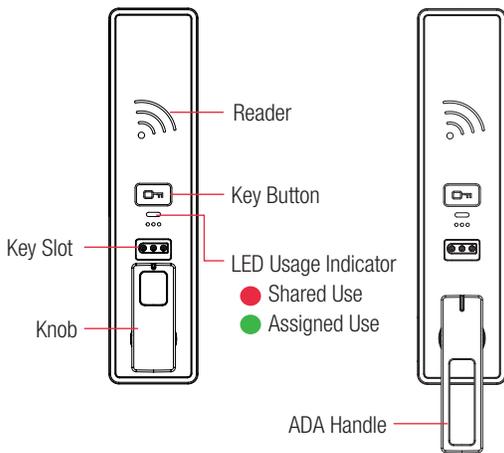


Shared & Assigned Use Functionality

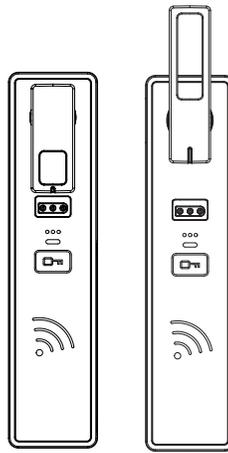
Versa locks with an RFID interface are operated by a RFID credential or an ADA compliant User Key. Manager Keys provide management access and external power. Programming is accomplished via a Programming Key unique to the lock system. For Advanced Models of Versa, an optional mobile application tool is available to simplify lock system management and provide audit trail.

Lock Orientation

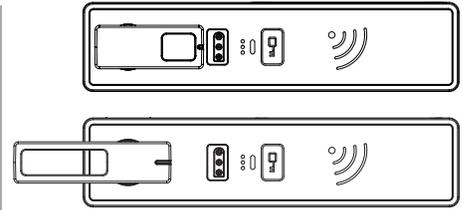
Front Unit



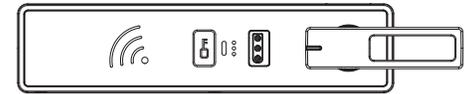
Vertical with Knob on Bottom



Vertical with Knob on Top



Horizontal with Knob on Left



Horizontal with Knob on Right

RFID Credentials



RFID Adhesive Label



RFID Keyfob



RFID Wristband



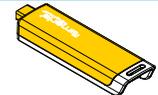
Keys



User Key



Manager Key¹



Programming Key²

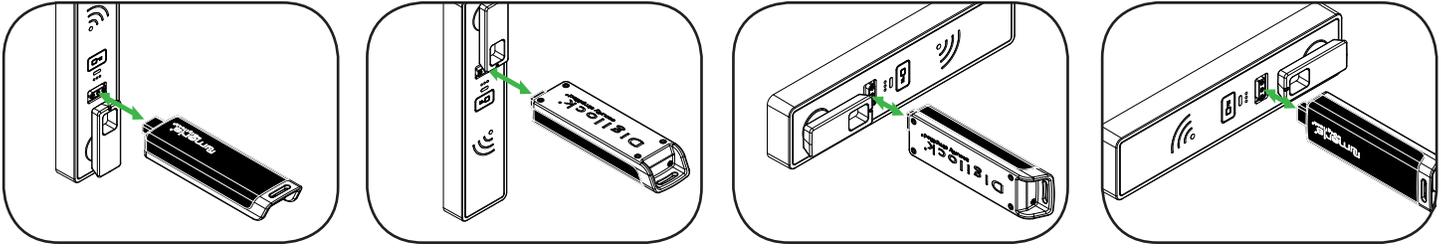
Operates the lock	•	•	•
Overrides user access		•	•
Allows management inspection		•	•
Provides external power		•	•
Programs Manager Keys to the lock			•
Assigns user credentials ³ (in assigned use functionality)		•	
Sets lock functionality			•

¹ Up to 6 Manager Keys may be programmed to each lock.

² 1 Programming Key allowed per lock system.

³ Up to 20 user credentials may be assigned to each lock.

