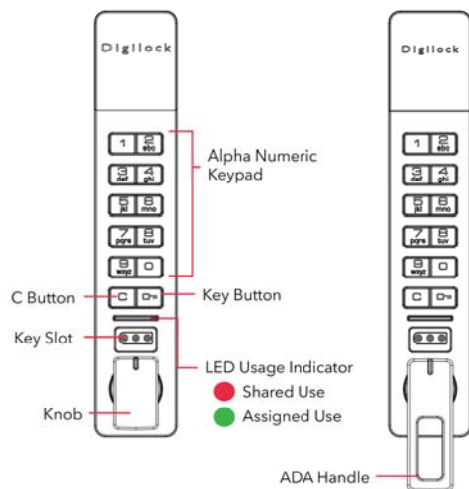


SHARED & ASSIGNED USE FUNCTIONALITY

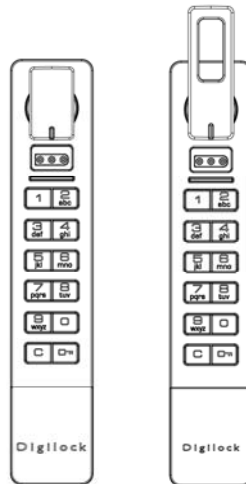
Versa locks with a keypad interface are operated by a 4-7 digit User Code or by Mobile ID. The DigiLink network application simplifies lock management, and admin and manager credentials allow for management access.

LOCK ORIENTATION

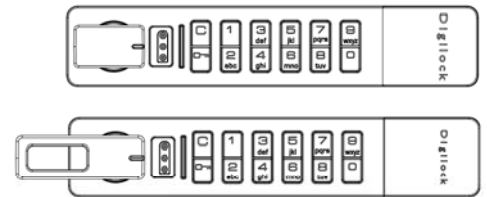
Front Unit



Vertical with Knob on Bottom



Vertical with Knob on Top



Horizontal with Knob on Left



Horizontal with Knob on Right

CREDENTIALS & ACCESSORIES



User Code & Mobile ID¹



Admin/Manager Credentials²



DigiLink App



Power Jumper Key

Operates the lock	•	•	•	
Overrides user access		•	•	
Allows management inspection		•	•	
Remotely unlocks from any location			•	
Programs admin and manager credentials to the lock			•	
Assigns user credentials (in assigned use functionality)			•	
Sets lock functionality			•	
Provides external power				•

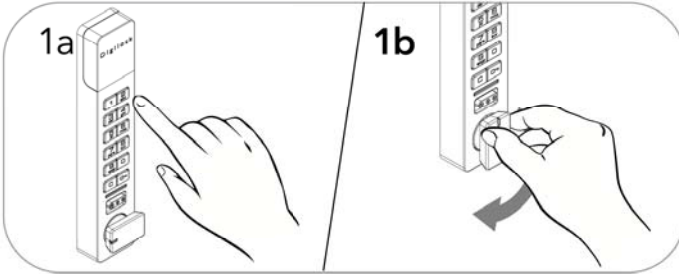
¹ An unlimited amount of user credentials may be assigned to each lock, in assigned use functionality.

² An unlimited amount of admin and manager credentials may be programmed to operate locks.

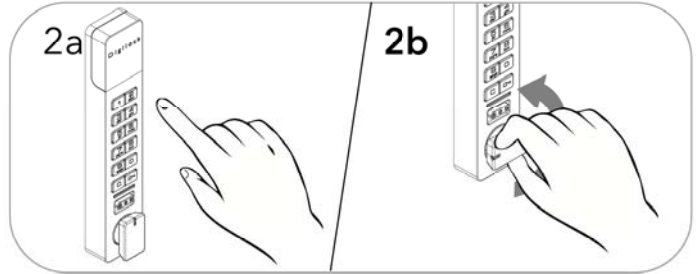
OPERATING INSTRUCTIONS - IN SHARED USE FUNCTIONALITY

In shared use functionality, the user enters any 4-7 digit pin code or uses their Mobile ID to lock, and the same pin code or Mobile ID to unlock. Once unlocked, the lock is available for a different user.

Operate with a User Code

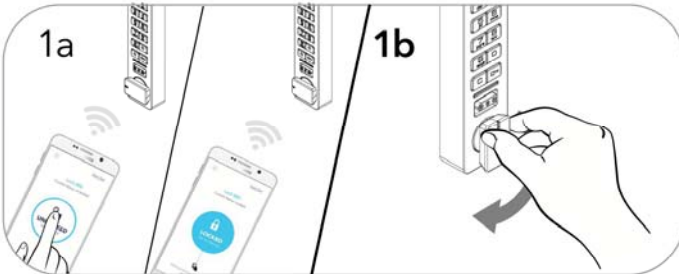


Lock: Close the door. Press **[C]** [any 4-7 digit code] **[0-9]** then turn the knob to the locked position.

