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

5000 Series Electronic Locks

For additional assistance contact:

InnerSpace

888 435 2256 - phone

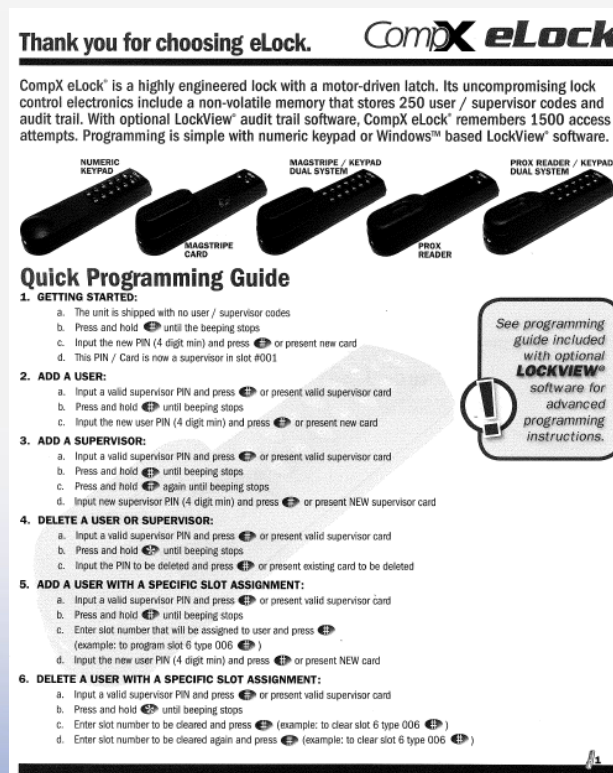616 743 5944 - fax

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5000DKE Lock Instructions

ATTENTION IMPORTANT LOCK INFORMATION

Start-Up Instructions for 5000DKE locks

Opening and programming a new cabinet lock:

1. All 5000DKE electronic locks are pre-set with the following code: 1-2-3-4-#
   This code was pre-set using step #1 of the Quick Programming Guide (a copy is placed in a sealed envelope on the back of each cabinet) that is included with the lock. This code is programmed as a supervisor code.
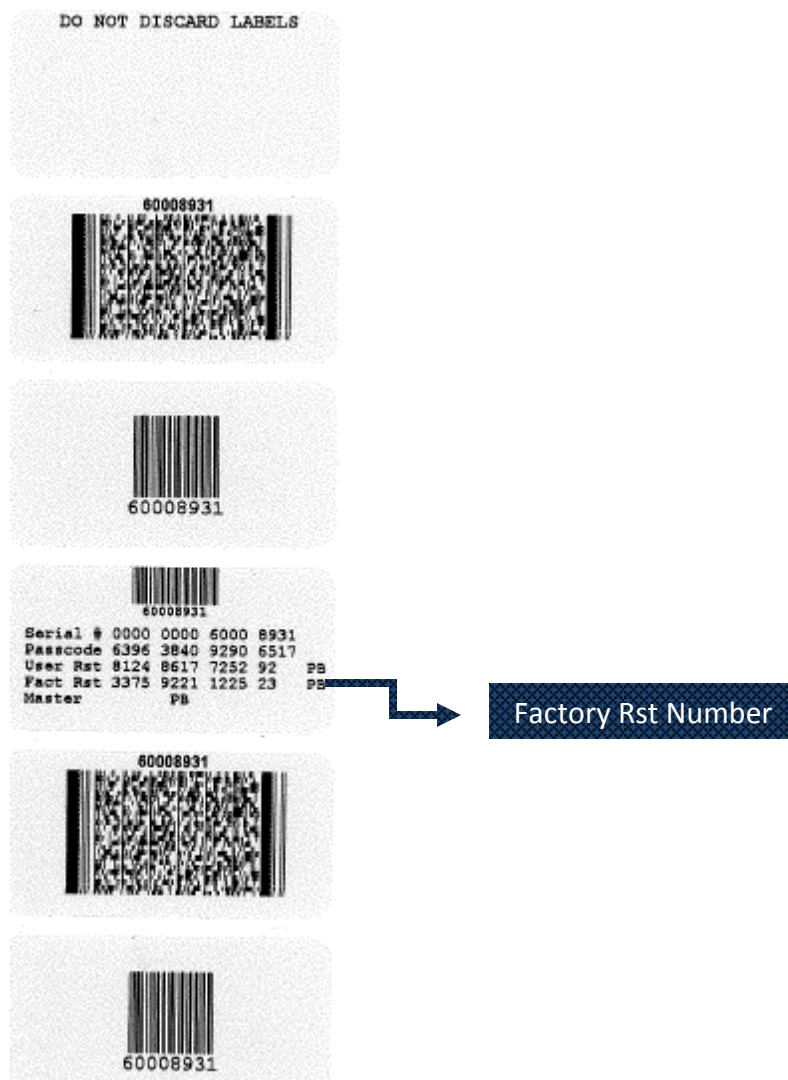

2. To change this preset supervisor code, enter a new supervisor code by following step #3 of the Quick Programming Guide.
3. Then to delete the pre-set code follow step #4 of the Quick Programming Guide using the new supervisor code that you programmed.
4. At this point continue entering users or supervisors by following the steps in the Quick Programming Guide.

<u>Performing a factory reset:</u>

In the event the pre-set lock code is unknown or non-functioning, you can perform a factory reset and program your own unique supervisor code by following the steps below:

1. Locate the green serial number tags/labels provided in the sealed envelope on the back of the newly received cabinet.
2. Identify the 14-digit code marked "Factory Rst" (reset) on the green label.

DO NOT DISCARD LABELS

60008931

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Serial # 0000 0000 6000 8931
Passcode 6396 3840 9290 6517
User Rst 8124 8617 7252 92   PB
Fact Rst 3375 9221 1225 23   PB
Master   PB

Factory Rst Number

60008931

60008931

3. Using the Lock Keypad, press and hold the # button until beeping stops
4. Enter the 14-digit Factory Reset code identified on the green label in step 2 above followed by the # button (You will hear several beeping sounds – this is normal).
5. Now follow Step #1 of the Quick Programming Guide under "Getting Started" to program your Supervisor Access code.

6. Be sure to record this number and keep in a secure location in the event it is needed at a later time. This number is now this individual cabinet's valid Supervisor Access Code that allows all cabinet access, addition and deletion of users to the cabinet.

Important! Save this information.
Each 5000DKE electronic lock comes with its own serial number. It is important that this serial number is associated with the lock and the cabinet it is installed in. There are barcode and serial number tags included for your records for each individual lock. One of the tags includes the following: serial number, pass code number, user reset number, and factory reset number.

These numbers should be filed in a safe place so that they can be referenced if needed at a later time. It is advised that each cabinet be tagged or labeled so that the lock can be identified at a later time.

<u>Accessing a cabinet to replace lock batteries</u>:

If for any reason the lock batteries die or lose function, follow the steps below to unlock the cabinet and replace the batteries.

1. Locate a 9-volt battery.
2. Press the 9-volt battery to the "jump ports" (2 metal contact points) located on bottom of the lock keypad.

Jump Ports

3. While maintaining contact between the 9-volt battery and the jump ports, enter your Supervisor code to unlock the cabinet.
4. Once the cabinet unlocks, locate the lock battery pack within the inside door of the cabinet.
5. Utilizing a small Phillips-head screw driver, remove the four (4) screws on the back of the battery compartment and replace the four (4) AA batteries.
6. Replace and secure the battery pack cover.