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## The electronic lock software

- Modifies lock settings
  - Pair software with lock type (keypad, proximity lock, keypad with proximity lock) and reset auto-lock time
- Manages employee profile database
  - Database is a Microsoft Excel spreadsheet that can be edited with Excel or the software (Excel is not required to use and edit the database)
  - Adds and removes employee profiles
  - Controls employee access to individual locks

Software is compatible with Windows 7 Professional and Windows 10 operating systems

Installation requires administrator rights

USB connection requires enabled USB port

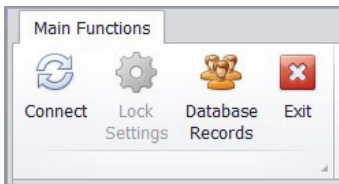
USB drivers are available via Windows update

## Build Database

Build or update your database while either connected to a lock unit or not. Connecting to a lock unit allows you to read the card facility code and card number using the software if you do not know the facility code and card number. If not connected to a lock unit, you will need to know facility code and card number in order to create a database.

### When connected to a lock unit:

- Plug in micro-USB cable to lock power board
- Launch software
- Click Connect



If connection is successful, Connect will change to Disconnect. You will also see the unit ID number, power firmware version, and UI firmware version populate.

### Create a new database or access an existing database

- Click Database Records to access the database editing tab
  - If you are creating a database, use the template that automatically loads
  - If you have an existing database spreadsheet, open it
- **Columns A - C:** (OPTIONAL)

Use these columns to enter employee's first name, last name, and employee ID. This information is stored only in the database file for the database administrator's reference.

- **Column D:**

Select Admin or User privileges for the employee. An Admin can enroll and remove users or other admins via keypad; a User cannot

- **Columns E - F:**

Enter iClass or Proximity ID card credential data assigned to User or Admin

- When the software is connected to a lock unit, this data can be stored on the card and is displayed when card is read

Facility Code:

Card Number:

Note: This data can also be obtained from an existing facility badging database.

- Add card to database: Click this button after reading a card's data to add the data to Columns E and F of the row that the active cell is in
- For keypad lock mode, enter 0 in columns E and F for each user profile

- **Column G:**

4-digit PIN for keypad or keypad with proximity lock operation

- **Columns H and up:**

Select the locks to which each employee will be granted access

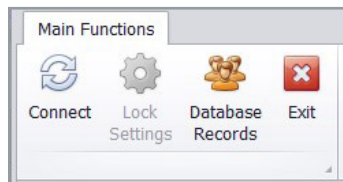
- Enter the lock unit ID number for each of the locks that will be managed by this database into cells H2, I2, J2, etc. The lock unit ID for each lock can be determined by connecting the lock with the software
- Designate employee access by adding "1" to the cell at the intersection of the employee profile row and the lock column
- Once you have finished adding employees to the database, save a copy of the database to your hard drive or network before continuing

Employee Name		User		Lock Unit ID								
Last	First	Employee ID	Admin	Facility	Card Number	PIN	000001	000002	000003			
3	Stark	Anthony	Admin	123	111111	1234	1	1	1			
4	Banner	Bruce	User	123	222222	1234	1					
5	Strange	Stephen	User	123	333333	1234		1				
6	Foster	Jane	User	123	444444	1234			1			
7												

Example of Database

## Program Locks

- Plug in micro-USB cable to lock power board
- Launch software
- Click Connect



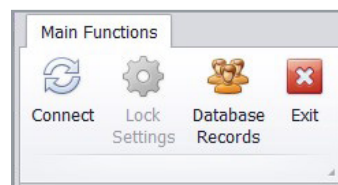
If connection is successful, Connect will change to Disconnect. You will also see the unit ID number, power firmware version, and UI firmware version populate.

- Click Database Records to access the database editing tab
- Open an existing database file
- Click Save Users to Lock (lower left corner)
  - This will take anywhere from a few seconds to a few minutes depending on the number of employee profiles being loaded
- Click the Main Functions tab (upper left corner)
- Click Disconnect to disconnect from the lock
- Unplug the micro-USB cable from the lock

## Update Database using Locks

When employee profiles are added or removed from a lock using the lock's keypad/card reader, the database can be updated to reflect these changes using the following process; it can be repeated with multiple locks to update a single database

- Plug in micro-USB cable to lock power board
- Launch software
- Click Connect



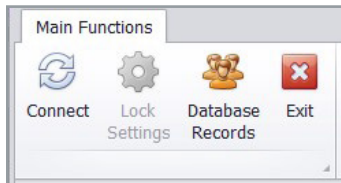
If connection is successful, Connect will change to Disconnect. You will also see the unit ID number, power firmware version, and UI firmware version populate.

