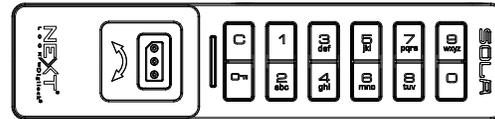
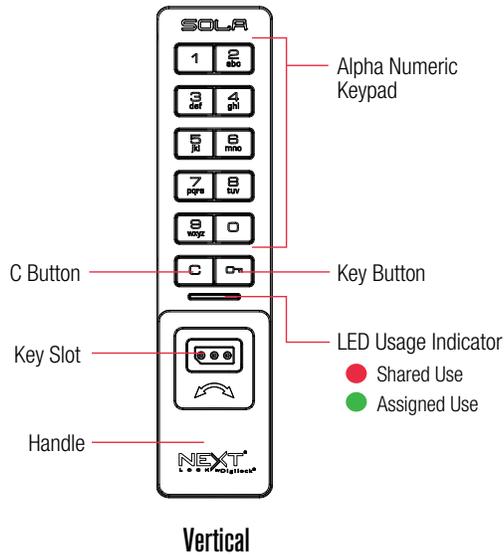


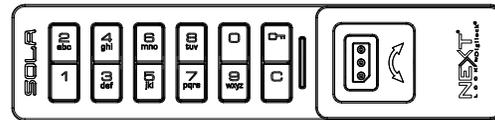
Sola locks with a keypad interface are operated by a 4-digit User Code. A Manager Code provides management access. Programming is accomplished via an Owner Code unique to the lock system.

Lock Orientation - Views

SOLA can be installed vertically or horizontally for left or right handed configuration.



