

# InnerSpace Electronic Lock Instructions

---

InnerSpace carts and cabinets feature access control RFID from industry-leader HID and read both iClass (13.56 MHz, 26-bit H10301 format) and Proximity (125 kHz, 26-bit H10301 format) frequencies. If your organization uses iClass or Proximity HID badges, you'll be able to use them with our products.

Overview of lock features .....	2
Electronic lock functions and indicators.....	3
Keypad lock .....	4
Proximity lock .....	5
Keypad with proximity lock .....	7
Replacing batteries .....	9
Pace carts .....	9
Roam Carts .....	10
Evolve cabinets with hinged doors .....	11
Evolve cabinets with roll-top doors .....	11

# InnerSpace Electronic Lock Instructions

---

## Options to control levels of security

- Keypad lock
- Proximity lock  
A swipe of a badge gives staff access. Proximity locks provide access for up to 2000 user and administrator profiles.
- Keypad with proximity lock  
Swipe your badge and enter a 4-digit code on a keypad for an added level of security. Keypad with prox locks can recognize up to 2000 user and administrator profiles.

## Employee profiles define access rights

- Administrators have access and can add and remove user and administrative profiles; users have access only.
- Employee profiles contain card information and/or a PIN. Each employee profile identifies the profile type and access credentials.

## Onboard memory retains your data

- The lock's non-volatile memory retains access information and settings in the event of a power failure.

## LED indicator lights take the guesswork out of access, battery life, and programming

- INFO light indicates success or failure of badge scan for users and status of administrator tasks.
- Lights track battery life.

30%-100% battery life: CHARGE off

10%-30% battery life: CHARGE flashes yellow every 5 seconds

Less than 9% battery life: CHARGE flashes red every 1 second

Average battery life: 5-7 months.

Every InnerSpace electronic lock is equipped with a key override for emergency access or access in the case of battery failure.

InnerSpace electronic locks are warranted to the original purchaser to be free from defects in material and workmanship for one (1) year from the date of purchase.

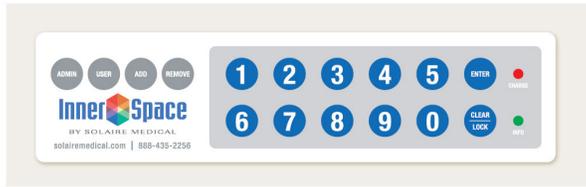
*To order additional cards, call InnerSpace Customer Service at 888-435-2256.*

# InnerSpace Electronic Lock Instructions

## Electronic Lock Functions and Indicators



Horizontal Proximity Lock Display



Horizontal Keypad and Keypad with Proximity Lock Display



Vertical Proximity Lock Display



Vertical Keypad and Keypad with Proximity Lock Display

# InnerSpace Electronic Lock Instructions

---

## Keypad Lock

Contact InnerSpace Customer Service at 888-435-2256, or your local sales representative, for default administrator PIN.

- Input the 4-digit PIN using the keypad.

## Add User PIN

- Press and hold USER for 3 seconds
- Enter administrator PIN and press ENTER
- Press ADD or 1
- Enter new user PIN and press ENTER

## Remove User PINs

- Press and hold USER for 3 seconds
- Enter administrator PIN and press ENTER
- Press REMOVE or 2
- Enter user PIN and press ENTER

## Edit Administrator PIN using Keypad

- Press and hold ADMIN for 3 seconds
  - Enter administrator PIN and press ENTER
  - Press 42
  - Press ENTER
  - Enter the new administrator PIN (must be 4 digits)
  - Press ENTER to save
  - Record new administrator PIN (optional)
- \_\_\_\_\_

## Configure Auto-Lock Time

*Default auto-lock time is 2 minutes*

- Press and hold ADMIN for 3 seconds
- Enter administrator PIN and press ENTER
- Press 3
- Press ENTER
- Enter auto-lock time in seconds  
Example: for 2 minute auto lock, enter 120  
Example: for 1 hour auto lock, enter 3600
- Press ENTER to save

