numeris® by Digilock®

Product Guide
Mini RFID

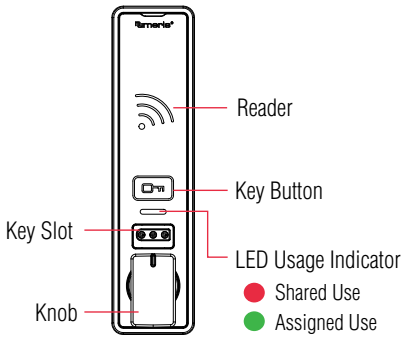
Versa™

Shared & Assigned Use Functionality

Versa locks with a touch RFID interface are operated by an RFID credential or by an ADA compliant User Key. Manager credentials (Manager Key or RFID) provide management access and/or 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.

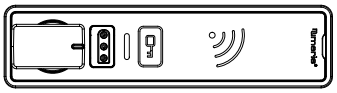
Lock Orientation

Front Unit



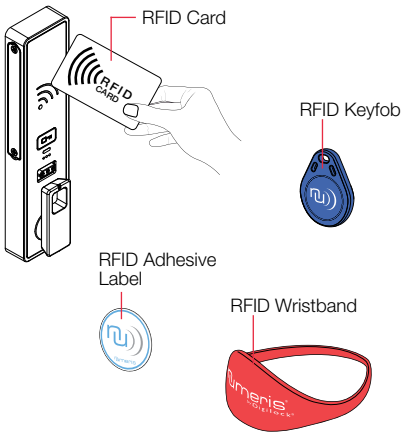
Vertical

Horizontal Right



Horizontal Left

RFID Credentials



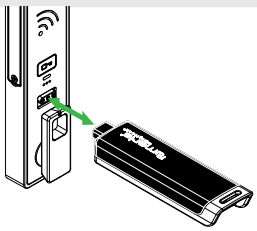
Keys

	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.

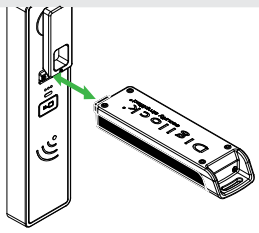
Key Insertion

Vertical Up



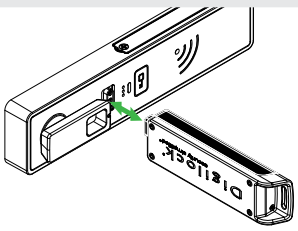
Numeris logo must face up on vertical up body.

Vertical Down



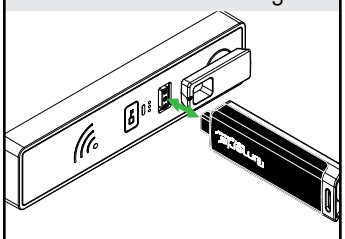
Numeris logo must face down on vertical down body.

Horizontal Left



Numeris logo must face right on horizontal left body.

