




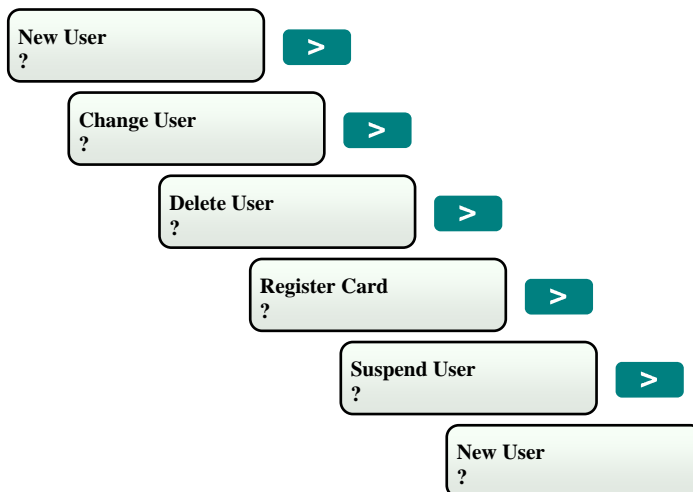
Control Menu

**New User > Change User > Delete User > Change Pin >
Register Card > Remove Card > Suspend User**

The Users Menu allows the user complete control who has access to the system through either the RAS's or Card Readers. It includes options allowing the user to add new users, change existing user setup, delete users and to simply change a users PIN number. It also allows the user to assign and remove cards from a user's profile, and also allows the user to suspend a users details.

To access the user menu options:









- Enter your PIN **5** JKL **6** MNO **0** **9** wxy
- Press **ENTER**
- Press **CLEAR** The Genesis menu will appear, with  showing on the screen
- Use the **<** or **>** keys to select the  menu
- Press **ENTER** use the **<** or **>** keys to navigate through the  menu as follows:



- When the desired menu option is displayed on the RAS, press **ENTER**

User Menu




New User

- After pressing **ENTER**  will be displayed.
Enter the user number for the new user. Note that this is not the PIN but the actual user number.
- Press **ENTER**  will now be displayed.
Enter the PIN for this user number.
- Press **ENTER**  will be displayed.
Use **ON** or **OFF** to change the option if necessary. If turned on, adding one to the PIN will result in a duress alarm. This can be entered into a remote arming station if a person is forced to provide access to an intruder.
- Press **ENTER**  will be displayed.
Use **<** or **>** to locate the required group. The group determines what areas the user can arm, what doors they can access, and what menus they can use. The group names and descriptions should be supplied to you by your Service Technician.
- Press **ENTER**  will be displayed.
If an expiry date is required for the users code, enter it in the format of DDMMYY. For example, 23rd January 2012 would be entered as 230112. If no expiry date is required then leave the field blank.
- Press **ENTER**  will be displayed.
If the user is required to change their PIN, enter the date for the user to change their PIN in the format of DDMMYY. For example, 23rd January 2012 would be entered as 230012. If they can always use the same PIN then leave the field blank.
- Press **ENTER**  will be displayed.
Use the keypad to enter the user's name. To access the letters, press the key multiple times. For example, to insert a S press **7 PRS** three times. Up to 15 Characters can be entered for the users name. The format "J Smith" for John Smith is recommended as opposed to entering first name only.
- Press **ENTER**  will be displayed.

User Menu (continued)





Change User

Go to the User menu using the procedure described on page 18.

- Press  until  is displayed.
- Press 
- Make changes to users details as described in the New User instructions on previous page.

Delete User

Go to the User menu using the procedure described on page 18.

- Press  until  is displayed.
- Press   will be displayed.









Enter the user number. Note that this is not the PIN but the actual user number.

 will be displayed.

- Press  the user is now deleted and will not have access to any RAS.

Change Pins

Go to the User menu using the procedure described on page 18.




- Press  until  is displayed.
- Press   will be displayed.
- Enter the user number. Note that this is not the PIN but the actual user number.
- Press  the user name will be displayed.
- Press   will be displayed.
- Enter the users new PIN and press .

The users PIN has now been changed

User Menu (continued)

Register Card

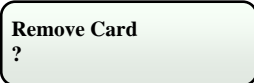

Go to the User menu using the procedure described on page 18.

- Press **>** until  is displayed.
- Press **ENTER**  will be displayed.
- Enter the user ID. Note that this is not the PIN, but the actual user number.
- Press **ENTER**, the users name will be displayed, along with a card number if already programmed.
- Press **ENTER** will be displayed
- Present the users card to the reader attached to the RAS.
- The cards Facility code and Card number will be displayed on the RAS. Press **ENTER**
-  Will be displayed on the RAS. Press **ENTER**

The card will now be programmed to the user.

Remove Card




Go to the User menu using the procedure described on page 18.

- Press **>** until  is displayed.
- Press **ENTER**
-  will be displayed.
- Enter the user number. Note that this is not the PIN, but the actual user number.
- Press **ENTER** the users name and card number will be displayed.
- Press **ENTER** to confirm that this is correct and remove the card from the user or press **CLEAR** if you do not want to remove the card from the displayed user.

User Menu (continued)

Suspend User





Go to the User menu using the procedure described on page 18.

- Press **>** until  is displayed
- Press **ENTER**  will be displayed
- Enter the user number. Note that this is not the PIN, but the actual user number
- Press **ENTER** the users name will be displayed on the RAS
- Press **ON** to suspend the user, or **OFF** to put the user back in service
- Press **ENTER**  will be displayed
- Press **ENTER** The user will have been suspended

PINS Menu - (for changing own personal PIN)

The PINS Menu allows the user to change their own user PIN only. It does not allow changes to any other users, or to any of the users settings.

To change your own PIN.

- Enter your PIN **5** JKL **6** MNO **0** **9** wxy
- Press **ENTER**
- Press **CLEAR** the Genesis menu will appear, with  showing on the screen
- Use the **<** or **>** keys to select the  menu
- Press **ENTER**  is displayed on the RAS
- Enter your new PIN and press **ENTER**  will be displayed
- Press **ENTER** your PIN will now have been updated
- Press **CLEAR** twice to exit all Menu's at any time, this will take you back to step 1.