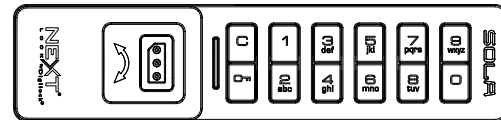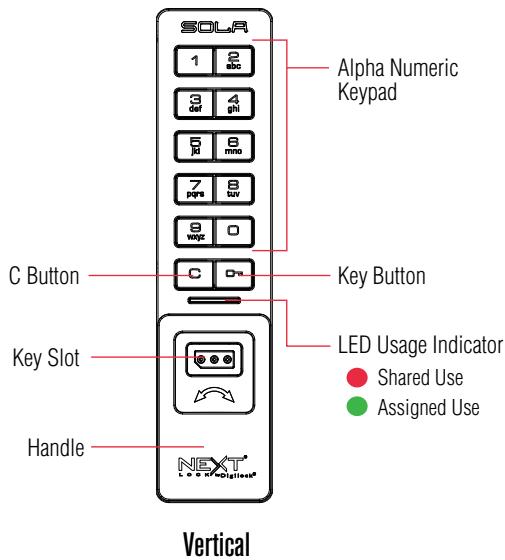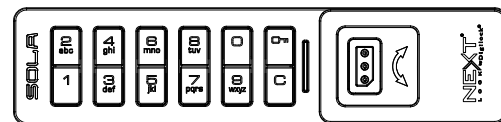Sola locks with a keypad interface are operated by a 4-digit User Code or by an ADA compliant User Key. Manager Keys provide management access and external power. Programming is accomplished via a Programming Key unique to the lock system.

Lock Orientation - Views

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

Alpha Numeric Keypad

C Button

Key Slot

Handle

Key Button

LED Usage Indicator
● Shared Use
● Assigned Use

Vertical

Horizontal with Handle on the Left

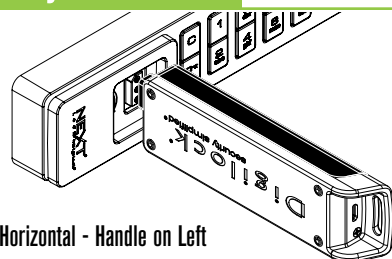**Horizontal with Handle on the Right**
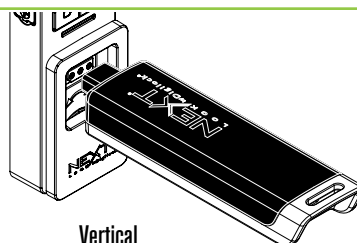
Keys

	User Key	Manager Key¹	Programming Key²
Operates the lock	●	●	●
Overrides user access		●	●
Allows access for management inspection		●	●
Provides external power		●	●
Assigns user credential		●	
Sets lock functionality			●

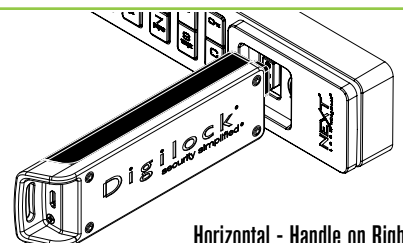¹ Up to 25 Manager Keys may be programmed to a lock.   ² 1 Programming Key allowed per lock group.
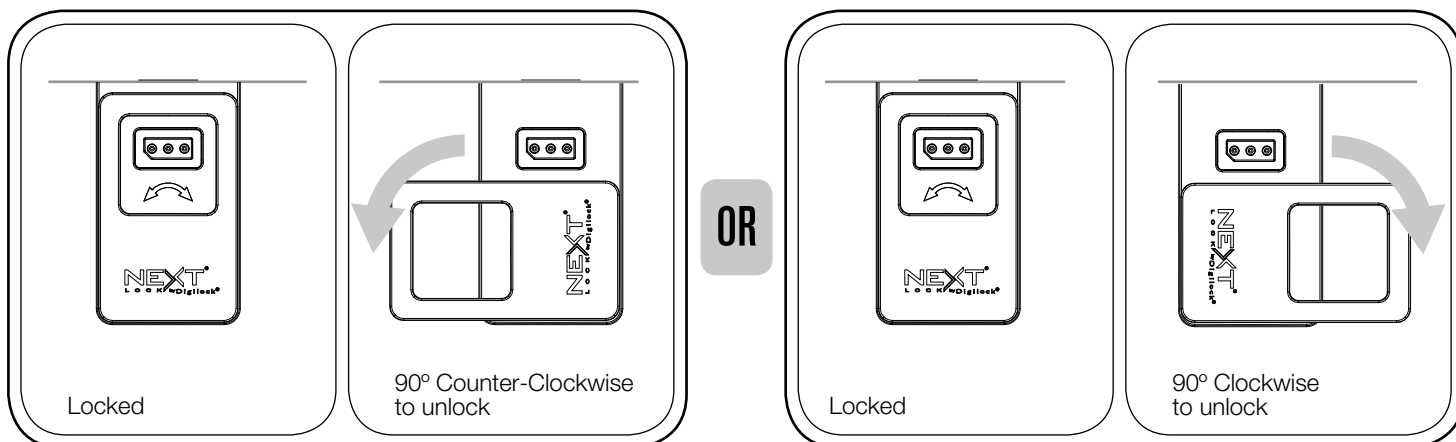
Key Insertion