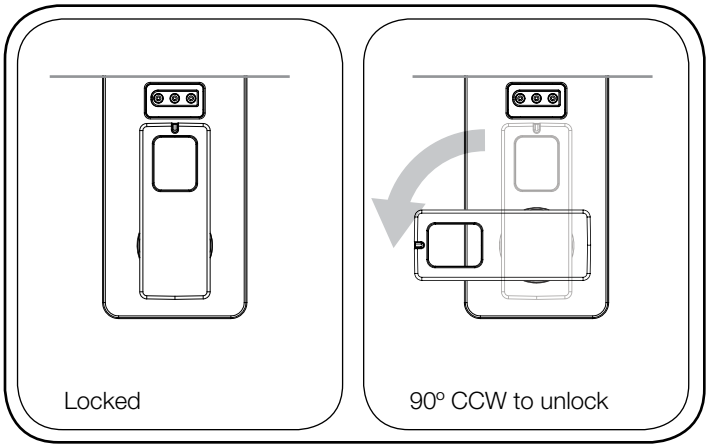
Horizontal Right

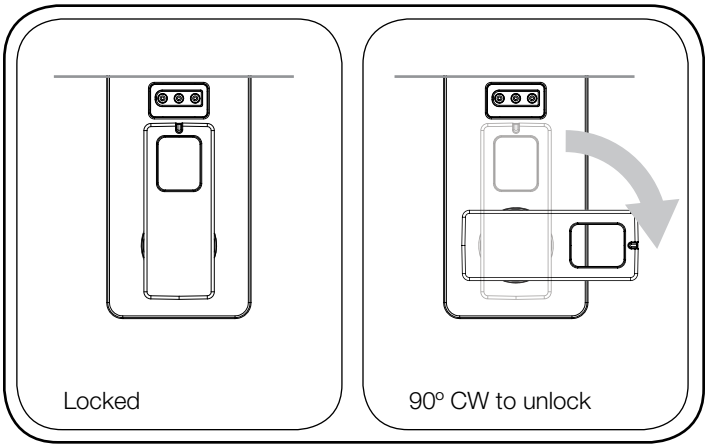


Numeris logo must face left on horizontal right body.

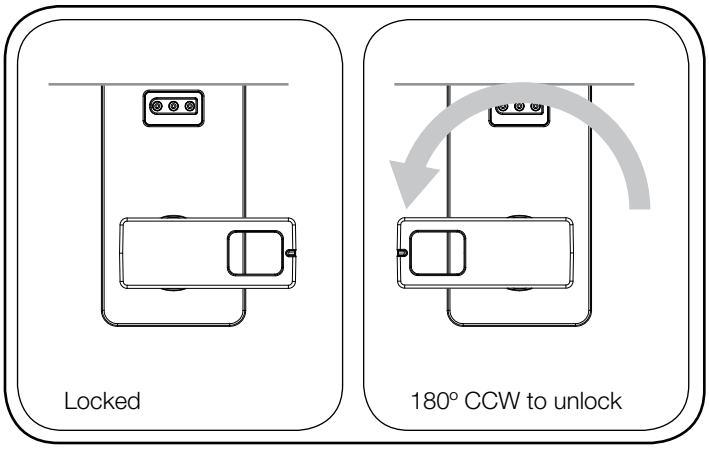
Knob Positions

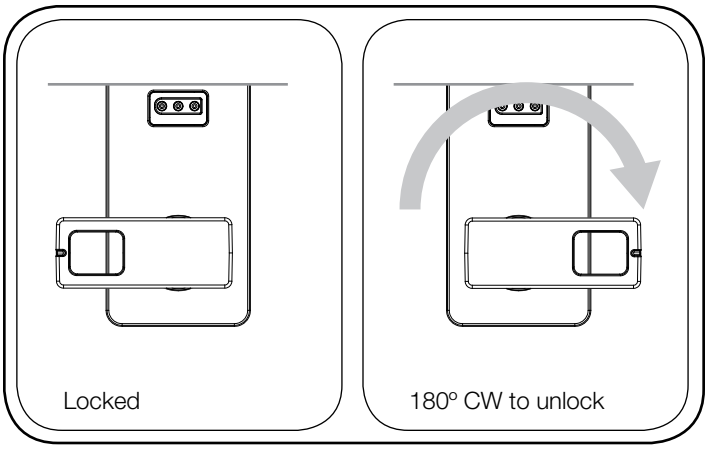
90º





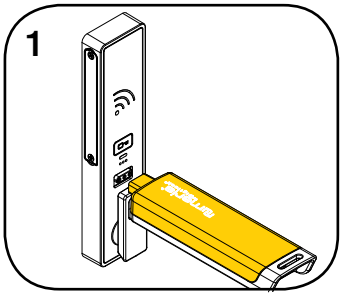
180º





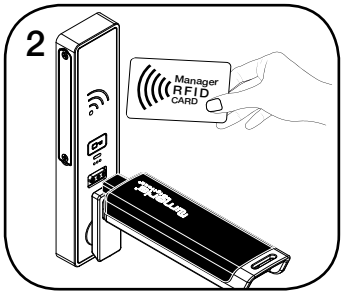
Setup

Locks are shipped with factory default settings (only operates by pressing ⊡). Each lock must be set up to operate with a Programming Key and manager credentials (Manager Key or RFID).



