Versa™ | PRODUCT GUIDE
### Hybrid Touch-Free RFID | Smart Lock

Digilock®

## SHARED & ASSIGNED USE FUNCTIONALITY

Versa Hybrid Smart Locks with an RFID interface are operated by RFID credential or by Mobile ID. The DigiLink network application simplifies lock management, and Admin and Manager credentials allow for management access.
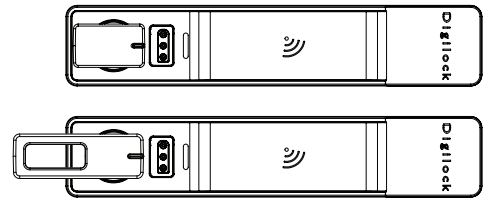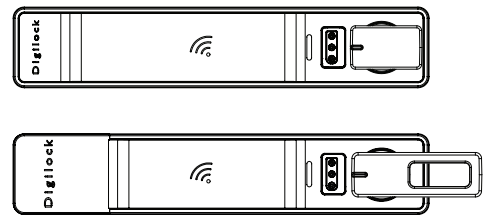
LOCK ORIENTATION

Hybrid Front Unit

Reader
LED Usage Indicator
● Shared Use
● Assigned Use
Key Slot
Knob
ADA Handle
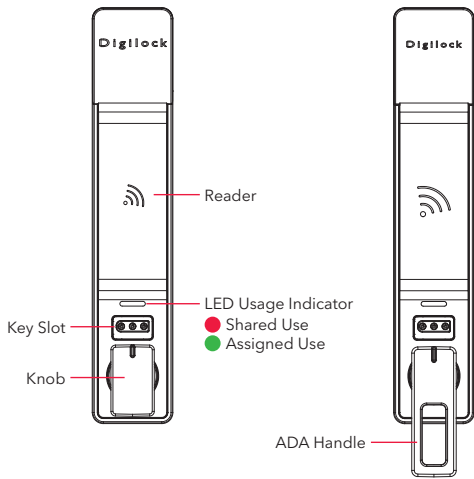
Vertical with Knob on Bottom
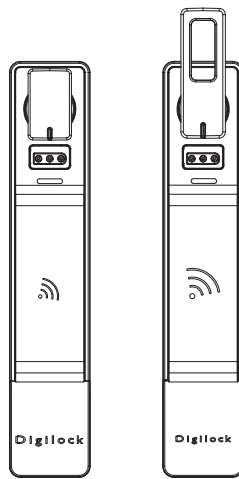
Vertical with Knob on Top

Horizontal with Knob on Left

Horizontal with Knob on Right

RFID Credentials

RFID Card   RFID Adhesive Label   RFID Keyfob   RFID Wristband   Mobile ID
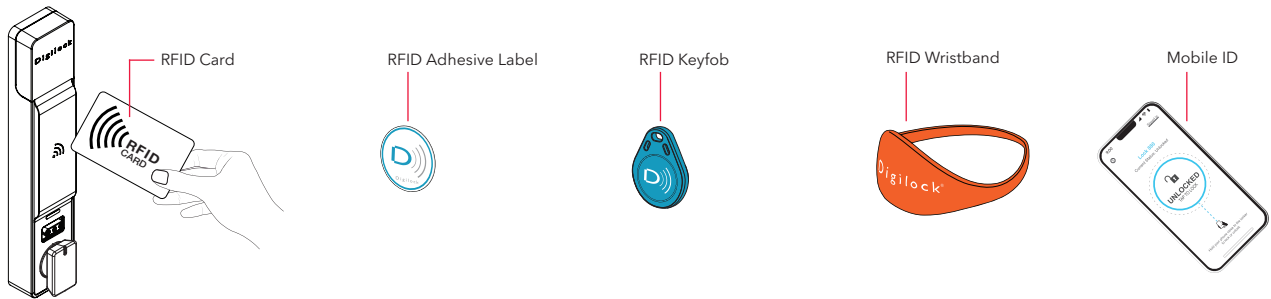
ROLES & PERMISSIONS

Note: System Admins have access to ALL sites. Site Admins and Remote Managers have access to only the sites to which they have been given permissions.

