CAPA– LOCKS

USER INSTRUCTION

Martela

Digilock Mech

MANUAL CODE LOCK

Factory default code is 0-0-0-0

Assign a User Code and operate:

To Lock:

1. Make sure the knob is in the position.
2. Close the door.
3. Set any 4-digit code.
4. Turn the knob to the position.
5. Scramble the code.

To Unlock:

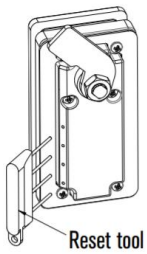
1. Enter your 4-digit code.
2. Turn the knob to the position.
3. Open the door.
4. Scramble the code.

Operate with the Manager Key

1. Insert the Manager Key.
2. Turn the knob to the symbol.
3. Open the door.

Note: If opened in error, use the Manager Key to turn the lock to the position. The original code will continue to operate the lock. If the code is forgotten, follow the Reset Instructions to make the lock available for another user.

Reset Instructions



1. Insert the Manager key.
2. Turn the knob to the position.
3. Remove the Manager Key.
4. Insert the Reset Tool.
5. Push in the Reset Tool and simultaneously turn all dials until it stops.
6. The final code displayed is the current code.
7. Turn the knob to the position.

More info: Mech Mechanical Lock Support (digilock.com)

CAPA– LOCKS

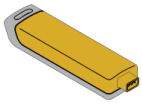
USER INSTRUCTION

Martela

Digilock Versa Mini

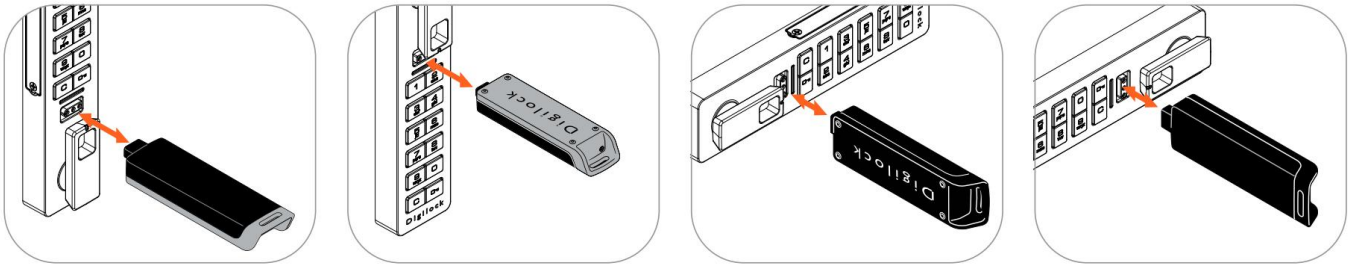
DIGITAL CODE LOCK: GETTING STARTED GUIDE

KEYS

	 Manager Key[1]	 Programming Key[2]
Operates the lock	•	•
Overrides user access	•	•
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 programmed to each lock.

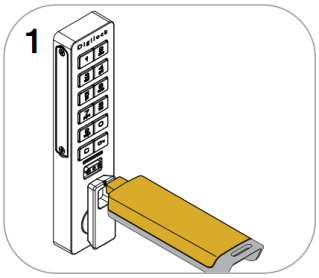
KEY INSERTION



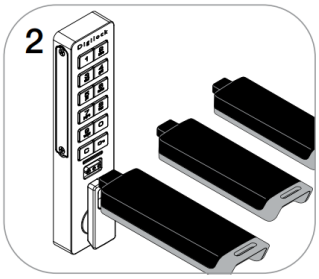
Refer to above image for proper key insertion.

SETUP

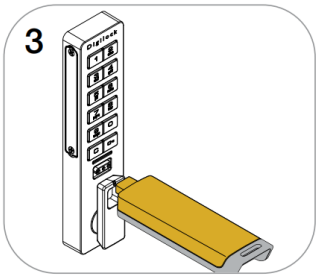
Locks are shipped with factory default settings (operates by pressing C 0-T). Each lock must be set up to operate with a Programming Key and Manager Keys.



