

Security Codes and Authority Levels (cont'd)

To Add a User

IMPORTANT: Temporary users should not be shown how to use any system function they do not need to know (e.g. bypassing protection zones).

CODE

1. Enter Master or Manager code and press the key.
2. Enter the new user's 3-digit User Number (002-250).
3. Enter 4-digit security code for that user. The following prompts will appear.

ADD NEW USER?
0 = NO , 1 = YES

Enter 1 to add a new user code. Entering 0 will change the existing user's code to the code entered in step 3. See Changing A User's Code section.

USER NUMBER = 003
ENTER AUTH. LEVEL

Enter the authority level, 1-6, for this user within this partition.

1=master 2=manager 3=operator A
4=operator B 5=operator C 6=duress code

GROUP BYPASSING?
0 = NO , 1 = YES

Enter 1 (YES) to allow this user to perform group bypasses. Enter 0 (NO) this user will not be able to perform group bypasses.

ACCESS GROUP?
ENTER 0-8

If access schedules have been programmed, this prompt appears. Enter the user's access group number (1-8) if this user should have limited access to the system. Enter 0 if no access group should be assigned.

RF BUTTON ?
0 = NO , 1 = YES

This prompt will appear if a 5800 series button transmitter has been supplied and has not yet been assigned to a user. Press 1 if a button transmitter will be assigned to this user. Otherwise press 0.

ENTER BUTTON ZN #
(001-250)

If assigning a button transmitter, this prompt will appear. Enter the button's zone number (see your installer for zone number).

Security Codes and Authority Levels (cont'd)

MULTI-ACCESS ?
0 = NO , 1 = YES

If you as a user have access to other partitions, the keypad will prompt for ability of this new user to access (GOTO) those partitions. Press 0 (NO) or 1 (YES). If no, the system activates this user code and exits "Add a User" mode. If yes, the keypad prompts for the Global Arm option for this user.

GLOBAL ARM ?
0 = NO , 1 = YES

Press 1 (YES) if this user will be allowed to try to arm more than one partition at the same time. Press 0 if this user will arm only his assigned partition.

PART.2 - SHOP?
0 = NO , 1 = YES

The keypad now prompts for the user's access to the next partition (see GOTO command). Again press 0 or 1. If yes, the system will automatically assign a user number for use in that partition and will prompt for authority level and global arm options for this user within the partition (see previous steps).

PART. 1 A0* WHSE
USER 003 AUTH=3G.

When all partitions have been displayed, the keypad will scroll through the partition(s) to which access has been assigned, and will display the user number, authority level and global arm option for each. The "G" after the authority level indicates that the global arm feature is active for this user in the displayed partition. The "*" indicates the partition from which this user can be changed or deleted. The "." at the end of the second line indicates that this user sends open/close reports. Open/close reporting is automatically active for any users added by you, if you have open/close reporting active.

Security Codes and Authority Levels (cont'd)

To Change a User's Code

1. Enter Master or Manager code and press the CODE 8 key + user number to be changed.
2. Enter the new code for that user.

ADD NEW USER?
0 = NO , 1 = YES

The system will recognize that the user number is already in use and will prompt whether or not this is a new user. Enter 0 to change the existing user's code to the code entered in step 3.

USER 002 CHANGED
SUCCESSFULLY

The system will confirm that the change is allowed based on authorization level, and if so, will put the new code into effect.

Note that if changing one's own code, the system will prompt for the new code to be re-entered. This prevents accidentally changing one's own code.

Security Codes and Authority Levels (cont'd)

To Delete a User

1. Enter Master or Manager code and press the CODE 8 key + user number to be deleted.
2. Enter Master or Manager code first entered.

OK TO DELETE 0 = NO , 1 = YES

The system will recognize that the User number is already in use and will prompt to confirm that it should be deleted. Press 0 (NO) or 1 (YES).

USER CODE DELETED

If yes, that user's code will be removed from all partitions to which it was assigned, and all authorization levels and other information about that user will be deleted. Note that a user can only be deleted from the partition in which it was first assigned, and can only be deleted by a user with a higher authority level. A User's security code cannot be deleted by oneself.