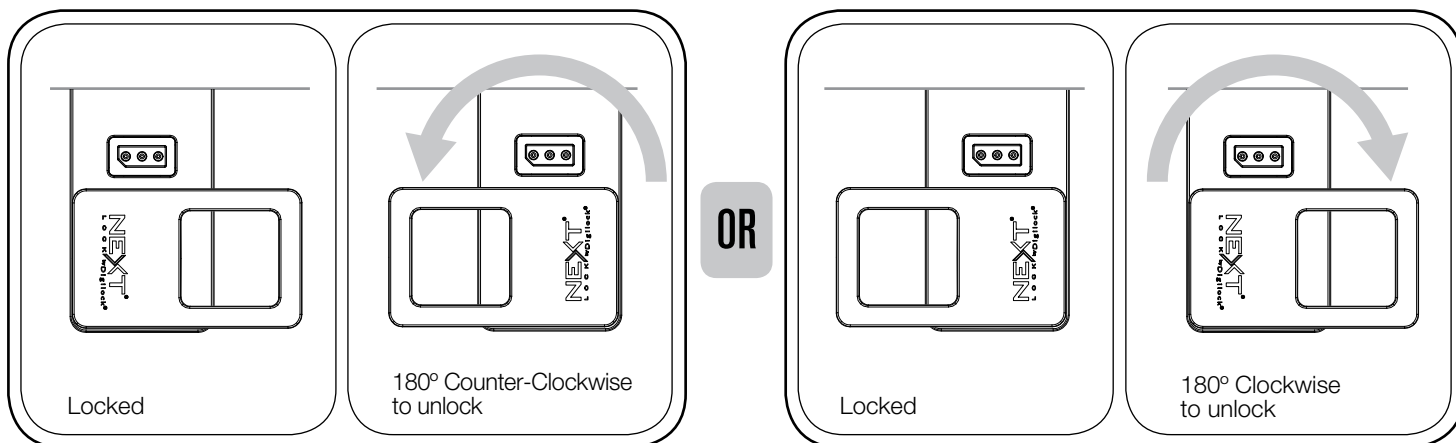Horizontal - Handle on Left

Vertical

Horizontal - Handle on Right

Handle Positions

90⁰

Locked | 90º Counter-Clockwise to unlock

OR

Locked | 90º Clockwise to unlock

180⁰

Locked | 180º Counter-Clockwise to unlock

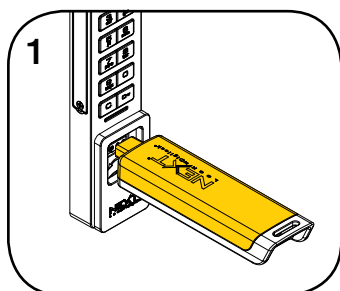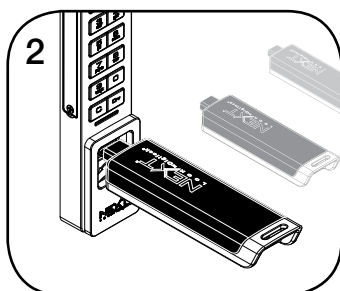**OR**

Locked | 180º Clockwise to unlock

Setup

Locks are shipped with factory default settings (only operates by pressing C 🔒). Each lock must be set up to operate with a Programming Key and Manager Keys.
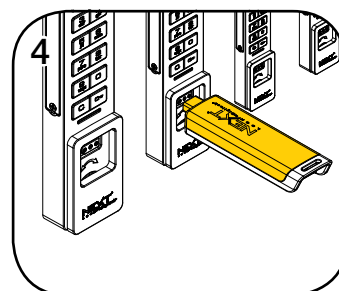
1

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 at a time.