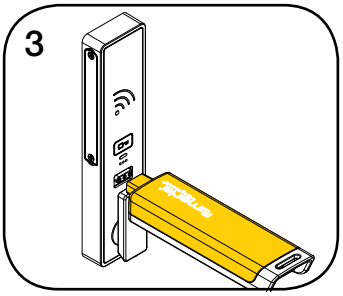
Insert the Programming Key.

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



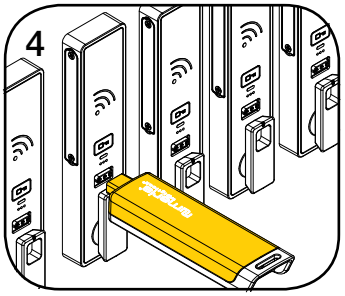
Insert one Manager Key or present one Manager RFID at a time.

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.



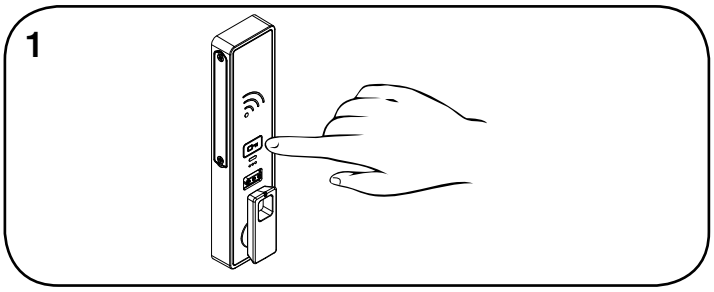
Repeat above steps for each lock or follow instructions to Express Register Manager Credentials to setup all the locks.

Programming Instructions

Express Register Manager Credentials

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

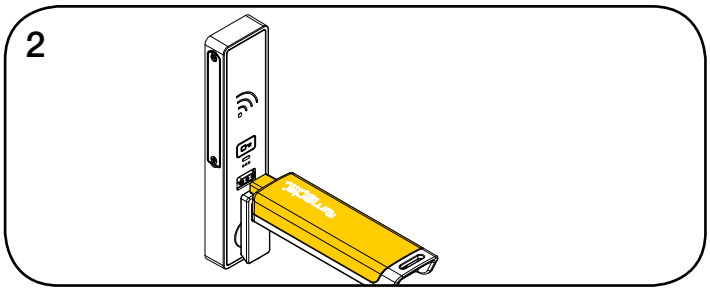
1



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.

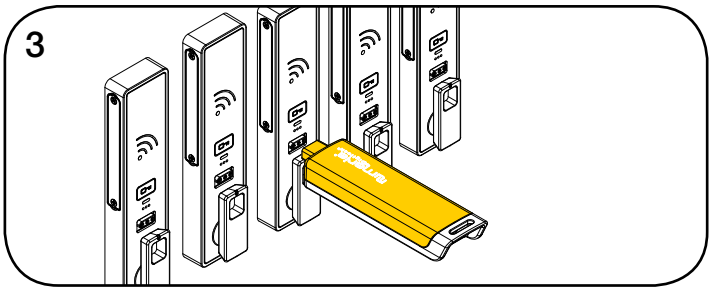
2



Insert the Programming Key.

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

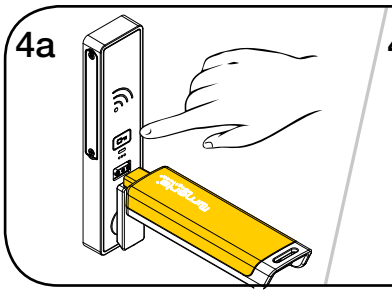
3



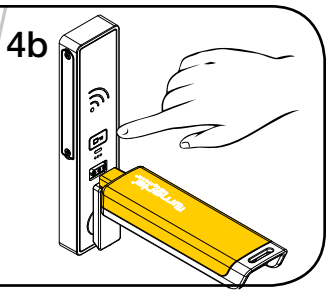
Insert the Programming Key to program each lock to operate with the same manager credentials.

