

# Lock Instructions

*Storage Solutions for Healthcare*

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

## Electronic and Proximity Card Locks

*For additional assistance contact:*

InnerSpace

888 435 2256 - phone

616 743 5944 - fax

[innerspacehealthcare.com](http://innerspacehealthcare.com)



1239 Comstock Street | Marne, Michigan 49435

888-435-2256 phone | 616-743-5944 fax | [innerspacehealthcare.com](http://innerspacehealthcare.com)

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# Introduction

The **71-ELP**, **73-ELP**, and **ELP** keypads support four-digit access codes and proximity cards to unlock the unit. Proximity card readers work with all 125kHz cards.



The **71-EL**, **73-EL**, **EL**, and **RTKE** electronic locks consist of a keypad and a control mechanism.

These locks have an auto-lock function that automatically relocks the unit after a specific time delay (programmed by the administrator).

The keypad has a tri-color LED indicator that lights in green, yellow, or blue depending on the current function or lock state.

**Note:** For information on the Intelligent Locking System (ILS), refer to document # 0980-103-000, Rev B, 7000 Series HARMONY™, Supply & Procedure Cards, Setup and User Guide.

# User Instructions

The following instructions are for the *user-level*, those who are only granted access rights and no programming rights.

Press **Clear** to eliminate the current key press accumulation. This will not erase any codes, and will not change the state of the lock.

To lock the unit, press **Lock**, or wait for the auto relock time to expire.

## Code Numbers

1. Enter your 4-digit code on the keypad. The LED momentarily flashes green, and the unit will unlock.

**Note:** If you enter an incorrect code, the LED flashes yellow and the unit will not unlock. Press **Clear** and try again.

2. Press **Lock** to re-lock the unit immediately.

## Proximity Cards

1. With your proximity card positioned horizontally, touch the keypad as shown in the left illustration and hold for 1 second. The LED momentarily flashes green and the drawers unlock.



2. Press **Lock** to relock the drawers immediately.

# Administrator Instructions

The following instructions are for managing **User Codes**, proximity cards and the auto-relock setting.

## Administrator Code Guide

After entering an Administrator **User Code** (default is 1-2-1-2) or using an Administrator proximity card, the unit opens and the following functions are available for 10 seconds.

Function	Key Combination
Reboot Unit	CLEAR + 0
Add New User Code/Proximity Card	CLEAR + 1
Change User Code/Proximity Card	CLEAR + 2
Set Auto-Lock Time	CLEAR + 3
Add Administrator Proximity Card	CLEAR + 5
Delete User Code/Proximity Card	CLEAR + 9

## Access Code Guidelines

**Unlock Codes** may be any 4-digit combination. The default **Administrator Code** is 1-2-1-2. Auto-lock applies to the entire unit, not individual drawers or sections. If auto-lock is disabled, the cart will remain open until the **Lock** button on the keypad is pressed. As a tamper-proof feature, the system locks and the LED yellow for 1 minute, after 20 incorrect codes are entered. Press **Clear** to cancel the current input and start over.

When entering a code, or programming, the system will reset after 10 seconds of inactivity. The sequence must be completed within this time.

It is highly recommended that a log be kept of authorized users and their codes. This will aid in the future deletion of a code if necessary, and will keep the memory efficient.

## To Add a New User Code or Proximity Card

1. Enter the **Administrator Code**, or present an Administrator proximity card.  
 If the code is correct, the LED lights green for 1 second.  
 If the code is incorrect, the LED lights yellow for 1 second. Press

**Clear** and start over.

2. Within 10 seconds, press **Clear**, and then 1.

**Note:** If more than 10 seconds passes, you will need to start over.

3. LED alternately flashes yellow/green to indicate the unit is ready to receive a new **Unlock Code** or Proximity Card

4. Enter the new code (4 digits) or place Proximity card on top of keypad:

If the new code/card is accepted, the LED alternately flashes green/blue.

If the new code/card is not accepted, the LED lights yellow. Press **Clear** and start over at Step 1.

If using the RTKE, go to step 6.

5. Enter 1.
6. Press LOCK to save this code/card. The LED flashes green for 2 seconds.
7. Ensure that the code/card was added by entering the new code or presenting the proximity card. If they are accepted, the LED lights green and the unit will open. If the code/card was not added the LED flashes yellow and the unit will not open.

**Note:** Up to **1,000** access (PIN) codes and 8,500 proximity cards may be added to the cart.

**Note:** The maximum number of **User Codes** is **4999**, and supervisor/**Administrator Codes** is 1.

## To Delete a User Code or Proximity Card

1. Enter the **Administrator Code**, or present an Administrator proximity card.

If the code is correct, the LED lights green for 1 second.

