISSIONS 14
3.4.3 CONFIGURE OCS 17
3.4.4 MASTER CODE OPERATIONS 22
3.4.5 READ EVENTS 23
3.4.6 READ CONFIGURATION 25
3.4.7 UPDATE FIRMWARE 26
3.5 OCS SMART (USER) 27

4. OCS LOCK 32

4.1 GENERAL DESCRIPTION 32
4.2 LOCK IN FREE MODE 33
4.3 LOCK IN FIXED MODE 33
4.4 LOCK CONFIGURATION 34
4.4.1 CHANGE MASTER CODE 34
4.4.2 MODE CHANGE (FREE/FIXED) 35
4.4.3 CONFIGURE LED FLASHING WHEN CLOSED 35
4.4.4 CONFIGURE BUZZER 35
4.4.5 CONFIGURE KEYPAD LOCK 36
4.4.6 SET USER CODE LENGTH 36
4.4.7 CONFIGURE RENTAL TIME (ONLY IN FREE MODE) 36
4.4.8 RESET TO FACTORY VALUES 36
4.5 DESCRIPTION OF LED FLASHES 37
4.6 REPLACING THE LOCK BATTERY 37

4.7 EMERGENCY OPENING 38
4.8 CLEANING 40

5. FREQUENTLY ASKED QUESTIONS 42
5.1 FREQUENTLY ASKED QUESTIONS 42

0. GENERAL DESCRIPTION

0.1 GENERAL DESCRIPTION

OCS Smart is an electronic locking system mainly designed for offices, sports and leisure centres and schools.

The system consists of OCS keypad locks and a mobile app.

The complete system consists of the following components:

- OCS Smart maintenance app (see Section 3.4).
- OCS Smart user app (see Section 3.5).
- OCS Smart lock (see Section 4).

0.2 SYMBOLS USED IN THE USER MANUAL

- NOTE: Notes are used to highlight information of special importance or that is quite interesting and that should be remembered.
- EXAMPLE: Examples are used to show a practical case that can help the user to better understand the explanation.
- WARNING: Warning boxes highlight the importance of the information that follow them.

0.3 GENERAL INSTRUCTIONS

To ensure the correct operation of our product in your facilities you must observe the following rules:

- WARNING: Product installation and use must be carried out in accordance with the technical operating conditions described in the relevant manual.
- WARNING: When not specifically indicated otherwise the proper installation and use of the app is the responsibility of the customer.
- WARNING: Inspect the packaging and material for any sign of damage immediately on reception. Also check that the delivery is complete (accessories, documentation, etc.).
- WARNING: If the packaging has been damaged during transport or you suspect that it could have been damaged or may be faulty, the material must not put into use. Should this be the case, contact OJMAR Intelligent locking systems.
- WARNING: Our products' installation and handling must be carried out by authorised staff. The electrical connections in particular must be performed only by qualified persons.

- WARNING: Any replacement or removal of the protective covers is strictly forbidden.
- WARNING: Do not attempt to repair parts after a fault or damage nor try to operate it again. Should this be the case you must contact OJMAR Intelligent locking systems.
- WARNING: We take no responsibility for damage caused through misuse.
- WARNING: In accordance with Royal Decree 106/2008, dated 1 February 2016, before disposing of the devices in their disposal facilities, the batteries must be removed and left separately for the proper management.

1. REGULATORY INFORMATION USA

1.1 ANTENNA

Interface and frequency range	Type	Max Gain
Bluetooth Low Energy 2402 – 2480 MHz	PCB	-4.5 dB

1.2 RF EXPOSURE SAFETY

As the device is installed in a lock door, the distance between nearby persons will be more than 20 cm.

1.3 CLASS B DEVICE NOTICE

Note: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation.

2. TECHNICAL SUPPORT

If you have any questions about our products, please contact the Ojmar technical department:

- Telephone: +34 943 748 484
- Fax: +34 943 748 490
- Web: www.ojmar.com

3. OCS SMART APP

The OCS Smart mobile app provides the user with a convenient and simple way to operate the lock, and also allows facility staff to modify the lock settings.

3.1 MINIMUM REQUIREMENTS

The minimum requirements for installing and using the app are as follows:

- iOS operating system (iPhone): 12
- Android operating system: 5.0
- Bluetooth version for user: 4.0
- Bluetooth version for maintenance (Firmware update): 4.2

3.2 INSTALLATION

The app installation is done automatically when you download it from the App store (iPhone) or from the Play store (Android systems).

To do this, use the app search engine to search for:

- “OCS Smart Management”: To download the maintenance app.
- “OCS Smart”: To download the user app.

3.3 ACCESSING THE APP

Once the app is installed, look for the following icon among the mobile’s apps.

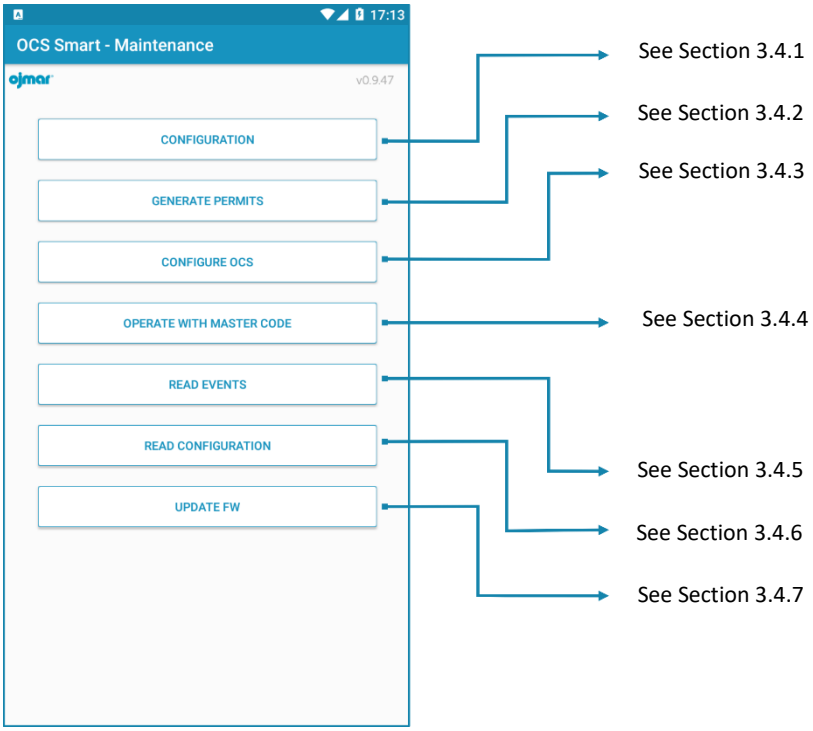
Direct access

3.4 OCS SMART (MAINTENANCE)

The OCS Smart maintenance app allows you to manage all lock operations and the users who will use the facilities.