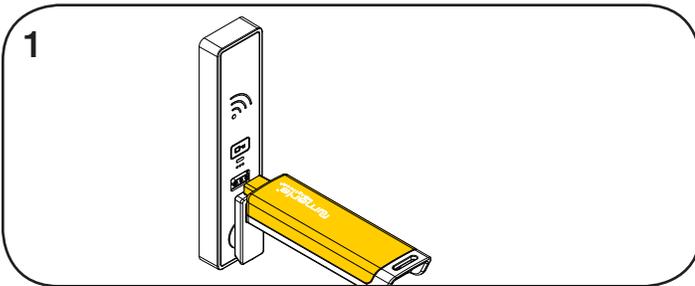
Key Insertion



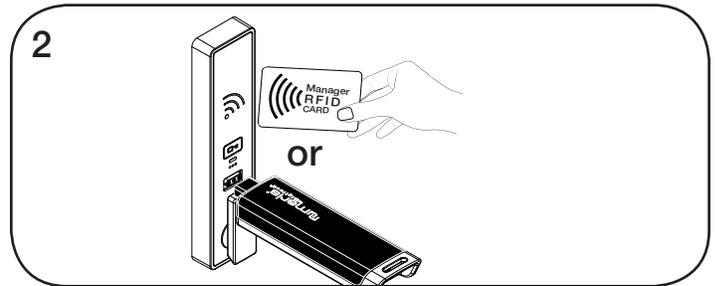
Numeris logo must face towards the  Button.

Setup

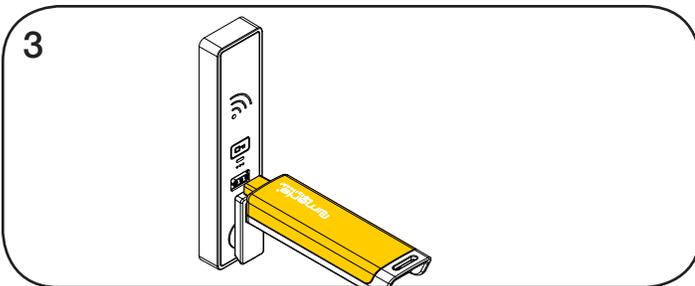
Locks are shipped with factory default settings (only operates by touching ). Each lock must be set up to operate with a Programming Key and Manager Credentials.



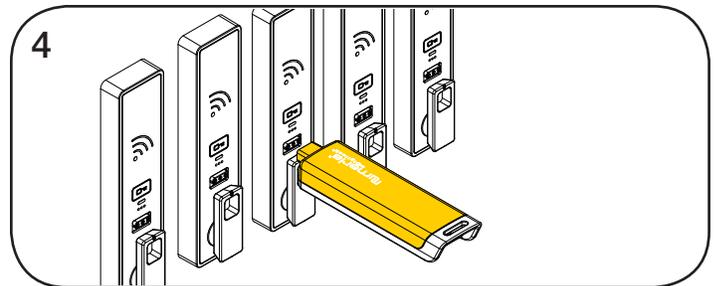
1
Insert the Programming Key.
A two-tone beep will be heard and the LED will turn on.



2
While the LED is on, insert one Manager Key or present one RFID Credential at a time.
A two-tone beep will be heard for each Manager Credential programmed.



3
Insert the Programming Key.
A two-tone beep will be heard and the LED will turn off.

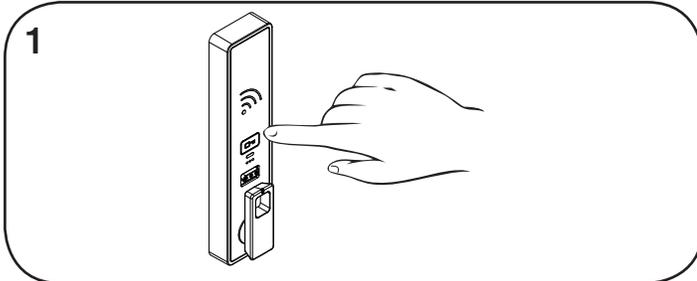


4
Repeat above steps for each lock or follow instructions to Express Register Manager Credentials to set up all locks.

Programming Instructions

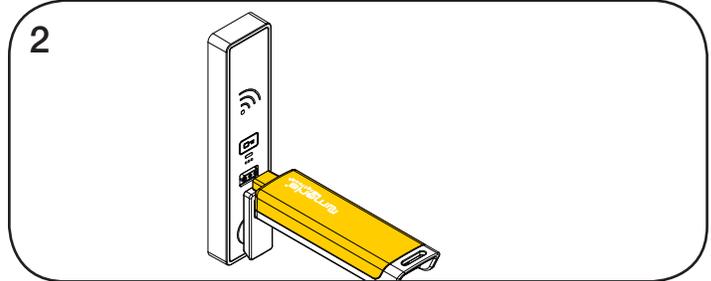
Express Register Manager Credentials

The Programming Key can quickly program multiple locks to operate with the same manager credentials.