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

4a



4b



End express registration mode.*

Go to any programmed lock.

Touch then insert the Programming Key.

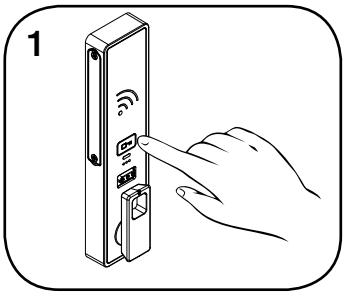
Touch then insert the Programming Key again to return the bolt to the original position.

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

Add Manager Credentials

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

1

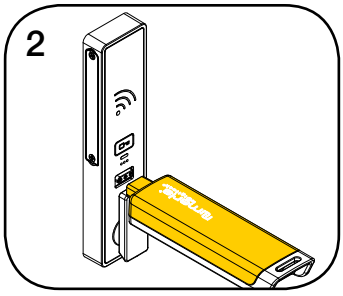


Go to a lock requiring additional manager credentials.

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.

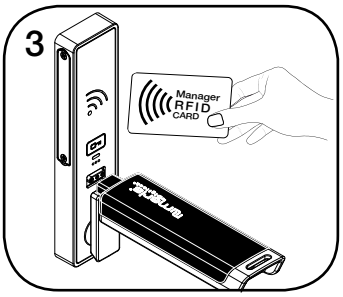
2



Insert the Programming Key.

A two-tone beep will be heard.

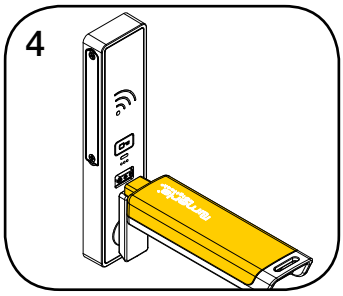
3



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.

4



Insert the Programming Key.

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

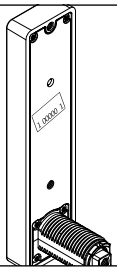
Repeat above steps for each lock or follow instructions to Express Register Manager Credentials to quickly program the same manager credentials to operate multiple locks.

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



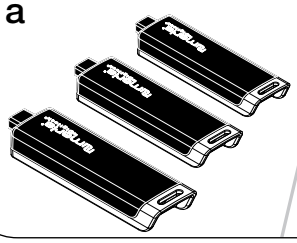
2

To replace the Programming Key:

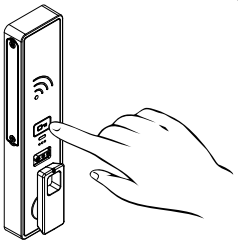
Note the order or serial number (found on the lock's rear unit).

Contact Digilock Support to purchase a replacement Programming Key.

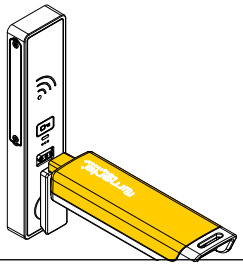
1a



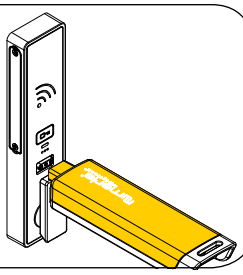
1b



2a



2b



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.

Insert the Programming Key.

A two-tone beep will be heard.

Insert the Programming Key again.