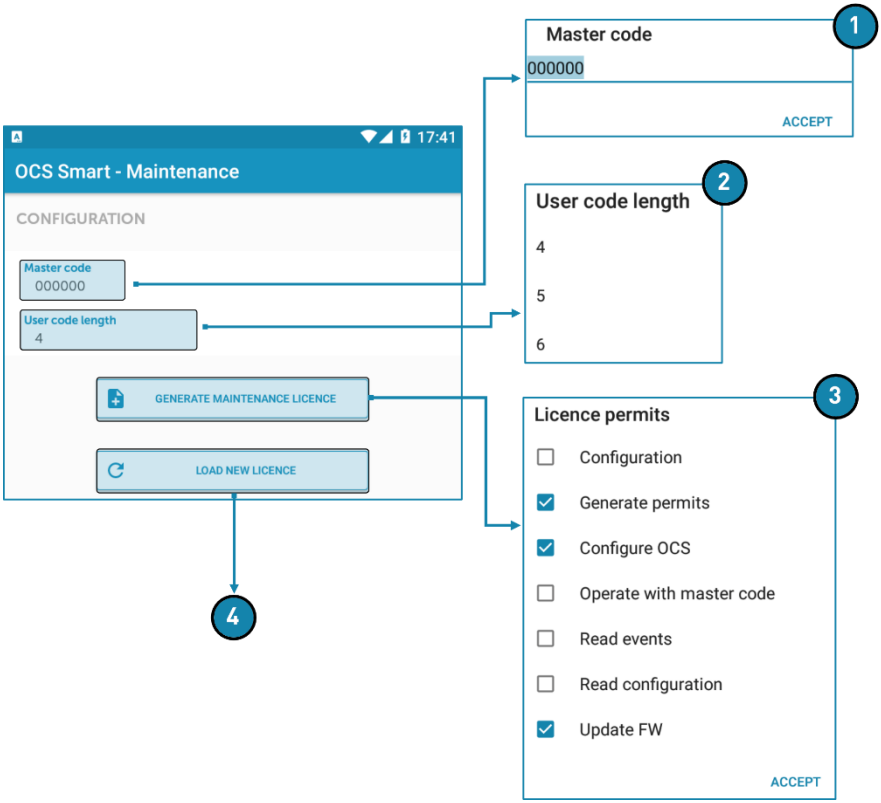
- NOTE: To perform these operations, Bluetooth and location must be active.

The maintenance app's main window shows the following information:



3.4.1 CONFIGURATION

The master user can generate use licences with certain permissions so that they can be used by the installation staff. Depending on the permissions selected, these users will be able to access certain parts of the app.



1. **Master code**.

   - WARNING: THE LOCK AND THE APP, BY DEFAULT, COME CONFIGURED WITH THE CODE 000000.

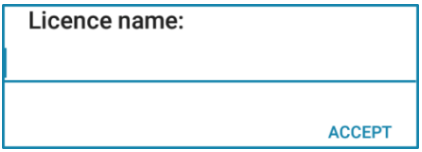
     FOR SECURITY REASONS, ONCE THE LOCKS ARE INSTALLED, CHANGE THE MASTER CODE.

   - NOTE: For a lock to communicate with the app, they must have the same master code.

   - NOTE: The master code is always 6 digits long.

2. **User code length:** 4, 5 or 6 digits.

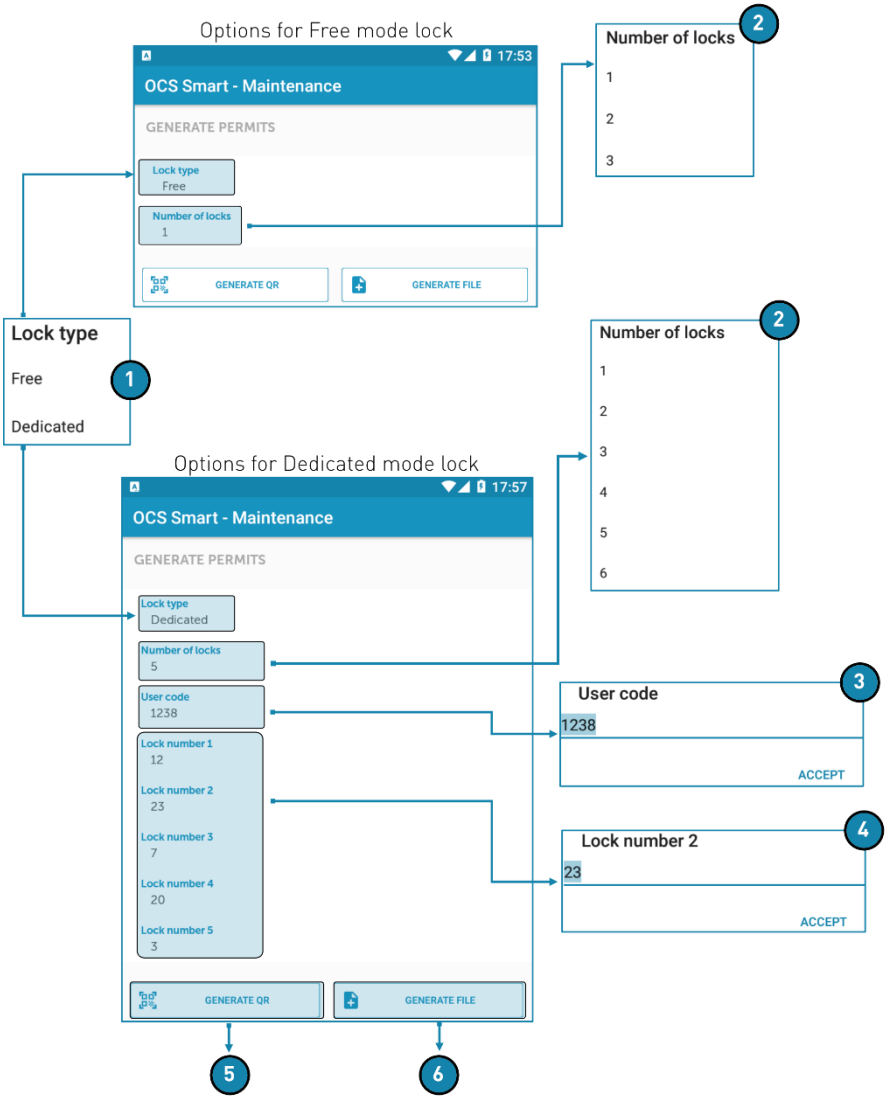
3. **Generate a maintenance licence**: You can select one or more items from the list. Pressing the OK button saves the licence.



