

# Electronic Lock Software Instructions for the InnerSpace Portfolio of Products

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## Open Access Mode

The Open Access Mode (OAM) is a perfect option when security is less of a risk and when an administrator is looking for ease of use and to reduce user database management time. The OAM allows an administrator to program access to a group of carts via a facility/organizational category code rather than programming individual card access. When OAM is activated, any credential with an enrolled facility code opens the lock and acts as an administrator.

OAM is compatible with Prox Lock and Keypad with Prox Lock versions. The reset factory settings (clear database) function is not available in OAM.

- If OAM is enabled with stored employee profiles in the lock memory, the facility codes of the stored Employee Profiles will become valid facility codes for OAM
- When or if OAM is disabled, previously enrolled employee profiles will work as they did before OAM was enabled. OAM employee profiles are not stored in the lock memory. When or if OAM is disabled, the facility codes enrolled while OAM was active are deleted from the lock memory

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## Via Keypad / Card Reader Interface

### Enable Open Access Mode

- Press and hold ADMIN for 10 seconds; INFO flashes green 3 times  
INFO flashes blue while awaiting next step
- Scan Admin 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 and hold USER for 10 seconds; INFO flashes green 3 times  
INFO flashes blue while awaiting next step
- Press ENTER

### Disable Open Access Mode

Disabling OAM reverts to using the employee profiles in the database.

- Press and hold ADMIN for 10 seconds; INFO flashes green 3 times  
INFO flashes blue while awaiting next step
- Scan any card with an enrolled facility code  
INFO flashes green 3 times if successful or red 1 time if unsuccessful (indicates that facility code is not enrolled on this lock)  
INFO flashes blue while awaiting next step
- Press and hold USER for 10 seconds; INFO flashes green 3 times  
INFO flashes blue while awaiting next step
- Press ENTER

OAM has now been disabled.

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## Via Software

### Enable Open Access Mode

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

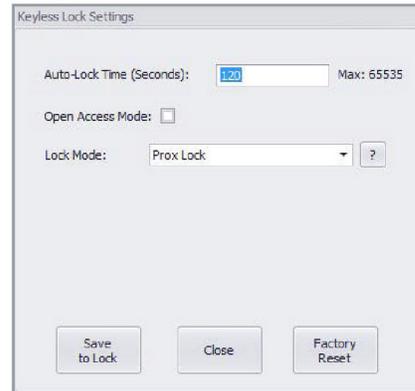


If connection is successful, Connect will change to Disconnect. You will also see the unit ID number, power firmware version, and UI firmware version text boxes populate

- Click Lock Settings



- The Keyless Lock Settings window launches



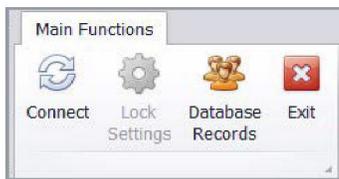
- Check the Open Access Mode box to enable OAM, uncheck to disable OAM
- Click Save to Lock

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## Managing Facility Codes with Lock Access

Connecting to a lock unit allows the database manager to read the credential facility code provided through the card reader.

- Plug in micro-USB cable to lock power board
- Launch Solaire Keyless Lock 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 text boxes populate
- Click Database Records to access the database editing tab

If you have an existing database (spreadsheet), open it

If you don't have an existing database, use the spreadsheet template that auto-loads

- **Columns A - C:**

Not applicable in OAM

- **Columns D:**

Admin is the only valid selection in OAM

If User is selected, it will automatically be changed to Admin when Save Users to Lock is clicked

- **Columns E:**

Enter facility/organizational code (code must be between 0 and 255)

Facility codes are displayed upon credential read

Facility codes may also be found in existing facility badging database

- **Columns F:**

Not applicable in OAM

- **Columns G:**

Not applicable in OAM

- **Columns H and up:**

Select which locks each facility code will have access to

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 facility code access by inputting 1 into the cell at the intersection of the employee profile row and the lock column

- Once you have completed adding Facility codes to the database, save a copy of the database to your hard drive or network before continuing

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Employee Name			User	OA			Lock Unit ID					
2	Last	First	Employee ID	Admin	Facility	Card Number	PIN	000001	000002	000003			
3				Admin	143	NA		1	1	1			
4				Admin	100	NA		1					
5													

Example of Database



## InnerSpace specializes in solutions for all areas and departments within a healthcare facility.

We offer carts, cabinets, open storage, and accessories for supply storage, products with embedded technology for improved efficiency and security, and the Ventaire™ Endoscopy System for the storage, drying, transport, and reprocessing of endoscopes.

InnerSpace is here to help you specify the best products for your needs, whether a standard option or customized solution. We offer complimentary storage analysis and design services. Contact our Customer Service team with your requests or to connect with a sales representative, and find InnerSpace products on GSA Advantage, Premier, and Vizion contracts.



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