ADDING / CHANGING USER CODES

***Please note that your system must be **disarmed** to change user codes.

Step 1 Press [Star] [5]

Step 2 Enter your "Master Code"

> **For partitioned systems, someone changing the code of another person must have access to all or more partitions than the user being changed.

Step 3 The *Ready* light icon will flash.

Step 4 Enter the 2-digit "user number"

> (Always enter 2 digits such as [0] [3] for user 3)

Step 5 The *instant* light icon will flash and *zone* lights will light up specifying the first digit of the "user code"

> (If all zones are on then there is no code assigned)
> (If all zones are off = then the first number of the code is "0")

Step 6 Enter your new 4 digit code

Step 7 The *ready* light icon will flash indicating you are back at Step 2 above.

> (If the code is rejected, the keypad will beep 3 times)

Step 8 If another "user code" needs to be programmed, return to Step 4

Step 9 Press the [#] key while the *ready* light icon is flashing to exit the User Code Programming Mode

Step 10 Test your code!

DELETING USER CODES

***Please note that your system must be **disarmed** to change user codes.

Step 1 Press [Star] [5]

Step 2 Enter your "Master Code"

> **For partitioned systems, someone changing the code of another person must have access to all or more partitions than the user being changed.

Step 3 The *Ready* light icon will flash.

Step 4 Enter the 2-digit "user number"

> (Always enter 2 digits such as [0] [3] for user 3)

Step 5 The *instant* light icon will flash and *zone* lights will light up specifying the first digit of the "user code"

> (If all zones are on then there is no code assigned)
> (If all zones are off = then the first number of the code is "0")

Step 6 Enter [Star] [Star] [Star] [Star]

Step 7 The *ready* light icon will flash indicating you are back at Step 2 above.

> (If the code is rejected, the keypad will beep 3 times)

Step 8 If another "user code" needs to be programmed, return to Step 4

Step 9 Press the [#] key while the *ready* light icon is flashing to exit the User Code Programming Mode

Step 10 Test your code!