

## ***Security Codes & Authority Levels***

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### **General Information**

At the time of installation, you were assigned an authority level and a personal four-digit security code, known only to you and yours. The security code must be entered when arming and disarming the system. The authority level defines the system functions that you can perform.

As an additional safety feature, other users that do not have a need to know your code can be assigned different security codes, and each user can be given a different authority level. Users are identified by "user numbers", which are assigned when assigning a user's security code.

All codes can be used interchangeably when performing system functions within the limits of each code's authority level (a system armed with one user's code can be disarmed by another user's code), with the exception of the Operator Level C code. See AUTHORITY LEVELS on the following page for details regarding authority levels.

### **Duress Code**

This feature is intended for use if you are forced to disarm or arm the system under threat. When used, the system will act normally, but can silently notify the central station of your situation, if that service has been provided. The duress code is pre-assigned by the installer during installation (authority level 6).

**Important:** This code is useful only when the system is connected to a central station.

### **Quick Arming**

Note: If "Quick Arming" was programmed by the installer, the [#] key can be pressed in place of the security code when arming the system. The security code must always be used to disarm the system, however.

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### **Authority Levels**

Authority levels define the system functions a particular user can perform. Depending on the authority assigned to you, there are certain system functions you may be prohibited from performing. In summary, there are six authority levels, each having certain system restrictions as shown below.

**Level 1 Master:** Can perform all system functions in assigned partitions, and can add, delete or change Manager and Operator level users. Master codes are added by the Installer.

**Level 2 Manager:** Can perform system functions in assigned partitions, and can add, delete or change Operator level users.

**Level 3 Operator A:** Can perform system functions in assigned partitions, but cannot add or delete other users.

**Level 4 Operator B:** Same as Operator A, except Operator B cannot bypass zones of protection.

**Level 5 Operator C:** Can arm the system in assigned partitions, but cannot disarm the system **unless** the system was armed with this code. This code is typically assigned to someone who has a need to arm/disarm the system only at certain times (such as a baby-sitter).

**Level 6 Duress:** Can arm and disarm the system, but also sends a silent panic alarm to the central station, if that service is connected.

#### **To view your authority level and system capabilities:**

1. Enter your code + [\*] + [\*].
2. The keypad will display the partition(s) that you are authorized to operate, and your user number and authority level in each partition.

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### **General Rules on Authority Levels and Changes**

- A user may not delete or change the user code of the SAME or HIGHER authority than which he is assigned.
- A user may only ADD users to a LOWER authority level.
- A user may assign access codes only to those partitions to which the user adding the code has access. (ex. a user with access to only partition 1 cannot assign codes in partition 2.)
- The only way to assign a user's authority level is by using the "Add A User" procedure. To change a user's authority level, that user must first be deleted, then added again.
- A user can only be DELETED or CHANGED from within the partition he is assigned.
- User numbers must be entered as 3-digit entries (2-digit for VISTA-32FB). Single digit user numbers must be preceded by a "00" (example, 003, 004, etc.). Security codes are entered as 4-digit numbers.
- Before assigning a security code, be sure it does not conflict with any DURESS code.

**Note:** When adding, changing or deleting users, all other alpha keypads in that partition will display "User Edit Mode – Please Stand By", and key depressions (except Panic) at those keypads will be ignored. Panic key depressions will cause an alarm and terminate user entry.

### **To Exit User Edit Mode**

You can exit any of the user edit modes described on the following pages at any time by doing the following:

1. Press either  or  , or don't press any key for 10 seconds.
2. System returns to normal mode.

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### **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 (002-150).
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 #  
(001-128)

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

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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.

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### **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.

### **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.