4. **Upload a new licence**: Allows you to upload a generated licence.

3.4.2 GENERATE PERMISSIONS

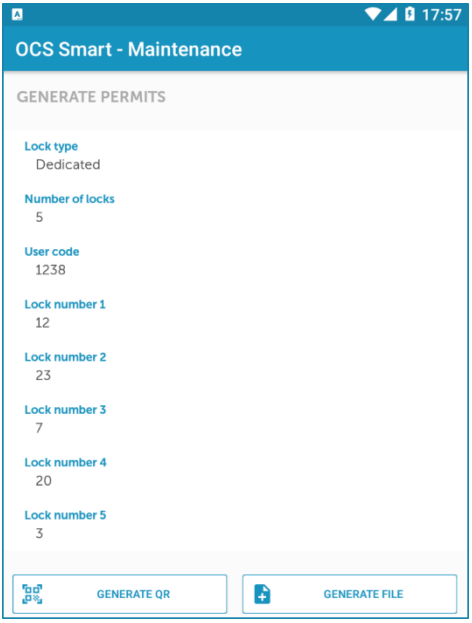
Using this menu, the maintenance user can assign locks to users.



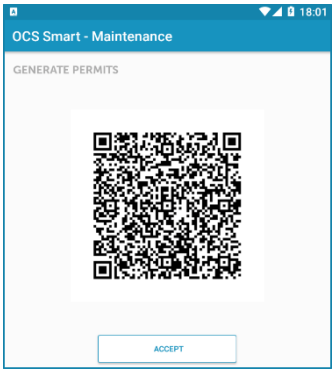
1. **Lock type**: For selecting whether the user will have free or fixed locks.
2. **Number of locks**: Sets the number of locks that will be assigned to the user (Maximum of 3 free locks or 6 fixed locks).
3. **User code**: When the fixed lock type has been chosen, this option is displayed, allowing you to set the code that the assigned locks will have.
4. **Lock number**: When the fixed lock type has been chosen, as many locks as were set in point 2 (from 1 to 6) are displayed.

   Select the number of the lock that you want to assign to the user.

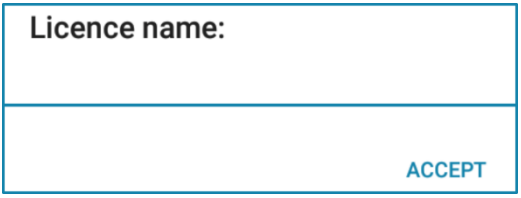
   - EXAMPLE: The following screen shows a user who has been assigned 5 fixed type locks. They are locks 12, 23, 7, 20 and 3. The opening code for all of them is 1238.



5. **Generate QR**: Once the parameters have been set, tapping this button generates a QR code. This QR code must be shown to the user, who, through their mobile, can read the code and import the information.



6. **Generate File**: Once the parameters have been set, tapping this button will create a licence file. Enter a name and tap on OK.



- NOTE: The file is saved in the following path: “OCS Smart/Licences”.

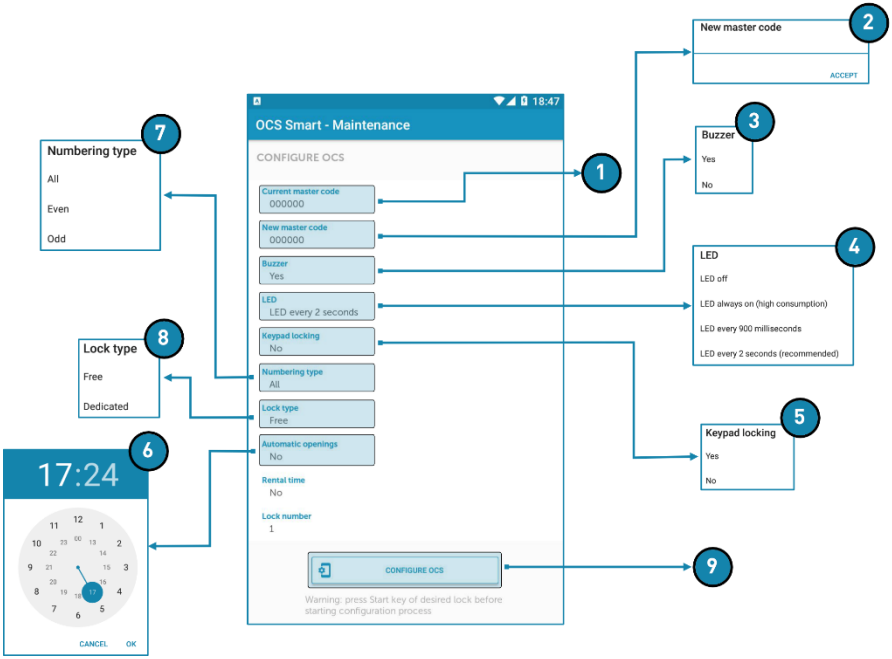
This file must be e-mailed to the user so that they can upload it to their mobile.

