

Procedures to add / change / delete security codes:

Here's a helpful video: [programming-access-codes](#)

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To add a code:

Press \* then **5** followed by your 4 digit master security code

Press > until you find an empty code slot (indicated by a - in the lower right of the display, a P indicates that a code is stored in that slot)

Once you find an empty code slot, press \* followed by a new 4 digit code

When done, press the # key twice and test the code

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To change a code:

Press \* then **5** followed by your 4 digit master security code

Press > until you find the code slot for the code you want to change

Press \* followed by a new 4 digit code

When done, press the # key twice and test the code

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To change the master code:

Press \* then **5** followed by your 4 digit master security code

Press 4 0

Enter new 4 digit code

When done, press the # key twice and test the code

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To delete a code:

Press \* then **5** followed by your 4 digit master security code

Press > until you find the code slot you wish to delete

Press \* then press \* again - the code is now deleted

When done, press the # key twice and test the code

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We recommend you keep a list of codes to make finding them easier in the future, something like the following:

	A	B	C
1	<b>Code Slot</b>	<b>Code</b>	<b>Name</b>
2	01	1234	Susan
3	02	2468	Joe
4	03	3579	Mary
5	04		
6	05		
7	06		
8			
9			
10			
11			

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If you don't know your master code, please contact our office.

