

# Lock Instructions

*Storage Solutions for Healthcare*

Lock instructions for  
Stanley InnerSpace products  
purchased before October 1, 2018

## 7000 Series Harmony Supply & Procedure Carts

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## Using the Manual Lock

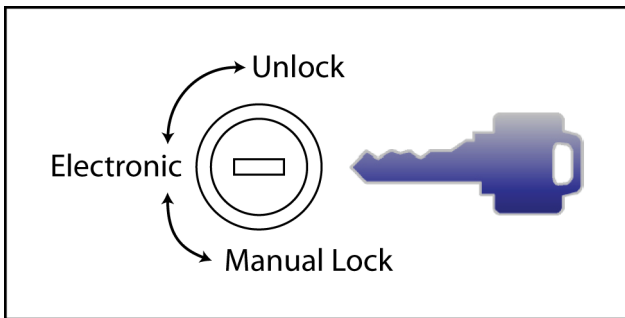
### Manual Key Override

The electronic lock is equipped with a manual key override. If the electronic lock fails to operate (for example, a drawer is jammed), the drawers of the cart can be locked or unlocked using a manual key. Two keys are provided for the manual lock.

In order for the electronic lock to function properly, the key lock **MUST** be in the Electronic position (see figure below). If not, when you attempt to unlock the cart with your code or prox card, the Yellow LED indicator light flashes for twenty (20) seconds signaling that the key lock is in the LOCK position and cannot unlock.

The key can only be removed when in the Electronic or Unlocked positions.

**Note:** Store your key(s) in a secure location.



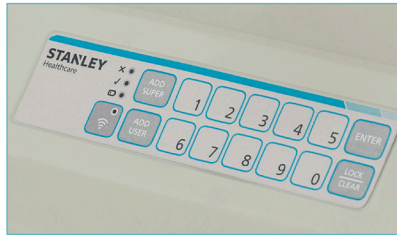
### ILS Dual-Credential Top Drawer Override Lock

The top drawer override lock is used to override the top drawer electronic lock. To access the top drawer, turn the key located on the side of the cart to unlock the main latch, then turn the key for the top drawer override which is located on the rear of the cart. Then pull open the top drawer.

# Intelligent Locking System (ILS)

## About ILS (71-ELW/ELWD, 73-ELW/ELWD)

The ILS lock (71-ELW, 71-ELWD, 73-ELW, or 73-ELWD) consists of a membrane keypad and proximity card ("proxcard") reader, and 71-PR, 71-RI, 73-RI or 73RP (sold separately).



71-ELW/ELWD and 73-ELW/ELWD Keypad

Any 125 kHz, 27-, 37-, or 40-bit card may be used with the 71-RP and 73-RP proximity card reader. For 13.56Mhz cards, the 71-RI and 73-RI readers are used. The electronic lock takes its power from a set of batteries. The lock includes a number of capabilities which are managed through the companion LockView software, 73-LV, located on a separate computer.

Once the cart is unlocked, it automatically locks again based on the "Auto Relock Setting" time as established by the supervisor through the software. Up to 3,000 access (PIN) codes may be added to the cart.

Refer to the LockView Users Guide for managing codes and establishing cart settings.

## Using the ILS

ILS features proximity card security. The credential database is maintained by an administrator and updated over the facility's WiFi.

### To Unlock the ILS

1. With a proximity card positioned horizontally, hold the prox card over the center of the keypad for one second. A light flashes and the drawers unlock.
2. If the ILS has the dual-credential top drawer locking feature, only a credential with dual lock authority can unlock the top drawer. To

open the top drawer, the credential with rights to the top drawer must be presented as mentioned above, then the user must enter their 4-digit PIN code on the keypad. Dual lock authority and setting up their PIN is established in the software.

3. Press LOCK to re-lock the drawers immediately.

## ILS System Administration

### Introduction

- An IT person should download the latest copy of the CompX Database & Network Configuration & Installation Manual from the CompX website, [http://compxelock.com/downloads\\_lockview.html#lockview](http://compxelock.com/downloads_lockview.html#lockview).
- An IT person should load the ILS software onto the computer to be used by the administrator by using the STANLEY InnerSpace memory stick, product number 73-LV.
- An IT person must give the administrator “administrator” rights so they can make changes to the software database.
- The administrator should have the latest copy of the CompX LockView 4 Software Instruction Manual. It can be downloaded from the CompX website, [http://compxelock.com/downloads\\_lockview.html#lockview](http://compxelock.com/downloads_lockview.html#lockview) or from within the software program.