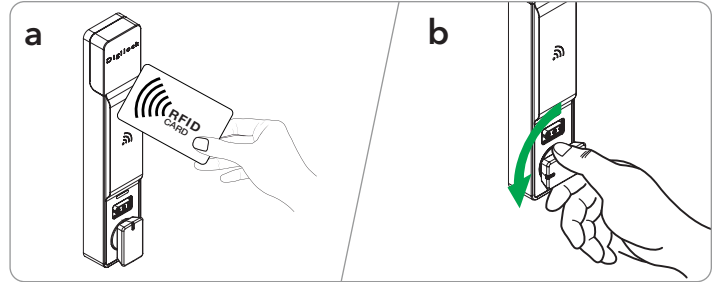| ROLES	PERMISSIONS								
	Create Site	Add Users, Managers, & Locks	Disable Users & Locks	Assign Locks to Users	Edit Users & Locks	Access Dashboard & Reports	Remote Unlock	Override Locks in Person	Operate Locks
System Admin	✔	✔	✔	✔	✔	✔	✔	✔	✔
Site Admin		✔	✔	✔	✔	✔	✔	✔	✔
Remote Manager						✔	✔	✔ †	✔
Local Manager								✔ †	✔
User									✔

† Managers must be assigned to the locks to override.

OPERATING INSTRUCTIONS - IN SHARED USE FUNCTIONALITY

In shared use functionality, the locks have a red LED when activated. In this functionality, the user is free to use any unlocked lock. A lock is locked by presenting any compatible RFID credential. That same RFID credential must be used to unlock the lock. Once unlocked, the lock is available for a different user.
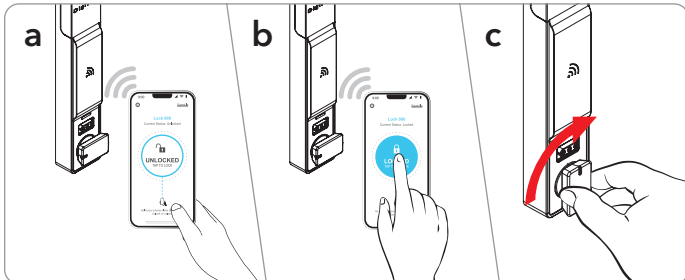
Operate with a User RFID Credential
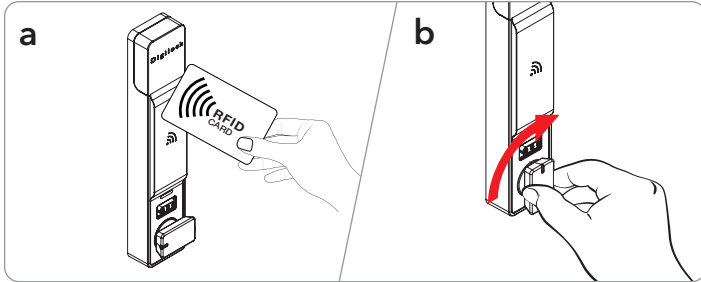
<table>
<tr><td>

TO LOCK

</td><td>

TO UNLOCK

</td></tr>
<tr><td>

Close the door.
a Present any User RFID Credential.
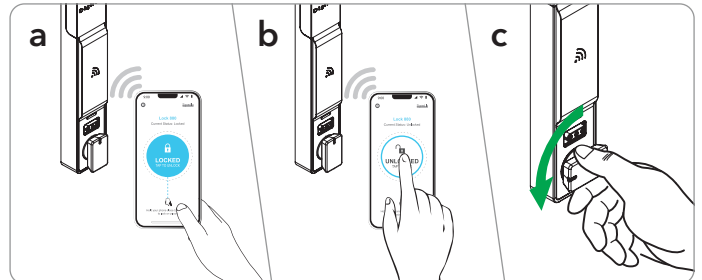**b** Then turn the knob to the locked position.

</td><td>

a Present the same User RFID Credential.
b Then turn the knob to the unlocked position.
Open the door.