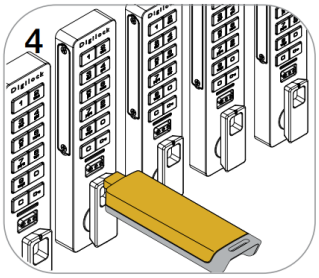
Insert the Programming Key. A two-tone beep will be heard and the LED will turn on.



While the LED is solid, insert one Manager Key at a time. A two-tone 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 setup all locks.

CAPA– LOCKS

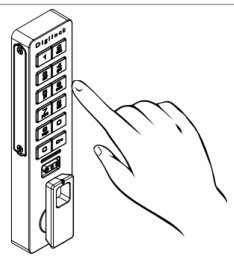
USER INSTRUCTION

PROGRAMMING INSTRUCTIONS

Express Register Manager Keys

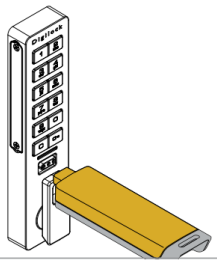
The Programming Key can quickly program multiple locks to operate with the same Manager Keys.

1



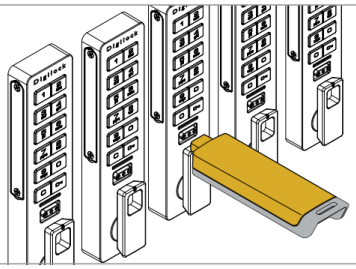
Go to a lock already programmed to operate with the Manager Keys.
Press [C] [🔑] [6] [1] [🔑].
The LED will turn on.

2



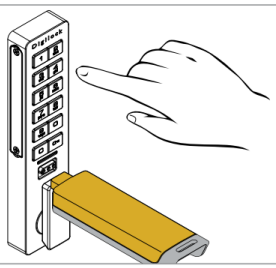
While the LED is solid, insert the Programming Key.
A two-tone beep will be heard and the LED will turn off.

3



Insert the Programming Key to program each lock to operate with the same Manager Keys.
Two sets of two-tone beeps will be heard to indicate successful programming.

4



End Express Registration mode.*
Go to any programmed lock.
Press [C] [🔑] then insert the Programming Key. A two-tone beep will be heard and the lock will engage.

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

CAPA– LOCKS

USER INSTRUCTION

USING DIGITAL NUMER LOCK

Digital code locks are operated by a 4-7 digit User Code. Manager Keys provide management access. Programming is accomplished via a Programming Key unique to the lock system.

Setting Lock Functionality for Shared or Assigned Use

Locks can be set to function with personal code or with assigned use. Press [C] to check functionality. If in shared use, LED is red. If in assigned use, LED is green.

To set for assigned use:

1. Press [C][0-9][6][5][0-9]. The red LED will turn on.
2. Insert the Programming Key (yellow). A two-tone beep will be heard, and the green LED will flash once

To set for shared use:

1. Press [C][0-9][5][6][0-9]. The green LED will turn on.
2. Insert the Programming Key (yellow). A two-tone beep will be heard, and the red LED will flash once.

Assign User Codes (for assigned use 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 codes may be assigned to each lock.

1. Press [C][0-9][5][5][0-9] The green LED will turn on.
2. Wen the LED is on, insert a valid Manager Key (black). A two-tone beep will be heard and the LED flashes.
3. While the LED is on, press [C] [new 4-7 digit code] [0-9] A two-tone beep will be heard.
4. Press [C] [the same 4-7 digit code] [0-9] Two sets of two-tone beeps will be heard, and the LED will turn off.

Remove User Codes (for assigned use functionality only)

Make sure the lock is in assigned use functionality (a green LED will flash when [C] is pressed).

1. Press [C][0-9][5][5][0-9]. The green LED will turn on.
2. When the LED is on, insert a valid Manager Key (black). A two-tone beep will be heard and the LED flashes.
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 codes will be removed.