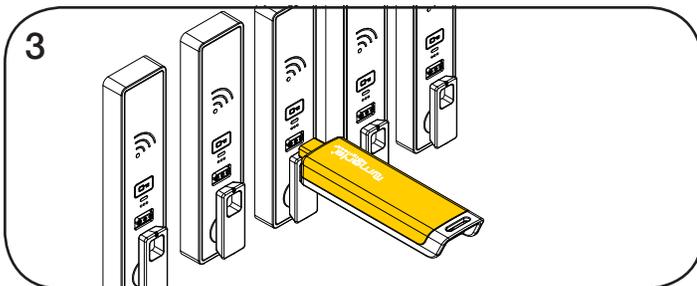
Go to a lock already programmed to operate with the manager credentials.

Touch and hold  for 10 seconds (a two-tone beep will be heard after 5 seconds followed by 2 sets of two-tone beeps after 10 seconds) then release. The LED will flash.



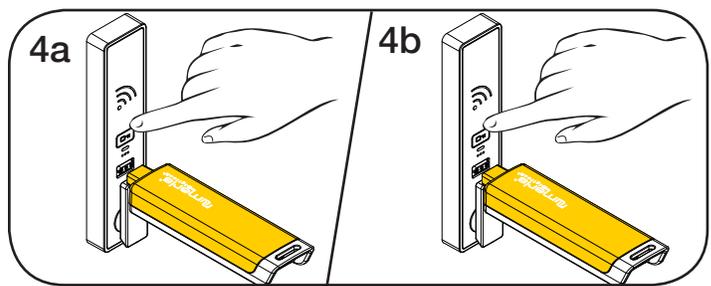
Insert the Programming Key.

Two sets of two-tone beeps will be heard and the LED will turn off.



Insert the Programming Key to program each lock to operate with the same manager credentials.

Two sets of two-tone beeps will be heard and the LED will flash once to indicate successful programming.



End express registration mode.*

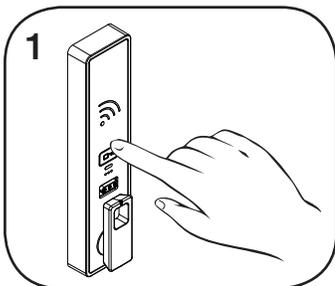
Go to any programmed lock.

Touch  then insert the Programming Key.

*The Programming Key will continue to function in express registration mode until it is used to operate a lock.

Add Manager Credentials

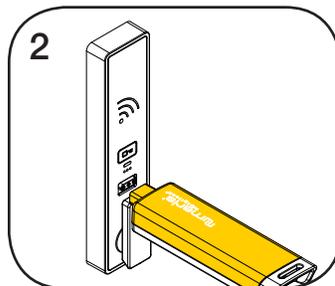
Manager credentials can be programmed to the locks at any time.



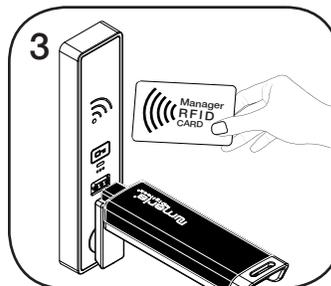
Go to a lock requiring additional manager credentials.

Touch and hold  for 5 seconds (a two-tone beep will be heard after 5 seconds) then release.

The LED will flash and the Reader will turn on.

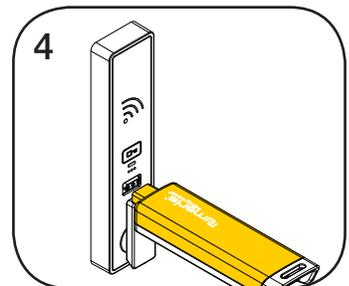


Insert the Programming Key.
A two-tone beep will be heard.



Insert each additional Manager Key or present each Manager RFID one at a time.

A two-tone beep will be heard for each manager credential programmed.



Insert the Programming Key.
A two-tone beep will be heard and the LED and Reader will turn off.

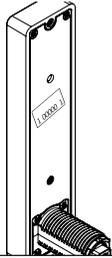
Repeat above steps for each lock or follow instructions to [Express Register Manager Credentials](#) to quickly program the same manager credentials to operate multiple locks.

Programming Instructions

Replace Programming Key or Manager Credentials

The locks must be reprogrammed to prevent the lost/stolen Programming Key or manager credentials from operating a lock.

1



To replace the Programming Key:

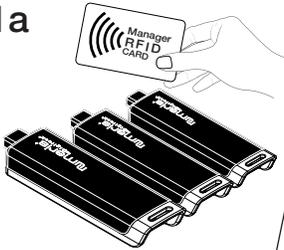
Note the order or serial number (found on the lock's rear unit).

2

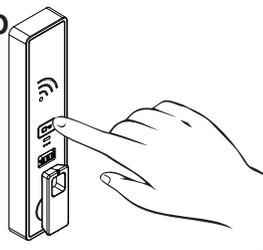


Contact Digilock Support to purchase a replacement Programming Key.

