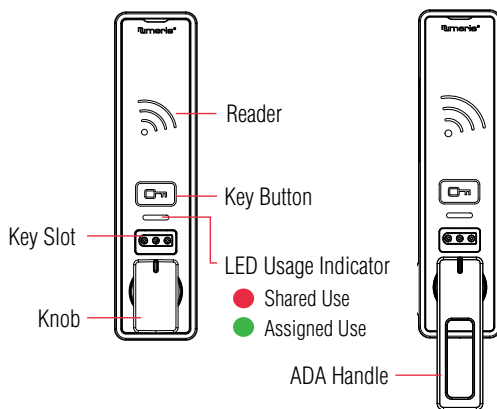


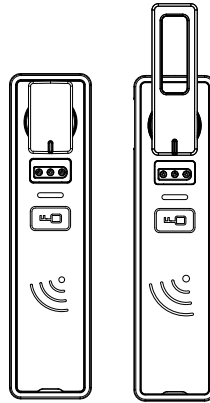
Versa locks with an RFID interface are operated by an RFID credential or an ADA compliant User Key. Manager Keys provide management access and external power. Programming is accomplished via a Programming Key unique to the lock system. For Advanced Models of Versa, an optional mobile application tool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

## Lock Orientation

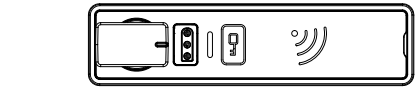
### Front Unit



Vertical with Knob on Bottom



Vertical with Knob on Top

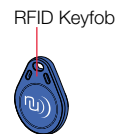
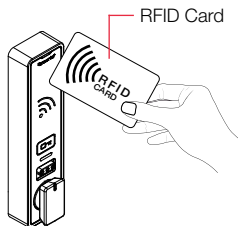


Horizontal with Knob on Left



Horizontal with Knob on Right

### RFID Credentials



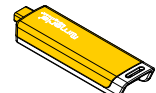
## Keys



User Key



Manager Key<sup>1</sup>



Programming Key<sup>2</sup>

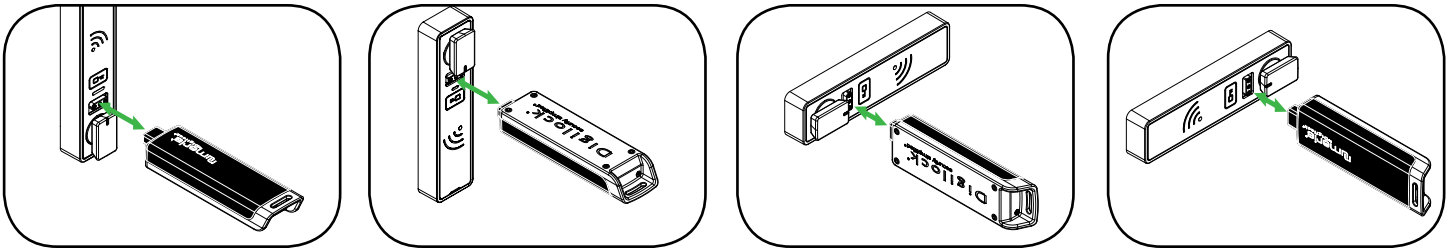
Operates the lock	•	•	•
Overrides user access		•	•
Allows management inspection		•	•
Provides external power		•	•
Programs Manager Keys to the lock			•
Assigns user credentials <sup>3</sup> (in assigned use functionality)		•	
Sets lock functionality			•

<sup>1</sup> Up to 6 Manager Keys may be programmed to each lock.

<sup>2</sup> 1 Programming Key allowed per lock system.

<sup>3</sup> Up to 20 user credentials may be assigned to each lock.

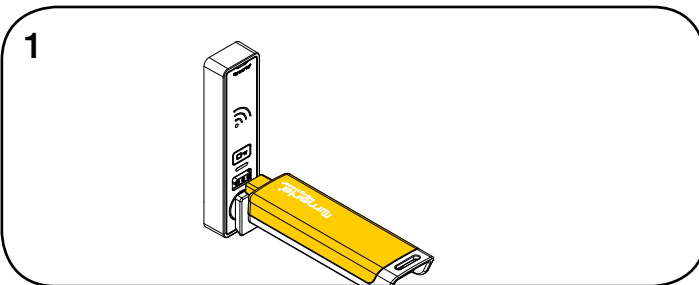
## Key Insertion



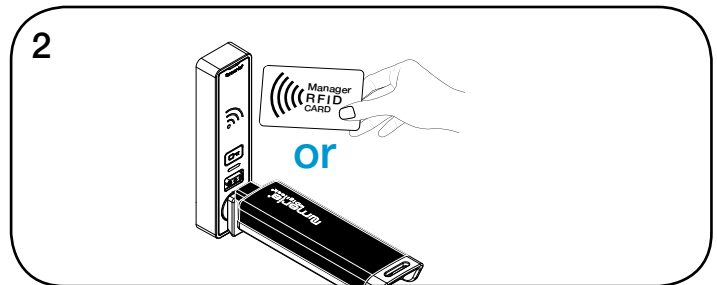
Numeris logo must face towards the Button.