</td></tr>
</table>

Operate with a User Mobile ID Credential

<table>
<tr><td>

TO LOCK

</td><td>

TO UNLOCK

</td></tr>
<tr><td>

Close the door.
a Present any Mobile ID credential.
b Press the unlocked icon within the Mobile ID app to lock.
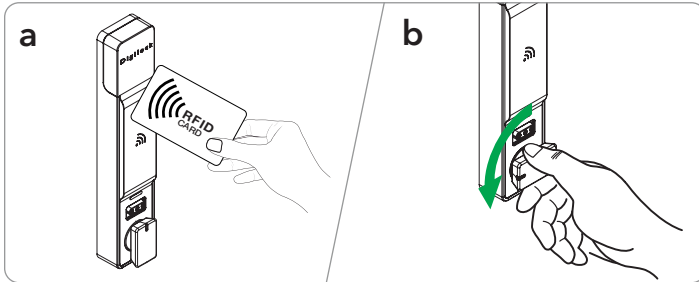**c** Then Turn knob to the locked position.

</td><td>

a Present the same Mobile ID credential.
b Press the locked icon within the Mobile ID app to unlock.
c Then turn the knob to the unlocked position.
Open the door.

</td></tr>
</table>

Note: Mobile ID app will show current status of the lock.

## OPERATING INSTRUCTIONS - IN ASSIGNED USE FUNCTIONALITY

In assigned use functionality, the locks have a green LED when activated. In this functionality, the user(s) must be assigned to the lock(s). The user presents their RFID or Mobile ID credential to operate the locker.

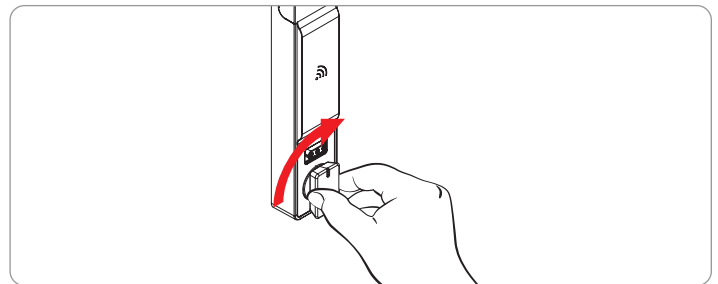### Operate with an Assigned RFID Credential

TO UNLOCK

a Present an assigned RFID credential.
b Then turn the knob to the unlocked position.
Open the door.*

TO RELOCK
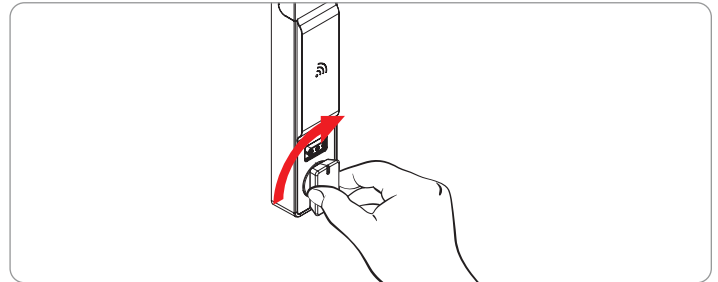
Close the door.
Then turn the knob to the locked position.

Operate with an Assigned Mobile ID Credential

TO UNLOCK
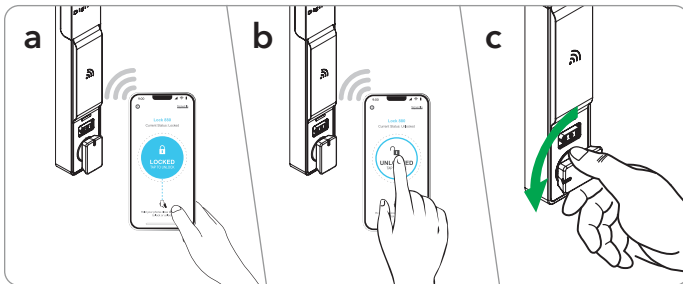
a Present an assigned Mobile ID credential.
b Press the locked icon within the Mobile ID app to unlock.
c Then Turn knob to the unlocked position.
Open the door.*

TO RELOCK

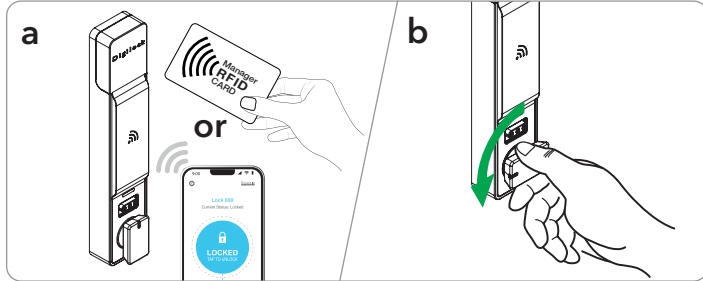Close the door.
Then turn the knob to the locked position.