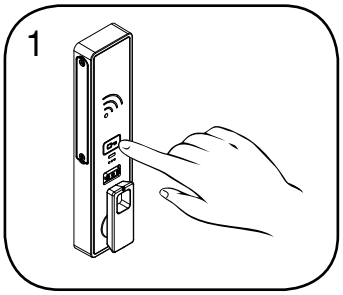
Three sets of two-tone beeps will be heard and the LED and Reader will turn off. All previously programmed manager credentials will be erased.

Follow instructions to Add Manager Credentials to program the remaining and replacement manager credentials to the locks.

Programming Instructions - In Assigned Use Functionality

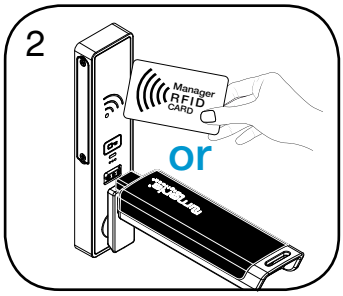
Assign User Credentials

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



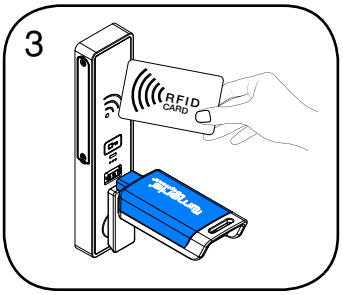
Touch and hold for 5 seconds (a two-tone beep will be heard after 5 seconds) then release.

The LED will flash and the Reader will turn on.



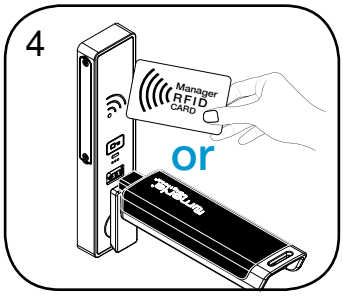
Insert a valid Manager Key or present a valid Manager RFID.

A two-tone beep will be heard.



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.

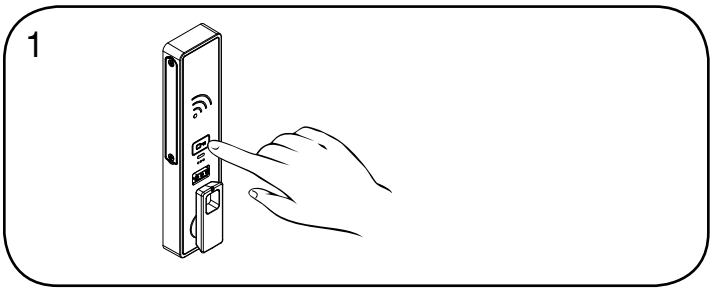


Insert a valid Manager Key or present a valid Manager RFID.

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

Express Register User and Manager Credentials

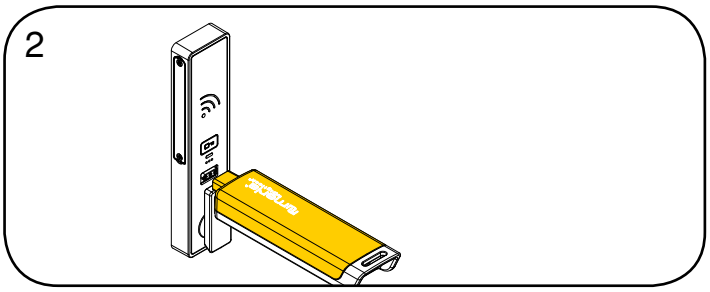
The Programming Key can quickly program multiple locks to operate with the same user and manager credentials.



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

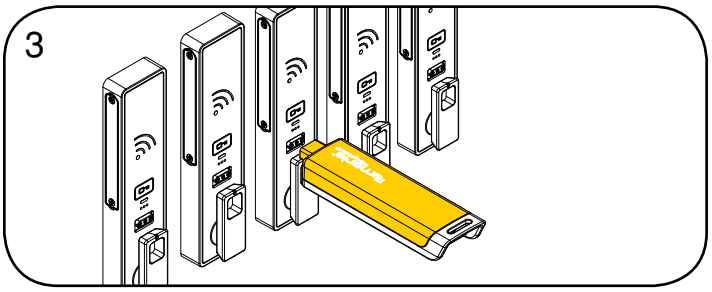
Touch and hold for 15 seconds (a two-tone beep will be heard after 5 seconds followed by 2 sets of two-tone beeps after 10 seconds followed by 3 sets of two-tone beeps after 15 seconds) then release.