## Setup

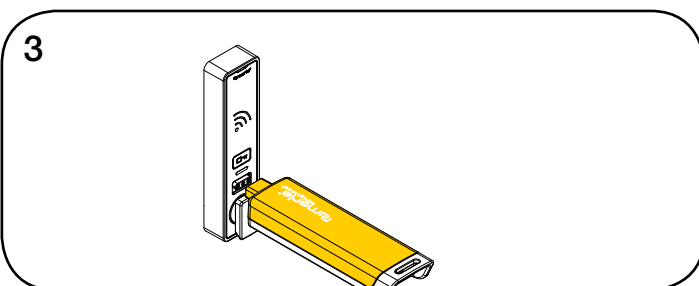
Locks are shipped with factory default settings (only operates by touching ). Each lock must be set up to operate with a Programming Key and Manager Credentials.



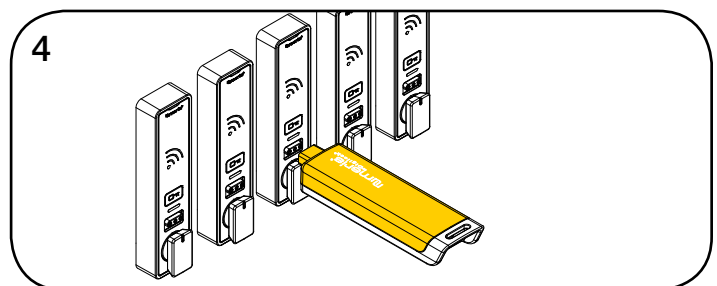
1  
Insert the Programming Key.  
A two-tone beep will be heard and the LED will turn on.



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.

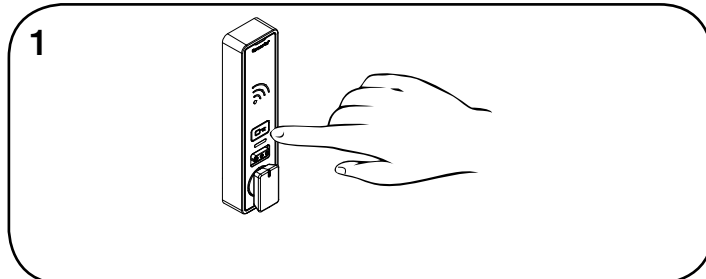



4  
Repeat above steps for each lock or follow instructions to [Express Register Manager Credentials](#) to set up all locks.

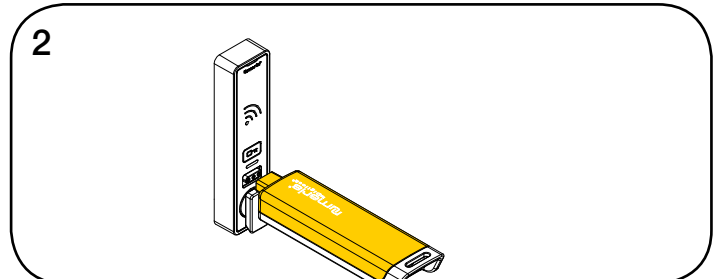
## Programming Instructions

### Express Register Manager Credentials

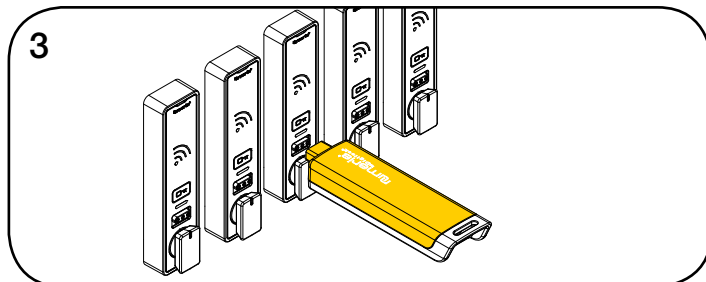
The Programming Key can quickly program multiple locks to operate with the same Manager Credentials.