Note: Mobile ID app will show current status of the lock.

*The lock will remain in the locked position if the knob is not turned within approximately 6 seconds.
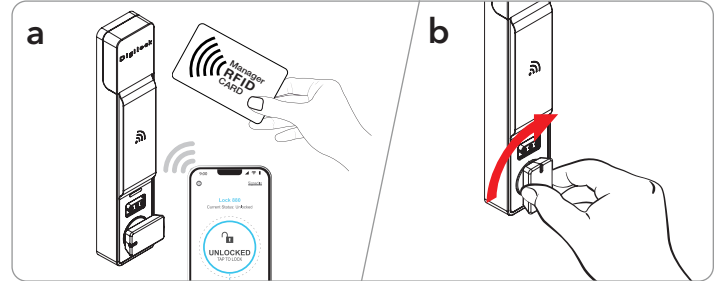
OPERATING INSTRUCTIONS - ADMIN OR MANAGER OVERRIDE

Admin or Manager Override – for Shared Use Lock

TO UNLOCK

a Present a valid Admin or Manager credential (RFID or Mobile ID).
b Then turn the knob to the unlocked position.
Open the door.
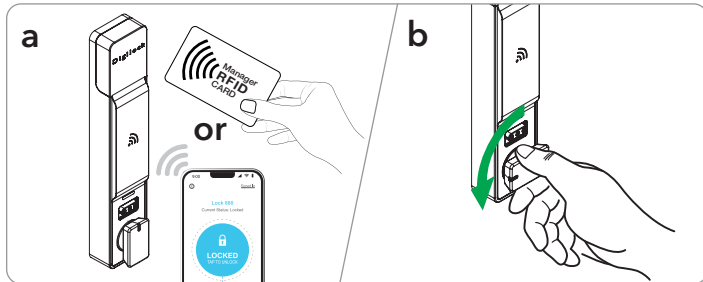
TO RELOCK

Close the door.
a Present a valid credential (RFID or Mobile ID).
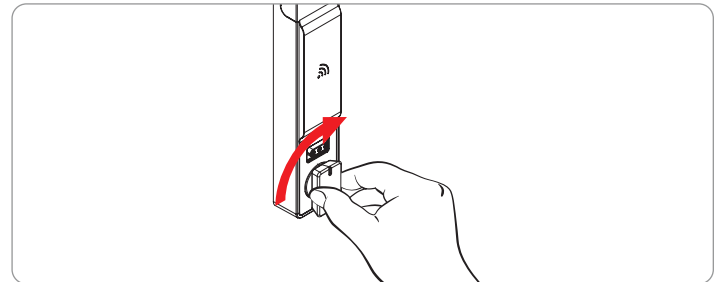**b** Then turn the knob to the locked position.**

Admin or Manager Override – for Assigned Use Lock

TO UNLOCK

a Present a valid Admin or Manager credential (RFID or Mobile ID).
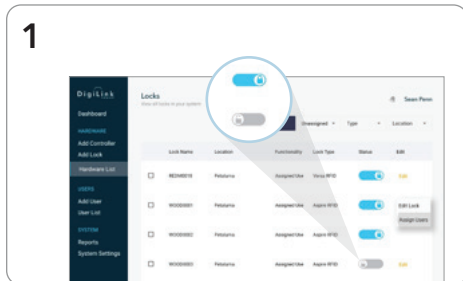**b** Then turn the knob to the unlocked position.
Open the door.

TO RELOCK

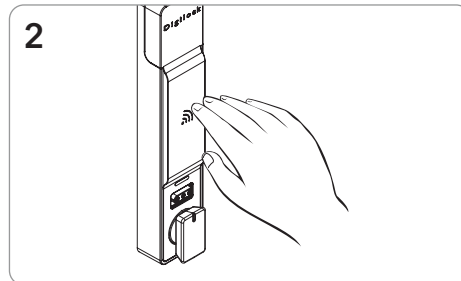Close the door.
Then turn the knob to the locked position.