Programming key and Manager key

- Manager key (black) and the programming key (yellow) can be used to provide emergency power to the lock if the lock batteries run out before they can be replaced.
- Keys also act as a master keys if, for example, the user has forgotten the numeric code that he has set.

CAPA– LOCKS

USER INSTRUCTION

Martela

Operating Instructions - In Shared Use Functionality

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

To lock:
1. Close the door.
2. Press C [any 4-7 digit code] 0
3. Turn the knob to the locked position.

To unlock:
1. Press C [the same 4-7 digit code] 0
2. Turn the knob to the unlocked position.
3. Open the door *

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

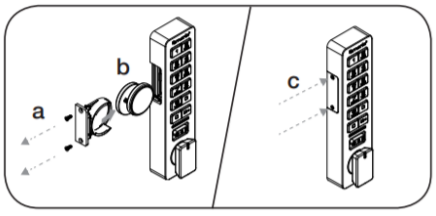
Operating Instructions (In Assigned Use Functionality)

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

Operate with the User Code

To unlock:
1. Press C [the same 4-7 digit code]
2. Press 0
3. Turn the knob to the unlocked 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.
4. Open the door

To lock:
1. Close the door.
2. Turn the knob to the locked position.



Batteries

Digital code lock is powered by two lithium 2450 batteries.
Providing battery life of 180,000 cycles

After locking or unlocking, the lock emits two sets of three beeps indicating that the batteries are low.

Battery replacement, see picture on left.
a. Remove the screws and the battery pack.
b. Replace batteries.
c. Re-Insert battery pack and screws.

Warranty does not cover batteries or damages caused by misuse.
Batteries estimated lifetime is about 2 to 3 years depending on use.

More info: Versa Electronic Lock Support (digilock.com)

CAPA– LOCKS

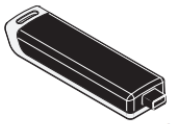
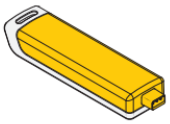
USER INSTRUCTION

Martela

Digilock Versa Mini

RFID LOCK: GETTING STARTED GUIDE

KEYS

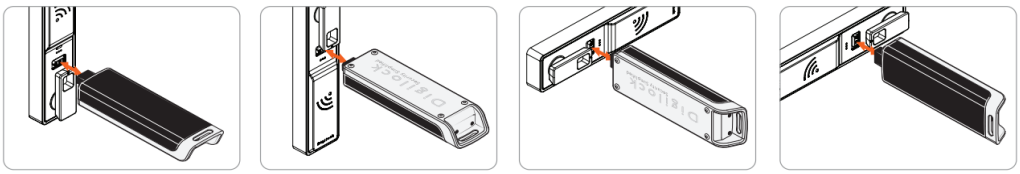
	 Manager Key[1]	 Programming Key[2]
Operates the lock	•	•
Overrides user access	•	•
Programs Manager Keys to the lock		•
Assigns user credentials[3] (in assigned use functionality)	•	
Sets lock functionality		•

[1] Up to 6 manager credentials (Manager Key or RFID credential) 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



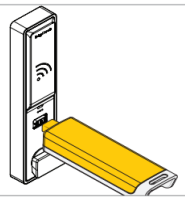
Refer to the above images for proper key insertion.

SETUP

Locks are shipped with factory default settings (only operates by presenting hand to lock). Each lock must be set up to operate with a Programming Key and Manager Credentials (Manager Key or Manager RFID Credential).

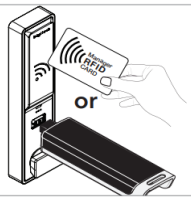
IMPORTANT: Ensure all locks are in the unlocked state for initial programming.

1



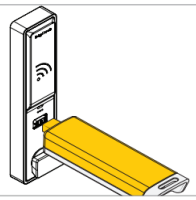
Insert the Programming Key.
A two-tone beep will be heard and the LED will flash.