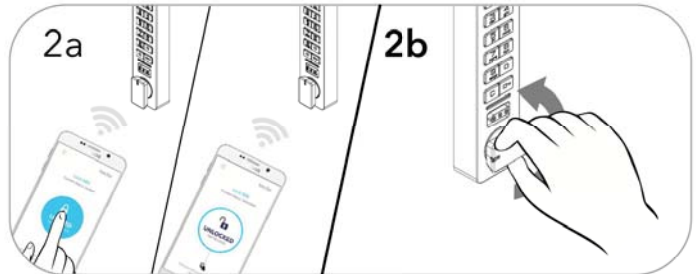


Unlock: Press **[C]** [the same 4-7 digit code] **[0-9]** then turn the knob to the unlocked position.
Open the door.*

Operate with a User Mobile ID Credential



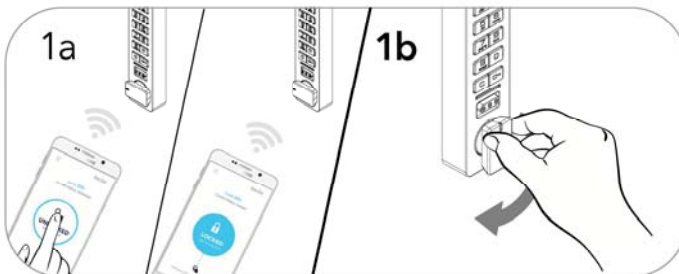
Lock: Close the door, press **[C]**, then present any Mobile ID credential and press the unlocked icon within the Mobile ID app to lock, then turn the knob to the locked position.



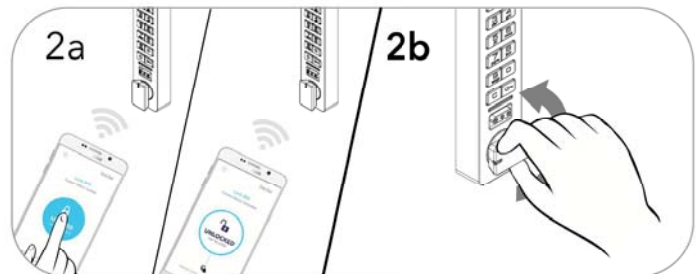
Unlock: Press **[C]**, then present the same Mobile ID credential and press the locked icon within the Mobile ID app to unlock, then turn the knob to the unlocked position.
Open the door.

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

Operate with an Admin or Manager Mobile ID Credential



Lock: Close the door, press **[C]**, then present a valid Admin or Manager Mobile ID credential and press the unlocked icon within the Mobile ID app to lock, then turn the knob to the locked position.



Unlock: Press **[C]**, then present a valid Admin or Manager Mobile ID credential and press the locked icon within the Mobile ID app to unlock, then turn the knob to the unlocked position.**

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

Remote Unlock Using the DigiLink App



Unlock: Admin must locate the specific lock to be unlocked on the hardware list within the DigiLink app then toggle the switch next to the lock name to the unlocked position.

Once toggled, User must press **[C]** button to unlock, then turn the knob to the unlocked position.***

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

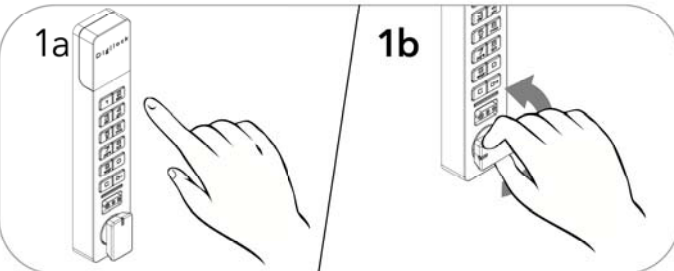
**If an Admin or Manager Credential is used to relock, the previous user credential will continue to operate the lock.

***DigiLink app cannot be used to relock. Refer to operation instructions above to relock.

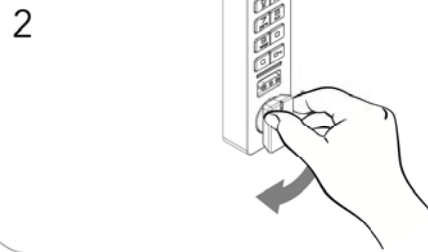
OPERATING INSTRUCTIONS - IN ASSIGNED USE FUNCTIONALITY

In assigned use functionality, users operate the lock with their assigned user credential (either a User Code or a Mobile ID credential).