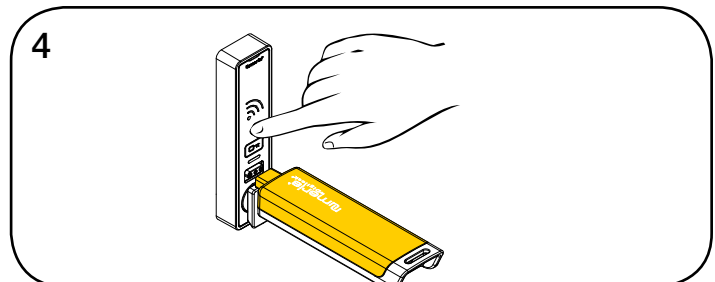
Go to a lock already programmed to operate with the Manager Credentials. Touch and hold  for 10 seconds. After 5 seconds, a two-tone beep will be heard. After 10 seconds, two sets of two-tone beeps will be heard. Release the hold and the LED will start to flash.




While the LED is flashing, insert the Programming Key. A two-tone beep 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 to indicate successful programming.

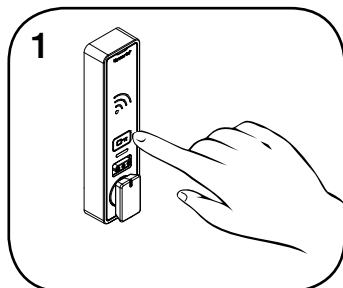



End Express Registration mode.\*  
Go to any programmed lock.  
Touch  then insert the Programming Key.

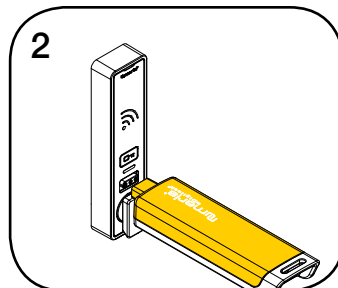
\*The Programming Key will continue to function in Express Registration mode until it is used to operate a lock.

### Add Manager Credentials

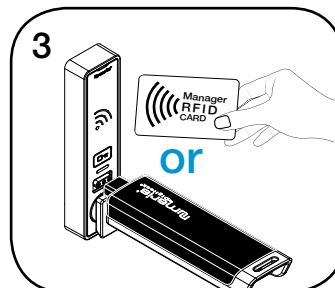
Manager Credentials can be programmed to the locks at any time.



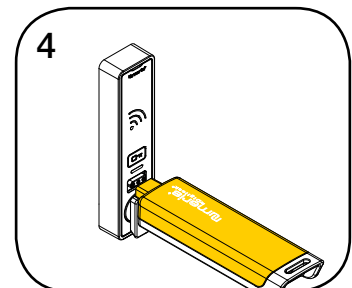
Go to a lock requiring additional Manager Credentials. Touch and hold  for 5 seconds (a two-tone beep will be heard after 5 seconds) then release. The LED will flash.



While the LED is flashing, insert the Programming Key. A two-tone beep will be heard.



While the LED is flashing, insert each additional Manager Key or present each RFID Credential one at a time. A beep will be heard for each Manager Credential programmed.



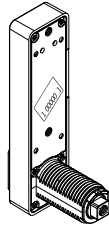
Insert the Programming Key. A two-tone beep will be heard and the LED will turn off. Repeat above steps for each lock or follow instructions to [Express Register Manager Credentials](#) to quickly program multiple locks to operate with the same Manager Credentials.

## 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:**

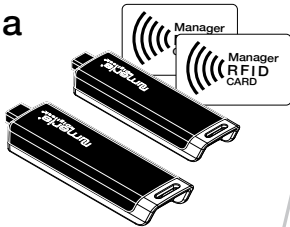
Note the order or serial number (found on the lock's rear).

2

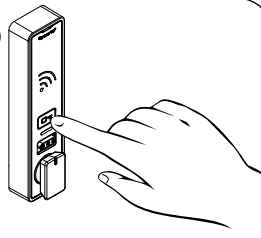


Contact Digilock Support to purchase a replacement Programming Key.

1a




1b



#### **To replace the Manager Credentials:**

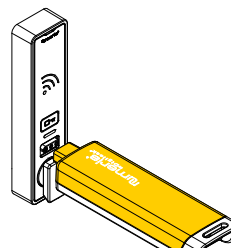
Collect all remaining and replacement Manager Credentials.

Go to any lock operated by the lost/stolen Manager Credentials.

