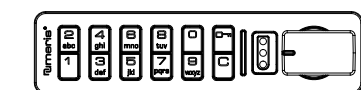


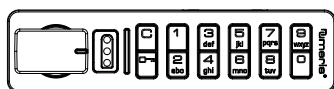
Versa locks with a keypad interface are operated by a 4-7 digit User Code or by an ADA compliant User Key. Manager Keys provide management access and external power. Programming is accomplished via a Programming Key unique to the lock system. An optional mobile application tool simplifies lock system management and provides audit trail.

Lock Orientation

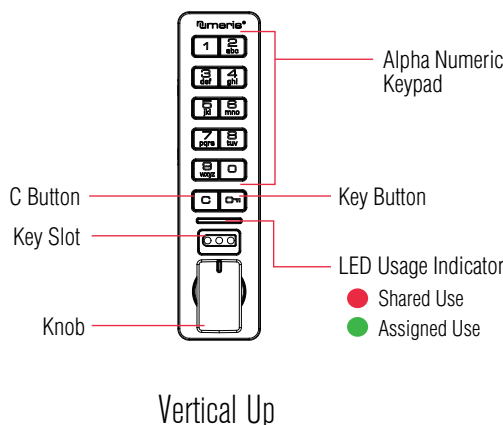
Front Unit



Horizontal Right



Horizontal Left



Vertical Up

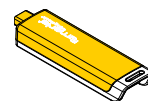
Keys



User Key



Manager Key¹



Programming Key²

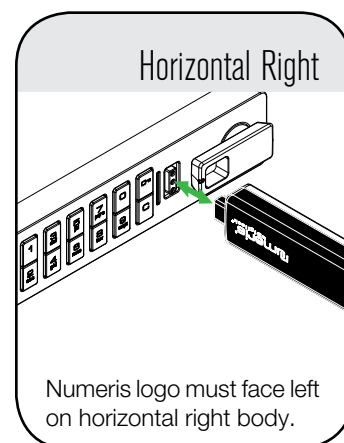
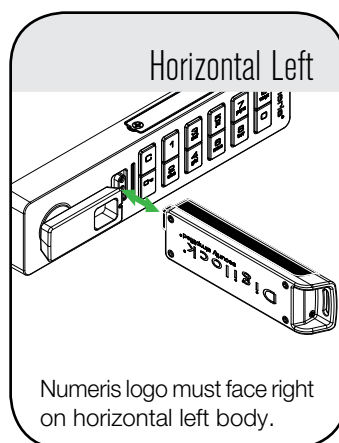
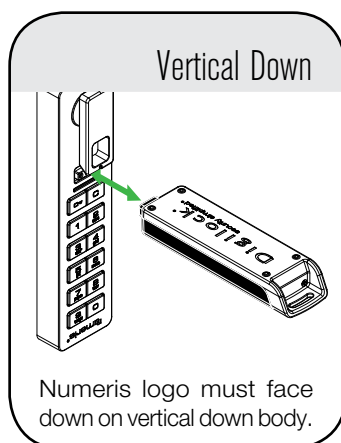
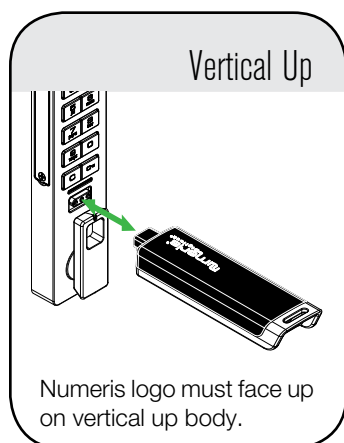
	User Key	Manager Key ¹	Programming Key ²
Operates the lock	•	•	•
Overrides user access		•	•
Allows management inspection		•	•
Provides external power		•	•
Programs Manager Keys to the lock			•
Assigns user credentials ³ (in assigned use functionality)		•	
Sets lock functionality			•

¹ Up to 6 Manager Keys may be programmed to each lock. If managed with the optional Mobile App, up to 250 Manager Keys may be programmed to each lock.

² 1 Programming Key allowed per lock system.

