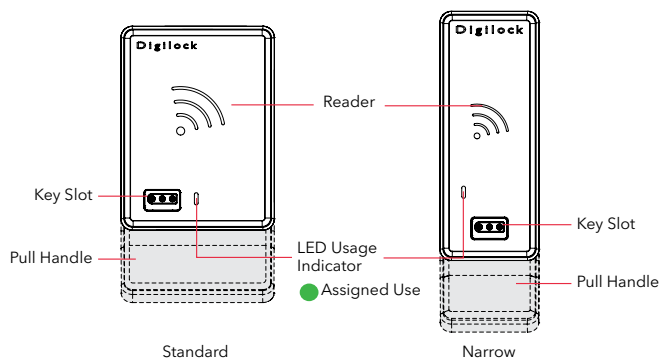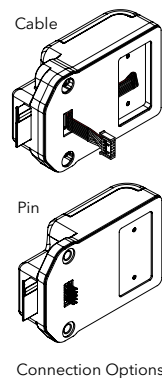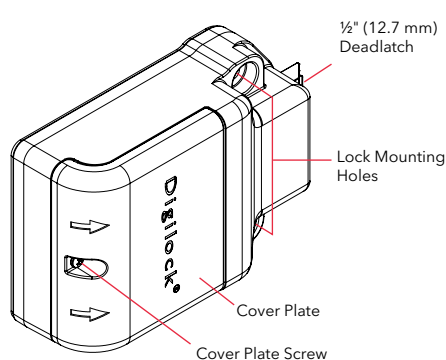## ASSIGNED USE FUNCTIONALITY

Aspire locks with a touch-free RFID interface are operated by an RFID credential or by an ADA compliant User Key. Manager credentials (Manager Key or RFID credential) 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 for locks with advanced functionality.

LOCK PARTS

Front Unit

Reader
Key Slot
Pull Handle
LED Usage Indicator
● Assigned Use
Key Slot
Pull Handle

Standard   Narrow

Deadlatch Rear Unit

½" (12.7 mm) Deadlatch
Lock Mounting Holes
Cover Plate
Cover Plate Screw

Cable
Pin
Connection Options

RFID Credentials

RFID Card   RFID Adhesive Label   RFID Keyfob   RFID Wristband

KEYS

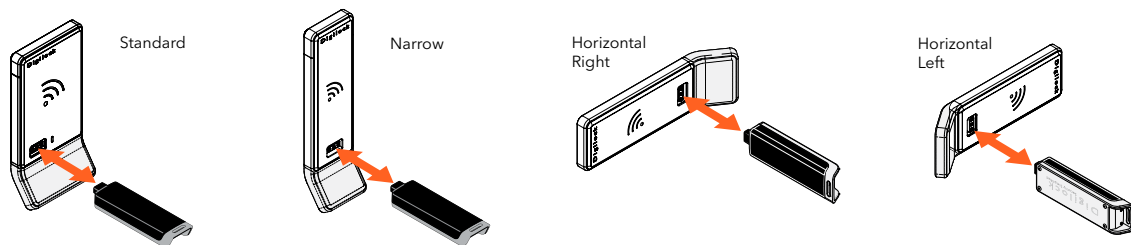|	User Key	Manager Key[1]	Programming Key[2]
Operates the lock	●	●	●
Overrides user access		●	●
Allows management inspection		●	●
Provides external power		●	●
Programs Manager Keys to the lock			●
Assigns user credential[3]		●	

1 Up to six manager credentials (Manager Key or RFID credential) may be programmed to each lock. If managed with the optional Mobile App, up to 250 manager credentials may be programmed to each lock.

2 One Programming Key allowed per lock system.

3 Up to 20 user credentials (User Key or RFID credential) may be programmed 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 the image for proper key insertion.