A two-tone beep will be heard for each Manager Key programmed.
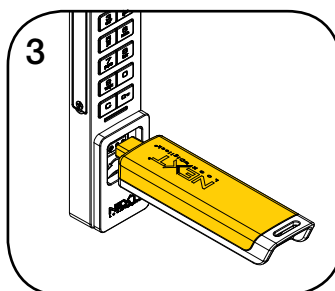
3

While the LED is flashing, insert the Programming Key.

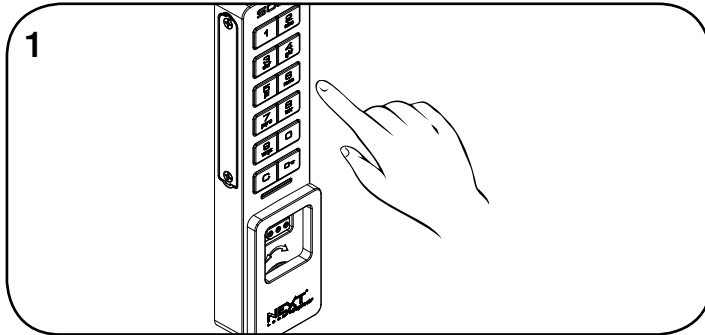A two-tone beep will be heard and the LED will turn off.

4

Repeat above steps for each lock or follow instructions to Express Register Manager Keys to setup all locks.
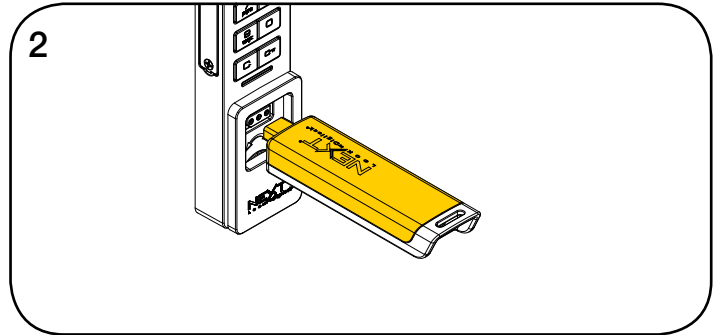
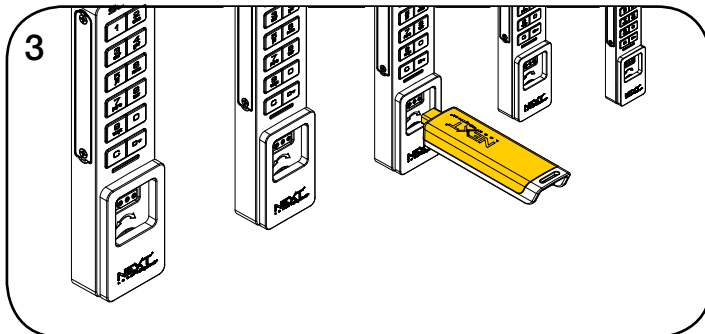# Programming Instructions

Express Register Manager Keys

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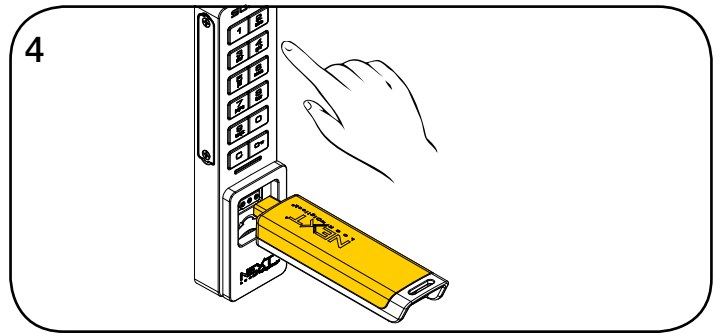

Go to the lock already programmed to operate with the Manager Keys.
Press `C` `On` `6` `6` `On`.
The LED will flash.

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

At each lock to be programmed, insert the Programming Key.
A two-tone beep will be heard and the LED will flash once to indicate successful registration.
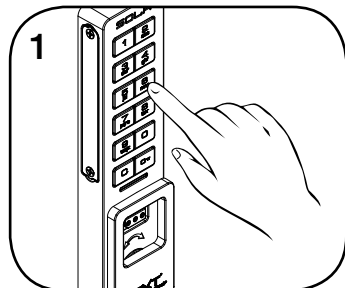

End express registration mode.*
Go to any programmed lock.
Press `C` `On` then insert the Programming Key.