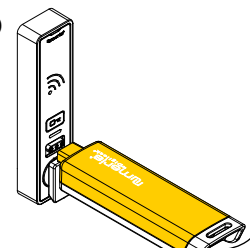
Touch and hold  for 5 seconds (a two-tone beep will be heard after 5 seconds) then release.

The LED will flash.

2a



2b



While the LED is flashing, insert the Programming Key.

A two-tone beep will be heard.

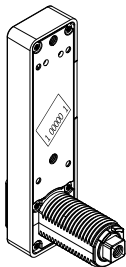
Insert the Programming Key again.

Three sets of two-tone beeps will be heard and the LED 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



LED Usage Indicator

● Shared Use

● Assigned Use

Note the current color of the LED.


3

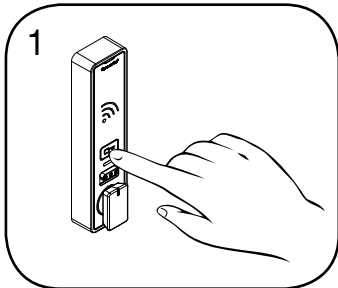



To change the functionality of the locks (between shared use and assigned use), contact Digilock Support to request a Function Key.

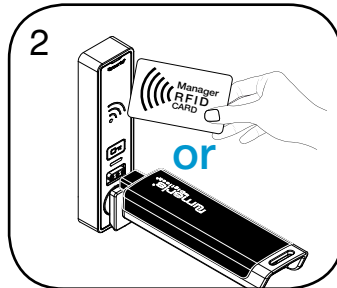
## Programming Instructions - In Assigned Use Functionality

### Assign User Credentials (for assigned use functionality only)

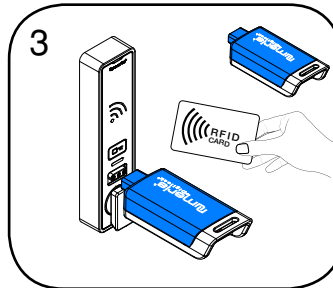
Make sure that the lock is set for assigned use functionality (a green LED will flash when  is touched). Up to 20 user credentials (User RFID Credentials and/or User Keys) may be assigned to each lock.



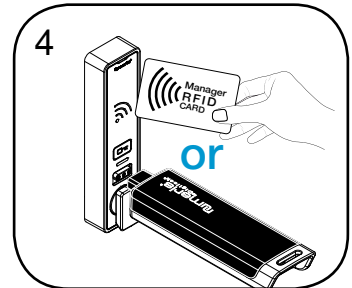
1  
Touch and hold  for 5 seconds (a two-tone beep will be heard after 5 seconds) then release.  
The LED will flash.



2  
While the LED is flashing, insert a valid Manager Key or present a valid Manager RFID.  
A two-tone beep will be heard and the LED will turn on.




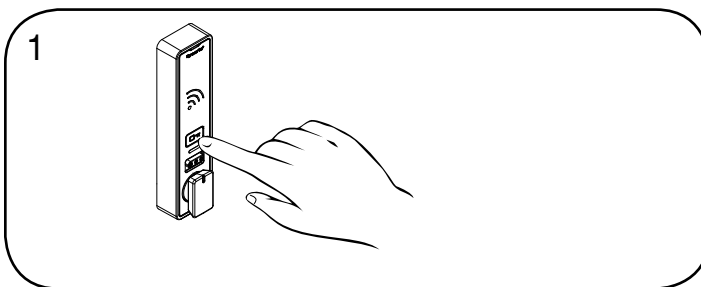
3  
While the LED is on, insert each User Key or present each User RFID one at a time.  
A two-tone beep will be heard for each user credential successfully programmed.




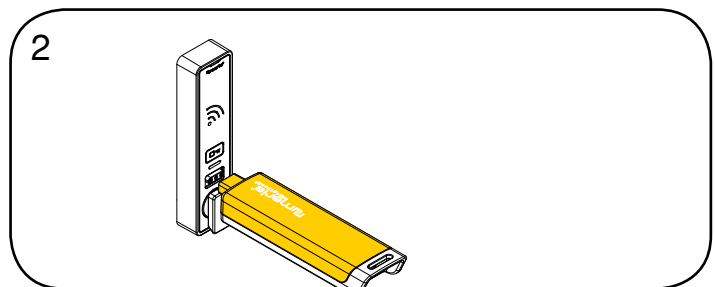
4  
End Add Users:  
Insert a valid Manager Key or present a valid Manager RFID.  
A two-tone beep will be heard and the LED will turn off.