- Click Database Records to access the database editing tab
- Open database file to be updated
- Click Read Database from Lock (lower right corner)
  - Select either Update Current Spreadsheet or New Spreadsheet and then Read
  - This process will take anywhere from a few seconds to a few minutes depending on the number of employee profiles being loaded
- Click the Main Functions tab (upper left corner)
- Click Disconnect to disconnect from the lock
- Unplug the micro-USB cable from the lock

## Modify Lock Settings

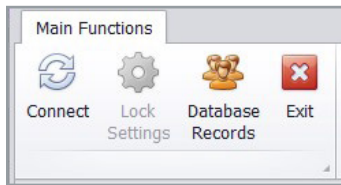
To change lock modes from/to keypad, proximity lock, and keypad with proximity lock:

- Plug in micro-USB cable to lock power board
- Launch software
- Click Connect button

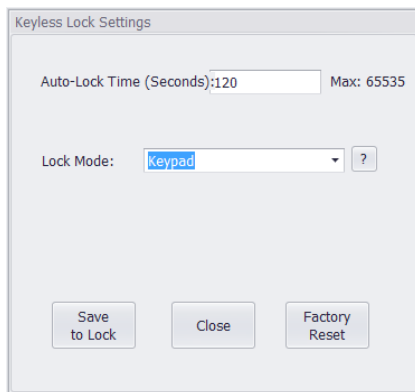


If connection is successful, Connect will change to Disconnect. You will also see the unit ID number, power firmware version, and UI firmware version populate.

- Click Lock Settings

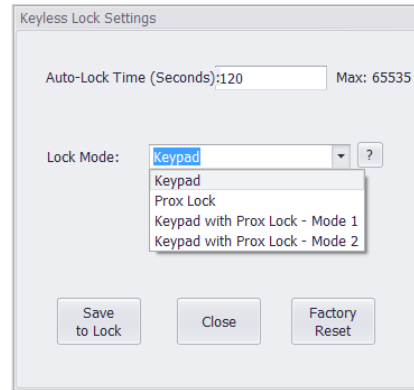


Keyless Lock Settings window will open



- Auto-Lock Time default is 120 seconds. Edit to desired auto-lock time

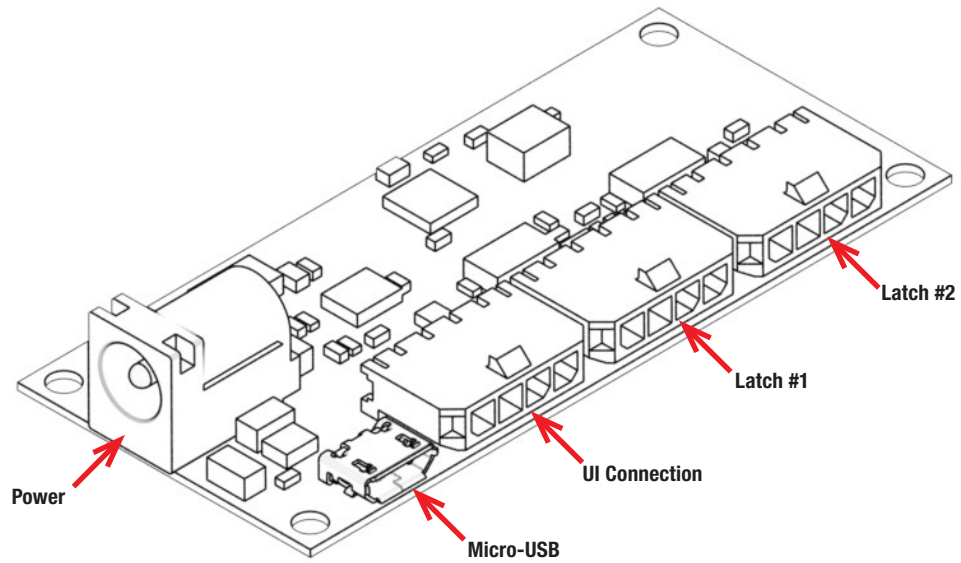
- Click the Lock Mode dropdown menu and select lock type



- Select ? to read a description of each lock mode's operation
- Click Save to Lock

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## Locate and Connect to the Power Board