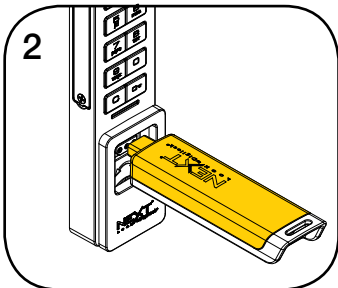*The Programming Key will continue to function in express registration mode until it is used to operate a lock.
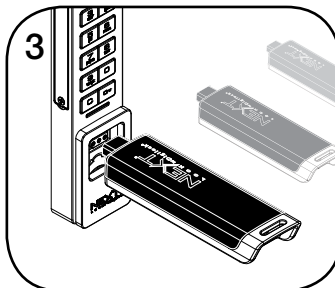
SOLA³

Shared & Assigned Use Functionality

Programming Instructions

Add Manager Keys

Manager Keys can be programmed to the locks at any time.
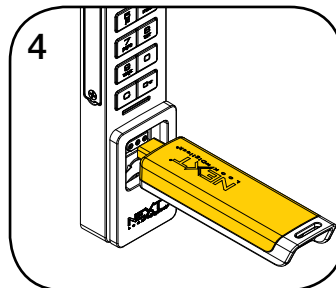
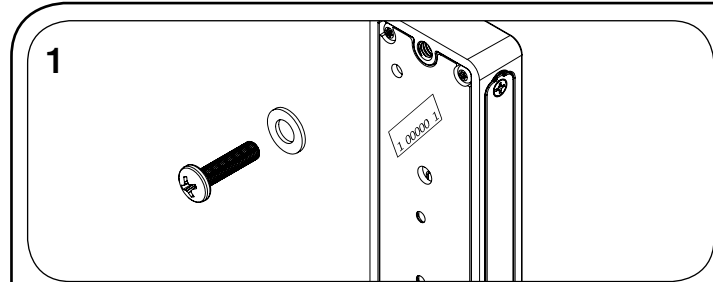| 1	2	3	4
Go to a lock requiring additional Manager Keys. Press `C` `On` `5` `5` `On`. The LED will flash.	While the LED is flashing, insert the Programming Key. A two-tone beep will be heard.	While the LED is flashing, insert each additional Manager Key one at a time. A two-tone beep will be heard for 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 quickly program multiple locks to operate with the same Manager Keys.

Replace Keys

The locks must be reprogrammed to prevent the lost/stolen keys from operating a lock.
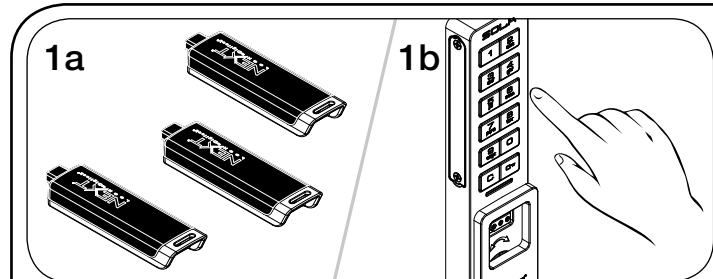
1	2
To replace the Programming Key: Note the order or serial number (found on the lock's rear).	Contact Digilock Support to purchase a replacement Programming Key.