3.4.3 CONFIGURE OCS

Allows you to initialize a lock.

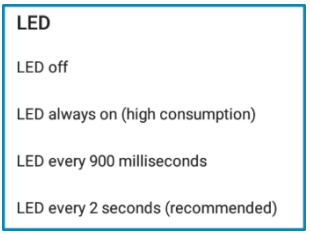
The procedure is as follows:

1. Tap start to wake the lock up.
2. Tap the "Configure OCS" button in the app.



1. **Current master code**: Displays the lock's master code.
2. **New master code**: Allows a new master code to be entered for the lock.
    - NOTE: If the lock's master code is changed, it will not be possible to connect with it until the app's master code has also been changed.
3. **Buzzer**: Activates or deactivates the vibration when the keys are pressed.

4. **LED**: Allows the behaviour of the lock status LED to be configured.

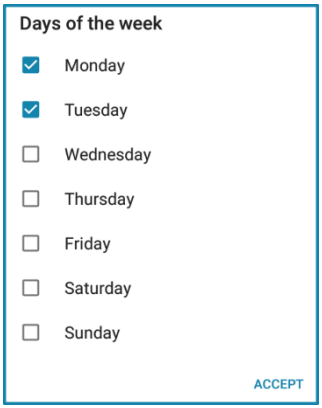


5. **Keypad lock**: Blocks keypad use for 30 seconds after three unsuccessful attempts.

6. **Automatic opening**: Configures the lock to open automatically at a specified time. The procedure is as follows:

    1. Select the time, hour first and then minute.

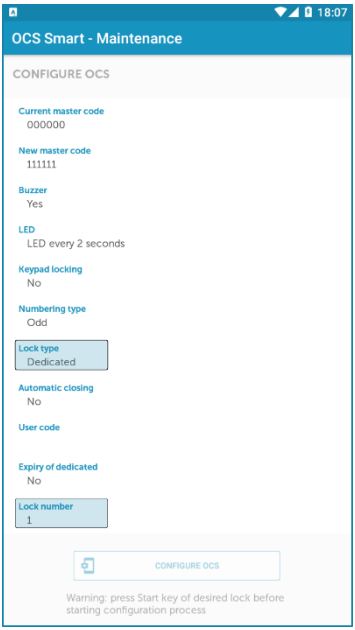
2. Choose the days of the week and tap accept to confirm.



7. **<u>Numbering type</u>**: When the lock is initialised, the locker ID number changes automatically:

   - All: Changes to the next locker (1, 2, 3, 4 ,…).
   - Even. Changes to the next locker with an even ID number (2, 4, 6, 8, …).
   - Odd. Changes to the next locker with an odd ID number (1, 3, 5, 7, …).

   - EXAMPLE:



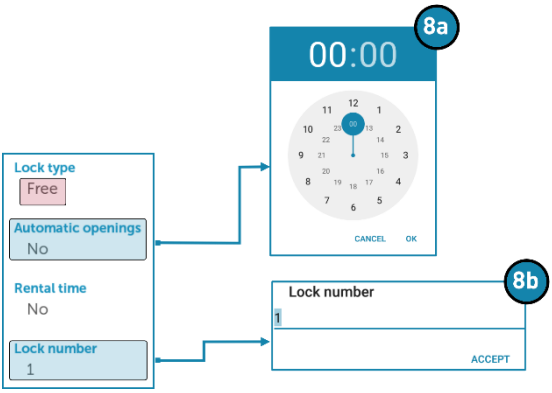
Once the settings have been chosen and the "Configure OCS" button has been tapped, lock 1 will be initialised and it will automatically go from lock number 1 to 3.

8. **Lock type**: The lock can be configured to be of free or fixed type. The options to set vary depending on the type of option selected:

   - Free:

     8a: Allows the time (hours and minutes) for which the lock can be reserved to be set.

     8b: Assigns a number to the lock.



   - Fixed:

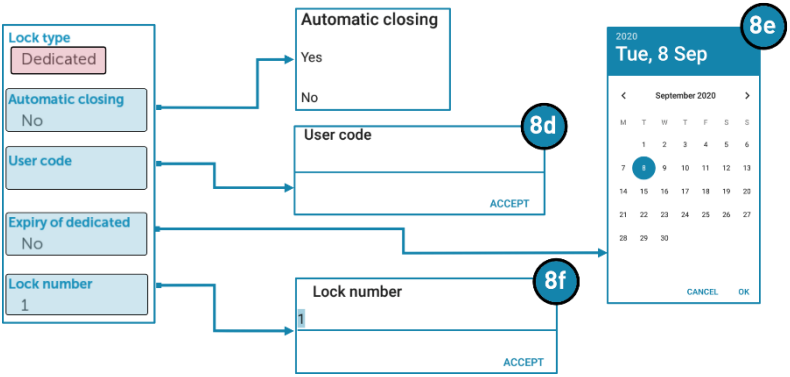
     8c: If automatic closing is active, the lock will close automatically. If it is not active, it must be closed manually using the lock code or the app.

     8d: Sets the code that the user will use to open the lock.

     8e: Allows a date and time at which the lock will stop being in use by a user to be set.

     - NOTE: By default there is no expiration date.

     8f: Assigns a number to the lock.



9. **<u>Configure OCS</u>**: Initialises the lock with the selected parameters.

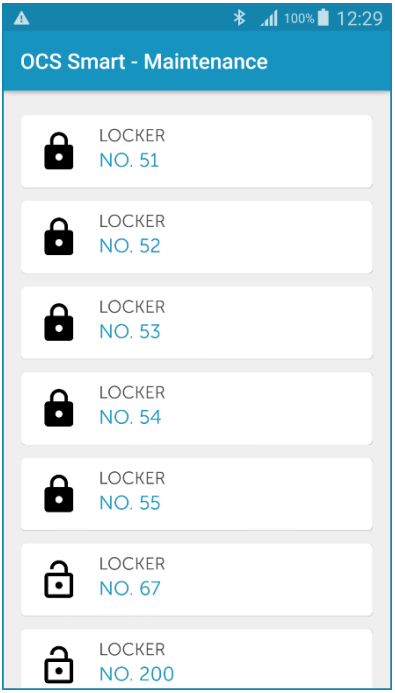
3.4.4 MASTER CODE OPERATIONS

Allows a lock to be opened or closed using the master code.