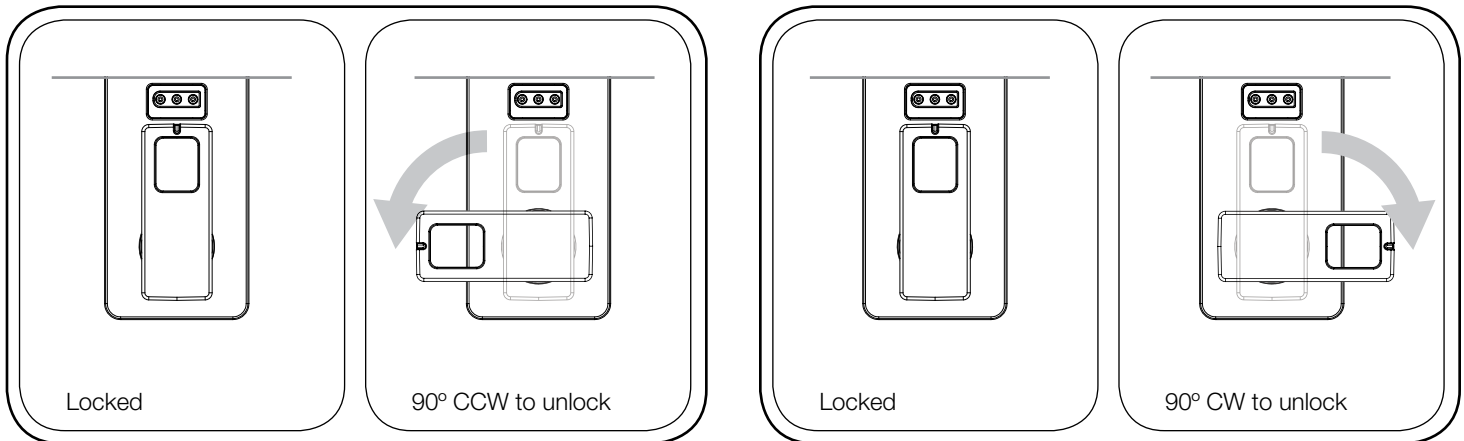
³ Up to 20 user credentials may be assigned to each lock. If managed with the optional Mobile App, up to 250 user credentials may be assigned to each lock.

