

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 403-783-2199, or email admin@phase3security.com.
- The Mastercode is the 4 digit code of user 40, usually the Homeowner, Business Owner, Or Manager.
- 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 / Access Code

Step 1: [*]

Step 2: [5]

Step 3: **[Master Code]** – 4 digit code of user 40 / owner / manager

Step 4: **[User Number]** – 2 digits, ie 01, 02, or 03.... If you are unsure of the user number please contact Phase 3 Security.

Step 5: **[new 4 digit access code]**

Step 6: [#] [#]

Example: Add user 04 with access code 1234 & mastercode of 5678

[*] [5] [5678] [04] [1234] [#] [#]

To Delete A User / Access Code

Step 1: [*]

Step 2: [5]

Step 3: **[Master Code]** - 4 digit code of user 40 / owner / manager

Step 4: **[User Number]** – 2 digits, ie 01, 02, 03....If you are unsure of the user number please contact Phase 3 Security.

Step 5: [*]

Step 6: [#] [#]