

How Do I add/change/delete User Codes?

The following will explain how to add, change, or delete the master or user codes on the Vista-15P.

Watch out for:

- Are you taking too long between Keystrokes?
- The keypad gives no confirmation or prompts until all keystrokes are completed.
- Do you have the right Authority?
- When assigning new codes you don't have to program authority attributes.

General Notes

- Only the Master code can be used to assign, change, or delete the secondary 4-digit user codes.
- The following steps must be done from outside the keypad program mode (normal operation)
- Each of these sequences must be executed with no pauses between keystrokes.

Assigning a New Master Code

At the keypad, enter **Installer Code + 8 + 02 + 4-digit Master Code**.

The system master code is user# 02

You will get a *single beep* to verify the entry was accepted.

For example, if the installer code of 4112 wants to add a master code of 1234, in partition1, Key the following: 4112 802 1234

Changing an Existing Master code (Master changing itself)

At the keypad, enter **Master Code + 8 + 02 + New Master Code + New Master Code**

This will change the master code. The new code is keyed twice for verification.

You will get a *single beep* to verify the entry was accepted.

For example, if the master code is 1234 and wants to change itself to 5678, Key the following: 1234 802 5678 5678

Programming a Secondary User Code (codes 03-32)

At the keypad, enter **Master Code + 8 + [user position] + 4-digit User Code**.

You will get a *single beep* to verify the entry was accepted.

The user position will be a 2-digit entry of 03, 04, 05, etc...

For example, if the master code is 1234 and wants to add a code of 5678 as user#03, Key the following: 1234 803 5678

Deleting a Secondary User Code (codes 03-32)

At the keypad, enter **Master Code + 8 + [user position] + # + 0**

You will get a *single beep* to verify the entry was accepted.

The user position will be a 2-digit entry of 03, 04, 05, etc...

For example, if the master code is 1234 and wants to delete user #03, Key the following: 1234 803 #0

Are you using the proper code to program your other codes?

The installer can add user 02 (system master) only.

The system master (User 02) can program any other system codes.

Other codes may be changed to become master codes by keying:

□□□□□□□□□□□□□□□□ **Master Code + 8 + [user position] + # 1 4**

You will get a *single beep* to verify the entry was accepted.

The user position will be a 2-digit entry of 03, 04, 05, etc...

When assigning new codes you don't have to program authority attributes.

By default, code 02 is a system master. Codes 03 –32 are standard codes.
By default, codes are not limited by time schedule
By default, all codes have paging enabled.

You don't need to program attributes unless you want to change the above!

How to change a users authority level

Other codes may be changed to become master codes by keying:

□□□□□□□□□□□□□□□□ **Master Code + 8 + [user position] + # 1 [Authority level]**

You will get a *single beep* to verify the entry was accepted.

The user position will be a 2-digit entry of 03, 04, 05, etc...

For example, if the master code is 1234 and wants to make user #03 a standard code,

Key the following: 1234 803 #10

Authority levels:

0 = standard code

1 = arm only (maid code)

2 = guest

3 = duress

4 = partition master code