

Editing Records

To edit a record, you must be in **Programming Mode**. Refer to *Entering Programming Mode* on page 2 for instructions.

Step 1: Enter Edit Record mode

Add New Record
>Edit Record

1. Press ***** (scroll up) or **#** (scroll down).
2. Press **0** when the arrow is pointed beside "Edit Record". The display enters Edit Record mode.

Step 2: Select Record

1000 >John Doe
1001 Sam Spade

1. Press ***** (scroll up) or **#** (scroll down) to find the record you want to change.
2. Press **I** to enter the record.

Step 3: Enter resident's name

Enter Name
[_ _ _ _ _]

- If you want to change the resident's name, enter it now. (see page 16 for instructions). The name may be up to 15 characters long. Press **#** to save and continue.
- If you do not want to change the resident's name, press **#** to continue.

Step 4: Enter Dial Code

Enter Dial Code
[_ _ _ _]

- If you want to change the dial code, enter a code that is between 1 to 4 digits long. Press **#** to save and continue.
- If you do not want to change the dial code, press **#** to continue.

Step 5: Enter Relay Code

Enter Relay Code
[_ _ _ _]

1. Enter the relay code.
2. Press **#** to save and continue.

Step 6: Enter NSL-ID

Enter NSL-ID
[_ _]

1. Enter the NSL-ID.
2. Press **#** to save and continue.

Step 7: Enter Elevator Code

Enter Elevator Code
[_ _]

- If elevator control is not being used, press **#** to continue.
- If elevator control is being used, please contact your technician for assistance.

Step 8: Enter Elevator ID

Enter Elevator ID
[_ _]

- If elevator ID is not being used, press **#** to continue.
- If elevator ID is being used, please contact your technician for assistance.

Step 9: Enter Keyless Code

Enter Keyless Code
[_ _ _ _]

- If keyless codes are being used, enter the 4-digit code. Press **#** to save and continue.
- If keyless codes are not being used, press **#** to continue.

Step 10: Enter Ring Pattern

Enter Ring Pattern
[_ _]

1. Select the ring pattern (01 to 04).
2. Press **#** to save and continue.

You have successfully edited the record. The display now returns to the previous menu.

- To *edit another record* repeat steps 2 through 10.
- To *exit the Edit Record mode*, press **9** to return to the programming menu.