

Electric Door Keypad - Quick Instructions
Series 2 System

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To open door –
Enter [**User Code**] and then press **E** –
The lock will release.

Your management code is _____
(You need this to enter the programming mode to change **User Codes**.)

To Add a number -

First enter: [**management code**] **E** (you'll hear 5 beeps)
Next enter: * [**User Number**] **1 E** (you'll hear 3x2 beeps)
Finally enter: [**User Code**] **E** (you'll hear 'warble')

Example. To allocate **User Number 001** to **Jill** and give her the **User Code 2323**

User No.	User Code	GIVEN TO
001	2323	Jill

First enter: [**management code**] **E** (you'll hear 5 beeps)
Next enter: ***001 1E** (you'll hear 3x2 beeps)
Finally enter: **2323 E** (you'll hear 'warble')

To Delete a number -

Enter [**management code**]**E** (wait for 5 beeps)
then enter # [**User Number**] **E** (you'll hear 'warble')

Example. To delete **Jill**: Her **User Number** is **001**

Enter [**management code**]**E** (wait for 5 beeps)
then enter # **001 E** (you'll hear 'warble')

Notes:

To reuse a **User Number**, you must first delete the number, and then enter the new number.
The same **User Code** can not be programmed to multiple (**User Number**) locations.

YOUR CODE RECORD

DATE	User No. Memory location	User Code (PIN)	GIVEN TO Name of person
	001		
	002		
	003		
	004		
	005		
	006		
	007		
	008		
	009		
	010		
	011		
	012		
	013		
	014		
	015		