

# Managing Keypad EZ User PINs

To change the **Administrative Programming** PIN from the default “9998”

- 1 00 #
- 2 9998 # (Default Admin PIN)  
Red light stays on.  
Flashes red/green when programming.
- 3 20 #
- 4 Enter a new **Admin Programming** PIN here \_ \_ \_ \_ #
- 5 Enter above number (Step 4) again \_ \_ \_ \_ #
- 6 To exit programming – 99 #

## To add a PIN

- 1 00 #
- 2 New **Admin Programming** PIN \_ \_ \_ \_ #
- 3 10 #
- 4 Enter a new user PIN \_ \_ \_ \_ # #  
Repeat steps 3 and 4 to add more user PINs.
- 5 To exit programming – 99 #

## To delete a PIN

- 1 00 #
- 2 New Admin Programming PIN \_ \_ \_ \_ #
- 3 11 #
- 4 Enter the PIN to be deleted \_ \_ \_ \_ #  
Repeat steps 3 and 4 to delete more PINs.
- 5 To exit programming – 99 #

## To reset all programming to factory defaults

- 1 00 #
- 2 New Admin Programming PIN \_ \_ \_ \_ #
- 3 33 #
- 4 33 #
- 5 To exit programming – 99 #