If the code is incorrect, the LED lights yellow for 1 second. Press **Clear** and start over.

2. Within 10 seconds, press **Clear** and then 9.

**Note:** If more than 10 seconds passes, you will need to start over.

- LED alternately flashes yellow/green to indicate the unit is ready to receive the **Unlock Code** or Proximity Card for deletion.
- Enter the code to be deleted or place the proximity card on the keypad:
- Press LOCK to save this code/card. LED flashes green for 2 seconds.  
If code/card is not accepted (no such code/card to delete or code was entered incorrectly), the LED flashes yellow for 2 seconds. Press **Clear** and start over.  
If code/card is entered correctly, the LED flashes green for 2 seconds. The code/ card has been deleted.
- Ensure that the code/card was deleted by entering code or presenting the card and verify that the unit does not open. The LED should flash yellow. If the unit does open, repeat the procedure.

## To Change a User Code

- Enter the **Administrator Code**.  
If the code is correct, the LED lights green for 1 second.  
If the code is incorrect, the LED lights yellow for 1 second. Press **Clear** and start over.
- Within 10 seconds, press **Clear** and then 2.
- LED alternately flashes green/blue to indicate the unit is ready to receive the **Unlock Code** or Proximity Card to be changed.
- Enter the current code or present the card.  
If the code is accepted, the LED alternately flashes yellow/green.  
If the code is not accepted, the LED lights yellow for 2 seconds, then alternately flashes green/blue. Re-enter the code while the LED is flashing green/blue, or press **Clear** to start over from Step 1.
- While the LED is flashing yellow/green, enter the new code.  
If code is accepted, the LED alternately flashes green/blue.  
If code is not accepted, the LED lights yellow for 1 second. Press **Clear** to start over from Step 1.

**Note:** If using the RTKE, go to step 7.

6. Enter 1.
7. Press LOCK to save the changes. The LED flashes green for 2 seconds.
8. To ensure that the old code was changed, enter the old code. The LED should light yellow and the cart should not open.
9. Ensure that the new code works by entering the code. If the code is accepted, the LED lights green and the drawers open. If the code is not accepted the LED flashes yellow and the drawers do not open.

## To Add an Administrator Proximity Card

Keep in mind that an Administrator proximity card can be used to control all codes and cards for the cart. Assign Administrator cards only as necessary.

1. Enter the **Administrator Code**, or present an Administrator proximity card.  
If the code or card is correct, the LED lights green for 1 second.  
If the code or card is incorrect, the LED lights yellow for 1 second.  
Press **Clear** and start over.
2. Within 10 seconds, press **Clear** and then 5.
3. LED alternately flashes green/blue to indicate the unit is ready to receive the Proximity Card to add.
4. Place the Administrator card on top of the keypad until the LED flashes Green/Blue.

If you're using RTKE, go to step 6.

5. Enter 1.
6. Press LOCK to save the new card. The LED flashes green for 2 seconds.
7. To ensure that the card works as an Administrator card, present it to the keypad. The new Administrator card can now be used to manage codes and other cards.

## To Reset the Administrator Code

**Note:** This applies *only* to the **Administrator Code**. User access codes and proximity card codes will not be reset.

1. Hold down **Clear** and 0 simultaneously until the blue-green LED flashes.
2. Enter 1-2-1-2 (regardless of what the old **Administrator Code** was). Green/yellow LED will flash.
3. Enter the new **Administrator Code**.
4. Press **Lock** to save.  
 If new code is accepted, the green LED flashes for 2 seconds.  
 If new code is not accepted, the yellow LED flashes, and then green/yellow LED will flash. Go back to step 4 or press **Clear** to cancel.

## Set Auto Lock Time

The autolock function can be specified from 1 second to 999 minutes. The setting shipped from the factory is **OFF** for the RTKE, and 2 minutes for all others.

1. Enter the **Administrator Code**, or present an Administrator proximity card.  
 If the code is correct, the LED lights GREEN for 1 second.  
 If the code is incorrect, the LED lights YELLOW for 1 second. Press **Clear** and start over.
2. Within 10 seconds, press **Clear** and then 3.

**Note:** If more than 10 seconds passes, you will need to start over.

3. LED alternately flashes YELLOW/GREEN to indicate the unit is ready to receive the auto-lock time.
4. Enter the time to wait before auto-lock occurs. The format is six digits from 000000 (OFF) to 999999 (Max. time). The first three digits represent minutes and the last three digits represent seconds. Setting minutes and seconds will add the time.

**Example:** **Clear** + 3 + 001030 + **LOCK** sets the Auto Lock Time to 1 minute plus 30 seconds (90 seconds in total).

