

## **CONCORD EXPRESS USER/MASTER CODE/DATE+TIME PROGRAMING CHEAT SHEET**

- Master Code Programming: ref. p.11 in the user manual
  - 1) Press the menu button on the key pad (9)
  - 2) Enter the master code (default is 1234)
  - 3) Press A or B until the display shows user codes
  - 4) Press the # button
  - 5) Press A or B until the display shows sys master
  - 6) Press the # button (The display shows the current code)
  - 7) Enter the new four-digit code then press the # button
  - 8) Press \* button until the display shows user codes
  - 9) Press A or B until the display shows end program
  - 10) Press the # button
- User Code Programming: ref. p.12 in the user manual
  - 1) Press the menu button on the key pad (9)
  - 2) Enter the master code (default is 1234)
  - 3) Press A or B until the display shows user codes
  - 4) Press the # button (the display shows reg codes)
  - 5) Press the # button (the display shows reg code 00)
  - 6) Press the A or B button until the display shows the two-digit user code you want to change then press the # button (00-15)
  - 7) Enter the new four-digit code then press the # button
  - 8) Press the \* button until the display shows user codes
  - 9) Press the A or B button until the display shows end program
  - 10) Press the # button
- Delete User Code: ref. p.12 in the user manual
  - 1) Press the menu button on the key pad (9)
  - 2) Enter the master code (default is 1234)
  - 3) Press A or B until the display shows user codes
  - 4) Press the # button (the display shows reg codes)
  - 5) Press the # button (the display shows reg code 00)
  - 6) Press the A or B button until the display shows the two-digit user code you want to delete then press the # button (00-15)
  - 7) Enter the master code (default is 1234) then press # button (repeat until the desired codes are deleted)
  - 8) Press the \* button until the display shows user codes
  - 9) Press the A or B button until the display shows end program
  - 10) Press the # button
- Program Time: ref. p.13 in the user manual
  - 1) Press the menu button on the key pad (9)
  - 2) Enter the master code (default is 1234)
  - 3) The display should show Time-Date
  - 4) Press the # button (the display shows the programmed time)
  - 5) Enter the desired time in 24-hour format (00:00 ex 13:01 is 1:01pm) press # to set
  - 6) Press \* button until display shows Time-Date
  - 7) Press the A or B button until the display shows end program
  - 8) Press the # button
- Program Date: ref. p.13 in the user manual
  - 1) Press the menu button on the key pad (9)
  - 2) Enter the master code (default is 1234)
  - 3) The display should show Time-Date
  - 4) Press the # button
  - 5) Press the A or B button until the display shows the programmed date
  - 6) Enter the desired date (mm/dd/yy ex 01/30/08 is January 30<sup>th</sup>, 2008) press # to set
  - 7) Press \* button until display shows Time-Date
  - 8) Press the A or B button until the display shows end program
  - 9) Press the # button