Key Insertion

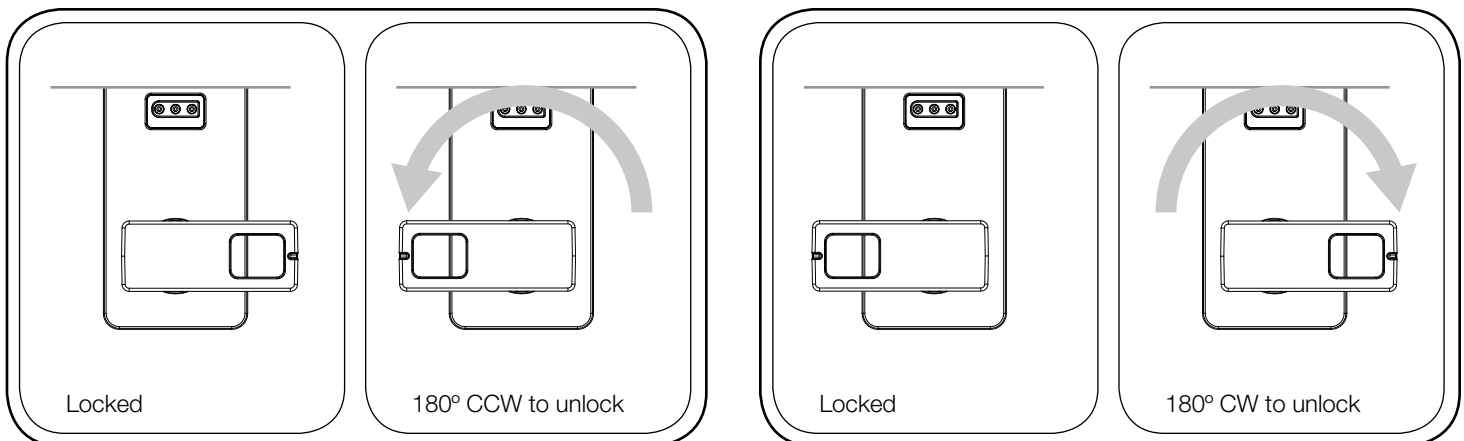


Knob Positions

90°

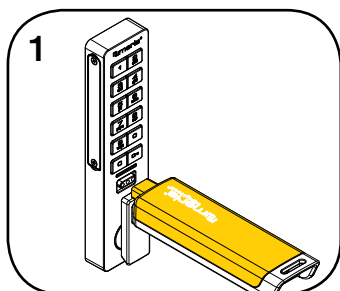


180°

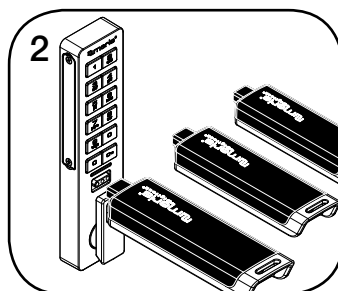


Setup

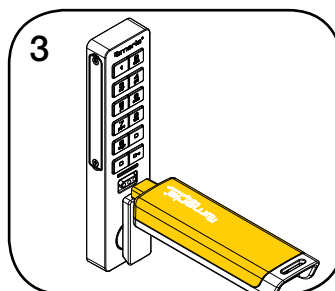
Locks are shipped with factory default settings (only operates by pressing). Each lock must be setup to operate with a Programming Key and Manager Keys.



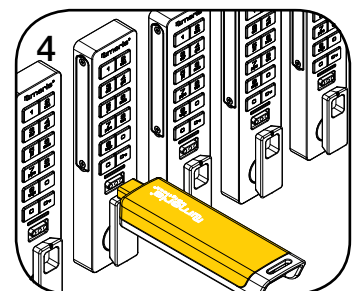
Insert the Programming Key.
A two-tone beep will be heard and the LED will turn on.



Insert one Manager Key at a time.
A beep will be heard for each Manager Key programmed.



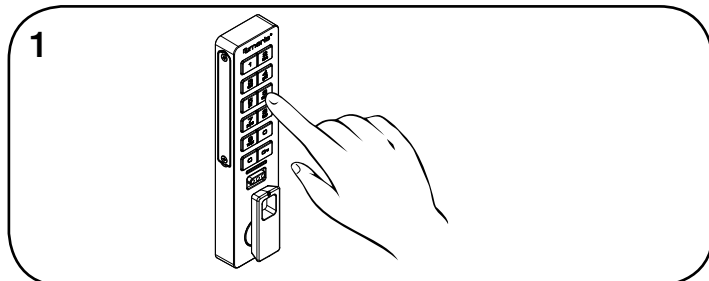
Insert the Programming Key.
A two-tone beep will be heard and the LED will turn off.



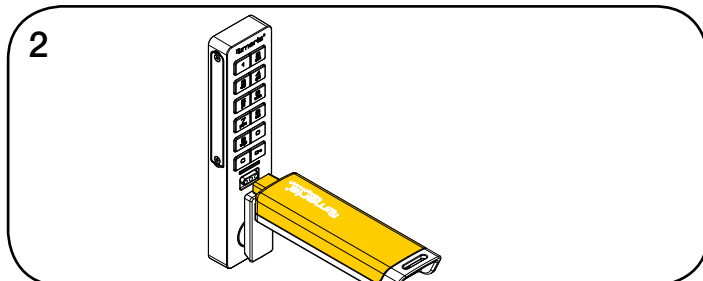
Programming Instructions

Express Register Manager Keys

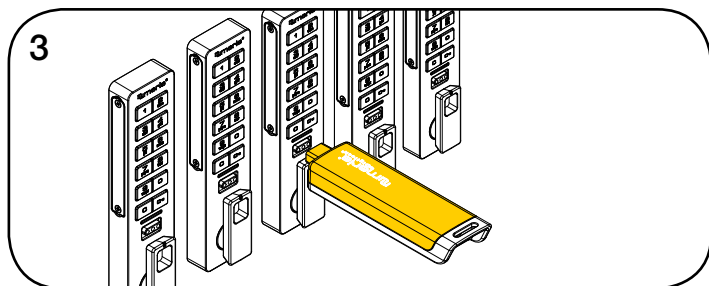
The Programming Key can quickly program multiple locks to operate with the same Manager Keys.