The LED will flash.



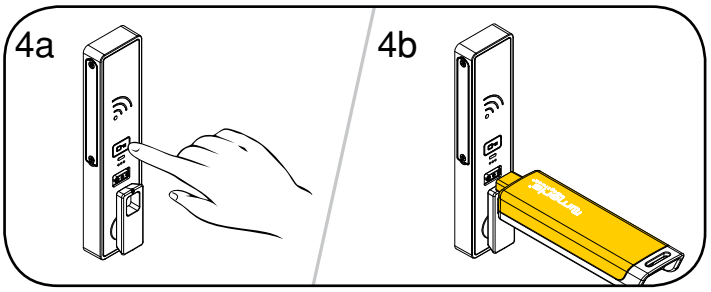
Insert the Programming Key.

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 user and manager credentials.

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



End express registration.*

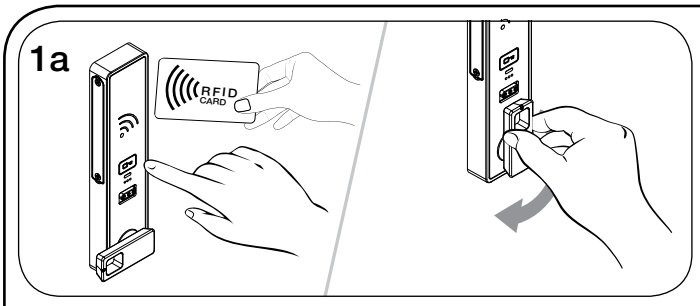
Go to any programmed lock

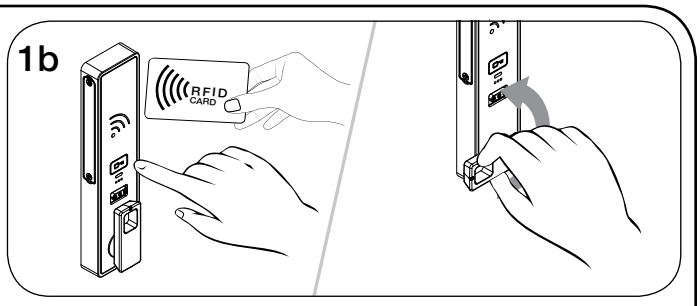
Touch then insert the Programming Key.

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

Operating Instructions - In Shared Use Functionality

In shared use functionality, the user presents an RFID credential to lock and the same RFID credential to unlock. Once unlocked, the lock is available for a different user.

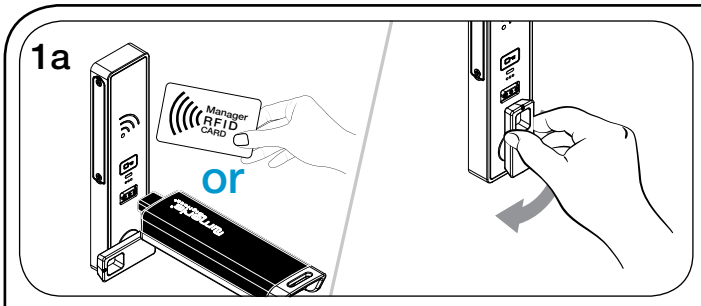


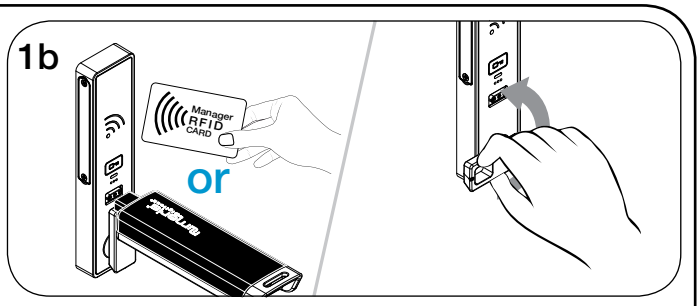


Operate with a User RFID

To lock: Touch, present an RFID then turn the handle to the locked position.