Operate with an Assigned User Code

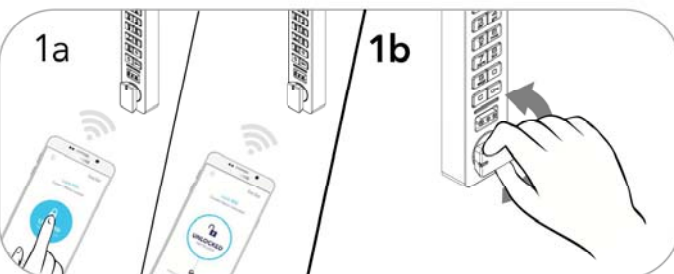


Unlock: Press **[C]** [an assigned 4-7 digit code] **[C]** then turn the knob to the unlocked position. Open the door.*†

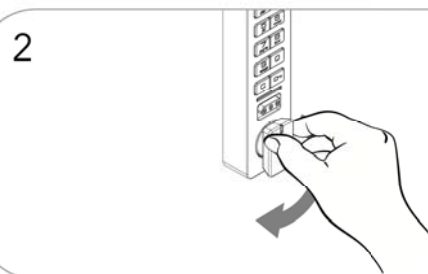


Relock: Close the door, then turn the knob to the locked position.

Operate with an Assigned Mobile ID Credential



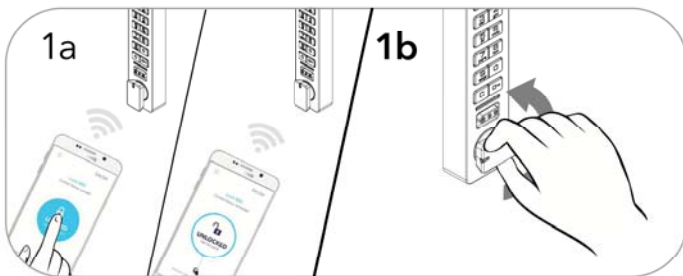
Unlock: Press **[C]**, then present an assigned Mobile ID credential and press the locked icon within the Mobile ID app to unlock, then turn the knob to the unlocked position.†



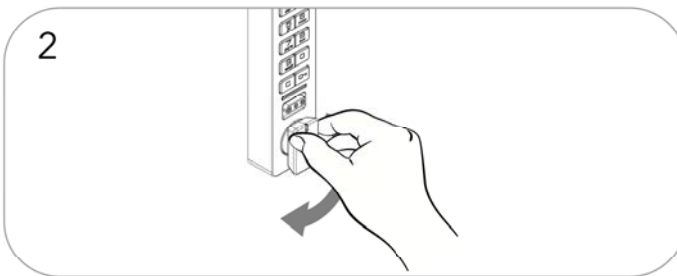
Relock: Close the door, then turn the knob to the locked position.

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

Operate with an Admin or Manager Mobile ID Credential



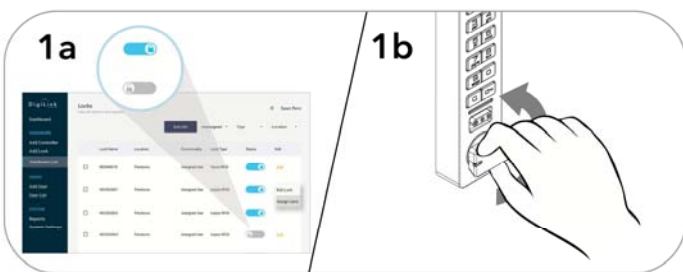
Unlock: Press **[C]**, then present a valid Admin or Manager Mobile ID credential and press the locked icon within the Mobile ID app to unlock, then turn the knob to the unlocked position.†



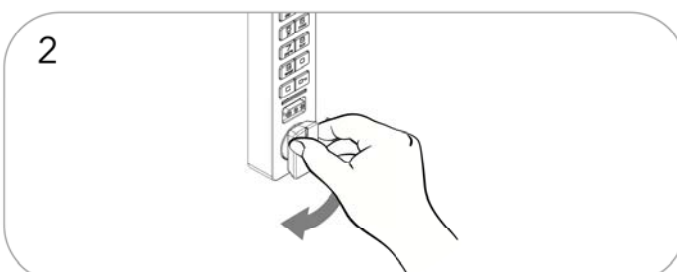
Relock: Close the door, then turn the knob to the locked position.

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

Remote Unlock Using the DigiLink App



Unlock: Admin must locate the specific lock to be unlocked on the hardware list within the DigiLink app then toggle the switch next to the lock name to the unlocked position.
Once toggled, User must press **[C]** button to unlock, then turn the knob to the unlocked position.†



Relock: Close the door, then turn the knob 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 knob is not turned within approximately 6 seconds.

