

# Programming

## Adding New Records

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

### Step 1: Enter Add New Record mode

>Add New Record  
Edit Record

Press **0** to add a new record. The display enters Add New Record mode.

### Step 2: Enter resident's name

Enter Name  
[ \_ \_ \_ \_ \_ ]

1. Enter the resident's name (see page 16 for instructions). The name may be up to 15 characters long.
2. Press **#** to save and continue.

### Step 3: Enter Dial Code

Enter Dial Code  
[ \_ \_ \_ ]

1. Enter the resident's dial (door) code. The code may be between 1 to 4 digits long.
2. Press **#** to save and continue.

### Step 4: Enter Telephone Number

Enter Telephone No.  
[ \_ \_ \_ \_ \_ ]

1. Enter the resident's telephone number (and area code if applicable).
2. Press **#** twice to save and continue.


### Step 5: Enter Elevator Code

Enter Elevator Code  
[ \_ \_ ]

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



### Step 6: Enter Elevator ID

Enter Elevator ID  
[ \_ \_ ]



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

### Step 7: 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 save and continue.

To add another record,

1. Press  to scroll one step up.
2. Press . This will bring you back into the “Add new record” mode. Repeat steps 1 through 7.