## Reset Factory Settings

This function clears all employee profiles from the lock

- Press and hold USER for 3 seconds
- Enter administrator PIN and press ENTER twice
- Press and hold REMOVE for 10 seconds  
INFO flashes purple
- Press ENTER

# InnerSpace Electronic Lock Instructions

---

## Proximity Lock (card swipe)

### Add Additional Proximity Lock Administrator

- Press and hold ADMIN for 3 seconds  
INFO flashes blue while awaiting next step
- Scan existing administrator card  
INFO flashes green 3 times if successful or red 1 time if unsuccessful (Indicates that card ID is not enrolled as an administrator on this lock)  
INFO flashes blue while awaiting next step
- Press ADD or 1
- Scan new card  
INFO will flash green to indicate successful enrollment

### Remove Administrator

- Press and hold ADMIN for 3 seconds  
INFO flashes blue while awaiting next step
- Scan administrator card (other than the one to be removed)  
INFO flashes green 3 times if successful or red 1 time if unsuccessful (Indicates that card ID is not enrolled as an administrator on this lock)  
INFO flashes blue while awaiting next step
- Press REMOVE or 2
- Scan administrator card to be removed  
INFO flashes green to indicate successful removal

### Add New Proximity Lock User

- Press and hold USER for 3 seconds  
INFO flashes blue while awaiting next step
- Scan administrator card  
INFO flashes green 3 times if successful or red 1 time if unsuccessful (Indicates that card ID is not enrolled as an administrator on this lock)
- Press ADD or 1
- Scan new card  
INFO flashes green to indicate successful enrollment

## Batch-add Proximity Lock Users

- Press and hold USER for 10 seconds  
INFO will flash blue after 3 seconds, continue holding until light flashes green
- Scan existing administrator card  
INFO flashes green 3 times if successful or red 1 time if unsuccessful (Indicates that card ID is not enrolled as an administrator on this lock)  
If card is not administrator, restart process
- Press ADD or 1
- Scan new card  
INFO flashes green to indicate successful enrollment
- Repeat previous step for each user added
- Press CLEAR/LOCK to end enrollment

## Remove User

- Press and hold USER for 3 seconds  
INFO flashes blue while awaiting next step
- Scan administrator card  
INFO flashes green 3 times if successful or red 1 time if unsuccessful (Indicates that card ID is not enrolled as an administrator on this lock)  
INFO flashes blue while awaiting next step
- Press REMOVE or 2
- Scan user card  
INFO flashes green to indicate successful removal

## Set Lock

- Press CLEAR/LOCK while unlocked  
INFO flashes blue 1 time
- All latches are moved into their locked position

# InnerSpace Electronic Lock Instructions

---

## Proximity Lock (card swipe), Continued

### Reset Factory Settings

This function clears all employee profiles from the lock

- Press and hold USER for 3 seconds
- Scan administrator card and press ENTER
- Press and hold REMOVE for 10 seconds  
INFO flashes purple
- Press ENTER

### Add initial administrator

- Press and hold ADMIN for 3 seconds  
INFO will flash blue
- Scan card  
INFO will flash green to indicate successful enrollment  
If INFO does not light, the card did not register or is incompatible with this system
- This card is now the administrator

# InnerSpace Electronic Lock Instructions

---

## Keypad with Proximity Lock (keypad PIN plus card swipe)

Contact InnerSpace Customer Service at 888-435-2256, or your local sales representative, for default administrator PIN.

### Unlock Cart

- Swipe card
- Enter 4-digit PIN

## Add Additional Keypad with Proximity Lock Administrator

Add an administrator employee profile's card and PIN for access

- Press and hold ADMIN for 3 seconds  
INFO flashes blue while awaiting next step
- Scan existing administrator card  
INFO flashes green 3 times if successful or red 1 time if unsuccessful (Indicates that card ID is not enrolled as an administrator on this lock)  
INFO flashes blue while awaiting next step
- Press ADD or 1
- Press 2
- Scan new card  
INFO flashes green to indicate successful card read  
INFO flashes blue while awaiting next step
- Enter 4-digit PIN
- Press ENTER