Standard   Narrow   Horizontal Right   Horizontal Left

Aspire®

PRODUCT GUIDE
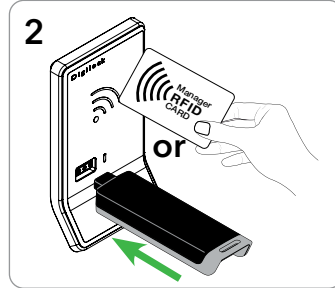Touch-Free RFID | Basic & Advanced

Digilock®

SETUP

Locks are shipped with factory default settings (operates by presenting hand to lock). Each lock must be setup to operate with a Programming Key and manager credentials (Manager Key or RFID credential).
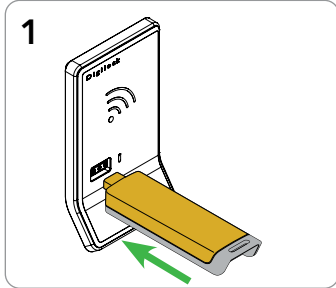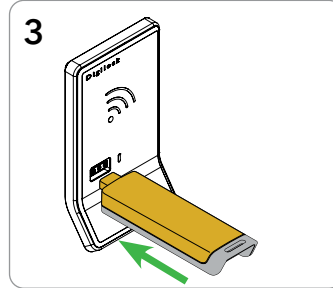
1

Insert the Programming Key.

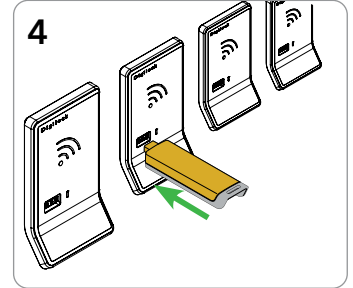A two-tone beep will be heard and the LED will flash.

2

or

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.

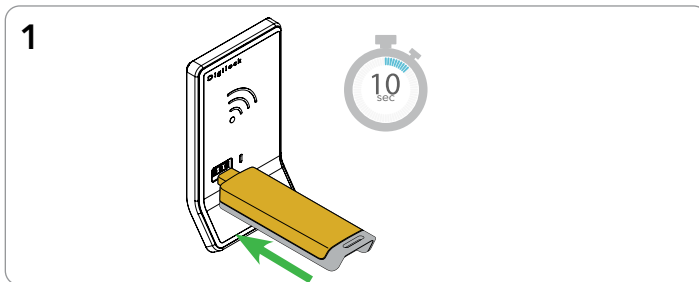A two-tone beep will be heard and the LED will turn off.

4

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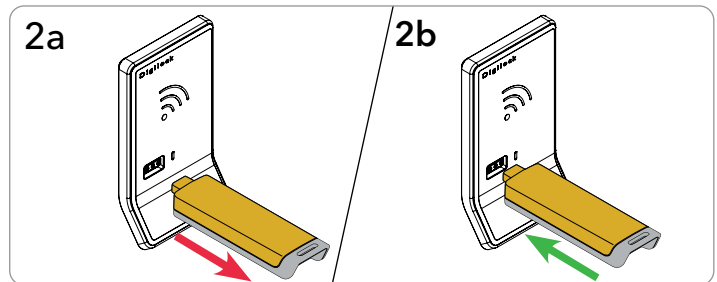
PROGRAMMING INSTRUCTIONS

Express Register Manager Credentials
The Programming Key can quickly program the locks to operate with the same manager credentials.
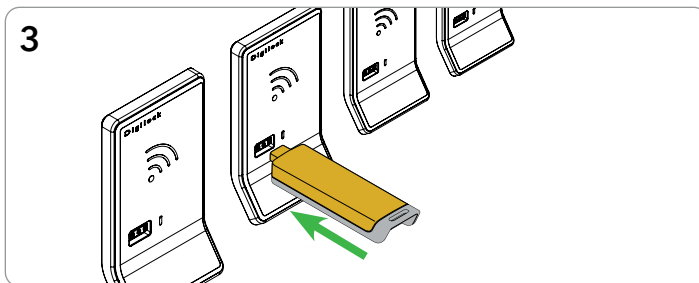
1

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

Insert and hold Programming Key in place for 10 seconds. The LED will turn on and a two-tone beep will be heard after 5 seconds followed by two sets of two-tone beeps after 10 seconds.
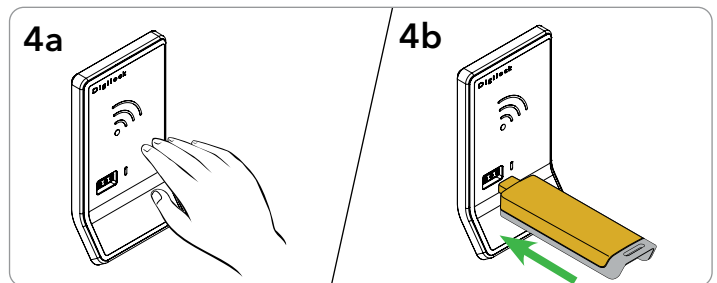
2a   **2b**

Remove key and **reinsert key**.