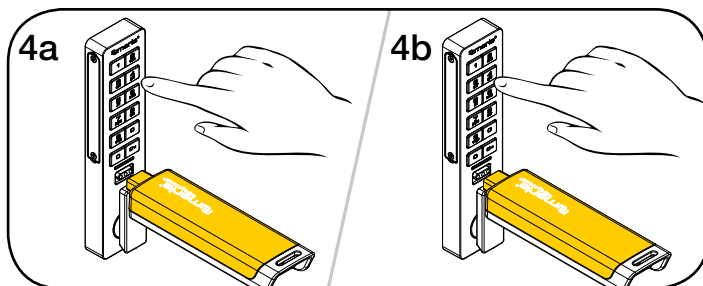
Go to a lock already programmed to operate with the Manager Keys.
Press **[C] [0] [6] [1] [0]**.
The LED will turn on.



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

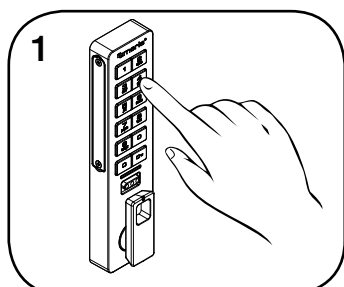


End express registration mode.*
Go to any programmed lock.
Press **[C] [0] [6]** then insert the Programming Key.
Press **[C] [0] [6]** then insert the Programming Key again to return the bolt to the original position.

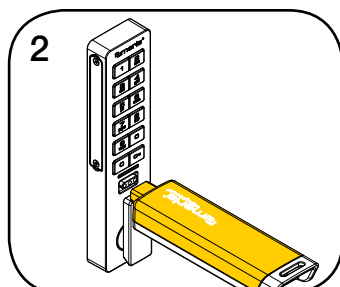
*The Programming Key will continue to function in express registration mode until it is used to operate a lock.

Add Manager Keys

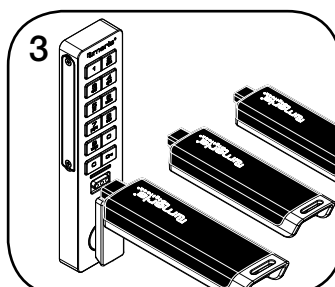
Manager Keys can be programmed to the locks at any time.



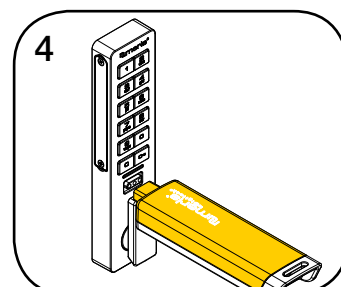
Go to a lock requiring additional Manager Keys.
Press **[C] [0] [6] [5] [5] [0]**.
The LED will turn on.



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



Insert each additional Manager Key one at a time.
A beep will be heard for each Manager Key programmed.



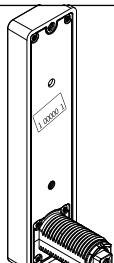
Insert the Programming Key.
A two-tone beep will be heard and the LED will turn off.
Repeat above steps for each lock or follow instructions to [Express Register Manager Keys](#) to quickly program multiple locks to operate with the same Manager Keys.

Programming Instructions

Replace Keys

The locks must be reprogrammed to prevent the lost/stolen keys from operating a lock.

1



To replace the Programming Key:

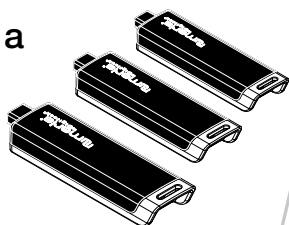
Note the order or serial number (found on the lock's rear unit).

2

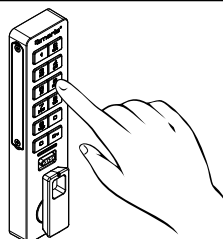


Contact Digilock Support to purchase a replacement Programming Key.

1a



1b



To replace the Manager Keys:

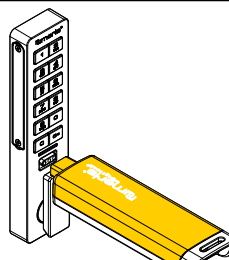
Collect all remaining and replacement Manager Keys.

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

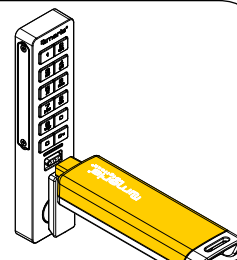
Press **[C] [0] [5] [5] [0]**.

