

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 >
1001

1. Press ***** (scroll up) or **#** (scroll down) to find the record you want to change.
2. Press **|** when the arrow is beside the record you want to change. The display now enters the record. *Note: Records are listed according to resident dial code.*

Step 3: 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 4: Enter Telephone Number

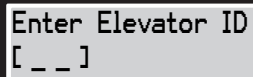
Enter Telephone No.
[_ _ _ _ _]

- If you want to change the telephone number, enter the number. Press **#** *twice* to save and continue.
- If you do not want to change the telephone number, press **#** *twice* to continue.


Step 5: Enter Elevator Code

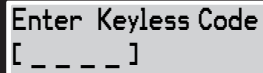
Enter Elevator Code
[_ _]

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



Step 6: 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 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 continue.

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

- To *edit another record* repeat steps 2 through 7.
- To *exit the Edit Record mode*, press  to return to the programming menu.