



# How Do I Program a User Access Code?

## 1 ENTER PROGRAMMING MODE

PARADOX FAMILY  
1999/11/25 10:36

When you see the date and time on your screen, enter your **[MASTER ACCESS CODE]**. Note, if you do not see the date and time, press **[CLEAR]** until you do.

CODE 01  
SELECT ACTION

When you see "select an action" on your screen, press **[0]**.

ACCESS CODE  
[ACC] TO program

When you see "[acc] to program" on your screen, press **[ACC]**.

## 2 SELECT A USER CODE

USER number [ ]  
eENTER A NUMBER

When you see "ENTER A NUMBER" on your screen, use the **[▲]** and **[▼]** buttons to scroll and press **[Acc]** to select the desired user code.

Or, if you know the 2-digit user code number (01 to 96), you can enter it.

USER CODE 00  
[ \_ ]  
DONOTPRESS[ENTER]

Once the code is selected and you see "ENTER code ##" on your screen, enter the desired **[USER ACCESS CODE]**. Note, the user access code is a personal identification number (P.I.N.).

## 3 SELECT USER OPTIONS

000 USER OPTIONS  
(\*\*\*\*\*]  
DONOTPRESS[ENTER]

When you see "USER OPTIONS" on your screen, press buttons **[1]** to **[8]** until the chosen options appear within the bracket on your screen:  
[-----]  
Then press **[▲]**.

**Button/Option**

**Option Description**

- [1] & [2] =** User Code becomes a Master Code
  - [1] off** Disabled
  - [1] on [2] off** Master modifies code (P.I.N.) only
  - [1] on [2] on** Master modifies code (P.I.N.) & options
- [3] =** on=Duress feature enabled off=Disabled
- [4] =** on=Bypass feature enabled off=Disabled
- [5] =** on=Arm Only feature enabled off=Disabled
- [6] =** on=Stay & Instant Arming enabled off=Disabled
- [7] =** on=Force Arming enabled off=Disabled
- [8] =** on=Keypad follows user's area assignment  
off=User follows keypad's area assignment

## 4 ASSIGNING AREAS

000 ASSIGN AREA  
(\*\*\*\*\*]  
DONOTPRESS[ENTER]

When you see "ASSIGN AREA" on your screen, press buttons **[1]** to **[4]** until the following appears within the bracket on your screen:  
[----- \* \* \* \*]  
To program access control features, press **[▲]**. Otherwise, press **[ENTER]**.

**Button/Option**

**Option Description**

- [1] =** on=Access to area 1 off=Disabled
- [2] =** on=Access to area 2 off=Disabled
- [3] =** on=Access to area 3 off=Disabled
- [4] =** on=Access to area 4 off=Disabled
- [5] to [8] =** Not used

# 5 PROGRAM ACCESS LEVELS AND SCHEDULES

001 level + sched  
(01) (01) ↑↓  
DONOTPRESS[ENTER]

When you see "level + sched" on your screen, press the numerical buttons until the chosen options appear within the bracket on your screen:  
[\_\_\_\_] [\_\_\_\_] Then press [▲].

AccessLevel	AccessControlDoors1to32	Schedule	StartTime	EndTime	Days
00=	Access granted to all access control doors	00=	Access granted at all times		
01=	Door(s): _____	01=	____:____	____:____	SMTWTFSH SMTWTFSH
02=	Door(s): _____	02=	____:____	____:____	SMTWTFSH SMTWTFSH
03=	Door(s): _____	03=	____:____	____:____	SMTWTFSH SMTWTFSH
04=	Door(s): _____	04=	____:____	____:____	SMTWTFSH SMTWTFSH
05=	Door(s): _____	05=	____:____	____:____	SMTWTFSH SMTWTFSH
06=	Door(s): _____	06=	____:____	____:____	SMTWTFSH SMTWTFSH
07=	Door(s): _____	07=	____:____	____:____	SMTWTFSH SMTWTFSH
08=	Door(s): _____	08=	____:____	____:____	SMTWTFSH SMTWTFSH
09=	Door(s): _____	09=	____:____	____:____	SMTWTFSH SMTWTFSH
10=	Door(s): _____	10=	____:____	____:____	SMTWTFSH SMTWTFSH
11=	Door(s): _____	11=	____:____	____:____	SMTWTFSH SMTWTFSH
12=	Door(s): _____	12=	____:____	____:____	SMTWTFSH SMTWTFSH
13=	Door(s): _____	13=	____:____	____:____	SMTWTFSH SMTWTFSH
14=	Door(s): _____	14=	____:____	____:____	SMTWTFSH SMTWTFSH
15=	Door(s): _____	15=	____:____	____:____	SMTWTFSH SMTWTFSH

# 6 SELECT ACCESS OPTIONS

001 access option  
(\*\*\*\*\*) ↑↓  
DONOTPRESS[ENTER]

When you see "ACCESS OPTION" on your screen, press buttons [1] to [8] until the chosen options appear within the bracket on your screen:  
[\_\_\_\_\_] Then press [▲].

Button/Option	Option Description
[1] =	on=Access Card enabled off=Disabled
[2] =	on=Can disarm with Access Card off=Disabled
[3] =	on=Card with Extended Unlocked Period off=Disabled
[4][5][6][7] =	Arming method with Access Card
[4] on [5] off [6] off [7] off	=Regular Arm
[4] on [5] on [6] off [7] off	=Stay Arm
[4] on [5] off [6] on [7] off	=Instant Arm
[4] on [5] off [6] off [7] on	=Force Arm
[8] =	on=Can open armed Access Control doors off=Disabled

01=	____:____	____:____	SMTWTFSH SMTWTFSH
02=	____:____	____:____	SMTWTFSH SMTWTFSH
03=	____:____	____:____	SMTWTFSH SMTWTFSH
04=	____:____	____:____	SMTWTFSH SMTWTFSH
05=	____:____	____:____	SMTWTFSH SMTWTFSH
06=	____:____	____:____	SMTWTFSH SMTWTFSH
07=	____:____	____:____	SMTWTFSH SMTWTFSH
08=	____:____	____:____	SMTWTFSH SMTWTFSH
09=	____:____	____:____	SMTWTFSH SMTWTFSH
10=	____:____	____:____	SMTWTFSH SMTWTFSH
11=	____:____	____:____	SMTWTFSH SMTWTFSH
12=	____:____	____:____	SMTWTFSH SMTWTFSH
13=	____:____	____:____	SMTWTFSH SMTWTFSH
14=	____:____	____:____	SMTWTFSH SMTWTFSH
15=	____:____	____:____	SMTWTFSH SMTWTFSH

MONTH	Days (Write days programmed as Holidays)
JANUARY	
FEBRUARY	
MARCH	
APRIL	
MAY	
JUNE	
JULY	
AUGUST	
SEPTEMBER	
OCTOBER	
NOVEMBER	
DECEMBER	

# 7 PROGRAM ACCESS CARD

001 ACCESS Card  
[000:00000]

When you see "ACCESS CARD" on your screen, present your access control card to the reader and then press [ENTER].