The LED will turn on.

2a



2b



Insert the Programming Key.

A two-tone beep will be heard.

Insert the Programming Key again.

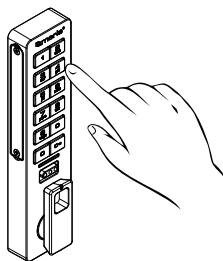
Three sets of two-tone beeps will be heard and the LED will turn off. All previously programmed Manager Keys will be erased.

Follow instructions to [Add Manager Keys](#) to program the remaining and replacement Manager Keys to the locks.

Set Lock Functionality

Each lock can be set for either shared or assigned use functionality. Press **[C]** to check functionality. If in shared use, LED is red. If in assigned use, LED is green.

1

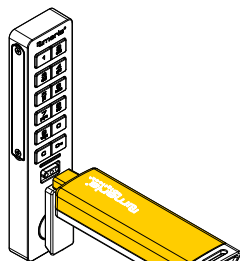


To set for assigned use:

Press **[C] [0] [6] [5] [0]**.

The red LED will turn on.

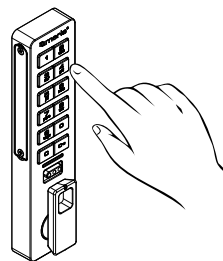
2



Insert the Programming Key.

A two-tone beep will be heard and the green LED will flash once.

1

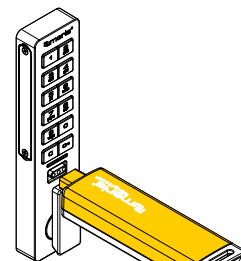


To set for shared use:

Press **[C] [0] [5] [6] [0]**.

The green LED will turn on.

2



Insert the Programming Key.

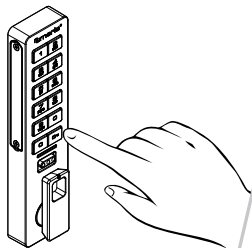
A two-tone beep will be heard and the red LED will flash once.

Programming Instructions

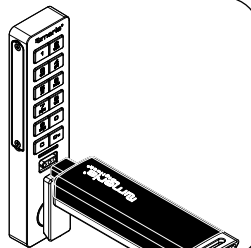
Assign User Credentials (for assigned use functionality only)

Make sure that the lock is set for assigned use functionality (a green LED will flash when **[C]** is pressed). Up to 20 user credentials (User Codes and/or User Keys) may be assigned to each lock.

1a



1b



Assign User Codes:

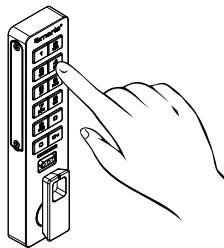
Press **[C]** **[0]** **[5]** **[5]** **[C]**.

The LED will turn on.

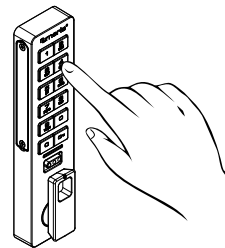
Insert a valid Manager Key.

A two-tone beep will be heard.

2a



2b

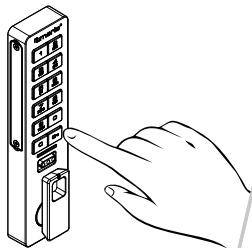


Press **[C]** **[new 4-7 digit code]** **[C]**. A two-tone beep will be heard.

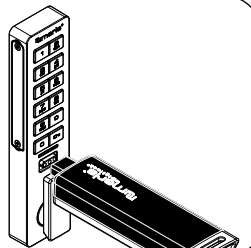
Press **[C]** **[the same 4-7 digit code]** **[C]**.

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

1a



1b



Assign User Keys:

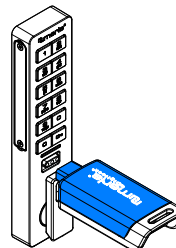
Press **[C]** **[0]** **[5]** **[5]** **[C]**.

The LED will turn on.

Insert a valid Manager Key.

A two-tone beep will be heard.

