

## Change Own PIN

**MENU 1-1-0**

This menu lets you change your own PIN. It is recommended that you write down your old PIN and the new one before you begin. The new PIN must have the same number of digits as your old PIN unless your installer has enabled the variable length PIN option. Once the change is complete you should destroy the written copy.

At factory default, each PIN is fixed to 4 digits in length. The default PIN for User 1 (Master user) is 2580. Only the security installer can change the PIN length.

Enter programming mode (PIN + MENU) then,

1. Ensure that the system (or area) is turned off.
2. Enter your PIN, and then press [MENU] + [1] + [1] + [0]. The keypad will prompt you to enter a new PIN.

```
Enter New PIN for
DEBBIE SMITH U002
-----
Press OK or MENU
```

3. Enter your new PIN, and then press [OK]. If an error tone

sounds, try a different PIN. The keypad will now prompt you to enter your new PIN again.

```
Confirm New PIN for
DEBBIE SMITH U002
-----
Press OK or MENU
```

4. Enter your new PIN again.
5. Press [OK] to save and exit, or press [MENU] to exit without saving. Your PIN has now been changed.

### Programming Text Using The Keypad

When programming text via the keypad, various keys on the keypad operate differently.

A group of characters is assigned to each of the numeric keys on the keypad. Pressing the same numeric key again will toggle to the next character assigned to the key (eg. Press the [2] key will display the 'A' character, press the [2] key again will toggle to the 'B' character, press the [2] key again will toggle to the 'C' character etc).

Once the correct character is displayed use the arrow keys to move to the next letter of the word you are entering.

The key assignments are identical to those found on most fixed and mobile phones.

When programming text, each numeric key represents a different group of characters.

Pressing the same numeric key repeatedly will step you through the available characters assigned to the key. The text key layout is the same as most phones. Refer to the table below for detailed character information.

Refer to the table below for more information.

Key	Characters Assigned To Each Numeric Key									
1	.	,	?	!	-	&	^	1		
2	A	B	C	a	b	c	2			
3	D	E	F	d	e	f	3			
4	G	H	I	g	h	i	4			
5	J	K	L	j	k	l	5			
6	M	N	O	m	n	o	6			
7	P	Q	R	S	p	q	r	s	7	
8	T	U	V	t	u	v	8			
9	W	X	Y	Z	w	x	y	z	9	
0	SPACE	0								
↑	Scroll Up through entire character list									
↓	Scroll Down through entire character list									
←	Move to left one character position									
→	Move to right one character position									
OFF	Clear from cursor position to end of line									

**Table 4: Text Keypad Character Set**

Once the desired character is displayed press the right [→] arrow key to move to the next character position. To save programming changes, press [OK], or press [MENU] to exit without saving.

The following additional special characters are available by scrolling using the up and down arrow keys.  
+ - @ # \$ " & % \* : ( ) / < > =

Access &gt; PIN Codes &gt;

**Change Other PIN****MENU 1-1-1**

If you have a master PIN, this command allows you to change somebody else's PIN. It is recommended that you write down the old PIN and the new one before you begin. Once the change is complete you should destroy the written copy. The new PIN must have the same number of digits as the old PIN.

At factory default, each PIN is fixed to 4 digits in length. The default PIN for User 1 (Master user) is 2580.

Enter programming mode (PIN + MENU) then,

**Ensure that the system (or area) is turned off.**

1. Press [MENU] + [1] + [1]. The keypad will display a list of available users that you can change their PIN.

```
U001 JOHN SMITH
U002 DEBBIE SMITH
U003 USER 3 NAME
Press ▲▼, OK or MENU
```

3. Use the [↑] and [↓] keys to select the user that you want to change the PIN, then press [OK] to select. Alternatively, you can enter the user number you want to change, then press [OK].

```
Please Enter PIN for
DEBBIE SMITH    U002,
Then Press OK.
```

4. Enter the new PIN.  
If an error tone sounds, try a different PIN.
5. Press [OK] to save and exit, or press [MENU] to exit without saving.

Access &gt; PIN Codes &gt;

**Add PIN****MENU 1-1-2**

This menu allows a Master user to add a PIN to a new user. A Master user can only program a new PIN for those users that have been assigned to the same area(s) as the Master user.

At factory default, each PIN is fixed to 4 digits in length. The default PIN for User 1 (Master user) is 2580.

Enter programming mode (PIN + MENU) then,

1. Enter [MENU] + [1] + [1] + [2].  
A list of users will display on the keypad.

```
U001 JOHN SMITH
U002 DEBBIE SMITH
U003 USER 3 NAME
Press ▲▼, OK or MENU
```

2. Use the [↑] and [↓] keys to select the user that you want to add a PIN, then press [OK] to select.  
Alternatively, you can enter the user number you want

to add, then press [OK].

The keypad will prompt you to enter the new pin.

```
Enter New PIN for
User 3 Name U003
Press OK or MENU
```

3. Enter the new PIN for the user you have selected.  
If an error tone sounds, try a different new PIN.
4. Press [OK] to save and exit, or press [MENU] to exit without saving.

Access &gt; PIN Codes &gt;

**Delete PIN****MENU 1-1-3**

This menu allows a Master user the ability delete other users PIN's. A Master user can only delete a PIN for those users that have been assigned to the same area(s) as the Master user. A Master user cannot delete their own PIN.

Enter programming mode (PIN + MENU) then,

1. Make sure that the system is turned off.
2. Press [MENU] + [1] + [1] + [3].  
The keypad will list all users that you can delete.

```
U001 JOHN SMITH
U002 DEBBIE SMITH
U003 USER 3 NAME
Press ▲▼, OK or MENU
```

3. Use the [↑] and [↓] keys to highlight the user whose PIN you want to delete, then press [OK] to select.  
Alternatively, you can enter the user number you want to delete, then press [OK].

```
Press OK to delete PIN
For U002 DEBBIE SMITH
Press OK or MENU
```

4. Press [OK] again to delete the PIN, or press [MENU] to cancel.