1a



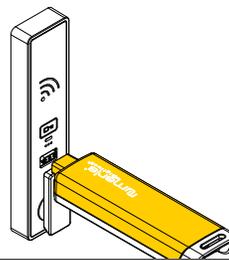
1b



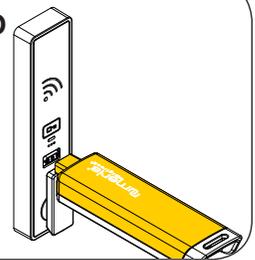
To replace Manager Credentials:

Collect all remaining and replacement manager credentials.
Go to any lock operated by the lost/stolen manager credentials.
Touch and hold  for 5 seconds (a two-tone beep will be heard after 5 seconds) then release.
The LED will flash and the Reader will turn on.

2a



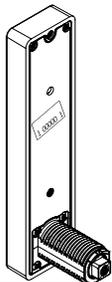
2b



Insert the Programming Key.
A two-tone beep will be heard.
Insert the Programming Key again.
Three sets of two-tone beeps will be heard and the LED and Reader will turn off. All previously programmed manager credentials will be erased.
Follow instructions to [Add Manager Credentials](#) to program the remaining and replacement manager credentials to the locks.

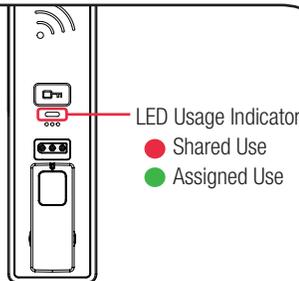
Request Functionality Change

1



Note the order or serial number (found on the lock's rear).

2



Note the current color of the LED.

3

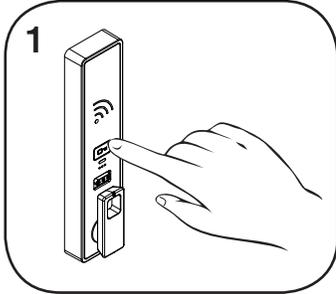


To change the functionality of the locks (between shared use and assigned use), contact Digilock Support to request a Function Key.

Programming Instructions - In Assigned Use Functionality

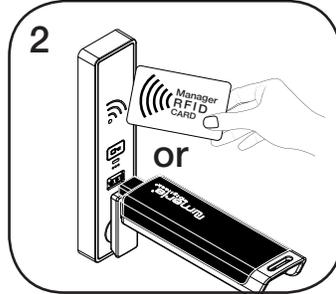
Assign User Credentials

Up to 20 user credentials (User Key or RFID) may be assigned to each lock.

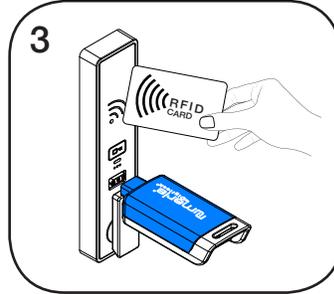


1 Touch and hold  for 5 seconds (a two-tone beep will be heard after 5 seconds) then release.

The LED will flash and the Reader will turn on.

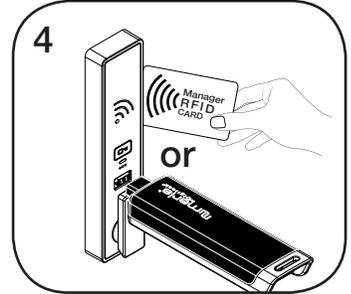


2 Insert a valid Manager Key or present a valid Manager RFID. A two-tone beep will be heard.



3 Insert each User Key or present each User RFID one at a time.

Two sets of two-tone beeps will be heard for each user credential assigned to the lock.

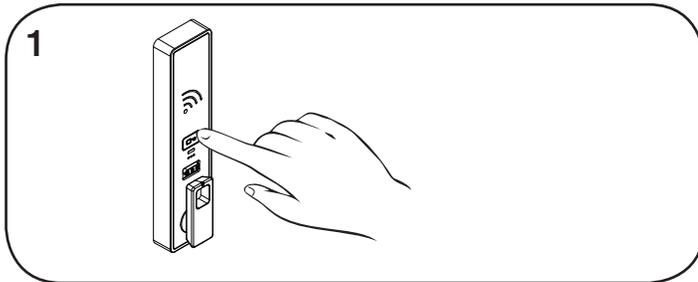


4 Insert a valid Manager Key or present a valid Manager RFID.

A two-tone beep will be heard and the LED and Reader will turn off.