2



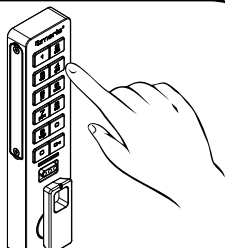
Insert a User Key.

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

Express Register User Credentials and Manager Keys

Make sure the lock is set for assigned use functionality (a green LED will flash when **[C]** is pressed). The Programming Key can quickly program multiple locks to operate with the same user credentials and Manager Keys.

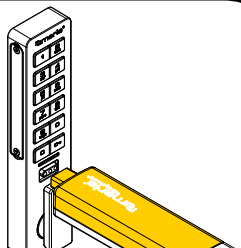
1



Go to a lock already programmed to operate with the user credentials and Manager Keys.

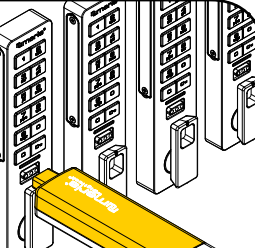
Press **[C]** **[0]** **[6]** **[6]** **[C]**. The LED will turn on.

2



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

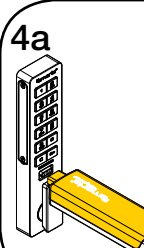
3



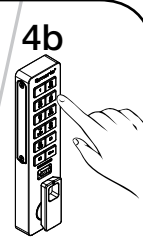
Insert the Programming Key to program each lock to operate with the same user credentials and Manager Keys.

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

4a



4b



End express registration mode.*

Go to any programmed lock.

Press **[C]** **[0]** then insert the Programming Key.

Press **[C]** **[0]** then insert the Programming Key again to return the bolt to the original position.

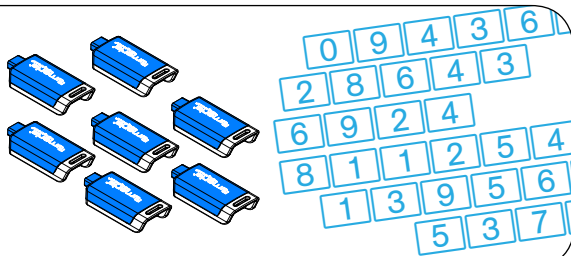
*The Programming Key will continue to function in express registration mode until it is used to operate a lock.

Programming Instructions - In Assigned Use Functionality

Remove User Credentials

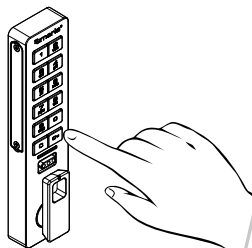
Make sure the lock is in assigned use functionality (a green LED will flash when **[C]** is pressed). The locks must be reprogrammed to remove user credentials from operating a lock.

1



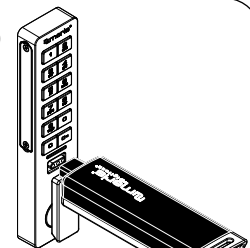
Collect all remaining and replacement user credentials (User Codes and User Keys).

2a

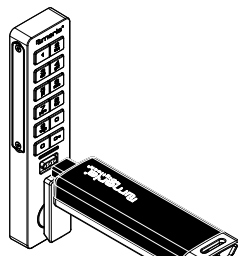


Press **[C]** **[0]** **[5]** **[5]** **[0]**.
The LED will turn on.
Insert a valid Manager Key.
A two-tone beep will be heard.

2b

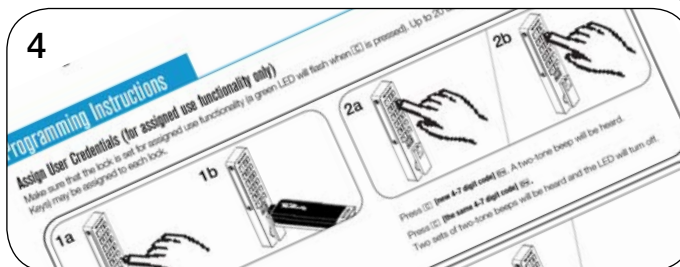


3



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

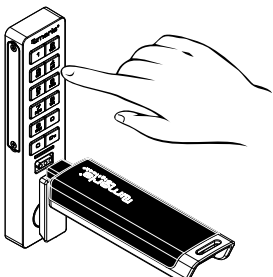
4



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

Replace a User Credential

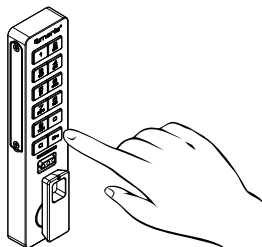
1



Replace an Assigned User Code with a New User Code:

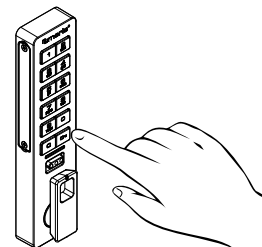
Press **[C]** **[0]** then insert a valid Manager Key.
A two-tone beep will be heard and the LED will turn on.