### Express Register User and Manager Credentials (for assigned use functionality only)

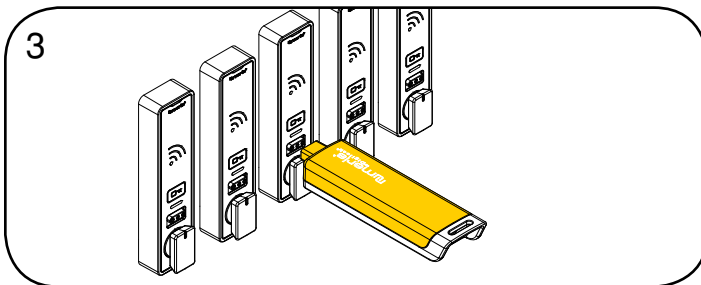
Make sure the lock is set for assigned use functionality (a green LED will flash when  is touched). The Programming Key can quickly program multiple locks to operate with the same user credentials and manager credentials.



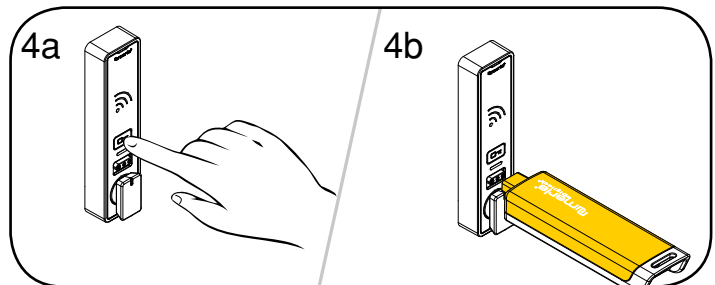
1  
Go to a lock already programmed to operate with the user and manager credentials.  
Touch and hold  for 15 seconds. After 5 seconds, a two-tone beep will be heard. After 10 seconds, two sets of two-tone beeps will be heard. After 15 seconds, three sets of two-tone beeps will be heard. Release the hold and the LED will start to flash.




2  
While the LED is flashing, insert the Programming Key.  
A two-tone beep 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 twice to indicate successful programming.




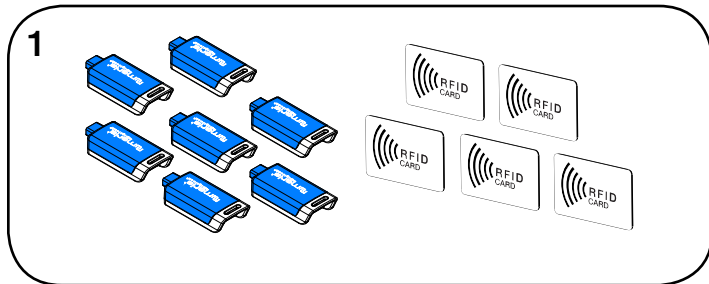
4a  
End Express Registration:  
Go to any programmed lock  
Touch  then insert the Programming Key.

\*The Programming Key will continue to function in Express Registration mode until it is used to operate a lock.

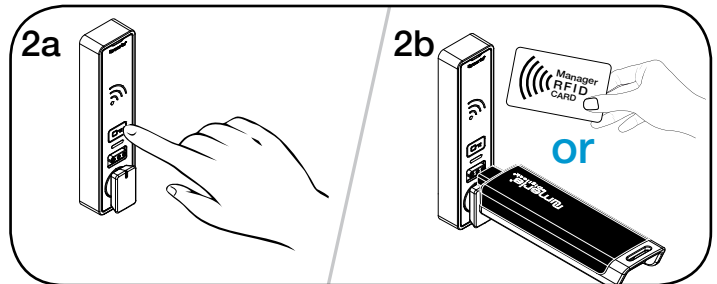
## Programming Instructions - In Assigned Use Functionality


### 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.



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

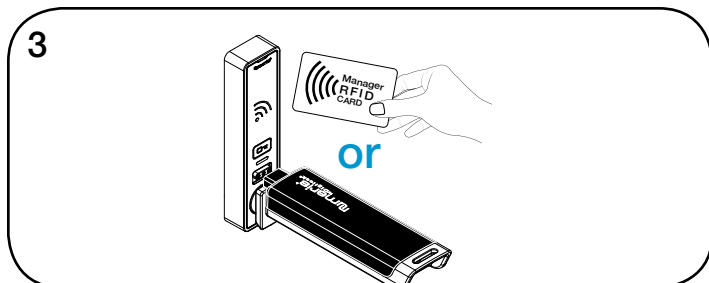


Touch and hold  for 5 seconds (a two-tone beep will be heard after 5 seconds) then release.