- NOTE: They have the same effect as opening the lock using the keypad, but they are much more secure.
- EXAMPLE: The operator could open the lock using the master code from the keypad, but the user would be able to see the code. Using this option, the master codes for the locks are stored in the app, so that tapping on the lock that you want to open will open it without displaying any code on the screen.

On entering the menu, a list of available locks is displayed.

If a lock is opened using the master code and closed again using the master code, the lock keeps the user code that was used to close it previously.



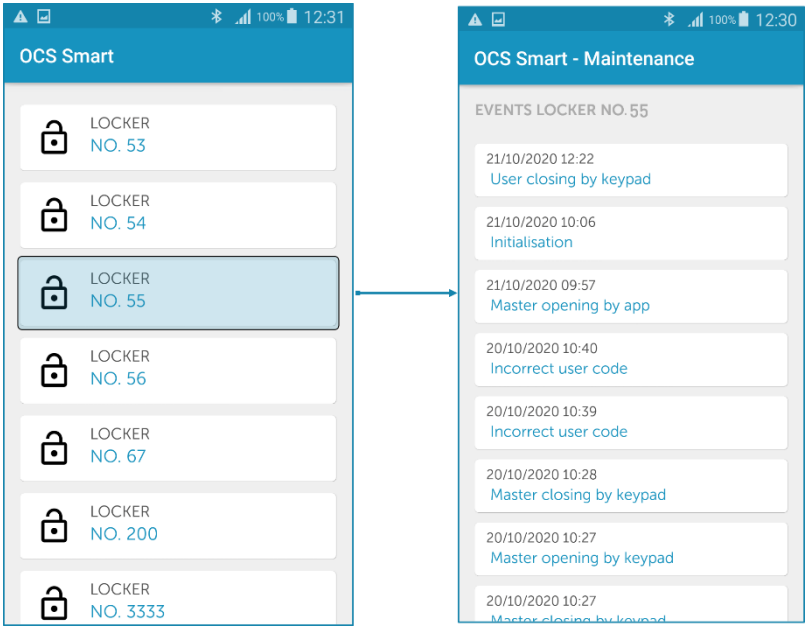
- EXAMPLE: The operator opens a locker in use by a user other than themself, they close it again and this lock keeps the user configuration of the user who first closed it.

3.4.5 READ EVENTS

Displays a log of the last 100 events recorded by the lock.

On entering the menu, a list of available locks is displayed.

Tap on the lock whose log you want to read.



Below is a list of the main events that can be recorded:

- User opening by keypad.
- User opening by app.
- User closing by keypad.
- User closing by app.
- Master opening by keypad.
- Master opening by app.
- Master closing by keypad.
- Master closing by app.
- Time changed forwards.

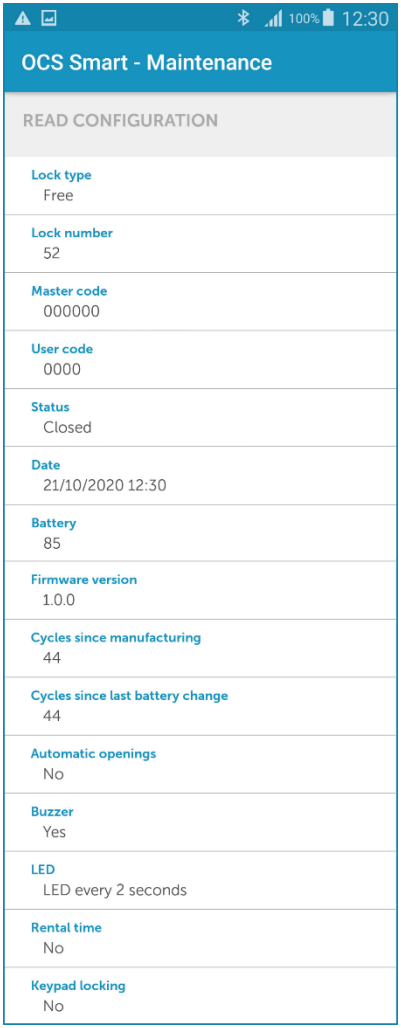
- Time changed backwards.
- Mechanical fault.
- Initialisation.
- Automatic opening at end of rental time.
- Incorrect master code.
- Expired code.
- Incorrect user code.
- Automatic opening.
- Restoration to factory settings.
- Battery low.

3.4.6 READ CONFIGURATION

Displays the lock's configuration.

On entering the menu, a list of available locks is displayed.

Tapping on one returns the information with which it was previously initialised.

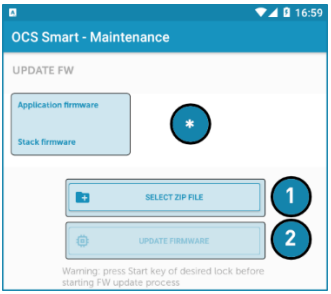


- Type of lock (free or fixed).
- Lock number.
- Master code.
- User code.
- Status (open or closed).
- Date.
- Battery level.
- Firmware version.
- Cycles since the lock was manufactured.
- Cycles since the batteries were replaced.
- Programmed openings.
- Whether the buzzer is active.
- LED blink status.
- Whether it is being rented.
- Whether the keypad will lock after three failed opening attempts.

3.4.7 UPDATE FIRMWARE

This button is used to update the lock's version.

