

## **USER CODE INSTRUCTIONS (128 SERIES) – ADD, DELETE, OR CHANGE USER CODES**

Every code in your system is assigned to a three digit “user number”. This is how the system tracks the codes. The “master” code is reserved for user 002. The additional user numbers start at 003, and continue up to 150. Please note user 001 is reserved as the installer code for testing purposes, and cannot be changed. All codes must be four digits. The master and manager code is the only code allowed to modify codes in the system.

### **ADD A NEW USER CODE:**

Enter Master or Manager code + 8 + user number (003-150) + new code

You will then need to follow some screen prompts:

ADD NEW USER? = Press 1 for Yes.

USER NUMBER ENTER AUTH LEVEL = Enter for the authority level you wish the user to have. (See chart below)

Enter 0 for No for the remaining prompts. You will then see a code summary screen to confirm code has been added. It will show Partition number, User number, and Authority level assigned.

### **CHANGE EXISTING USER CODE:**

Enter Master or Manager code + 8 + existing user number (002-150) + new code

You will then see the following screen prompt:

ADD NEW USER? = Press 0 for No to only change the code, Press 1 for Yes to modify authority level for user.

The display will then show “USER CHANGED SUCCESSFULLY”.

### **DELETE A USER CODE:**

Enter Master or Manager code + 8 +user number to delete (003-150) + Master or Manager code again

You will then see the prompt: OK TO DELETE? Press 1 for Yes.

The display will then show “USER CODE DELETED”

## USER CODE INSTRUCTIONS (CONT.)

### AUTHORITY LEVEL DEFINITIONS:

**1 = MASTER:** Can perform all system functions in assigned partitions, can add, delete, or change Manager and Operator level users.

**2 = MANAGER:** Can perform all system functions in assigned partitions, can add, delete, or change Operator level users.

**3 = OPERATOR A:** Can perform all system functions in assigned partitions, but cannot add or delete users.

**4 = OPERATOR B:** Same as Operator A, but cannot bypass zones of protection.

**5 = OPERATOR C:** Can arm the system in assigned partitions, but cannot disarm the system *unless* the system was armed with this code.

### QUICK NOTES:

- To view the authority level of an existing user code: Enter the code + \* + \*.
- Only the Master or Manger can perform the above functions in assigned partitions.
- Be sure to perform the above procedures using the correct keypad for the partition area it will be used in.
- The above procedures are time sensitive. Pausing longer than 10 seconds will time out the session.
- Keep a list of user names, and the user number they are assigned to. This will help for reference in the future to change or delete users.