Note: Mobile ID app will show current status of the lock.
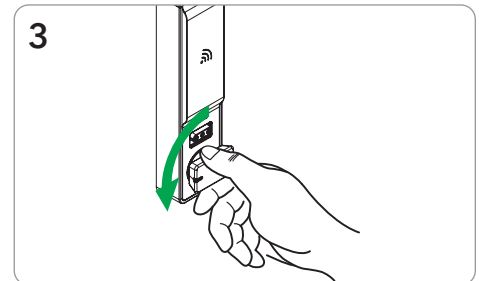
Remote Unlock Using the DigiLink App

TO UNLOCK

1 In DigiLink, click **Hardware List**.
Locate the lock you wish to remotely unlock.
Toggle the switch from locked [🔒] to unlocked [🔓].

2 Once toggled, wake up the lock by presenting a hand in front of the lock within 5 minutes to engage the motor.

3 Then turn the knob to the unlocked position.*
Note: DigiLink app cannot be used to relock. Refer to operation instructions above to relock.

*The lock will remain in the locked position if the knob is not turned within approximately 6 seconds.
**If an Admin or Manager credential (RFID or Mobile ID) is used to relock, the previous user credential will continue to operate the lock.
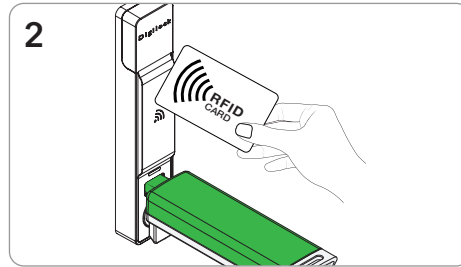
USING POWER JUMPER KEY
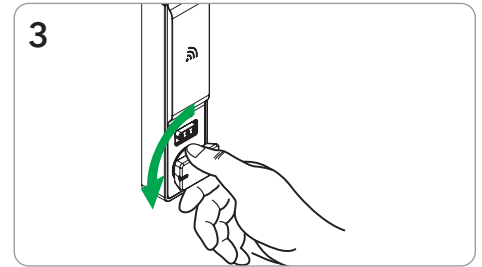
Using Power Jumper Key with RFID Credential
IMPORTANT: Leave the key inserted until the lock is properly opened.
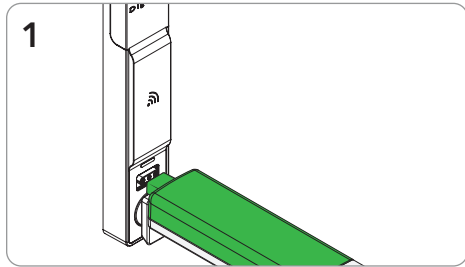
| 1 | 2 | 3 |

1 Insert the Power Jumper Key into the key slot.

The LED will flash several times. Within a few seconds, a three-tone beep will be heard and the LED will turn off.

2 While the Power Jumper Key is inserted, present a valid RFID credential.

3 Then turn the knob to the unlocked position.

After gaining access to the lock, change the batteries as soon as possible.

The batteries are located in the adjacent battery pack.

Using Power Jumper Key with a Mobile ID
IMPORTANT: Leave the key inserted until the lock is properly opened.

1 Insert the Power Jumper Key into the key slot.

The LED will flash several times. Within a few seconds, a three-tone beep will be heard and the LED will turn off.
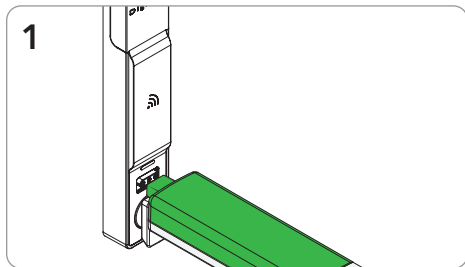
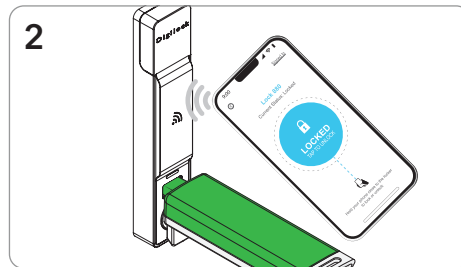**2** While the Power Jumper Key is inserted, present a valid Mobile ID.

3 Then turn the knob to the unlocked position.

After gaining access to the lock, change the batteries as soon as possible.