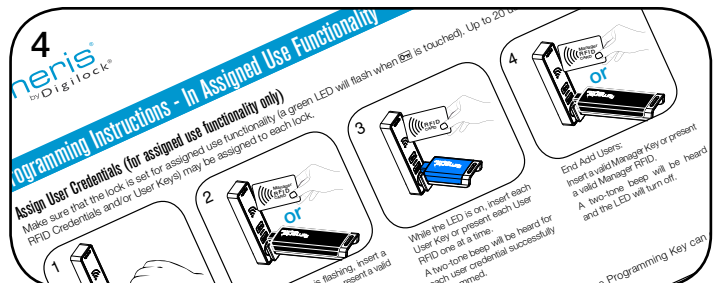
The LED will start to flash.

While the LED is flashing, insert a valid Manager Key or present a valid Manager RFID Credential.

A two-tone beep will be heard.

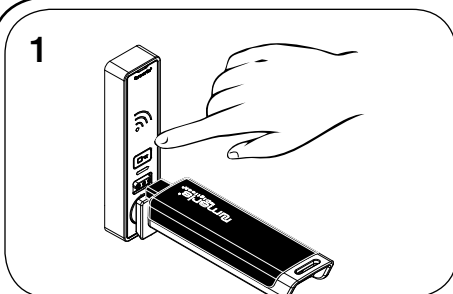


Insert the Manager Key or present the Manager RFID Credential again. Three sets of two-tone beeps will be heard and the LED will turn off. All previously assigned user credentials will be removed.




Follow [Assign User Credentials](#) instructions to assign the remaining and replacement user credentials to the locks.

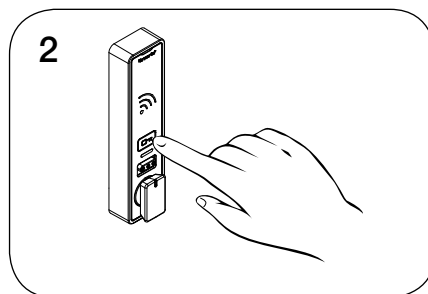
### Replace an Assigned User Credential



#### Replace an Assigned User RFID Credential with a New RFID Credential:

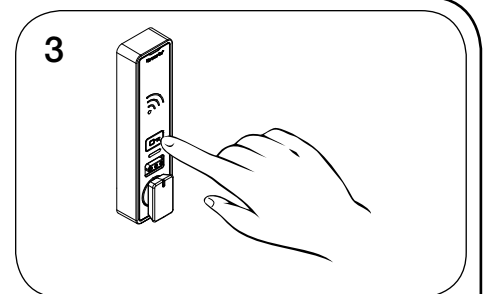
Touch and hold  for 5 seconds (a two-tone beep will be heard after 5 seconds) then release. Insert a valid Manager Key or present a valid Manager RFID Credential.

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



While the LED is on, present the assigned User RFID Credential to be replaced.

A two-tone beep will be heard.



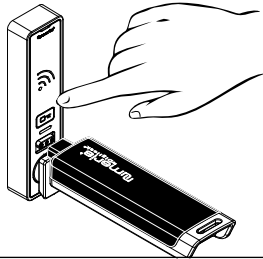
While the LED is on, present the new User RFID Credential.

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


## Programming Instructions - In Assigned Use Functionality

### Replace an Assigned User Credential

1

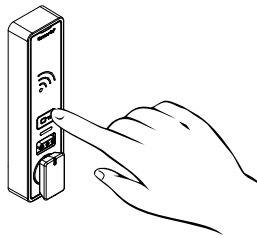


#### Replace an Assigned User RFID Credential with a New User Key:

Touch and hold  for 5 seconds (a two-tone beep will be heard after 5 seconds) then release. Insert a valid Manager Key or present a valid Manager RFID Credential..

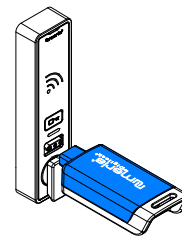
A two-tone beep will be heard and the LED will turn on.

2



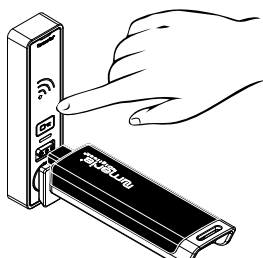
While the LED is on, present the assigned User RFID Credential to be replaced.  
A two-tone beep will be heard.

3




While the LED is on, insert a new User Key.  
Two sets of two-tone beeps will be heard and the LED will turn off.