The procedure is as follows:



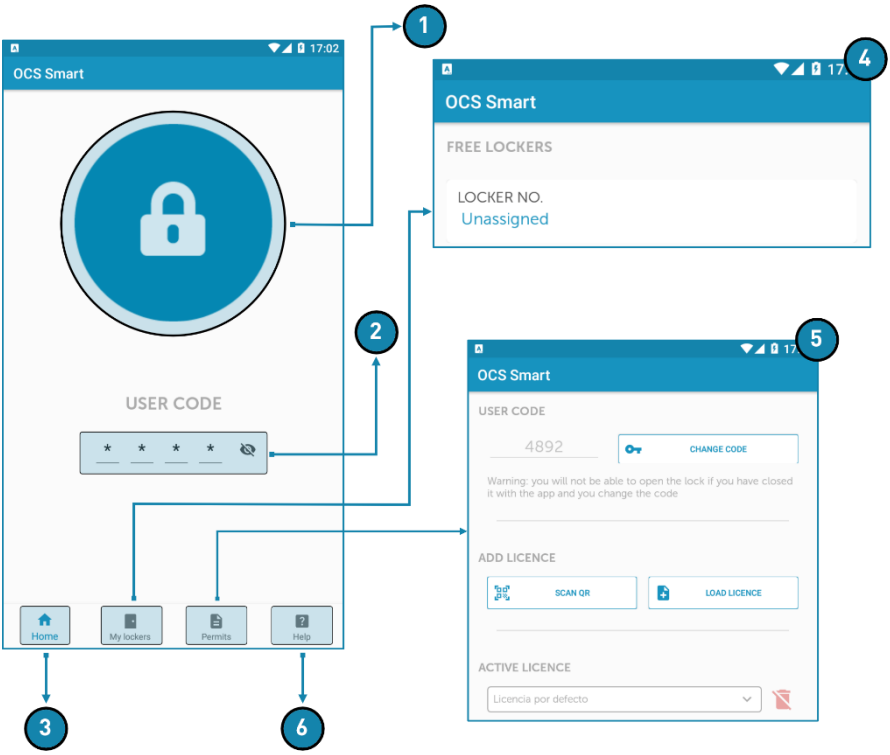
1. Select the compressed file in zip format.
    - NOTE: * When selected, the version of the firmware to be installed is displayed.
2. Tap start to wake the lock up.
3. Tap "Update firmware". The app syncs with the lock and proceeds with the update.

3.5 OCS SMART (USER)

The OCS Smart user app allows you to open and close a lock, in addition to managing certain lock parameters.

- NOTE: To perform these operations, Bluetooth and location must be active.

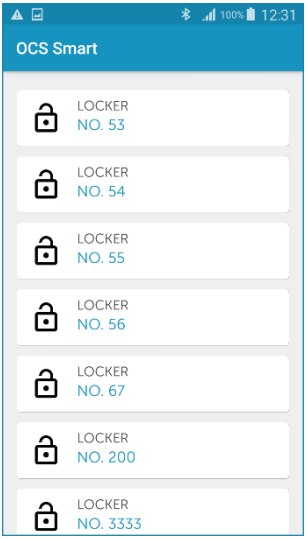
The user app's main window shows the following information:



1. **Open lock**: This icon allows you to open or close the locks. Depending on the licence assigned to the user, it can have various effects.

   User licenced to operate with one free type lock:

   1. Tapping on the icon will display a list of all the free locks available nearby.



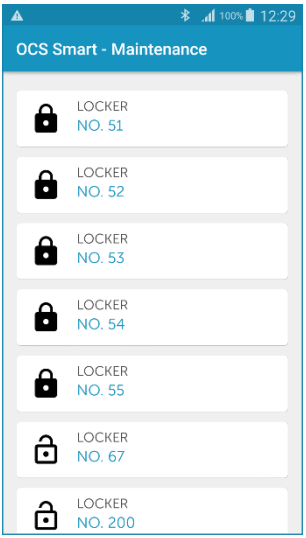
   - NOTE: The available locks are shown using the following icon:

   - NOTE: The list is only displayed when a lock is to be closed. As for opening, it opens automatically.

   2. Select the lock you want. That lock will close automatically and the following icon will be displayed in the app indicating that the process has been carried out correctly.
   3. The next time the button is tapped, the lock will open automatically (as there is only one lock assigned).

   User licenced to operate with various free type locks:

   1. Tapping on the icon will display a list of all the free locks available nearby.
   2. Select the lock you want. That lock will close automatically and the following icon will be displayed in the app indicating that the process has been carried out correctly.
   3. The next time the button is tapped the list of locks will be displayed, enabling the following options:



- Lock in use by user. Tapping on it will open it and it will be free to be used again.
- Lock not in use. Tapping on it will put it into use by the user.
- NOTE: Depending on the licence assigned to the user, the user can have up to a maximum of 3 locks in use.

User licenced to operate with one or more fixed type locks:

1. Tapping on the icon will display a list of all the fixed locks assigned to the user.
   - NOTE: Maximum of 6 locks.
2. Select the lock you want. That lock will close automatically and the following icon will be displayed in the app indicating that the process has been carried out correctly.
3. The next time the button is tapped the list of fixed locks assigned to the user will be displayed, allowing one to be selected so it can be opened or closed.

2. **User code**: The user can open the lock by entering their user code on the lock's keypad.
   - EXAMPLE: You may have forgotten your mobile at home and used the keypad code to open the locker.
   - NOTE: If the app has been used to put a lock into use and then the keypad is used to open it, that lock must be operated on again with the app for the locker to be released (even if the locker is in use by another user, the locker will be released).

   This code, by default, is hidden, but it is shown by tapping the following icon:

   Hidden code. Tap to show it.

   Visible code. Tap to hide it.

3. **Home**: Allows the user to return to the main menu.

4. **My lockers**: Shows the number of lockers in use by the user, up to a maximum of 3 free or 6 fixed.

   If lockers have been in use, the identification number or numbers of the lockers in use are displayed.

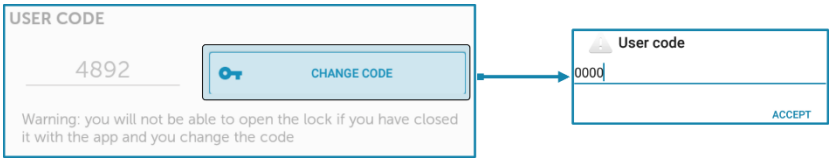
5. Permissions:

1. ***Active licence***: For a user to have free and fixed locks at the same time, they must have 2 licences (one for free and one for fixed). From this drop-down menu you can select the licence you want.