Express Register User and Manager Credentials

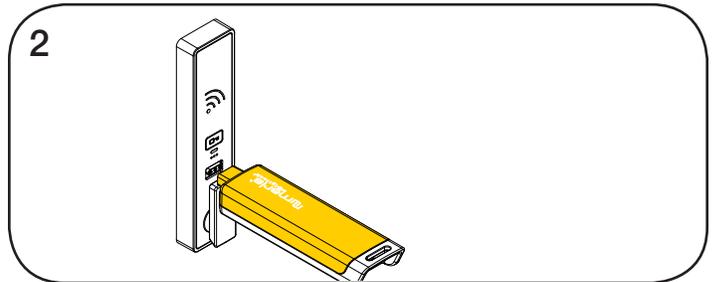
The Programming Key can quickly program multiple locks to operate with the same user and manager credentials.



1 Go to a lock already programmed to operate with the user and manager credentials.

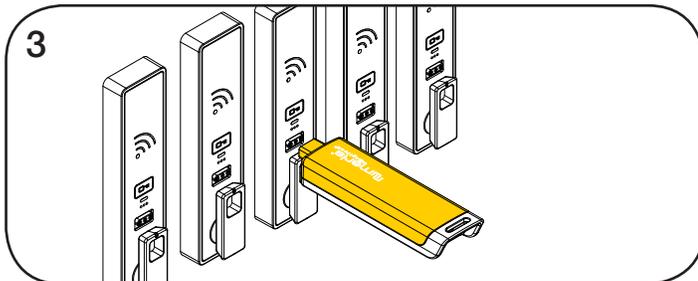
Touch and hold  for 15 seconds (a two-tone beep will be heard after 5 seconds followed by 2 sets of two-tone beeps after 10 seconds followed by 3 sets of two-tone beeps after 15 seconds) then release.

The LED will flash.



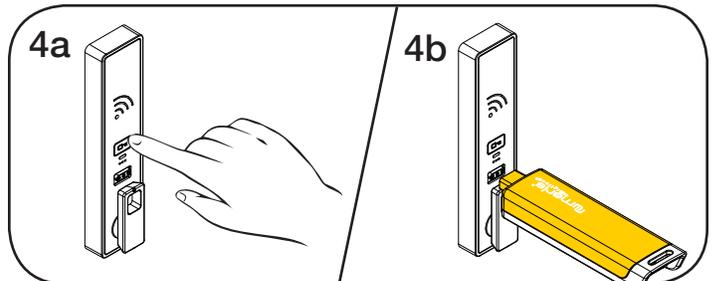
2 Insert the Programming Key.

Two sets of two-tone beeps will be heard and the LED will turn off.



3 Insert the Programming Key to program each lock to operate with the same user and manager credentials.

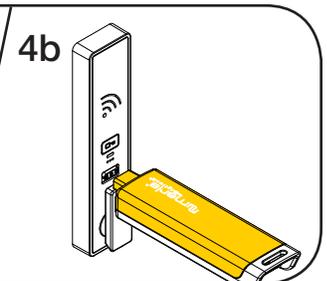
Two sets of two-tone beeps will be heard and the LED will flash once to indicate successful programming.



4a End express registration.*

Go to any programmed lock

Touch  then insert the Programming Key.

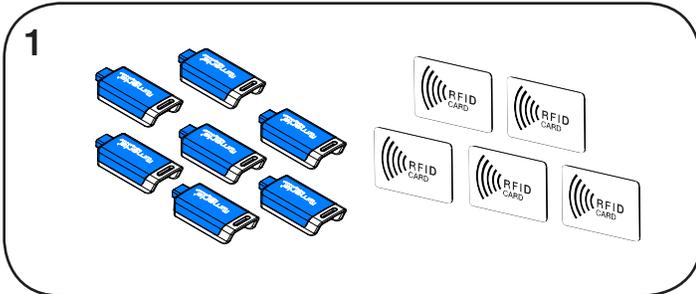


*The Programming Key will continue to function in express registration mode until it is used to operate a lock.

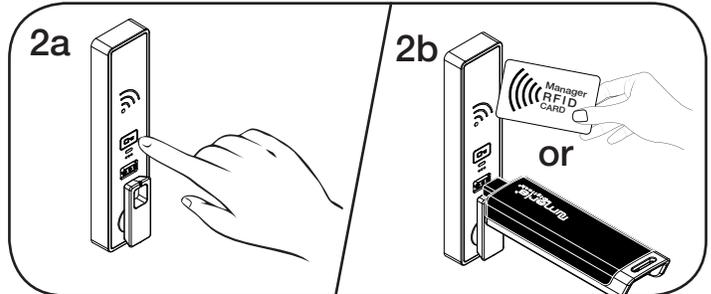
Programming Instructions - In Assigned Use Functionality