To unlock: Touch, present the same RFID then turn the handle to the unlocked position. Open the door.*





Operate with a Manager Credential

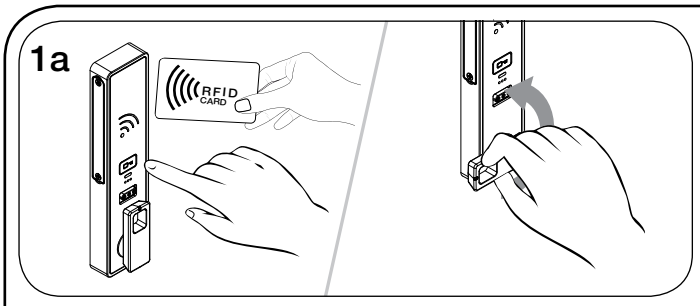
To lock: Close the door. Insert a registered Manager Key or touch, present a valid Manager RFID then turn the handle to the locked position.

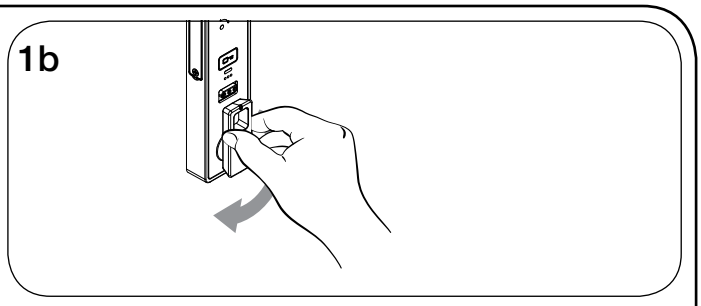
To unlock: Insert a registered Manager Key or touch, present a valid Manager RFID then turn the handle to the unlocked position. Open the door.*

*If a 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.

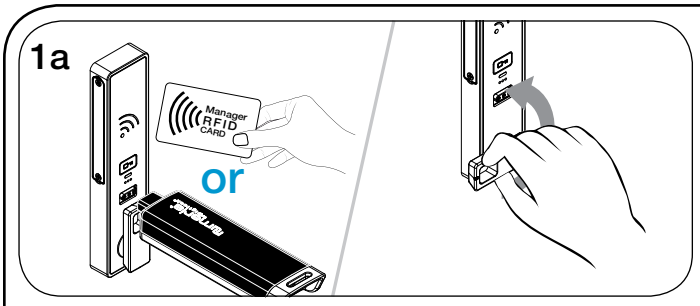


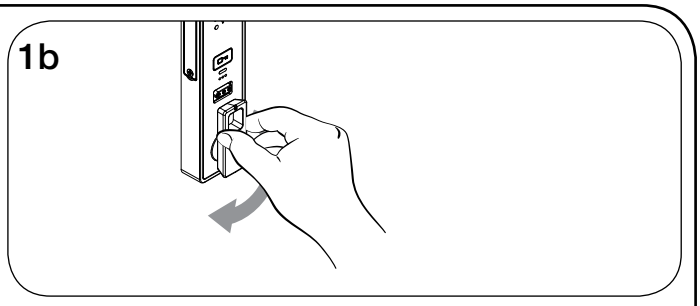


Operate with a User RFID

To unlock: Touch 🔑, present an assigned User RFID then turn the handle to the unlocked position.

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





Operate with a Manager Credential

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

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

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Regulatory Information

The user is cautioned that changes or modifications not expressly approved by CompX, Timberline could void the user's authority to operate the 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 undersired operation.

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:

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