2



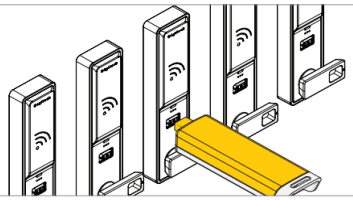
While the LED is flashing, insert one Manager Key or present one Manager RFID Credential at a time.
A two-tone beep will be heard for each Manager Credential programmed.

3



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

4



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

CAPA– LOCKS

USER INSTRUCTION

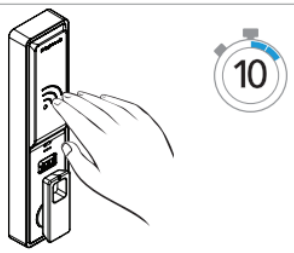
Martela

PROGRAMMING INSTRUCTIONS

Express Register Manager Credentials

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

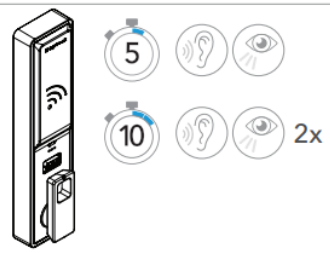
1



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

Hold a hand to the lock for 10 seconds. The LED will be solid.

2



A two-tone beep will be heard after 5 seconds followed by a second set of two-tone beeps after 10 seconds.

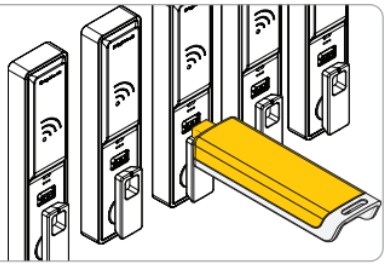
Remove your hand. The LED will be flashing.

3

While the LED is flashing, insert and remove the Programming Key.

2 two-tone beeps will be heard and the LED will turn off.

4



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.

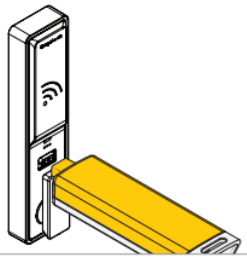
5

End express registration mode.*

Go to any programmed lock.

Present hand to lock until a single beep is heard.

6



Then insert the Programming Key to operate the lock.

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

CAPA– LOCKS

USER INSTRUCTION

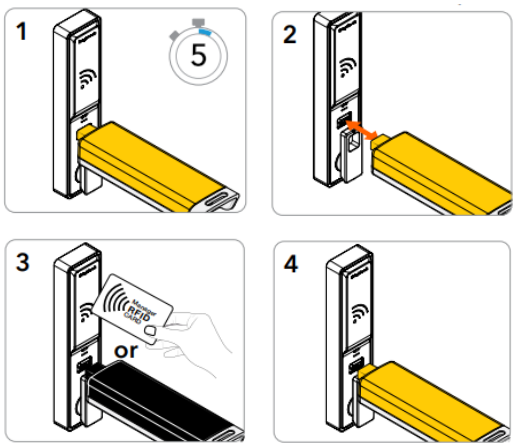
USING RFID LOCK

RFID locks are operated by an RFID credential. Manager Keys provide management access and Programming is accomplished via a Programming Key unique to the lock system.

RFID standard - Mifare (13.56 MHz)

Set Lock Functionality

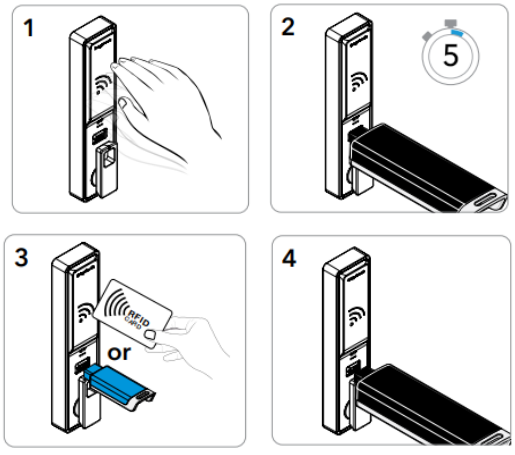
RFID lock is available for either shared or assigned use.
To change the functionality of the locks (between shared use and assigned use), contact Martela customer service.