## Remove Administrator

- Press and hold ADMIN for 3 seconds  
INFO flashes blue while awaiting next step
- Scan administrator card (Not administrator card to be removed)  
INFO flashes green 3 times if successful or red 1 time if unsuccessful (Indicates that card ID is not enrolled as an administrator on this lock)  
INFO flashes blue while awaiting next step

## Remove Administrator (Continued)

- Press REMOVE or 2
- Scan administrator card to be removed  
INFO flashes green to indicate successful removal

## Add New Keypad with Proximity Lock User

- Press and hold USER for 3 seconds  
INFO flashes blue while awaiting next step
- Scan administrator card  
INFO flashes green 3 times if successful or red 1 time if unsuccessful (Indicates that card ID is not enrolled as an administrator on this lock)
- Press ADD or 1
- Press 2
- Scan new card  
INFO flashes green to indicate successful card read  
INFO flashes blue while awaiting next step
- Enter 4-digit PIN
- Press ENTER

## Remove User

- Press and hold USER for 3 seconds  
INFO flashes blue while awaiting next step
- Scan administrator card  
INFO flashes green 3 times if successful or red 1 time if unsuccessful (Indicates that card ID is not enrolled as an administrator on this lock)  
INFO flashes blue while awaiting next step
- Press REMOVE or 2
- Scan card  
INFO flashes green to indicate successful removal

## Set Lock

- Press CLEAR/LOCK while unlocked  
INFO will flash blue once
- All latches move into their locked position

# InnerSpace Electronic Lock Instructions

---

## Keypad with Proximity Lock (keypad PIN plus card swipe), Continued

### Configure Auto-Lock Time

*Default auto-lock time is 2 minutes*

- Press and hold ADMIN for 3 seconds
- Scan administrator card  
INFO flashes green 3 times if successful or red 1 time if unsuccessful (Indicates that card ID is not enrolled as an administrator on this lock)  
INFO flashes blue while awaiting next step
- Press 3
- Press enter  
INFO will flash purple
- Enter auto-lock time in seconds  
Example: for 2 minute auto lock, enter 120  
Example: for 1 hour auto lock, enter 3600
- Press ENTER to save

### Reset Factory Settings

This function clears all employee profiles from the lock

- Press and hold USER for 3 seconds
- Scan administrator card and press ENTER
- Press and hold REMOVE for 10 seconds  
INFO flashes purple
- Press ENTER

### Add Initial Administrator

- Press and hold ADMIN for 3 seconds  
INFO will flash blue
- Scan card  
INFO will flash green to indicate successful enrollment  
If INFO does not light, the card did not register or is incompatible with this system
- Enter 4-digit PIN
- Press ENTER
- This card is now the administrator

