VEI Protective Services

2345 Hart Street
Vincennes, IN 47591

Ph: 812-886-5790   Fax: 812-882-0469

Add, Delete, Change User Codes

Important: You must have a Master Level Passcode to add, delete or change user codes.
You must know the User Number of the person you need to add, delete or change.
It is important that you keep a <u>current</u> list with User Numbers, User Names and
User Codes.

Example: User #1   John Smith   1234
                       User #2   Jane Brown   4321

Menu – User Codes:

1. Push **CMD** button until **MENU NO   YES** appears on screen.
2. Push top row button under **YES.**
3. **ENTER CODE:** appears on screen. Enter a **Master Code** now.
4. **SENSOR RESET** appears on screen.
5. Push **CMD** button until **USER CODES** appears on screen.
6. Push any top row button to select **USER CODES**.
7. **ADD DELETE CHANGE** appears on screen.

Add:

Push top row button under **ADD**.
USER NUMBER? appears on screen. Type next available user number (1-29). Push **CMD**.
USER CODE? appears on screen. Type in new user code. (4 digit number). Push **CMD**.
USER NAME? appears on the screen. Push any top row button to begin entering a name.

Note: Names are entered alpha-numerically. Pushing #1 and then the first (from left) top row
button produces an "A". Pushing #1 and then the second (from left) top row button
produces a "B". Letters associated with each numeric button are printed below the
button (like a telephone). See Appendix C of the User Guide for further instructions.

Once you have entered the desired name, push the **CMD** button.
MASTER NO   YES appears on screen.
Push the top row button under the appropriate selection.
USER ?? ADDED appears on screen. The new user is now active.

Delete:

Complete steps 1-7

Push top row button under **DELETE.**
USER NUMBER? appears on screen. Enter the user number you want to delete. Push **CMD**.

Note: You must enter the USER NUMBER (1-29), not the 4 digit user code.

USER ?? DELETED appears on screen. The user is now deleted from the system.

Change:

Complete steps 1-7

Push top row button under **CHANGE**.
USER NUMBER? Appears on screen. Enter the user number you want to change. Push **CMD**.

Note: You must enter the USER NUMBER (1-29), not the 4 digit user code.

USER CODE? appears on screen. Type in new user code. (4 digit number). Push **CMD**.
USER NAME? appears on the screen. Push any top row button to begin entering a name.

Note: Names are entered alpha-numerically. Pushing #1 and then the first (from left) top row button produces an "A". Pushing #1 and then the second (from left) top row button produces a "B". Letters associated with each numeric button are printed below the button (like a telephone). See Appendix C of the User Guide for further instructions.

Once you have entered the desired name, push the **CMD** button.
MASTER NO   YES appears on screen.
Push the top row button under the appropriate selection.
USER ?? CHANGED appears on screen. The new user information is now active.