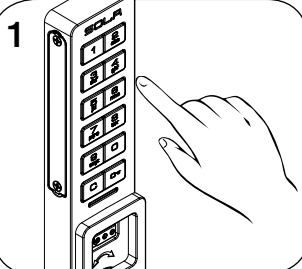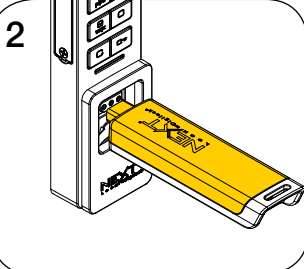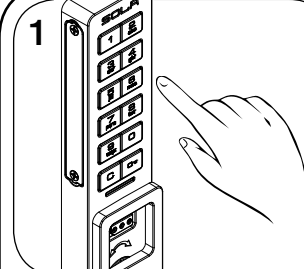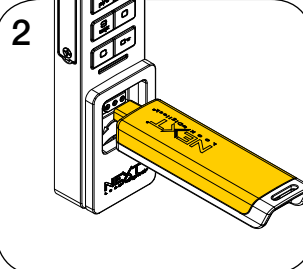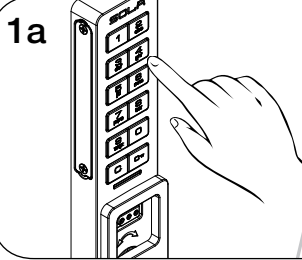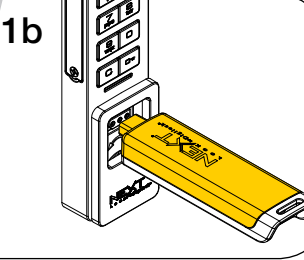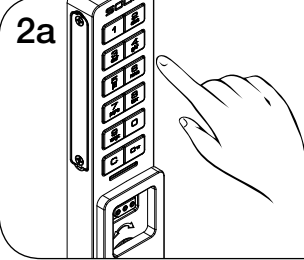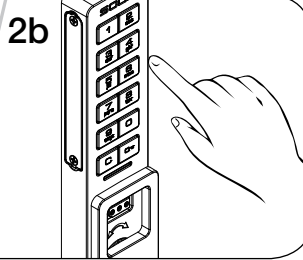| 1a	1b	2a	2b
To replace the Manager Keys: Collect all remaining and replacement Manager Keys. Go to any lock operated by the lost/stolen Manager Keys. Press `C` `On` `5` `5` `On`. The LED will flash.		While the LED is flashing, insert the Programming Key. A two-tone beep will be heard. Insert the Programming Key again. Three sets of two-tone beeps will be heard and the LED will turn off. All previously programmed Manager Keys will be erased. Follow instructions to Add Manager Keys to program the remaining and replacement Manager Keys to the locks.	
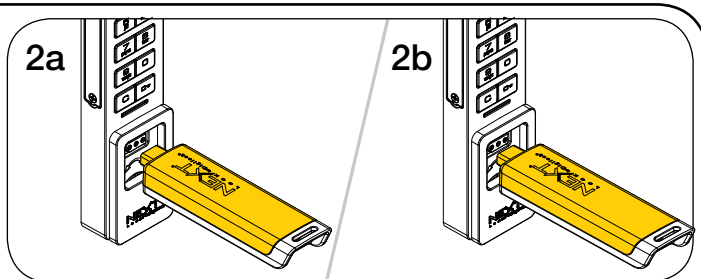
Programming Instructions
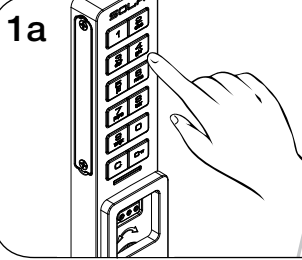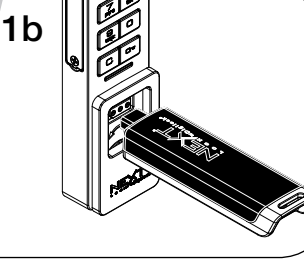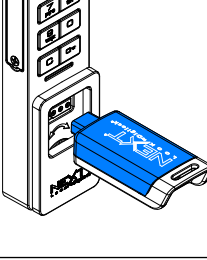
Set Lock Functionality

Each lock can be set for either shared or assigned use functionality. Press $\boxed{C}$ to check functionality. If in shared use, LED is red. If in assigned use, LED is green.

1 **2**

To set for assigned use:
Press $\boxed{C}\ \boxed{0\text{π}}\ \boxed{6}\ \boxed{5}\ \boxed{0\text{π}}$.
The red LED will flash.

While the LED is flashing, insert the Programming Key.

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

1 **2**

To set for shared use:
Press $\boxed{C}\ \boxed{0\text{π}}\ \boxed{5}\ \boxed{6}\ \boxed{0\text{π}}$.
The green LED will flash.

While the LED is flashing, insert the Programming Key.

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

Assign the User Credential (for assigned use functionality only)

Make sure that the lock is set for assigned use functionality (a green LED will flash when $\boxed{C}$ is pressed). Once a user credential is assigned, the previously assigned user credential will no longer operate the lock.


1a **1b**

Assign a User Code:
Default user code: $\boxed{1}\ \boxed{2}\ \boxed{3}\ \boxed{4}$
Press $\boxed{C}\ \boxed{0\text{π}}$ then insert a valid Manager Key.
The LED will turn on.