Two sets of a two-tone confirmation 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 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 and operate it with the Programming Key.
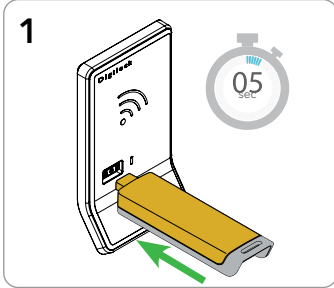
Present hand to lock, then insert the Programming Key to operate the lock.

*The Programming Key will continue to function in express registration mode until it is used to operate a lock.
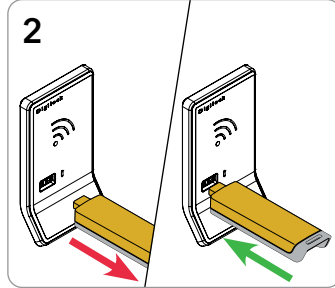
PROGRAMMING INSTRUCTIONS
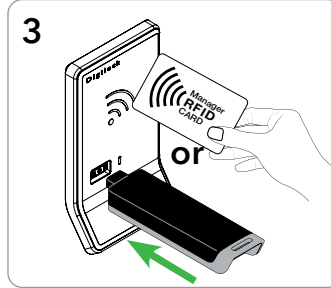
Add Manager Credentials
Manager credentials can be programmed to the locks at any time

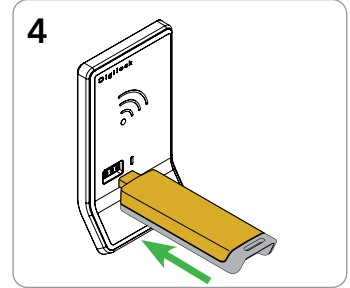| 1	2	3	4
		or	
Insert and hold Programming Key in place for 5 seconds The LED will flash, and a two-tone beep will be heard after 5 seconds.	Once the two-tone beeps are heard, **remove key** then **reinsert key**. LED will continue to flash.	Insert each additional Manager Key or present each Manager RFID credential one 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 will turn off. Repeat preceding steps for each lock or follow instructions to Express Register Manager Credentials to quickly program the same manager credentials to operate multiple locks.

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.
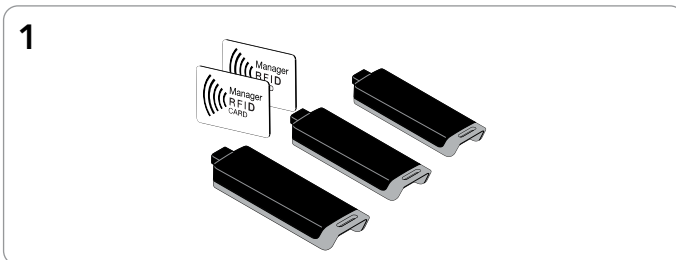
To Replace the Programming Key
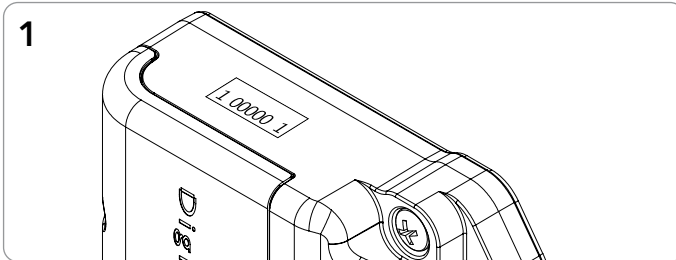
1	2
Note the order or serial number (found on the lock's rear unit).	Contact Digilock Support to purchase a replacement Programming Key.