Power board display

# InnerSpace® Electronic Lock Software

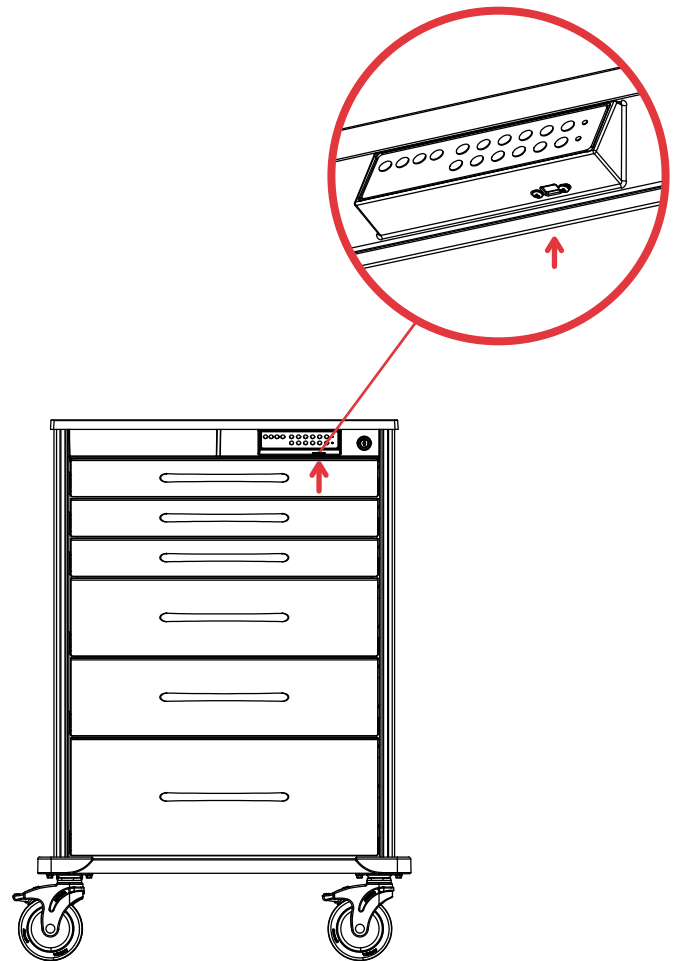
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## Pace Carts

No tools required

### Instructions:

- Locate the USB port under the lock module on your Pace cart
- Connect a micro-USB cable to the micro-USB port
- Use the software installed on your computer to update the database or change locks



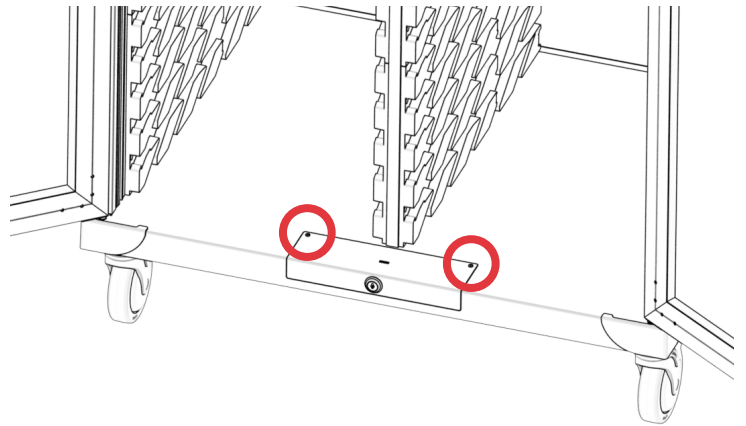
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## Roam carts

Tools needed: Phillips-head screwdriver

### Instructions:

- Locate lock module
  - On Roam 3 and Roam 4 carts, the power board will be in the lock module on the right
- Open door(s)
- Remove screws
- Slide and lift out lock module
- Connect micro-USB cable to micro-USB port in power board
- Use software to update database or change locks
- Reattach lock module



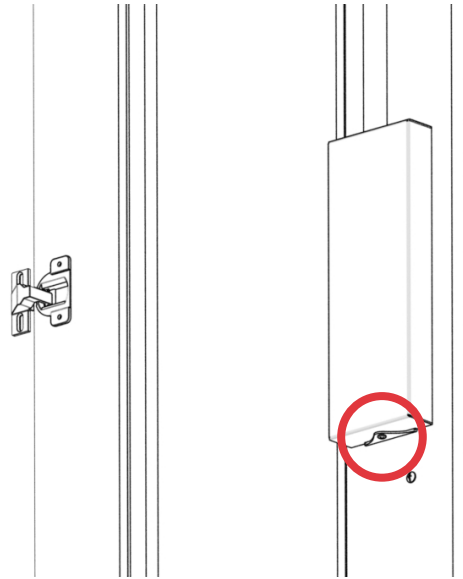
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## Evolve cabinets with hinged doors

Tools needed: Phillips-head screwdriver

### Instructions:

- Locate lock electronics module on inside of hinged door
- Remove screw on bottom of lock module cover
- Slide up and lift off cover
- Connect micro-USB cable to micro-USB port in power board
- Use software to update database or change locks
- Reattach lock module cover





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## Evolve cabinets with roll-top doors

Tools needed: Phillips-head screwdriver

### Instructions:

- With roll-top door open, locate lock module in cabinet base
- Remove 2 screws on lock module
- Slide lock module out to remove
- Connect micro-USB cable to micro-USB port in power board
- Use software to update database or change locks
- Reattach lock module