Add Manager Keys

Each cabinet comes with a pre-programmed Manager key (black). If you want additional management keys, you can add any supported RFID card to act as an additional manager key. Manager keys can be programmed to the locks at any time.

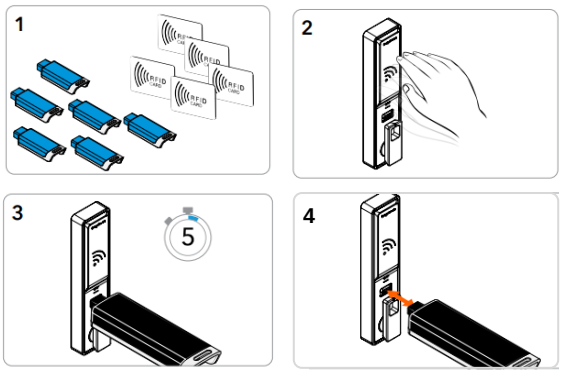
1. Select a lock you want to add a manager key (RFID card or tag). Insert Programming Key (yellow) and hold for 5 seconds (a two-tone beep will be heard after 5 seconds) then release. The LED will flash and the Reader will turn on.
2. Insert the Programming Key (yellow) again. A two-tone beep will be heard.
3. 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.



Assign Users (for assigned use only)

Up to 20 users may be assigned to each lock. Make sure the lock is in assigned use functionality (a green LED will flash when touched).

1. Touch the lock to activate it.
2. Insert a valid Manager Key (or present a valid Manager RFID) for 5 seconds. A two-tone beep will be heard.
3. 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.
4. 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.



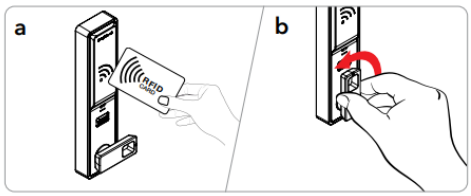
Remove Users (for assigned use functionality only)

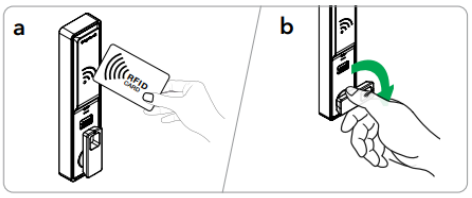
Make sure the lock is in assigned use functionality (a green LED will flash a lock is touched).

1. Collect all the needed credentials
2. Touch the lock to activate it
3. Insert the Manager Key for 5 seconds (or present a valid Manager RFID Credential). A two-tone beep will be heard.
4. Remove the Manager Key and insert it again. Three sets of two-tone beeps will be heard and all previously assigned user credentials will be removed.

CAPA– LOCKS

USER INSTRUCTION



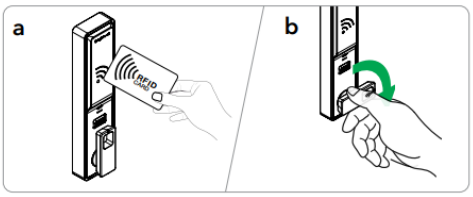


Operating Instructions - In Shared Use Functionality

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

To lock:
Close the door.
a) Present any User RFID Credential
b) Turn the knob to the locked position.

To unlock:
a) Present the same User RFID Credential
b) Turn the knob to the unlocked position.
Open the door.



Operating Instructions - In Assigned Use Functionality

In assigned use functionality, users operate the lock with their assigned user RFID credential. RFID credential is only needed for opening a lock. To lock the door simply turn the knob.