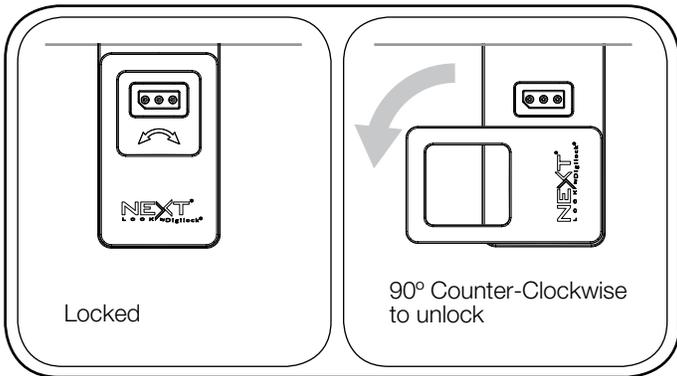
Horizontal with Handle on the Left



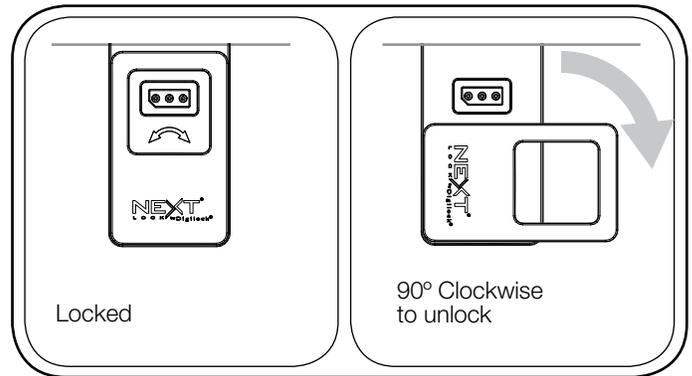
Horizontal with Handle on the Right

Handle Positions

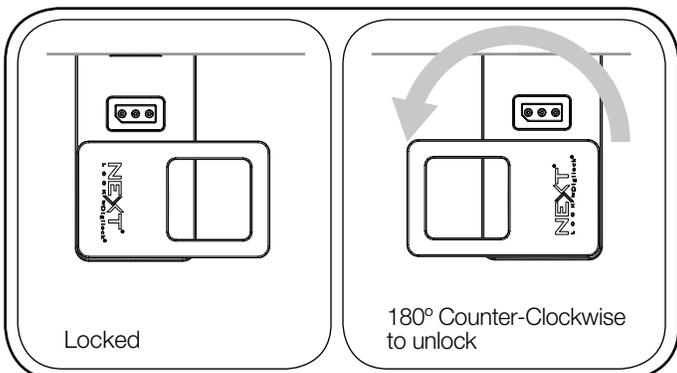
90°



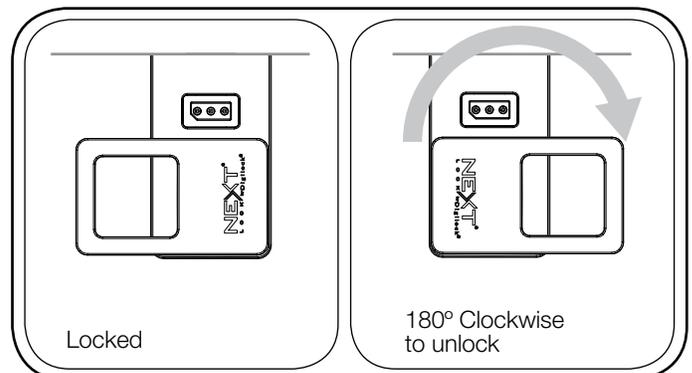
OR



180°



OR



Programming Instructions

INSTALL THE LOCK OR DETERMINE CONFIGURATION PRIOR TO PROGRAMMING AND OPERATING.

Default Settings

Functionality = Shared Use

Owner Code (6-digit code) =

Manager Code (5-digit code) =

Initial Setup

New locks operate with the default Owner and Manager Codes. A new Owner and Manager Code must be programmed on the lock to prevent the default codes from operating the lock.

Program a New Owner Code

The Owner Code can only be programmed using the current Owner Code.

- Press [current Owner Code] . A two-tone beep will be heard and the LED will turn on.
- Press [new Owner Code] . A two-tone beep will be heard.
- To confirm, press [the same new Owner Code] . Two sets of two-tone beeps will be heard and the LED will turn off.

Program a New Manager Code

To Program the Manager Code using the Owner Code:

- Press [Owner Code] . A two-tone beep will be heard and the LED will turn on.
- Press [new Manager Code] . A two-tone beep will be heard.
- To confirm, press [the same new Manager Code] . Two sets of two-tone beeps will be heard and the LED will turn off.

To Program the Manager Code using the current Manager Code:

- Press [current Manager Code] . A two-tone beep will be heard and the LED will turn on.
- Press [new Manager Code] . A two-tone beep will be heard.
- To confirm, press [the same new Manager Code] . Two sets of two-tone beeps will be heard and the LED will turn off.

Set Lock Functionality

Each lock can be set for either shared or assigned use functionality. In shared use functionality, the user enters a self-selected 4-digit code to lock and later unlock. Once unlocked, the lock is available to be used by a different user. In assigned use functionality, the lock is programmed with an assigned 4-digit User Code. The user enters the assigned 4-digit User Code and turns the handle to unlock and turns the handle again to relock.

Press to check functionality. If in shared use, LED is **RED**. If in assigned use, LED is **GREEN**.

Set lock for shared use functionality:

- Press [Owner Code] . A two-tone beep will be heard and the LED will turn on.
- Press . Two sets of two-tone beeps will be heard and a **RED** LED will flash twice.
- Make sure the lock is unlocked and available for use. Use the Owner or Manager Code to unlock.

Set lock for assigned use functionality:

- Press [Owner Code] . A two-tone beep will be heard and the LED will turn on.
- Press . Two sets of two-tone beeps will be heard and a **GREEN** LED will flash twice.
- Assign a User Code to the lock. Follow [Assign a New User Code](#) instructions.
- Make sure the lock is in the locked position. Use the Owner or Manager Code to lock.

Programming Instructions

Assign a New User Code (for assigned use functionality only)

- a. Press [C] [07] [Manager Code] [07]. A two-tone beep will be heard and the green LED will turn on.
- b. Press [C] [new assigned 4-digit User Code] [07]. A two-tone beep will be heard.
- c. Press [C] [the same new assigned 4-digit User Code] [07]. Two sets of two-tone beeps will be heard and the green LED will turn off.

Set Additional Lock Features (for shared use functionality only)

Auto Unlock

When in shared use functionality, each lock can be programmed to auto unlock after a set number of hours. The default setting is OFF (does not auto unlock).

To Turn on Auto Unlock for Default 12 hours:

- a. Press [C] [07] [Owner Code] [07]. The LED will turn on.
- b. Press [C] [9] [3] [07]. A two-tone beep will be heard and the LED will turn off.
- c. The lock is set to auto unlock after 12 hours from last use.

To Turn on Auto Unlock for Custom Number of Hours:

- a. Press [C] [07] [Owner Code] [07]. The LED will turn on.
- b. Press [C] [9] [5] [07]. A two-tone beep will be heard and the LED will remain on.
- c. While the LED is on, enter the number of hours from [1]-[9][9] then press [07].
- d. Two sets of two-tone beeps will be heard and the LED will turn off.

For example: Press [8][07] to set the lock to auto unlock after 8 hours from last use.