2



Press **[C]** **[assigned user code]** **[0]**.
A two-tone beep will be heard.

3

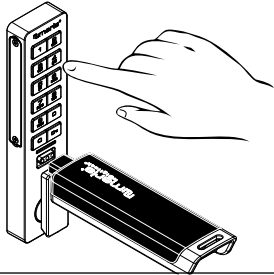


Press **[C]** **[new 4-7 digit user code]** **[0]**
[C] **[the same 4-7 digit user code]** **[0]**.

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

Replace a User Credential

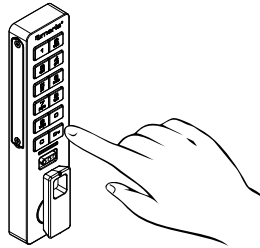
1



Replace an Assigned User Code with a New User Key:

Press then insert a valid Manager Key.
A two-tone beep will be heard and the LED will turn on.

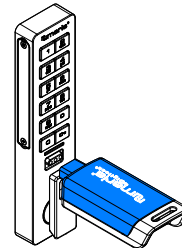
2



Press [assigned user code] .

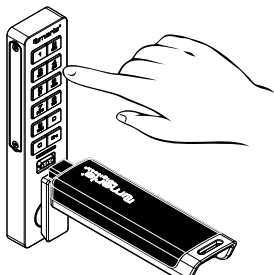
A two-tone beep will be heard.

3



Insert a new User Key.
Two sets of two-tone beeps will be heard and the LED will turn off.

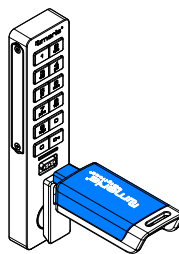
1



Replace an Assigned User Key with a New User Key:

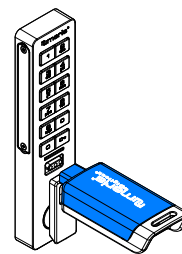
Press then insert a valid Manager Key.
A two-tone beep will be heard and the LED will turn on.

2



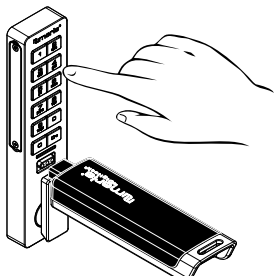
Insert the assigned user Key.
A two-tone beep will be heard.

3



Insert a new User Key.
Two sets of two-tone beeps will be heard and the LED will turn off.

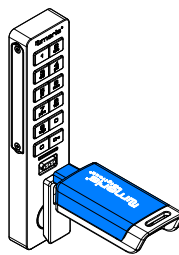
1



Replace an Assigned User Key with a New User Code:

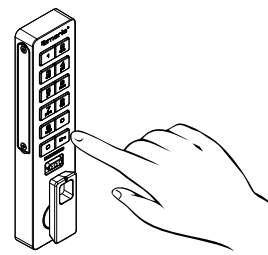
Press then insert a valid Manager Key.
A two-tone beep will be heard and the LED will turn on.

2



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

3



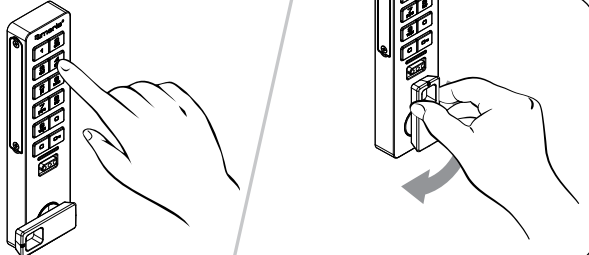
Press [new 4-7 digit user code]
 [the same 4-7 digit user code] .

