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## USER CODE INSTRUCTIONS (VISTA 20/21IP) ADD, DELETE, OR CHANGE USERS

Every code in your system is assigned to a two digit “user number”. This is how the system tracks the codes. The “master” code is reserved for user 02. The additional user numbers start at 03, and continue up to 49. Please note user 01 is reserved as the installer code for testing purposes, and cannot be changed. All codes must be four digits. The master code is the only code allowed to modify codes in the system.

### MASTER CODE CHANGE PROCEDURE

Perform the following sequence at your keypad to change the system master code:

**Current Master Code + 8 + 02 + New Master Code + New Master Code Again**

You should hear a chime to confirm the new code has been accepted.

### ADD OR CHANGE ONE OF THE ADDITIONAL USERS

First, decide the user number the code will be assigned to, or the current user number of the code you want to change. Then perform the following procedure at the keypad:

**Master Code + 8 + User Number (03-49) + New User Code**

You should hear a chime to confirm the new code has been accepted.

### DELETE A CURRENT CODE

You will need to know the user number the code is assigned to before it can be deleted. You do not need to know the code itself, just the user number.

Perform the following sequence at your keypad to delete a code:

**Master Code + 8 + User Number (03-49) + # button +0**

You should hear a chime to confirm the code has been removed from the system.

### QUICK NOTES:

- Only the master code can perform the above functions.
- The keypad display will not show the numbers you enter while modifying codes.
- The above procedures are time-sensitive. Pausing longer than approximately six seconds will time out the session. You will not hear a chime confirming code change has been accepted.
- If you are adding a code to user numbers 33 or above, we may need to enable program options.