Remove User Credentials (for assigned use functionality only)

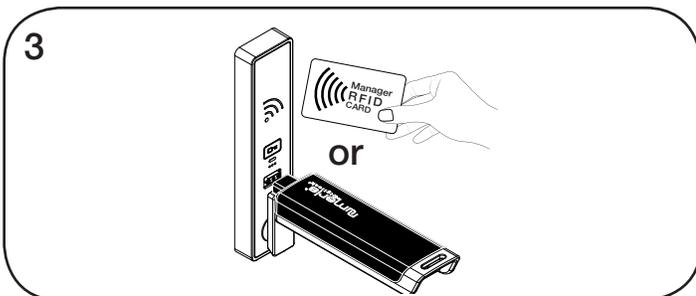
Make sure the lock is in assigned use functionality (a green LED will flash when  is touched). The locks must be reprogrammed to remove user credentials from operating a lock.



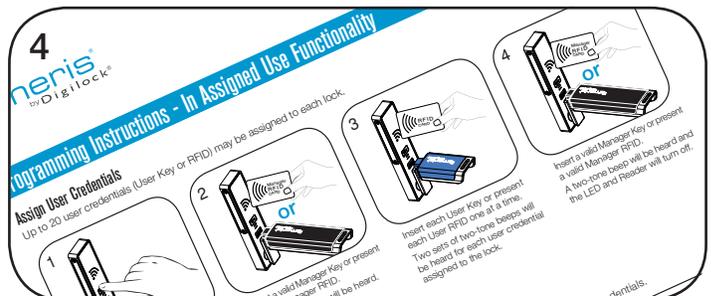
1
Collect all remaining and replacement user credentials (User RFID Credentials and User Keys).



2a
2b
Touch and hold  for 5 seconds (a two-tone beep will be heard after 5 seconds) then release.
The LED will start to flash.
While the LED is flashing, insert a valid Manager Key or present a valid Manager RFID Credential.
A two-tone beep will be heard.



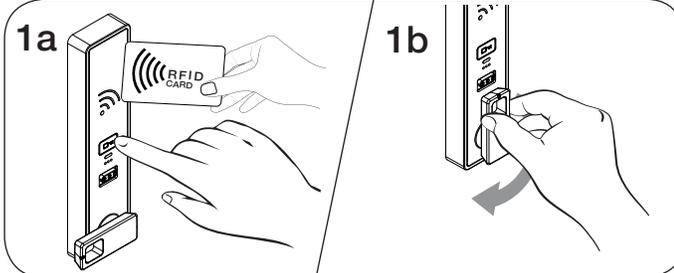
3
Insert the Manager Key or present the Manager RFID Credential again.
Three sets of two-tone beeps will be heard and the LED will turn off.
All previously assigned user credentials will be removed.



4
Follow Assign User Credentials instructions to assign the remaining and replacement user credentials to the locks.

Operating Instructions - In Shared Use Functionality

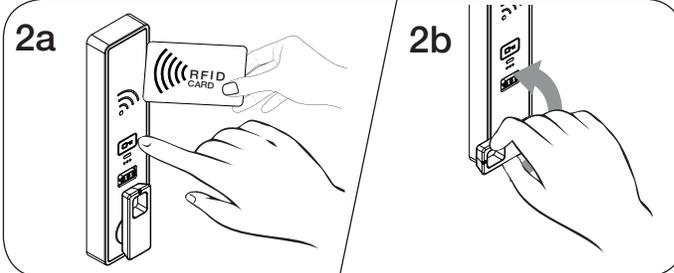
In shared use functionality, the user presents any User RFID Credential or inserts any User Key to lock and uses the same User RFID credential to unlock. Once unlocked, the lock is available for a different user.



1a **1b**

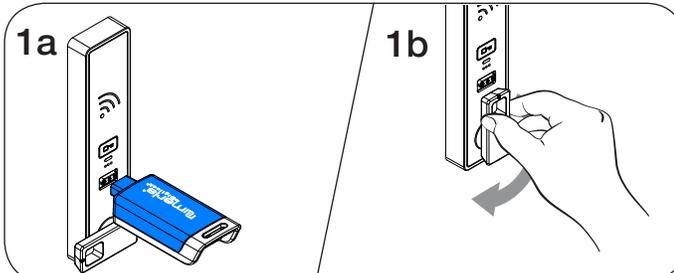
Operate with a User RFID Credential

To lock: Close the door. Touch  and present any User RFID Credential, then turn the knob to the locked position.