1

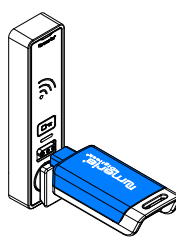


#### Replace an Assigned User Key with a New User Key:

Touch and hold  for 5 seconds (a two-tone beep will be heard after 5 seconds) then release. Insert a valid Manager Key or present a valid Manager RFID Credential.

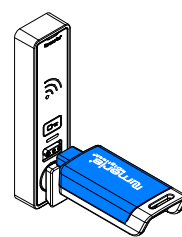
A two-tone beep will be heard and the LED will turn on.

2



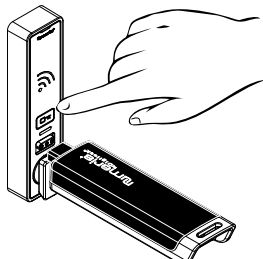
While the LED is on, insert the assigned user Key.  
A two-tone beep will be heard.

3




While the LED is on, insert a new User Key.  
Two sets of two-tone beeps will be heard and the LED will turn off.

1

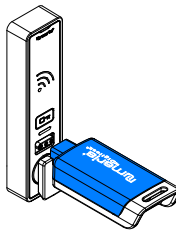


#### Replace an Assigned User Key with a New User RFID Credential:

Touch and hold  for 5 seconds (a two-tone beep will be heard after 5 seconds) then release. Insert a valid Manager Key or present a valid Manager RFID Credential.

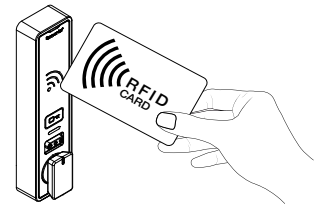
A two-tone beep will be heard and the LED will turn on.

2



While the LED is on, insert the assigned User Key.  
A two-tone beep will be heard.

3

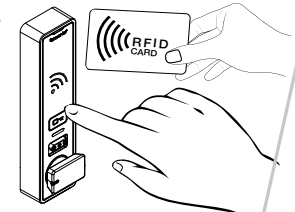
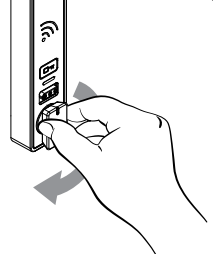

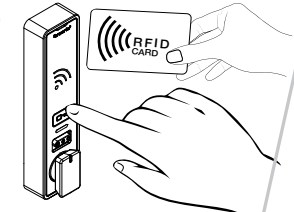
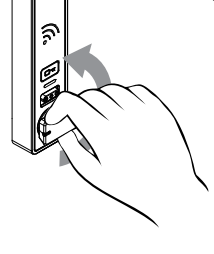

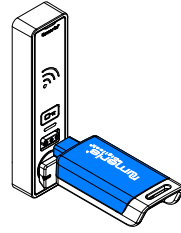
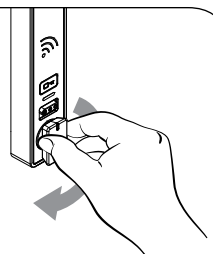
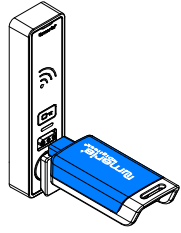
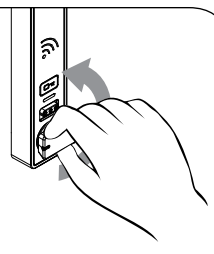
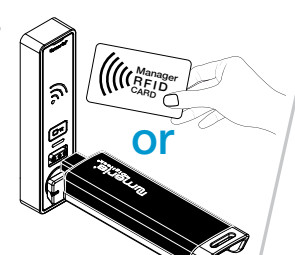
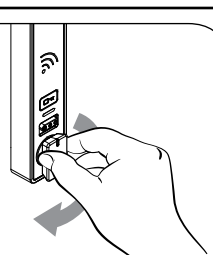

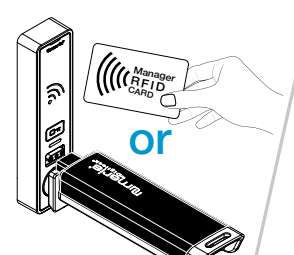
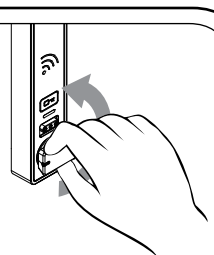



While the LED is on, present the new User RFID Credential.