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

Operating Instructions - In Shared Use Functionality

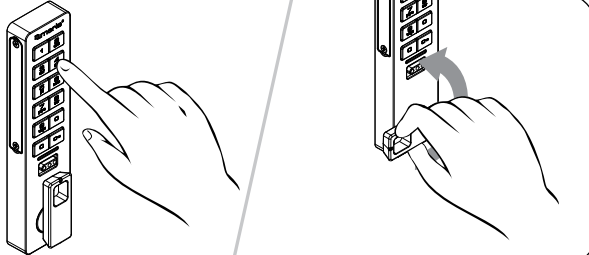
In shared use functionality, the user enters any 4-7 digit User Code or inserts any User Key to lock and the same User Code or User Key to unlock. Once unlocked, the lock is available for a different user.

1a



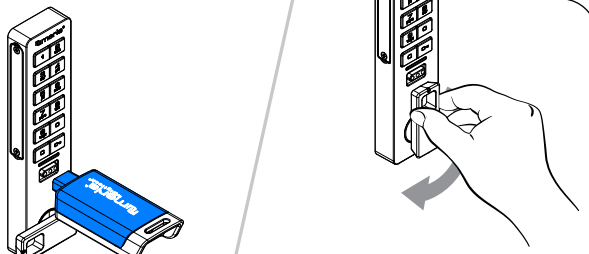
Operate with a User Code
To lock: Close the door. Press [] [any 4-7 digit code] [] then turn the handle to the locked position.

1b



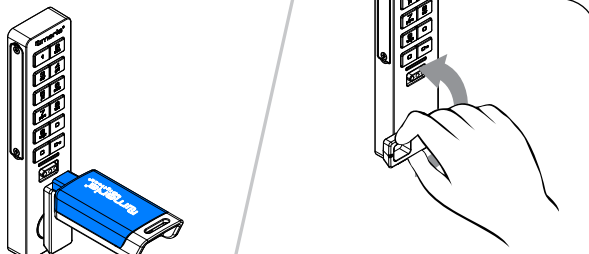
To unlock: Press [] [the same 4-7 digit code] [] then turn the handle to the unlocked position. Open the door.*

1a



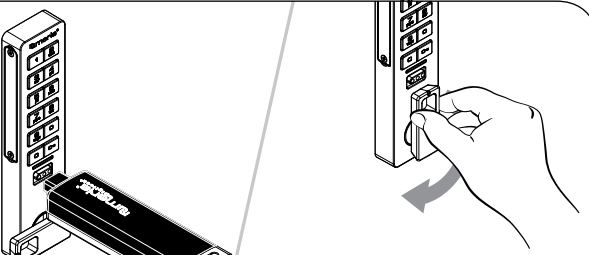
Operate with a User Key
To lock: Close the door. Insert any User Key then turn the handle to the locked position.

1b



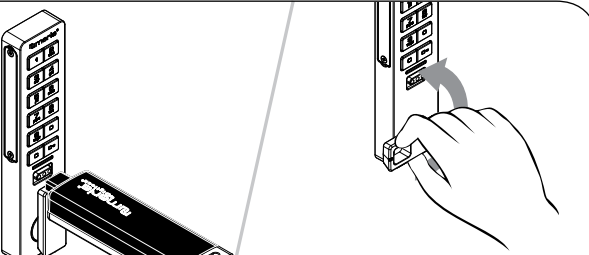
To unlock: Insert the same User Key then turn the handle to the unlocked position. Open the door.

1a



Operate with a Manager Key
To lock: Close the door. Insert a registered Manager Key then turn the handle to the locked position.

1b



To unlock: Insert a registered Manager Key then turn the handle to the unlocked position. Open the door.**

*After 3 consecutive incorrect user code entries, the keypad will be disabled for 1 minute (Sleep Mode).

**If a registered Manager Key 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 Code or a User Key).

1a

Operate with the User Code
To unlock: Press [1] [the assigned 4-7 digit code] [2] then turn the handle to the unlocked position. Open the door.*†

1b

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

1a

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

1b

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

1a

Operate with a Manager Key
To unlock: Insert a registered Manager Key then turn the handle to the unlocked position. Open the door.*

1b

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

*After 3 consecutive incorrect user code entries, the keypad will be disabled for 1 minute (Sleep Mode).

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