Steelcase

Lockers & Versa Mini RFID locks by Digilock

RFID locks

IMPORTANT

- Have 1 YELLOW key and at least one BLACK key for each project.
- BLACK Manager key (also called Master Key or PASS): Up to 6 BLACK keys may be programmed per lock.
- In "ASSIGNED" mode: 1 RFID card may be assigned to 1 locker (single assignment) or access may be assigned to a group.
  For group access, a maximum of up to 20 RFID cards may be assigned per locker.
- Programming key (Yellow): Only 1 per client / site.
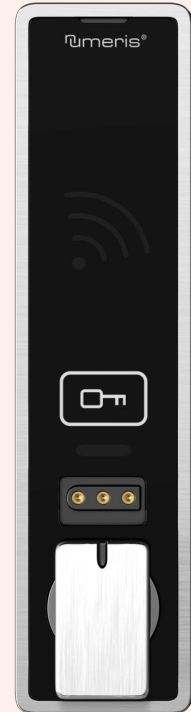
3-years Warranty
Battery-powered

Programming –
100 lockers (example) / locks

Step 1 – Programming the locks (before use)

Choose a locker that will serve as a programming reference for the entire set

On the lock chosen as the reference:

• Insert the Programming key

  You'll hear a two-tone beep and the LED will flash.

• While the LED is flashing, insert the Manager key(s) (= Pass)

  Insert as many Manager keys as there are.

• Insert the Programming key

  You'll hear a two-tone beep and the LED will turn off.
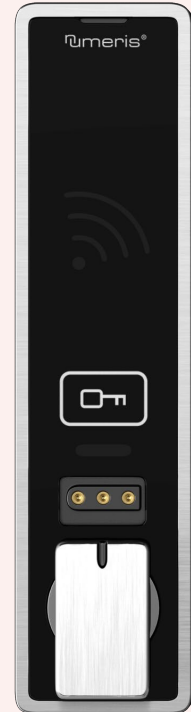
Programming – 100 lockers / locks

Step 2 – Duplicate on all of the locks:

- On the same reference locker:

  Press on ⬛ for **10 seconds**

  (after 5 seconds => 1 beep, after another 5 seconds => another beep)

- Immediately insert the Programming key 🔑 (the data is then copied onto the key)

  AND PASS the key 🔑 on the 99 other locks (beep/beep).

- On the 100th lock, after inserting the key 🔑

  Press once on ⬛ and insert the key for the 2nd and last time 🔑

Programming – 100 lockers / locks

➡️ **Locks in MULTIPLE / SHARED** mode

The process is complete; The locks are ready to use.

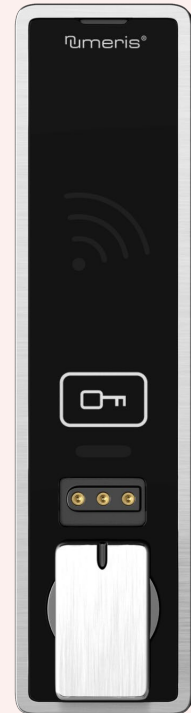**1 locker open = 1 locker available**

➡️ **Locks in ASSIGNED** mode

The remaining step is **assigning** the **badge(s)** to each locker

Step 3 – Assigning the badge(s)

(!) You need to have the users' badges to perform this step.

(!) If a group of users is assigned to a locker, a maximum of up to 20 badges may be assigned per locker.

Programming – 100 lockers / locks

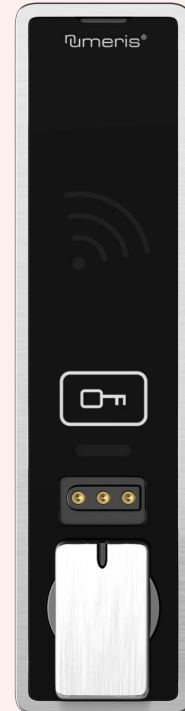**Step 3 – Assigning the badge(s)**

➡ In **ASSIGNED** mode

The programming and assignment of the users' badge(s) is necessary for each locker.

Press on [⊡] for 5 seconds (beep)

Next, insert the black key ╱, then swipe the badge(s) and finish with the black key ╱

The process is complete; The locks are ready to use

≈ 1 minute per locker (approximate time)

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For example: 12 lockers

Step 1 – Programming the locks (before use)

Choose a locker that will serve as a programming reference for the entire set

In the example Locker 1

Yellow Key / Black Key(s) / Yellow Key

(Stay on Locker 1) **Step 2 – Duplicate on all of the locks:**

Press on [🔒] for **10 seconds** / Immediately insert the 🔑 key into Locker 1,

Then insert this key just one time into all of the other lockers: Locker 2, Locker 3, etc.

Until the last locker (Locker 12 in this example).

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For example: 12 lockers

On the last locker (no. 12 here), after inserting the key 🔑

Press once on [🔒] and insert the key for the 2nd and last time 🔑

The lockers are programmed.

Step 3 – Assigning the badge(s) (for the Assigned option locks (AU) only)

The programming and assignment of the users' badge(s) is necessary for each locker.

Press on [🔒] for 5 seconds (beep)

Then insert the black key ▬, then swipe the **badge(s)** and finish with the black key ▬
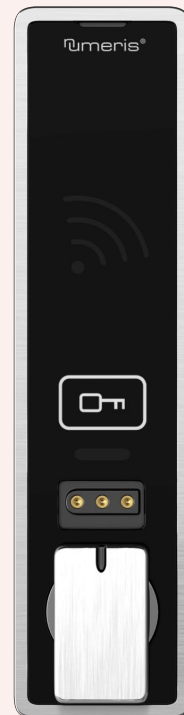
Using the lockers

Whether the locker is assigned or not, the procedure is the same for the user.

CLOSING a locker:

- Close the door.
- Press on 🔒 (beep),
- Swipe the badge (beep/beep)
- and turn the button.

OPENING a locker:

- Press on 🔒 (beep),
- Swipe the badge (beep/beep)
- Turn the button and open the door.

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