5. Press LOCK to save. The LED flashes GREEN for 2 seconds.

**Note:** Entering 000000 turns auto-lock OFF (the unit won't lock automatically).

## Batteries

### Replacing Batteries

The batteries should be changed when the keypad LED flashes blue once per minute to indicate that the battery pack is low (< 8V). The **Lock Codes** are stored internally in non-volatile memory, so they will not be lost during this procedure.



### 3000/4000 Series Tambour Door Cabinets (except 48106)

1. Remove screws toward rear of cover plate, located in the bottom front of the cabinet.
2. Pull the cover plate forward to expose the batteries.
3. Remove all 8 batteries and replace with similar non-rechargeable C-size batteries. Make sure to observe the correct polarity, as illustrated in the above figure.
4. Re-attach the cover.

### 48106 with Tambour Door

1. Remove drip-tray to expose batteries.
2. Remove all 8 batteries and replace with similar non-rechargeable C-size batteries. Make sure to observe the correct polarity, as illustrated in the above figure.
3. Replace drip-tray.

## 4000 Series Hinged Door Cabinets, Including 48106

1. Using a Phillips screwdriver, remove the two screws holding the battery cover to the back of the door.
2. Lift out the cover.
3. Remove all 8 batteries and replace with similar non-rechargeable C-size batteries. Make sure to maintain the correct polarity, as illustrated in the above figure.
4. Re-attach the cover.

## 7000 Series Carts

- 7100 - remove drawers to access batteries in rear of cart.
- 7300 - remove rear access panel to reveal batteries.

**Note:** Refer to user guide for more information.

# Troubleshooting

## Keypad LED Indications

- Green LED illuminates for 1 second when the Lock button is pressed.
- Green LED illuminates for 1 second when a correct code is entered.
- Blue LED flashes when any key is pressed.
- Blue LED flashes every minute when the battery is low (<8V).
- Yellow LED illuminates for 1 second when an incorrect code is entered.
- Yellow LED flashes for 1 minute when a jammed lock is detected. Pressing **Clear** stops the Yellow LED flashing.

## Unit Will Not Unlock with Proximity Card

If Unit does not open and...

- **LED flashes green or green and yellow:**  
Manually unlock the unit using the override key, and check for debris blocking the lock mechanism  
If no debris is found, or unit still does not open, call InnerSpace Customer Service

- **LED flashes yellow:**  
Code or proximity card is unauthorized
- **No LED illuminated:**  
Press each button (0-9) and Lock and Clear  
If only some buttons light up, replace the keypad.  
If no LED's light, replace the batteries. If batteries are new/fresh, check connection and keypad ribbon and reattach or replace if damaged. If the connections and ribbon appear correct, the motherboard will likely need to be replaced.

## Unit Will Not Unlock with Keypad Code

If Unit does not open and...

Blue LED flashes during each button press when entering the unlock code, and the Yellow LED flashes after code is entered	The code is incorrect. Check or reset code.	
Blue LED flashes during each button press when entering the unlock code, and the Green LED flashes after code is entered	Use the override key to open the unit, and check for debris that might interfere with the lock	If there is apparently no interference from supplies/debris, contact Customer Service
There are no Blue LED flashes during each button press when entering the unlock code	Replace the batteries. If new batteries have already been replaced, check connections and the keypad ribbon.	If connections and ribbon appear to be intact, contact Customer Service

# Warnings and Cautions

## Electromagnetic Interference

The function and performance of this product may vary from the published specifications due to many factors, including, without limitation, site impairments from structural effects, metal objects in the vicinity, interference from other electrical devices, atmospheric effects, installation, and maintenance. There may be other factors which also affect performance of this product.

# Regulatory Statements

## United States - Federal Communication Commission (FCC)

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) this device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation. 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 when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.

## Industry Canada (IC)

This device complies with Industry Canada licence-exempt RSS standard(s). Operation is subject to the following two conditions: (1) this device may not cause interference, and (2) this device must accept any interference, including interference that may cause undesired operation of the device.

Le présent appareil est conforme aux CNR d'Industrie Canada applicables aux appareils radio exempts de licence. L'exploitation est autorisée aux deux conditions suivantes : (1) l'appareil ne doit pas produire de brouillage, et (2) l'utilisateur de l'appareil doit accepter tout brouillage radioélectrique subi, même si le brouillage est susceptible d'en compromettre le fonctionnement.

**Warning:** Changes or modifications not expressly approved by STANLEY Healthcare could void FCC compliance and thus void the user's authority to operate the equipment. If this equipment is modified, appropriate inspection and testing must be conducted to ensure continued safe use of the equipment.

## IEC/UL

Conforms with IEC/UL 60601-1 3rd Edition

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