

MAXSYS®

PC4020/PC4020CF v3.5 • Instruction Manual *Code Changes*

WARNING: *This manual contains information on limitations regarding product use and function and information on the limitations as to liability of the manufacturer. The entire manual should be carefully read.*



Access Codes

Access codes are used to arm and disarm the system as well as to access system functions. There are many different codes available on the system. The Grand System Master Code will be able to perform all system functions. This includes zone bypassing, activating outputs enabling user options and programming access codes. The Grand System Master Code is access code 001. Normally, only your installer can change this code. Please ask your installer if you wish to be able to alter this code. The following sections explain how to program new codes and modify existing codes. All access code options will also be described.

Programming A New Access Code

This section describes the basic aspects to programming an access code:

- How to select a new access code for programming
- How to program the 4- or 6-digit code
- How to program the user's name to identify the code
- How to select the partitions the code will be active on

To select a new access code for programming, perform the following steps:

1. Enter [*][5] followed by a Master Code.
2. The display will read: Select (0) < > User No. Search Press [0] or [*].
3. The display will read: Sel. Code (0001) < > User 1

User 1 (Access Code 001) is the System Master Code. Your installer may already have programmed this code. Use the right arrow (>) key to scroll to the code you wish to program (for example, access code 002). Press [*] to select the code.

4. The display will read: Select (0) < > Program Code

This is the Program Code menu menu. Use the right arrow (>) key to scroll through each display in the Program Code menu. Each display pertains to a different aspect of access code programming, including the three listed below. To select any menu item for programming, press [*].

Program Code

You will need to program a four-digit code for each user. Six-digit access codes are also available. Talk to your installer if you require six digit access codes on your system. To program the code for the new access code, perform the following:

1. From the Program Code menu, use the arrow keys to scroll to the first message: "Select (0) Program Code." Press [0] or [*] to program the access code.
2. The display will indicate "Enter Digits" followed by "AAAA." This is the default setting for the access code. Enter a new four- or six digit code.
3. Press [#]. The display will return to "Select (0) Program Code." The new code has been programmed.

Edit User Name

You can program a name for each user. This name is displayed on the keypad when you are editing access codes, and is also shown in the event buffer for the system. If a PC4850 Telephone Access module is connected to the system, the User Name will be displayed on the PC4850 LCD screen for visitors.

To program the user name for the new access code, perform the following:

1. From the Program Code menu, use the right arrow (>) key to scroll to the following display: Select (2) < > Edit User Name
2. Press [2] or [*].
3. The display will read "Program Name." For access code 0002, the default name will be "User 2." Enter the new access code name using the number keys in the following manner: The letters of the alphabet have been divided up among the 1 to 9 number keys on the keypad as follows:
[1] = A, B, C, 1 [2] = D, E, F, 2 [3] = G, H, I, 3 [4] = J, K, L, 4
[5] = M, N, O, 5 [6] = P, Q, R, 6 [7] = S, T, U, 7 [8] = V, W, X, 8
[9] = Y, Z, 9, 0 [0] = Space

For example, if you press the [4] key once, the letter "J" will appear above the cursor on the display. Press the [4] key again, the next letter "K" will appear, and so on. If a different number key is pressed, the cursor will automatically move to the right one space. To erase a character, use the [<] [>] keys to move the cursor under the character, then press the [0] key. (See section 2.4 for other options available when programming user names.)

NOTE: If a user does not want their name listed on the PC4850 display, but does want to have an access code, you can put a "!" at the beginning of the user name. To enter a "!", press [*], then scroll to the message "ASCII Entry". Press [*], then enter [033*].

4. Once the new name has been entered, press [#]. The display will return to "Select (2) Edit User Name."

Modifying an Existing Code

To modify an existing code, you must first search for it using one of two methods: search by user number or by user name. To search for the code by user number, perform the following:

1. Enter [*][5] followed by a Master code.
2. The display will read: Select (0) for User Number Search Press [0] or [*].
3. Enter the access code number and press [*] to continue programming. You can also use the arrow (< >) keys to scroll to the desired number.

To search for the code by user name, perform the following:

1. Enter [*][5] followed by a Master code.
2. The display will read "Select (0) for User Number Search." Use the right arrow (>) key to scroll to the following display:

Select (1) for User Name Search Press [1] or [*].