To Replace Manager Credentials

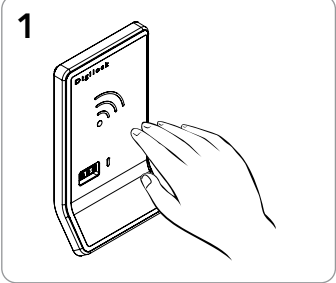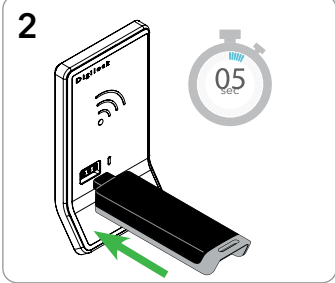| 1	2a	2b
Collect all remaining and replacement manager credentials. Go to any lock operated by the lost/stolen manager credentials.	Insert programming key and hold for 5 seconds, the LED will turn on and a two-tone beep will be heard. Remove programming key and **insert again**, LED will flash. Remove key and **insert again**. Three sets of two-tone beeps will be heard and the LED 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.	
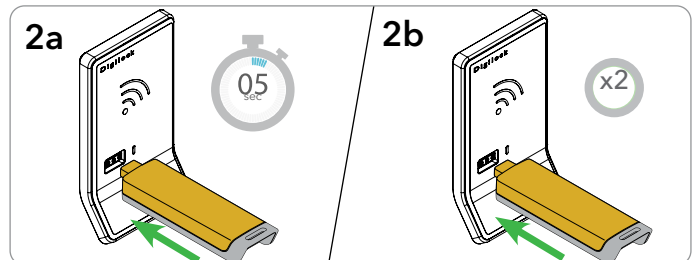
PROGRAMMING INSTRUCTIONS

Assign User Credentials

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

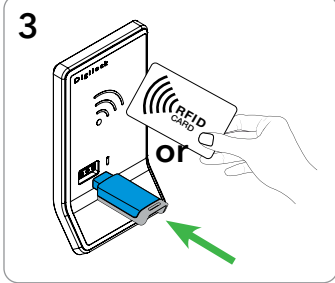| 1	2	3	4

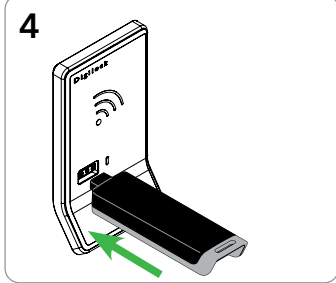**1** — Present hand to wake up the lock.

2 — Insert a valid Manager Key for 5 seconds.
A two-tone beep will be heard.
Remove the Manager Key.
The LED will flash.

3 — Insert each User Key or present each User RFID credential one at a time.
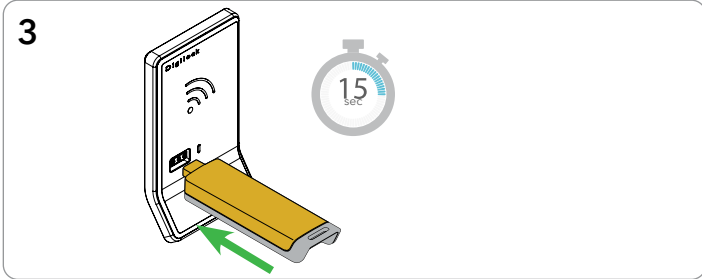Two sets of two-tone beeps will be heard for each user credential assigned to the lock.

4 — Insert a valid Manager Key.
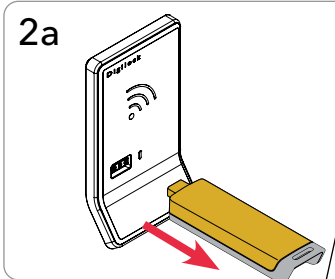A two-tone beep will be heard and the LED will turn off.

Express Register User and Manager Credentials

The Programming Key can quickly program multiple locks to operate with the same user and manager credentials.
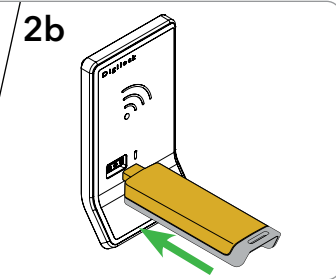
3 — Go to a lock already programmed to operate with the user and manager credentials.
Insert Programming Key and hold for 15 seconds (a two-tone beep will be heard after 5 seconds, followed by 2 sets of two-tone beeps after 10 seconds, followed by 3 sets of two-tone beeps after 15 seconds).
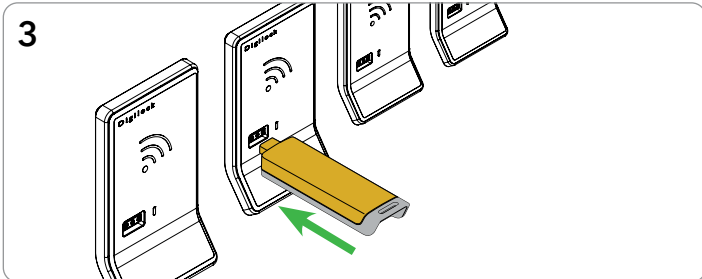The LED will flash.

