DEL PASSCODES ? COMMAND 53

Description

Use this function to delete a personal passcode from your system without assistance from your security company. You need to know the user number for the passcode you want to delete.

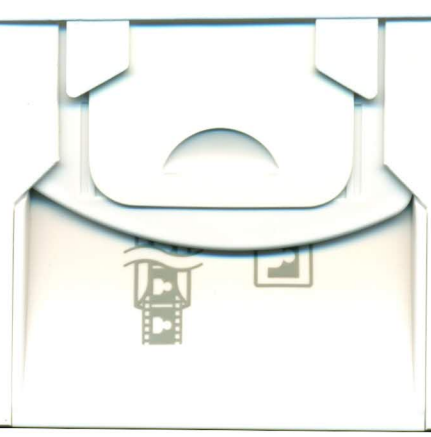
The two digit user numbers identify users in reports transmitted from your system.

Using Del Passcodes:

1. Ensure your command center is at idle text.
2. Press the [COMMAND] bar. The display shows `SYSTEM COMMAND`.
3. Press the [5] key, then press the [3] key.

Note: *If you prefer, you may use the Command Menu in place of steps 2 and 3 to initiate this function. Press the* [MENU] *key to enter the Command Menu, then press* [NEXT] *repeatedly until you reach the* ***DEL PASSCODES ?*** *prompt. Press* [ENT].

4. The command center displays `ENTER USER NUM`. Enter the two-digit user number, not the passcode. Press [ENT].
   - If you enter a user number not programmed into the system, `NOT IN USE` displays. Check the user number and enter again.
5. `DELETE USER ## ?` displays. Press [ENT] to delete the passcode for this user.
6. The command center briefly displays `PASSCODE DELETED` and then returns to idle disarmed text.



ADD PASSCODES? COMMAND 56

Description

Use this function to add a passcode to your system without assistance from your security company. You need to know which user numbers are available, the authority level you want to assign to the new passcode and the areas in which it will be valid before you add it.

The two digit user numbers identify users in reports transmitted from your system. The authority level determines what system functions the passcode can access. The area number identifies which parts of your security system the passcode will have access to. Contact your security company if you don't know what user numbers, authority levels, or areas are available. See the *Appendix* for further information on adding passcodes.

Using COMMAND 56:

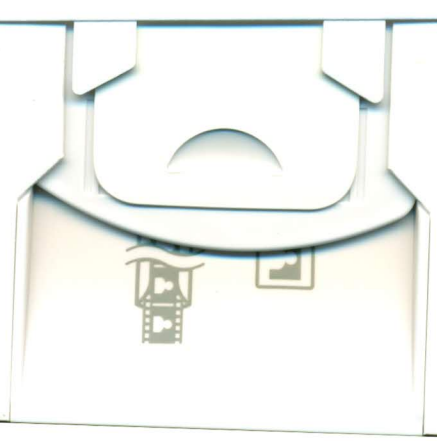
Before you begin:

- Do not try to add passcodes without knowing the available user numbers. These are two digit numbers, not to be confused with passcodes, that identify users at your security company.
- Choose a new passcode three to six digits long. If you choose a passcode with the same digit in consecutive order (for example "33" in 334697), take care when entering it.
- To avoid conflicting with other passcodes and duress codes, your system does not let you change to passcodes that are within plus or minus 2 of an existing passcode. For example, if 1234 were an existing code, your system would not let you change your code to 1232, 1233, 1235, or 1236.
- Choose an authority level for each area. Leaving the authority level for an area blank by pressing [ENT] without making an entry, denies the passcode access to that area.

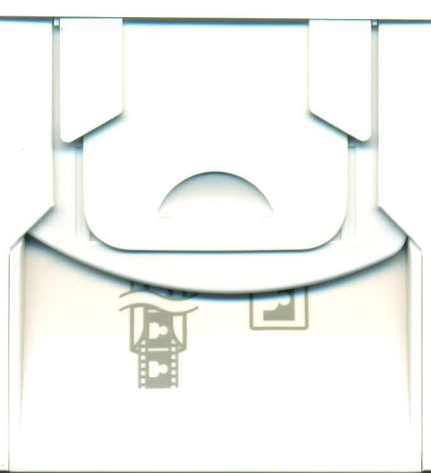
1. Ensure your command center is at idle text.
2. Press the [COMMAND] bar. The display shows `SYSTEM COMMAND`.
3. Press the [5] key, then press the [6] key.