2a **2b**

Press $\boxed{C}$ **[any 4-digit code]** $\boxed{0\text{π}}$. A two-tone beep will be heard.
Press $\boxed{C}$ **[the same 4-digit code]** $\boxed{0\text{π}}$.
Two sets of two-tone beeps will be heard and the LED will turn off.

1a **1b**

Assign a User Key:
Press $\boxed{C}\ \boxed{0\text{π}}$ then insert a valid Manager Key.
The LED will turn on.

2

While the LED is on, insert a User Key.
A two-tone beep will be heard and the 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).
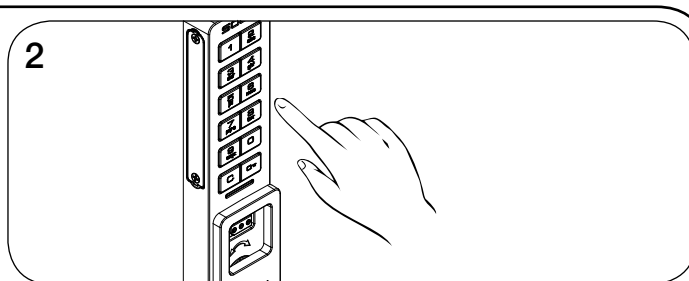
1a **1b**
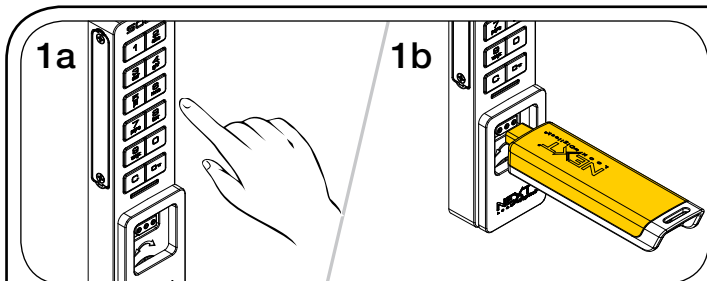
To turn on Auto Unlock:
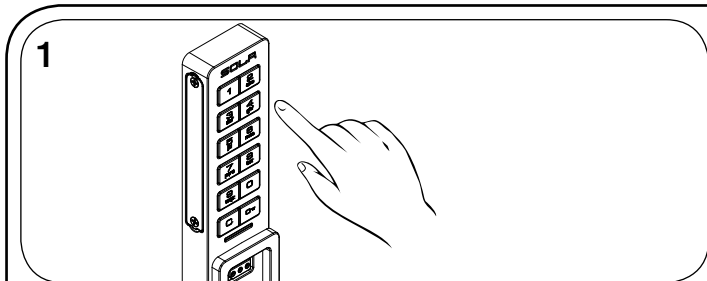Press C O⊓ 9 5 O⊓.
The LED will flash.
Insert the Programming Key.
A two-tone beep will be heard and the LED will turn on.

2

While the LED is on, enter the number of hours from 1 - 9 9 then press O⊓.
Two sets of two-tone beeps will be heard and the LED will turn off.
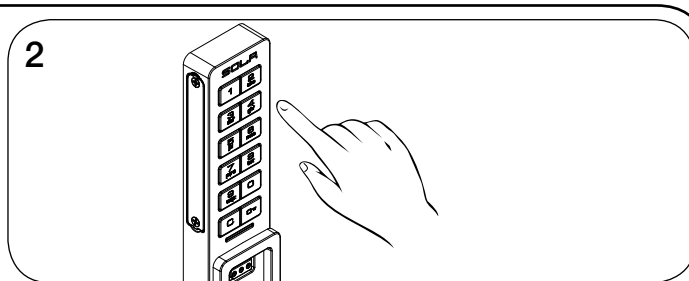For example: Press 8 O⊓ to set the lock to auto unlock after 8 hours.

1

To turn off Auto Unlock:
Press C O⊓ 9 4 O⊓.
The LED will flash.