To Turn off Auto Unlock:

- a. Press [C] [07] [Owner Code] [07]. The LED will turn on.
- b. Press [C] [9] [4] [07]. A two-tone beep will be heard and the LED will turn off.

Operating Instructions

Shared Use Functionality

Operate with a self-selected User Code

Make sure the lock is unlocked and available for use. Use the Owner or Manager Code to unlock.

- To lock: Close the door, press [C] [any 4-digit User Code] [OK], and then turn the handle to the locked position.
- To unlock: Press [C] [the same 4-digit User Code] [OK], turn the handle to the unlocked position, and then open the door.*

Operate with the Manager Code

- To lock: Close the door, press [C] [Manager Code] [OK], and then turn the handle to the locked position.
- To unlock: Press [C] [Manager Code] [OK], turn the handle to the unlocked position, and then open the door.*

Operate with the Owner Code

- To lock: Close the door, press [C] [Owner Code] [OK], and then turn the handle to the locked position.
- To unlock: Press [C] [Owner Code] [OK], turn the handle to the unlocked position, and then open the door.*

Assigned Use Functionality

Operate with an Assigned User Code

- To unlock: Press [C] [assigned 4-digit User Code] [OK], turn the handle to the unlocked position, and then open the door.*
- To relock: Close the door, then turn the handle to the locked position.

Operate with the Manager Code

- To unlock: Press [C] [Manager Code] [OK], turn the handle to the unlocked position, and then open the door.*
- To relock: Close the door, then turn the handle to the locked position.

Operate with the Owner Code

- To unlock: Press [C] [Owner Code] [OK], turn the handle to the unlocked position, and then open the door.*
- To relock: Close the door, then turn the handle to the locked position.

* After three consecutive incorrect entries to unlock, the lock will enter Sleep Mode for one minute. For each subsequent incorrect entry, the lock will remain in Sleep Mode for an additional minute. The keypad is disabled while in Sleep Mode.

**If a Manager or Owner Code is used to unlock and relock, the previous User Code will continue to operate the lock.

Support

Sleep Mode

After three consecutive incorrect User Code entries to unlock, the lock will enter Sleep Mode for one minute. For each subsequent incorrect entry, the lock will remain in Sleep Mode for an additional minute. The keypad is disabled while 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

The lock does not recognize the User Code. For immediate access, operate with the Manager Code. If in assigned use functionality, follow instructions to [Assign the User Code](#) to assign a new User Code to the lock.

Does not Operate with the Manager Code

The lock does not recognize the Manager Code. Follow instructions to [Assign Manager Code](#) to program the Manager Code to the lock. For immediate access, operate with the Owner Code.

Does not Operate with the Owner Code

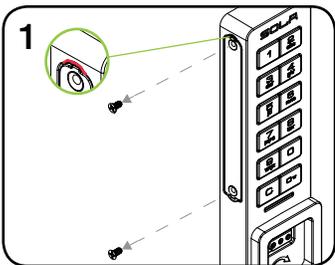
The lock does not recognize the Owner Code. Contact Digilock Support.

No Audible Feedback when **C** is Pressed

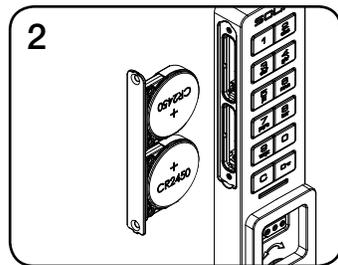
The lock may be in Sleep Mode or the batteries may need to be replaced. For immediate access, operate with a Power Key.

Battery Replacement

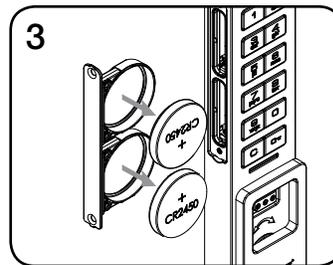
It is not necessary to uninstall the lock from the door.



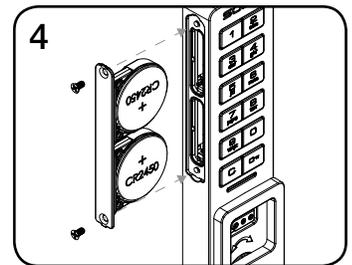
1 Remove the 2 battery cover plate screws.
Loosen the battery cover by inserting a small flat-head in either the top or bottom notches of the cover plate.



2 Pull the battery pack from the front housing.



3 Remove batteries and replace with two premium lithium CR2450 batteries.



4 Re-Insert the battery pack and screw cover plate in place.