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

## 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.

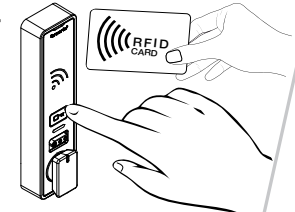
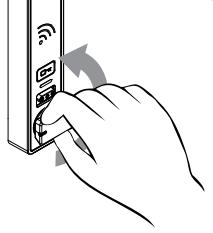

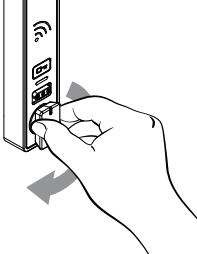
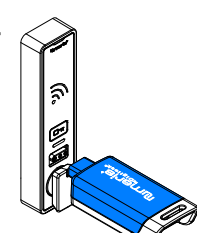
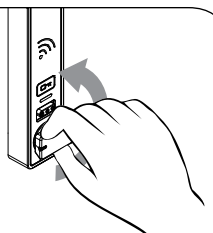
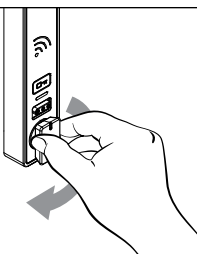
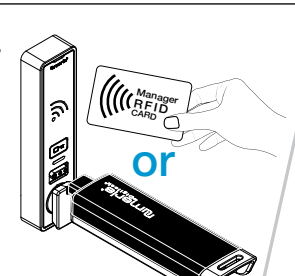
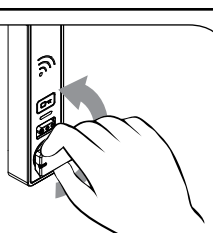

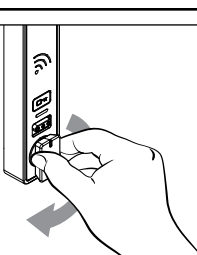
<p><b>1a</b></p>  <p><b>1b</b></p>  <p><b>Operate with a User RFID Credential</b></p> <p>To lock: Close the door. Touch  and present any User RFID Credential, then turn the knob to the locked position.</p>	<p><b>2a</b></p>  <p><b>2b</b></p>  <p>To unlock: Touch  and present the same User RFID Credential, then turn the knob to the unlocked position. Open the door.</p>
<p><b>1a</b></p>  <p><b>1b</b></p>  <p><b>Operate with a User Key</b></p> <p>To lock: Close the door. Insert any User Key then turn the knob to the locked position.</p>	<p><b>2a</b></p>  <p><b>2b</b></p>  <p>To unlock: Insert the same User Key then turn the knob to the unlocked position. Open the door.</p>
<p><b>1a</b></p>  <p><b>1b</b></p>  <p><b>Operate with a Manager Credential</b></p> <p>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.</p>	<p><b>2a</b></p>  <p><b>2b</b></p>  <p>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.*</p>

\*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).

<p><b>1a</b></p>  <p><b>1b</b></p>  <p><b>Operate with a RFID Credential</b> To unlock: Touch  and present any User RFID Credential, then turn the knob to the unlocked position. Open the door. **</p>	<p><b>2</b></p>  <p>To lock: Close the door then turn the knob to the locked position.</p>
<p><b>1a</b></p>  <p><b>1b</b></p>  <p><b>Operate with the User Key</b> To unlock: Insert the assigned User Key then turn the knob to the unlocked position. Open the door.**</p>	<p><b>2</b></p>  <p>To lock: Close the door then turn the knob to the locked position.</p>
<p><b>1a</b></p>  <p><b>1b</b></p>  <p><b>Operate with a Manager Credential</b> To unlock: Insert a valid Manager Key or touch , present a valid Manager RFID then turn the knob to the unlocked position.**</p>	<p><b>2</b></p>  <p>To lock: Close the door then turn the knob to the locked position.</p>

\*\*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

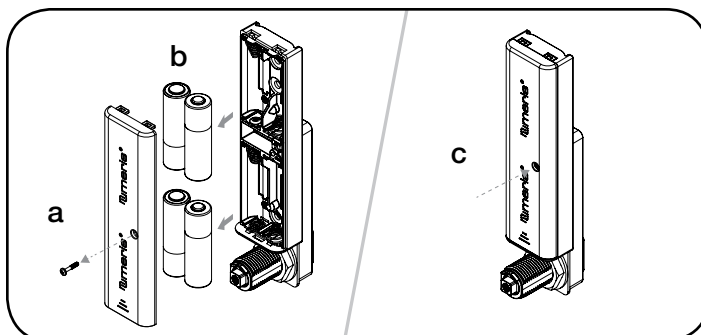
The lock does not recognize the Programming Key. If the Programming Key has been replaced, operate with the Replacement Programming Key. Contact Digilock support for additional assistance.

### 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.



- 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.