2

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

Operating Instructions - In Shared Use Functionality

In shared use functionality, the user enters a self-selected 4-digit User Code or inserts any User Key to lock and the same User Code or User Key to unlock. Once unlocked, the lock is available for a different user.
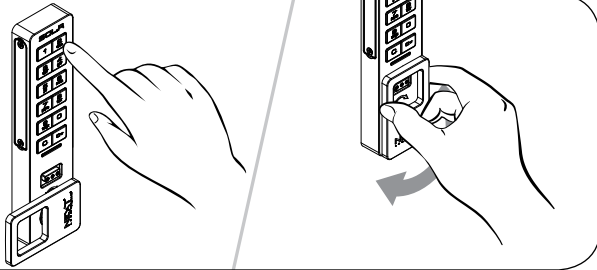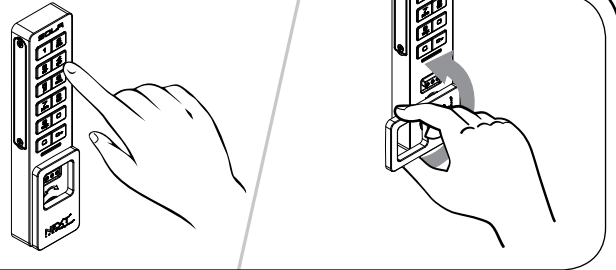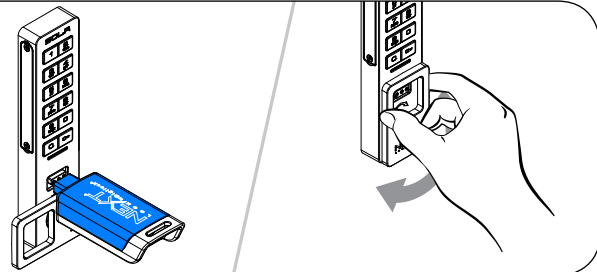
Operate with a User Code
To lock: Close the door. Press Ⓒ **[any 4-digit code]** ⊙ then turn the handle to the locked position.

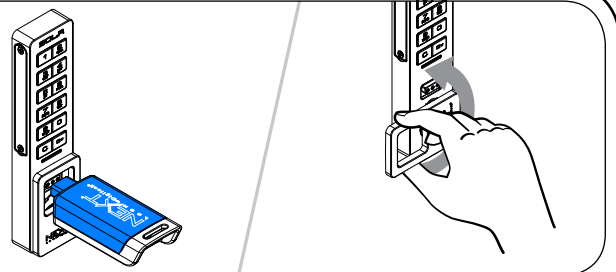To unlock: Press Ⓒ **[the same 4-digit code]** ⊙ then turn the handle to the unlocked position. Open the door.*
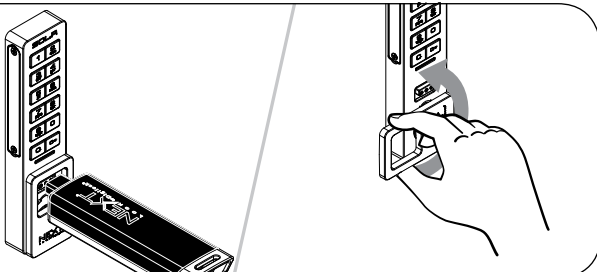
Operate with a User Key
To lock: Close the door. Insert any User Key then turn the handle to the locked position.

To unlock: Insert the same User Key then turn the handle to the unlocked position. Open the door.

Operate with a Manager Key
To unlock: Insert a valid Manager Key then turn the handle to the unlocked position. Open the door.

To relock: Close the door. Insert a valid Manager Key then turn the handle to the locked position.**

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

**If a valid Manager Key is used to relock, the previous user credential will continue to operate the lock.

SOLA³

Shared & Assigned Use Functionality

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). To reassign a lock to a different user, follow instructions to Assign the User Credential.

1a

1b

Operate with the User Code
To unlock: Press Ⓒ **[assigned 4-digit code]** 🔑 then turn the handle to the unlocked position. Open the door.*†

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

1a

1b

Operate with the User Key
To unlock: Insert the assigned User Key then turn the handle to the unlocked position. Open the door.†