   - NOTE: Only one licence can be active at a time.

   - EXAMPLE: A user has two licences. Selecting the free licence and tapping the button causes the app to search for available free locks. Then, selecting the fixed licence and tapping the button causes the app to search for the fixed locks assigned to them.

2. ***User code***: Allows the user to change their access code if they have closed the lock using the app.

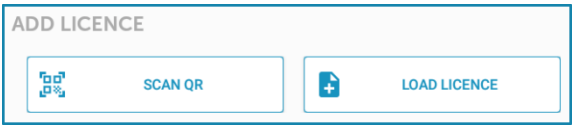


   - NOTE: The code must be 4, 5 or 6 digits long (depending on how the lock has been configured (see Section 3.4.1)).

   - WARNING: IF THE LOCK HAS BEEN CLOSED USING THE APP AND THE CODE IS CHANGED, THEY WILL NOT BE ABLE TO OPEN IT AGAIN.

3. ***Add licence***: The user licence (which sets the number of lockers assigned, type of lock, etc.) is generated by the facility staff. It is available as a QR Code or as a compressed file.

   Select the appropriate mode.



- Scan QR code. If the licence is in QR code format, click on this option and take a photo of it.

- Upload licence. In this case, the licence is e-mailed to the user. Tapping the button opens the Mobile File Manager. Locate the file and tap on "OK".

6. **Help**: Window that shows recommendations that may be helpful to the user.

4. OCS LOCK

4.1 GENERAL DESCRIPTION

The OCS lock is an electronic lock that includes a capacitive touch keypad for the user to enter a numeric code.

The lock is a security device with four, five or six digit configurable numeric codes.

The system is standalone and the lock is powered by 4 non-rechargeable alkaline batteries.

OCS Lock

The OCS lock has two different operating modes:

- Free mode.
- Fixed mode.

4.2 LOCK IN FREE MODE

The OCS lock in free mode operates with any sequence of digits entered by the user when they put the lock into use. Free OCS locks are unlocked by default. The user can enter any code to put it into use. Once in use, the user can unlock it by entering the previously used code, and it is then open and released. It will be available to be used by a different user, using a code of their choice.

The opening and closing sequence for the lock is the same. The procedure is as follows:

1. Press start to wake the lock up.
2. If the lock is open, enter any numerical code (4, 5 or 6 digits) to close it and use it.
    - NOTE: Set the code length through the keypad (see section 4.4.6) or using the mobile app (see section 3.4.1).
3. If the lock is closed, enter the code previously entered during the closing process to open it and release it for the next user.
4. Press .

4.3 LOCK IN FIXED MODE

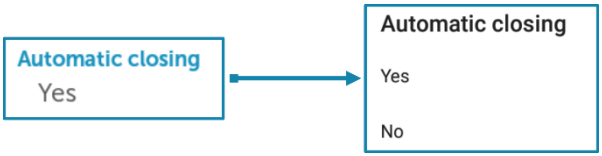
An OCS lock operating in fixed mode will open on entering a numeric code preset by the facility's staff. This lock only opens with the combination of numbers assigned to each lock.

When working in fixed mode, the OCS locks are locked by default.

The opening sequence is as follows:

1. Tap start to wake the lock up.
2. Enter the assigned code using the keypad.
3. Press .

Depending on how the lock has been configured in the OCS configuration section, the opening sequence may be as follows (see Section 3.4.3 - Automatic closing):



- If automatic closing is active, the lock will close automatically.
- If automatic closing is not active, enter the assigned code and press .

4.4 LOCK CONFIGURATION

The lock can be configured using the keypad or the OCS Smart app (see Section 3.4).

The lock factory settings are as follows:

Free mode

- Master code 000000.
- 4 digits.
- LED active when closed (every 2 seconds).
- Buzzer active.
- Keypad lock not active.
- No rental time limit.
    - WARNING: The lock must be in the **open** position to make any changes to its settings.

4.4.1 CHANGE MASTER CODE

- WARNING: Change the default master code for your security.

The sequence to change the master code is as follows:

"START" + MASTER CODE + NEW MASTER CODE + 77 + LOCK

4.4.2 MODE CHANGE (FREE/FIXED)

Fixed mode

In this mode the user must enter the same code each time they want to open or close the lock.

The sequence to change from fixed mode to free mode is as follows:

"START" + MASTER CODE + 00 + LOCK

By default the user code will be 0000.

The sequence to change to free mode using the keypad is as follows:

"START" + MASTER CODE + 01 + LOCK

The sequence to change the user code is as follows:

"START" + MASTER CODE + NEW USER CODE + LOCK

- NOTE: The code can be changed with the lock closed or open.

Free mode

In this mode the user can enter any code to close the lock.

The sequence to change to free mode is as follows:

"START" + MASTER CODE + 11 + LOCK

4.4.3 CONFIGURE LED FLASHING WHEN CLOSED

The LED flashing when closed indicates that the locker is occupied.

The sequence to deactivate the LED when closed is as follows:

"START" + MASTER CODE + 95 + LOCK

The sequence to activate the LED when closed is as follows:

"START" + MASTER CODE + 85 + LOCK

4.4.4 CONFIGURE BUZZER

The lock buzzes each time a key is pressed.

The sequence to deactivate the buzzer is as follows:

"START" + MASTER CODE + 25 + LOCK

The sequence to activate the buzzer is as follows:

"START" + MASTER CODE + 15 + LOCK

4.4.5 CONFIGURE KEYPAD LOCK

With this function active, and the lock closed, entering three incorrect opening codes will cause the lock to stop working for 30 seconds.

The sequence to activate the keypad lock is as follows:

"START" + MASTER CODE + 22 + LOCK

The sequence to deactivate the keypad lock is as follows:

"START" + MASTER CODE + 33 + LOCK

4.4.6 SET USER CODE LENGTH

The user code can be 4, 5 or 6 digits long.

