
Changing or adding PIN Codes/Tags

**A record should be kept as
shown on Page G2**

CHANGE CODES?

Press 'YES'

(Press 'NO' to move to the next Menu)

**Change User
Codes?**

Press 'YES'

*(Press 'NO' to programme the Master
Manager Code)*

Turn to the next page to continue
to programme user codes.

**Change Master
Manager Code?**

Press 'YES'

(Press 'NO' to move to the next menu)

The Master Manager Code can only
be changed by the Master
Manager.

Turn to the next page to continue
to programme the Master
Manager Code.

Changing or adding new PIN codes/TAGS

Euro-MERiDIAN identifies each user by a different 'User Number'. Eg 'John' would be user **01** – 'Jane' would be user **02** etc.

USER NUMBER
[02]

Now key in the 'User Number' whose PIN code/TAG you wish to add or change.

Press 'YES'

Key in the new **4,5 or 6 digit PIN code** you require *or* present the new Tag.

ENTER USER CODE
[* * * *]

To delete a code or Tag press 'C'.

Press 'YES'

Euro-MERiDIAN will **not** allow you to programme in codes that are already in use by the system. Standard users can only edit their own code.

Managers can only programme new users with access to the same areas as he/she has access.

Note: 'EN Grade 3' alarm systems will only accept 5 or 6 digit codes, or tags

Changing or adding PIN Codes/Tags

User Type
(User) [0]

Choose the level of authority the code-holder is allowed.

User – **cannot** access Manager Menu.

Manager – **can** use Manager Menu.
(Use 'B & D' keys to make your choice).

Press 'YES'

User Areas
[A]

Using the **A B C D** keys, choose the areas you wish to be controlled by the code-holder.

(Managers may not give other users access to areas he himself cannot access)

Press 'YES'

User Set Option
Unset/Set [0]

Choose the limits you wish to place on the code-holders actions. Set & Unset, Set only, Unset only, choose 'None' if the Tag is **only** for Access or Ward control.

(Use 'B & D' keys to make your choice)

Press 'YES'

Changing or adding new PIN Codes/Tags

Using the numeric keys, you can enter a user name, similar to typing a text message on a mobile phone. Use '0' key for space.

The **A B C D** keys on the keypad are used as follows:



'A' – capital letters

'B' – moves cursor left

'C' – Clears Character, creates a space

'D' – Cursor moves right

eg to write 'Ben' simply press the

'2' key twice

'A' key for capital

'D' move cursor right

'3' key twice

'D' move cursor right

'6' key twice

Press **'Yes'**

When you have finished and wish to go to the next menu, press **'NO'**.