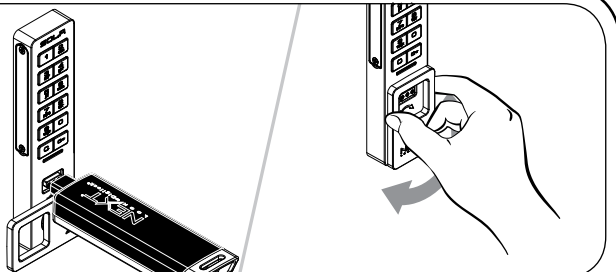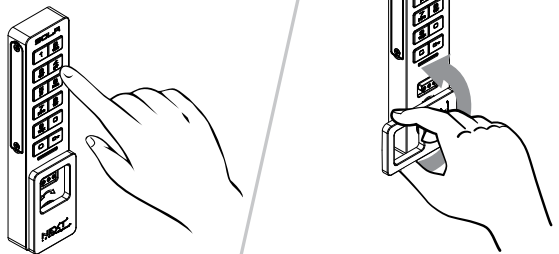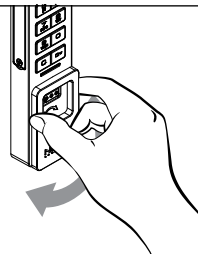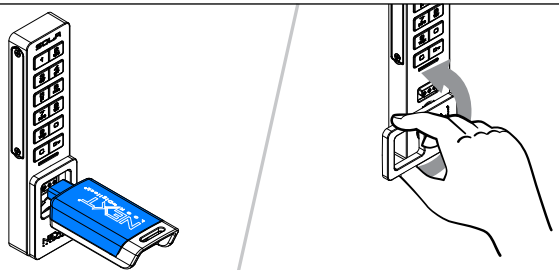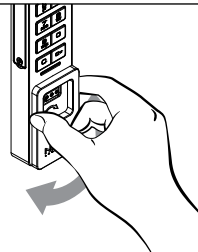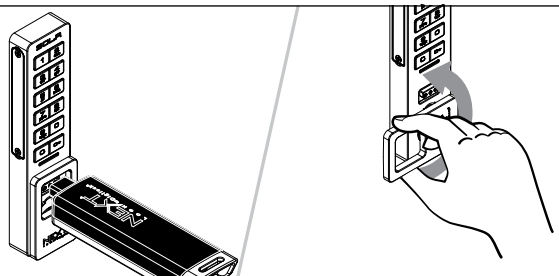To relock: Close the door then turn the handle to the locked position.

1a

1b

Operate with a Manager Key
To unlock: Insert a valid Manager Key then turn the handle to the unlocked position. Open the door.†

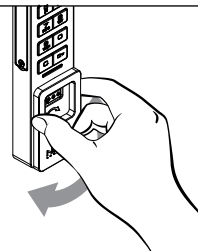To relock: Close the door then turn the handle to the locked position.

*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 handle is not turned within approximately 6 seconds.

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. A valid Manager Key may be used to unlock while the lock is 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 or User Key

The lock does not recognize the User Code or User Key. For immediate access, operate with a valid Manager Key. If in assigned use functionality, follow instructions to Assign the User Credential to assign a new User Code or User Key to the lock.

Does not Operate with a Manager Key

The lock does not recognize the Manager Key. Follow instructions to Add Manager Keys to program the Manager Key to the lock. For immediate access, operate with another valid Manager Key.

## 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 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 valid Manager Key.
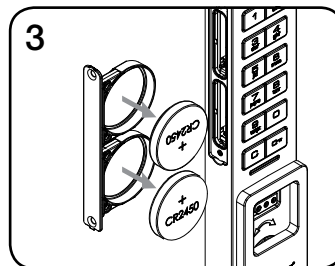
Battery Replacement

It is not necessary to uninstall the lock from the door.
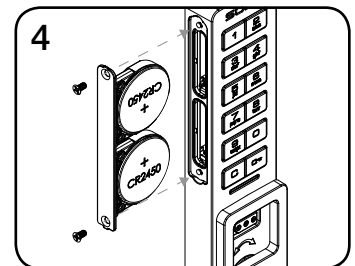In case of battery failure, operate with a valid Manager Key.
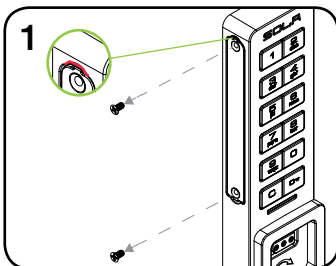
1 Remove the 2 battery cover plate screws.
Loosen the battery cover by inserting a small flat-head in either the top or bottom notches of the cover plate.
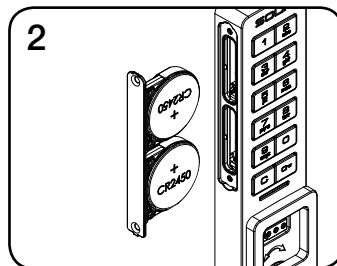
2 Pull the battery pack from the front housing.

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

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