2a **2b**

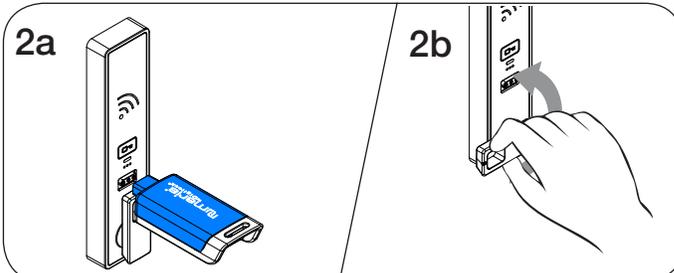
To unlock: Touch  and present the same User RFID Credential, then turn the knob to the unlocked position. Open the door.



1a **1b**

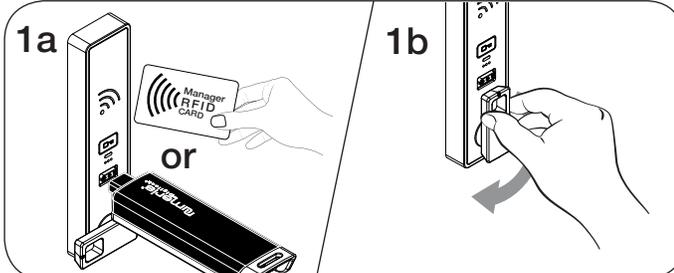
Operate with a User Key

To lock: Close the door. Insert any User Key then turn the knob to the locked position.



2a **2b**

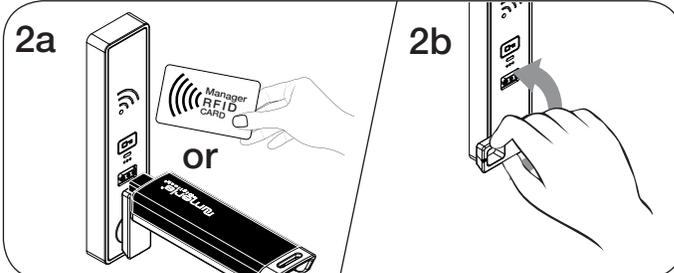
To unlock: Insert the same User Key then turn the knob to the unlocked position. Open the door.



1a **1b**

Operate with a Manager Credential

To lock: Close the door. Insert a valid Manager Key or touch , present a valid Manager RFID then turn the handle to the locked position.



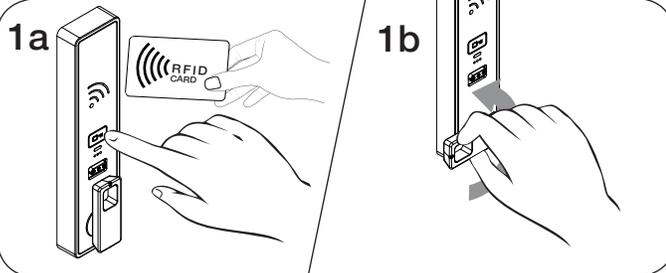
2a **2b**

To unlock: Insert a registered Manager Key or touch , present a valid Manager RFID then turn the handle to the unlocked position. Open the door.*

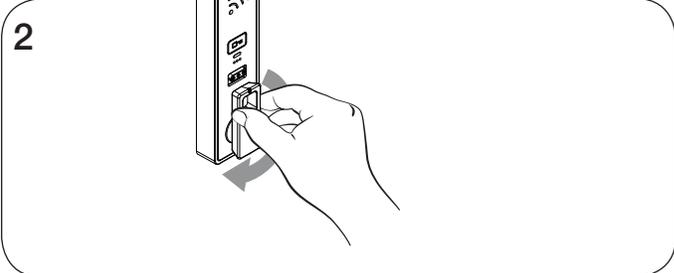
*If a valid Manager Credential is used to relock, the previous user credential will continue to operate the lock.

Operating Instructions - In Assigned Use Functionality

In assigned use functionality, users operate the lock with their assigned user credential (either a User RFID Credential or a User Key).



1a **1b**

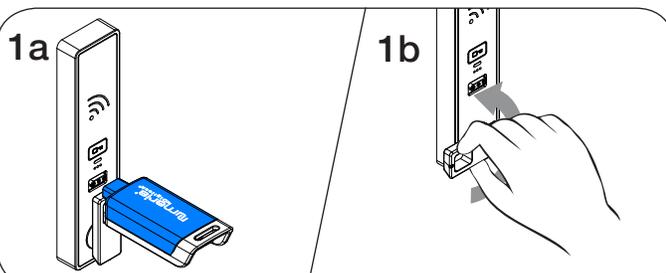


2

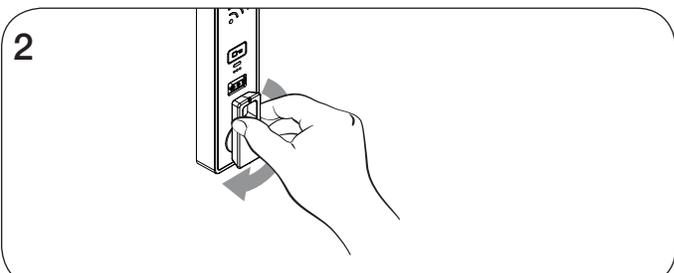
Operate with a RFID Credential

To unlock: Touch  and present any User RFID Credential, then turn the knob to the unlocked position.
Open the door.**

To lock: Close the door then turn the knob to the locked position.