SUPPORT

Sleep Mode

After three consecutive incorrect User code entries to unlock, the lock will enter Sleep Mode for one minute and for an additional minute for each subsequent incorrect entry. The keypad is disabled while in Sleep Mode. The lock may be unlocked remotely using the DigiLink app while the lock is in "Sleep Mode."

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 Code or Mobile ID

The lock does not recognize the User Code or Mobile ID. For immediate access, operate with a valid Admin or Manager credential or remotely unlock with the DigiLink app. If in assigned use functionality, follow the [Registering Users](#) and [Assign Users](#) instructions located in the [DigiLink Initialization and Registration Guide](#) to assign a user credential and assign user access to the lock(s).

Does Not Operate with an Admin or Manager Credential

The lock does not recognize the Admin or Manager credential. Follow instructions to [Assign Managers](#) located in the [DigiLink Initialization and Registration Guide](#). For immediate access, operate with another valid Admin or Manager credential or remotely unlock with the DigiLink app.

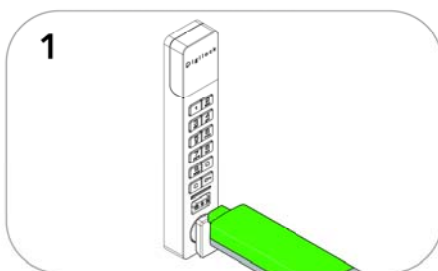
Does Not Operate with the DigiLink App

The lock may have not been added to the network. Follow the [Lock Initialization](#) instructions located in the [DigiLink Initialization and Registration Guide](#) to add the lock to the network. If the lock is still non-functional with the DigiLink app after following those instructions, contact DigiLock support for additional assistance.

No Audible Feedback when [C] is Pressed

- The lock may be in "Sleep Mode" or the batteries may need to be replaced. For immediate access, operate using the DigiLink app or a Power Jumper Key.

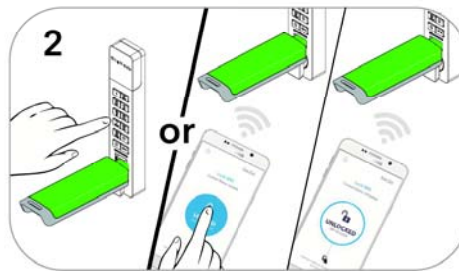
USING POWER JUMPER KEY



Insert the Power Jumper Key into the key slot.

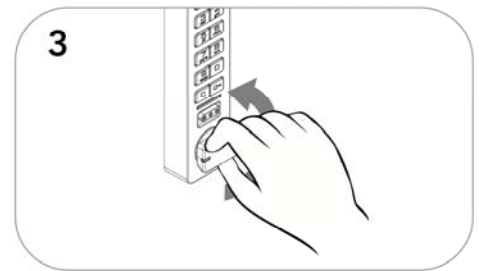
The LED will flash several times, a three tone beep will be heard and the LED will turn off.

IMPORTANT: Leave the key inserted until the lock is properly opened.



While the key is inserted, press [C] [a valid 4-7 digit code] or press [C], then present a valid User, Admin, or Manager Mobile ID credential and press the locked icon within the Mobile ID app to unlock.

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



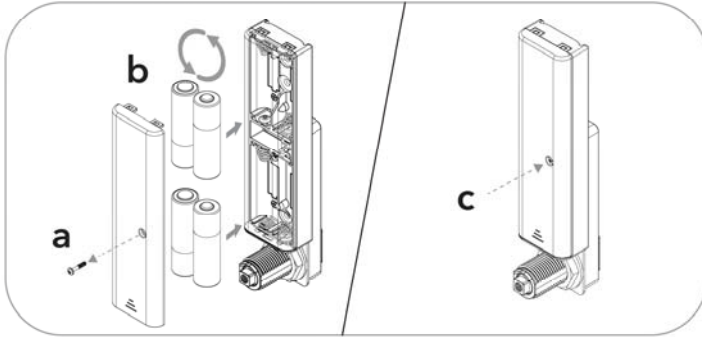
Then turn the knob to the unlocked position.

After gaining access to the lock, change the batteries as soon as possible. The batteries are located in the adjacent battery pack.

BATTERY REPLACEMENT

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

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.

FCC Statement:

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- 1) Reorient or relocate the receiving antenna.
- 2) Increase the separation between the equipment and receiver.
- 3) Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- 4) Consult the dealer or an experienced radio/TV technician for help.

Caution: Any changes or modifications to this device not explicitly approved by manufacturer could void your authority to operate this equipment.

This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions:

- (1) This device may not cause harmful interference, and
- (2) this device must accept any interference received, including interference that may cause undesired operation.

This equipment complies with FCC radiation exposure limits set forth for an uncontrolled environment. This equipment should be installed and operated with minimum distance 20cm between the radiator and your body