2a / 2b — Remove and **reinsert** the Programming Key.
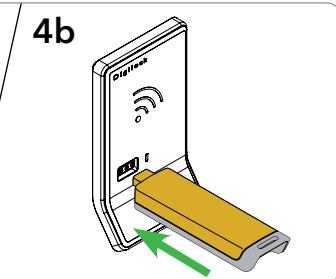A two-tone beep will be heard and the LED will turn off.

3 — Insert the Programming Key to program each lock to operate with the same user and 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.*
Go to any programmed lock.
Present hand to lock, then insert the programming key to operate the lock.

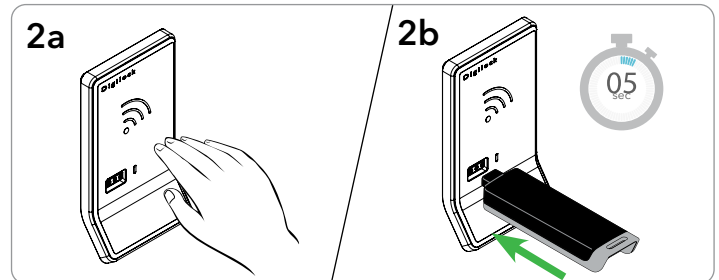*The Programming Key will continue to function in express registration mode until it is used to operate a lock.

PROGRAMMING INSTRUCTIONS

Remove User Credentials

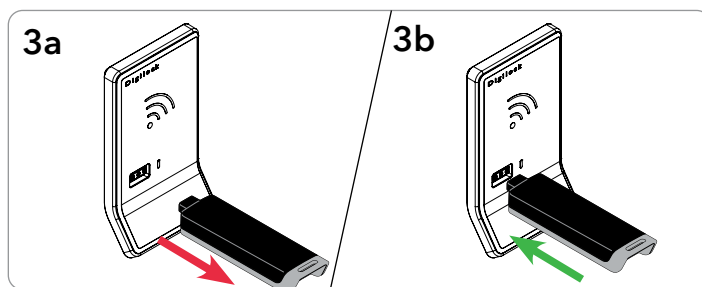The locks must be reprogrammed to remove user credentials from operating a lock.

1

Collect all remaining and replacement user credentials.

2a | **2b**
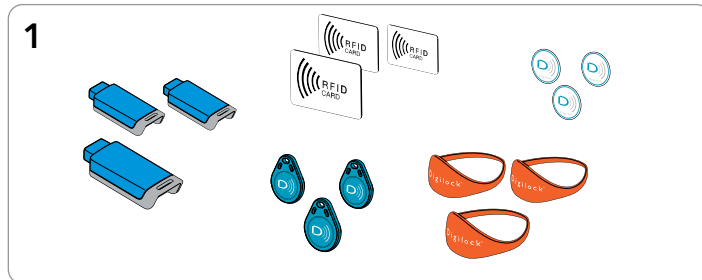
Present hand to wake up the lock.

Insert Manager Key and hold for 5 seconds, a two-tone beep will be heard.

The LED will turn on.

3a | **3b**
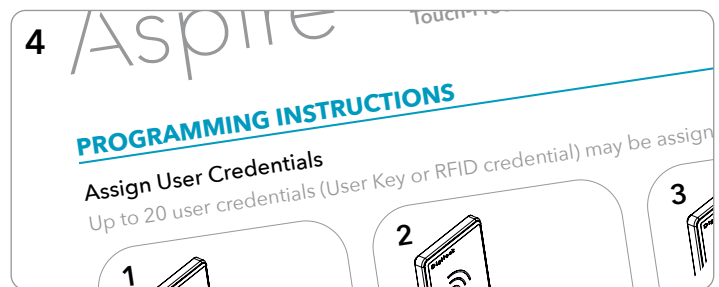

Remove and **reinsert** Manager Key.

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

All previously assigned user credentials will be removed.

4

Follow Assign User Credentials instructions to assign the remaining and replacement user credentials.

