Programming Access Codes

Adding / Deleting Access Codes from the Keypad

→ Users need to be added / deleted both manually in your keypad and with Phase 3 Security. You can call in any changes to 403-783-2298, or email admin@phase3security.com.

→ If the code you are trying to enter is the duplicate of any existing code already used in the keypad an error tone will sound and the original code you were attempting to change will be restored.

→ The system must be disarmed while making changes

→ Pressing the **[#]** key will exit out of programming and return the keypad to the main screen at any time.

Keypad Instructions:

To add a new user:
Step 1: [✱] [5]
Step 2: [Master Code] - 4 digit code
Step 3: Scroll (< or > to the desired user number. (User #'s with a – in the bottom right corner, have no passcode attached. If there is a passcode attached to the user # there will be a P in the bottom right corner.)
Step 4: Press [✱] once you find a user number with no passcode attached
Step 5: The Keypad will read <u>Passcode</u>, Press [✱]
Step 6: Enter new 4 digit passcode
Step 7: Press [#] [#] to Exit user code programming

Example: To add user 4 with access code 1234 & a mastercode of 5678
[✱] [5] [5678] [Scroll to user #] [✱] [✱] [1234] [#] [#]