The batteries are located in the adjacent battery pack.

Using Power Jumper Key with Remote Unlock
IMPORTANT: Leave the key inserted until the lock is properly opened.

1 Insert the Power Jumper Key into the key slot.

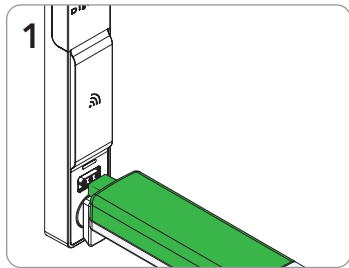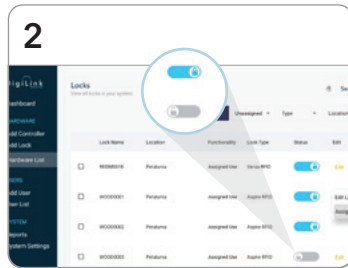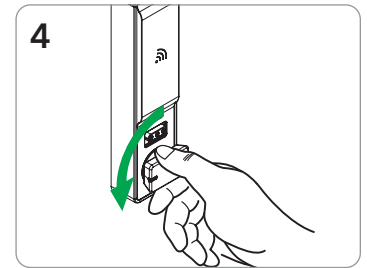The LED will flash several times. Within a few seconds, a three-tone beep will be heard and the LED will turn off.

2 In DigiLink, click **Hardware List**. Locate the lock you wish to remotely unlock. Toggle the switch from locked [🔒] to unlocked [🔓].

3 While Power Jumper Key is still inserted, awaken the lock by presenting a hand in front of the lock.
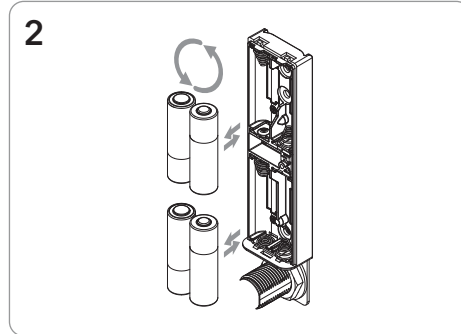
4 Then turn the knob to the unlocked position.

After gaining access to the lock, change the batteries as soon as possible.

The batteries are located in the adjacent battery pack.

BATTERY REPLACEMENT
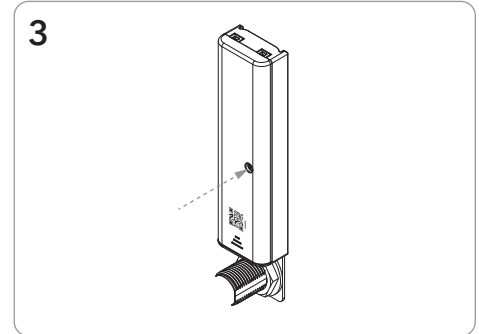
Battery Replacement - Battery Pack

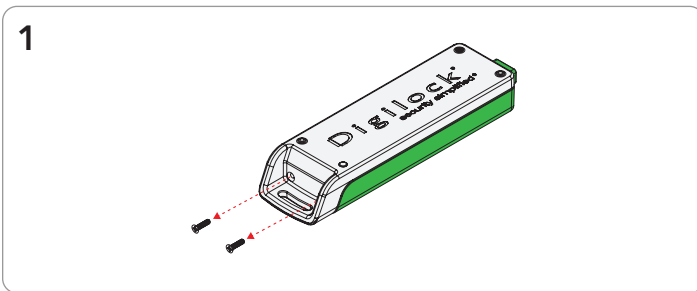It is not necessary to remove the lock from the door. In case of battery failure, operate with a Power Jumper Key.