Note: *If you prefer, you may use the Command Menu in place of steps 2 and 3 to initiate this function. Press the* [MENU] *key to enter the Command Menu, then press* [NEXT] *repeatedly until you reach the* ***ADD PASSCODES ?*** *prompt. Press* [ENT].

4. The command center displays `ENTER USER NUM`. Enter the two-digit user number (not the passcode). Press [ENT].
   - If you enter a user number already in use, `USER IN USE` displays. Choose another user number and try again.
5. `ENTER NEW CODE` displays. Enter the new passcode and press [ENT].
   - If the passcode is already in use, the command center displays `PASSCODE IN USE`. Choose another passcode.
   - If the passcode is not in use, the command center displays `USER ## @@@@@@` (## = user number, `@@@@@@` = new passcode).
6. If the information is correct, press [ENT]. If the information is incorrect, press [ESC].



7. VALID AREA1? displays. Press [YES] if you want the passcode to be valid in area 1. Press [NEXT] if not.
   - Enter the authority level for this passcode in area 1. You may assign an authority level of 1 to 15. Press [ENT]. Press [NEXT] if you don't want this passcode to have authority in area 1.
   - VALID AREA 2 ? displays. Press [YES] if you want the passcode to be valid in area 2. Enter an authority level for this area and press [ENT]. Press [NEXT] if you don't want the passcode to have any authority in this area. Repeat this procedure for areas 3 to 8.
8. The command center briefly displays PASSCODE ADDED and then returns to idle text.



CHG PASSCODES ? COMMAND 55

Description

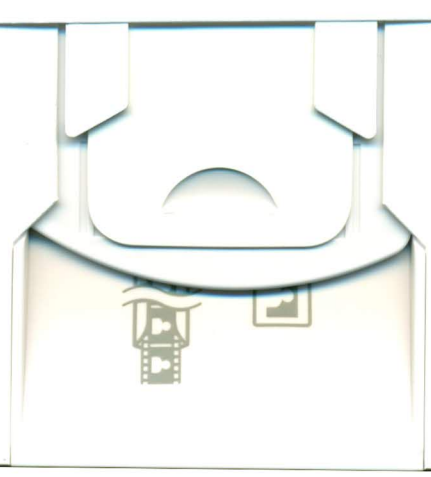
Use this function to change your personal passcode without assistance from the security company.

Using Chg Passcodes

Before you begin:

- Choose a new passcode three to six digits long. If you choose a passcode with the same digit in consecutive order (for example "33" in 334697), take care when entering it.
- To avoid conflicting with other passcodes and duress codes, your system does not let you change to passcodes that are within plus or minus 2 of an existing passcode. For example, if 1234 were an existing code, your system would not let you change your code to 1232, 1233, 1235, or 1236.

1. Ensure your command center is at idle text.
2. Press the [COMMAND] bar. The display shows `SYSTEM COMMAND`.
3. Press the [5] key, then press the [5] key.

Note: *If you prefer, you may use the Command Menu in place of steps 2 and 3 to initiate this function. Press the* [MENU] *key to enter the Command Menu, then press* [NEXT] *repeatedly until you reach the CHG PASSCODES ? prompt. Press* [ENT].

4. The command center displays `ENTER PASSCODE`. Enter your current passcode. Press [ENT].
5. `ENTER NEW CODE` displays. Enter your new passcode and press [ENT].
   - If the passcode is already in use, your command center emits a buzz indicating that the passcode is invalid. Choose another passcode.
6. `ENTER NEW AGAIN` is displayed. Enter your new passcode again.
7. Press [ENT] again. If you do not reenter the same new passcode, the display shows `NOT CHANGED` and returns to idle text.
8. The command center briefly displays `PASSCODE CHANGED` and then returns to idle disarmed text.