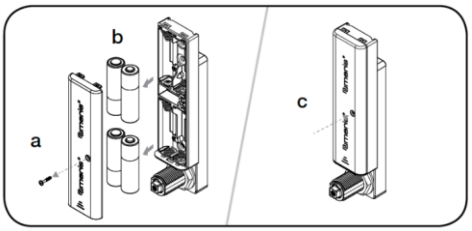
To lock:
1. Close the door
2. Turn the knob to the locked position.

To unlock:
a) Present any User RFID Credential
b) Turn the knob to the unlocked position.*
Open the door.

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

Programming key and Manager key

- Manager key (black) and the programming key (yellow) can be used to provide emergency power to the lock if the lock batteries run out before they can be replaced.
- The keys also act as a master key if, for example, the user has forgotten the numeric code that he has set.



Batteries

RFID lock is powered by 4 AA batteries providing battery life of 115,000 cycles. Batteries estimated lifetime is about 3 to 4 years depending on use.

After locking or unlocking, the lock emits two sets of three beeps indicating that the batteries are low.

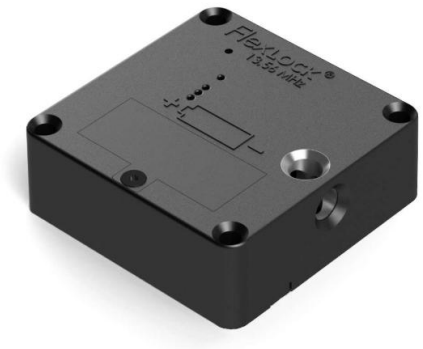
Battery replacement, see picture on left.
a. Remove the screw and the battery cover.
b. Replace the four premium AA batteries.
c. Replace the battery cover pack and screw.

Warranty does not cover batteries or damages caused by misuse.

More info: Digilock Versa Product Documentation and Guides

CAPA– LOCKS

USER INSTRUCTION



FlexLock Invisible 2.0

RFID HIDDEN LOCK

The lock is controlled using a key card or tag, and the lock's function can be configured to unique requirements, regardless of whether it is for permanent or temporary storage.

RFID standard - Mifare (13.56 MHz)

Functions

Mode 1 (assigned use)

One or several users are programmed to have private access.
The lock is open as default until someone locks it.

FlexLOCK is delivered in Mode 1 as default.

Mode 2 (assigned use)

One or several users are programmed to have private access.
Mode 2 is similar to Mode 1 with the exception that the lock is locked as default.
After 4 seconds the lock will automatically lock. Because of this, it is enough to close the front to lock it. There is no need to actively lock with the card.

Mode 3 (shared use)

The lock is open as default. This function is for temporary use. The lock is not assigned to a specific user.

The lock is open until someone with any compatible RFID-card or tag wants to use it. The exact same card or tag has to be used to open the lock again. If another person tries to open the lock it will emit an error signal. Once the user has opened the lock and taken his or her things, the lock is then ready for a new user.

Modes 4 and 5 (shared use with time limit)

Modes 4 and 5 are just like Mode 3, but with the addition of a time limit.

- Mode 4: if this person does not return within 12 hours, the lock will automatically open when 12 hours have passed.
- Mode 5: if this person does not return within 2 hours, the lock will automatically open when 2 hours have passed.

Ready to use mode (assigned use)

Ready to use is a function used in Mode 1 or Mode 2.
With this function, the storages are prepared in advance so that the first user to present his or her card will be registered in the lock as a unique user. This means that locks can be assigned to persons even before knowing exactly who the person is.

When the user no longer shall have access to the lock, it is simple to reprogram the lock with Ready to use again to make it prepared for a new user.

CAPA– LOCKS

USER INSTRUCTION

Martela

Changing Functionality/ Mode

Note! When changing Mode you always have to change via Mode 1.