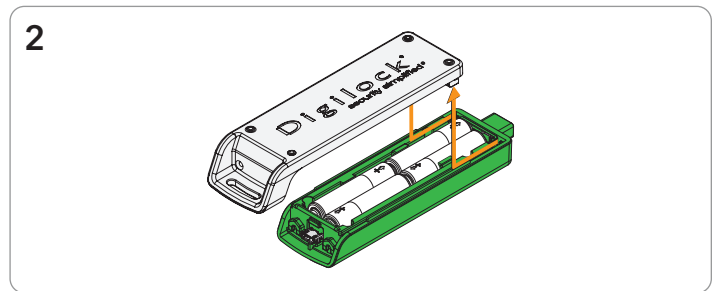| 1	2	3
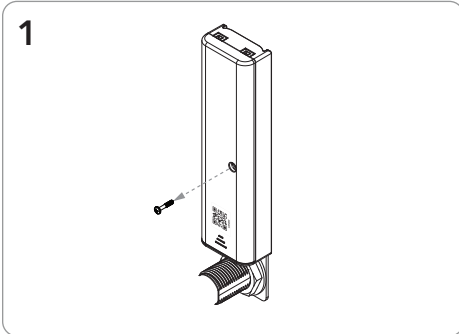
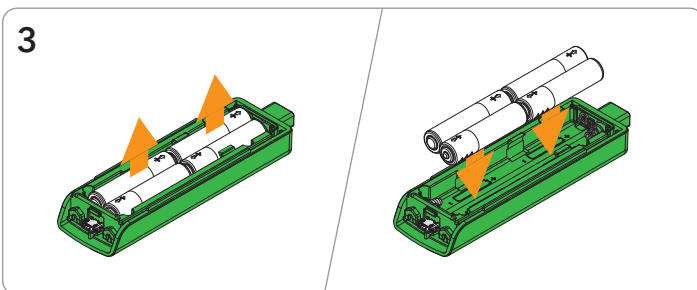Remove screw and battery cover.   Replace the four premium AA batteries.   Replace battery cover and screw.

Battery Replacement - Power Jumper Key

1

Remove the 2 screws from the cover plate with a #1 Phillips screw driver.

2

Slide battery cover plate back and lift up to expose the batteries.

3

Remove the batteries from the housing. Replace with four premium alkaline AAA batteries.
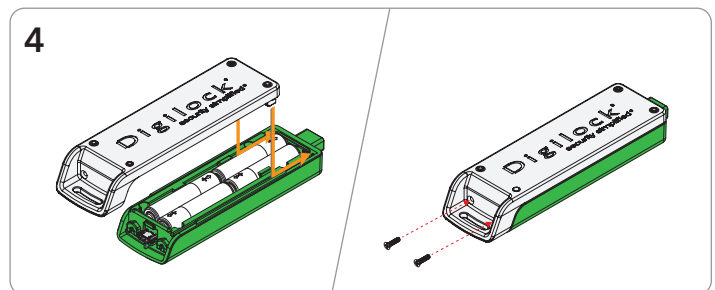
4

Replace the cover plate and secure with the screws.

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.

SUPPORT

Error Condition Indicators

2 sets of three beeps:
The batteries are low. Replace the batteries.

Does Not Unlock with an RFID Credential or Mobile ID

The lock does not recognize the RFID credential. For immediate access, contact a System or Site Admin, or a Remote or Local Manager. These persons can use either their RFID credentials in person to unlock the lock or DigiLink to unlock the lock remotely. If in assigned use functionality, contact an Admin to ensure that the correct credential(s) are assigned to the lock(s).

Local or Remote Manager's Credential Does Not Override Lock

Make sure the Manager has been assigned to the lock(s). For immediate access, have another Admin or Manager user their credential to operate the lock or remotely unlock with DigiLink.

Does Not Remote Unlock

- Make sure the correct lock(s) were selected in DigiLink.
- Lock must be woken up after the Remote Unlock is toggled. If it has been more than 5 minutes between the toggle and waking up the lock, the Remote Unlock command will expire. Toggle the Remote Unlock and try again.
- May be an issue with the controller or server. For immediate access, have an Admin or Manager user their credential to operate the lock.

Does Not Respond to New Lock Features Set in DigiLink

The lock must be woken up after a feature has been updated in DigiLink. If the lock is still not receiving updates

- Make sure the correct lock(s) were selected in DigiLink.
- Make sure the controller is within range of lock(s) (15 meters/50ft).
- If multiple controllers, make sure lock(s) are connected to the correct one.
- Make sure the controller is on and connected to the network.

No Audible Feedback or LED

- The batteries may need to be replaced. For immediate access, see Using Power Jumper Key instructions.
- The front unit may not be properly connected to the rear unit. Remove the lock from the door and check the connection.
- These features may have been turned off by an administrator. Please have them check the lock settings in DigiLink.

CONTACT INFORMATION