# InnerSpace Electronic Lock Instructions

---

## Replacing Batteries

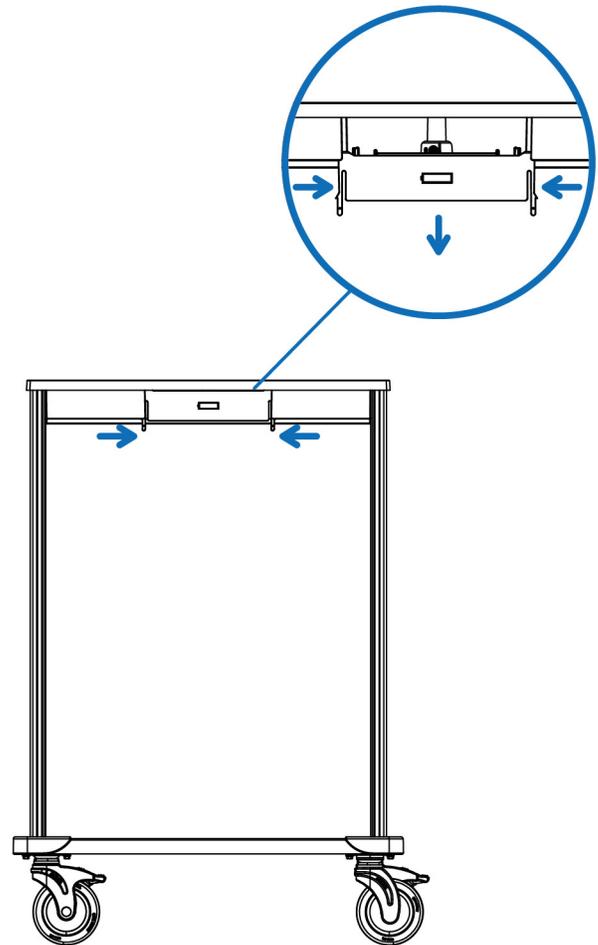
### For Pace Carts

To replace batteries, you'll need:

- 8 C-cell batteries (alkaline recommended)

### Replacement instructions:

- Locate the battery door on the back of the cart
- Push in the battery door tabs until loose and then slide door down
- Lift up and remove the battery pack from the cart
- Replace batteries, and then put the battery pack into the cart
- Slide the battery door up until it clicks into place



# InnerSpace Electronic Lock Instructions

---

## Replacing Batteries

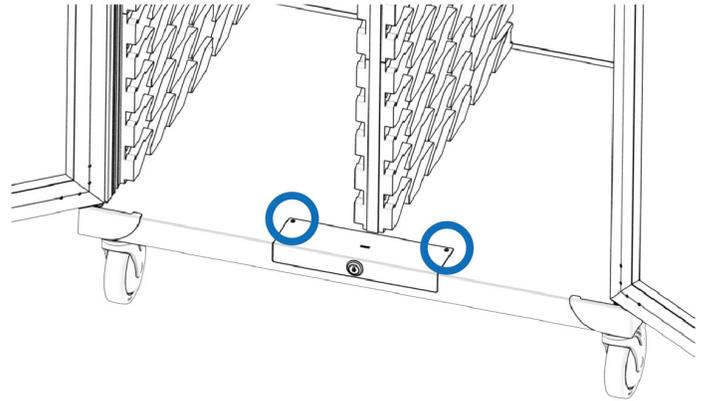
### For Roam Carts

To replace batteries, you'll need:

- 8 AA batteries (alkaline recommended)
- Phillips-head screwdriver

### Replacement instructions:

- Locate lock module
  - For Roam 3 and Roam 4 carts: Battery pack will be in the lock module on the right if both lock modules have electronic locks
- Remove screws
- Slide and lift out lock module
- Remove battery holder
- Replace batteries in battery holder
- Reattach lock module



# InnerSpace Electronic Lock Instructions

---

## Replacing Batteries

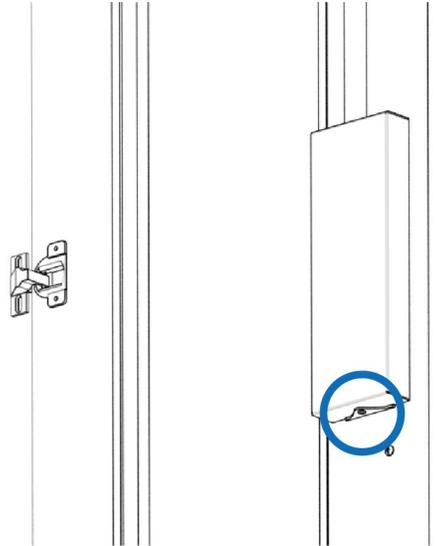
### For Evolve cabinets with hinged doors

To replace batteries, you'll need:

- 8 AA batteries (alkaline recommended)
- Phillips-head screwdriver

#### Replacement instructions:

- Locate lock module on inside of hinged door
- Remove screw on bottom of lock module cover
- Slide up and lift off cover
- Remove cover on battery holder
- Replace batteries
- Reattach battery holder cover and lock module cover



### For Evolve cabinets with roll-top doors

To replace batteries, you'll need:

- 8 AA batteries (alkaline recommended)
- Phillips-head screwdriver

#### Replacement instructions:

- With roll-top door open, locate lock module in cabinet base
- Remove 2 screws on lock module
- Slide lock module outward to remove
- Replace batteries
- Reattach lock module