1. If the lock is not in Mode 1, reset the lock to Mode 1.
2. Program the desired Mode

Example:
A change from Mode 3 to Mode 2 means: Mode 3 -> Mode 1 -> Mode 2

Reset the lock to Mode 1 (and erase all users in Mode 1 and 2)

To reset, you will need the programming card.
Resetting will also erase any users added in Mode 1 and 2.

1. Hold the programming card on the lock for about 10 seconds. When a reset signal is heard, all users have been erased and the lock is now in Mode 1.
Reset signal — — —7 sec ·-·-·-

The lock is now in Mode 1 (default setting) and you may now change the Mode or add users.

Programming from Mode 1 (default setting) to Mode 2, 3, 4 or 5

When programming to a new Mode from Mode 1, you need the programming card and the Mode-card for the Mode you want to program to.

1. Place the programming card on the lock. Repeated tones will sound for 7 seconds. Programming signal. — — —7 sec — —
2. Place the selected Mode-card on the lock within 7 seconds until you hear a double confirmation signal. -· -·

(If instead you hear an Error signal, - - - - check that the lock really is in Mode 1.)

Note! In Mode 1 and 2 you also have to add users.

CAPA– LOCKS

USER INSTRUCTION

Martela

Add users (Mode 1 and 2)

To add users you need the programming card and the user cards you wish to add.

1. Place the programming card on the lock. Repeated tones will sound for 7 seconds. Programming signal. — — —7 sec — —
2. Place the user card on the lock within 7 seconds until you hear a confirmation signal. Confirmation signal. ▬▪
3. Continue adding users by repeating the above (Up to 200 users may be added per lock).

Remove users (Mode 1 and 2)

To remove users you need the programming card and the user cards you wish to remove.

1. Place the programming card on the lock. Repeated tones will sound for 7 seconds. Programming signal. — — —7 sec — —
2. Place the user card you want to remove on the lock within 7 seconds until you hear an erase signal ▪▪
3. To check, wait for 5 seconds and then place the user card on the lock. If everything is correct, an error signal will sound (4 short tones). Error signal. ▪ ▪ ▪ ▪

If you want to erase all users from the lock at the same time, see heading Reset the lock to Mode 1.

Operating instructions in Mode 1 and 2

To Unlock:
- Present pre-programmed user card or tag on to the lock

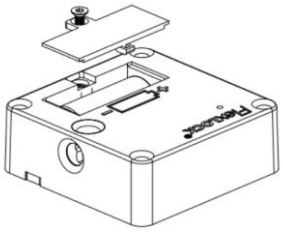
To lock:
- In Mode 1 you must place the card on the lock again.
- In Mode 2, the lock automatically locks after 4 seconds. You only need to close the storage for the lock to be locked.

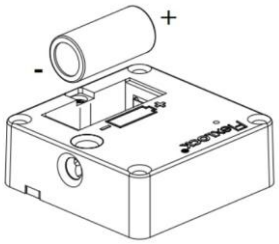
Operating instructions in Mode 3, 4 and 5

To lock:
- The lock is locked by placing any RFID-card (or tag) onto the lock.

To unlock:
- To open again, the exact same RFID-card (or tag) has to be placed onto the lock again. Once the lock has been opened again it is then ready for a new user.

Note that no other card (or tag) can open the lock once it is occupied (except for the service card which serves as a master key).





Batteries

Lock is powered by 1 lithium battery CR123A (3V, min 1400 mAh).
Providing battery life of 30,000 cycles

When the battery is low, a warning signal will sound when locking.
Warning signal, low battery: ▪▪ ▪▪ ▪▪ ▪▪ ▪▪

If the batteries run out before the battery is changed, the lock will automatically open and stay open.

Warranty does not cover batteries or damages caused by misuse.
Batteries estimated lifetime is about 2 to 4 years depending on use.

More info: https://www.swedstyle.com/en/products/locks

! When the battery is changed, the storage must not be closed until the function of the battery is verified. If the battery is missing or broken, you might not be able to open the lock again. (Refers to locks in Mode 2.) Test the lock with the front open!