When using the software, note the following:

- eLock – This refers to the electronic locking system, or ILS.
- Latch 2 – This pertains to the lock of the optional dual credential locking feature of the top drawer.
- Latch Type – When LockView 4 software prompts for the type of lock, respond with “Standard.”
- LCD Screen – The STANLEY InnerSpace lock does not employ an LCD screen.
- Temperature Monitoring – The ILS does not include this capability.
- Manufacturer – When prompted for the lock manufacturer, respond with “STANLEY.”
- Each cart is accompanied by a pair of unique green stickers. The sticker contains the serial number of the lock, and the set up code necessary for the initialization process described below. One sticker is applied to the

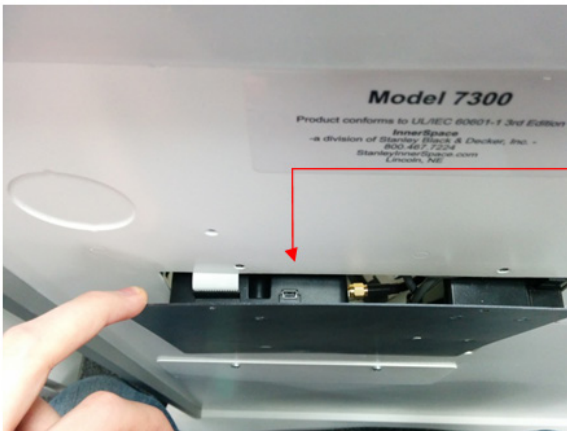
rear access plate of the 7300/7310/7311, and to the inside of the 7100 just above the ILS controller, and the other is found with this guide in the envelope taped to the side of the cart. This 2<sup>nd</sup> label should be kept in a safe place by the cart administrator.

- For the initialization process, the carts will need to be physically connected to the administrator's computer. This is a one-time event. Initialization can be done by the administrator, but may be helpful to have an IT person too.
- It is most efficient to have all the carts gathered together, along with the administrator's computer and the software running.
- Since each cart lock is unique, and may be identified in an alert from the software, it is highly recommended that the cart be labeled/marked to aid in identifying it.
- Obtain the USB cable included with STANLEY InnerSpace's ILS software package, item number 73-LV.

## Initialization

To initialize the carts:

1. Locate the ILS access panel at the rear of the 7300/7310/7311 cart, and remove the screws. For the 7100, remove the drawers.
2. For the 7300, open the panel, but DO NOT REMOVE it, by sliding it to the left, then sliding it upward. This will reveal the USB port the ILS controller, as shown below.



USB Port

3. In a subsequent step you will be prompted for a Setup Code. Locate a green sticker on the rear panel on the 7300/7310/7311 cart or inside the rear panel of a 7100, and note the 8 digits following "Setup Cd". Note that each cart has a different Setup Code.
4. Press and Hold 'Clear' on the keypad of the lock.
5. You will hear a tone for the Setup Code – Enter the Setup CD # from the green sticker.
6. Press Enter. The lock will 'tone' and the lights will flash indicating 'Setup Mode'.
7. Plug one end of a USB cable into the ILS controller, and the other end into the administrator's the computer. Open the LockView software program if not done already.
8. The lock will begin to add itself to the database and you will receive 'A new lock has been added do you want to name it now?'.
9. You can now make changes in Lock Editor within LockView.
10. Repeat steps 1-7 for each cart.

The administrator can then use the wizard embedded in the LockView software program to add credentials in one of two ways. Begin by clicking on the "User Editor" tab, then either:

- Present a users badge to the keypad on the cart, and fill out the desired information in the software, or
- If a badge is not available, the information can be added manually by clicking on the button with the three dots next to the "Prox Card Code", then entering the:
  1. Facility code
  2. Card number
  3. Bit format
- Click on the Access Rights tab and set up the desired combinations of carts and users.
- While the cart and computer are connected, information is exchanged in real time.
- Continue to populate the data base of users, locks, assigned rights, and notifiers following the LockView wizard.

## Replacing Batteries

The ILS software will notify you of low batteries. When this occurs, the batteries should be changed. The lock codes are stored internally in non-volatile memory, so they will not be lost during this procedure.

### 7100

1. Remove the drawers to expose the battery box.
2. Remove battery box cover by removing the nut and sliding the box to free it from the studs.
3. Remove all 6 batteries and replace with similar non-rechargeable C-size batteries.
4. Maintain the correct polarity, as indicated on the battery holder. Incorrect orientation can cause the batteries to overheat and damage the holder.

### 7300/7310/7311

1. Using a Phillips screwdriver, remove the two screws holding the battery cover to the back of the cart.
2. Lift out the cover.
3. Remove all 6 batteries and replace with similar non-rechargeable C-size batteries.
4. Maintain the correct polarity, as indicated on the battery holder. Incorrect orientation can cause the batteries to overheat and damage the holder.