When the length is set in fixed mode, the code changes to 000000 by default.

The sequence to change the code length to 4 digits is as follows:

"START" + MASTER CODE + 44 + LOCK

The sequence to change the code length to 5 digits is as follows:

"START" + MASTER CODE + 55 + LOCK

The sequence to change the code length to 6 digits is as follows:

"START" + MASTER CODE + 66 + LOCK

4.4.7 CONFIGURE RENTAL TIME (ONLY IN FREE MODE)

The lock can be configured with a maximum rental time after which the lock opens automatically.

The sequence to set a rental time is as follows:

"START" + MASTER CODE + HHMM + 78 + LOCK

Where HH: The number of hours. It cannot be set to more than 23 hours.

Where MM: The number of minutes. It can only be set in 15 minute increments; that is, 00, 15, 30 or 45.

- NOTE: The maximum rental time is 23 hours and 45 minutes.

The sequence to deactivate the rental time is as follows:

"START" + MASTER CODE + 0000 + 78 + LOCK

4.4.8 RESET TO FACTORY VALUES

Resetting the lock to factory settings can be done with the lock either open or closed.

The lock reset procedure is as follows:

On start-up (removing and inserting a battery) and within 3 seconds press:

"START" + 987654321 + 73 + LOCK

4.5 DESCRIPTION OF LED FLASHES

The OCS lock has an LED that indicates both the operations it is carrying out and any errors that may occur.

These messages are listed in the following table.

GREEN LED	RED LED	AMBER LED	DURATION	DESCRIPTION
		3 flashes	Short (100ms=1/10s)	Turn on sequence flashing. This flashing occurs when the front part of the lock is connected to the locking module.
1 flash			Long (1s.)	Correct opening or locking.
1 flash			Very Short (50ms=1/20s)	Pressing of a key or automatic opening.
	1 flash		Long (1s.)	Definitive low battery detection. The OCS will not lock again until the batteries have been changed. This flashing will occur at the start of the cycle (on pressing "start" and on waking the lock up).
	2 flashes		Medium (250ms=1/4s)	The entered code is incorrect.
	4 flashes		Medium (250ms=1/4s)	Mechanical error. Contact Ojmar to resolve the problem.

- NOTE: During communication between the app and the lock, the LED flashes **blue**.

4.6 REPLACING THE LOCK BATTERY

The lock is able to detect a low battery charge level. After detecting a low battery it will allow opening but never closing, preventing the locker from getting blocked and having to force it to open it.

Follow the steps listed below to replace the batteries:

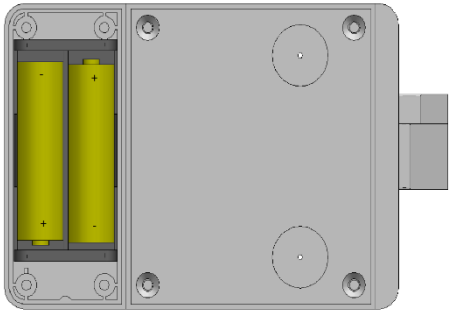
1. Loosen the two or four screws (depending on the model) and remove the battery

cover.

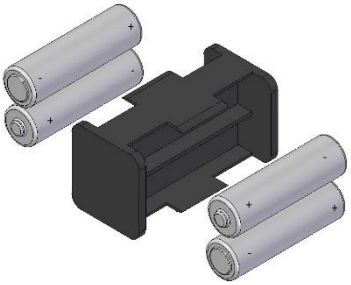
- NOTE: Use a Torx TX10 screwdriver.

2. Remove the battery holder.
3. Replace the four AA alkaline batteries.
4. Insert the battery holder.
5. Put the cover on and tighten the screws.

- NOTE: *The lock will keep the time and date for a maximum of 20 seconds after removing the batteries; if this time is exceeded the lock has to be re-initialised.



Battery replacement



Battery holder

- WARNING: Risk of explosion if battery is replaced with a battery of the wrong kind. Dispose of batteries in accordance with the instructions.

4.7 EMERGENCY OPENING

The lock can be powered externally if a battery is faulty and the lock does not have any power.

In these circumstances a 9V 6LR61 battery must be placed on the contacts located at the bottom of the front. The connection has to be done manually so that the + pole of the battery is on the right and the – on the left. When the battery is correctly placed in the contacts, the lock will turn on and can be used normally using either the keypad or the app.

- NOTE: The emergency opening of OCS locks with a handle must be done with a special tool. Should this be the case, contact OJMAR Intelligent locking systems.

Emergency opening

4.8 CLEANING

To clean the lock, use a soft, damp cloth, avoiding any type of detergent. Then dry the lock thoroughly.

For proper care of the lock, follow these recommendations:

- Do not immerse it in liquids.
- Protect it from water and extreme temperatures.
- Do not expose it to direct sunlight or any other heat source.
- Do not drop it or subject it to hard impacts.
- Do not disassemble it.

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5. FREQUENTLY ASKED QUESTIONS

5.1 FREQUENTLY ASKED QUESTIONS

Pending receipt by Ojmar.

QUESTION	CAUSE	SOLUTION
When operating with the lock, the following message is displayed: “Incorrect master code error”.	**The licence and the lock do not have the same master code.**	**Generate a licence with the same master code and user code length as the lock.**
No lock appears in the list within the user app.	**There is a locker in use.**	**Look in "My lockers" and release the locker that is in use.**
You have a licence for several lockers and it does not allow more than one to be closed.	**The active licence is the "Default Licence".**	**Choose the correct licence in "Permissions".**
A lock has been initialised with a new master code and it no longer connects to the maintenance app.	**The master code has been changed in the lock but not in the maintenance app.**	**Once all the locks have been initialised, change the master code in the "Configuration" tab.**
An open locker does not appear in the user app list.	**The locker is fixed and you do not have permission.**	**Choose another locker from the list.**

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OJMAR, S.A.
Polígono Industrial de Lerun, s/n
20870 Elgoibar · Gipuzkoa
SPAIN
T. +34 943 748484
www.ojmar.com