1a **1b**

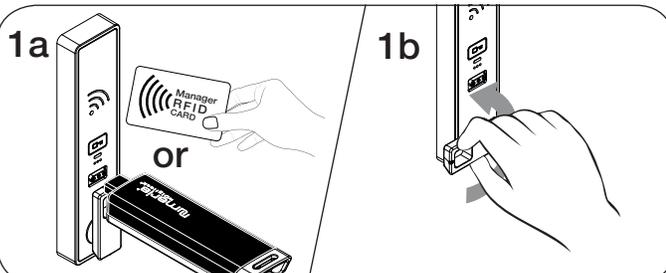


2

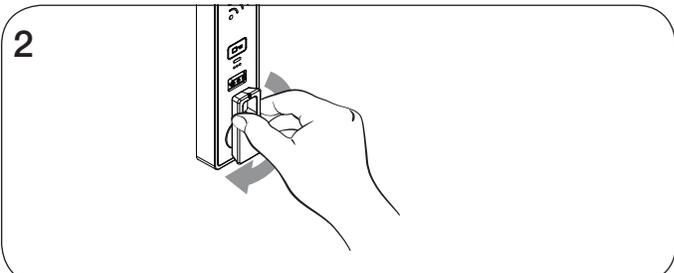
Operate with the User Key

To unlock: Insert the assigned User Key then turn the knob to the unlocked position.
Open the door.**

To lock: Close the door then turn the knob to the locked position.



1a **1b**



2

Operate with a Manager Credential

To unlock: Insert a valid Manager Key or touch , present a valid Manager RFID then turn the knob to the unlocked position.
Open the door.**

To lock: Close the door then turn the knob to the locked position.

**The lock will remain in the locked position if the knob is not turned within approximately 6 seconds.

Support

Low Battery Indicator

After locking or unlocking, the lock emits two sets of three beeps indicating that the batteries are low. Replace the batteries.

Does not Unlock with the User RFID Credential or User Key

The lock does not recognize the User RFID Credential or User Key. For immediate access, operate with a valid Manager Credential. If in assigned use functionality, follow instructions to [Assign User Credentials](#) to assign a new User RFID Credential or User Key to the lock.

Does not Operate with a Manager Credential

The lock does not recognize the Manager Credential. Follow instructions to [Add Manager Credentials](#) to program the Manager Credential to the lock. For immediate access, operate with another valid Manager Credential.

Does not Operate with the Programming Key

The lock does not recognize the Programming Key. If the Programming Key has been replaced, operate with the Replacement Programming Key. Contact Digilock support for additional assistance.

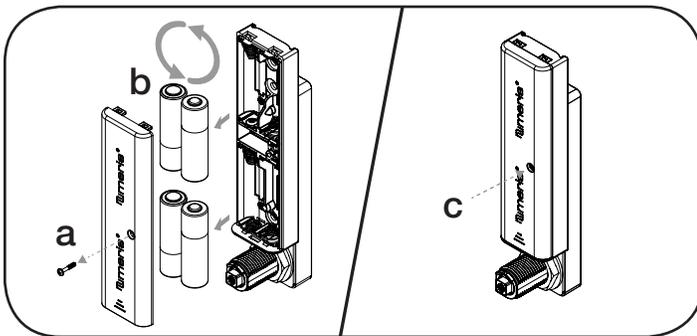
No Audible Feedback when is Touched

The batteries may need to be replaced. For immediate access, operate with a valid Manager Credential. If the error condition persists, replace the batteries.

Battery Replacement*

It is not necessary to uninstall the lock from the door.

CAUTION: Risk of explosion or leakage if battery is replaced by an incorrect type, mixed with a different battery type, or inserted backwards. Replace all batteries of a set at the same time. Be sure to insert batteries with correct polarities. Remove exhausted batteries from product promptly and dispose of used batteries according to the battery manufacturer's instructions.



- a Remove the screw and the battery cover.
- b Replace the four premium AA batteries.
- c Replace battery cover and screw.

*In case of battery failure, operate with a valid Manager Key.