OPERATING INSTRUCTIONS - IN ASSIGNED USE FUNCTIONALITY

In assigned use functionality, users operate the lock with their assigned user credential (User Key or RFID credential).
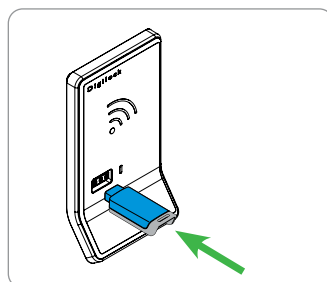
Operate with an Assigned User RFID Credential	Operate with an Assigned User Key	Operate with a Manager Credential	Operate with the Programming Key
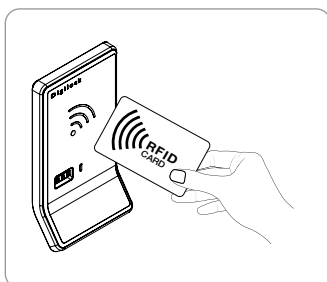
Unlock: Present an assigned User RFID credential.

Relock: Close the door.

Unlock: Insert an assigned User Key.

Relock: Close the door.
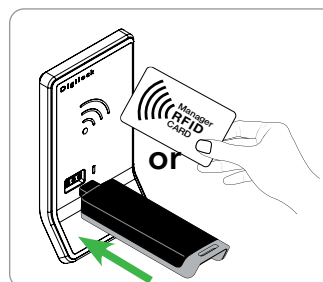
Unlock: Insert a valid Manager Key or present a valid Manager RFID credential.

Relock: Close the door.
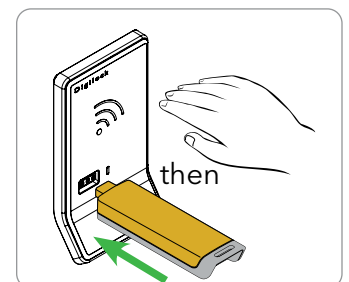
Unlock: Present hand to lock, then insert the Programming Key.

Relock: Close the door.

SUPPORT

Error Condition Indicators

10 RAPID BEEPS:

The lock is binding which means that either door alignment or stored items are preventing the lock from operating. Press on the door while operating the lock. If error condition persists, contact Digilock support for assistance.

2 SETS OF THREE BEEPS:

The batteries are low. Replace the batteries.

Does Not Unlock with a User Credential (User Key or RFID Credential)

The lock does not recognize the user credential. For immediate access, operate with a valid manager credential. Follow instructions to Assign User Credentials to assign the user credential to the lock.

Does Not Operate with a Manager Credential (Manager Key or RFID Credential)

The lock does not recognize the manager credential. For immediate access, operate with another valid manager credential or with the Programming Key. Follow instructions to Add Manager Credentials to program the manager credential to the lock.

Does Not Operate with the Programming Key

The lock does not recognize the Programming Key. If the Programming Key has been replaced, operate with the Replacement Programming Key. Contact Digilock support for additional assistance.

No LED Response when Hand is Presented to Lock

- The batteries may need to be replaced. For immediate access, operate with a valid Manager Key.
- The front unit may not be properly connected to the rear unit. Remove the lock from the door and check the connection.

BATTERY REPLACEMENT

It is not necessary to remove the lock from the door. In case of battery failure, operate with a valid Manager 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 the product promptly and dispose of used batteries according to the battery manufacturer's instructions.

1
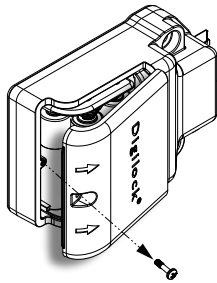
Remove the screw from the Cover Plate with a Phillips head screwdriver.

Remove the Cover Plate by lifting the tab at the edge of the cover, below the arrows.

2
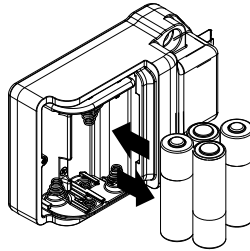
Remove the batteries from the housing.

Replace with four premium alkaline AA batteries. Dispose of or recycle used batteries according to local regulations.

3
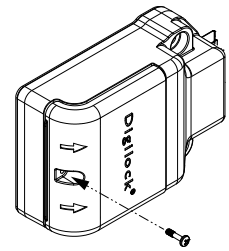
Replace the Cover Plate and secure with the screw.

Digilock