3. The first letter of the access code name using the corresponding number key. For example, for John, enter the letter "J" by pressing the [4] key once.
 4. The keypad will display the first available name starting with the selected letter. Use the right arrow (>) key to scroll through subsequent names.
 5. Once the appropriate user name is displayed, press [*] to continue programming.
- Once the code has been selected, the Program Code menu will be shown. Reprogram the access code, code label or partition access using the steps outlined in Section 2.1 "Program a New Code".

Changing User Code Options

User code options determine which system features the code will be able to access. Table 2-1 shows all of the available access code options. The table also indicates which options are enabled by default for each type of code.

To change the user options for a code from its default settings, perform the following:

1. Enter [*][5] followed by a Master code.
2. Locate the code using one of the code searching methods (see Section 2.2). Press [*] to select.
3. Use the right arrow (>) key to scroll to the following display: Select (5) < > Edit User Opt's Press [5] or [*].
4. Use the arrow (< >) keys to scroll through each option. Press [*] to turn each option on (Y) or off (N).
5. When the desired options have been programmed, press [#].

Access Code Label Options

In Section 2.1, you learned how to program the access code label ("Program User Name"). There are other options available when programming labels. When programming the label, press the [*] key for the options menu. Use the arrow (< >) keys to scroll through each option. Press the [*] key to select.

The available options are:

- Clear Display: Selecting this option will clear the entire code label.
- Clear to End: This will clear the display from the character where the cursor was located to the end of the display.
- Change Case: This will toggle the letter entry between uppercase and lowercase letters.

Deleting an Existing Code

An access code may be erased in two parts. First, all data pertaining to the code may be deleted (access code, user options, partition access, etc.). The access code label is erased separately.

To delete all access code data from an existing code, perform the following:

1. Enter [*][5] followed by a Master code.
2. Locate the code using one of the code-searching methods (see Section 2.2 "Modifying an Existing Code"). Press [*] to select.
3. Use the right arrow (>) key to scroll to the following display: Select (1) < > Erase Data
4. Press [1] or [*]. All data pertaining to the access code, except the access code name, will be erased.

To delete the access code name from an existing code, perform the following:

1. Enter [*][5] followed by a Master code.
2. Locate the code using one of the code-searching methods (see Section 2.2 "Modifying an Existing Code"). Press [*] to select.
3. Use the right arrow (>) key to scroll to the to "Select (2) Edit User Name" and press [*].
4. The display will indicate the current name. Press [*].
5. The display will read "Select (0) Clear Display." Press [*]. The access code name will be erased.
6. Follow the instructions outlined in Section 2.1 to program a new label, or press [#] until you have exited access code programming.

Special Codes

The following are special codes. Selecting the corresponding user option will program each code (see Section 2.3 “Change User Code Options”).

System Master Codes

System Master codes have access to all partitions on the system. These codes can be used to program other access codes, except for other System Master codes. For a list of the other user options that are enabled for this code, see Table 2-1.

Supervisor Codes

The supervisor code can be used to program other access codes that are only to be active on the supervisor’s partition. Users with Supervisor codes cannot program other Supervisor codes, or System Master codes. For a list of the other user options that are enabled for this code, see Table 2-1.

Access Codes

Duress Codes

If the “Duress” user option is enabled, the code will become a Duress code. When this code is entered, the system will send a duress signal to the monitoring station. Make sure that the Arm and Disarm user options are also enabled for this code.

One-time Use Codes

If the “One-time Use” option is enabled, the code will become a One-time Use code. The code can be used to disarm assigned partitions. When a user arms the system using a One-Time Use code, the panel will erase the code once the Exit Delay expires; after this time, the code cannot be used again. Make sure that the Arm and Disarm user options are also enabled for this code.

Log Only Codes

A “Log Only” code will only create an entry in the event buffer when entered at a keypad. Example: a log-only code may be used by a guard to record the time that they checked each area of the premises.

To create a log-only code, disable all the access code options for the code.

Temporary Codes

A “Temporary code” is an access code that can be turned on or off by partition using the “T-Code” function key. Any code with the temporary code attribute enabled will work this way. To turn temporary codes on for a partition, press and hold the “T-Code” function key at a keypad assigned to the partition. You may need to enter an access code after pressing the “T-Code” key. If enabled for your access code, you can also turn temporary codes on and off for any partition by entering [*][6][access code][0][3].